

BY-LAWS OF THE HARVARD MEDICAL SCHOOL/ HARVARD SCHOOL OF DENTAL MEDICINE QUAD POSTDOCTORAL ASSOCIATION

[Edited and ratified by the 2015 Governing Board]

ARTICLE 1 – Name, Purpose, and Guiding Principles

- 1.1 The name of this Association shall be the “Harvard Medical School/Harvard School of Dental Medicine Quad Postdoctoral Association.” For the purpose of brevity, the Association will be called the “Harvard Medical Postdoc Association” and abbreviated as “HMPA”.
- 1.2 The purpose of the Association shall be to address the needs and concerns of its members by:
 - 1.2a. providing representation for and liaising between its members (defined below) and Harvard Medical School/Harvard School of Dental Medicine;
 - 1.2b. promoting academic and career goals of its members, including but not limited to training and counseling efforts to assist career and professional development;
 - 1.2c. fostering a sense of community by hosting events and disseminating information of particular interest or relevance to its members.
- 1.3. The HMPA shall be an agency of advocacy and aid to its members. It shall have no coercive powers over its members, nor shall membership be in any way mandatory of anyone associated with HMS/HSDM.
- 1.4 All actions of the HMPA shall be undertaken without discrimination on the basis of race, national or ethnic origin, religion, gender, sexual orientation, age, or disability.

ARTICLE 2 – Membership

- 2.1 The HMPA shall consist of and serve two groups of individuals: full members and affiliated members.
- 2.2 Full membership in the HMPA shall be open to persons who are appointed by HMS/HSDM in the capacity of “Postdoctoral Research Fellow” or equivalent title in quadrangle based departments. Affiliated membership in the HMPA shall be open to persons who are appointed by affiliated institutions of HMS/HSDM in the capacity of Postdoctoral Research Fellow or equivalent title.
- 2.3 All activities, discussions, and programs shall be open to both full and affiliated members.
- 2.4 Both full and affiliated members may elect and take the position of any officer, except Chair, and may serve on the Governing Board or committees. Only full members are eligible for the position of Chair of the Governing Board.

- 2.5 Neither full nor affiliated members shall be required to pay dues to the HMPA. However, fees may be collected for participation in events to defray the cost of materials and sponsoring of the events.

ARTICLE 3 – Governing Board, Officers, Terms of Office and Duties

- 3.1 The HMPA shall be governed by an elected Governing Board. The Governing Board shall consist of 5 officers: 1 Chair, 1 Vice-Chair of Liaisons, 1 Vice-Chair of Web Communication, 1 Secretary, 1 Treasurer; as well as Committee Chairs and members at large numbering no more than 10 for a total of 15 Governing Board members. A majority of Governing Board members shall constitute a quorum, and all action should be taken by a majority vote of those present and voting, unless otherwise specified herein.
- 3.2 All Governing Board members shall serve a term of one academic year with elections to the Governing Board to be held annually. Terms of office shall begin one month after the election, and newly elected Board members shall attend all Board functions during the month between elections and the beginning of their terms of office. In the case of an Board member's prolonged absence, incapacity, resignation, removal, or death, the duties or office of the departed Board member shall be reassigned within the Board by decision of the Board, and the vacancy filled at the time of the next election. Board members who have missed three consecutive Board meetings without prior notice to the Board can be replaced at the discretion of the Chair.
- 3.3 To promote continuity of the Board and its activities, it is desirable that Board members be willing and able to serve on the Board for at least two consecutive terms.
- 3.4 The Governing Board serves as the executive body. It is empowered to make decisions on the strategy and budget of the HMPA, and to form new committees as necessary.
- 3.5 The general duties of all Board members shall include:
- 3.5a representation of its membership and concerns voiced by the members
 - 3.5b attendance at and organization of general membership meetings;
 - 3.5c attendance at and organization of monthly Board meetings and participation in conducting the business of the HMPA.
- 3.6 **The duties specific to the Chair** shall be in addition to the general duties of Board members and include:
- 3.7a being the chief officer of the Governing Board;
 - 3.7b making appointments and delegating responsibilities subject to the advice and consent of the Governing Board;
 - 3.7c presiding over all Board meetings;
 - 3.7d meeting with members of the faculty and administration as the representative of the HMPA;
 - 3.7e reporting HMPA business conducted by the Board to the members at general meetings;
 - 3.7f coordinating interactions with postdoctoral associations at other institutions as well as national organizations.

