Bylaws

July 2019: CCR-FYI SC Bylaws July 2019

Mission

- To support and advocate for all young investigators including: postdoctoral fellows, clinical fellows, graduate students, post-baccalaureate fellows and all other young investigators at the National Cancer Institute (NCI)-Center for Cancer Research (CCR) in all aspects of their professional training and career development.
- To strive to promote interaction among CCR trainees on an academic, social and cultural basis, while also assisting the CCR Office of the Director in this endeavor.
- To act as a liaison between the CCR Office of the Director, the Center for Cancer Training (CCT) Office of Training and Education, and the postdoctoral population at large and represent the interests of postdoctoral trainees to the NCI and the CCR.

General

A. These by-laws are effective June 28, 2002 (reviewed and revised in April 2013; April 2017; June 2018; June 2019)

B. Each current member of the CCR Fellows and Young Investigator (FYI) Steering Committee (SC) must be familiar with these by-laws and agree that their activities as members are bound by them.

Membership

Current

A. Young investigators including but not limited to NCI CCR postdoctoral fellows, clinical fellows, post-baccalaureate fellows, and graduate students, research fellows on contracts are currently in mentored training positions are eligible to be members of the CCR-FYI. Any member may volunteer to serve on the CCR-FYI Steering Committee. Fellows and young investigators from other institutes outside of the CCR, may become members of the CCR-FYI upon prior approval of voting members in the SC. Interested fellows should write a letter to the CCR-FYI co-chairs stating their reasons for joining the CCR-FYI and desire to participate in a sub-committees. Membership voting will occur at the following SC meeting. CCR-FYI co-chairs will notify the fellows of the results. Funding to attend colloquiums or other CCR-FYI sponsored events will be the responsibility of the individual's institute.

B. The Fellow and Young Investigators Steering Committee (FYISC) shall be the legislative and executive body of the CCR-FYI, subject to the controls vested by these by-laws. The FYISC refers to voting and active members. CCR-FYI refers to all members, whether voting or not.

C. Current FYISC members should volunteer to be active members in at least one sub-committee and are expected to assist in the annual CCR-FYI Colloquium. Upon accepting membership in a sub-committee, individuals agree to maintain active membership for a minimum of one year. Each active member will have one vote in all voting matters of the sub-committee.

D. Members will attain voting status upon completing four months as an SC member.

E. Members will be able to run for an elected position upon completing 4 months as an SC member.(Exception can occur if non-active member is willing to run for an elected position and there is no active member SC member for the same).

The following defines different types of members:

Elected officials

Elected officials were elected by the voting members every year after the completion of colloquium and announced at the following Spring Retreat. They are comprised of: FYISC Bethesda Chair, FYISC Frederick Chair, FYISC Secretary, Colloquium Bethesda Vice-Chair and Colloquium Frederick Vice-Chair.

Voting members

Voting members have been active member for at least four months and active in at least one subcommittee

Alumni

Alumni CCR-FYI members and tenure track researchers can participate in meetings and decision-making, but only in an advisory capacity.

Ad-hoc members

CCR/ Office of the Director (OD), CCT/ Office of Training and Education (OTE)

A. Designated representatives from each office will serve in an advisory capacity to the SC and, as such, will not have a vote in voting matters of the SC or any Sub-Committee.

B. At least one representative from each office may attend the meetings of the SC or any Sub-Committee meeting.

- The CCR/OD will provide administrative support to the SC as appropriate.

C. Fellows who cannot attend regular CCR-FYI SC meetings but would like to participate in Colloquium planning and execution, such as abstract judging and session chair activities.

- Fellows within NCI but outside of CCR are included in this category.
- This category of membership will not be eligible to vote in Steering Committee elections.
- This category of membership will not be eligible for travel awards at the CCR-FYI Annual Colloquium.
Organization and Responsibilities

Duties of Co-Chairs
A. Maintain one- and five-year plan for the SC. This plan will be a detailed vision of the goals and activities for the SC for the pursuant one and five-year periods.

B. Alternate organizing and managing monthly meetings between Frederick and Bethesda Co-chairs, including writing the agenda. Distribute meeting agendas to CCR-FYI via CCR-SC listserv (CCR-FYI_STEERINGCMTE-L@LIST.NIH.GOV).

