

# BYLAWS OF THE INSTITUTO DE MEDICINA MOLECULAR POSTDOCTORAL ASSOCIATION

Approved by the General Assembly on June 4, 2013

## Article I. Name

The organization shall be known as “The Instituto de Medicina Molecular Postdoctoral Association” and hereinafter referred to as “PDA”.

## Article II. Mission

The PDA aims to represent and support the specific interests of the Postdoctoral fellows working at Instituto de Medicina Molecular (IMM), promote their sense of community, organize professional enrichment activities, and networking and career development events.

## Article III. Membership

All Postdoctoral fellows working at IMM are considered members of the association. Any Postdoctoral fellow is welcome to volunteer to participate in the planning and execution of events and activities.

## Article IV. Executive Committee

- A. The Executive Committee includes two co-chairs, a vice-chair, a treasurer, and a secretary.
- B. The five PDA officers (Executive Committee) shall be chosen by the Postdoctoral fellows during the month of November each year to serve from January 1<sup>st</sup> until December 31<sup>st</sup> of the following year.
- C. The duties of the officers include, but are not limited to:
  - 1. The co-chairs and vice-chair should plan and coordinate the agenda for PDA meetings, request volunteers to organize and manage specific events, oversight all PDA events, and represent the PDA at all necessary functions.
  - 2. The treasurer shall propose a budget to the Postdoctoral Training Program<sup>1</sup> each year, maintain financial records, and present financial reports to the Postdoctoral fellows once a year in one of the general meetings.
  - 3. The secretary shall oversee and update the PDA webpage in the IMM website, respond to general email queries, record minutes of all PDA meetings, disseminate the minutes of general meetings to the members in a timely manner, call and advertise meetings, and survey and analyze responses for event attendees.

## Article V. Meetings

- A. General Meetings shall be held once a month at IMM; all members of the IMM Postdoctoral community are invited to attend, speak, and vote if necessary. Agendas will be outlined by the co-chairs and vice-chair and distributed in advance of all scheduled meetings.
- B. The Executive Committee shall meet at least twice a month besides the general meeting. Additional PDA members, or other people, may be invited to participate as necessary.

## Article VI. Election of the Executive Committee

---

<sup>1</sup> The IMM Postdoctoral Training Program serves as financial liaison with the PDA, providing support in the communication between the association and the IMM direction.

- A. Nominations will be allowed from October 16<sup>th</sup> through 31<sup>st</sup> each year, in the following terms:
1. Any Postdoctoral fellow is eligible for any officer position.
  2. Nominations shall be sent to the PDA email address.
  3. Self-nominations or nominations of others are acceptable.
  4. Nominations must designate single individuals.
- B. Elections will be held annually, from November 1<sup>st</sup> to 15<sup>th</sup>, for two co-chair positions, a vice-chair, a treasurer, and a secretary, each position to be held for a one year term, for a maximum of two terms.
1. Each Postdoctoral fellow has the right to vote.
  2. Elections are managed by PDA via online vote, e.g. SurveyMonkey.
  3. Voting survey shall be arranged as a list of candidates. Each voter must cast five votes and only one per candidate.
  4. The Executive Committee shall include at most two people from the same lab.
  5. The two co-chairs must be from different labs.
  6. The five candidates receiving the highest number of votes within the constraint of section B.4. shall be elected to the Executive Committee.
    - 6.1 If there is a tie vote among two or more candidates receiving the fifth highest number of votes cast, the other elected officers decide which of the candidates shall be declared elected.
  7. The five elected officers will then decide among themselves which position each one will take in the Executive Committee (i.e. co-chairs, vice-chair, secretary and treasurer), within the constraint of section B.5.
    - 7.1. If two elected officers want the same position, the one that got the highest number of votes in the election chooses the position first; if both elected officers got the same number of votes, the elected Executive Committee will vote to decide.
  8. Elected candidates will be “sworn in” as the new elected leadership at the subsequent monthly PDA general meeting.
  9. Coordination on transfer of responsibilities from outgoing leadership shall be flexible, but is expected to occur with assistance from outgoing leadership for planning the next meeting.
  10. If a co-chair steps down, the vice-chair is promoted. However, if section B.5. is not ensured:
    - 10.1. and less than 6 months remain in the term, the Executive Committee must continue its activities without replacing the co-chair;
    - 10.2. and 6 months or more remain in the term, the position of co-chair is offered to (in order): the treasurer, the secretary or the candidate who received the next highest number of votes in the last election, providing that section B.5. is ensured.
  11. If the vice-chair, the secretary or the treasurer steps down, identical rules to B.10. should be applied.

## **Article VII. Review of Bylaws**

- A. The bylaws can be reviewed by the PDA at any time.
- B. Proposed changes to the bylaws can be made by any member. The proposed changes shall be presented via email to all members and voted upon at the next general meeting.
- C. Any proposed changes shall become effective immediately upon ratification by a simple majority vote (51%) of the members present at the general meeting at which the vote is taken.