

# Bylaws

June 2022: CCR-FYI SC Bylaws June 2022

## 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 fellow /trainee population at large and represent the interests of 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; June 2020; May 2021)

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, graduate students, and research fellows on contracts, who 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 or Divisions 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-committee(s). 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 or NCI Division.

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

C. Current FYI SC 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 FYI SC member.

E. Members will be able to run for an elected position upon completing 4 months as an FYI SC member. (An exception can occur if a non-active member is willing to run for an elected position and there is no active FYI 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: FYI SC Bethesda Chair, FYI SC Frederick Chair, FYI SC Secretary, Colloquium Bethesda Vice-Chair and Colloquium Frederick Vice-Chair.

### *Voting members*

Voting members have been active FYI members 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 and CCT/OTE 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 and distributing meeting agendas to CCR-FYI via CCR-SC listserv ([CCR-FYI\\_STEERINGCMTE-L@LIST.NIH.GOV](mailto: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 11:00 am, unless changed due a conflict such as a holiday, the CCR-FYI Colloquium, or Annual Retreat)

- Below are the links to the reservation system for the buildings required for monthly meeting:

NCI Room Reservation system link: <https://reservations.nci.nih.gov/>

NCI Frederick scheduling calendar: <http://mrm.ncifcrf.gov/MRM/SocialView/Day.aspx>

- Below is all of the VTC information for booking CCR-FYI Steering Committee Meetings on the
  - Frederick and ATRF campuses: (contact [Fnlconfcenter@mail.nih.gov](mailto:Fnlconfcenter@mail.nih.gov))
  - Bethesda campus: Building 37, Fourth Floor Conference Room 4007/4041 (Effective from 05-31-2018 to 12-17-2021)

A/V Contact: Terrence Hope (bldg. 40): 301-594-8432; Henry Joseph (bldg. 37): 240753282

- Laura Hooper ([hooperl@mail.nih.gov](mailto:hooperl@mail.nih.gov)), Frederick Fellow Liaison, can also assist with booking rooms for the meetings

- D. If in-person meetings cannot be held for any reason, meetings will be held on MS Teams. Chairs will send out meeting invitations via the platform.
- E. Open the annual CCR-FYI Colloquium, and ensure the success thereof.
- F. Act as the point of contact for personnel wishing to contact the committee.
- G. Maintain regular contact with staff of CCR/OD and OTE/CCT.
- H. Represent the CCR-FYI at campus activities (or designate another SC member).
- I. 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.
- J. Represent the CCR-FYI yearly in the PI-Retreat through a poster presentation.
- K. 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*

1. Produce meeting summaries and ensure that information from CCR-FYI SC meetings is communicated to all fellows. This includes but is not limited to posting the meeting minutes on the CCR-FYI wiki page 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.
2. Maintain list of SC members and sub-committee members and distribute member list to the SC with the monthly meeting agenda.
3. Responsible for tracking CCR-FYI SC monthly meeting attendance and communicating with members regarding unexcused absences.
4. Responsible for the distribution of the by-laws to all new members of the SC.
5. Assume the duties of the chair in the instance that both of the chairs are absent during an SC meeting.

### *Current Members of the Steering Committee*

1. Current SC members are appointed by volunteering to participate on the CCR-FYI SC and must attend the scheduled monthly meetings of the SC.
2. Upon accepting membership in the FYI SC, individuals agree to maintain active membership for a minimum of one year.
3. Be a member of at least one sub-committee.
4. Assist in dissemination of pertinent information to the CCR trainee population at large. This includes forwarding emails to interested parties, posting fliers in CCR common areas around the campuses, and promoting events at meetings.
5. Communicate concerns to the SC from postdoctoral, postbac, research, visiting and clinical fellows, as well as young investigators.
6. Hold informal meetings with the CCR trainee population as necessary.
7. The SC 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*

1. Advise the SC of relevant issues related to NCI and CCR policy, national science policy, and educational policy.
2. Advise the SC on the priorities and goals of the CCR and the NCI.
3. Provide support for special events as necessary.
4. Provide support as needed to CCR-FYI MS Teams account (CCT Contact: Erika Ginsburg)

## **Election of Co-Chairs, Vice-Chair and Secretary**

1. 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 internal NIH 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, but 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.

