

# 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.

38 Section 2. Alumni and Honorary Members

39 Alumni membership is granted to all former KPA postdoctoral researchers. Additionally, upon the  
40 proposal of a regular member, and by a 3 out of 4 vote of the KPA officers, honorary membership may  
41 be conferred. Alumni and Honorary Members shall not be permitted to make motions, vote, or hold  
42 office but may be sought for advice if necessary.  
43

44 Article III

45 Executive Officers

46 Section 1. Elected Executive Officers

47 The officers of KPA shall include a Chairman, a co-Chairman, a Secretary, and a Treasurer, who will hold  
48 office for 12 months. All Regular Members are eligible for nomination to any officer position, provided  
49 that they remain as a postdoc at Kansas State University for the duration of their term.  
50

51 Section 2. Nomination and Election Procedure

52 Elections will be held once every 12 months on a regular meeting. All regular members can nominate  
53 postdocs for an officer position. Nominees shall be present at the meeting (except for extraordinary  
54 circumstances where the absence can be approved by the Chairman) and shall give a nomination  
55 statement. Elections will be held during the next meeting. Members may vote in absentia by notifying  
56 any of the Executive officers (Chair, co-Chair, Secretary or Treasurer) prior to the meeting, or votes may  
57 be solicited by email. If there is only one nominee per position, the general vote may be bypassed and  
58 the new officers announced directly. As a last resort when there are insufficient nominations and any  
59 current officers are unable or unwilling to stay in office, any Regular Member(s) may agree to assume  
60 the vacant officer position(s).  
61

62 Section 3. Term Limits

63 A member cannot hold more than one office position at a time or shall serve more than two terms in the  
64 same official position. If an officer must leave office before the normal end of term, any member may be  
65 nominated or self-nominate to fill the vacancy, and then be voted at the next meeting.  
66

67 Article IV

68 Duties of Officers

69 Section I. Chairman

70 The Chairman will preside over and set agenda for the bi-weekly meetings and annual general meetings.  
71 The Chairman and co-chairman serve as liaisons to KSU administration, offices and other organizations.  
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73 Section 2. Co-chairman

74 The co-Chairman will support all the duties of the Chairman and assume those duties, or those of the  
75 other officers, in their temporary absence. The co-Chairman will summarize the activities and plans of  
76 KPA in a report to the regular members during the bi-weekly meetings. The report will include  
77 completed business, ongoing business, and plans with addenda as needed.  
78

79 Section 3. Secretary

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

83

#### 84 Section 4. Treasurer

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

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### Article V

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### Committees

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

95

#### 96 Section 1. Membership committee

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

100

#### 101 Section 2. Policy Committee

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

108

#### 109 Section 3. Website and Communications committee

110 This Committee shall publicize KPA activities and be KPA's voice to the postdoctoral community. The  
111 committee will provide the majority of the information for the Secretary to distribute in the newsletter.

112

#### 113 Section 4. Career and Professional Development Committee

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

118

#### 119 Section 5. Social Committee

120 This Committee shall organize and manage social events, and encourage cultural diversity in social  
121 events and committee membership.

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#### 123 Section 6. International Committee

124 This committee shall be responsible for identifying resources for international postdocs. These includes  
125 but not limited to visa guide information, taxes information and residency in the US.

126 Article VI

127 Meetings

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129 Section 1. Regular Meetings

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

134

135 Section 2. Leadership meetings

136 The leadership meeting will be held weekly by the officers and committee chairs.

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138 Section 3. Social and Career Events

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

142

143 Section 4. Annual Meetings

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

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150 Article VII

151 Amendment of Bylaws

152 These bylaws may be amended at any KPA regular meeting after discussion by the Policy Committee.

153 The Amendment must be proposed in writing by the Policy Committee Chair, and the proposal to amend  
154 must receive a majority vote of the KPA officers at the next meeting.