- 3.8 **The duties specific to the Vice-Chair of Liaisons** shall be in addition to the general duties of Board members and include:
- 3.8a liaising with the HMS/HSDM Office of Postdoctoral Fellows to coordinate policies and planning;
 - 3.8b maintaining an up-to-date calendar of events for HMPA activities;
 - 3.8c managing the email listserv and advertising HMPA activities via the listserv as needed;
 - 3.8d acting in the Chair's stead in individual instances when the Chair is unable to perform his or her duty.
- 3.9 **The duties specific to the Vice-Chair of Web Communication** shall be in addition to the general duties of Board members and include:
- 3.9a managing and updating the HMPA website;
 - 3.9b overseeing management of social media accounts (e.g. LinkedIn);
 - 3.9c acting in the Chair's stead in individual instances when the Chair is unable to perform his or her duty.
- 3.10 **The duties specific to the Secretary** shall be in addition to the general duties of Board members and include:
- 3.10a recording the minutes of all Board meetings;
 - 3.10b distributing meeting minutes to all Board members within one week of the meeting;
 - 3.10c archiving meeting minutes (e.g. using Dropbox or other file-sharing system)
 - 3.10d acting in the Chair's stead in individual instances when the Chair is unable to perform his or her duty.
- 3.11 **The duties specific to the Treasurer** shall be in addition to the general duties of Board members and include:
- 3.11a supervising the receipt and disbursement of all moneys, properties, securities and other evidence of financial worth of the HMPA;
 - 3.11b authorizing, subject to Board approval, financial transactions on behalf of the HMPA, and maintaining records of all financial activities of the HMPA;
 - 3.11c preparing an annual financial statement, proposing budget for approval of the Board committee, and submitting the approved version of the budget to related offices;
 - 3.11d maintaining budget records for the HMPA and reporting regularly to the Governing Board and the members on the financial status of the HMPA;
 - 3.11e overseeing fund-raising efforts by the organization.

ARTICLE 4 – Elections and Impeachment

- 4.1 Elections shall be held annually within one month of the first general meeting of the HMPA that year.
- 4.2 Elections shall be organized by a special election committee appointed by the Governing Board. This committee shall be formed and its members made public to the HMPA

no less than one week prior to the associated general meeting to provide the HMPA time and opportunity to comment on and change its composition. This election committee shall consist of no fewer than three full members of the HMPA. It shall be dissolved one week after elections.

4.3 The election committee shall be responsible for:

- 4.3a soliciting nominations for Board membership from the HMPA at large;
- 4.3b confirming that the nominees are able and willing to perform the duties of the elected position as specified in these Bylaws;
- 4.3c reporting the slate of candidates to the Governing Board and the HMPA at large;
- 4.3d collecting and publishing candidate statements;
- 4.3e organizing the election process, including polling the members of the HMPA, tallying votes, and reporting the results to the Governing Board and the HMPA at large.

4.4 Candidates for election to the Governing Board shall be nominated from both the full members and the affiliated members of the HMPA. Self nominations shall be permitted.

4.5 Members of the HMPA shall be free to observe any and all activities of the election committee. Committee meetings shall be held in public places and announced in advance to facilitate this goal.

4.6 A member of the Governing Board may be removed by a two-thirds vote of the Board. The member to be impeached shall be given two weeks notice prior to the impeachment vote.

ARTICLE 5 – Voting

5.1 Voting shall be performed via online polling unless otherwise decided by the Governing board.

5.1a Voting for Governing board elected positions shall be made by current and previous Governing board and all committee members.

5.1b Voting on all other decisions, besides Governing board election, shall be made by current Governing board members.