2. Between the second and third meeting after the colloquium, an anonymous online vote 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 highest vote count 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.
3. Elected officials will be announced to general FYI members via email and at the annual Spring Retreat.
4. Elected officials will serve for a period of one year.

## **Conduct of meetings**

### *General*

1. 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.
2. 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.
3. A 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.
4. 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*

1. 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 Chairs ahead of time via e-mail.
2. Excused absences should be coordinated with the Chairs 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 Chairs. 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). Exemptions can be granted on a case by case basis.
3. Unexcused absences: The administrative secretary will update all members of their status quarterly (Jan., Apr., July, Oct.). After a second unexcused absence in a one-year period, the member will be placed on 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).
4. 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 SC wiki access and loss of ability to run for an executive position on the Steering Committee for a period of at least one year.
5. 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 SC.

### *Order of Business*

1. An agenda of all scheduled meetings will be distributed in advance to all CCR-FYI members via the FYI SC Listserv the Tuesday before the SC 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 FYI members can recommend additional agenda items.
2. 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.
3. Approval of minutes: A copy of the previous meeting's 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.
4. 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.
5. Unfinished business: Items to be considered under this heading include
  - a. Any question that was pending when the previous meeting adjourned.
  - b. Any question which was to be considered at the previous meeting but was postponed for debate.
6. 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.
7. Announcements: The Chair may make, or call upon others to make any necessary announcements; or, any SC member may briefly obtain the floor for such a purpose.
8. Adjournment: At the end of the meeting the leading Chair will adjourn the meeting.

## **Sub-Committees**

1. Sub-committees shall be created to investigate and recommend action on matters which concern the CCR-FYI.
2. The Sub-Committees will be comprised of volunteers from the FYI 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 SC.
3. 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 SC. Monthly reports will be submitted to the SC Chairs one week prior to the SC meeting.
4. Standing sub-committees will be established to consider continuing questions and projects. As part of their duties, all voting members of the SC must also be a member of at least one of the standing sub-committees. Additional standing sub-committees may be proposed by any SC member, but must be voted into existence by a majority vote. Each sub-committee shall elect a chair from their membership.
5. Ad hoc sub-committees shall be created as the need arises to perform a specific task (e.g. feedback events).

- a. These sub-committees are established for examining questions for which no appropriate standing Sub-Committee exists, as determined by the SC.
- b. 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.
- c. 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 SC membership.

## I. Colloquium

1. The 2 SC members (one from the Bethesda campus and one from the Frederick campus), 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 Co-Chair, the SC will elect and vote on a replacement chair. The co-chair(s) will be responsible for organizing and managing, all aspects of planning the Colloquium, including preparing agendas for all planning meetings and ensuring all Colloquium committee and subcommittee duties are completed. Additionally, the SC will elect 2 co-vice chairs (one from the Bethesda campus and one from the Frederick campus). The co-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 SC members are expected to assist with the promoting, planning, and execution of the Colloquium (judging abstracts, outstanding postdoctoral fellow nominations, and oral presentations, moderating talks, workshops and panels, acting as a point of contact on the days of the event, etc.).
3. The Colloquium chairs, vice-chairs, and publicity and logistics chair will work with the administrative support personnel [CCT Communications Team (CCTCommunicationsTeam@mail.nih.gov) and Maria Moten (maria.moten@nih.gov), from CCT as well as 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 the current term's Colloquium has concluded. The dates must be decided by the current term's Colloquium Retreat. In case of a virtual Colloquium, the chairs and vice chairs should consult with Erika Ginsburg and the CCT Communications Team from the CCT office to discuss the best virtual platform to use at the time for the Colloquium.
4. Colloquium chairs and vice chairs will produce the agenda for the Colloquium. This agenda and any changes made during the planning process must be approved by a simple majority of Colloquium planning committee members at a Colloquium planning meeting. The SC Chairs will be provided updated Colloquium agendas at the regular SC meetings.
5. The Colloquium sub-committee will generate a list of potential invited speakers (two intramural, two extramural, and one survivorship) as well as workshop and panel topics. Any SC member may make suggestions for speakers, workshops and panels. The SC and Colloquium Planning Committee will vote on speakers, workshops and panels. The top two choices from intramural and extramural categories and top choice from the survivorship category will be invited to speak upon confirmation by the Colloquium subcommittee. The top three workshop and top three panel topics will be held during the Colloquium upon final approval by the Colloquium subcommittee.
6. SC members interested in 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.

