

BYLAWS OF THE ROCKEFELLER UNIVERSITY POSTDOCTORAL ASSOCIATION

Submitted for adoption 12 June 2007

A. Structure and Election Procedures

1. All Postdoctoral Fellows, Postdoctoral Associates, Research Associates, Senior Research Associates, and Fellows of the Rockefeller University (“the Community”) are Members of the Rockefeller University Postdoctoral Association, and are eligible to participate in the election procedure both as voters and as candidates for the Representative Committee.
2. The Representative Committee, specifically the Bylaws Chair, is responsible for organizing elections with the oversight of the Dean’s Office, for each year’s Representatives, which will occur in early September. The new Representatives will be introduced to the Community at the annual Postdoc Retreat (also to be held in September), and will assume full responsibilities following this event.
3. The current Representative Committee will issue a call for nominations in July. All nominations must be received at the PDA email (pda@rockefeller.edu) by August 15th.
4. The following election standards are agreed to by each Candidate prior to announcing his or her candidacy:
 - a. Candidates agree not to send mass emails to the members of the University regarding his or her agenda, policies, or reasons for wanting to be elected. These practices clog mailboxes and distract recipients. Candidates will have a public forum to express their platform as well as the opportunity to post these views on the website.
 - b. Candidates agree not to hang flyers or other notices on University property in support of his or her candidacy for the reasons stated in #1 above.
 - c. The Candidates may receive and reply to questions from individual members of the community on an individual basis so that the Community can be made aware of a candidate’s platform outside of the public Presentation of Candidates.
5. Before August 31st, the Representative Committee will hold an open meeting to introduce the Candidates to the Community at large. At this time, each candidate will make a brief (up to 5 minutes) speech. Each candidate will also email a written statement to the PDA before this open meeting, and the statements will be made available to the Community within two days of the open meeting, but no later than 1 week before the election.
6. During the first 10 days of September, the Representative Committee will hold an election among the candidates. This election may be done in person (paper ballot) or online, at the discretion of the Committee in charge of the election. Voters will be kept anonymous. Voting will be counted thusly:
 - a. Each voter may choose up to six (6) names on the ballot.
 - b. Votes will be tallied for each candidate, candidates will be ranked by total votes, and the six (6) top candidates will be the new Representative Committee.
 - c. At least 10% of the Community must participate in order to validate the election.
 - d. The votes must be independently tallied by a member of the Dean’s office.
7. In the case that there are 6 or fewer candidates, the election is still held, and any person who receives a vote total of greater than 50% of ballots cast is elected. The new Representatives will fill any remaining positions, following the procedure for mid-term resignation of Representatives (item 9 below).
8. In the event of a tie (i.e., more than 6 candidates are chosen based on total votes per candidate), the Committee will hold run-off elections for the remaining positions. Each voter may choose only the number of candidates equaling the number of open positions. If there are still ties among the results, this procedure is repeated until all 6 positions are filled.

- a. Example 1: Bobby and Nellie each received 134 votes; Elise, Max, and Carter each received 127 votes; Lena, Victor, Sam, and Emma each received 109 votes. In this situation, Bobby, Nellie, Elise, Max, and Carter are all elected to the following year's Representative Committee, and there is a run-off election for the 1 remaining spot among Lena, Victor, Sam, and Emma. Each voter may choose only one of these four candidates, and the candidate with the most votes will be the 6th member of the Representative Committee.
 - b. Example 2: Bobby received 156 votes, Nellie received 140 votes; Elise, Max, Carter, Lena, Victor, Sam, and Emma each received 132 votes. Bobby and Nellie were each elected as Representatives, and there was a run-off election among the remaining candidates, in which each voter chose up to 4 names. In the run-off, Elise received 142 votes, Max received 137 votes, Carter received 120 votes, and Lena and Victor each received 110 votes. There is a second run-off between Lena and Victor for the 1 remaining position.
9. Each elected Representative is expected to serve a 12-month term. In the case that a Representative resigns his or her position early, the remaining Representatives will vote among themselves to replace that individual for the remainder of the term. Subsequently, the Committee will announce the replacement(s) to the Community.

