

Charter of the Johns Hopkins School of Medicine Postdoctoral Association

Ratified July, 1994

Name and purpose

- I. The name of this organization shall be The Johns Hopkins School of Medicine Postdoctoral Association (JHPDA).
- II. The JHPDA represents research and non-house staff clinical fellows (hereafter referred to as postdoctoral fellows) in basic science and clinical departments within The Johns Hopkins School of Medicine. The purpose of the JHPDA is to address the needs and concerns of fellows within the institution. A further goal is to encourage other schools and campuses to develop similar organizations, and then to collaborate with fellows at other institutions to achieve mutual goals.

Membership

- I. Types of members and their privileges and responsibilities
 - A. All postdoctoral fellows, appointed within the current academic year at The Johns Hopkins School of Medicine are automatically full members.
 - B. Alumni membership may be conferred upon former Johns Hopkins School of Medicine fellows by election of the Executive Council.
 - C. Both full and alumni members may elect officers and serve on committees.

Government

- I. Election and duties of officers and committees
 - A. The following officers will be elected by the *Executive Council* by the end of the academic year: *President, Vice-president, Secretary, Treasurer*. Offices may be shared by two individuals (e.g.- CoPresidents). The choice of officers must be ratified at the next general JHPDA meeting.
 - B. The duties of the *Executive Council* and officers are as follows:
 1. *Executive Council* This committee serves as the executive body, under the leadership of the President. Its members include the officers and the departmental representatives. Additional members may be appointed by the officers. The Executive Council is empowered to make decisions on the strategy and budget of the organization, and to form new committees as necessary. Members who have missed four consecutive Executive Council meetings may be asked to resign. Any officer who misses three consecutive Executive Council meetings without prior notice will be replaced by a new officer. A quorum consists of 10% of 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.
 2. *President* It is the duty of the president to chair the Executive Council, appoint and organize committees with the advice and consent of the Executive Council, meet with members of the faculty and administration as the representative of the JHPDA, and to monitor the treatment and morale of postdoctoral fellows at Johns Hopkins. The President shall bring the concerns of postdoctoral fellows to the attention of the administration, faculty, or other members of the Johns Hopkins community, as appropriate.
 3. *Vice-president* It is the duty of the Vice President to assist the President, and deputize in the President's absence. If possible, the Vice President will serve as President in the next year.
 4. *Secretary* It is the duty of the Secretary to call meetings, publicize them, and to record the minutes of all General and Executive Council meetings.

5. *Treasurer* It is the duty of the Treasurer to record the income and disbursement of all funds and properties at the disposal of the association. The Treasurer shall handle all financial transactions and submit a yearly budget to the Executive Council, which will then submit the budget to the Office of Postdoctoral Programs.
6. *Newsletter Editor* It is the duty of the Newsletter editor to oversee the production and distribution of the JHPDA Newsletter to all fellows and others for whom JHPDA issues are relevant.
7. *Departmental representatives* 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.
8. It is the duty of officers to see that the JHPDA and its representatives follow all rules and ethical guidelines of the organization, and those of Johns Hopkins University. Officers may disburse properties or funds at the disposal of the organization with the prior approval of the Executive Council. With respect to all administrative and statutory bodies within Johns Hopkins School of Medicine that encompass postdoctoral issues the JHPDA will request the privilege of nominating postdoctoral representatives to the relevant bodies.

Meetings

- I. The Executive Council shall meet at least 5 times per year. These meetings shall be called by the Secretary: They are open to all members of the JHPDA. Non-members may attend at the invitation of the President.
- II. At least two regular meetings of the full body of the JHPDA shall be held per academic year. These meetings will be called by the Executive Council. Nonmembers may attend at the invitation of the Executive Council.
- III. The president and/or other officers of the organization shall meet at least once a year with the Associate Dean of Postdoctoral Programs to relay any concerns among postdoctoral fellows and to learn about changes in institutional policy that could affect fellows.