

Instituto de Tecnologia Química e Biológica António Xavier

Post-doctoral Association bylaws

Article I - Name

The organization is named “The Instituto de Tecnologia Química e Biológica António Xavier Post-Doctoral Association” and will be hereinafter referred to as “ITQB PdA”.

Article II - Mission

1. The ITQB PdA aims to represent and support the specific interests of the Post-doctoral fellows working at Instituto de Tecnologia Química e Biológica António Xavier (ITQB), promote their sense of community, organize professional enrichment activities, networking and career development events.
2. The ITQB PdA will be a privileged interlocutor with ITQB’s Direction and the Rectory of Universidade Nova de Lisboa (UNL) facilitating the contact between ITQB’s post-doctoral fellows and these institutions. The ITQB PdA will also bridge the contact between ITQB’s Direction and ITQB’s Divisions post-doctoral representatives.

Article III - Membership

All ITQB (and iBET) researchers, who are PhD holders, not principle investigators or lab heads and do not have a permanent position are considered members of the ITQB PdA. Any member is welcome to volunteer to participate in the planning and execution of events and activities.

Article IV - Executive Committee

1. The Executive Committee includes two co-chairs, a vice-chair, a treasurer, and a secretary.
2. The five ITQB PdA officers (Executive Committee) shall be chosen by the Post-Doctoral fellows during the month of November each year to serve from January 1st until December 31st of the following year.
3. The duties of the officers include, but are not limited to:
 - A. The co-chairs and vice-chair should plan and coordinate the agenda for ITQB PdA meetings, request volunteers to organize and manage specific events, oversee all ITQB PdA events, and represent the ITQB PdA at all necessary functions.
 - B. The treasurer shall prepare and propose a budget to be presented in first General Assembly Meeting of the year and maintain detailed financial records of the PdA’s activities; the treasurer shall also present a financial report to the Post-Doctoral fellows once a year in the last General Assembly Meetings of the year.

C. The secretary shall oversee and update the ITQB PdA web page in the ITQB website, respond to general email queries, record minutes of all ITQB PdA meetings, disseminate the minutes of general meetings to the members in a timely manner, call and advertise meetings, and survey and analyse responses for event attendees.

4. All financial operations, including payments, are supervised and issued by the treasurer and must be authorized by at least one of the co-chairs.

5. The Executive Committee shall meet at least once a month besides the general meeting. Additional ITQB PdA members, or other people, may be invited to participate as necessary.

Article V – General Assembly Meetings

1. All Post-doctoral fellows working at ITQB may participate in the General Assembly Meetings. These are invited to attend, speak, present ideas, make proposals and vote in any of the deliberations presented.

2. General Assembly Meetings shall be held at least once every trimester at ITQB. Agendas will be outlined by the co-chairs and vice-chair and distributed in advance of all scheduled meetings.

Article VI - Election of the Executive Committee

1. The Executive Committee shall include one person from each Division, unless no member of a given Division is included in the conditions established in Article III.

2. Nominations will be allowed from October 16th through 31st each year, in the following terms:

A. Any Post-Doctoral fellow is eligible for any officer position.

B. Self-nominations shall be sent to the ITQB PdA email address.

C. Nominations must designate single individuals.

D. In the case that no nomination is received for a Division, all members of such Division are nominated for election.

3. Elections will be held annually, from November 1st to 15th, for two co-chair positions, a vice-chair, a treasurer, and a secretary, each position to be held for a one year term, for a maximum of two terms.

A. Elections are managed by ITQB PdA.

B. Voting survey shall be arranged as a list of candidates.

C. Each Post-doctoral fellow has the right to vote.

D. Each voter must cast five votes and only one per candidate and per Division.

4. The five candidates receiving the highest number of votes, within the constraint of section VI.1, are elected to the Executive Committee as well as Post-Doctoral Representative in his/her's Division Meetings.

4.1. If there is a tie vote among two or more candidates receiving the highest number of votes cast, the other elected officers decide which of the candidates shall be declared elected.

4.2 The second most voted candidate in each Division is nominated Deputy Post-Doctoral Representative in his/her's Division Meetings.

5. The five elected officers will then decide among themselves which position each one will take in the Executive Committee (i.e. co-chairs, vice-chair, secretary and treasurer).

5.1. If two elected officers want the same position, the one that got the highest number of votes in the election chooses the position first; if both elected officers got the same number of votes, the elected Executive Committee will vote to decide.

6. Elected candidates will be “sworn in” as the new elected leadership at the immediately subsequent ITQB PdA general meeting.

7. Coordination on transfer of responsibilities from outgoing leadership shall be flexible, but is expected to occur with assistance from outgoing leadership for planning the next meeting.

8. If a co-chair steps down, the vice-chair is promoted.

9. If the vice-chair, the secretary or the treasurer steps down:

9.1. and less than 6 months remain in the term, the Executive Committee must continue its activities without replacing the element that leaves;

9.2. and 6 months or more remain in the term, the position of the element that leaves is offered to (in subsequent order): the treasurer, the secretary or the candidate who received the next highest number of votes in the last election, providing that section VI.1 is ensured.

10. Once the elected members of the PdA finish their term, they are automatically nominated as members of the PdA Advisory Board for the term immediately subsequent.

Article VII - Review of Bylaws

1. These bylaws can be reviewed by the ITQB PdA at any time.

2. Proposed changes to these bylaws can be made by any member. The proposed changes shall be presented via email to all members and voted upon at the next general meeting.

3. Any proposed changes shall become effective immediately upon ratification by a simple majority vote (50% plus one vote) of the members present at the general meeting at which the vote is taken.