

Temple University Postdoctoral Association Committee Bylaws

—These bylaws were last updated and approved at a TUPA Committee meeting in May 2021—

| | |
|---|----|
| Article 1: General | 2 |
| Article 2: Committee Officers and Responsibilities | 3 |
| Article 3: Conduct of Meetings | 8 |
| Article 4: Finances | 10 |
| Article 5: Committee Elections and Appointments | 11 |
| Article 6: Review and Conflict Resolution | 13 |
| Article 7: External Communications | 15 |
| Article 8: Amendments | 16 |

Article 1: General

1. Mission Statement.

- a. The Temple University Postdoctoral Association (TUPA) strives to support and enhance the experiences of postdoctoral scholars on a career development, social, and cultural basis, while also assisting departments and the Office of Postdoctoral Affairs (OPA) in this endeavor.
- b. TUPA aims to support postdoctoral scholars in all aspects of their professional research training and career development.
- c. The Temple University Postdoctoral Association Committee (TUPAC or Committee) will act as a liaison between TUPA and the postdoctoral population at large and represent postdocs' interests to the OPA, Temple University committees and governing bodies, and the wider community.
- d. The Committee represents and advocates for the best interests of all postdoctoral scholars at Temple University (including Postdoctoral Fellows, Postdoctoral Fellow Research Associates, and Visiting Scholars). Primary goals of the Committee are:
 - i. To develop social and networking opportunities for postdoctoral scholars from all disciplines in the interest of fostering a community of postdocs at Temple.
 - ii. To promote inclusion and representation of all postdoctoral scholars and advocate for a postdoctoral community that reflects the diversity that is crucial for research and other progress.
 - iii. To assist and consult international and non-local postdocs with their relocation to the US/Philadelphia.
 - iv. To work with the Temple University Administration and OPA to optimize the postdoctoral experience.
 - v. To strive for the professional enrichment and development of all postdoctoral scholars at Temple.

2. Temple University Postdoctoral Association Membership.

All individuals with the title of Postdoctoral Fellow, Postdoctoral Fellow Research Associate, or Visiting Scholar at Temple University are members of TUPA and eligible to participate in TUPAC. TUPA recognizes that there are others working at Temple with similar positions and qualifications (Ed.D., J.D., M.D., Ph.D.) conducting research under sponsorship or supervision of Temple Faculty, but not appointed by the OPA. These individuals cannot become TUPA members but are welcome to participate in TUPA events.

3. Dissolution of the Organization.

In the event of dissolution or termination of TUPAC, all assets and title to property of TUPAC shall pass to the organization that houses TUPA's funding account.

4. Non-discriminatory and Diversity Statement.

The TUPA bylaws, Committee, and subcommittees shall not discriminate against any individual or organization regardless of race, ethnicity, sex, sexual orientation, gender identity, age, disability, national origin, socioeconomic status, or religion. TUPA actively seeks to promote diversity and equal opportunities for the inclusion of all postdoctoral scholars in TUPAC membership and activities.

5. Conflict of Interest.

- a. Members of the TUPA Committee and subcommittees are expected to avoid any actual or apparent conflict between their own individual personal or professional interests and the interests of TUPA. Committee and subcommittee members shall act at all times in the best interests of TUPA. This means setting aside personal self-interest and performing their duties in transaction of the affairs of TUPA in such a manner that promotes confidence and trust in the integrity, objectivity, and impartiality of TUPA.
- b. This Conflict of Interest policy is in place to protect both the individual and TUPA from accusations of improper conduct. As such, all members of the TUPA Committee and subcommittees are expected to respect the Conflict of Interest policy and should feel personal responsibility for self-monitoring.

Article 2: Committee Officers and Responsibilities

1. TUPA Committee Structure.

The structure of the Committee is defined by the following bylaws. However, due to the transitory nature of postdoctoral research, TUPAC recognizes that in some instances these bylaws may not be applicable or enforceable. In these cases, TUPAC will decide upon a course of action by a majority vote.

2. Diversity and Equal Representation.

The Committee will strive to maintain diversity and equal representation amongst academic disciplines and will maintain both national and foreign national representation. The Committee seeks to promote diversity and ensure equal opportunity and inclusion for all

postdocs in TUPAC membership and activities as outlined in the Non-discriminatory and Diversity Statement (Article 1-4).

