

**BYLAWS
OF THE POSTDOC ASSOCIATION
OF LOS ALAMOS NATIONAL LABORATORY**

ARTICLE I

Name

The name of this Association shall be the Los Alamos Postdoc Association (LAPA), referred to herein as the Association.

ARTICLE II

Mission

The mission of the Los Alamos Postdoc Association at Los Alamos National Laboratory (LANL) shall be to foster a sense of community among the postdoc research staff; to advocate for and be the representative voice of the postdoc community; and to provide career development information to the members of the Los Alamos Postdoc Association.

ARTICLE III

Members

Section 1. General Members. Any person currently holding a non-permanent postdoctoral research position or equivalent at Los Alamos National Laboratory is a member of the Association and the General Assembly. All General Members are invited to attend, vote, and speak at all General Assembly meetings as well as vote for the Executive Officers of the Association.

Section 2. Active Member Status. General Members attain Active Status by participating on committees, holding committee chairs, being elected officers, or attending three General Assembly meetings in the previous six months”

Section 3. Alumni and Honorary Members. Alumni membership is granted to all former LANL postdoctoral researchers. Additionally, upon the proposal of one General Member at a General Assembly meeting, seconded by another General Member and by a two-thirds vote of a Quorum at a General Assembly meeting, honorary membership may be conferred. Alumni and Honorary members shall have none of the obligations of membership in the Association, but shall be entitled to all of the privileges except those of making motions, voting, and holding office.

ARTICLE IV

Officers

Section 1. Elected Executive Officers. All current General Members in good standing are eligible for nomination to any of the elected membership positions. Elected members must in good faith be eligible to serve the entire term. The officers of the Association shall be a President,

a Vice-President, a Secretary, and a Treasurer. If any officers are defunct in their duties, then impeachment of that officer is possible via a two-thirds vote of a Quorum.

Section 2. Nomination Procedure, Time of Elections. Elections will be held once every 6 months, during the time of the Biannual Meetings. Nominations for elected offices will be made and seconded at the Regular Meetings a month prior to the Biannual Meeting where candidates for office will be permitted to make brief statements. Candidates may only appear on the ballot for one office. Write-in candidates shall be permitted.

Section 3. Electronic Ballot Election, Term of Office. The election of Executive Officers shall be open to all General Members of the Association and shall be conducted by electronic balloting over six days prior to the Biannual Meeting. Electronic balloting will open at noon one week before the Biannual Meeting and close at noon the day before the Biannual Meeting. Officers serve for a 6 month term of office. A newly elected officer shall begin their term of office after the close of the regular General Assembly Meeting held the month following the Biannual Meeting.

Section 4. Office-Holding Limitations. No member shall hold more than one office at a time.

Section 5. Filling of Vacant Offices. If the office of President is deemed permanently vacant, the Vice-President will ascend to the Presidency. If a permanent vacancy occurs in the office of Vice-President, Secretary, or Treasurer, the associated committee will nominate a replacement, and the nomination for officer replacement will be ratified by the remaining members of the Executive Committee.

ARTICLE V

Duties of Officers

Section 1. President. The President will preside over the General Assembly, set the meeting agenda, determine if a quorum is present, call the meeting to order, bring all legitimate business before the General Assembly, recognize members who wish to speak, insure that the bylaws of the Association are followed, and conclude the meeting by declaring it adjourned when voted by the members. The President shall serve as the liaison to other organizations and Laboratory Management.

Section 2. Vice-President. The Vice-President will assume all of the duties of the President or Secretary in their temporary absence as well as chair the Executive Committee. Summarize the activities and plans of the Association in a report to the General Assembly during the Biannual Meetings. The report will include completed business, ongoing business, plans for the pursuant six months, requested action items, and addenda as needed. This report should be made available to all members of the General Assembly via email and the LAPA website.

