Bylaws of Kansas State University Postdoctoral Association

Article I

Foundation, Mission and Goals

Section I: Foundation

The Kansas State University Postdoctoral Association (KPA) was founded to promote building a community among postdoctoral scholars at KSU. It is an organization that works and supports the endeavors of KSU’s visionary goal to be recognized as a Top 50 Public Research University by 2025 and its thematic goal on Research, Scholarly and Creative Activities and Discovery (RSCAD) making emphasis on the invaluable participation of postdocs in the university’s suites of activities with faculty, staff and students in the generation of new knowledge and excellence in research resulting to flourishing, sustainable and widely recognized RSCAD activities from interdisciplinary collaborations and endeavors that benefit the society as a whole.

Section II. Mission

A. Serve the Postdoctoral Scholars, Fellows and Research Associates of Kansas State University by promoting fruitful interdisciplinary collaborations among faculty, staff and students.
B. Fosters communication and act as a liaison for the postdoc community and represent its interests to the university.
C. Provide skills development and resource organization which addresses essential topics for continued excellence in scientific careers.

Section III. Goals

A. Improve postdoctoral training at KSU by developing a variety of professional and career counseling and development activities.
B. Provide resources, information and representation for postdoctoral scholars at KSU to create a stronger sense of postdoc community through webpage, e-mail list serve, regular meetings, scholarly and social activities.
C. Promote networking opportunities within the postdoc community as well as among postdoc community, students, faculty and administration.

Article II

Members

Section 1. Regular Members

Any person currently holding a position as a postdoctoral fellow, postdoctoral scholar, research associate, visiting scientist and visiting scholar can be a member of KPA. Also, those committed to contribute to the success of postdoctoral scholars holding PhD or EdD degrees can be a member of KPA. All Regular Members are invited to attend and participate at the meetings and are permitted to vote for the Executive Officers.

Kansas State University Postdoctoral Association
Section 2. Alumni and Honorary Members
Alumni membership is granted to all former KPA postdoctoral researchers. Additionally, upon the
proposal of a regular member, and by a 3 out of 4 vote of the KPA officers, honorary membership may
be conferred. Alumni and Honorary Members shall not be permitted to make motions, vote, or hold
office but may be sought for advice if necessary.

Article III
Executive Officers
Section 1. Elected Executive Officers
The officers of KPA shall include a Chairman, a co-Chairman, a Secretary, and a Treasurer, who will hold
office for 12 months. All Regular Members are eligible for nomination to any officer position, provided
that they remain as a postdoc at Kansas State University for the duration of their term.

Section 2. Nomination and Election Procedure
Elections will be held once every 12 months on a regular meeting. All regular members can nominate
postdocs for an officer position. Nominees shall be present at the meeting (except for extraordinary
circumstances where the absence can be approved by the Chairman) and shall give a nomination
statement. Elections will be held during the next meeting. Members may vote in absentia by notifying
any of the Executive officers (Chair, co-Chair, Secretary or Treasurer) prior to the meeting, or votes may
be solicited by email. If there is only one nominee per position, the general vote may be bypassed and
the new officers announced directly. As a last resort when there are insufficient nominations and any
current officers are unable or unwilling to stay in office, any Regular Member(s) may agree to assume
the vacant officer position(s).

Section 3. Term Limits
A member cannot hold more than one office position at a time or shall serve more than two terms in the
same official position. If an officer must leave office before the normal end of term, any member may be
nominated or self-nominate to fill the vacancy, and then be voted at the next meeting.

Article IV
Duties of Officers
Section 1. Chairman
The Chairman will preside over and set agenda for the bi-weekly meetings and annual general meetings.
The Chairman and co-chairman serve as liaisons to KSU administration, offices and other organizations.

Section 2. Co-Chairman
The co-Chairman will support all the duties of the Chairman and assume those duties, or those of the
other officers, in their temporary absence. The co-Chairman will summarize the activities and plans of
KPA in a report to the regular members during the bi-weekly meetings. The report will include
completed business, ongoing business, and plans with addenda as needed.

Section 3. Secretary
The Secretary will communicate meeting notices, seminar and activity announcements, and meeting agendas via e-mail, and keep records of bi-weekly and annual meetings. Additionally, the Secretary shall distribute monthly newsletters outlining KPA news and events.

Section 4. Treasurer
The Treasurer will administer KPA cost codes and accounts, keep records of the association’s financial dealings, work with the officers to create a budget, and pursue funds available to KPA.

Article V
Committees

Standing membership in a committee is open to all members of KPA. The members of the committees shall elect the chairperson of their respective committee every six months except for the career development committee whose chairperson is elected for a year. Each Committee Chair will provide a report of committee meetings during bi-weekly meetings, and will report during the annual meetings.

Section 1. Membership committee
This committee shall meet once a month to identify postdoctoral scholars, fellows, visiting scientists and scholars at KSU. It will provide records of the numbers of postdocs at the university since KSU’s and KPA’s foundation.

Section 2. Policy Committee
This Committee shall meet at least twice per year to review any issues or concerns related to postdoctoral life at KSU. It will be in charge of maintaining the relevance of the bylaws of the Association, suggesting bylaw amendments to the officers if any are deemed necessary. The Policy Committee shall provide analysis of the legality and the integration of any proposed amendment prior to a vote to ratify by the officers, and shall be responsible for interpreting the bylaws when a question of interpretation arises.

Section 3. Website and Communications committee
This Committee shall publicize KPA activities and be KPA’s voice to the postdoctoral community. The committee will provide the majority of the information for the Secretary to distribute in the newsletter.

Section 4. Career and Professional Development Committee
This Committee shall inform the Regular members of career opportunities both internal and external to KSU and organize career development activities and workshops. Duties shall include conducting the annual Postdoctoral Scientific Symposium and Career Fair, and organizing seminars which will address career options in industry, academia, and conversion to permanent staff.

Section 5. Social Committee
This Committee shall organize and manage social events, and encourage cultural diversity in social events and committee membership.

Section 6. International Committee
This committee shall be responsible for identifying resources for international postdocs. These includes but not limited to visa guide information, taxes information and residency in the US.
Article VI

Meetings

Section 1. Regular Meetings
A bi-weekly regular meeting will be held to discuss all business matters of KPA among officers, committees and members. All regular members can attend. Alumni and honorary members may attend by requesting to be included by writing to the Chairman. A summary of each meeting or minutes of the meeting will be published in the newsletter.

Section 2. Leadership meetings
The leadership meeting will be held weekly by the officers and committee chairs.

Section 3. Social and Career Events
A social event or a career-related seminar or workshop will be held on a regular basis. These events will be advertised at least two weeks in advance. During the selected activity, announcements will be made to keep the attendees abreast of KPA affairs and events.

Section 4. Annual Meetings
The annual meeting will be held on a Wednesday during the Spring semester. It shall be known as the General Assembly meeting, and will include a report of activity within the last six months from officers and committee chairs delivered by the Co-chairman. Induction of officers and members will be held in the Annual meeting.

Article VII

Amendment of Bylaws

These bylaws may be amended at any KPA regular meeting after discussion by the Policy Committee. The Amendment must be proposed in writing by the Policy Committee Chair, and the proposal to amend must receive a majority vote of the KPA officers at the next meeting.