

OHSU Postdoctoral Society Bylaws – Updated 07/17/2023

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 postdocsociety@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 to:

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. Secretary
- c. Social Officer
- d. Career Development Officer
- e. Diversity and Inclusion Officer
- f. Marquam Hill Representative
- g. South Waterfront Representative
- h. West Campus Representative

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 are elected once a year in August (Article VI).

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

G. If, for any reason, a Council member leaves their position before their term ends, a general member shall be nominated by the outgoing Council member to temporarily

take over the duties of the vacated position.

- H. A Council member may be discharged from their 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

- a. Is responsible for upholding the PDS Bylaws.
- b. Is responsible for calling, organizing, setting agendas for, and presiding over all PDS meetings, including monthly Council meetings and quarterly meetings.
- c. Acts as official liaison between PDS and OHSU administration and faculty.
- d. May call special PDS meetings to discuss internal PDS-related issues.

B. Secretary

- a. Is responsible for PDS meeting minutes, including taking minutes during meetings, making any necessary corrections to minutes, and posting minutes to the PDS Officers Teams page.
- b. Maintains a record of all PDS events, including attendance records.
- c. Is responsible for writing and/or distributing PDS announcements.
- d. Monitors the PDS joint email inbox and relays messages to appropriate party.

C. Social Officer

- a. Plans social activities for PDS within the bounds of the annual budget.
- b. Creates advertisements for social activities and coordinates distribution of advertisements.
- c. Attends planned events, records attendance, and collects necessary receipts for reimbursement.
 - i. If the Social Officer cannot attend scheduled social events, they must coordinate with another Council Member to attend and organize payment.

D. Career Development Officer

- a. Presides as chair of the OHSU Postdoctoral Scholar Travel and Professional Development Award committee.
- b. Co-organizes research's week post-doc day and the annual joint symposium
- c. Is responsible for organizing and maintaining mentoring programs and outreach efforts in conjunction with the Office of Postdoctoral Affairs.
- d. Is responsible for developing and co-organizing career development programs in collaboration with the Office of Postdoctoral Affairs.

E. Diversity and Inclusion Officer

- a. Recognizes, creates, and implements plans to promote diversity within the PDS.
- b. Researches and advises on diversity and inclusion issues.
- c. Assists with diversity-focused training opportunities for postdocs.
- d. Builds and maintains relationships with individuals, organizations and departments at OHSU that can provide support to minoritized postdocs.
- e. Gathers an accurate and inclusive understanding of issues facing OHSU postdocs and tailors recommended resources based on evolving needs of the OHSU postdoctoral body.
- f. Ensures all members are inclusive.

- F. Campus Representatives (Marquam Hill Campus, South Waterfront Campus, West Campus)
 - a. Are responsible for coordinating campus-specific room reservations and catering for PDS Quarterly Meetings.
 - b. Serve as points-of-contact on their campuses for postdocs to reach out to directly regarding PDS activities.
 - c. May serve in another position on the council or may participate solely as campus representative.

Article V. Meetings

A. Quarterly PDS Meetings

- a. PDS Meetings are held once per quarter (October, January, April, July), usually the third Tuesday of each month. Quarterly meetings are to be called by the Chair the week prior to the scheduled meeting.
- b. Meetings shall be led by the Chair. If the Chair is absent, another Council member will lead the meeting.
- c. Meetings are open to all members of the OHSU community.
- d. The agenda of PDS quarterly meetings shall include, but is not limited to:
 - i. Call to order
 - ii. Review of past PDS-sponsored events
 - iii. Announcement of upcoming PDS-sponsored events
 - iv. Announcements from other groups (Office of Postdoctoral Affairs, iERG, etc.)
 - v. Voting, if necessary
 - vi. Adjournment

B. Monthly Council Meetings

- a. Council meetings are held monthly, with timing decided by the Council. Meetings are called by the Chair the week prior to the scheduled meeting.
- b. The Secretary and Chair 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

Article VI. Voting Protocols

A. Monthly Council Meetings

- a. 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 a unanimous Council vote.
- b. A simple majority is required for measures unrelated to Bylaw amendment or modification to be passed.
- c. Any planned votes must be announced via email to all members of the Council at least 48 hours (about 2 days) before the vote is to occur.
- d. If a proposal with a deadline prior to the next in-person Council meeting requires a vote, an online vote of the voting members may be held via Teams.

B. Elections Voting Protocol

- a. All postdoctoral scholars are eligible to vote in elections.

- b. Elections shall be called and organized by the Chair.
- c. Nominations shall be open for two (2) weeks.
- d. Elections voting shall be conducted online using a survey platform (e.g., Google Form, Qualtrics).
- e. Votes shall be collected for a minimum of five (5) business days.
- f. 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.
- g. Nominees may jointly run as co-officer candidates for the same position.
- h. The candidate with the highest number of votes for each position will serve as officer for the position.
- i. If more than one person runs for the same position, the candidate ranking second in the election may serve as co-officer for the position with approval from the newly elected officer.
- j. No more than two (2) officers may be elected to any position.
- k. Election results will be distributed at the beginning of the new Council term (i.e., in August) via Teams and the monthly postdoctoral newsletter.

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 a PDS function.
- B. The How-to documents shall include all relevant information, such as step-by-step procedures, pertinent contact information, 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 a PDS-accessible server, such as OHSU OneDrive or Teams.