- a. 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.
- b. Duties of editor-in-chief include overseeing the entire process of managing, 508-compliant formatting and publishing the newsletter online with the help of OTE/CCT administration.
- c. The managing editor is responsible for communication with editor-in-chief as well as editorial staff and writers throughout the publishing process.
- d. The EIC/ME are also responsible for contacting 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.
- e. Editing process - Each article in the newsletter is peer-reviewed by at least 2 independent editors. Once the article edits are approved 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 or other online project managing platform like MS Teams) to publish the mutually accepted write-ups, the ME and EIC will format the newsletter according to the set format and 508 compliance guidelines. The collated newsletter is reviewed by OTE/CCT administration (Erika Ginsburg, [ginsbure@mail.nih.gov](mailto:ginsbure@mail.nih.gov)) before final publication on CCR-FYI webpage and distribution to the CCR fellow listservs. All the published issues of newsletter are also archived on CCR-FYI wiki for future access.

### 2. E-Communications.

- a. Develop and maintain CCR-FYI website, Wiki, LinkedIn and email accounts.

Website: <https://www.cancer.gov/grants-training/training/resources-trainees/get-involved/fellows-young-investigators-association> (CCT Contact: Angela Jones).

Listserv: [https://list.nih.gov/cgi-bin/wa.exe?SUBED1=CCR-FYI\\_STEERINGCMTE-L&A=1](https://list.nih.gov/cgi-bin/wa.exe?SUBED1=CCR-FYI_STEERINGCMTE-L&A=1) (Admin: Erika Ginsburg)

Wiki: <https://ccrod.cancer.gov/confluence/display/FYISteering/Home> (CCT Contact: Erika Ginsburg or Laura Hooper)

LinkedIn: <https://www.linkedin.com/groups/2495548/> (CCT Contact: Erika Ginsburg)

- b. Ensure the monthly SC and Colloquium Planning Committee agendas and minutes are posted on the CCR-FYI wiki promptly after circulation to the listserv.

- c. Ensure CCR-FYI related events, Newsletters, Colloquium flyers, photos, etc. are posted on the wiki, and LinkedIn accounts promptly after distribution to the listservs.

- d. 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.

- e. Monitor email account and coordinate with co-chairs to respond as needed.

### 3. Social

1. The sub-committee consists of 2 co-chairs (one from the Bethesda campus and one from the Frederick campus). The co-chairs with the assistance of subcommittee members, will organize and hold quarterly social events for the FYI, as well as the CCR trainee community at-large.
2. Quarterly events should be held approximately every 3 months at locations relatively easily accessible to both campuses to encourage joint participation.
  - a. January, April, July and October work well around holidays and meetings.
  - b. Saturday is the best day to hold the events, followed by Sunday afternoon.
  - c. Event dates and potential activities should be determined up to three months in advance so that FYI members can mark their calendars and provide feedback, additional suggestions, and eliminate any conflicts. For events outdoors, it is best to select a backup weekend in case of bad weather.
  - d. Advertising: Flyers should be prepared and distributed at least one month before the event. Email notices the fellow listservs ([ccr-postdocs@list.nih.gov](mailto:ccr-postdocs@list.nih.gov), [ccr-postbacs@lists.nih.gov](mailto:ccr-postbacs@lists.nih.gov), [ccr-clinicalfellows@list.nih.gov](mailto:ccr-clinicalfellows@list.nih.gov)) must follow the CCR OD guidelines (<https://ccr.cancer.gov/ccr-central/communications-resources/communicating-within-ccr-guidelines>). Flyers can be posted by FYI around CCR buildings on all campuses to increase awareness. Multiple reminders should be sent to fellows including a reminder the day before to verify any outdoor activities.
  - e. An RSVP form for the event should be prepared and distributed in the email notifications. The RSVP questionnaire should ask for name, preferred email for event related correspondence, attending (Yes or No) and interests in carpooling that is specified by general area (campus, driver, need a ride, or not interested).
  - f. Carpooling amongst fellows is encouraged to help those without transportation participate and promote networking. A request for carpool drivers from the Bethesda and Frederick areas and carpool participation can be included in the event RSVP. A week before the event, chairs should email anyone interested in carpooling to the event so that they can arrange the final carpool details among themselves. If no one volunteers to drive carpool, inform anyone asking for a ride and suggest other options (they ask a friend with a car, Metro, Zipcar, Uber, etc. that fits the event location). In the end, it is up to the individual fellows to obtain transportation, not the event organizers.
  - g. Notes on previous events:
    - i. Hiking – Previous locations include Sugarloaf Mountain and Lake Needlewood. Typical attendance is ~12 fellows; however, campus participation correlates to location proximity.
    - ii. Kayaking – Previous location has been at Black Hill Regional Park. This event has produced equal participation between the campuses and ~ 30 fellows at one event. It is best to start this event earlier in the day (10AM ) to ensure boats are available. The cost of the event per fellow varies based on boat type, duration of use, etc.
    - iii. Butler's Orchard Pumpkin Festival – Event is more costly before Halloween. Due to the size of the farm, a meeting place inside the event after paying and parking needs to be clearly stated on event notices. Overall it is great for those with young children. Participation has ranged from 2-10 participants,
    - iv. Ice skating – Past location has been the Rockville Ice Arena. Traditionally gives low participation of ~ 5 fellows.
    - v. Indoor Minigolf – Past location has been Monster's Minigolf. Attendance has been split between both campuses and ranges between 5-10 fellows.

