

Society for Clinical Research Coordination and Management CHARTER

NAME

The name of the organization shall be the "Society for Clinical Research Coordination and Management" (SCRCM) of the University of Pennsylvania.

PURPOSE

The Society for Clinical Research Coordination and Management (SCRCM) supports the professional development of Penn Clinical Research Coordinators and Research Project Managers, and strives to enhance clinical research management. This will be accomplished by:

- Improving clinical research processes that maximize the quality of research programs and promote human subject protections and compliance with federal regulations and University policies.
- Providing a forum for networking, collaboration, and education of Society members
- Establishing mechanisms to enable collaboration among Society members, clinical and research faculty, and University and Health System administration
- Defining, promoting and advancing the profession among Society members, faculty, and University and Health System administration.

MEMBERSHIP

Society (SCRCM)

The Society for Clinical Research Coordination and Management is comprised of Penn staff who perform various clinical research coordination and management functions as part of their professional activity. Members self-identify and self-register through the web-based Clinical Research Coordinator Registry.

1. An Administrator will be designated for each clinical research department/center/institute as per representation on the Advisory Committee. Where a department/center/institute does not have representation available, the Office of Human Research will serve as Administrator.
2. Individuals self-register to join the Society through the online Clinical Research Coordinator Registry (www.med.upenn.edu/apps/my/crc). During registration, the individual will specify a primary affiliation (Department/Center/Institute). The administrator for the specified Department/Center/Institute will be responsible for reviewing the qualifications of prospective members and approving those who meet eligibility in accordance with these by-laws.

Advisory Committee (CRCMAC)

The Society for Clinical Research Coordination and Management shall be governed by the permanent Advisory Committee (Clinical Research Coordination and Management Advisory Committee) whose members will be elected by the membership.

1. The CRCMAC is comprised of up to two (2) Society members from each clinical department, major division and clinical research center within the University School of Medicine and Health System that conducts clinical research. The representation of departments, major divisions and clinical research centers will mirror representation on the Clinical Research Advisory Committee (CRAC).
2. Representatives from the Office of Human Research (OHR) will also be part of this committee with the following ex-officio positions:
 - The Executive Director of OHR

- A representative from the Education & Training Division of OHR
 - A representative from the Operations Division of OHR
3. Vacancies on the Advisory Committee occurring after an election shall be filled by appointment from the department, division or research center. The newly elected member shall fill the unexpired portion of the term of the resignee, after which he/she shall be subject to reelection.
 4. The Office of Human Research (OHR) will provide administrative support to the Advisory Committee, including coordination of meetings and recording and distribution of meeting minutes.

Executive Committee

The CRCMAC shall be governed by the permanent Executive Committee whose members will be elected by the membership.

1. The Executive Committee will consist of eight (8) to nine (9) members, at least five (5) of whom are members of the Society. Three (3) members will be representatives from the Office of Human Research.
2. Executive Committee members will serve a term of two (2) years with the ability to serve only two consecutive terms before being required to step down for a minimum of one year.
3. One of these Executive Committee members will be elected Chairperson by the other Society members of the Executive Committee and serve as the presiding officer of the Society. The Chairperson will remain in the position for the duration of his or her term on the Executive Committee. At the end of service, the Chairperson will serve an additional six (6) months on the Executive Committee as outgoing Chairperson to facilitate transition for the newly elected Chairperson.
4. Vacancies on the Executive Committee occurring after an election shall be filled by appointment of the Executive Committee of a member of the CRCMAC. The newly elected member shall fill the unexpired portion of the term of the resignee, after which he/she shall be subject to reelection.
5. The Office of Human Research will provide administrative support to the Executive Committee, including coordination of meetings and recording and distribution of meeting minutes.

GOVERNANCE & RESPONSIBILITIES

Chairperson

1. The Chairperson's shall:
 - a. Act as chief executive of the Society
 - b. Be a liaison between members of the Society and the University
 - c. Chair the Executive Committee, Advisory Committee and the Society
2. The Chairperson will prepare agendas with the support of the OHR representatives.
3. The Chairperson will review reports and recommendations submitted by subcommittees and workgroups, and present these reports to the Executive and Advisory Committee meetings as appropriate.

Executive Committee

1. The Executive Committee shall:
 - a. Facilitate the business of the Advisory Committee by managing initiatives, organizing CRCMAC and Society meetings, and constructing proposals and documents as needed.
 - b. Solicit and review comments and incorporate them as appropriate into all committee business.
 - c. Grant final approval of all initiatives, proposals and documents.
2. The Executive Committee will meet as needed on a regular basis but no less than bi-monthly.
3. A majority vote by attending Executive Committee members is required to approve any motions. A quorum of at least 4 Society members is required at each meeting in order to hold a vote.

