

BYLAWS OF THE CANCER RESEARCH COORDINATING COMMITTEE (CRCC)

I. SCOPE AND RESPONSIBILITIES

The University of California (“UC” or the “University”) Cancer Research Coordinating Committee (“CRCC”), established in 1947, is a systemwide volunteer faculty committee whose purpose is to identify meritorious cancer research projects proposed by UC faculty, and nominate them for CRCC grant funding. The CRCC fulfills its oversight responsibilities by evaluating proposals on an annual basis and providing ongoing guidance on program priorities and funding strategies. CRCC research awards are funded primarily by bequests made to the University for cancer research, with a specific purpose to support promising new directions of research into any aspect of cancer, including its origin, prevention and cure. CRCC grants are administered in accordance with University research policy.

II. MEMBERSHIP

The CRCC will consist of no fewer than 15 faculty who are diverse members of the University of California Academic Senate at any UC campus.

Members may be nominated by either current or former CRCC members from any campus, by other UC faculty or campus administrators, or by other members of the University community, including administrative staff supporting the CRCC. Nominations may be submitted to the CRCC Steering Committee at any time, and appointments will be made on an annual basis. Normally, an individual will be appointed for a four-year term of active service. Alumni members who have completed their term of service are precluded from service on the CRCC for two years before they can be considered for reappointment.

The nomination/appointment process is to be conducted as follows: The Chair shall present a slate of proposed new members developed from the approved nominations, chosen in so far as possible to maintain representation from all UC campuses and to provide expertise in those areas of research in which the CRCC receives grant applications. The Chair will obtain approval for nominated members from the CRCC Steering Committee. The CRCC Chair then invites the new CRCC members and sends an appointment letter upon their acceptance of the nomination. The CRCC Chair transmits the membership slate annually to inform the Vice President for Research and Graduate Studies in the Office of the President (the “Vice President”).

“Active” members of the CRCC in any academic year are defined as those individuals participating in the activities of the CRCC, including reviewing grant applications prior to the annual meeting and serving in the evaluation process at the annual meeting. A leave of absence from CRCC service may be taken when requested by a member. A leave of absence must be taken in any year in which a member is submitting an application for research funding to the CRCC. Such leaves of absence automatically extend the calendar appointment term. Individuals on leave of absence for the year are not considered to be “active” members.

III. PROGRAM ADMINISTRATION

The day-to-day activities of the CRCC program administration are overseen by program staff designated by the Vice President to manage the budget, operations, proposal solicitation, peer review administration, grants management, and allocation and fiscal reporting of CRCC monies. CRCC program staff consult with the Steering Committee on significant budget expenditures and incorporate recommendations from the Chair and Steering Committee on the number and scope of meritorious research awards that may be funded in any given cycle. The Chair shall submit an annual report to the Vice President for Research and Graduate Studies in the Office of the President.

The CRCC convenes annually to evaluate research proposals and to determine future program directions. The faculty membership of the CRCC, led by the Chair and the Steering Committee, is responsible for academic and scientific oversight, peer review, and funding recommendations. The CRCC chair convenes the annual meeting, and also chairs the CRCC Steering Committee.

IV. GOVERNANCE

The officers of the CRCC shall be a Chair and Vice Chair. The officers will follow program guidance and advice as provided by the CRCC Steering Committee and/or a consensus recommendation by the CRCC active membership. They will consult with the Steering Committee when matters arise which require programmatic policy decisions.

- **CRCC Chair:** To be eligible to serve as Chair, an individual must have been in the past or must currently be a member of the CRCC. The Steering Committee will solicit nominations for and elect the Chair, and will notify the Vice President of a newly elected Chair. The Chair serves at the pleasure of the Steering Committee and the CRCC membership, typically for a term of two years. A Chair may not serve more than three consecutive years. A new Chair may be chosen at any time by the Steering Committee or by a majority vote of the CRCC active membership at the CRCC annual meeting or by mail or electronic ballot. If a newly elected Chair is a current member of the Steering Committee, the Steering Committee shall also elect a member to its committee to complete that individual's remaining term.
- **CRCC Vice Chair:** A Vice Chair will be nominated and selected by the Steering Committee from among current or past CRCC members to serve as Vice Chair of the Steering Committee. The Vice Chair is authorized to act for the Chair, as Chair-Designate, when the Chair is unable to fulfill the Chair's duties. By default, the Vice-Chair is also the Chair-Elect; in the event that the Vice Chair cannot serve as Chair upon conclusion of the current Chair's term, the Steering Committee will nominate a new Chair as described above.

V. STEERING COMMITTEE

The CRCC Steering Committee comprises six voting members: the Chair, the Vice Chair and four additional CRCC members, each of whom serves a four-year term, with the possibility of a

one-year extension, upon mutual agreement of the members, when needed to ensure a smooth transition of leadership. Alumni members who have completed their term of service are precluded from service on the Steering Committee for two years before they can be considered for reappointment. For voting purposes, a quorum of the Steering Committee is four members present at a Steering Committee meeting. Ideally, two Steering Committee members shall be current members of the CRCC at the time of their election to the Steering Committee and two shall be alumni members of the CRCC. Nominations for membership on the Steering Committee will be solicited by the Chair from among Steering Committee members and current and past CRCC members. One new member shall be elected each year to begin their four-year term. To maintain full membership, more than one individual may be elected in a year if there is more than one vacancy on the Steering Committee.

The Steering Committee will be responsible for developing the program policies and funding priorities of the CRCC. It may, at its discretion, bring matters related to programmatic guidance to the active membership of the CRCC at the annual meeting or by mail or electronic communication for discussion, ratification and/or vote.

The Steering Committee will report to the CRCC at the CRCC annual meeting regarding programmatic guidance and recommendations made since the last meeting. Approval of Steering Committee actions by the CRCC membership is not required, but the CRCC membership may challenge and by 2/3 vote of the active membership overrule any action of the Steering Committee.

VI. MEETINGS

The CRCC shall hold at least one meeting each academic year, which shall be called its annual meeting. Normally, this will be held at the same time as a meeting at which grant applications are reviewed and evaluated, but may be called at any other time at the discretion of the Steering Committee or one of its officers. For voting purposes, a quorum of the CRCC shall consist of 50% plus one of the current active membership present at a meeting of the CRCC.

Changes in program policy or future program directions require a majority vote of active CRCC members. Members of the Steering Committee are considered to be “active” members of the CRCC even if they are not reviewing and evaluating applications in that academic year. Any member of the CRCC may request a special meeting of the CRCC to discuss and vote on any program issue, any Steering Committee action, or any Bylaw change, by submitting a request for such a meeting in writing to one of the officers. The Steering Committee is obligated to set up such a meeting when so requested, but may limit items for vote to those presented in the requesting member’s letter and to any others deemed appropriate by the Steering Committee.

VII. AMENDMENTS

These Bylaws may be amended by a 2/3 vote of the current active membership of the CRCC present at an annual or special meeting, or returning a mail or electronic ballot.