3. TUPA Committee Membership.

The TUPA Committee will consist of a maximum of 30 members, comprising Officers and Regular Members. An open call for additional members can be held at any time the total number of members falls below 30.

4. TUPA Communications.

The Officers will communicate to the Temple postdoctoral community from a centralized mailing account (TUPA@temple.edu) and by posting important documents on the TUPA website (<https://sites.temple.edu/tupa>). All Officers will have access to the shared e-mail account and outgoing mails will be signed in name by all active Officers.

5. TUPAC Officers and Responsibilities.

The TUPAC Officers consist of a **President**, a **Vice President**, a **Secretary**, a **Treasurer**, two or three **Co-Events Coordinators**, one or two **Advocacy & Outreach Coordinators**, and a **Communications Officer** as outlined below. Each Officer's responsibilities are listed below; the Officers may also delegate some of their assigned tasks to other Committee members as needed.

Note: The **Vice President** role was designed to allow a more “junior” **Vice President** to serve and learn alongside a more “senior”, experienced **President**. There is no distinction between these roles in terms of responsibilities, except that the more senior **President** is expected to mentor the **Vice President** in the role. If both positions are vacant at the same time and/or if the **President** and **Vice President** have similar seniority, the **President** and **Vice President** may decide to serve as **Co-Presidents** instead.

a. The President and Vice President will:

- i. Chair TUPAC meetings in accordance with the guidelines herein.
- ii. Notify Committee members and the postdoctoral population at large of any Officer or Committee vacancies.
- iii. Maintain a Committee membership roll, e-mail list, and list-serv, in conjunction with the **Secretary** and **Communications Officer**.
- iv. Oversee the election of new Officers.
- v. Review annual budget proposals from the **Treasurer**.
- vi. Meet once per month separate from the regular Committee meetings to discuss upcoming events and requirements, encourage the active collaboration

- of Committee members, and meet with subcommittees separate from the regular Committee meetings as required.
- vii. Encourage the active involvement of the Committee in the National Postdoctoral Association (NPA).
 - viii. Assist the **Secretary** and **Communications Officer** in managing the TUPA e-mail account and responding to incoming messages as needed.
 - ix. Maintain relationships with administrators, faculty members, and alumni who support TUPA.
- b. The **Secretary** will:
- i. Be responsible for all outgoing communications and managing the TUPA e-mail account, with support from the **Communications Officer**. This includes ensuring timely replies to incoming messages and passing them along to other Officers as necessary.
 - ii. Create a meeting agenda document with input and assistance from the other Officers and disseminate the agenda to all Committee members in advance of each regular Committee meeting.
 - iii. Schedule rooms for Committee meetings.
 - iv. Chair Committee meetings in accordance with the guidelines herein, in the absence of **President** and **Vice President**.
 - v. Record minutes at each Committee meeting, obtain approval of the Committee meeting minutes from all Officers, distribute approved minutes to the Committee within one week of each meeting, and send approved minutes to the **Communications Officer** to post on the TUPA website.
 - vi. Organize, handle, and coordinate TUPA documents, including an annual review of the bylaws in consultation with the other Officers.
 - vii. Maintain a Committee membership roll, e-mail list, and list-serv, in conjunction with the **President**, **Vice President**, and **Communications Officer**.
 - viii. Work with the **Advocacy & Outreach Coordinator** to hold a short orientation for new Committee members. This includes providing new members with a welcome packet, these bylaws, and avenues to get involved.

- c. The **Treasurer** will:
- i. Solicit planned expenses and funding requests from other Officers, Committee members, and subcommittee Chairs, and develop an annual budget for the **President** and **Vice President** to review.
 - ii. Keep track of all funds that the Committee receives and disburse these funds for approved expenditures, with assistance from the office that hosts TUPA's funding account.

