

BYLAWS of the Postdoctoral Society of Argonne at Argonne National Laboratory
Ratified 04/25/2012

ARTICLE I: Name

The name of this Society shall be the Postdoctoral Society of Argonne (the “Society”).

ARTICLE II: Mission

The purpose of the Postdoctoral Society of Argonne (PSA) is to enhance the individual postdoctoral educational experience at Argonne National Laboratory. Argonne will benefit from the Society since the engagement of individual postdocs will prepare them better for future accomplishments. The PSA will accomplish this mission through: Introduction to the Laboratory; A peer society and support group, especially for newcomers; Enhanced interdisciplinary collaborations through communication among postdocs from all divisions; Enhanced postdoc safety through education and awareness; Assisting in implementing a mentoring program for all postdocs; Promoting networking within Argonne and other institutions; Promoting career development via seminars series and career fairs.

ARTICLE III: Members

Section 1. General Members: Any person currently holding a postdoctoral research position or equivalent, as defined by the Communications, Education and Public Affairs (CEPA) Division, at Argonne National Laboratory (Argonne) is a member of the Society. All General Members may attend and speak at the quarterly General Assembly meetings and are permitted to vote only for the Executive Officers. In addition, General Members may attend the monthly Society Board meetings and other meetings, e.g., Committee meetings, at the discretion of the Board.

Section 2. Associate Members: Students, as defined by CEPA, working on research at Argonne are eligible for Associate Membership. Such Membership shall be conferred upon successful petition to the Officers, which shall require a Majority (defined herein to mean greater than 50%) vote in favor to approve. Associate Members may serve on Committees, other than as Chair, but shall not be permitted to make motions, vote outside of Committees, or hold office.

Section 3. Alumni and Honorary Members: Alumni Membership is granted to all former Argonne postdoctoral researchers, whose postdoctoral tenure started on or after the inception of the Society. Additionally, upon the proposal of a General Member, and by a Majority (as defined in Section 2 of this Article) vote by the Officers, Honorary Membership may be conferred. Alumni and Honorary Members may serve on Committees, including as Chair, but shall not be permitted to make motions, vote outside of Committees, or hold office.

ARTICLE IV: Board Members

Section 1. Board Members: The Board Members of the Society shall include the Officers and up to sixteen (16) General Members who volunteer to commit to a minimum of nine (9) months of Board service. Every Argonne Division or Unit shall have the right to have at least one representative on the Board. However, no Argonne Division or Unit shall have more than five (5) concurrent representatives. All General Members are eligible to volunteer for a Board position. Board Members may serve on Committees, including as Chair, and have full rights to

make Board motions and cast Board votes. Given the inherent turnover in the Argonne postdoctoral community, there shall be no limit on the amount of time an individual may serve on the Board. If all 16 Board seats are filled, priority for Board openings shall be maintained via a waiting list to be administered by the Liaison Officer. However, the list of current Board Members will be maintained by the President.

ARTICLE V: Officers

Section 1. Elected Executive Officers: The Officers of the Society shall include a President, Vice President, Secretary, and Liaison, who shall hold office for 12 months. Members from a given Division or Unit shall hold no more than two officer seats concurrently. No individual shall hold more than one Office at a time or serve more than two terms in the same Office.

Section 2. Nomination and Election Procedure: Regular Elections shall be held once every 12 months during the November General Assembly (GA) meeting. Any General Member can nominate a Member for an Officer position, including self-nomination. Nominees shall be present at the November GA meeting (except for extraordinary circumstances where the absence can be approved by the President given the nominee furnishes a nomination statement). Elections shall be held after the nominee's statements have been made or read aloud in the case of a candidate absence. General Members may vote *in absentia* by notifying the Postdoctoral Program Office prior to the election date. In the case of single-candidate elections for any of the Officer positions, a selection shall be made via a YES/NO vote.

Section 3. Special Elections: If one or more Officer posts are vacant, then a Special Election by the General Membership shall be held to select replacement(s), unless the next Regular Election is less than 90 days away, in which case replacement(s) shall be made via Board vote. The term of all such replacement Officers shall be until the next Regular Election. If the President post is vacant, and the Vice President post is filled, then the Vice President shall have the option of assuming the post of President until the next Regular Election. If the Vice President exercises this option, then a Special Election shall be held to select a new Vice President; otherwise, a Special Election shall be held to select a new President. The Vice President shall have 7 calendar days from the time the President post becomes vacant to notify the Postdoctoral Programs Office of the choice. If the Vice President does not make such a notification, then the option shall be deemed to have been declined.

ARTICLE VI: Duties of Officers

Section 1. President: The President shall preside over and set agendas for the monthly Board and quarterly General Assembly meetings. The President shall serve as the point of contact for Laboratory Management and organizations outside the Lab, and shall authorize Society activities. In addition, the President shall serve as the Policy Committee Chair, and shall recruit additional Committee members from the ranks of the Board and General Members as needed.

