

By-laws of the Johns Hopkins School of Medicine Postdoctoral Association

Adopted July, 1994

MEMBERSHIP

- I. Full Membership is automatically conferred on all postdoctoral fellows appointed within the current academic year at The Johns Hopkins School of Medicine.
- II. Alumni Membership may be conferred upon former Johns Hopkins School of Medicine fellows or Johns Hopkins fellows from outside The School of Medicine by election of the Executive Council, providing there are no more than two negative votes.

EXECUTIVE COUNCIL AND OFFICERS

- I. The Executive Council shall be comprised of the following:
 1. *Departmental representatives* who shall serve on a volunteer basis to represent the interests of fellows in their departments. The President may request Chairpersons of any division or department that lack volunteer representatives to appoint representatives.
 2. *Officers* elected from among the full members of the JHPDA.
 3. *Other members* of the JHPDA who are nominated to serve on the Council by the President and confirmed by a vote of the Council.
 - II. A president, vice president, secretary, treasurer and newsletter editor and other officers as may be established by the Executive Council shall constitute the officers of the Executive Council and of the JHPDA.
 - III. The officers shall be chosen by the Council during the month of April each year to serve from July 1 of the same year until June 30 of the following year. Officer vacancies created by resignation or departure may be filled during the course of the year by calling another election for that position. Officers may not serve as departmental representatives.
 1. Any full member of the JHPDA is eligible for office.
 2. An election committee will prepare a slate of officers prior to the vote.
 3. The officers shall be elected by simple majority vote of the Executive Council.
 - IV. The duties of the officers shall include those traditionally associated with such positions subject to the following qualifications and additions:
 1. The president shall be the chief executive officer of the Executive Council. The president shall make appointments and delegate responsibilities subject to the advice and consent of the Executive Council. The president shall set the agenda and preside at all JHPDA meetings.
 2. The vice president shall assist the president, and deputize in the president's absence. If possible, the vice president will serve as president in the next year.
 3. The secretary shall:
 - a. Record the minutes of all meetings of the JHPDA and its Executive Council.
 - b. Call and publicize meetings.
 - c. Handle appropriate correspondence and record keeping for the JHPDA and its Council.
- The treasurer shall:
 - a. Propose a budget to the Executive Council each year.
 - b. Make disbursements and maintain financial records.
 - c. Present financial reports to the Executive Council at least five times per year and to the general membership of the JHPDA once a year.
 - d. Submit budgets and financial records yearly to the Office of Postdoctoral Programs.

- The newsletter editor shall edit the JHPDA Newsletter and other publications of the JHPDA.
- Other officers created by the Executive Council shall have duties as assigned by that body.
- Any member of the Executive Council, including officers, may be impeached for neglect of duty.
 1. Neglect of duty is defined as:
 - a. A Council member missing four consecutive Executive Council meetings without prior notice or sending a proxy.
 - b. An officer missing three consecutive Executive Council meetings without prior notice or not performing the duties described for that office.
 2. An Executive Council member may be impeached by two-thirds vote of the Executive Council.
 - a. For impeachment proceedings a quorum shall consist of 20% of the Executive Council or three officers and seven others, representing at least four different departments.
 - b. The member to be impeached shall be given two weeks notice prior to the impeachment vote. A two-thirds vote at two consecutive Executive Council meetings shall be necessary for removal of a Council member.

AMENDMENTS

- I. Amendments to these by-laws may be submitted to referendum by two-thirds vote of the Executive Council or by petition of one third of the Society's membership.
- II. Matters submitted to referendum shall be decided by simple majority of those submitting ballots. For the purpose of a referendum a minimum number of ballots shall consist of one third of the members of the JHPDA, and must represent at least one third of School of Medicine departments.

INCOME AND DISBURSEMENTS

- I. All disbursements of funds or property at the disposal of the JHPDA must be approved by the Executive Council.
- II. All income to the JHPDA or its working subsidiaries will be received by the treasurer. The treasurer must account for such funds, making periodic reports to the Executive Council of all incomes and disbursements.
- III. The officers shall be empowered to authorize small, routine administrative expenditures associated with the clerical, duplicative, and distributive functions of the JHPDA. These expenditures shall be subject to the review and countermand of the Executive Council.

COMMITTEES

- I. All committees and chairs shall be appointed by the president of the JHPDA with the advice and consent of the Executive Council. All committee chairs serve at the pleasure of the Executive Council.
- II. Ad hoc committees may be created as required by the Executive Council, which shall specify their composition, charges, and tenure.
- III. All committees and subsidiary groups within the JHPDA shall remain accountable to the Executive Council, which shall retain the right of review and veto over all the activities of groups which it creates.
- IV. All requests for representation to committees or councils of the University, the Medical School, or any subdivisions of the institution, or to any institutions outside of Johns Hopkins must be nominated by the president and approved by the Executive Council. Interim nominations may be made *pro tem* by the president pending the next meeting of the Executive Council.

MEETINGS

- I. The Executive Council shall meet in open session at least five times per academic year. A quorum consists of 10% of the Council members or at least two officers and three others encompassing at

- least three different departments in total. Decisions shall be made by simple majority of those present. In case of a tie vote the President shall cast the deciding vote.
- II. At least two general business meetings of the JHPDA shall be held per year. Representation of one third of the departments in The Johns Hopkins School of Medicine or twenty percent of the members shall constitute a quorum.

FACULTY ADVISEMENT

- I. The JHPDA shall invite faculty members to advise us and serve as our advocates. These individuals shall be elected to a one year term beginning July 1.
- II. The Faculty Advisor(s) to the JHPDA shall serve on all relevant School of Medicine administrative bodies that address fellows' issues, including Committees and Sub-committees on Postdoctoral Affairs.