5.2 All votes shall be passed by a simple majority of votes cast unless specified otherwise in these Bylaws.

5.3 Votes shall be counted relative to the submitted ballots. Abstentions shall be considered as silently assenting to the winning decision.

ARTICLE 6 – Standing Committees

6.1 All Standing committee chair positions are elected during the general election.

- 6.2 Committee members shall be appointed by the Chair of the Committee in consultation with the Board. Committee members need not be Board members.
- 6.3 Committee Chairs shall organize committee activities and submit reports on current activities at Board meetings. By a date set by the Chair, a proposed budget for the coming year shall be submitted to the Treasurer and a proposed calendar for the coming year shall be submitted to the Vice-Chair for Liaisons.
- 6.4 The duties and aims of the standing committees of the HMPA shall be as enumerated in the following list. The listed duties and aims shall not be exclusive and further items may be added as deemed necessary by the committees.
- 6.4a **Professional Development:** organize programs to support the professional research and career development skills of postdoctoral fellows by providing workshops/forums to address career related issues such as grant writing, scientific writing, job searching, networking, etc.
- 6.4b **Advocacy:** collect and analyze information on employment conditions and benefits of postdoctoral researchers; seek adequate benefits for its members commensurate with the level of education and skill demonstrated by the Ph.D., including a health plan, parental leave, child-care, disability insurance and retirement plan; seek recognition for postdoctoral fellows as members of the campus community with a distinct set of contributions and needs, work to get a voice in campus decisions that affect postdoctoral fellows,
- 6.4c **Social:** foster a sense of community amongst postdocs by organizing events including socials, picnics and trips or activities; organize events to provide opportunities for social, professional and academic networking.
- 6.4d **Forum:** organize and lead events that allow postdocs to interact with other postdocs with the goals of practicing professional skills (such as giving scientific talks and chalk talks) and receiving constructive criticism from peers in a safe and supportive environment.
- 6.4e **Outreach:** engage with other local, regional and national organizations that have missions that are relevant to the postdoctoral experience, such as the National Postdoctoral Association, in order to involve the HMPA in the broader discussion on how to improve the postdoctoral experience.
- 6.5 Special committees and additional standing committees shall be established and dissolved as needed by the Governing Board.

ARTICLE 7 – Activities

- 7.1 The general meeting shall be held no less than once per year or whenever summoned by 10% of the members by petition to conduct activities including but not limited to reports to the members, and discussion of the members' concerns and suggestions and requests for actions to be taken by the HMPA.

- 7.2 Board meetings shall be held monthly to facilitate prompt and ongoing discussion of and action on concerns of the members. They are open to all members of the HMPA. Non-members may attend at the discretion of the Chair. A monthly meeting may be cancelled or postponed in the event of overriding constraints, such as a significant number of Board members not being available. Two or more consecutive Board meetings may not be cancelled.
- 7.3 Any member at a Board meeting may bring a subject to the attention of the Board for discussion. To allow the members to review such discussion, no vote may be taken on a subject before the minutes from the meeting at which it was raised have been distributed to the members.
- 7.4 The Chair and/or other officers of the organization shall meet at least once a year with the administrative head/heads of the postdoctoral offices at Harvard Medical School and Harvard School of Dental Medicine to relay any concerns among the members of the HMPA and to learn about changes in institutional policy that could affect fellows.

ARTICLE 8 – Amendments

- 8.1 Amendments may be initiated by members of the Governing Board of the HMPA or by petition of a majority of HMPA members. Amended HMPA bylaws are then subject to re-ratification (see below).

ARTICLE 9 - Faculty Advisement

- 9.1 The HMPA may invite faculty members, administrators and alumni to advise and serve as our advocates.

ARTICLE 10 – Dissolution

- 10.1 In the event of the dissolution or termination of the HMPA, all of the assets and title to and possessions of the property of the HMPA shall pass to the Office of Postdoctoral Fellows at Harvard Medical School.

ARTICLE 11 – Ratification of these Bylaws

- 11.1 These Bylaws shall be considered provisional until ratified. Ratification shall require a two-thirds vote of the Governing Board. They shall become binding on the HMPA immediately upon such ratification.