ARTICLE I: MISSION

Section 1: Name
The name of the organization shall be the Northwestern University Postdoctoral Association, hereinafter known as the NUPA.

Section 2: Vision of NUPA
The vision of NUPA is to create an inclusive community by and for postdocs at Northwestern University.

Section 3: Mission Statement
The mission of the NUPA is:

- To develop and support the postdoctoral community at Northwestern University (NU) by fostering professional and social interactions.
- To provide a forum to disseminate accurate information and address issues relevant to the postdoctoral community at Northwestern University.
- To provide resources and a forum for discussion to the large number of international postdoctoral scholars at Northwestern University.
- To promote a positive and constructive dialogue among the postdoctoral scholars, the administration, and the faculty members.

Section 4: Goals
A. Provide
   1. A venue to communicate and discuss issues relevant to postdoctoral scholars at NU
   2. Career development information and career advice via seminars and workshops

B. Promote
   1. Positive dialogue among the postdoctoral scholars, faculty members, administrators and the University
   2. Professional and social interactions among postdoctoral scholars

C. Enhance
   1. The postdoctoral experience and connection with the NU community
   2. The personal development and leadership skills of postdoctoral scholars

D. Support
   1. Inter-departmental and inter-disciplinary communication and collaboration
      i. Feinberg School of Medicine | Henry and Leigh Bienen School of Music | Kellogg School of Management | McCormick School of Engineering and Applied Sciences | Medill School of Journalism |
ARTICLE II: MEMBERSHIP

Section 1: Membership
Membership of the Northwestern University Postdoctoral Association (NUPA) shall consist of Individual Members.

Section 2: NUPA Definition of a Postdoctoral Scholar
The Northwestern University Postdoctoral Association defines a postdoctoral scholar as an individual holding a doctoral degree who is engaged in a temporary period of mentored research and/or scholarly training at Northwestern University for the purpose of acquiring scholarly, scientific and/or professional skills needed to pursue a career path of his or her choosing.

Section 3: Members:
A. Active Members: All persons with a doctoral degree and formally appointed at Northwestern University in a non-faculty position. Membership begins upon commencement of their work at NU campuses and continues until the end of the appointment.
B. Affiliate Members: Persons not eligible to be Active Members as specified above are eligible to be Affiliate Members. Affiliate members may include postdocs from NU affiliated laboratories, research centers and institutes, NUPA Faculty Advisors, or other persons agreed upon by the NUPA Executive Committee. Postdocs and individuals who have left their postdoctoral position at Northwestern University may also become affiliate members. Affiliate Members shall enjoy all privileges of membership but may not vote or hold office.

Section 4: Non-Discrimination
The Northwestern University Postdoctoral Association seeks to promote diversity and ensure equal opportunity and inclusion for all postdocs in the membership, leadership and activities of the Northwestern University Postdoctoral Association regardless of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, or any other classification protected by law (referred to as “protected classes”).

Section 5: Denial, Suspension and Termination of Membership
Members who violate any provision of these Governance Guidelines, commit any act injurious to NUPA, or engage in a conduct determined by the Executive Committee, in its sole
discretion, to be unethical or in any way detrimental to the purpose of the NUPA, may be denied membership or removed or suspended.

**ARTICLE III: GOVERNANCE**

**Section 1: Affiliation**

The NUPA will have oversight from the Office of Postdoctoral Affairs (OPA) and The Graduate School (TGS). EC shall submit annual report, annual budget request, and seek guidance for NUPAs operation and management. OPA/TGS shall have representation on Advisory Board and will provide the Faculty Advisor to NUPA.

**Section 2: Faculty Advisor**

Executive Committee will invite/vote for selecting a Faculty Advisor from TGS. A Faculty Advisor will be responsible to guide and contribute into EC decisions, and also serve as approval authority on financial documents as per NU rules. The Faculty Advisor can be a staff or faculty member within TGS at Northwestern University.

**Section 3: Advisory Board Members**

The NUPA Advisory Board (NUPAAB) may include but is not limited to faculty members, NU staff, representatives from other industries, and any other individual whose work, knowledge and/or experience may benefit the aims of the NUPA. Advisors Board will select one of the members to chair the board. Advisory Board Chair may attend EC meetings, provide guidance as needed, and organize bi-annual meetings with assistance from EC members. Advisory Board member terms will last for two years. There is no limit to how many terms a member may serve on the NUPAAB. Advisors shall be kept informed of NUPA activities through at least bi-annual updates from the Executive Committee or its designee and separate announcements of major events.

**Section 4: Executive Committee Membership**

A. The business, affairs, property, and funds of the NUPA shall be managed and governed by an Executive Committee comprised of six core members and Chairs of each permanent standing sub-committee (as defined in Article III, Section 6).

