

Instituto de Tecnologia Química e Biológica António Xavier **and Instituto de Biologia Experimental e Tecnologia**

Postdoctoral Association bylaws

Article I - Name

The organisation is named “Instituto de Tecnologia Química e Biológica António Xavier and Instituto de Biologia Experimental e Tecnológica Postdoctoral Association” and will be hereinafter referred to as “PdA”.

Article II - Mission

1. The PdA represents and supports interests of the Postdoctoral researchers working at Instituto de Tecnologia Química e Biológica António Xavier (ITQB NOVA) and at Instituto de Biologia Experimental e Tecnologia (iBET).
2. The PdA exists to promote a sense of community among the postdoctoral researchers, to organise activities that enhance professional and personal development, to organise networking and career development events and, more generally, to promote ITQB NOVA and iBET’s postdoctoral researchers and support their interests within the scientific community.
2. The PdA will have privileged access to the Directions of ITQB NOVA and iBET and to the Rectory of Universidade NOVA de Lisboa (NOVA), facilitating contact between the postdoctoral community and these institutions. The PdA will also serve to connect the Directions of ITQB NOVA and of iBET to the postdoctoral representatives of each division within ITQB NOVA.

Article III - Membership

All ITQB NOVA and iBET researchers, who are PhD holders, but who are not recognised as the head of a laboratory and who do not have a permanent position are considered members of the PdA (henceforth referred to as Eligible Members). Any Eligible Member is welcome to volunteer to participate in the planning and execution of events and activities.

Article IV - Executive Committee

1. The PdA Executive Committee consists of: two co-chairs, a vice-chair, a treasurer, and a secretary.
2. The PdA Executive Committee shall be chosen by the Eligible Members during the month of November each year. The PdA Executive Committee will then serve from January 1st until December 31st of the following year.
3. The duties of the PdA Executive Committee include, but are not limited to:

A. The co-chairs and vice-chair plan and coordinate the agenda for PdA meetings, request volunteers to organise and manage specific events, oversee all PdA events, and represent the PdA at all necessary functions.

B. The treasurer proposes a budget to be presented in first General Assembly Meeting of the year and maintains detailed financial records of the PdA's activities. The treasurer also presents an annual financial report to the Postdoctoral researchers at the final General Assembly Meeting of the year.

C. The secretary oversees and updates the PdA web page on the ITQB NOVA website, responds to general email queries, records minutes of all PdA meetings, disseminates the minutes of General Assembly Meetings to Eligible Members in a timely manner, calls and advertises meetings, and surveys and analyses responses from event attendees.

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

5. The Executive Committee will meet at least once a month besides General Assembly Meetings. Additional Eligible Members, or other non-members, may be invited to participate if deemed necessary.

Article V – General Assembly Meetings

1. All Eligible Members working at ITQB NOVA and iBET may participate in the General Assembly Meetings. They 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 a trimester. Meetings will take place at ITQB NOVA Agendas will be provided by the co-chairs and vice-chair and distributed to the Eligible Members in advance.

Article VI - Election of the Executive Committee

1. The Executive Committee consists of one person from each Division.

2. Nominations will be open from October 16th through 31st each year. The following terms apply:

A. Any Eligible Member is eligible to serve on the Executive Council or as Division Representative.

B. Nominations must designate single individuals and shall be sent to the PdA email address

C. Self-nomination are permitted

D. In the event that no nomination is received for a Division, or the event that all nominees request that their names be removed from the ballot, all members of that Division (including those who withdrew) will be 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 is to be held for a one year term. Eligible Members may serve a maximum of two consecutive terms.

A. Elections are managed by the PdA.

B. The ballot shall be arranged as a list of eligible candidates by division.

C. Every Eligible Member has the right to vote.

D. Each voter may cast a maximum of five votes; one vote per division

4. For each division, the candidate receiving the highest number of votes is elected to serve on the Executive Committee and will also serve as the Post-Doctoral Representative at Division Meetings.

4.1. If there is a tied vote among two or more candidates, for the highest number of votes cast, the other newly elected members of the Executive Committee shall decide which of the candidates will join the Executive Committee.

4.2. The candidate from each Division who receives the second highest vote total will be nominated as Deputy Postdoctoral Representative for their respective Division Meetings.

5. The five elected members will decide amongst themselves which role each member will assume on the Executive Committee (co-chairs, vice-chair, secretary and treasurer).

5.1. If two elected members both desire the same role, the elected member that received the highest number of votes in the election will have priority. In the event that both elected members received the same number of votes, the remaining members of the incoming Executive Committee will vote to decide roles.

6. Elected members will be “sworn in” as the new Executive Committee at the next PdA General Assembly Meeting following the election.

7. Coordination of the transfer of responsibilities from the outgoing Executive Committee to the incoming Executive Committee shall be flexible, but assistance from outgoing leadership with planning the subsequent General Assembly Meeting is expected.

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, then the Executive Committee must continue its activities without replacing the leaving party;

9.2. and 6 months or more remain in the term, the position of leaving party is offered to (in this 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 adhered to.

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

Article VII – Revision of Bylaws

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

2. Changes to these bylaws can be proposed by any Eligible Member. The proposed changes shall be presented via email to all Eligible Members and voted upon at the next General Assembly Meeting.

3. Any proposed changes shall become effective immediately upon ratification by a simple majority vote (50% plus one vote) of the Eligible Members present at the General Assembly Meeting at which the vote is taken.

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