- iii. Work with the **Events Coordinators** to determine an allocated budget for each event.
 - iv. Develop and delegate strategies to increase funding opportunities for TUPA.
 - v. Provide a report on the state of the Committee accounts at each regular meeting.
- d. The **Events Coordinators** will:
 - i. Work with TUPAC Officers and subcommittees to establish a workflow for organizing events.
 - ii. Keep an updated list of volunteers (from the Committee and outside members) who help plan events and work to recruit more volunteers.
 - iii. Maintain contact with other postdoc associations in Philadelphia to organize joint events, especially during National Postdoc Appreciation Week (NPAW).
 - iv. Schedule or coordinate social events on a monthly basis, checking for any coinciding event with the other postdoc associations in Philadelphia.
 - v. Work with the **Communications Officer** to advertise each event.
 - vi. Work with the **Treasurer** to determine an allocated budget for each event.
 - vii. Outline and maintain a tentative yearly calendar of TUPAC events, including annual events (e.g., Wellness Fair, NPAW, and Symposium) and monthly events (e.g., Happy Hours, Coffee Chats, Lunches).
- e. The **Advocacy & Outreach Coordinator(s)** will:
 - i. Keep the TUPA flyer updated for inclusion in the Postdoc Orientation Packet.
 - ii. Gather data to help identify issues postdocs are facing informally (anecdotal) or formally (survey).
 - iii. Work with data from surveys on postdoctoral value from the OPA.
 - iv. Maintain a list of contact information of administrators, faculty members, and alumni who support TUPA.
 - v. Coordinate efforts to gain more visibility for postdoc work and value across campus, in conjunction with the **Communications Officer**.
 - vi. Coordinate outreach and advocacy efforts with other communities on campus (e.g., graduate and undergraduate student associations at Temple), and off campus (e.g., postdoc associations at neighboring universities).
 - vii. Create and maintain a general workflow for directing advocacy efforts, updated at least annually.
 - viii. Work with the **Secretary** to hold a short orientation for new Committee members. This includes providing new members with a welcome packet, these bylaws, and avenues to get involved.
- f. The **Communications Officer** will:

- i. Assist the **Secretary** in managing the TUPA e-mail account and outgoing communications.
- ii. Maintain the TUPA website, removing dated information and keeping the following pages up to date:
 1. Officers and Committee member contact information and profiles
 2. Calendar of activities and photographs of events
 3. TUPA documents, including the bylaws and meeting minutes
- iii. Administrate forums for communication among postdocs, including the TUPA Slack page and WhatsApp group.
- iv. Update and maintain the TUPA social media accounts.
- v. Work with the **Events Coordinators** to advertise each event.
- vi. Coordinate efforts to gain more visibility for postdoc work and value across campus, in conjunction with the **Advocacy & Outreach Coordinator**.
- vii. Maintain a Committee membership roll, e-mail list, and list-serv, in conjunction with the **President, Vice President**, and **Secretary**.

6. Non-Officer Committee Members.

- a. Regular TUPAC Members
 - i. Regular Members are appointed by volunteering (if many seats are available) or by majority vote of TUPAC (if limited seats are available) to participate in TUPAC and are usually active on one or more subcommittees.
 - ii. Regular Members agree to try to maintain active membership for a minimum of 6 months and must attend at least half of the scheduled meetings in any 6-month period.
 - iii. Regular Members will:
 1. Assist with dissemination of all pertinent information, including upcoming events, to the postdoctoral population at large.
 2. Communicate to the Committee any concerns from other postdocs.
 3. Help to organize TUPA events as necessary.
 4. Hold informal meetings with postdocs as necessary.
- b. Subcommittee Chairs and Co-Chairs
 - i. A new subcommittee can be proposed by any Committee member and will be approved by a majority vote of all Committee members present at a regular meeting.
 1. Each subcommittee is required to have at least one Chair.
 2. Subcommittees may be created to address temporary (e.g., planning a special event) or ongoing (e.g., fundraising) needs.
 3. Any TUPA member may be recruited to join a subcommittee.

4. Subcommittee volunteers should be encouraged, but are not required, to become TUPAC members.
- ii. Subcommittee Chairs and Co-Chairs are appointed by volunteering and agree to try to maintain active membership in TUPAC for a minimum of 12 months.
- iii. Subcommittee Chairs and Co-Chairs will:
 1. Organize events and act as advocates for their respective subcommittees with input from the Committee.
 2. Maintain records of all subcommittee activities.
 3. Report updates on their subcommittees at each regular TUPAC meeting. If unable to attend a TUPAC meeting, subcommittee Chairs and Co-Chairs must provide an update to the **Secretary** and/or **President** and **Vice President** in advance.

