

BYLAWS of the
LOS ALAMOS POSTDOCTORAL ASSOCIATION
at LOS ALAMOS NATIONAL LABORATORY

ARTICLE I

Mission

The mission of the Los Alamos Postdoctoral Association (LAPA) shall be to foster a sense of community among the postdoctoral research staff, to advocate for and be the representative voice of the postdoctoral community, and to provide career development information to its members.

ARTICLE II

Members

Section 1. General Members: Any person currently holding a non-permanent postdoctoral research position (or equivalent) at Los Alamos National Laboratory (LANL) is a member of LAPA. All General Members are invited to attend and speak at the biannual General Assembly (GA) meetings and are permitted to vote for the Executive Officers. General Members can attend the monthly LAPA Leadership meeting, and raise topics for discussion by submitting an e-mail request to the president ahead of time.

Section 2. Alumni and Honorary Members: Alumni membership is granted to all former LANL postdoctoral researchers. Additionally, upon the proposal of a General Member, and by a 3 out of 4 vote of the LAPA officers, honorary membership may be conferred. Alumni and Honorary Members shall not be permitted to make motions, vote, or hold office but may be sought for advice if necessary.

ARTICLE III

Officers

Section 1. Elected Executive Officers: The officers of LAPA shall include a President, a Vice President, a Secretary, and a Treasurer, who will hold office for 6 months. All General Members are eligible for nomination to any officer position, provided that they intend to remain as a postdoc at LANL for the duration of their term.

Section 2. Nomination and Election Procedure: Elections will be held once every 6 months during the biannual GA meetings. Only presiding LAPA officers, committee chairs, and division representatives can nominate postdocs for an officer position. Nominees shall be present at the GA meeting (except for extraordinary circumstances where the absence can be approved by the President) and shall give a nomination statement. Elections will be held during the following meeting. Members may vote in absentia by notifying the Postdoc Program Office prior to the meeting, or votes may be solicited by email. If there is only one nominee per position, the general vote may be bypassed and the new officers announced directly. As a last resort when there are insufficient nominations and any current officers are

unable or unwilling to stay in office, any General Member(s) may agree to assume the vacant officer position(s).

Section 3. Term Limits: No member shall hold more than one office at a time, or shall serve more than two terms in the same office. If an officer must leave office before the normal end of term, any member may be nominated or self-nominate to fill the vacancy, and then be voted in at the next Leadership meeting.

ARTICLE IV

Duties of Officers

Section 1. President: The President will preside over and set agendas for the monthly Leadership meetings and the biannual GA meetings. The President shall serve as the liaison to other organizations and to Laboratory Management, and shall initiate and approve LAPA events.

Section 2. Vice-President: The Vice President will support all of the duties of the President and assume those duties, or those of the other officers, in their temporary absence. The Vice President will summarize the activities and plans of LAPA in a report to the General Members during the biannual meetings. The report will include completed business, ongoing business, and plans for the subsequent six months, with addenda as needed.

Section 3. Secretary: The Secretary will communicate meeting notices, seminar and activity announcements, and meeting agendas via e-mail, and keep records of monthly Leadership and biannual GA meetings. Additionally, the Secretary shall distribute monthly newsletters outlining LAPA news and events.

Section 4. Treasurer: The Treasurer will administer LAPA cost codes and accounts, keep records of the association's financial dealings, work with the Postdoc Program Manager to create a budget, and pursue funds available to LAPA.

ARTICLE V

Committees

Section 1. Committee Membership: Standing membership is open to all members of LAPA. The members of the committees shall elect the chairperson of their respective committee every six months except for the career committee whose chairperson is elected for a year. Each Committee Chair will provide a report of committee meetings during Leadership meetings, and will report during the biannual meetings.

Section 2. Policy Committee: This Committee shall meet at least twice per year to review any issues or concerns related to postdoctoral life at LANL. It will be in charge of maintaining the relevance of the bylaws to the Association, suggesting bylaw amendments to the officers if any are deemed necessary. The Policy Committee shall provide analysis of the legality and the integration of any proposed amendment prior to a vote to ratify by the officers, and shall be responsible for interpreting the bylaws when a question of interpretation arises.

Section 3. Communication Committee: This Committee shall publicize LAPA activities and be LAPA's voice to the postdoctoral community. The Communication Committee shall provide the majority of the newsletter content for the Secretary to distribute.

Section 4. Social Committee: This Committee shall organize and manage social events, and encourage cultural diversity in social events and committee membership.

Section 5. Career Committee: This Committee shall inform the General Members of career opportunities both internal and external to LANL and organize career development activities and workshops. Duties shall include conducting the annual Career Fair and Postdoc Research Day, and organizing seminars which will address options in industry, academia, and conversion to permanent staff.

ARTICLE VI

Meetings

Section 1. Leadership Meetings: A monthly Leadership meeting will be held to discuss all business matters of LAPA and to facilitate communication between the officers and committees. Any LAPA member may attend, or request to be included in the regular agenda by writing to the President. A summary of each meeting will be published in the newsletter.

Section 2. Social and Career Events: A social event or a career-related seminar or workshop will be held on a regular basis. These events will be advertised at least two weeks in advance. During the selected activity, announcements will be made to keep the attendees abreast of LAPA affairs and events.

Section 3. Biannual Meetings: The regular meetings on the second Wednesdays of May and November shall be known as the biannual General Assembly meetings, and will include a report of activity within the last six months from officers and committee chairs delivered by the Vice President. This meeting will include a catered breakfast or lunch.

ARTICLE VII

Amendment of Bylaws

These bylaws may be amended at any LAPA Leadership meeting after discussion by the Policy Committee. The Amendment must be proposed in writing by the Policy Committee Chair, and the proposal to amend must receive a majority vote of the LAPA officers at the next meeting.