



Bylaws

Bylaws of the University of British Columbia Postdoctoral Association

1. Definitions

“Association” means the UBC Postdoctoral Association;

“Association Member” means a member of the Association as defined in Bylaw 3;

“Committee” means the Executive Committee, as defined in Bylaw 5;

“Committee Member” means an unelected member of the Committee, as defined in Bylaw 5.7;

“Officer” means elected member of the Committee, as defined in Bylaw 6.1;

“PDF” means postdoctoral fellow, as defined in Bylaw 3.1;

“PDFO” means the Postdoctoral Fellows Office of the University;

“RA” means Research Associate, as defined in Bylaw 3.2;

“special resolution” means a resolution based upon a two thirds majority of votes cast, excluding blanks and abstentions;

“University” means the University of British Columbia.

2. Amendments

Amendments to the Constitution and Bylaws shall only be made by special resolution at a General Meeting of the Association.

3. Provisional Bylaws

1. The Association may adopt Provisional Bylaws that supplement and are in accord with these Bylaws.
2. Provisional Bylaws may be adopted by special resolution at a Committee Meeting.
3. Provisional Bylaws may be repealed by:
 - a. majority vote at a Committee Meeting, or;
 - b. any Provisional Bylaw in place at the time of a General Meeting must be adopted as an amendment to the Bylaws according to Bylaw 2 or shall automatically be repealed.

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4. Membership

1. PDFs meeting the criteria set out in the University policy on PDFs ([policy no. 61](#)), including “PDF Employees” and “PDF Award Recipients”, are Association Members.
2. RAs as defined in the University policy on Faculty Term Appointments Without Review ([policy no. 42](#)), section 2.2.4, are eligible for membership of the Association
3. RAs may become Association Members at any time by written or verbal request to the President.
4. Association Members may opt out of membership of the Association by written or verbal request to an Officer at any time. This decision may be reversed at any time by written or verbal request by the former member to an Officer.

5. General Meetings

1. General Meetings shall be open to all Association Members.
2. General Meetings shall be advertised to Association Members at least fourteen days in advance. This shall be the responsibility of the Officers.
3. Every reasonable effort shall be made to inform all Association Members of the date, time, location, and purpose of a General Meeting, including:
 - a. by email through the Association and PDFO mailing lists, and;
 - b. by advertisement on the Association website and social media channels.
4. An Annual General Meeting shall be held once per year in March, for the purposes of:
 - a. annual reporting of the Officers to the Association Members, and;
 - b. Officer elections.
5. A General Meeting shall be called by the President within one month upon:
 - a. majority vote of the Committee;
 - b. the requirement to hold a by-election for a vacant Officer position where at least two nominees will stand, or;
 - c. delivery of a signed petition to the President with the signatures of at least 20 Association Members, giving the purpose of the General Meeting.
6. A quorum at a General Meeting is ten Association Members, including at least two thirds of Officers.
7. Voting by proxy shall not be allowed at General Meetings.

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6. Executive Committee

1. The Committee shall consist of:
 - a. the elected Officers set out in Bylaw 6, and;
 - b. unelected Committee Members, as set out in Bylaws 5.7-5.9.
2. The duties of the Committee shall be:
 - a. to ensure the fulfilment of the goals of the Association as set out in the Constitution by the Officers, and;
 - b. to advise the Officers on the fulfilment of these goals.
3. Committee Meetings shall be called by:
 - a. the President, or;
 - b. any Officer, with at least 48 hours notice to the Committee.
4. Committee Meetings shall be held regularly and at least once every six weeks.
5. All Committee Members shall have an equal vote.
6. All Committee Members are expected to:
 - a. make reasonable efforts to attend all called Committee Meetings either in person or remotely;
 - b. represent and advocate for the Association, and;
 - c. uphold the Association's values in activities directly related to the Association.
7. All Association Members are eligible to apply join the Committee as volunteer Committee Members at any time, by written request to the President.
8. A willing Association Member shall be seated as a Committee Member at the next Committee Meeting that they attend, subject to approval of a majority of sitting Officers.
9. Committee Members may be removed from the Committee by any of the following:
 - a. by written request of the Committee member to the President at any time;
 - b. automatically upon losing eligibility for Association Membership, e.g., ending of employment as a PDF at University;
 - c. by special resolution at a Committee Meeting, where the Committee has been informed of the proposed removal at least 48 hours prior to the meeting, or;
 - d. for negligence, automatically if the Committee member misses three consecutive Committee Meetings without sending apologies.

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6. Association Members are welcome to attend Committee Meetings by arrangement with the President but will not have voting rights.
7. All Association Members are entitled to view minutes of any Committee Meeting by enquiry to the President, who shall provide them in a reasonable time.