3. Campus Specific events should be held throughout the year at the discretion of the campus' Social Chair and subcommittee members.

1. Bethesda campus events
2. Bethesda Lunches/Coffee Hours

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 flyer including the location, day, time and event description should be updated and sent to all CCR fellows ([ccr-postdocs@list.nih.gov](mailto:ccr-postdocs@list.nih.gov), [ccr-postbacs@lists.nih.gov](mailto:ccr-postbacs@lists.nih.gov), [ccr-clinicalfellows@list.nih.gov](mailto:ccr-clinicalfellows@list.nih.gov)). One to two days before the event, a second reminder should be sent to all fellows.

1. A monthly lunch that occurred after the SC meetings on the last Thursday. The event was only attended by FYI members and cancelled after about 4 months due to a lack of participation by the CCR fellow community.
2. Frederick campus events
3. Frederick First Friday's Networking Social (FFF)

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 time 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 5.30pm. The event flyer 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 flyer should be updated and sent to the Frederick fellows listservs ([NCI-Frederick-postdocs\\_request@list.nih.gov](mailto:NCI-Frederick-postdocs_request@list.nih.gov), [NCI-Frederick-postbacs\\_request@list.nih.gov](mailto:NCI-Frederick-postbacs_request@list.nih.gov)) to remind the fellows of the event and minimizing email spamming to the Bethesda fellows. A notice can be sent to all of the CCR fellows ([ccr-postdocs@list.nih.gov](mailto:ccr-postdocs@list.nih.gov), [ccr-postbacs@lists.nih.gov](mailto:ccr-postbacs@lists.nih.gov), [ccr-clinicalfellows@list.nih.gov](mailto:ccr-clinicalfellows@list.nih.gov)) so that Bethesda fellows are aware that the event is occurring; however, these notices must follow CCR guidelines (<https://ccr.cancer.gov/ccr-central/communications-resources/communicating-within-ccr-guidelines>).

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.

Notes on previous evening events:

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

Evening events frequently have better attendance, but it can vary widely from 1-15 people. Local breweries tend to have larger turnouts than restaurants. It is best to not have a standing reservation since people don't reply to RSVPs and attendance is unpredictable.

1. The social sub-committee is expected to assist other subcommittees with events (i.e. NPAW, holiday events, etc.) to achieve the best execution and participation.
2. Miscellaneous events
3. 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. Email the new trainees after the meeting to welcome them to the NCI and invite them to participate in the next CCR-FYI meeting. Orientation dates for the Bethesda and Frederick campuses will be announced in the SC agenda, on average two months in advance, by Chanelle Case Borden ([chanelle.case@nih.gov](mailto:chanelle.case@nih.gov)).

#### 5. FelCom Representative:

1. 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.
  - a. FelCom monthly meetings are held on the first Thursday of every month via Zoom (4-5PM).
  - b. FelCom representative can attend the online meeting through the link provided by FelCom. Should FelCom meetings return to be in-person, hybrid meeting has been considered and logistics information will be provided.
  - c. In case of telephone attendance, representative needs to email the FelCom secretary to mark the attendance.
  - d. Meeting is open to all NIH fellows to attend.
2. 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).

