

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- Outdated content updated in April 2011.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.
- Amended and modified on April 22nd 2021.

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:

- 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.
 - Committee co-chairs are expected to attend the entirety of 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).
- PGA members at large should contribute regularly to at least one of the main committees and attend no less than 8 general meetings per year.
- Each committee has one or two co-chairs elected by the members of the PGA.
 - 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:
 - Two co-chairs of the PGA
 - One chair (or 2 co-chairs) for each of the following committees: Advocacy, Retreat, Seminar, Social, Communications, Newsletter and Mentoring Program.
 - Participating members in each of these committees.
- The PGA will have no less than 10 meetings per year, generally held monthly.
- Meeting minutes will be taken and distributed by the PGSAO Program Administrator.
- 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.
 - Adjust and approve annual budgets generated by the PGSAO.
 - Help organize and communicate travel and mentorship awards with help of the PGSAO.
 - 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:

Advocacy Committee:

- The Advocacy Program Committee members will:
 - Interact with DFCI administration on behalf of the postdoc and grad-student community to ensure their needs are met and advocate for their well-being.
 - Conduct annual surveys to assess unmet needs of the community.

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, and promote the activities organized by the PGA.

Social Committee:

- The Social Committee members will:
 - Organize frequent 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.

Communications Committee:

- The Communications Committee members will:
 - Help improve the internal and external communication of the PGA through the design and diffusion of paper or virtual flyers and the frequent update of the internal and public PGA website.
 - Foster networking and collaborative communication across departments (mainly through the PGA Teams group).
 - Maintain a professional and social online presence of the PGA by managing PGA social media (PGA Facebook, PGA LinkedIn, PGA teams).
 - Consult with other committees to promote coordination for website and social media content.
 - Improve the visibility and promote the career of the DFCI postdoc and graduate student community.

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.
 - Work together with Communications Committee and PGSAO to publicize and post newsletter virtually, on the DFCI intranet site, related social media and in prominent locations around DFCI.

Mentoring Program Committee:

- The Mentoring Program Committee members will:
 - Organize and supervise the annual mentoring program which includes:
 - Designing and advertising the program
 - Identifying mentors with diverse backgrounds
 - Collecting applications and selecting the participants
 - Matching mentors with participants based on credentials and interests
 - Providing topic guidelines to the mentors
 - Conduct surveys at the end of each program cycle to collect feedback from participants and assess the performance
 - Maintain and enhance the social visibility of the program through:
 - Updating the mentoring program LinkedIn group by adding new cohorts
 - Optional: Promoting PGA Teams channel as a social platform for facilitating interaction among participants

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.