

BYLAWS of the  
LOS ALAMOS POSTDOCTORAL ASSOCIATION  
at LOS ALAMOS NATIONAL LABORATORY

ARTICLE I

Mission

The mission of the Los Alamos Postdoctoral Association (LAPA) shall be to foster a sense of community among the postdoctoral research staff, and to advocate for and be the representative voice of the postdoctoral community.

ARTICLE II

Members

Section 1. General Members: Any person currently holding a postdoctoral research position (or equivalent) at Los Alamos National Laboratory (LANL) is a member of LAPA. All General Members are invited to attend and speak at the biannual General Assembly (GA) meetings and are permitted to vote for the Executive Officers. General Members can attend the monthly LAPA Leadership meeting, and should email requests to raise topics for discussion to the President ahead of the meeting.

Section 2. Alumni and Honorary Members: Alumni membership is granted to all former LANL postdoctoral researchers. Additionally, upon the proposal of a General Member, and by a two-thirds majority vote of the LAPA officers, honorary membership may be conferred. Alumni and Honorary Members shall not be permitted to make motions, vote, or hold office but may be sought for advice if necessary.

ARTICLE III

Officers

Section 1. Elected Officers: The officers of LAPA shall include a President, a Vice President, a Secretary, and Committee Chairs, who will hold office for 6 months or until the end of the term. All General Members are eligible for nomination to any officer position, provided that they intend to remain as a postdoc at LANL for the duration of their term. Any officer can be removed from their elected position by a three-fourths majority vote of the LAPA officers.

Section 2. Nomination and Election Procedure: Elections will be held once every 6 months. One month preceding the GA meeting, nominations for officers shall be solicited from the GA. Nominees shall give a nomination statement and these statements will be emailed to the GA. Nominees shall be present at the GA meeting (except for extraordinary circumstances where the absence can be approved by the President). Elections will be held during the week preceding the

GA meeting. Members may vote via email or in person. Email votes are due by COB the day prior to the GA meeting. For in-person votes a written ballot must be given to the officer responsible for counting and tallying the votes by the beginning of the GA meeting. If there is only one nominee for a given position, the general vote may be bypassed and the new officer announced directly. As a last resort when there are insufficient nominations and any current officers are unable or unwilling to stay in office, any General Member(s) may agree to assume the vacant officer position(s). The Vice President will collect and tally the votes prior to the GA meeting. If the Vice President is running for a contested position, then the first officer listed in Article IV who is running unopposed or is not running for a new position will collect and tally the votes. If all positions are contested then both the Vice President and Secretary will be responsible for counting and tallying the votes.

Section 3. Term Limits: No member shall hold more than one office at a time, or shall serve more than two terms in the same office. If an officer must leave office before the normal end of term, any member may be nominated or self-nominate to fill the vacancy, and then be voted in at the next Leadership meeting.

## ARTICLE IV

### Duties of Officers

Section 1. President: The President will preside over and set agendas for the monthly Leadership meetings and the biannual GA meetings. The President shall serve as the liaison to other organizations and to Laboratory Management, and shall initiate and approve LAPA events. The president shall solicit and collect nominations for officers preceding the biannual GA meeting.

Section 2. Vice-President: The Vice President will support all of the duties of the President and assume those duties, or those of the other officers, in their temporary absence. The Vice President will summarize the activities and plans of LAPA in a report to the General Members during the biannual meetings. The report will include completed business, ongoing business, and plans for the subsequent six months, with addenda as needed.

Section 3. Secretary: The Secretary will communicate meeting notices, seminar and activity announcements, the calendar, and meeting agendas via e-mail, and keep records of monthly Leadership and biannual GA meetings. Additionally, the Secretary shall distribute quarterly newsletters outlining LAPA news and events.

Section 4: Committee Chairs: Each Committee Chair will provide a report of committee meetings during Leadership meetings, and will aid the Vice President in their report during the biannual meeting.

Section 5. Family Liaison: The Family Liaison will be the point of contact for postdocs with families. The family liaison should be aware of family focused community events in Los Alamos and Santa Fe and should coordinate with the Secretary and Social Media Chair to ensure that postdocs are aware of these opportunities.

Section 6. Student Outreach Chair: The Student Outreach Chair will be responsible for organizing and planning events such a peer coaching groups between LAPA and the student association.

Section 7. Foreign National Liaison: Foreign National Liaison: The Foreign National Liaison should be familiar with challenges faced by foreign nationals and ensure that the foreign national resource guide is accurate and up to date. They may also coordinate with the Social Chairs to organize and plan events geared toward foreign nationals.

Section 8. Social Chair: The Social Chair shall organize and manage social events, and encourage cultural diversity in social events and committee membership. The social chair shall solicit the general membership for input on desired events.

Section 9. Social Media Chair: The social media chair will be responsible for updating and maintaining LAPA's social media accounts (Facebook group, LinkedIn, etc.), and use those platforms to promote LAPA's activities.

Section 10. Communications Chair: The Communications Chair shall produce two newsletters outlining LAPA events and news per term and work with the Secretary for distribution.

Section 11. Policy Chair: As necessary, the Policy Chair form a Policy committee to propose amendments to the LAPA constitution in writing. The Policy Chair will present these amendments at the Leadership meeting. This Committee shall meet as needed to review any issues or concerns related to postdoctoral life at LANL.

## ARTICLE V

### Committees

Section 1. Committees: LAPA shall have standing committees and select committees. Standing committees will be the Social committee, the Communications committee, and the Policy Committee. Select committees will be formed as necessary to address the needs of the GA. Two months preceding the GA meeting, the LAPA officers will vote by two-thirds majority to continue the select committee during the following term and solicit nominations for a new committee chair.

Section 2. Committee Membership: Membership is open to all members of LAPA. Upon formation of a new Select Committee, any General Member may agree to assume the vacant officer position. Committee Chairs may enlist any members of the GA to fulfil the committee duties.

## ARTICLE VI

### Meetings

Section 1. Leadership Meetings: A monthly Leadership meeting will be held to discuss all business matters of LAPA and to facilitate communication between the officers and committees. During the first meeting of a new term, a schedule for the term will be established and will review the by-laws; the schedule will include the leadership meetings, the election deadlines, and the date for the next GA meeting. Any LAPA member may attend, or request to be included in the regular agenda by writing to the President. A summary of each meeting will be published in the newsletter.

Section 2. Social Events: Social events will be held on a regular basis. These events will be advertised at least two weeks in advance. During the selected activity, announcements will be made to keep the attendees abreast of LAPA affairs and events.

Section 3. Biannual Meetings: The regular meetings in May and November shall be known as the biannual General Assembly meetings, and will include a report of activity within the last six months from officers and committee chairs delivered by the Vice President. Section 4. Meeting Procedure: Robert's rules of order may be initiated during any meeting by a two-thirds majority vote of the LAPA officers.

## ARTICLE VII

### Amendment of Bylaws

These bylaws may be amended at any LAPA Leadership meeting, excluding the last meeting of the term, after discussion by the Policy Committee. The Amendment must be proposed in writing by the Policy Committee Chair, and the proposal to amend must receive a two-thirds majority vote of the LAPA officers at the next meeting.