C. Reserve Frederick and Bethesda meetings every six months. Reservations require Building #, approximate number of people attending, and VTC information.
   (Time: Last Thursday of every month at 11.00am)
   • Below are the link to the reservation system for the buildings required for monthly meeting:
     NCI Room Reservation system link: https://reservations.nci.nih.gov/
     • Below is all of the VTC information for booking CCR-FYI Steering Committee Meetings on the
     • Frederick: (contact Fnlconfcenter@mail.nih.gov)
     • Bethesda: Building 37, Forth Flr Conference Room 4007/4041 (Effective from 05-31-2018 to 12-19-2019)
     A/V Contact: Terrence Hope: 301-594-8432; Henry Joseph: 240753282
     • Laura Hopper (hooperl@mail.nih.gov), Frederick Fellow Leison, can also assist with booking rooms for the meetings

D. Open the annual CCR-FYI Colloquium, and ensure the success thereof.
E. Act as the point of contact for personnel wishing to contact the committee.
F. Maintain regular contact with staff of CCR/OD.
G. Represent the CCR-FYI at campus activities (or designate another SC member).
H. Update CCR-FYI NCI New Fellow Orientation slides as needed. Request updated photos and information from the Colloquium Planning Committee and Social Chairs as needed.
I. Represent the CCR-FYI yearly in the PI-Retreat through a poster presentation
J. Should continue to serve on the SC for at least one year following tenure as Chair to advise and ensure continuity of SC leadership. Service can be in the capacity of an ex-officio member, full-member, or as an executive member dependent on reelection to such a position.

Duties of Secretary
A. Produce meeting summaries and ensuring that information from CCR-FYI SC meetings is communicated to all postdocs. This includes, but is not limited to: posting the meeting minutes on the website, and sending minutes by e-mail. They shall be considered part of the public record and may be inspected by any member of the CCR-FYI.
B. Maintain list of SC members and sub-committee members and distribute member list to the SC with the monthly meeting agenda.
C. Responsible for tracking CCR-FYI SC monthly meeting attendance and communicating with members regarding unexcused absences.
D. Responsible for the distribution of the by-laws to all new members of the SC.
E. Assume the duties of the chair in the instance of both of the chairs’ absence during an SC meeting.

Current Members of the Steering Committee
A. Current SC members are appointed by volunteering to participate on the CCR-FYI SC and must attend the scheduled monthly meetings of the SC.
B. Upon accepting membership in the FYISC, individuals agree to maintain active membership for a minimum of one year.
C. Be a member of at least one sub-committee.
D. Assist in dissemination of pertinent information to the postdoctoral population at large. This includes forwarding emails to interested parties, posting fliers in CCR common areas around the campuses, and promoting events at meetings.
E. Communicate concerns to the FYISC from postdoctoral fellows, clinical fellows, and young investigators.
F. Hold informal meetings with postdoctoral fellows as necessary.
G. The FYISC will strive to maintain diversity and equal representation among scientific discipline, experience, gender, and foreign national status.
Duties of the CCR/OD and CCT/OTE

A. Advise the SC of relevant issues related to NCI and CCR policy, national science policy, and educational policy.

B. Advise the SC on the priorities and goals of the CCR and the NCI.

C. Provide support for special events as necessary.

Election of Co-Chairs, Vice-Chair and Secretary

A. The call for candidates for each position (two co-chairs representing both Frederick and Bethesda campuses and one secretary) will be issued to the SC members at the first meeting after the yearly colloquium. Candidates will be presented to all CCR-FYI members via public email. Candidates are then encouraged to provide a brief outline describing their credentials and goals for serving as an executive member. Candidates can run for more than one position, and can only hold one position after the election. However, if any other chair position is free and an eligible candidate (already holding other elected position) is willing to volunteer for that position, an approval from the current SC members should facilitate the procedure.

B. Between the second and third meeting after the colloquium, an anonymous online voting for the elected officers will be held. The nominees with the two highest vote counts for the position of co-chairs will be elected to those positions. The nominees with the highest vote counts for the positions of vice-chair and secretary will be elected to those positions. If a tie occurs, then a run-off election will be held. A tie is defined as an equal number of votes. With this voting scheme, there is no averaging of scores, and the raw number of votes will be used directly. If a nominee is elected to more than one position, the nominee will be contacted and allowed to choose the position he or she wants to fill, and the person with the next most votes will fill the vacant position. If an officer position is not filled by the election process, the newly elected co-chairs may designate an ad hoc officer (secretary). If one campus (either Bethesda or Frederick) lacks an elected officer, the newly elected co-chairs may designate an “ad hoc” vice-chair for that campus. In this case, it is acceptable to have a fifth officer. Four elected officers would be at one campus, and a designated ad hoc vice-chair at the other campus. If only one person is nominated for each category, they will be given the position by default.