B. Changes to Bylaws

1. The Representative Committee is responsible for determining whether changes are required to the PDA Bylaws. However, no changes to the PDA Bylaws can be made without the consent of the Community. The following steps must be taken to add, delete or amend aspects of the PDA Bylaws.
2. The Representative Committee either acting alone, or with a group of volunteer members of the PDA will draft the specific changes deemed required to the Bylaws.
3. The proposed revisions to the Bylaws must then be disseminated to the entire Community a minimum of two weeks prior to a scheduled open meeting.
4. An open meeting will be held where the changes to the Bylaws will be discussed. Should members of the Community be unable to attend the meeting, their comments will be taken into account through direct communications with the Representative Committee.
5. The revised Bylaws will then be further amended to take into account any additional changes required by discussions with the Community.
6. A finalized version of the Bylaws must then be disseminated to the Community and an open vote will be held with the following yes/no question: "Do you accept the proposed amendments to the PDA Bylaws?" Quorum will be considered 10% of the Community population. The voting will be conducted as determined by the current Representative Committee.
7. In order for the revised Bylaws to be ratified, $\geq 60\%$ of respondents must vote "yes". If any less than 60% vote "yes", the entire "Changes to Bylaws" procedure must be repeated.

C. Responsibilities of the Representative Committee

1. The Representative Committee will meet at least once a month and will be responsible for:
 - a. Developing objectives and goals of the Association.
 - b. Maintaining the Bylaws.

- c. Coordinating activities of the Association.
 - d. Representing the Association at official meetings within the Rockefeller University organizational structure.
 - e. Organizing any necessary or desired subcommittees (such as Annual Retreat, or Tri-I Symposium).
 - f. Subsidizing activities planned by other Campus groups which are of interest to the Community.
 - g. Holding meetings open to the Community at least four times a year.
2. Each active subcommittee will meet at least once a month and will report to the Representative Committee after each meeting.
 3. The following responsibilities must be delegated among the Representatives however they see fit:
 - a. Treasurer: Responsible for Association finances, purchases, and budgeting, including sponsoring of non-PDA activities.
 - b. Secretary: Responsible for recording the actions of the Committee and the Minutes of Open Meetings for dissemination to the Community.
 - c. Career Seminar Chair: Responsible for contacting speakers and scheduling career seminars.
 - d. Annual Retreat Chair: Responsible for planning and organizing the annual Postdoc Retreat.
 - e. Tri-I Career Symposium Chair: Represents the RU PDA on the Tri-I Career Symposium Committee.
 - f. Publicity Chair: Responsible for checking/maintaining PDA email, posting advertisements for PDA events (electronic or paper), maintaining the website, etc.
 - g. Poster Competition Chair: Responsible for coordinating the annual Postdoc Poster Competition at the recruitment weekend poster sessions, awarding prizes, and scheduling the talks by the 1st and 2nd place winners.
 - h. Bylaws Chair: Responsible for updating Bylaws if necessary, administering elections, and ensuring adherence to Association rules.
 - i. Representative to the National Postdoctoral Association
 4. Each year, the individual Representatives will issue summary reports describing any work they did for the PDA in such a fashion that it becomes a reference for future Representatives. The report should include, among other items, any activities planned by the Representative, as well as relevant information on vendors, scheduling, room choice, etc. that will be useful for planning the same or similar activities in the future.
 5. Each Representative agrees to be available for questions regarding any work they did for the Association for the next year, as a service to the new Representative Committee.
 6. The individual members of the Representative Committee do not have the right to voice complaints, concerns or proposals to the University Administration without consulting the Committee PRIOR TO TAKING SUCH ACTION. The members of the Representative Committee, by majority vote, must approve all actions taken by the Committee towards the administration (meetings, letters, requests, etc.) before any action is taken. A vote amongst the members will be taken for each initiative, and once passed, the Committee will decide on the specifics of the particular meeting. Following such a meeting, those members who were in attendance will report to the remaining members of the Committee on the meeting itself, either in writing via email or at the next scheduled meeting of the Representative Committee.
 7. It is the intention of the Representative Committee to work only as a democracy. Thus any decisions that are made, or actions that are taken, by the individual members, as well as the

Committee as a whole, must first be reached by majority vote by the members of the Committee.

D. Votes of No Confidence

1. The six members of the Representative Committee have ultimate veto power on all issues and initiatives set forth by the Association. The power of veto can be exercised for a number of reasons. These include, but are not limited to the following scenarios:
 - a. If at any time a member of the elected Representative Committee (or one of the volunteer members of the subcommittees established by the association) does not fulfill his or her duties in a fashion that is timely, democratic or within the realm of the majority opinion, the members of the Representative Committee must warn the offending member first. The second violation will then result in the Representative Committee deciding by majority vote as to whether the said member should retain his or her position.
 - b. If a particular member violates the rules of Rockefeller University and/or the Postdoctoral Association or behaves in such a way that is unbecoming of a member of the Association (illegal acts included), the Representative Committee can vote to dismiss the person in question from his or her duties.