7. Temple Office of Postdoctoral Affairs (OPA).

- a. Staff permitting, OPA will:
 - i. Distribute the TUPA flyer, as provided by the **Advocacy & Outreach Coordinator**, to incoming postdocs in their Postdoc Orientation Packet.
 - ii. Distribute relevant information to all postdoctoral scholars at Temple, including but not limited to:
 1. Invitations to upcoming events provided by the **Events Coordinators**.
 2. Calls for open Committee or Officer positions provided by the **President** and **Vice President**.
 3. Election ballots for TUPAC Officers.
 - iii. Support TUPA in organizing special events.
 - iv. Share with TUPAC data from surveys conducted on postdoctoral value.

Article 3: Conduct of Meetings

1. Time and Place.

Regular Committee meetings shall be held monthly or bi-monthly in a location to be announced by the **Secretary**. Meetings will typically be scheduled for one and one-half hours. Unfinished business will be relegated to the next meeting.

2. Annual General Meeting.

An Annual General Meeting may be held at the beginning of the new fiscal year in July or August. During this meeting, long-term goals, future budgeting, bylaw revisions, and any upcoming position vacancies will be discussed. This meeting may be held in combination

with a regular Committee meeting.

3. Meeting Chair.

The **President**, **Vice President**, or **Secretary** will chair TUPAC meetings. A regular meeting may not be held in the absence of at least one of these Officers.

4. Quorum.

One-half of the active membership of the Committee shall constitute a quorum. A quorum shall be necessary to amend the TUPA bylaws. All other proposals may be passed at a regular meeting by a majority vote of the Committee members present.

5. Order of Business.

- a. The **Secretary** will distribute an agenda and minutes from the previous meeting in advance of each scheduled meeting.
- b. The Chair of the meeting, normally the **President** and/or **Vice President**, shall call the meeting to order.
- c. The Chair shall ask if there are any additions or corrections to the minutes from the previous meeting. If there are no changes or changes are made by general consent, the minutes will be declared, “approved” or “approved as amended.”
- d. Unfinished business or general orders shall be considered in the order they appear on the agenda. Items under this heading may include:
 - i. Any question that was pending when the previous meeting adjourned.
 - ii. Any question which was to be considered at the previous meeting but was postponed for debate.
 - iii. Agenda items proposed by any Regular Member in advance of the meeting.
- e. The Chair shall ask if there is any new business. Any Regular Member can introduce new business.
- f. The Chair may make, or call upon others to make, any necessary announcements. Any Officer, subcommittee Chair or Co-Chair, or Regular Member can briefly obtain the floor for such a purpose.
- g. The Committee will vote on any motions put forth in the meeting. All active members who are present may vote. The Chair will conduct the vote and announce the results.

- h. Any scheduled presentation or other program will commence.
- i. The Chair will lead a brief discussion to determine topics for next meeting's agenda, including any unfinished business from the present meeting. Up to the day prior to the next scheduled meeting, any person eligible for Committee membership can recommend additional agenda items by e-mailing TUPA.

Article 4: Finances

1. General.

- a. The **Treasurer** shall maintain all financial records and, as necessary, will distribute budget proposals and budget information among the Committee.
- b. Any Committee member may request insight into financial documentation by approaching the **President**, **Vice President**, or **Treasurer**.
- c. The fiscal year of TUPA shall begin on July 1 and end on June 30.

2. TUPA Operating Budget.

- a. No funds shall be expended, encumbered, or otherwise disbursed by TUPA other than in accordance with the procedures for the authorization of expenditures or investments contained in these bylaws.
- b. All funds expended by TUPA shall be used for basic operating expenses or for programs initiated by and under the control of TUPA and its agencies (including requests from the Office of Postdoctoral Affairs).
- c. No funds shall be expended as salaries or wages for any TUPA member.
- d. The office overseeing TUPA's funding account holds the authority to close it in case of financial malfeasance or non-compliance on the part of the Officers or Committee.
- e. At the end of the fiscal year, unspent funds in the account may be carried forward to the next fiscal year upon approval of the following year's budget proposal and discussion with the office overseeing TUPA's funding account. However, funds designated to sponsor major events must be returned to the sponsors if unspent.
- f. Any funds specifically deposited in one fiscal year for an event in a later fiscal year may be automatically rolled over.