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Section 2. Vice President: The Vice President shall support all of the duties of the President and assume those duties, or those of the Secretary, in their temporary absence. The Vice President will summarize the activities and plans of the Society in a report to the General Assembly during the GA meetings. The report shall include completed business, ongoing business, and plans for

the subsequent three months, with addenda as needed. In addition, the Vice President shall serve as the Career Committee Chair, and shall recruit additional Committee members from the ranks of the Board and General Members as needed.

Section 3. Secretary: The Secretary shall communicate meeting notices (see Article IX), activity announcements, and meeting agendas via e-mail, and keep records of monthly Board and quarterly GA meetings. If the Secretary is absent from a meeting, an alternate must be identified. The Secretary shall distribute monthly newsletters outlining Society news and events. In addition, the Secretary shall serve as the Communication Committee Chair, and shall recruit additional Committee members from the ranks of the Board and General Members as needed.

Section 4. Liaison: The Liaison shall serve as the point of contact for Lab Divisions and Units other than Lab Management, e.g., the Argonne Club. The Liaison shall also maintain the waiting list for Board seats (see Article IV, Section 1). In addition, the Liaison shall serve as the Social Committee Chair, and shall recruit additional Committee members from the ranks of the Board and General Members as needed.

ARTICLE VII: Committees

Section 1. Committee Membership: Membership is open to all members of the Society. Each Chair shall provide a report of Committee activity during Board meetings, and shall contribute to the Vice President's report during the GA meetings. With a Majority vote, the Officers may form committees beyond those defined herein, provided a suitable Chair has been identified.

Section 2. Policy Committee: The Policy Committee shall maintain the relevance of these bylaws in the context of Society needs and recommend bylaw amendments if such amendments are deemed necessary. The Committee shall also provide analysis of the policy conformance and integration suitability of any proposed amendments prior to a Majority vote by the Officers to authorize submission for ratification by the General Membership. The Policy Committee shall be responsible for interpreting the bylaws when a question of interpretation arises.

Section 3. Communication Committee: The Communication Committee shall publicize Society activities and be the Society's voice to the Argonne postdoctoral community. The Communication Committee shall appoint a Webmaster to maintain the Society's website.

Section 4. Social Committee: The Social Committee shall organize and manage social events, including the welcoming lunches for new postdocs, and encourage cultural diversity in social events and Committee membership.

Section 5. Career Committee: The Career Committee shall inform the membership of career opportunities both internal and external to Argonne and organize career enhancement activities.

ARTICLE VIII: Board Voting

The guiding philosophy of the Society includes a strong commitment to making Officer, Board, and Committee decisions by consensus while reserving the right to vote to resolve disagreements

or if there is an urgency that requires Officer, Board, or Committee approval. For any Board vote to occur, a Board Member must make a motion to vote (e.g. “I move that a vote be taken on. . .”) and second and third motions of support must be made by two other Board Members (e.g., “I second to move to vote”, “I third the move to vote”) beyond the Board Member who calls for the vote. The vote shall then be taken, giving equal opportunity for those in favor, against, and abstaining to voice their votes. A count of each vote shall be made when not unanimous, and the results openly voiced by the highest-ranking member of the Society present (e.g., the President). The names of all three Board Members bringing voting related motions, the vote count if not unanimous, and the end result shall all be recorded in the meeting minutes.

ARTICLE IX: Meetings

Section 1. Board Meetings: A monthly Board meeting shall be held to discuss all business matters of the Society and to facilitate communication between Officers, Board Members, and Committees. At least four (4) Board Members from at least two different divisions including the President or Vice President must be present at a Board meeting to form a quorum for any decisions made at that meeting to hold official validity. The President shall hold veto power over all Board votes. A Presidential veto shall remain in force unless overturned by a seventy-five percent (75%) or more majority vote of the entire active Board, other than the President, with a signed letter to be submitted to the Postdoctoral Programs Coordinator for, against, or abstaining from the Presidential veto overturn vote. The Board meeting in August of each year, with a contingency option for September, shall include an agenda item for the discussion of the following calendar year’s schedule of events with the Postdoctoral Programs Coordinator. Any General Member may request to be included in the regular agenda via e-mail to the President at least one week in advance. The minutes of each meeting shall be published in the Society newsletter.

Section 2. Scientific/Social/Career Events: A scientific, social, or career-related event shall be held every month. These events shall be advertised at least two weeks in advance. The opening or closing minutes of these events may be utilized for a Society business update.

Section 3. Quarterly Meetings: A regular event in February, May, August, and November shall be known as the quarterly General Assembly meetings and shall include a report delivered by the Vice President of Officer, Board, and Committee activity.

ARTICLE X: Amendment of Bylaws

These bylaws may be amended at any Board Meeting (as defined in Article IX). The Policy Committee Chair must propose the Amendment to the Board in writing, and the proposal must be publicized via the Society webpage and newsletter. Authorization to submit the proposed Amendment for ratification by the General Membership shall then be by a Majority vote of ALL Officers at the next possible Board meeting.