#### 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 National 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.

1. The NIH Liaison to the NPA serves as connection between the NIH community and the NPA. Duties include:
  - a. Reporting on upcoming NPA activities and events
  - b. Providing information to the NPA regarding NIH postdoctoral policies
  - c. Serve as the NIH's representative to the NPA
  - d. Prepare and present a poster at the NPA Annual Meeting
  - e. Promoting NPA membership to fellows through the listservs
  - f. Organize Bethesda and Frederick events aimed at celebrating the fellows and raising awareness of the CCR-FYI during National Postdoc Appreciation Week (NPAW), a designated week-long celebration aimed at recognizing the significant contributions that postdoctoral scholars make to U.S. research and discovery
  - g. Ensure that postdoctoral scholars feel valued in their work environment and bring any concerns to the attention of the SC
2. NPAW
  - a. Typically held in September
  - b. Preparation for NPAW will begin in June and events will be determined in July to ensure enough time for planning and advertising.
  - c. Prepare flyers and formatted emails in advance to distribute
  - d. Coordinate with FAES/OITE to organize NPAW events and support their efforts
  - e. There are typically 2-3 events for each campus spread throughout the week and time of day
  - f. Notes on Past Events
    - i. Coffee and Donuts
      1. Typically held in the morning from ~8-10 AM
      2. Bethesda Campus: Building 37, 1st floor lobby, or patio
      3. Frederick Campus: Building 549, Café Room or Lobby
      4. Each campus requires at least: 2 boxes of coffee and 60 donuts (Ask for tissues, cups, cream, sugar and accessories)
      5. Attendance ranges from ~10-20 fellows (Frederick) to ~70 fellows (Bethesda)
    - ii. Brown Bag Lunch Meetup
      1. Typically held around 12 PM in the middle of the week
      2. Bethesda Campus: Outside Building 10 B1 Cafeteria
      3. Frederick Campus: Building 549 Café or patio
      4. Attendance ranges from ~0-2 fellows on both campuses
    - iii. Lunch and Learn Events
      1. Typically held around 12-1 PM based on room availability in the middle of the week
      2. Event videocast to Frederick, ATRF, and Shady Grove Campuses
      3. Events can focus on preparing for the next stage of your career, career panels, etc.
      4. Attendance ranges from ~25 fellows (Frederick) to ~50 fellows (Bethesda), ~ 5 fellows (Shady Grove), 2 fellows (ATRF)
      5. Had free cookies at the lunch and learn event to help attract fellows.
    - iv. Evening Social Events
      1. Typically Thursday or Friday Evening starting between 5-6 PM
      2. Typically held at local restaurants or breweries.
      3. Locations have varied over the years to hopefully increase attendance.
      4. Attendance ranges from ~5-12 fellows (Frederick) to ~0-6 fellows (Bethesda)
    - v. Additional Notes and Suggestions
      1. Potential sponsors for future events: contact with PI from CCR, maybe FAES in June
      2. Have SC members attending events wear name tags

#### 7. Outreach:

Chair is responsible for assisting coordinators of the NCI Center for Cancer Training with various outreach events, such as career seminars, science labs and mock interviews for middle and high school students to enrich their knowledge of science and spark interest of pursuing a career in science. Additionally, they will facilitate organizing and managing the annual Toy and Food Drive benefiting the NIH Children's Inn. The drive should start the Monday after the Thanksgiving holiday and run for approximately two weeks. The chair may also organize additional quarterly activities or assist with the



organization and/or running of other quarterly events for the SC within the Bethesda and Frederick communities, such as NPAW, and community awareness events to promote outreach activities. If activities can not be completed in-person, the Chair is responsible for organizing and assisting with virtual activities.

#### **8. Postbacs:**

1. The postbac subcommittee will have a postdoc mentor to oversee continuity of the subcommittee due to high turnover of the postbac population.
2. There may be a postbac representative from both the Bethesda and Frederick campuses.
3. The postbac representatives are responsible for organizing opportunities for clinical collaborations and professional development workshops related to applying to graduate and medical school.
4. The postbac representatives are responsible for organizing postbac social opportunities and encouraging postbac participation in FYI events.
5. The postbac representatives should work with the other subcommittees (Social Chairs, NPA Liaison, Scientific, etc.) to ensure that events do not conflict.