C. Elected officials will be announced to general FYI members via email and at the annual Spring Retreat.

D. Elected officials will serve for a period of one year.

Conduct of meetings

General

A. The regular meetings of the Steering Committee shall be held on the last Thursday of every month at 11 a.m. in a location to be announced. Any change in time or location must be agreed upon at the previous meeting and approved by a majority of members present at that meeting.

B. Meetings will abide by the by-laws of the CCR-FYI and will be scheduled for one hour. No meeting of the Steering Committee shall exceed one hour in length except by a simple majority vote. If the meeting is to be extended, it shall be extended in half-hour increments. Unfinished business will be relegated to the next meeting.

C. Quorum is more than one-half of the active membership of the SC. A quorum shall be necessary to vote on proposed motions and to amend the by-laws of the Steering Committee. If a quorum is not present, motions may be voted on electronically, if approved by a majority of the members present.

D. Voting motions shall carry if they receive a majority vote. All regular members present may vote. Electronic votes shall be carried out by the Chairs within a month.

Attendance & voting status

A. Attendance will be taken at each meeting by the secretary. To remain in good standing, members must attend all scheduled monthly meetings. Members that are not able to attend a meeting must notify the Chair via e-mail.

B. Excused absences should be coordinated with the Chair 24 hrs in advance. Excused absences include but are not limited to emergencies, annual, sick, or maternity leave, attendance at scientific meetings, or patient care, and are at the discretion of the chair. Excused absences will not be considered as a missed meeting. However, no more than 3 successive excused absences will be permitted and will result in suspension of membership rights (defined below).

C. Unexcused absences: If a member has one unexcused absence, he or she will be notified in writing by the administrative secretary. After a second unexcused absence in a one-year period, the member will be placed in probationary status which results in loss of voting privileges. The member can return to good standing only after four months’ attendance. A third unexcused absence in the course of one year will result in suspension of membership rights (defined below).

D. Suspension of Membership Rights: More than 3 successive excused absences or 3 total unexcused absences in a one year period will result in suspension of membership rights. This includes suspension in voting privileges, removal from the attendance record, removal from the FYI-member wiki access and loss of ability to run for an executive position on the Steering Committee for a period of at least one year.

E. Members of the trainee community are invited to attend and speak at all meetings but are not eligible to vote unless they are members of the FYISC.

Order of Business

A. An agenda of all scheduled meetings will be distributed in advance to all CCR-FYI members via CCR-FYI SC Listserv the Tuesday before the FYISC meeting. Agenda items should be sent to the Chair at least one week before the meeting to allow time for inclusion in the formal agenda.
Any SC members can recommend additional agenda items.

B. The Chair shall call the meeting to order at the start of the meeting. The secretary will take attendance and make notes of new members.

C. Approval of minutes: A copy of the previous meetings' minutes will be sent by e-mail to all CCR-FYI members and posted on the CCR-FYI website. The Chair will announce any changes at the meeting.

D. Reports: The Chair shall call only on those SC members who have reports to make. Any such request should be made to the Chair at least one week in advance of the meeting.

E. Unfinished business: Items to be considered under this heading include
1. Any question that was pending when the previous meeting adjourned.
2. Any question which was to be considered at the previous meeting but was postponed for debate.

F. New business: The Chair shall ask if there is any new business. Any current voting SC member can introduce new business or remove from the table any matter that is on the table.

G. Announcements: The Chairperson may make, or call upon others to make any necessary announcements; or, any SC member may briefly obtain the floor for such a purpose.

H. Adjournment: At the end of the meeting the leading Chair will adjourn the meeting.

**Sub-Committees**

A. Sub-committees shall be created to investigate and recommend action on matters, which concern the CCR-FYI.

B. The Sub-Committees will be comprised of volunteers from the FYISC membership. The duties of a sub-committee and its power to act on certain decisions shall be outlined at its formation and shall be approved by the FYI SC.

C. All sub-committee chairs, or appropriate representative in the event the chair cannot attend the meeting, are required to report during the monthly meeting of the FYISC. Monthly reports will be submitted to the SC Chair one week prior to the FYISC meetings.

D. Standing sub-committees will be established to consider continuing questions and projects. As part of their duties, all voting members of the FYISC must also be a member of at least one of the standing sub-committee. Additional standing sub-committees may be proposed by any SC member, but must be voted into existence by majority vote. Each sub-committee shall elect a chair from their membership.