B. The Executive Committee core seats are:
   1. Co-Chair – Chicago Campus
   2. Co-Chair – Evanston Campus
   3. Treasurer
   4. Administrative Coordinator
   5. Web Design Coordinator
   6. Social Media Coordinator

C. The Executive Committee members shall be elected by Active Members as outlined in Article IV, Section 4.

D. Each Executive Committee member may serve for a maximum of two (2) one-year terms unless a petition for an extension of one year is approved by a majority vote of
the Executive Committee followed by general election by the Active Members.

E. Executive Committee terms begin June 1 of their elected year and conclude May 31 of the following year.

F. Each member of the Executive Committee shall be entitled to one vote on each matter of substance submitted to a vote of the Executive Committee.

G. All Active Members of NUPA are eligible to run for Executive Committee Positions.

H. Executive members who leave their postdoctoral position at the University shall forfeit their position on the Executive Committee.

I. Any member of the Executive Committee may be removed from office for malfeasance, misfeasance, or nonfeasance by a two thirds (2/3) majority vote of the Executive Committee and subject to the following grievance procedure: Any person wishing to file a grievance must submit a letter to any two members of the Executive Committee and the Faculty Advisor outlining the grievance. It is the responsibility of the letter recipients to bring the grievance to the Executive Committee, which will discuss the grievance in consultation with the Faculty Advisor and will respond to the grievance in writing within thirty (30) days.

J. Vacant positions on the Committee shall be filled by an eligible member appointed by a two thirds (2/3) vote of the Executive Committee no later than sixty (60) days after the position becomes vacant; this individual shall serve the remainder of the unexpired term.

K. Any member of the Executive Committee may request a leave of absence from the NUPA Executive Committee. The leave of absence should be requested in writing as soon as reasonably possible to avoid any potential impact on performance of duties or attendance at meetings. A leave of absence may be no longer than six (6) months, except under extenuating circumstances as determined by the Executive Committee. In no circumstance may the leave of absence extend beyond the term of office of the Executive Committee member. Upon granting the leave of absence, a replacement member may be appointed by the Executive Committee to serve in the temporarily vacant position on an interim basis.

L. A majority of the total number of Executive Committee members then serving shall constitute a quorum.

M. The vote of a majority of the Executive Committee members present at any meeting at which there is a quorum shall be the act of the Executive Committee, unless otherwise indicated.

Section 5: Roles and Responsibilities of Executive Committee Core Positions

A. Co-Chair Positions:

1. The Co-chairs shall be responsible for the day-to-day operations of the NUPA and shall report to the Executive Committee. However, the co-chairs will at all times be subject to the general supervision and direction of the Executive Committee.

2. The co-chairs shall serve on the Executive Committee and shall manage the affairs of NUPA in accordance with the strategic direction prescribed by the Executive Committee, shall be custodian of the current operating funds of NUPA, and shall have the authority to enter into contracts for NUPA that
have been approved by the Executive Committee or that are required for the
conduct of NUPA’s activities specifically provided for in the approved
annual budgets.

3. The co-chairs shall facilitate and preside over all Executive Committee and
NUPA-wide meetings, manage the information resources of NUPA,
maintain and extend the contact information network of NUPA, oversee the
membership lists of NUPA, maintain the archives and privacy policy of
NUPA, coordinate the production of the annual report of NUPA activities
and accomplishments, including event details and descriptions, attendees at
events, participation in policy discussions, and other logistics/programming
details, and raise money to support NUPA.

4. The co-chairs shall be ex-officio members of all NUPA sub-committees.

B. Treasurer
1. The treasurer shall be responsible to record the income and disbursement of all
funds and properties at the disposal of NUPA.
2. The treasurer shall handle all financial transactions and submit a yearly budget
along with an annual expense report to the Executive Committee. NUPA
Executive Committee shall review and share these reports with advisory
board members and funding agencies.

3. The treasurer’s duties include, but not limited to: work with NUPA’s advisor,
the OPA, TGS, and co-chairs to collect, keep records of, and arrange safe
keeping for such monies as the NUPA Executive Committee may obtain, shall
report all income and expenses to the Executive Committee for approval at
regular meetings, and shall take on such other duties and responsibilities as
directed by the co-chairs or the NUPA Executive Committee.

C. Administrative Coordinator
1. The Administrative Coordinator shall be responsible for the public relations
and committee coordination between Executive Members and sub-
committees.
2. The Administrative Coordinator shall distribute the annual report, to the
Executive Committee, Active and Affiliate NUPA members, advisory
board members and funding agencies.

3. The Administrative Coordinator’s duties include, but not limited to: schedule
executive committee meetings and NUPA-wide meetings, communicate
NUPA’s internal decisions to the Members, coordinate with Executive
Committee members and sub-committee members, record and file records
of the activities, management and organization of NUPA resources, record
the minutes of NUPA meetings and distribute minutes to all members,
maintain Northwestern University email accounts and listservs, oversight and
maintenance of NUPA Slack Channel, and take on such other duties and
responsibilities as directed by the co-chairs or the NUPA Executive
Committee.

