

## I. ORGANIZATION

The structure of the Postdoctoral Association is defined by the by-laws that follow. However, due to the transitory nature of Postdoctoral Fellowships, in some instances the laws may not be applicable/enforceable. In these cases the a course of action will be decided upon by a majority vote.

### A. Council

1. A council consisting of 5-10 members of the Postdoctoral Association, will serve to organize seminars, workshops, and activities each semester, conduct business, and ensure continuation of leadership for the Postdoctoral Association.
2. Council members will be chosen amongst volunteers from the existing Postdoctoral Association membership each April. If more than individuals volunteer than there are positions, council members will be selected by a majority vote of active members in attendance.
3. Council members shall serve no more than five years.
4. Council members or co-chairs who are not serving the Postdoctoral Association's interests may be removed by a 2/3 majority vote of the entire council plus approval of the faculty sponsor.

### B. Co-chairs

1. Two Co-chairs will be chosen amongst volunteers from the existing Postdoctoral Association membership each April. If more than one individual volunteers for each position, the two Co-chairs will be selected by a majority vote of the active members in attendance at that meeting.
2. At least one co-chair person must be available to attend each meeting.
3. Co-chairs shall serve no more than five years.

### C. Council Members

1. The Postdoctoral Association will strive to maintain diversity and equal representation amongst scientific discipline, experience, gender and foreign national status. The Postdoctoral Association does not discriminate on basis of gender, race, religion, national origin, language, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.
2. Regular members are appointed by volunteering to participate on the council, usually in April.
3. If the council has more volunteers than open slots, new members will be selected by a majority vote of the active members in attendance.
4. Upon accepting membership in the council, individuals agree to maintain active membership for a minimum of one year.
5. Upon joining the council all new members will be made aware of the details of the Charter of the council.

## II. MEMBERSHIP

- A. All individuals with the title of *Postdoctoral Fellow* in the University of Missouri payroll system and on the Columbia campus are recognized as members of the Postdoctoral Association and as such, are eligible for membership on the Postdoctoral Council.
- B. Other individuals who are interested shall be recognized as members of the Postdoctoral Association upon request.

## III. RESPONSIBILITIES

- A. Postdoctoral Council Co-chairs are responsible for the following items:
  - 1. Notification of the Postdoctoral Association membership of vacancies on the Council.
  - 2. Overseeing the timely appointment and/or election of new members.
  - 3. Maintaining a record of meeting attendance and minutes.
  - 4. Ensure that information from Postdoctoral Association meetings is available to all postdocs. This includes, but is not limited to, ensuring that minutes of meetings are emailed to Postdoctoral Association members.
  - 5. Will be responsible for replying to emails or directing them to the appropriate persons/committees.
  - 6. Will solicit planned expenses at council meetings. The council will approve expenses by majority vote. Co-chairs will further ensure that other approvals for expenses (ie, faculty sponsor) are received when necessary.
  - 7. Will be responsible for recording and handling all funds that the Council receives.
  - 8. Obtain a current address and telephone list of all active postdocs from the Postdoctoral Office.
  
- B. Postdoctoral Council Members, including officers, are responsible for the following items:
  - 1. Organization and facilitation of Postdoctoral Association seminars, workshops, and activities.
  - 2. Ensure that pertinent information is disseminated to the postdoctoral population at large.
  - 3. Communicate concerns and ideas to the Council from other postdocs.
  - 4. Inform postdocs of events and help organize as needed.
  - 5. Hold informal meetings with postdocs as necessary.
  
- C. The faculty sponsor, who is not a member of the Postdoctoral Association Council, is responsible for the following:
  - 1. Ensuring that Postdoctoral Association activities are in compliance with university regulations

#### **IV. CONDUCT OF MEETINGS**

##### **A. Quorum**

A minimum of five council members voting shall be necessary to vote on proposed motions or to amend the Council's Charter. Votes to amend the charter or remove council members or co-chairs must be solicited from all council members not present by email, and votes on proposed motions should be solicited by email from those not present.

##### **B. Order of Business**

- 1. An agenda will be distributed in advance of all scheduled meetings.
- 2. The Co-chairs shall call the meeting to order.

3. Approval of minutes. A copy of the previous month's minutes will be posted on the website prior to the monthly meeting. At the meeting, the Chair shall ask if there are additions or corrections to the minutes. If there are no changes or changes are made by general consent, the minutes will be declared, "approved" or "approved as amended."
4. Reports of special representatives and standing committees. The Chair shall call only on those special representatives or standing committees who have reports to make.
5. General orders or unfinished business. Unfinished business or general orders shall be considered in the order of the agenda. 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.
  - c. New business. The Chair shall ask if there is any new business. Members can introduce new business or remove from the table any matter that is on the table.
  - d. Announcements. The Chair may make, or call upon others to make any necessary announcements; or, members can briefly obtain the floor for such a purpose.
6. Program. If there is to be a presentation or other program, it is usually presented before the meeting is adjourned.
7. Voting Motions shall carry if they receive a majority vote. All members present may vote.
8. Determination of topics for next meeting's agenda. Any Council member can recommend additional agenda items. Agenda items can be sent to the Council Co-chairs.

## **VI. SUBCOMMITTEES**

- A. Subcommittees shall be created by the Council Membership, as needed, at the regular monthly meeting to investigate and recommend action on matters that are of interest or concern the Postdoctoral Council or for the purposes of organizing seminars, workshops, social events, etc.
- B. The subcommittees will be headed by volunteers from the Postdoctoral Council membership.
- C. Subcommittee members may be specifically recruited from the general postdoc population.
- D. The duties of a subcommittee and its power to act on certain decisions shall be outlined at its formation and shall be approved by the assembly.

## **VII. REVIEW**

- A. The Postdoctoral Council shall review the Charter bylaws each April to ensure that they remain current.
- B. Proposed changes to the bylaws can be made at any time following discussion at a regularly scheduled committee meeting pending the vote of the Council membership.
- C. Proposed changes should be submitted in writing to the Co-chairs and presented for discussion at the next scheduled Council meeting.
- D. All proposed changes will be discussed and approved by a majority vote of the Postdoctoral Council members in attendance provided that a quorum is present.