E. Ad hoc sub-committees shall be created as the need arises to perform a specific task (e.g. feedback, ideas, events).

1. Established for examining questions for which no appropriate standing Sub-Committee exists, as determined by the SC.

2. At its formation, the ad hoc sub-committee shall be given a specific period of time to complete its task as determined by the SC.

3. If the ad hoc sub-committee cannot complete the task within the appointed time, the Chair may consider extending the appointment time or dissolving the sub-committee with the approval of the FYISC membership.

I. Colloquium

1. The 2 SC members (one from the Bethesda and one from the Frederick campuses), who served as vice chairs for the previous term’s colloquium, will serve as the chair(s) of the colloquium planning committee during the present term. If a previous term’s vice chair is unable to serve as Chair, the SC will elect and vote on a replacement chair. The chair(s) will be responsible for organizing and managing, including preparing agendas for all planning meetings, and ensuring all colloquium committee and subcommittee duties are completed. Additionally, the SC will elect 2 vice chairs (one from the Bethesda and one from the Frederick campuses). The vice chairs will agree to serve for a one year term prior to taking over as chair the following term.

2. Although the Colloquium sub-committee is responsible for planning the annual CCR-FYI colloquium, all FYISC members are expected to assist with the promoting, planning, and execution of the colloquium.

3. The Colloquium chairs, vice-chairs and publicity and logistics chair will work with the administrative support personnel (Nicole Garner) (including outside contractors) to determine the location for the colloquium, the dates, and the schedule for events that need to be completed prior to the colloquium. The final date of the next term’s Colloquium must be approved by a simple majority of SC members at a regular FYISC meeting or the Retreat after current term’s colloquium has concluded. The dates must be decided by the current term’s Colloquium Retreat.

4. Colloquium chairs and vice chairs will produce the schedule for the colloquium. This schedule must be approved by a simple majority of SC members at a regular FYISC meeting.

5. The Colloquium sub-committee will generate a list of potential invited speakers (two intramural, two extramural, and one survivorship). Any SC member may make suggestions for speakers. The SC will vote on speakers and the top two choices from intramural and extramural categories and top choice from the survivorship category will be invited to speak.

6. SC members interested chairing or serving on a Colloquium sub-committee can find the details to each position in the CCR-FYI Colloquium SOP.

II. Community Life

1. Newsletter. Responsible for writing, editing, and producing an online newsletter for postdoctoral fellows and young investigators at NCI that will be published every 3-4 months. Online Newsletter committee includes Editor-in-chief (EIC), Managing editor (ME), editorial staff and writers. Duties of Editor-in-chief include overseeing the entire process of managing, 508-compliant formatting and publishing the newsletter online with the
help of CCR administration. Managing editor is responsible for communication with editor-in-chief as well as editorial staff and writers throughout the publishing process. [CM][1] EIC/ME also are responsible for contacting all other Sub-Committee chairs, appropriate members of the administration and any other persons deemed appropriate to obtain a brief account of activities, campus developments and issues to be published in newsletter. Each article in the newsletter is peer-reviewed by at least 2 independent editors. Once the article edits are apporved by ME and EIC, writers can make necessary changes to the draft write-ups that need to get approved by the ME/EIC. Once writers agree (by email) to publish the mutually accepted write-ups, ME and EIC format the newsletter according to the set format and 508 compliance guidelines. Collated newsletter is reviewed by CCR administration before final publication on CCR-FYI webpage. All the published issues of newsletter are also archived on CCR-FYI wiki for future access.

2. Communications.

1. Develop and maintain CCR-FYI website, wiki, LinkedIn and email accounts.
2. Ensure the monthly agenda and minutes is posted on the CCR-FYI wiki promptly after circulation to the listserv.
3. Ensure CCR-FYI related events are posted on the wiki, and LinkedIn accounts promptly after distribution to the listserv.
4. Contact all other Sub-Committee chairs, appropriate members of the administration and any other persons deemed appropriate to obtain a brief account of activities, campus developments and issues to appear on the relevant sites.
5. Monitor email account and coordinate with co-chairs to respond as needed.

3. Social

1. **Organize quarterly social events for the SC, as well as CCR trainee community at-large.**

*Planned by the Frederick and/or Bethesda Social Chairs.*

Quarterly events should be held in every 3 months. January, April, July and October work well around holidays and Saturday is the best day to hold the events. If possible, events should be held equidistant from the Bethesda and Frederick Campuses to ensure joint participation.