Section 3. Secretary. The Secretary will send meeting notice and agendas via the LAPA listserv, and take the minutes of the General Assembly and Special Meetings. Meeting Minutes shall be distributed via the LAPA listserv and posted on the LAPA website. The secretary shall read aloud all documents for approval by the General Assembly. Additionally, the Secretary shall be responsible for tracking General Assembly meeting attendance, for distributing the bylaws to all new members of the General Assembly, and assuming the duties of the Vice-President in his or her

temporary absence. Additionally the Secretary shall be the webmaster for the Los Alamos Postdoc Association webpage.

Section 4. Treasurer. The Treasurer will administer LAPA cost codes and accounts, keep accounts of the Association's financial dealings, work with the Finance Committee to create a budget, and pursue funds available to LAPA.

ARTICLE VI

Meetings

Section 1. Regular Meetings. The regular meeting of the General Assembly shall be held on the second Wednesday of each month unless otherwise ordered by the Association. For Association business to be conducted at a Regular Meeting, a Presiding Officer, a Secretary and a Quorum must be present. If a Presiding Officer and/or Secretary is not present then Officers Pro Tempore will be elected as necessary. Regular business will be conducted on the basis of a majority vote of a Quorum. During the first General Assembly meeting presided over by the newly elected officers, the president shall state LAPA's strategic goals for the following six months.

Section 2. Biannual Meetings. The Regular Meetings on the second Wednesdays of May and November shall be known as the Biannual Meetings. During the Biannual Meetings, the results of officer elections will be announced, reports of officers and committees will be received, and any other business that may have arisen will be addressed.

Section 3. Special Meetings. Special Meetings may be called by the President or upon the written request of five General Members of the Association. The purpose of the meeting shall be stated in the call notice. Except in cases of emergency, at least three days' notice shall be given.

Section 4. Committee Meetings. Committee meetings shall be run at the Committee Chair's discretion. The time and place of the meeting shall be decided by the Chair and it shall be the job of the Chair to send notice of the meeting to the committee members. If the Chair is defunct in calling a meeting when at least two committee members feel a meeting is necessary, then those members may call a meeting of the committee.

Section 5. Quorum. Seven General Members, at least two of whom shall be executive officers shall constitute a Quorum.

ARTICLE VII

Committees

Section 1. Committee Membership, Standing and Special. Committee membership is open to Members of the Association. Standing Committees are those described in the bylaws and therefore can only be altered through an amendment to the bylaws. The members of the Standing Committees shall elect the Committee Chairperson of their respective committee. Special Committees shall be formed when deemed necessary by the Association and the Chairperson of Special Committees shall be elected or appointed at the discretion of the Association President. Committees must support the mission statement of the Association, and do work committed to them by the General Assembly.

Section 2. Executive Committee. The Officers of the Association, including the Committee Chairpersons, shall constitute the Executive Committee.

Section 3. Policy Committee, Associated with the Office of Vice-President. The charge of the Policy Committee shall be to meet before the time of the Biannual Meeting in order to review the Association bylaws to ensure their continued relevance to the Association, to report to the General Assembly at the Biannual Meeting, to suggest amendments to the General Assembly if such amendments are deemed necessary, and to provide analysis of the legality and the integration of any successfully proposed amendment prior to a vote to ratify. The Policy Committee shall be responsible for interpreting the bylaws when a question of interpretation arises in the General Assembly. The Committee will meet at least twice per year to allow the postdoc community to bring before the Committee any issues or concerns related to postdoctoral life at Los Alamos National Laboratory. The Committee Chair will be responsible for providing a report of this meeting to the President of the Association in a timely manner.

Section 4. Communication Committee, Associated with the Office of Secretary. The charge of the Communication Committee shall be to publicize LAPA activities and to bring before the General Assembly all major communications of the Association for approval. The Chair of the Communication Committee will administer the LAPA listserv, and will have the authority to grant access to the listserv.

Section 5. Finance Committee, Associated with the Office of Treasurer. The charge of the Finance Committee shall be to work with the Treasurer to form a budget to be presented to the General Assembly at the Biannual meeting and to be responsible for auditing the Treasurer's accounts. The Committee will consist of the Chairpersons of the Standing Committees and the Chair of the Finance Committee will be appointed by the Executive Committee.

