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Form **990-EZ**Department of the Treasury
Internal Revenue Service**Short Form**
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form.

▶ The organization may have to use a copy of this return to satisfy state reporting requirements

OMB No 1545-1150

2010Open to Public
Inspection**A** For the 2010 calendar year, or tax year beginning **JUL 1, 2010** and ending **JUN 30, 2011****B** Check if applicable

- ☐ Address change
☐ Name change
☐ Initial return
☐ Terminated
☐ Amended return
☐ Application pending

C Name of organization

MINNESOTA SOCIETY OF CLINICAL ONCOLOGY

Number and street (or P O box, if mail is not delivered to street address)

C/O ACCC, 11600 NEBEL STREET

Room/suite

201

City or town, state or country, and ZIP + 4

ROCKVILLE, MD 20852-2557

D Employer identification number

30-0188580

E Telephone number

(301) 984-9496

F Group Exemption
Number ▶**G** Accounting Method ☐ Cash ☒ Accrual Other (specify) ▶**I** Website: ▶ WWW.MSCO-MINNESOTA.COM**J** Tax-exempt status (check only one) — ☐ 501(c)(3) ☒ 501(c)(6) (insert no) ☐ 4947(a)(1) or ☐ 527**H** Check ☐ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)**K** Check ☐ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.**L** Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ.

▶ \$ 139,952.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I ☒

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	88,000.
	2	Program service revenue including government fees and contracts	2	38,500.
	3	Membership dues and assessments	3	12,800.
	4	Investment income	4	652.
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events	6	
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	6b	Gross income from fundraising events (not including \$ from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
6c	Less direct expenses from gaming and fundraising events	6c		
6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a	Gross sales of inventory, less returns and allowances	7a		
7b	Less cost of goods sold	7b		
7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	139,952.	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	45,098.
	13	Professional fees and other payments to independent contractors	13	875.
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	327.
	16	Other expenses (describe in Schedule O)	16	33,371.
17	Total expenses. Add lines 10 through 16	17	79,671.	
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	60,281.
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	250,808.
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	0.
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	311,089.

LHA For Paperwork Reduction Act Notice, see the separate instructions

Form **990-EZ** (2010)

Part II Balance Sheets. (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

☒

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments	268,319.	22	333,280.
23 Land and buildings		23	
24 Other assets (describe in Schedule O)		24	
25 Total assets	268,319.	25	333,280.
26 Total liabilities (describe in Schedule O) SEE SCHEDULE O	17,511.	26	22,191.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	250,808.	27	311,089.

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

☒

What is the organization's primary exempt purpose? SEE SCHEDULE O

Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title

Expenses
 (Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts, optional for others)

28 SEE SCHEDULE O		
(Grants \$) If this amount includes foreign grants, check here	28a	
29		
(Grants \$) If this amount includes foreign grants, check here	29a	
30		
(Grants \$) If this amount includes foreign grants, check here	30a	
31 Other program services (describe in Schedule O)		
(Grants \$) If this amount includes foreign grants, check here	31a	
32 Total program service expenses (add lines 28a through 31a)	32	

Part IV List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated (see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

☒

(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation (If not paid, enter -0-)	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
ACCC - SEE SCHEDULE O	MANAGEMENT COMPANY			
ALL IN C/O ORGANIZATION	5.00	45,098.	0.	0.
JOSEPH W. LEACH	PRESIDENT	1.00	0.	0.
LORRE OCHS	PRESIDENT ELECT	1.00	0.	0.
STEVEN ROUSEY	SECRETARY/TREASURER	1.00	0.	0.
AMY B. SPOMER	PAST PRESIDENT	1.00	0.	0.
RANDY HURLEY	BOARD MEMBER	1.00	0.	0.
BALKRISHNA JAHAGIRDAR	BOARD MEMBER	1.00	0.	0.
DAVID KING	BOARD MEMBER	1.00	0.	0.
TIM LARSON	BOARD MEMBER	1.00	0.	0.
KURT NISI	BOARD MEMBER	1.00	0.	0.
NICHOLAS REUTER	BOARD MEMBER	1.00	0.	0.
AVINA SINGH	BOARD MEMBER	1.00	0.	0.