Three months before event determine a few dates (2-3 potential weekends) to hold the event and potential activities. Run the ideas by the SC at the meeting to eliminate any major conflicts or undesirable activities. Six weeks before the event prepare fliers and a google RSVP form for the event. RSVPs should ask for name, email, attending (Yes or No) and interests in carpooling (campus, driver, need a ride, or not interested). Five weeks before the event send the first notice with the RSVP link to all of the CCR fellows (ccr-postdocs@list.nih.gov, ccr-postbacs@lists.nih.gov, ccr-clinicalfellows@list.nih.gov). Send reminder emails 3 weeks, 2 weeks, and 1 week before the event. On the Monday before the event, email anyone interested in carpooling to the event so that they can arrange the final carpool details among themselves. If not one volunteerers to drive a carpool, inform any one asking for a ride and suggest other options (they ask a friend with a car, Metro, Zipcar, Uber, etc. that fits the event location). On the Friday before the event, send a final reminder notice without the RSVP link to all CCR-fellows confirming the event (if weather dependent) and as a final reminder that all are welcome. Remove the link for signing up for the car pool in this message to prevent last minute signups since there is not enough time to get everyone connected.

*Notes and previous events:*

- Hiking at Sugarloaf Mountain, Spring 2017 - mainly Frederick participation, started 12pm, 12 people

- Hiking at Lake Needwood, Spring 2018 – started at 10am, 13 people attended, better distribution between campuses due to closer proximity to Bethesda compared to Sugarloaf Mountain, RSVP response was high, but attendance was impacted by potential rainy weather.

- Kayaking at Blackhills Park in Montgomery county, Summer 2017- equal Bethesda and Frederick participation, start early to beat the heat and crowd (10am), over 25 people

- Butler’s Orchard Pumpkin Festival, Fall 2016 and 2017 – equal Bethesda and Frederick participation, need to set a meeting place inside the event after paying and parking, best before Halloween, started 12pm, 7 people (2017), when event was held in Nov. only 2 people attended (2016)

- Ice skating, winter 2017 – low attendance

- Monster Minigolf (indoors), Winter 2018 – 10 people attended and was split between the campuses. RSVP response was high, but attendance was hindered by severe weather.[CM][2]

- Summer Outing at Black Hill Regional Park, June 2019[GS][3]
1. **Frederick First Fridays**

*Planned by the Frederick Social Chair.*

A monthly social event for NCI-CCR fellows in the Frederick area and any that are visiting for the day. The event occurs on the first Friday of every month. Event locations will change monthly and vary between lunch and evening gatherings. Lunchtime picnic/gathering at 12:30 pm in either the 549 café or at the picnic tables next to Chandler Street and Building 538 depending upon the season and weather. Evening social networking event off base at a local restaurant or brewery starting at 5.30 pm. The event flier describes the upcoming event, lists the following month’s event and location, and lists upcoming dates.

A week and a half to two weeks before the event, the flier should be updated and sent to all CCR fellows (ccr-postdocs@list.nih.gov, ccr-postbacs@lists.nih.gov, ccr-clinicalfellows@list.nih.gov) with a Doodle poll for attendance. Bethesda area fellows are included in the first notification so that they are aware that the event is occurring. The Wednesday before the event a second reminder is sent to Frederick fellows (NCI-Frederick-postdocs_request@list.nih.gov, NCI-Frederick-postbacs_request@list.nih.gov) to remind the Frederick fellows of the event and minimizing email spamming to the Bethesda fellows.

During the event, as for the attendees’ opinions or suggestions of restaurants to encourage participation in future events. Try to keep the locations close to the base or near 15/270 to encourage participation of fellows on their way home. Constancy in the monthly event is important. Initial attendance was low; however, attendance has picked up over the months as the event has become more established. Lunchtime attendance is very low and poorly attended; however, evening events frequently have better (5-10 people) attendance.

**Notes on previous events**

- Los Toltecos – plenty of space, no reservation required, variable attendance at this location

- Glory Days Grill - need a reservation for larger parties, 7 people attended

- Magoo’s Pub and Eatery - lower level can accommodate a large number of people, no rsvp required, high attendance when event held here

- Bushwaller’s – need to reserve tables for large parties, high attendance when event held here

1. **Bethesda Lunches/Coffee Hours**

*Planned by the Bethesda Social Chair.*

A monthly social event for NCI-CCR fellows in the Bethesda area and any that are visiting for the day. A week and a half to two weeks before the event, the flier should be updated and sent to all CCR fellows (ccr-postdocs@list.nih.gov, ccr-postbacs@lists.nih.gov, ccr-clinicalfellows@list.nih.gov). One to two days before the event, a second reminder should be sent to all fellows.

