

# Bylaws of the Washington University Postdoctoral Society (WUPS) (Revised May 17, 2016)

## I. Mission Statement

The mission of WUPS is to support postdoctoral researchers at Washington University by providing events to foster the development of such researchers' careers and sense of community. As part of this mission, WUPS will work with the administration to enhance the postdoctoral experience at Washington University.

## II. Membership in WUPS

- a. The membership shall consist of all postdoctoral researchers as defined by the postdoctoral titles designated by Washington University Human Resources.
- b. *Ex-Officio* membership shall be granted to the Associate Dean of Graduate Education and to the Director of the Office of Postdoctoral Affairs (OPA).

## III. Postdoctoral Executive Council (EC) and Executive Council Officers (ECO)

- a. The EC shall consist of:
  - i. WUPS members numbering at least 7,
  - ii. Members from both campuses of Washington University if possible
- b. Any WUPS member can become an EC member upon submitting a Letter of Intent and receiving approval from the EC by a simple majority vote.
- c. The ECO shall consist of the President, Vice-President, Danforth Representative, Treasurer and Secretary. The President, Vice-President, Danforth Representative, Treasurer, and Secretary shall be elected during either the May or June meeting by a simple majority vote of the EC.
- d. EC members shall remain on the council until resignation, removal for inactivity as provided for in Article IX, or loss of Postdoctoral status. The annual terms of the ECO shall run from July 1<sup>st</sup> to June 30<sup>th</sup>.

## IV. Duties of the Representatives and Officers

- a. The President is the chair of the EC and the ECO. The President shall:
  - i. Set the agenda for the association.
  - ii. And delegate responsibility to the committees as defined by their mission.
- b. The Vice-President shall:
  - i. Assist the sitting President in advancing the agenda for the year.
  - ii. The Vice-President will serve as the President pro-tem in the absence of that officer.
  - iii. Manage event advertisement and marketing.
- c. The Danforth Representative shall:
  - i. Attend EC meetings

- ii. Work with the OPA and EC to outreach to postdocs at the Danforth Campus (including help with postdoc orientation)
    - iii. Advertise the WUPS events on the Danforth Campus
  - d. The Treasurer shall:
    - i. In consultation with the EC and ECO and the Director of the OPA, prepare the budget for WUPS for the next fiscal year. The budget shall be prepared and submitted for approval by the EC by June 15.
    - ii. Submit quarterly financial reports to the EC.
    - iii. Submit billing to the Director of the OPA.
    - iv. Work to obtain funding for WUPS as approved by the Director of the OPA and Washington University.
  - e. The Secretary shall:
    - i. Record minutes of EC meetings and disseminate these to the EC members for review one week prior to the next meeting. Minutes shall be submitted for approval at the first monthly EC meeting after the minutes were recorded.
    - ii. Notify the membership of meetings and record attendance at meetings.
    - iii. Provide the bylaws to new representatives on the EC.
    - iv. Work with the Director of the OPA on the content of the WUPS website.
  - f. Non-officer Members of the EC may serve on committees of the EC.

## V. Committees

- a. Committee chairs will be appointed by the President and approved by the EC.
- b. The EC may decide to create *ad hoc* committees when necessary. The *ad hoc* committees shall have a defined mission statement and a timetable for completion of mission. If the work of the committee remains incomplete the ECO may extend the timeframe or may choose to dissolve the committee.
- c. Each committee chair shall make appointments for representation on committees and councils of Washington University when such bodies request representation from the WUPS EC.
- d. The President shall be the representative to the Postdoc Policy Review Committee.

## VI. Meetings

- a. Meetings of the EC shall be called by the President and shall occur at least monthly. The President, Treasurer and Committee Chairpersons shall present reports. A quorum shall be 5 members of the EC. In the absence of non-officer members of the EC, 3 of the ECO shall constitute a quorum. Votes shall be decided by a simple majority.
- b. Meetings will be open to the entire WUPS membership.
- c. Committees shall meet as called by the Committee Chairperson, under the authority of the President and EC.

- d. Meetings of the EC shall be conducted in accordance with Robert's Rules of Order or a practical modification thereof.

VII. Census of Postdoctoral Researchers – Repealed (October 26<sup>th</sup>, 2010)

VIII. Income and Distribution of Funds

- a. Funds shall reside with the Director of the OPA for safekeeping.
- b. Distribution of any funds or property must be approved by the EC except as described in Article VIII, paragraph c. The annual budget will be approved by the EC and shall guide distribution of funds.
- c. Small routine expenditures less than one hundred dollars (\$100) per expenditure may be approved by the President subject to review and audit by the EC.

IX. Officer and Non-Officer EC Member Removal and Vacancies

- a. Neglect of responsibilities by either representatives or officers may result in removal from the position held.
- b. The EC will determine by a vote if a representative or officer who misses three consecutive meetings without prior notification to the Secretary will be removed from the WUPS position held.
- c. An officer or non-officer EC member missing one meeting without prior notification to the secretary shall receive a show cause notice from the Secretary. Upon missing the third consecutive meeting the officer or non-officer EC member will be given notice 2 weeks prior to a vote by the EC to remove that officer or non-officer EC member.
- d. For removal from office a 2/3-majority +1 vote by the EC must be obtained.
- e. In the event of a vacancy of an officer or non-officer position, a midterm election will be held by the EC with a simple majority vote to fill the vacancy until the next regular election.

X. Amendments to the Bylaws

Proposed amendments to these bylaws shall be submitted in writing to the EC and a referendum shall be held. At least ten (10) days prior to action, the Secretary shall cause due notice to be given to the membership describing the proposed legislation and the time and place for the vote. Amendments shall be approved by simple majority of the membership of WUPS present.

XI. Ratification of Bylaws

- a. The original Bylaws became effective upon ratification by the membership of WUPS in December 2005.