D. Web Design Coordinator
1. The Web Design Coordinator shall be responsible for developing, maintaining
and timely updating NUPA’s website.
2. The Web Design Coordinator duties include, but not limited to: develop
NUPA website in accordance with NUIT regulations, coordinate with NUIT
staff for concerns related to the web space at university server, maintain
NUPA website for regular traffic and report any irregularities or requirements to co-chairs, update various events and information approved by Executive Committee on the website, coordinate and edit the email newsletter, maintain an archive of publicly available meeting minutes on the website, and take on such other duties and responsibilities as directed by the co-chairs or the NUPA Executive Committee.

E. Social Media Coordinator
1. The Social Media Coordinator shall be responsible for maintaining NUPA social media presence on the websites including but not limited to LinkedIn, Facebook, Instagram, and Twitter in accordance with NU regulations.
2. The Social Media Coordinator’s duties include, but not limited to: Create and maintain NUPA page/group on social media websites, communicate NUPA events on social media websites, respond in a timely manner to the visitors’ queries on these social media profiles or coordinate with the member of the Executive Committee to get appropriate answer for the queries, oversight of NUPA Eventbrite page, and take on such other duties and responsibilities as directed by the co-chairs or the NUPA Executive Committee.

F. All Executive Committee members shall be responsible for maintaining a document of guidance, procedures, and expectations to be used to direct and inform future EC members.

Section 6: Sub-committees
A. Sub-committees shall promote the work of NUPA, under general direction and oversight by the Executive Committee.
B. Sub-committees may be established, charged, populated, and when appropriate, terminated by a majority vote of the Executive Committee.
C. Any NUPA member may propose a sub-committee to the Executive Committee. The Executive Committee will then discuss and vote on the formation of the sub-committee at the next meeting.
D. Each sub-committee shall prepare and submit an executive summary annually to the Executive Committee to be included in the Annual Report.
E. Committees of structural, long-term importance will become Permanent Standing Sub-Committees. The Chairs of permanent standing sub-committees will serve as members of the Executive Council. Approval of new Permanent Standing Sub-Committees will be achieved through amendment of these Bylaws.
F. Permanent standing sub-committees approved by the Executive Committee are:
   1. Professional Development Sub-committee
   2. Social Sub-committee
B. Each permanent standing sub-committee will consist of the following members:
   1. Chair: The Chair of each sub-committee shall be elected from the NU postdoctoral community as outlined in Article IV, Section 4. The term of the chair is for one (1) year. The chair shall be responsible for day-to-day operations of the sub-committee. The chair shall manage the affairs of the sub-committee in accordance with the strategic direction prescribed by the Executive Committee. The chair is responsible for appointing and designating task/duties to other sub-committee members for execution of the
planned events. The Chair shall sit on the Executive Committee and update the Executive Committee with the sub-committee status on a regular basis.

2. Volunteers and other members: Each sub-committee can have members with short-term or long-term commitments. The commitments of Sub-Committee members shall be at the discretion of the member and the strategic direction of the Sub-Committee Chair.

G. Meetings of a sub-committee may not incur financial obligation by NUPA without prior approval of the Executive Committee.

ARTICLE IV: LOGISTICS

Section 1: Meetings
The NUPA shall hold an Annual Meeting open to all members of the NUPA, prospective members, and interested parties, to further the purpose of NUPA, to provide an environment for open discussion of issues relevant to postdocs, debate the policies, and vision of NUPA. The NUPA Executive Committee and subcommittees will hold regular meetings, at least monthly, and can call special meetings as needed and approved by a majority of the members.

Section 2: Reporting
The NUPA will prepare an annual report for its activities and present it at the Advisory Board meeting. The Executive Committee is responsible for putting together the general year-end report for NUPA at the conclusion of the Executive Committee’s term.

Section 3: Budget
The Executive Committee shall prepare an annual budget request to support annual programming in assistance with subcommittees, in NU approved format. The budget request shall be submitted to the Office of Research/The Graduate School for annual funding in advance of their annual budget submission deadline.

Section 4: Elections
A. Elections for all Executive Committee and permanent Sub-committee Chair positions will be held once per year between the months of April and May, with oversight provided by the Executive Committee and the Advisory Board.

B. Nominations for positions shall be solicited from the entire postdoctoral community prior to the election. The Executive Committee shall conduct an initial review and approve all nominations by a majority vote.

C. Biographical information concerning the approved nominees shall be published at or before the election.

D. Voting shall then be opened to all NUPA Active Members. Voting will remain open for fourteen (14) days. The ballot may be distributed in-person or with virtual methods including but not limited to mail, website, e-mail, etc. A plurality of votes cast shall carry a result.
E. Election results will be published for the entire postdoctoral community.

Section 5: Amendments

Amendments may be made to these Governance Guidelines by a two-thirds (2/3) majority vote of the Executive Committee after a 2-week period for public discourse and discussion on proposed amendments by all NUPA Members.