

OHSU Postdoctoral Society Bylaws – Updated 06/01/2022

Article I. Name & Mission Statement

A. Name

This group represents the Postdoctoral Society of Oregon Health & Science University (OHSU). The name of this organization is the OHSU Postdoctoral Society (PDS). The official email address of the PDS is postdocPDS@ohsu.edu.

B. Mission Statement

The mission of the PDS is to enhance the academic, professional, and social experience for all postdoctoral scholars at OHSU. The PDS fosters a postdoctoral community through scientific collaboration, networking opportunities, and career and professional development seminars. The four fundamental aims of the PDS are:

1. Facilitate communication and collaboration among postdocs and between postdocs and faculty.
2. Promote the education and exposure of postdoctoral fellows to the multitude of Ph.D. career prospects.
3. Support the professional development of OHSU postdocs.
4. Foster the development of a social environment conducive towards an optimal research training experience.

Article II. Membership

A. General Members

All OHSU postdoctoral scholars are welcome to join the PDS as general members. All general members have voting privileges.

B. PDS Council Members

All PDS general members are eligible to become a member of the PDS Council (Article IV).

Article III. PDS Council

A. Members of the OHSU PDS Council supervise the OHSU PDS. The Council consists of:

- a. Chair
- b. Treasurer
- c. Secretary
- d. Social Officer
- e. Career Development Officer
- f. Diversity and Inclusion Officer
- g. West Campus Representative(s)
- h. Waterfront Representative(s)
- i. Main Campus Representative(s)

B. All PDS Council member terms are for one (1) year.

C. All positions may have co-officers, including a co-chair of the Council.

D. Graduate students are excluded from becoming Council members.

E. Council members, including co-officers, are elected once a year in September (Article VI).

F. Council members attend monthly Council meetings in addition to monthly RIPSS and quarterly PDS meetings. Campus representatives are not required to attend monthly Council meetings.

- G. If, for any reason, a Council member leaves his/her position before his/her term ends, a general member shall be elected to the Council to temporarily take over the duties of the vacated position.
- H. A Council member may be discharged from his/her position based on misconduct or misrepresentation of PDS if all other Council members vote (2/3 majority vote of Council) to do so.
- I. Council member status shall be rescinded (to General Member) if a Council member is absent from three consecutive monthly meetings without notice and does not participate in the organization of any events during said time.

Article IV. Duties and responsibilities of PDS Council Members

A. Chair/Co-Chairs

- a. Responsible for upholding the PDS Bylaws.
- b. Responsible for calling, organizing and presiding over all PDS meetings.
- c. Official liaison between PDS and OHSU administration and faculty.
- d. Ensures that an annual report of PDS activities is prepared for OHSU Administration.
- e. May call special PDS meetings to discuss internal PDS-related issues.
- f. Prohibited from being the Treasurer or Treasurer Co-Officer.

B. Treasurer

- a. Works with OPA to submit an annual budget for approval
- b. Shall be aware of instituted practices associated with the fundraising events and activities (Article XI).
- c. Shall maintain PDS financial accounting practices (Article XII).
- d. Responsible for presenting an annual financial report at the PDS Quarterly Meetings. (Article IX).
- e. Responsible for maintaining financial transactions involving PDS money awards. (Article XIII).
- f. Chair of the OHSU Postdoctoral Scholar Travel Award committee.
- g. May have an elected Co-Officer.

C. Secretary

- a. Responsible for PDS meeting minutes
 - i. Takes minutes during meeting.
 - ii. Makes any necessary corrections to minutes
 - iii. Posts minutes to the PDS Teams page
- b. Maintains a record of all PDS events, including attendance records.
- c. Responsible for organizing the Research in Progress Seminar Series (RIPSS)
 - i. Acts as point-of-contact for speaker, facilitating scheduling and obtaining speaker information and photograph for RIPSS advertisement.
 - ii. Introduces speaker at RIPSS.
 - iii. Coordinates any food provided at RIPSS and collects receipts for reimbursement.
- d. Responsible for writing and/or distributing PDS announcements.
- e. Responsible for writing and/or coordinating the PDS monthly newsletter.
- f. Monitors the PDS joint email inbox and relays messages to appropriate party.
- g. May have an elected Co-Officer.

D. Social Officer

- a. Plans social activities for PDS within the bounds of the annual budget
- b. Creates advertisements for social activities and coordinates posting to teams and email reminders of the event

- c. Attends planned events and records attendance/collects necessary receipts for reimbursement
 - i. In the event that the Social Officer cannot attend scheduled social events, they must coordinate another Council Member to attend and organize payment
- E. Career Development Officer
 - a. Responsible for organizing and maintaining mentoring programs and outreach efforts.
 - b. Responsible for co-organizing career development programs in collaboration with the Office of Postdoctoral Affairs.
 - c. May have an elected Co-Officer.
- F. Diversity and Inclusion Officer
 - a. Recognizing, creating and implementing plans to promote diversity within the PDS.
 - b. Researching and advising on diversity and inclusion issues; creating and running training sessions on diversity and inclusion.
 - c. Preparing and building relationships among colleagues and having an awareness of people's difficulties and helping them overcome these through diversity and inclusion.
 - d. Ensuring all members are inclusive.
 - e. May have an elected Co-Officer.
- G. Campus Representatives (West Campus, South Waterfront Campus, Marquam Hill Campus)
 - a. At least one representative from each campus will serve on the council.
 - b. Representative is ideally serving as another position on the council, but may participate solely as campus representative.
 - c. Responsible for coordinating campus-specific room reservations and catering for RIPSS.
 - d. Serves as a point-of-contact on their campus for postdocs to reach out to directly.

