Bylaws for the DFCI Postdoctoral and Graduate Student Association (PGA)

• Drafted in March 2005.
• Ratified via unanimous vote on September 13th, 2005.
• Amended at 2nd Annual Postdoc Retreat, September 21st, 2006.
• Clarified to fit current practices, August 15th, 2007.
• Modified on March 14th, 2008 to reflect the Research Fellow’s Association (RFA) name change and to fit current practices.
• Outdated content updated in April 2011.
• Amended on January 28th, 2013.

The name of the organization shall be the Dana-Farber Cancer Institute (DFCI) Postdoctoral and Graduate Student Association, abbreviated PGA.

Mission and Principles:

• The mission of the PGA is to address the needs of individuals affiliated with Dana-Farber Cancer Institute who hold a doctoral degree (M.D., Ph.D. or an equivalent degree) but are not yet faculty members, and graduate students (individuals pursuing a Ph.D. degree), henceforward described as postdocs and grad students respectively.
• The PGA will support and advocate for postdocs and grad students at Dana-Farber Cancer Institute in all aspects of their professional research training and career development.
• Members of the PGA will strive to promote interactions among Dana-Farber Cancer Institute postdocs and grad students on an academic, social and cultural basis, while assisting the Postdoc and Graduate Student Affairs Office (PGSAO) in this endeavor.
• The PGA will act as a liaison between the postdoc/grad student population at large and the PGSAO to represent the interests of postdocs and grad students.
• All actions of the PGA shall be undertaken without discrimination on the basis of race, national or ethnic origin, religion, gender, sexual orientation, age or disability.

Membership:

• Active PGA membership requires:
  – Attendance at no less than 2/3 of general meetings per year, with a 15 minute limit on arriving late or leaving early (exceptions can be considered), and
  – Regular contribution to one of the four core committees (Newsletter, Retreat, Seminars, and Social).
• The PGA consists of three different member types: co-chairs of the PGA as a whole, chairs/co-chairs of each of the PGA committees, and full participating members in each of these committees.
• Each committee has one chair or two co-chairs elected by the members of that committee.
• Co-chairs of the PGA volunteer for this post. If more than two people volunteer, then elections are held by the PGA members to choose the co-chairs.
• The PGA consists of the following positions:
  – 2 co-chairs of the PGA
  – 1 chair (or 2 co-chairs) for each of the following committees: Newsletter, Retreat, Seminar, and Social
  – Participating members in each of these committees (1-6 individuals)
• The PGA will have no less than 10 meetings per year.
• Meeting minutes will be taken and distributed by the PGSAO Program Administrator.
• The chairs/co-chairs from each committee need to attend monthly PGA meetings. If they cannot attend, they must designate a member of that committee as “acting chair” for the sake of that monthly meeting (to give the progress updates).
• If a position of the PGA council is not filled, the responsibilities of said position are to be equally shared among the PGA council members.
• The PGA council should work to fill any vacant PGA council positions.

**PGA Chairs:**

• The two co-chairs of the PGA, with the assistance of the Program Administrator of the PGSAO, will:
  – Set the agenda and facilitate council meetings.
  – Notify PGA members of vacancies on the council.
  – Produce an annual report of PGA activities that should be available to all PGA members, and given to the PGSAO.
  – Ensure that the PGA website is up-to-date.
  – Serve as a representative, if available, at the annual National Postdoctoral Association meetings.
  – Have a deciding vote if a question fails to generate single majority in the council.

**Committees:**

**Newsletter Committee:**

• The Newsletter Committee members will:
  – Establish a newsletter format that is comprehensive and visually enticing.
  – Gather stories and informative updates relevant to the postdoc and grad student community for content.
  – Work towards publishing the PGA Post on a quarterly basis.
  – Publicize and post newsletter on the DFCI intranet site and in prominent locations around DFCI with assistance from the PGSAO.
Retreat Committee:

• The Retreat Committee members will:
  – Be responsible for the appropriate planning and execution of the Annual Postdoctoral and Graduate Student Retreat with assistance from the PGSAO.

Seminars Committee:

• The Seminars Committee members will:
  – Invite speakers for the monthly “Brain Lunch” seminar series.

Social Committee:

• The Social Committee members will:
  – Organize monthly (or bi-monthly) social events for the PGA members and general postdoc and grad student community at DFCI.
  – Should liaise with other postdoc/grad student associations from the Longwood Medical Area institutes to ensure networking opportunities through social events.

Elections:

• New PGA co-chairs will be elected each December.
• A call for volunteers will be publicly announced at least one month before the designated Election Day.
• If the total number of PGA co-chair candidates is fewer or equal to the total number of open co-chair positions (2), no election is needed.
• Co-chair members serve for a period of 12 months (January – December).
• In the event of a PGA co-chair’s prolonged absence, incapacity, resignation, removal or death, PGA members can appoint a replacement until the next annual election.

Amendments:

• Amendments to these by-laws may be submitted to referendum by PGA co-chairs or one third of the PGA members.
• Simple majority shall decide matters submitted to referendum.