Part V Other Information (Note the statement requirements in the instructions for Part V.)Check if the organization used Schedule O to respond to any question in this Part V ☐

	Yes	No
33 Did the organization engage in any activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		X
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)	X	
35 If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, explain in Schedule O why the organization did not report the income on Form 990-T		
a Did the organization have unrelated business gross income of \$1,000 or more or was it a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements?		X
b If "Yes," has it filed a tax return on Form 990-T for this year?	N/A	
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a 0.		
b Did the organization file Form 1120-POL for this year?		X
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		X
b If "Yes," complete Schedule L, Part II and enter the total amount involved 38b N/A		
39 Section 501(c)(7) organizations Enter		
a Initiation fees and capital contributions included on line 9 39a N/A		
b Gross receipts, included on line 9, for public use of club facilities 39b N/A		
40a Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911 ▶ N/A , section 4912 ▶ N/A , section 4955 ▶ N/A		
b Section 501(c)(3) and 501(c)(4) organizations Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year, that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		
c Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ N/A		
d Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax on line 40c reimbursed by the organization ▶ N/A		
e All organizations At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T		X
41 List the states with which a copy of this return is filed ▶ NONE		
42a The organization's books are in care of ▶ LI YU Telephone no ▶ (301) 984-9496 Located at ▶ 11600 NEBEL STREET, SUITE 201, ROCKVILLE, MD ZIP + 4 ▶ 20852-2557		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ▶ See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.		X
c At any time during the calendar year, did the organization maintain an office outside of the U.S.? If "Yes," enter the name of the foreign country ▶		X
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here ▶ ☐ and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43 N/A		
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		X
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		X
c Did the organization receive any payments for indoor tanning services during the year?		X
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		

Form 990-EZ (2010)

45 Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)?

	Yes	No
45		X

a Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)?

45a		X
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If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office?

46		X
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If "Yes," complete Schedule C, Part I

Part VI Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only. All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 47-49b and 52, and complete the tables for lines 50 and 51

Check if the organization used Schedule O to respond to any question in this Part VI ☐

47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II

	Yes	No
47		

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

48		
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49a Did the organization make any transfers to an exempt non-charitable related organization?

49a		
-----	--	--

b If "Yes," was the related organization a section 527 organization?

49b		
-----	--	--

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None"

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
N/A				

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None"

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? **Note** All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A

☐ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here Steven Rousey Signature of officer 9/28/11 Date
Steven Rousey Secretary/Treasurer
 Type or print name and title

Paid Preparer Use Only Print/Type preparer's name Terril McKnight Preparer's signature Terril McKnight Date 9/23/11 Check ☐ if self-employed PTIN
 Firm's name GELMAN, ROSENBERG & FREEDMAN Firm's EIN
 Firm's address 4550 MONTGOMERY AVE., SUITE 650 NORTH BETHESDA, MD 20814-2930 Phone no (301) 951-9090

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ No

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.

OMB No 1545-0047

2010

Open to Public
Inspection

Name of the organization

MINNESOTA SOCIETY OF CLINICAL ONCOLOGY

Employer identification number

30-0188580

FORM 990-EZ, PART I, LINE 4, OTHER INVESTMENT INCOME:

DESCRIPTION OF PROPERTY:

AMOUNT:

INTEREST

652.

FORM 990-EZ, PART I, LINE 16, OTHER EXPENSES:

DESCRIPTION OF OTHER EXPENSES:

AMOUNT:

INSURANCE

653.

MEETINGS

28,801.

CHAPTER DUES

1,500.

MISCELLANEOUS

693.

INFORMATION SHARING SERVICE

150.

SUPPLIES

88.

TELEPHONE

119.

MEMBERSHIP

1,048.

BANK CHARGES

319.