Article V. Meetings

- A. Quarterly PDS Meetings
 - a. PDS Meetings are held once a quarter (October, January, April, July), usually the third Tuesday of each month. Quarterly meetings are to be called by the Chair(s) the week prior to the scheduled meeting and will occur during the RIPSS meeting for that month.
 - b. Meetings shall be led by the Chair(s). If the Chair(s) is absent, another Council member will lead the meeting.
 - c. The agenda shall be distributed to the Council and general members at least 48 hours prior to the meeting with all matters to be discussed listed, as well as any upcoming votes.
 - d. Meetings are open to all members of the OHSU community.
 - e. The agenda of PDS quarterly meetings shall include, but is not limited to:
 - i. Call to order
 - ii. Review and approval of prior meeting minutes
 - iii. Review of past PDS-sponsored events
 - iv. Announcement of upcoming PDS-sponsored events
 - v. Budget update
 - vi. Announcements from other groups (Postdoc Affairs, iERG, etc.)
 - vii. Voting, if necessary
 - viii. Research in Progress Seminar
 - ix. Adjournment

B. Monthly Council Meetings

- a. Council meetings are held monthly, with timing decided by the Council. Meetings are called by the Chair(s) the week prior to the scheduled meeting.
- b. The Secretary and Chair(s) will coordinate an agenda for the meeting, which will be distributed to Council members via Teams.
- c. Council meetings are only open to Council members and invited guests.
- d. The agenda for Council meetings shall include but is not limited to:
 - i. Call to order
 - ii. Review and approval of prior meeting minutes
 - iii. Budget update
 - iv. Review of past PDS-sponsored events
 - v. Announcement of upcoming PDS-sponsored events
 - vi. Guest announcements
 - vii. Adding items to the quarterly PDS meeting agenda
 - viii. Adjournment

C. Research in Progress Seminar Series (RIPSS)

- a. RIPSS are held monthly, usually the third Tuesday of the month.
- b. RIPSS will be video conferenced between West Campus and Marquam Hill / South Waterfront Campus.
- c. RIPSS speakers will be selected from the OHSU Postdoctoral Scholar Travel Award recipients, with additional speakers solicited by request of the PDS and the discretion of the Council.
- d. RIPSS is open to all members of the OHSU community.

Article VI. Voting Protocol

A. Quarterly PDS Meetings

- a. All postdoctoral scholars are eligible to vote.
- b. Any planned votes must be announced via email to all members of the PDS at least 24 hours before the vote is to occur.
- c. At least 10% of the current OHSU postdoctoral population constitutes a quorum, five (5) of which must be a PDS Council member.
- d. Any postdoctoral scholar may vote by proxy in writing (e.g. email) to postdocsociety@ohsu.edu before the meeting. Proxy votes count toward the quorum.
- e. If a quorum is not met at a quarterly meeting, the online voting protocol will apply (Article VI.B).
- f. A simple majority is required for non-financial measures to be passed.
- g. Decisions involving financial payouts or budgets must have a 2/3 majority to pass.
- h. Decisions of rewards or gifts (financial or otherwise) for any PDS members must have a 2/3 majority of the quorum to pass.
- i. The Bylaws of the PDS may be amended or modified by unanimous council vote. Changes to the bylaws will be shared with the PDS via Teams after unanimous council vote.

B. Online Voting Protocol

- a. In the event that a proposal with a deadline prior to the next in-person PDS meeting requires a vote, an online vote of the voting members may be held.
- b. Online voting on a proposal may only be introduced to the members by the Chair(s), or in their absence, the Treasurer.
- c. This protocol excludes PDS Council Member Elections (Article IX).
- d. All online proposal voting will be held on a voting website that preferably displays each member's votes, and the votes will be collected for at least five business days.
- e. A voting quorum as defined in Article VI.A.c must be met before a proposal is passed.

- f. A simple majority is required for non-financial measures to be passed.
- g. Decisions involving financial payouts, budgets, or rewards or gifts (financial or otherwise) for PDS members must have a 2/3 majority of the quorum to pass.
- h. The Chair will read results of the online vote during the next quarterly meeting minutes.

C. Elections Voting Protocol

- a. Elections shall be called and organized by the Chair(s).
- b. Nominations will be open for two weeks.
- c. If more than one person is nominated for the same position, candidates shall submit a platform statement describing their interest and plans for the position.
- d. If only one nomination exists for a position, a vote is not required.
- e. Candidates who are not elected for a given position may become Co-Chairs (Article V).
- f. All PDS general members may participate in the vote.

Article VII. Announcements

- A. All functions and events sponsored or co-sponsored by the PDS shall recognize the PDS as sponsor, and include when appropriate:
 - a. The statement, "The OHSU Postdoctoral Association is an organization whose goal is to enhance the social, academic, and professional lives of training scientists during their experience at OHSU."
 - b. A reference to the PDS website.
- B. The Office of Postdoctoral Affairs shall distribute announcements to the relevant OHSU personnel.

Article VIII. How-to Documents

- A. How-to documents shall be written or amended if deemed necessary by any member of the PDS who organizes an PDS function.
- B. The How-to documents shall include all relevant information, such as step-by-step procedures, pertinent information of contacts, budgets, timelines, etc., for the same event to be easily organized again in the future.
- C. The Secretary shall keep electronic copies of How-to documents, undisclosed to the public, on an PDS-accessible server, such as an OHSU OneDrive or Teams.