

By-laws of PostDoc Club at the FLI

1. MISSION

The mission of the PostDoc Club (PDC) at the FLI is

- to facilitate communication and information exchange
- to support effective training and career development
- to represent and address issues relevant to postdoctoral researchers
- to share contacts of former and current members

2. MEMBERSHIP

All Postdocs and last year PhD students at the FLI are eligible to full membership of the PDC. Any full member is eligible to serve on the PDC.

3. ORGANIZATION

I. Board of Representatives

The active PDC members appoint a board of 3-5 representatives. No elections are necessary unless two or more individual volunteer for a position. In this case, candidates will provide a short statement for review by other PDC members (via e-mail). Ballots will be cast at the next meeting for selection.

The representatives are responsible for the following duties:

- Serve as official PDC representatives for communication (e.g. to administration). The board of representatives may elect one official representative.
- Preside over PDC meetings
- Record minutes of PDC meetings and disseminate a draft of these minutes to PDC members via e-mail prior to the next meeting.
- Oversee the timely appointment of new representatives
- Manage/Negotiate budget and keep financial records
- Organize courses on career development/ social events

II. Committees

- Committees shall be created by the PDC, as needed, by general consensus.
- The committees are composed of volunteers from whom a chair is selected.
- The goals and duties of the committees will be outlined at its formation and approved by the PDC.
- The following Committees shall be installed permanently:

1. Web page representative
 - shall update PDC webpage

- shall be contact person for the EDV department
- 2. Public relation representative
 - shall be contact person for works council
 - shall distribute information on PDC activities via Flipper, web page, etc.

3. Conduct of the Meetings

- I. Agendas and meeting time/location shall be announced via e-mail to all members.
- II. The Chair will call the meeting to order.
- III. Approval of the minutes. The Chair shall ask if there are any additions or corrections to the minutes. After general consent, the minutes will be declared "approved" or "approved as amended" by the Chair.
- IV. Reports from subcommittees or special guests/representatives if pertinent.
- V. Order of subsequent business will be as follows:
 - 1. Unfinished business from previous meeting
 - 2. Any business that was to be considered at the previous meeting
 - 3. New business. The Chair will ask the members if there is any new business to be discussed
 - 4. Announcements. The Chair may make, or call upon others to make announcements. Also, members can make any announcements briefly.

4. Voting

- I. Voting motions can be made by any member when the Chair considers it appropriate.
- II. Voting motions will not be decided upon in the same meeting, allowing the motion to be presented by e-mails to the other members not in attendance. This gives these individuals a chance to cast a vote in the next meeting.
- III. The Chair will preside over the discussion/debate on the voting motion.
- IV. A voting quorum of at least five PDC members must be met for legitimacy.
- V. Decisions shall be made by majority vote.

5. Review of Bylaws

- I. The bylaws can be reviewed by the PDC at any time.
- II. Proposed changes to the bylaws can be made by any member. The proposed changes shall be presented via e-mail to all members unable to attend and voted upon at the next meeting.