VIRGINIA COMMONWEALTH UNIVERSITY AND HEALTH SYSTEM
Clinical Research Coordinator Council (CRCC)
BYLAWS-2013
Article I – Identification

The name of the council shall be the Virginia Commonwealth University (VCU) and
Health System (VCUHS) Clinical Research Coordinator Council

Article II – Purpose

The CRCC will act as a conduit of pertinent information that is compliant with state,
federal, VCU and VCUHS policies and procedures. It will create standardization through
communication, education, training and Good Clinical Practice.

Article III – Objectives

The objectives of the CRCC:
1. To provide a resource venue for communication and professional support
2. To increase awareness of research resources available at VCU/VCUHS
3. To disseminate information pertinent to the activities of clinical research
   professionals related to regulations, policies and procedures relevant to clinical
   research coordinator practice
4. To develop tools that serve to standardize research coordination practices
   throughout the institutions

Article IV-Authority

The CRCC has the authority to serve as a resource and provide information, education
and training to Clinical Research Coordinator Staff. The council reports to the Executive
Director of Clinical Research Services (CRS).

Article V – Membership

Section 1. Officers

Two co-chairs will represent the group. One will represent the Virginia
Commonwealth University and the other Virginia Commonwealth University Health
System. The co-chairs will be elected by the council and will serve for a term of 2
years with one co-chair elected in the odd year and one in the even year. Candidates
interested in serving as co-chair and who have been an active member of the CRCC
for at least one year, should submit a letter of interest to the CRCC Leadership Board
by April 15th of the election years. Voting will occur at the May meeting. The newly
chosen chairs shall assume office July 1st of that year.
Co-Chair Responsibilities

- Represent the CRCC at all relevant meetings and functions
- Facilitate council meetings, agenda planning and distribution of pertinent information
- Ensure minutes are recorded and distributed (delegate as needed)
- Maintain records and documents for the CRCC
- Submit reports to the Executive Director of the CRS.
- Appoint members to other councils/committees as requested
- Provide a link between VCU and VCUHS research coordinators

Section 2. Composition

The general membership of the CRCC shall be composed of those individuals who are employed by VCU or VCUHS and meet the following 2 criteria:

1. Designated with the responsibility of conducting clinical trials involving human subjects, under the auspices of a principal investigator
2. Actively engaged with study participants

Leadership Board

There shall be a Leadership Board composed of 8 members whose responsibility shall be to facilitate, coordinate and disseminate communication and activities of the council. The Leadership Board shall also be responsible for making decisions that are in the best interest of the council. Board members shall consist of the following:

1. Co-chairs of the council (2)
2. Clinical Research Services (1)
3. Massey Cancer center (1)
4. Membership at large (4)

Board members will serve a term of 3 years. Candidates interested in serving as a Board member should submit a letter of interest to the CRCC Board by April 15th of the election years. Voting will occur at the May meeting. The newly elected members will assume Board membership July 1st of that year. Should a Board member not complete a 3 year term, the current Board will appoint a replacement to serve out the vacated term.

Article V I– Meetings

Section 1. Meetings

The CRCC Leadership Board shall meet every other month, with a minimum of six (6) meetings per year. Additional meetings may be called at the discretion of the co-chairs.

The CRCC general membership shall meet quarterly with a minimum of 3 meetings per year. Additional meetings may be called at the discretion of the Leadership Board

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Section 2. Notice of Meetings

A co-chairperson shall distribute a written agenda (along with the meeting notice and location) prior to the meeting date. Items to be placed on the agenda should be forwarded to the co-chairperson, no later than two weeks prior to the meeting date.

Section 3. Quorum

One third of the membership of the CRCC shall constitute a quorum for bylaw changes, amendments, or voting on council business.

Section 4. Voting may be held electronically if the Leadership Board has voted to allow such an action.

Section 5. Minutes

A file and record of the minutes and attendance of the CRCC and the Leadership Board shall be maintained and distributed to the council members.

Article VII – Methodology

The CRCC shall conduct its work through communication of information from the perspective of the Offices of Research, Regulatory Compliance and the Institutional Review Board. Each member shall be responsible for disseminating this information to his or her department.

Article VII – Amendment to the Bylaws

The bylaws will be reviewed every two years in September. Proposed amendments will be presented in September for discussion and approval by a quorum and approved by the Executive Director of CRS.

The bylaws may be amended or revised at other times as necessary.

Approved By: [Signature]

Executive Director of Clinical Research Services
Center for Clinical and Translational Research

Date: 3/30/2013

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