Article 5: Committee Elections and Appointments

1. Regular Members.

- a. Regular Members are active, non-Officer Committee members. Any TUPA member who is interested in becoming a Regular Member shall notify the **Presidents** and **Vice President**.
- b. Regular Members shall normally join TUPAC for a minimum of 6 months. Regular Members who are unable to complete their term for any reason should immediately notify the **President** and **Vice President** in writing at least two weeks prior to their departure to allow sufficient time for their replacement.
- c. To remain active, Regular Members must attend at least half of the scheduled meetings in any 6-month period. Officers who are unable to attend should notify the **President**, **Vice President**, and/or **Secretary** in advance. Members who notify the **President**, **Vice President**, and/or **Secretary** in advance that they will be unable to attend will not be considered as having missed the meeting.
- d. If a Regular Member fails to attend half of the scheduled meetings in any 6-month period and fails to notify the **President**, **Vice President**, and/or **Secretary**, they will be notified in writing by the **President** or **Vice President** that they are no longer an active Committee member.
- e. Any Regular Member may be subject to a vote of no confidence and be removed for malfeasance, misfeasance, or nonfeasance by a majority vote of the active members present at any regular Committee meeting. Notification of such a vote must be sent to all Committee members at least one week prior to the meeting at which the vote will be held.
- f. All departing TUPAC Members will be responsible for the timely passing on of all relevant electronic resources and other materials to the **President** and **Vice President** to ensure continued operation of the Committee. This includes all records of past events, subcommittee activities, relevant contacts, and any other information that may be of assistance to those continuing on in the role of the retiring member.

2. Terms of Office for TUPAC Officers.

- a. Any TUPA member may self-nominate for an Officer position. The winners will be elected by a majority vote of all TUPA members.
- b. All elected Officers will serve for a 12-month term.

- c. Any individual may stand for re-election in the same Officer position for up to 3 terms, except for **President** and **Vice President**, which are limited to 2 terms.
- d. Officers may volunteer on, or Co-Chair, any subcommittee of TUPAC.
- e. Any individual may not hold two Officer positions concurrently without TUPAC approval by majority vote.

3. Election Procedures.

- a. TUPAC will hold elections for every Officer position each year in March.
- b. All active Committee members will be invited to submit self-nominations to the **President** and **Vice President** in February.
- c. One week before the March TUPAC meeting, a list of nominees for the position along with a brief written statement (no more than 250 words) of their platform will be sent to all TUPAC members. The nominees will be allowed up to 5 minutes at the meeting to describe their goals and ambitions for the position.
- d. Following the March TUPAC meeting, an electronic ballot will be sent to all TUPA members with a one-week period available to cast votes.
- e. The **President** and **Vice President** shall present the election results to the Committee, TUPA, and Office of Postdoctoral Affairs.
- f. Interim elections shall occur when there are vacant Officer positions mid-year and filled by a majority vote of active TUPAC members. The positions will be effective until March of the next year and interim Officer positions shall not count towards term limits.

4. Campaign Regulations.

- a. Committee members interested in running for an Officer position shall notify the **Presidents**.
- b. Candidates shall submit a brief written statement (no more than 250 words) to the **President** and **Vice President** so that it can be included on the ballot and shared prior to voting.

5. Voting.

- a. Officer positions shall be selected by majority vote of all TUPA members.

- b. Voting shall take place online for one week following nominations.
- c. E-mail addresses will be required for online voting to prevent vote manipulation.
- d. In the case of a tie, the Committee shall call for a runoff election.
- e. Committee membership will be selected by volunteering (if many seats are available) or by majority vote of TUPAC (if limited seats are available).

6. Invalidation of Election Results.

- a. The Committee shall have power to invalidate the results of an election through a majority vote if the election was not done in accordance with the bylaws or if vote manipulation is suspected.