#### **9. Graduate Students:**

1. The graduate student population will have a graduate student representative that will work with the postbac subcommittee.
2. There may be a graduate student representative from both the Bethesda and Frederick campuses.
3. The graduate student representatives are responsible for surveying and communicating the needs of the graduate population to the SC, advertising professional development workshops related to the needs of the population, (i.e. applying to medical school, career advancement and development, networking events).
4. The graduate student representatives should work with the other subcommittees (Social Chairs, NPA Liaison, Scientific, etc. ) to ensure that planned events do not conflict.

#### **10. Annual Retreat Subcommittee:**

1. The Annual Retreat Subcommittee is comprised of both SC chairs, the colloquium publicity and logistics subcommittee chair, the colloquium feedback and statistics chair, and any SC members interested in joining this subcommittee.
2. This subcommittee organizes the yearly FYI SC Retreat. The agenda aims to include the following activities: review of the Colloquium feedback results, announcement of the newly elected officials, revising of the Colloquium SOP and SC by-laws, selection of 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, typically in the spring, 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 SC. Yearly updates are discussed and approved during the Annual Retreat.
3. The by-laws subcommittee shall consist of at least 3 individuals including the executive officers of the SC.
4. Updating By-Laws: The chair of the By-Laws /Policy subcommittee will be responsible for moving the current version of the by-laws to the "Previous Versions of FYI SC By-laws" folder in MS teams, generating a new "suggested amendments" version of the by-laws in MS Teams, emailing the previous version of the by-laws to the SC subcommittee chairs, requesting the subcommittee chairs to edit the appropriate section using track changes, and notifying them of the editing deadline. The By-laws chair will also email reminders 4-5 days before the deadline and the day before the deadline. The By-laws/Policy chair or the member of the subcommittee will generate a revised version of the by-laws including all amendments using track changes upon receiving updates from the individual subcommittees. These updates from each person will be very specific to the respective position.
5. The updated version will be circulated to the SC through the listserv at least one week before the retreat.
6. The SC will vote to approve or deny the changes during the annual retreat.
7. If an amendment is needed mid-year, the same process will be followed and the amendments will be discussed and voted on during the following CCR-FYI SC meeting.
8. 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, and added to the CCR-FYI SC MS Teams group in the By-laws folder by the By-laws chair.

### **IV. Scientific**

1. Responsible for hosting the seminar series.
  - a. CCR-FYI Seminar Series at NCI Frederick
    - i. The seminars are held biweekly on Wednesdays at 1:20 PM in Bldg. 549 Auditorium. There are two speakers per seminar. Each speaker gives a 20-minute presentation followed by 5 minutes for questions. Refreshments are served at 1:10 PM. Breaks in the schedule include a summer break from June to August and the last two weeks of the year.
    - ii. Kathy Easterday 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 PIs of speakers and orders pizza from Little Caesars. Kathy's Contact : [easterka@mail.nih.gov](mailto:easterka@mail.nih.gov), 301.846.1584 (office).
    - iii. Task for Chair and Co-Chairs
      1. TWO WEEKS PRIOR TO SEMINAR: Send email to upcoming speakers informing them of guidelines and include the following attachments: Tips for presentation, An Observer's Guide by Scott Morgan, a copy of the feedback sheet, and a request for a brief biography from the speaker, with an example.
      2. THE FRIDAY BEFORE SEMINAR: Kathy Easterday will email the seminar announcement to [Seminars@list.nih.gov](mailto:Seminars@list.nih.gov). In addition to this listserv, she will also send emails to [NCI-FREDERICK-POSTDOCS-request@LIST.NIH.GOV](mailto:NCI-FREDERICK-POSTDOCS-request@LIST.NIH.GOV). If the speaker is from the Bethesda campus, Kathy will also send the email to [CCR-POSTDOCS@LIST.NIH.GOV](mailto:CCR-POSTDOCS@LIST.NIH.GOV).
      3. THE MONDAY BEFORE SEMINAR: Email the subcommittee members 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).
      4. THE WEDNESDAY OF SEMINAR. Send out an email announcement as a final reminder.
      5. Collect the money for pizza from Kathy's office in Bldg. 428.
      6. Pick up pizza from Little Caesars on 7th Street, Frederick Shopping Center around 12:30/12:45 PM.
      7. Print out 6 feedback sheets (3 audience members evaluate both speakers).