TOTAL TO FORM 990-EZ, LINE 16

33,371.

FORM 990-EZ, PART I, LINE 2: INCOME REPORTED WAS FROM MEETINGS TO

DISCUSS TOPICS RELATED TO THE ORGANIZATION'S EXEMPT PURPOSES.

FORM 990-EZ, PART II, LINE 26, OTHER LIABILITIES:

DESCRIPTION

BEG. OF YEAR

END OF YEAR

ACCOUNTS PAYABLE

12,211.

20,941.

DEFERRED REVENUE

5,300.

1,250.

TOTAL TO FORM 990-EZ, LINE 26

17,511.

22,191.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.

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Employer identification number

30-0188580

FORM 990-EZ, PART III, LINE 28, PROGRAM SERVICE ACCOMPLISHMENTS:

PROGRAM SERVICE ACCOMPLISHMENTS DURING THE YEAR:

- PROVIDED TWICE-YEARLY EDUCATIONAL CONFERENCES TO
ONCOLOGISTS AND HEALTHCARE PROFESSIONALS INVOLVED IN THE PROVISION OF
CANCER CARE SERVICES

- MADE FINANCIAL CONTRIBUTIONS TO MINNESOTA-BASED NONPROFIT
ORGANIZATIONS THAT PROVIDE ASSISTANCE TO CANCER PATIENTS AND THEIR
FAMILIES IN MINNESOTA

- SERVED AS A MEMBER RESOURCE ON MEDICARE AND PRIVATE PAYER ISSUES

FORM 990-EZ, PART III, PRIMARY EXEMPT PURPOSE:

THE ORGANIZATION'S EXEMPT PURPOSES:

- TO PROMOTE THE HIGHEST PROFESSIONAL STANDARDS OF ONCOLOGY PRACTICE IN
THE STATE OF MINNESOTA

- TO STUDY, RESEARCH, AND EXCHANGE INFORMATION LEADING TO IMPROVEMENT
IN THE PRACTICE OF ONCOLOGY

- TO SERVE AS AN ADVOCATE FOR ONCOLOGY PATIENTS IN ENSURING THEIR
ACCESS TO AND REIMBURSEMENT FOR MEDICAL CARE

- TO ASSIST THE MEMBERSHIP IN PROVIDING QUALITY CANCER CARE TO PATIENTS
THROUGH LEGISLATIVE AND CLINICAL AWARENESS

FORM 990-EZ, PART IV, COMPENSATION:

THE DAY-TO-DAY AFFAIRS OF THE ORGANIZATION ARE CONDUCTED BY A
MANAGEMENT COMPANY, THE ASSOCIATION OF COMMUNITY CANCER CENTERS. THE
COMPENSATION PAID TO THE MANAGEMENT COMPANY IS DISCLOSED IN PART IV.

Minnesota Society of Clinical Oncology
Type of return: 990-EZ

EIN 30-0188580
FOR THE YEAR ENDED JUNE 30, 2011

CHANGES TO GOVERNING DOCUMENTS

I certify that the attached document represents a complete and accurate copy of the Bylaws for the Minnesota Society of Clinical Oncology currently in effect, as amended from time to time.

Signed Steve Rouxey M
Title Secretary/Treasurer.
Date: 9/28/11

MINNESOTA SOCIETY OF CLINICAL ONCOLOGY

BYLAWS

Adopted by the Society Membership - October, 1994

Amended by Vote of the Society Membership

April 2000

January 2003

June 2004

May 2005

March 2011

BYLAWS OF THE MINNESOTA SOCIETY OF CLINICAL ONCOLOGY

ARTICLE I **NAME**

- Section 1. The name of this organization shall be the Minnesota Society of Clinical Oncology (hereinafter referred to as the "Society" or MSCO).
- Section 2. No member or other person shall use the Society's name or logo without the prior written approval of the Board of Trustees or the Executive Office of the Society. This provision shall not prevent members from stating that they are a member or from using the Society's name in connection with Society activities, unless the Board of Trustees or the Executive Office determines that the use of the Society's name is misleading or inappropriate.

