

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

- Drafted in March 2005.
- Ratified via unanimous vote on September 13<sup>th</sup>, 2005.
- Amended at 2<sup>nd</sup> Annual Postdoc Retreat, September 21<sup>st</sup>, 2006.
- Clarified to fit current practices, August 15<sup>th</sup>, 2007.
- Modified on March 14<sup>th</sup>, 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- Outdated content updated in April 2011.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 28<sup>th</sup>, 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.