4. Executive Committee members shall:
 - a. Attend all scheduled meetings or provide advance notice when they are unable to attend.
 - b. Provide input to pending business items through use email (preferably using the list-serv) as well as in meetings.

Advisory Committee (CRCMAC)

1. The CRCMAC is responsible for:
 - a. As representatives of their department, division or center, bring issues of concern, relevant to the Society's purpose, to the attention of the CRCMAC.
 - b. Communicating actions and recommendations of the CRCMAC to the Society members within their department, division or center.
 - c. Identify and register Society members in their department, division or center in the CRC Registry.
 - d. Actively serving the Society in a meaningful way, such as service on a subcommittee, workgroup or the Executive Committee.
 - e. Considering the needs of the Society members within their department, division or center, review all initiatives, documents and proposals presented to the CRCMAC and provide comments,.
2. The CRCMAC will meet as needed on a regular basis but no less than quarterly.
3. CRCMAC Committee members are expected to:
 - a. Attend all scheduled meetings or provide advance notice when they are unable to attend.
 - b. Provide input to pending business items through use of the email list-serv as well as in meetings.

Society Members

1. Society members contribute to the goals and mission of the Society by:
 - a. Communicating with the CRCMAC through their respective department, division or center representative(s).
 - b. Reviewing posted communications regarding Society business.
 - c. Attending Society meetings.
 - d. Participating in the nomination and election process for CRCMAC members.
2. Society meetings will be held as needed but no less than every six (6) months.
 - a. Society meetings will be announced through the CRC Registry mass email function.
 - b. Society meetings will be open to all members to attend.
 - c. Society members who are not registered through the CRC Registry may attend one (1) meeting, but after which must formally register through the CRC Registry to continue to attend meetings.
 - d. Guests may be invited by any member of the Society. Guests are expected to sign-in.

ELECTIONS

Advisory Committee (CRCMAC)

Elections are to be run by Robert's Rules of Order. Otherwise meetings are to be informal.

1. In June of each year one (1) to (2) Society members from each department will be nominated to the Advisory Committee by members of the Society. Society members will only be able to cast a vote for representatives of their own department/center/institute. Final approval of the nomination is required by the applicable Chair, Division Chief, or Center/Institute Director.
2. The term of service shall be at least 2 years, with new membership staggered so that no more than one half, and preferably only one third, of committee members rotate off the committee at any one time.
3. In the case of a tie, the Chairperson will cast a vote to break the tie.
4. The Office of Human Research will provide administrative support for the election process, including tabulation of the ballots.

Executive Committee

Elections are to be run by Robert's Rules of Order. Otherwise meetings are to be informal.

1. In June of each year, following the election of the Advisory Committee (CRCMAC) members, five (5) to six (6) members will be elected to the Executive Committee by the members present of the CRCMAC.
2. CRCMAC members may nominate themselves or any other CRCMAC member to the Executive Committee.
3. Only one representative from each department, division or center may serve on the Executive Committee.
4. The Chairperson shall appoint two members at large, who are not candidates for election to the Executive Committee, to tabulate results of the ballots.
5. In the event there would be a complete change of all members of the Executive Committee, the Chairperson of the new Executive Committee will appoint the Chairperson of the outgoing Executive Committee to serve as ex-officio for a period of four (4) months.

Chairperson

1. During the first 2 meetings of the Executive Committee following the election of Executive Committee members and when a Chairperson is not currently in place, the Executive Committee will select a new Chairperson.
2. Any member of the Executive Committee can nominate him or herself, or another member of the Executive Committee.

SUBCOMMITTEES/WORKGROUPS

The Executive Committee may choose to create additional subcommittees or workgroups.

1. A subcommittee is intended to be an ongoing committee that focuses on a particular area of continual need, such as education.
2. A workgroups is formed to address a particular issue, and is expected to continue only until the project is completed.
3. The Chairperson will appoint a member from the Executive Committee to serve on each subcommittee/workgroup, though each subcommittee or workgroup can designate their own chair. The subcommittee/workgroup chairperson will conduct meetings and liaise with the Executive and Advisory Committees.
4. The members of each subcommittee/workgroup can be comprised of Executive Committee members, Advisory Committee members, Society members, and representatives from other Penn offices or departments as needed for the purpose of the subcommittee/workgroup.

AMENDMENTS

Any charter amendment may be passed by the Advisory Committee, upon approval of two-thirds of the members, provided that all members are given one (1) week's notice of such changes.