ARTICLE II **PURPOSES**

The purposes of the Society shall be:

- a. To promote the highest professional standards of oncology and hematology practice in the State of Minnesota.
- b. To study, research and exchange information leading to improvement in the practice of oncology and hematology.
- c. To represent the practice of oncology and hematology in the state of Minnesota.

ARTICLE III **MEMBERSHIP**

- Section 1. Qualifications:
- a. All physicians, allied health professionals, and Fellows working in the State of Minnesota who are predominantly engaged in or interested in oncologic and hematologic care shall be eligible for membership in the Society.
- Section 2. Membership Categories
- The Society shall have six (6) categories of membership:
- a. Regular Membership. Regular membership shall be open to all physician oncology and hematology specialists in the State of Minnesota. Regular members shall be eligible to vote, hold office, attend Society meetings, receive all mailings, and be required to pay dues.
 - b. Group Membership. Group membership shall be open to physician members of

oncology and hematology practices or university departments with five or more physicians who meet the requirements of Regular membership. To establish the Group membership, five members of the practice or department each must join the Society at the Regular membership rate. Any additional physicians in the practice or department, who meet the Regular membership requirements, may then join the Society at a reduced membership fee. All dues-paying physicians in a Group membership shall be allowed to hold office, vote, attend Society meetings, and receive all mailings.

- c. Retired Membership. Retired membership shall be open to physicians who otherwise fulfill qualifications for Regular membership but are no longer active in oncology or hematology care. They shall not be allowed to vote or hold office and shall not be required to pay dues. They shall be allowed to attend meetings and serve on committees.
- d. Associate Membership. Associate membership shall be open to allied health professionals involved in the care and treatment of persons with hematologic and oncologic disorders including registered nurses, nurse practitioners, and physician assistants. Associate members shall be allowed to vote and hold certain elected positions on the Board of Trustees, and required to pay nominal dues. They shall be allowed to attend meetings and serve on committees.
- e. Affiliate Membership. Affiliate membership shall be open to allied health professionals who have a demonstrated interest in the care and treatment of patients with hematologic and oncologic disorders including pharmacists, cancer registrars, administrators, managers, business staff, social workers, and others as approved by the Board. Affiliate members are allowed to attend meetings and serve on committees, but they shall not be allowed to vote, hold office, or required to pay dues.
- f. Fellow Membership. Fellow membership shall be open to healthcare professionals who are participating in an approved oncology or hematology subspecialty training program. They shall not be allowed to vote or hold office until they become a Regular or Group member nor shall they be required to pay dues as long as they are engaged in their Fellowship experience. They shall be allowed to attend meetings and serve on committees.

Section 3. Dues:

- a. Membership dues for the Society shall be set by the Board of Trustees.

Section 4. Terminations:

- a. If the dues of any members are not paid within thirty (30) days after the mailing of the renewal notice, a second notice will be sent and if not responded to, the membership shall terminate on the ninetieth (90th) day.
- b. If a member does not subscribe to the purposes of the Society, or does not abide by its charter and/or bylaws, the Board of Trustees may, by a three-fourth (¾)

vote, terminate the member's membership. No such action shall be taken until the member is advised of specific written charges, given a reasonable time to prepare a written response, and afforded a full hearing before the Board of Trustees, which may provide for reinstatement.

ARTICLE IV

MEMBERSHIP MEETINGS

Section 1. Meetings:

- a. The membership shall meet at least annually for the purpose of transacting pertinent business, sharing practice concerns, and providing continuing education in oncology and hematology. The times and place of the meeting shall be determined by the Board of Trustees, and notice thereof shall be made to the members at least 30 days prior to such meetings.