Article 6: Review and Conflict Resolution

1. Conflict Resolution

- a. It is the policy of TUPAC to provide postdoctoral scholars with an opportunity to resolve disputes in a fair and collegial manner. These guidelines establish a formal process for TUPAC members, including Committee members and Officers, to request review and redress of certain disputes arising out of their relationships within TUPAC. This section does not deal with conflict between postdoctoral scholars and their PIs or colleagues.
- b. Conflicts that cannot be resolved individually should be brought to the attention of the **President** and **Vice President**. The **President** and **Vice President** will listen to the complaints and hear everyone involved. They should attempt to achieve a satisfactory solution by referring to these bylaws. The **President** and **Vice President** may seek advice from the Vice Provost of Graduate Studies.
- c. For disagreements that remain unresolved after the **President** and **Vice President** are consulted, a grievance process will be initiated when the TUPAC member files a written grievance with the **President** and **Vice President** (and the **Secretary** if the **President** or **Vice President** is named in the grievance). The parties in the grievance process shall be the person(s) filing the grievance and the person(s) responsible for the act or omission that gave rise to the grievance.
- d. In response to the written grievance, the **President** and **Vice President** will seek advice from the Advisory Board (defined below). Should the dispute involve the **President** and/or **Vice President**, Committee members may approach the Advisory

Board directly.

- e. The advice from the Advisory Board will be communicated to the Committee, which will formally decide how to implement the advice.

2. Advisory Board.

- a. The purpose of the Advisory Board is to provide advice to the Co-Presidents and Committee and thereby help them navigate through unforeseen situations which are not adequately covered by these bylaws.
- b. An Advisory Board is not required but shall consist of up to three members.
- c. Membership shall be recruited from Temple staff and faculty who are impartial to postdoctoral scholars.
- d. The **President** and **Vice President** will organize invitations to serve on the Advisory Board.
- e. The **Advocacy & Outreach Coordinator(s)** shall maintain a list of supportive faculty and potential candidates.
- f. Nominations will be discussed with and approved by the Committee.
- g. Advisory Board members agree to serve for one year, open to renewal.
- h. Advisory Board membership is a volunteer role without compensation.
- i. Advisory board members shall notify the **President** and **Vice President** when they are no longer able to execute their functions, whereupon the **President** and **Vice President** shall seek replacements.
- j. Advisory Board members shall have experience with postdoctoral affairs, conflict resolution, and/or rules of conduct.
- k. In the case of an unresolvable grievance:
 - i. The **President** and **Vice President** will approach the Advisory Board with a written statement of grievance filed by the complainant and a written account of attempts at reconciliation. The Advisory Board shall review the conflict and issue advice on future actions. Review may include meeting with the parties involved or soliciting feedback. The advice shall encompass:

1. Helping the Committee resolve the current conflict.
 2. Preventing a similar grievance from occurring again.
- ii. The Advisory Board is free to decide its mode of operation but will communicate a timeline to the **President** and **Vice President** upon receipt of the request.
- iii. In the case of a potentially ongoing conflict, the **President** and **Vice President** will provide an annual update of affairs to the Advisory Board as necessary.

Article 7: External Communications

1. Announcements on Behalf of the Committee.

- a. In the event that a Committee member(s) wishes to make a statement to all postdoctoral scholars at Temple on behalf of TUPA, the member(s) should present the written statement to the Officers. If the Officers reach consensus that the statement reflects the spirit and/or goals of TUPA, they will share the statement with the Committee prior to the next meeting. The Committee will then hold a majority vote to approve sharing the statement with the postdoctoral community.
- b. If the statement requires expedience (cannot or should not wait until the next Committee meeting), the Officers may distribute the statement to the Committee electronically with a deadline of at least 24 hours for approval. The statement may be released once a majority of Committee members approve.

2. Communication with the Media.

- a. In the event that a Committee member(s) is contacted by media external to the University to solicit opinions, it is highly recommended that the member consult with the Office of Postdoctoral Affairs and/or the Office of the Vice Provost for Graduate Education about how to respond. Committee members are advised to think carefully about the experiences they can speak to and to critically interrogate the motivations of those seeking comment.
- b. Any statement made must clearly be the opinion of the individual Committee member(s) and not as TUPAC or the Temple postdoctoral community as a whole without prior approval and consent (as outlined in Article 7-1).

Article 8: Amendments

These bylaws may be amended by a two-thirds vote of Committee members at a regular meeting. Amendments may be initiated by any TUPAC member.