6. Officers

1. The elected Officers shall consist of the following positions with the following responsibilities:
 - a. President, who shall:
 1. be the Executive Officer of the Association;
 2. act as the public face of the Association;
 3. be responsible for the proper discharge of duties by Vice-Presidents to facilitate the operations of the Association;
 4. preside over all Committee and General Meetings or assign a delegate to do so;
 5. act as liaison to the PDFO and University leadership and administration;
 6. interpret the Constitution and Bylaws, accountable to the Committee, and;
 7. enforce due observation of the Constitution and Bylaws.
 - b. Vice-President Operations, who shall:
 1. be responsible for the organization of research, professional development, and all other non-social events excluding Association meetings, and;
 2. have the authority to perform the duties of the President in the event of absence or illness of the President.
 - c. Vice-President Finance, who shall be responsible for all financial activities of the Association, including but not limited to:
 1. preparation of the yearly budget;
 2. receipt of monies due to the Association;
 3. organising all payments due by the Association;
 4. maintenance of up-to-date records pertaining to finances of the Association;
 5. preparing all financial statements, and;
 6. arranging for annual audit.
 - d. Vice-President External, who shall:
 1. be the Association liaison to external groups, including but not limited to:

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- a. the Canadian Association of Postdoctoral Scholars;
 - b. other postdoctoral associations;
 - c. other University societies;
 - d. government agencies, and;
 - e. granting agencies.
2. be responsible for maintaining relationships with Association Members based at UBC Okanagan and other sites outside the Vancouver campus.
- e. Vice-President Communications, who shall:
 1. be responsible for disseminating information of relevance and importance to Association Members, including through email newsletter, calendar, and social media accounts, and;
 2. maintain and update the Association website and email database.
- f. Vice-President Social, who shall:
 1. be responsible for planning, executing and advertising social events including the regular activities, gatherings, and networking events following major events, and;
 2. help to coordinate special events as suggested by Association Members.
- g. Vice-President Research Associates, who shall:
 1. be responsible for representing RAs to the Association, and act as a liaison between the Association and RAs, and;
 2. act to increase engagement of RAs with the Association, with a specific emphasis on social engagement, networking, and research dissemination.
2. Officers shall be elected annually at the Annual General Meeting by popular vote share.
3. Officer terms shall begin on 1st April each year.
4. Officers are elected to serve a term of one year. Candidates must confirm that they have a reasonable expectation to be able to serve for at least six months from the start of the term before standing.
5. All PDF Association Members are eligible for election as any Officer except Vice-President Research Associates.
6. RA Association Members may only serve as Vice-President Research Associates.
7. Association Members based outside of the UBC Vancouver Campus (e.g., at UBC Okanagan) are eligible to hold Officer positions but must commit to attending in person all major Association events as agreed by the Committee, including but not limited to:

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- a. 3-Minute Postdoc Slam;
 - b. Postdoc Research Day, and;
 - c. the Annual General Meeting.
8. Nominations for Officer elections shall be opened to all members at least one month preceding the Annual General Meeting.
9. Every reasonable effort shall be made to inform all Association Members of the elections and call for nominations, including but not limited to:
 - a. email to the Association mailing list;
 - b. advertisement on the Association website;
 - c. notification through Association social media channels, and;
 - d. email through PDFO channels.
10. Nominations can be made at any time prior to the commencement of the Annual General Meeting by email to the President, or in person at the Annual General Meeting prior to the calling of the vote.
11. Candidates must be nominated by an Association Member, including self-nominations by the candidate.
12. Members may not serve more than two terms in the same office, consecutively or otherwise, not including terms served *pro tem*.
13. Officers may lose their position by any of the following:
 - a. submitting a letter of resignation to the Committee, confirmed at the next Committee Meeting;
 - b. losing eligibility for Association Membership, e.g., ending of employment as a PDF at University, or;
 - c. special resolution at a Committee or General Meeting at which at least two thirds of sitting Officers are present and for which the Committee has been informed of the vote at least 48 hours prior to the Meeting.
14. If any Officer position other than President is unfilled, the duties of that office will be assumed by other Committee Members, at the direction of the President, until the vacancy is filled.
15. The position of Vice President Research Associates may remain vacant without triggering a by-election.
16. Should any Officer position other than Vice-President Research Associates become vacant more than three months prior to the Annual General Meeting, a by-election shall be held for a replacement *pro tem* Officer to serve until the next Annual General Meeting, for which:

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- a. current Committee Members shall have priority to stand; if no Committee Member is nominated, the call for nominations shall be extended to all Association Members, and;
- b. should a single nomination be received, the election shall be confirmed by special resolution at a Committee Meeting at which at least two-thirds of standing Officers are present, or;
- c. should two or more nominations be received, a vote shall be held to determine the by-election by popular vote share at a General Meeting.

6. Financial Arrangements

1. The fiscal year of the Association shall end on the 31st March each year.
2. The Association shall maintain a bank account to hold Association funds.
3. The President, Vice-President Operations, and Vice-President Finance shall be registered as signatories of the Association bank account.
4. Withdrawal of funds from the Association bank account shall require any two signatures of registered signatories of the bank account.
5. Spending of Association funds shall be approved by at least two of the signatories for the bank account; reasonable efforts should be made to obtain pre-approval before expenses are incurred.
6. Any Association Member may view the annual financial statements of the Association by written request to the Vice-President Finance, who will make them available in a reasonable amount of time.

Bylaws adopted by XX on XXXX