Section 6. Social Committee. The charge of the Social Committee shall be to organize and manage social events for the General Assembly.

Section 7. Conversion Committee. The charge of the Conversion Committee shall be to inform the General Assembly of details involved concerning the conversion of postdoctoral research staff to technical staff members.

Section 8. Career Committee. The charge of the Career Committee shall be to inform the General Assembly of career opportunities external to Los Alamos National Laboratory.

Section 9. Other Committees; Ex-Officio Committee Membership. Such other committees, standing or special, shall be initiated through a vote of the General Assembly when deemed necessary to carry on the work of the Association. The President shall be ex officio a member of all committees. The Vice-President shall be ex officio a member of the Policy Committee. The Secretary shall be ex officio a member of the Communication Committee. The Treasurer shall be ex officio a member of the Finance Committee.

ARTICLE VIII

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE IX

Amendment of Bylaws

These bylaws may be amended at any Regular Meeting of the Association by a two-thirds vote of a Quorum provided that the Amendment is proposed in writing at the previous Regular Meeting and that at that meeting the proposal to amend receives a majority vote.

ARTICLE X

Amendments

Amendment 1: The following paragraph was added to Article VII, Section 3:

“The Committee will meet at least twice per year to allow the postdoc community to bring before the Committee any issues or concerns related to postdoctoral life at Los Alamos National Laboratory. The Committee Chair will be responsible for providing a report of this meeting to the President of the Association in a timely manner.”

Amendment 2: The following words were inserted at the end of the first sentence of Article V, Section 2:

“as well as chair the Executive Committee”

Amendment 3: The following words in Article III, Section 2, Clause B were stricken and replaced:

“attendance at scientific meetings” with “official LANL travel”

Amendment 4: The following words were inserted in the first sentence of Article II after the words “Los Alamos National Laboratory”:

“(LANL)”

Amendment 5: The following words in the Bylaws Title, Article I and Article II were stricken and replaced:

“Postdoctoral” with “Postdoc”

Amendment 6: At the end of Article V, Section 3, the following sentence was added:

“Additionally the Secretary shall be the webmaster for the Los Alamos Postdoc Association webpage.”

and the following sentences were removed from Article VII, Section 4:

“The Communication Committee shall appoint a webmaster to maintain the Association's website. If the Committee fails to appoint a webmaster, the President of the Association shall do so.”

Amendment 7: The following words in Article VI, Section 5, were stricken and replaced:

“A majority of the active Voting Members” with “seven General Members at least two of whom shall be executive officers”

Amendment 8: The words in III, Section 2, Clauses A, B, and C, were stricken and replaced with:

“General Members attain Active Status by participating on committees, holding committee chairs, being elected officers, or attending three General Assembly meetings in the previous six months”

The words in the second and third sentence of the first paragraph of Article III, Section 1 were replaced with:

“All General Members are invited to attend, vote, and speak at all General Assembly meetings as well as vote for the Executive Officers of the Association.”

The following words in Article III, Section 3 were stricken and replaced:

“Voting” with “General”

The following words in Article IV, Section 1 were stricken and replaced:

“Voting” with “General”

The third sentence of Article V, Section 2 was stricken and replaced with:

“The report will include completed business, ongoing business, plans for the pursuant six-months, requested action items, and addenda as needed.”

The second to last sentence of Article V, Section 3 was stricken and replaced with:

“Additionally, the Secretary shall be responsible for tracking General Assembly meeting attendance, for distributing the bylaws to all new members of the General Assembly, and assuming the duties of the Vice-President in his or her temporary absence.”

The following words in Article VI, Section 3 were stricken and replaced:

“Voting” with “General”

Amendment 9: After the last sentence of Article VI, Section 1, the following words were added:

“During the first General Assembly meeting presided over by the newly elected officers, the president shall state LAPA's strategic goals for the following six months.”