Location(s): TBD

Day of the month: TBD

Time: TBD

**Notes on previous events**

A monthly lunch that occurred after the SC meetings on the last Thursday was only attended by FYISC members and cancelled after about 4 months due to a lack of participation by the CCR fellow community.

1. **Miscellaneous events**

Planned by the Frederick and/or Bethesda Social Chairs.

Determine and book the location, date and time for the event. Prepare a flier for the event and RSVP poll if necessary. Email notifications and reminders to the appropriate listservs. Make restaurant reservations, order coffee and donuts, organize carpools, etc., if necessary.

4. **Orientation.** Assist the Office of Training and Education with new employee orientations to introduce CCR-FYI to incoming employees.
5. **FelCom Representative**: A member of the CCR-FYI will be appointed/volunteer to serve as either the clinical or basic science CCR representative to FELCOM and provide monthly reports of FELCOM activities. As the CCR representative for FelCom, you are also required to serve on one subcommittee within FelCom (serving on a committee does not mean you have to be a co-chair, just that you participate in the group and attend subcommittee meetings). FelCom monthly meetings are held on the first Thursday of every month at Bldg 1., Wilson Hall third floor on Bethesda campus (4-5PM). FelCom representative has a choice of attending the meeting in-person or by telephone (by using Call-in number: 1 866 772-5230, Passcode: 8168509). In case of telephone attendance, representative needs to email the FelCom secretary to mark the attendance. Meeting is open to all NIH fellows to attend.

6. **NPA Liaison**: The National Postdoctoral Association (NPA) is a member-driven organization that was created to give a unique, national voice for postdoctoral scholars. Since its creation in 2003, the NPA has worked to build a collaborative postdoctoral community aimed at enhancing the quality of the postdoctoral experience in the United States. In order to achieve this goal, the NPA has become involved in three key areas: advocacy and education, resource development and community building. Some of the more recent accomplishments of the NPA include five consecutive years of entry stipend increases for the NIH National Research Service Award (NRSA), efforts by the Nation Science Foundation (NSF) to establish and conduct a national, regular review of postdocs, and provided information on the alignment of advanced training and career options to the White House Office of Science and Technology Policy Graduate Education Modernization Taskforce.

   The NPA Liaison to the NPA serves as connection between the NIH community and the NPA. Duties include: reporting on upcoming NPA activities and events, providing information to the NPA regarding NIH postdoctoral policies, and serving as the NIH's representative to the NPA, preparing and presenting a poster at the NPA Annual Meeting, and promoting NPA membership to fellows through the listservs.

   To ensure that postdoctoral scholars feel valued in their work environment, during the NPA designated week-long celebration aimed at recognizing the significant contributions that postdoctoral scholars make to U.S. research and discovery, the FYISC NPA liaision will organize Bethesda and Frederick events aimed at celebrating the fellows and raising awareness of the CCR-FYI during National Postdoc Appreciation Week (NPAW). Preparation for NPAW, which is typically in September, will begin in June and events will be determined in July to ensure enough time for planning and advertising.

**NPAW (events, results, and suggestions):**

**Event #1:**
Monday, September 18, 2017
Dark Roast and Donuts (free coffee and donuts)
8:30 a.m. - 10:00 a.m.
Bethesda Campus: Building 37, 1st floor lobby
Frederick Campus: Building 549, Discovery Cafe

**Event #2:**
Wednesday, September 20, 2017
Brown Bag Lunch Meetup
12:00 p.m. - 1:00 p.m.
Bethesda Campus: Outside Building 10 B1 Cafeteria
Frederick Campus: In front of Building 549

**Event #3:**
Friday, September 22, 2017
Social Networking Hour
Bethesda site:
5:00 p.m. - 7:00 p.m.
Tapp’ d Bethesda, front stage area
4915 Saint Elmo Ave, Bethesda
Frederick site:
5:00 p.m. - 8:00 p.m.
Magoo’s Pub & Eatery
1 West 2nd St, Frederick
Results:

Attendance numbers on Bethesda site:
Donuts and Coffee on Monday 9/18: ~70 postdoctors came (most are from Building 37).
Lunch on Wednesday 9/20: 2 postdoctors.
Friday happy hour on Friday 9/22: 6 postdoctors.

