I. Name
   A. The name of this organization shall be the Dartmouth College Postdoctoral Association (DCPDA).

II. Vision and Mission Statement
   A. For and governed by postdoctoral scholars, the Dartmouth College Postdoctoral Association aims to aid in the professional development of its members, foster a sense of community and identity among them, and enhance their overall experience at Dartmouth College and its associated facilities, including the Dartmouth-Hitchcock Medical Center (herein referred to as “Dartmouth College” or “Dartmouth”).
   B. History: Before 2008, the College lacked a centralized resource to meet the needs of postdocs. The DCPDA was formed as an institutionally recognized society where postdocs could network, share professional experiences, and receive professional training and counseling for academic and non-academic career options.
   C. Postdoctoral scholars comprise a vital and significant part of the academic community. The purpose of the DCPDA is to give each and every postdoc an opportunity to succeed according to their individual wants and needs, whether it is to increase their network, participate in social activities, or benefit from the training/career enhancement seminars the association will plan and/or sponsor.

   To that end, the goals of the DCPDA are to:
   1. Foster institutional recognition of postdocs as a group associated with the College.
   2. Enable connections between postdoctoral scholars to create a community network at Dartmouth College.
   3. Advocate for constructive changes across campus to better serve the needs of Dartmouth Postdocs in terms of research, teaching, training, professional development, and well-being.
   4. Encourage inclusion and diversity among all postdoctoral scholars at Dartmouth College, and advocating on their behalf to achieve a supportive and enriching environment.
   5. Act as a collective voice and liaision between Dartmouth postdocs and College entities that interact with or impact the postdoctoral community.
   6. Connect DCPDA with national organizations such as the National Postdoctoral Association.
7. Create a centralized resource for postdocs to find personal, professional, and career resources needed to succeed within and outside of academia.
8. Equip postdocs with the tools needed to find and obtain satisfying and fulfilling careers within or outside of academia.

III. Membership
A. A postdoctoral scholar is defined by Dartmouth as an individual who has received a doctoral (or equivalent) degree and is appointed for a limited period of time of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path. The primary purpose of a postdoctoral scholar is to engage in advanced study and training; in some cases teaching may be part of that training.
B. There are three types of members within the DCPDA:
   1. **Member**: All postdoctoral scholars who have a current appointment at or affiliation with Dartmouth College are automatically Members of the DCPDA.
   2. **Active Member**: Active Members of the DCPDA are those who regularly attend Board meetings (3+ months) and have participated in the organization and implementation of DCPDA events and initiatives.
   3. **Executive Board Member**: Executive Board Members shall be elected as either Co-president or Board Member as described in Section IV.

IV. Organization and Governance
A. The DCPDA shall have an Executive Board consisting of two (2) Co-Presidents and no less than three (3) and up to eight (8) Board Members, in addition to all Past Presidents that still meet the definition of a postdoc, unless removed by the process outlined in Section VI.
   1. A call for new members will be made when there are fewer than six Executive Board members.
   2. The number of Board Members can be expanded or reduced as needed following the Amendments procedure outlined in Section VIII.
B. Preferably, the Co-Presidents should consist of a returning President and a newly appointed President in order to maintain institutional knowledge.
C. The Co-Presidents and Board Members may remain active in the DCPDA until resignation, removal as provided for in Section VI, or loss of postdoctoral status. There are no term limits.
D. Members of the Executive Board may vacate their positions at any time by providing a formal notification to the other members of the Board two (2) months in advance (or as soon as reasonably possible).
E. The Co-Presidents and Board Members shall be current postdocs having been active members of the DCPDA for at least three (3) months and with at least six (6) months remaining as a postdoc at Dartmouth College at the time of election (to the best of their knowledge). Exceptions can be made if there are no interested postdocs who meet these qualifications.
F. A postdoc wishing to fill an open position in the Executive Board needs to express interest at one of the Board meetings and via email to the Executive
Board or through the nomination form after the announcement of an open position. Nominations for these roles can be put forth by the postdoc seeking the position or another postdoc.

G. All members of the Executive Board shall affirm their commitment to the DCPDA by running for annual elections open to all DCPDA members to be held each Fall Term. All candidates should be elected by a simple majority. Ballots will be cast by all members in attendance who are not in the running for the specific position in an open vote at the next meeting for selection.

1. If more than the maximum number of candidates for a position, as defined by Section IV.A, run and receive votes, the candidates with the most votes will be elected to the Board until the maximum number is reached. In the event of a tie for the last eligible position, all members in attendance who are not in the running for the specific position will vote for one of the tying candidates.

H. Any postdoc can attend DCPDA Board meetings upon sending an email of interest to the DCPDA.

I. Board meeting time/location shall be determined at the beginning of each term via email with the current Executive Board, and other Active DCPDA Members.

J. The Executive Board will work in collaboration with the Guarini School of Graduate and Advanced Studies.

V. Duties of the Executive Board

A. The DCPDA Executive Board shall oversee the creation and management of activities, partnerships, campus relationships, and overall vision of the DCPDA in accordance with its mission.

B. The DCPDA Executive Board shall collaborate to fairly distribute specific duties and responsibility among its members. The Board shall reallocate duties as needed, including upon the appointment of a new member.

C. The Co-Presidents will be responsible for the following duties:

1. Facilitate and preside over DCPDA Board meetings, including setting the agenda and the Board meeting time/location;
2. Serve as the official DCPDA representative for communications (e.g., campus administration and departments, other postdoc associations);
3. Oversee the timely appointment of new members of the Executive Board.

D. The Executive Board at large will be responsible for the following duties:

1. Organizing regular social and professional events;
2. Welcoming incoming postdocs;
3. Maintaining communications across campus;
4. Approving representation on committees and councils of Dartmouth College as requested;
5. Other duties as needed to serve the postdoc community.

VI. Executive Board Removal and Vacancies

A. Neglect of responsibilities or violations of the Dartmouth ethics codes by Co-Presidents and Board Members may result in removal from the position held.
B. A vote of the all DCPDA members in attendance at an open Executive Board meeting will be used to determine if any member who has neglected their responsibilities or violated the ethics code may be removed from the position held. A simple majority shall suffice for removal.
   1. Failure to attend 3 consecutive meetings without timely notice of a conflict deemed worthy by other Board Members shall trigger a vote of removal. At the time of the third absence, the Co-Presidents shall notify the Board Member that a removal vote will occur at the subsequent meeting and be given the option to resign.

VII. Rights and Obligations
   A. All Dartmouth postdocs shall have the right to petition the Executive Board with respect to any matter of relevance to the purpose of the DCPDA; nominate or be nominated for positions on the Executive Board; propose policy initiatives to the Executive Board; propose amendments to the DCPDA bylaws; and attend the Board meetings.

VIII. Amendments to the Bylaws
   A. At the first Executive Board meeting in the calendar year, an annual vote of all DCPDA members in attendance shall be held to accept the bylaws.
   B. The bylaws can be reviewed at any time.
   C. Proposed changes to the bylaws can be made by any DCPDA member. The proposed changes shall be presented via email to the Executive Board members and voted upon at the next meeting.
   A. A motion to accept or amend the bylaws shall be approved if it receives a majority vote of DCPDA members in attendance, either in person or virtually.

IX. Ratification of the Bylaws
   A. The original bylaws became effective upon ratification on July 28, 2021.