8. Introduce both speakers according to the speakers' provided biography. If they do not provide a biography search LinkedIn for their profiles to get information for the introduction.
9. ONGOING TASKS
  - a. Monitor open speaker slots and actively recruit speakers as needed.
  - b. Actively recruit to augment the seminar series team itself.
  - c. Make sure team members are crossed-trained on all tasks.
- iv. In the event of multiple, back-to-back seminar cancellations (pandemic, excessive snow days, etc.), work with the CCR-FYI Co-chairs, Laura Hooper and Kathy Easterday to arrange a special fellows symposium for the trainees. If possible, hold a personal seminar. If rooms are unavailable or NIH guidelines prevent in-person meetings, the event can be virtual using WebEx, Teams or the best platform at the time.
- v. Virtual Operations:
  1. Coordinate with Kathy Easterday to arrange bi-weekly seminars via WebEX or any other virtual platforms. The virtual seminars start at 1:30 pm.
  2. Send reminder email to the next speaker as described previously in 3a. Confirm with the speaker if they want the session to be not recorded. All the recorded seminars are available on the CCR FYI SS webpage along with the schedule and feedback form. (<https://ncifrederick.cancer.gov/events/conferences/fyi-seminar-series-20212022>)
  3. Coordinate with Kathy Easterday and the speakers 30 minutes before the presentation for a dry-run to ensure everything is working fine.
  4. Moderate the virtual session by introducing the speaker and sharing a link to the feedback form on the CCR FYI SS webpage. Request the attendees to give feedbacks by going to the link shared beforehand in the chat box. Collect the feedbacks from Kathy Easterday and send it to the speaker two weeks after the presentation.
- b. Responsible for organizing PASS sessions and career development workshops in Bethesda or virtually.
  - i. Funding approval is requested yearly through Erika Ginsburg ([ginsbure@mail.nih.gov](mailto:ginsbure@mail.nih.gov)) and Francis Steele ([francis.steele@nih.gov](mailto:francis.steele@nih.gov) (CCT)).
  - ii. Arrange presentation dates with the speaker (Scott Morgan) in 3 month intervals
  - iii. Book rooms for presentations/meetings or arrange the virtual meeting platform.
  - iv. Email advertisement to trainee listservs for available training spots
  - v. Connect scheduled fellows with Scott Morgan.
  - vi. Keep record of the completed trainings with sign-in-forms for billing purposes by CCT

## **Amendments**

### **1. REVIEW OF THE BY-LAWS**

- a. The SC shall review the By-Laws at least annually to ensure that they remain current.
- b. 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.
- c. 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.
- d. 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.
- e. Proposed changes should be submitted in writing to the Chair and presented for discussion at the next scheduled SC meeting.
- f. All proposed amendments to the CCR-FYI By-Laws shall be publicly posted at least one week in advance of the SC 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.
- g. A majority vote by SC members is required to pass the amendment onto the By-law sub-committee for further discussion and changes.
- h. A 2/3 vote of a quorum of members is required for the amendment to be attached (or otherwise included in) the by-laws.
- i. Distribute updated By-Laws to all CCR-FYI members and post on the CCR-FYI Wiki page and MS Teams.

## **List of abbreviations:**

NCI: National Cancer Institute

CCR: Center for Cancer Research

CCT: Center for Cancer Training

FYI: Fellows and Young Investigators Association

SC: Steering Committee

OD: Office of Director

OTE: Office of Training and Education

## **Past Versions:**

**June 2021: CCR-FYI SC Bylaws June 2021**

**June 2020: CCR-FYI SC Bylaws June 2020**

**July 2019: CCR-FYI SC Bylaws July 2019**

**July 2018: CCR-FYI SC Bylaws July 2018**

**October 2017 CCR-FYI Bylaws Apr17 Revision.docx**



**April 2017** [CCR-FYI Bylaws April 2017 Revision](#)

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November 2012	<a href="#">FYI Bylaws 2012-11.doc</a>
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