Attendance numbers on Frederick site:
Donuts and Coffee on Monday 9/18: ~10 postdoctors came.
Lunch on Wednesday 9/20: 0 postdoctors.
Friday happy hour on Friday 9/22: 9 postdoctors.

NPAW activities did get several interests in joining our FYISC.

Suggestions:
- More donuts and coffee are needed for 2018 events.
- Cookies for lunch to attract more postdoctors for 2018 events.
- Potential sponsors for 2018 events: contact with PI from CCR, maybe FAES in June, 2018.
- Prepare flyers and formatted emails in advance to distribute
- Have SC members attending events wear name tags
- Each campus requires at least: 2 boxes of coffee and 60 donuts (Ask for tissues, cups, cream, sugar and accessories)
- Coordinate with FAES/OITE to organize NPAW events and support their efforts.
- Make reservations for the Friday social event
  - Bethesda: Call Tapp’d Bethesda for front stage area from 5 – 7 PM
  - Frederick: Call Magoo’s Pub & Eatery for first floor area from 5 – 8 PM

7. Outreach: Organize and manage the annual Toy and Food Drive benefiting the NIH Children’s Inn. Drive should start the Monday after the Thanksgiving holiday and run for two weeks. Organize additional quarterly events for the SC within the Bethesda and Frederick communities.

8. Postbacs: The postbac subcommittee will have a postdoc mentor to oversee continuity of the subcommittee due to high turnover of the postbac population. There may be a postbac representative from both the Bethesda and Frederick campuses. Responsible for organizing opportunities for clinical collaborations and professional development workshops related to applying to graduate and medical school.

9. Graduate Students: The graduate student population will have a graduate student representative that will work with the postbac subcommittee. There may be a graduate student representative from both the Bethesda and Frederick campuses. Responsible for surveying and communicating the needs of the graduate population to the FYISC, advertising professional development workshops related to the needs of the population, (ie. applying to medical school, career advancement and development, networking events).

10. Annual Retreat Subcommittee: The Annual Retreat Subcommittee is comprised of both SC chairs, the colloquium publicity and logistics subcommittee chair, the colloquium survey chair and any FYISC members interested in joining this subcommittee. This subcommittee organizes the yearly FYISC subcommittee. The agenda aims to include the following activities: Reviewing the Colloquium feedback results, announce newly elected officials, update the Colloquium SOP, pick the next year’s colloquium date, team building activities, career development activities, and social networking with alumni and local private/non-profit/academic/government colleagues.

III. By-Laws/Policy

1. Members of the By-laws subcommittee will meet once per year to update and revise the by-laws. They will also be responsible for making amendments as necessary.

2. All proposed changes will be discussed and approved by the majority of the members of the FYISC.

3. The by-laws subcommittee shall consist of at least 3 individuals including the executive officers of the FYISC.

Updating By-Laws: The chair of the By-Laws/Policy subcommittee will be responsible for emailing the previous version of the by-laws to the FYISC subcommittee chairs and notifying them of the editing deadline. The chair will also email reminders 4-5 days before the deadline and the day before the deadline. The chair or the member of the By-Laws/ Policy will make changes after getting updates from chair and co-chairs of each individual subcommittee. These updates from each person will be very specific to the respective position.
The updated version will be circulated to the FYISC and they can vote to approve or deny the changes.

The approved and updated By-Laws will be sent to the SC through the listserv uploaded to the CCR-FYI wiki by the communication subcommittee chair.

IV. Scientific

1. Responsible for hosting the seminar series.

**CCR-FYI Seminar Series at NCI-Frederick**

The seminars are held biweekly on Wednesdays at 1:20pm in Bldg 549 Auditorium. Two speakers per seminar with 20 min presentation followed by five minutes for questions. Refreshments are served at 1:10pm. Breaks in the schedule include a summer break from June to August and the last two weeks of the year.

Linda Brubaker is the administrative assistant from the Office of the Director who helps out with organizing this seminar series. She helps with recruitment, preparing the schedule, advertising and collecting money for refreshments from the PI of speakers and orders pizza from Little Caesars. Linda’s Contact: brubakerld@mail.nih.gov, 301.846.1584 (office)

Tasks for Chair and Co-chairs:

1. **TWO WEEKS PRIOR TO SEMINAR**: Send email to upcoming speakers informing them of guidelines. Include attachments for Tips for presentation, An Observer’s Guide by Scott Morgan and copy of evaluation sheets
   a. **FRIDAY BEFORE SEMINAR**: Linda Brubaker will email out the seminar announcement to Seminars@list.nih.gov. In addition to this listserv, also send emails to NCI-FREDERICK-POSTDOCS-request@LIST.NIH.GOV

