Bylaws of the Washington University Postdoctoral Society (WUPS)  
(Ratified October 1, 2020)

This set of bylaws has been revised from the previous bylaws, ratified on June 15\textsuperscript{th}, 2018. The original bylaws document for WUPS was ratified in December 2005. The present document maintains its predecessor’s format, but substantive changes have been made to most of the articles. Of note, WUPS membership is clarified; executive council officer elections and duties are clarified and expanded; four (4) committees are now codified (Networking/Wellness, Outreach, Policy, and Career Development); the missions and duties of members for each committee are outlined; and criteria and process for removals and vacancies from officer positions and/or the executive council are clearly articulated.

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. Standard membership shall consist of all postdoctoral researchers, as defined by the postdoctoral titles designated by Washington University Human Resources.

b. \textit{Ex-Officio} membership shall be granted to the Director of the Office of Postdoctoral Affairs (OPA) and faculty advisors. \textit{Ex-Officio} membership has non-voting status.

III. WUPS Executive Council (EC) and Executive Council Officers (ECO)

a. The EC shall consist of:
   
i. Members from both the medical and Danforth campuses of Washington University if possible,
   ii. \textit{Ex-Officio} members, and
   iii. At least seven (7) total members.

b. Any Standard WUPS member can become an EC member by submitting a Letter of Intent and receiving approval from the EC by a simple majority vote of the EC members present at time of voting.

c. Any standard WUPS member with EC membership can become an ECO. The ECO shall consist of the President, Vice President, Outreach Director, Treasurer, Secretary, Danforth Representative, and President Emeritus.
   
i. The President, Vice President, Outreach Director, Treasurer, Secretary, and Danforth Representative shall be elected during either the May or June meeting by a simple majority vote of the EC members present at time of voting.
ii. A call for nominations for all the ECO positions must be made to the Standard WUPS members no less than two (2) weeks prior to the election meeting.

iii. Nominees must be present at the election meeting in order to accept the nomination and be included in the election ballot.

iv. If an EC officer position is uncontested (i.e., has a single, eligible nominee), the EC members present at the time of voting may vote by acclamation.

v. The President should be elected from the ECOs of the previous term to ensure continuity within consecutive terms.

vi. The President is limited to two consecutive terms.

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 1st to June 30th.

IV. Duties of the EC Members 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. Make appointments for representation on committees and councils of Washington University when such bodies request representation from the WUPS EC, and
   iii. Delegate responsibility to the committees as defined by their missions.

b. The Vice President shall:
   i. Assist the sitting President in advancing the agenda for the year,
   ii. Serve as the President pro tem in the absence of that officer,
   iii. Assist the Outreach Director with managing event advertisement and marketing, and
   iv. Organize and run a quarterly new member orientation.

c. The Danforth Representative shall:
   i. Work with the OPA and Outreach Director to connect with postdocs on the Danforth campus,
   ii. Communicate the needs of Danforth campus postdocs to the EC,
   iii. Advertise WUPS events to the Danforth campus postdocs, and
   iv. Be allowed to hold multiple ECO positions.

d. The Treasurer shall:
   i. In consultation with the EC, 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 at the June monthly EC meeting,
   ii. Provide quarterly financial reports to the EC,
   iii. Submit billing to the Director of the OPA, and
   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 minutes to all meeting attendees no later than one week prior to the next meeting,
ii. Notify the membership of meetings and record attendance at meetings,
iii. Track monthly meeting attendance by EC membership, and provide show cause notice as specified in Article IX,
iv. Provide the bylaws to new EC members, and
v. Assist the Vice President with new member orientations.
f. The Outreach Director shall:
i. Form and maintain collaborations between WUPS and the other groups within and around the Washington University community,
ii. Manage advertising of WUPS events and marketing,
iii. Supervise and coordinate the social media accounts of WUPS, and
iv. Serve as chair for the Outreach Committee.
g. The President Emeritus: Each retiring WUPS President will be designated as “President Emeritus” when his/her term as President expires. This designation is to honor the retiring President for his/her distinguished contributions. This designation does not endow a President Emeritus with any power or authority within WUPS, nor does the designation preclude a President Emeritus from being elected to or appointed to other positions within WUPS. To maintain the President Emeritus title he/she has to remain a member of the EC.
h. All EC members shall serve on at least one committee of the EC and take an active role in planning and executing at least one committee project per year.

V. Committees
a. All committees shall have at least one chair who shall be nominated and elected by committee members, with the exception of the Outreach Director.
b. Committee chairs shall:
i. Advance the mission of the committee (See Article V, paragraph d),
ii. Organize regular meetings with committee members,
iii. Delegate project responsibilities to committee members,
iv. Ensure member compliance as outlined in article IV, paragraph h.
c. 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 the mission. If the work of the committee remains incomplete, the ECO may extend the timeframe or may choose to dissolve the committee.
d. As membership allows, the four standing committees will consist of:
i. Networking and Wellness Committee
   Mission: Organize events to foster community, networking, and mental and physical health among postdocs.
ii. Policy Committee
Mission: Improve equity of the postdoctoral community by working with university administration, including the OPA, to advocate for institutional policy changes.

iii. Outreach Committee
Mission: Encourage postdocs to engage and build relationships with other groups at Washington University and with the surrounding community.

iv. Career Development Committee
Mission: Develop and promote events that focus on career paths for postdocs.

VI. Meetings
a. Meetings of the EC shall be called by the President and shall occur at least monthly. The President, Treasurer, and committee chairs shall present reports. A quorum shall be five (5) members of the EC and must include the presence of either the President or Vice President. In the absence of non-officer members of the EC, presence of four (4) ECO shall constitute a quorum. Votes shall be decided by a simple majority of those present at the time of voting.
b. EC meetings will be open to the entire WUPS membership.
c. Committees shall meet as called by the committee chairs.
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 26th, 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 or Treasurer subject to review and audit by the EC.

IX. Officer and Non-Officer EC Member Removal and Vacancies
a. Neglect of responsibilities by any EC member, including ECO, may result in removal from the position held.
i. Any ECO missing one (1) meeting without prior notification to the Secretary shall receive a show cause notice from the Secretary. Upon missing three (3) consecutive meetings, the ECO will be given notice two (2) weeks prior to a vote by the EC to remove that ECO from the position held.
ii. Any non-officer EC member missing one (1) meeting without prior notification to the Secretary shall receive a show cause notice from the Secretary. Upon missing three (3) consecutive meetings, the
non-officer EC member will be given notice two (2) weeks prior to a vote by the EC to remove that EC member from the EC.

iii. Any EC member who fails to fulfill the responsibilities outlined in Article IV, paragraph h, as judged by the ECO and chair(s) of the committee(s) this member served on, shall receive a show cause notice from the Secretary two (2) weeks prior to a vote for removal from the EC.

b. Removal from the position held or from the EC requires a 2/3 majority +1 vote by the EC members present at the time of voting.

c. In the event of a vacancy of an ECO position, a midterm election will be held by the EC to fill the vacancy until the next regular election.
   i. The remaining ECO will nominate an appointee to the vacant ECO position(s).
   ii. Appointment will be confirmed by a simple majority of EC members present at the time of voting.

X. Amendments to the Bylaws
Proposed amendments to these bylaws shall first be submitted in writing to the EC and shall be approved by a simple majority of vote by EC members present. Then, the Secretary shall cause due notice to be given to the membership describing the proposed legislation and the time and place for the vote, at least ten (10) days prior to a final vote. Final approval of amendments shall be by a 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.