Section 2. Special Meetings:

- a. Special meetings of the members may be called at any time by a majority of the Board of Trustees, or upon request of one-half (1/2) of the voting membership.
- b. Only those items of business set forth in the notice of special meetings shall be discussed and acted upon at such meetings.
- c. Written notice of special meetings shall be mailed to all members not less than fourteen (14) days prior to the meeting.

Section 3. Quorum:

- a. Thirty percent (30%) of the voting members, including at least four (4) members of the Board of Trustees, shall constitute a quorum for the transaction of business at any meeting of the membership.

Section 4. Voting:

- a. Each eligible voting member is entitled to one (1) vote on each matter submitted. A simple majority of those voting will be required on items put to vote at a meeting of the members, unless otherwise stipulated by the Bylaws.

ARTICLE V

OFFICERS AND BOARD OF TRUSTEES

Section 1. Board of Trustees:

- a. The Board of Trustees of the Society shall be composed of the President, President-Elect, Secretary/Treasurer, Past President, and eleven (11) additional members.

- b. Seven (7) of the eleven (11) members shall be elected by the membership to serve as Members-at-Large. Four (4) of the members shall be appointed by the Board after elections have taken place.
- c. Of the four appointed positions serving on the Board of Trustees, one (1) position shall be held by a representative of the Minnesota Hematology Oncology Administrators Network; two (2) shall be held by one (1) representative from each of the two (2) institutions of higher education in Minnesota that have oncology or hematology subspecialty training programs, and one (1) shall be held by a Regular member or Group member from a practice or department that is not located in the Minneapolis-St. Paul metropolitan area.
- d. All members of the Board of Trustees, whether elected or appointed, shall have the same responsibilities and privileges, including the right to vote on matters before the Board.

Section 2. Qualifications:

- a. To be eligible for the office of President and President-Elect, members must be active in the Society and Regular or Group members.
- b. Associate members may be elected to serve as Secretary/Treasurer and no more than two (2) Member-at-Large positions, and shall not be eligible to serve as President and President-Elect.

Section 3. Term of Office:

- a. The President, President-Elect, Secretary/Treasurer and Board Members-at-Large shall be elected to serve a term of two (2) years, or until their successors are elected. No elected member may serve more than two consecutive two-year terms. All appointed Board members shall each serve a term of two years or until their successors are appointed and may serve additional terms at the discretion of the Board if no other members are available or willing to serve on the Board.

Section 4. Vacancies:

- a. In the event a vacancy occurs in any position, such position shall be filled in the following manner until the next annual election:
 - 1. President - the President-Elect shall assume office;
 - 2. The Board of Trustees shall appoint replacements for all other vacancies.

Section 5. Duties of the Board of Trustees

- a. The Board of Trustees shall: Authorize agreements, contracts and expenditures of the Society; establish administrative policies; authorize meetings; establish membership dues; fill all vacancies for elected positions with the exception of the President; foster growth and development of the Society; review committee reports and determine action to be taken; and discharge such other duties as herein provided.

- Section 6. Meetings:
- a. Regular meetings of the Board of Trustees shall be held at least on an annual basis. Special meetings may be called by the President or upon request of any other Board member.
- Section 7. Notice:
- a. Notice of regular and/or special meetings of the Board of Trustees shall be given to each Officer and Board member by mail or telephone, in person, or through electronic means at least five (5) days prior to the meetings.
- Section 8. Action Without a Meeting:
- a. Action may be taken by the Board of Trustees without a meeting if all the members of the Board of Trustees consent to such action. Such consent shall be filed with the minutes of the proceedings of the Board.
- Section 9. Quorum:
- a. Five (5) members of the Board, one of whom shall be the President or President-Elect, shall constitute a quorum for the transaction of business at any meeting of the Board.
- Section 10. Removal of Officers:
- a. Officers may be suspended or removed from the Board by a three-fourths ($\frac{3}{4}$) vote of the Board of Trustees for violating the Bylaws of the Society, neglect of duty or office, or behavior injurious to the Society. No such action shall be taken until the Officer has been advised of specific charges in writing, given a reasonable time to prepare a written response, and afforded a full hearing before the Board of Trustees.