   If the speaker is from Bethesda campus also send the email to CCR-POSTDOCS@LIST.NIH.GOV

c. **MONDAY BEFORE SEMINAR**: Email team requesting help with the following tasks: Pizza and soda pickup (buy plates and napkins if needed, pick up one regular one diet soda case of 12 each)

   1. **WEDNESDAY OF SEMINAR**: Email out announcement in the morning as a final reminder

2. Collect the money for pizza from Linda’s office in Bldg 428. Pick up pizza from Little Caesars on 7th Street, Frederick Shopping Center around 12:30/12:45

   f. **WEDNESDAY OF SEMINAR**: Print out 6 judging sheets (3 audience members evaluate both speakers)

   Introduce both speakers (Search LinkedIn profiles to get information for the introduction)

**ONGOING TASKS:**

- Monitor open speaker slots and actively recruit speakers as needed.
- Actively recruit to augment the seminar series team itself.
- Make sure team members are crossed-trained on all tasks.

2. Responsible for organizing PASS sessions and career development workshops.

**Amendments**

A. REVIEW OF THE BY-LAWS

1. The SC shall review the By-Laws at least annually to ensure that they remain current.

2. The Chair of the By-Laws sub-committee will announce the review period to SC members to allow input from all members. The review period shall be at least 10 days in length.

3. Proposed changes to the By-Laws will be sent to the by-laws Sub-committee, where they will be written, and then submitted to the SC for approval.

4. Proposed changes to the By-Laws can be made at any time following discussion at a regularly scheduled SC meeting pending the vote of the SC membership.

5. Proposed changes should be submitted in writing to the Chair and presented for discussion at the next scheduled SC meeting.

6. All proposed amendments to the CCR-FYI By-Laws shall be publicly posted at least one week in advance of the FYISC meeting at which they are to be considered. Public posting shall include, but is not necessarily limited to, posting on the CCR-FYI web site.
7. A majority vote by SC members is required to pass the amendment onto the By-law sub-committee for further discussion and changes.

8. A 2/3 vote of a quorum of members is required for the amendment to be attached (or otherwise included in) the by-laws.

9. Distribute updated By-Laws to all CCR-FYI members.

List of abbreviations:
NCI: National Cancer Institute 
FYI: Fellows and Young Investigators Association
CCR: Center for Cancer Research
SC: Steering Committee
OD: Office of Director
OTE: Office of Training and Education

[CM][1] Either the EIC or ME should also be responsible for emailing the fellow community (postdoc, postbac, clinical fellows) asking for writers and editors when the topics for the next newsletter are being decided. This will promote the newsletter, increase awareness, and hopefully broaded the write and editor pool. Who should do this the EIC or ME?

[CM][2] This is important info for future Social Chairs, but does not technically need to be in the by-laws. If we had a constant, easily modifiable CCR-FYI google drive or hidden folder on the wiki, the social chair could keep a running update on any scheduled events, as well as, flier templates, photos, etc. While this information is in the minutes, it will be a waste of any future Social Chair’s time hunting through past months documents to try and gather all of this information for planning future events.

[GS][3] Before deleting this information from the By-Laws, a google drive link information should be included as reference.

[CM][4] This is important info for future Social Chairs, but does not technically need to be in the by-laws. If we had a constant, easily modifiable CCR-FYI google drive or hidden folder on the wiki, the social chair could keep a running update on any scheduled events, as well as, flier templates, photos, etc. While this information is in the minutes, it will be a waste of any future Social Chair’s time hunting through past months documents to try and gather all of this information for planning future events.

[GS][5] Before deleting this information from the By-Laws, a google drive link information should be included as reference.

[CM][6] This is important info for future NPA Liaisons, but does not technically need to be in the by-laws. If we had a constant, easily modifiable CCR-FYI google drive or hidden folder on the wiki, the NPA Liaison could keep a running update on any scheduled events, as well as, flier templates, photos, etc. While this information is in the minutes, it will be a waste of any future NPA Liaison’s time hunting through past months documents to try and gather all of this information for planning future events.

[GS][7] Before deleting this information from the By-Laws, a google drive link information should be included as reference.

July 2018: CCR-FYI SC Bylaws July 2018

October 2017 CCR-FYI Bylaws Apr17 Revision.docx

April 2017 CCR-FYI Bylaws April 2017 Revision

Past Versions:

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