ARTICLE VI

OFFICERS

- Section 1. President:
- a. The President shall: Be the executive officer of the Society; preside at the meetings of the Board of Trustees and the membership; perform other duties as usually pertain to the office of the President or as directed by the Board of Trustees; appoint all standing and any special committee chairpersons with the approval of the Board of Trustees; be an ex-officio member of all committees; and make certain that the Society complies with all rules and regulations of the Minnesota Society of Clinical Oncology.
- Section 2. President-Elect:
- a. The President-Elect shall: Perform such duties as the President and/or Board of Trustees may determine. In the absence of the President, the President-Elect shall perform the duties of the President. The President-Elect shall become the

next president of the Society when the President's term expires or if the President's position becomes vacant.

Section 3. Secretary/Treasurer:

- a. The Secretary/Treasurer shall: Send notices and keep the minutes of the meetings of the members and of the Board of Trustees; perform other duties as usually pertain to the office of the Secretary and as may be required by the Board of Trustees or the President; receive all monies of the Society and disburse them under the direction of the Board of Trustees; sign all checks; keep full and regular books showing all receipts and disbursements and open these books to inspection by members upon written request to the Board of Trustees; make such reports and perform such other duties as the President or the Board of Trustees may determine; deposit all monies received in the name of the Society in such depositories as designated by the Board of Trustees; and present, in writing, an annual financial report at the regular membership meetings. The Secretary/Treasurer, with approval of the Board of Trustees, may contract these responsibilities to a third party.

Section 4. Immediate Past-President:

- a. The Immediate Past-President shall: Serve as the presidential advisor for a term of two (2) years or until a new president is elected and perform other duties as usually pertain to the office of Immediate Past-President and as may be required by the Board of Trustees or the President.

ARTICLE VII

COMMITTEES AND APPOINTED OFFICES

The standing committees shall consist of Nominating, Membership, and Program. The standing committees shall be appointed annually to serve one (1) year. The chairperson shall be appointed by the President with the approval of the Board of Trustees. Committee members shall be appointed by the chairperson. Standing committees shall assume duties as specified in these Bylaws or as may be assigned by the Board of Trustees. The chairperson shall present an annual report of the committee's activities. The functions of the standing committees are as follows:

- a. **Nominating Committee.** The Nominating Committee shall prepare a ballot of candidates for officers and vacancies on the Board of Trustees and present this ballot to the membership for voting.
- b. **Membership Committee.** The Membership Committee shall develop guidelines for recruiting and retaining members and keep an accurate list of members.
- c. **Program Committee.** The Program Committee shall plan programs to meet the identified needs of the membership.

- d. Ad Hoc Committees.
The Board shall appoint various committees as the need arises and determine the number of members of the appointed committee and amount of time allowed for the appointed committee to complete its work and report to the Board.

ARTICLE VIII

ELECTIONS AND VOTING

- Section 1. Nominations:
 - a. At least one (1) month prior to the annual election, the Nominating Committee shall select at least one nominee to be recommended to the membership for all positions of President, President-Elect, Secretary/Treasurer, and Board members.
- Section 2. Voting:
 - a. Voting for election of Officers and Board members shall be conducted by mail or electronic ballot. No proxy votes shall be allowed in any election.
- Section 3. Elections:
 - a. Rules and procedures for conduct of election shall be recommended by the Nominating Committee and approved by the Board of Trustees.
 - b. The candidate for each elected office receiving the highest number of votes shall be declared elected.

ARTICLE IX

PARLIAMENTARY PROCEDURE

These Bylaws and *Robert's Rules of Order Newly Revised* shall govern all meetings of the Minnesota Society of Clinical Oncology.

- Section 1. These Bylaws may be repealed, altered, or amended, or substitute bylaws may be adopted at any time by a two-thirds (2/3) vote of the Board of Trustees. The Board of Trustees or any voting member may propose amendments to the Bylaws.