

Dalhousie Postdoctoral Society (DPS)

Constitution

March 2019

Dalhousie Postdoctoral Society Constitution

1. Name of the Society

- 1.1. The name of the organization shall be the “Dalhousie Postdoctoral Society” and the accepted abbreviation shall be “DPS”, hereinafter referred to as the “Society”.

2. Objectives of the Society

The objectives of the Society shall be:

- 2.1. To represent postdoctoral fellows at Dalhousie University at the levels of faculty and university administration;
- 2.2. To represent Dalhousie postdoctoral fellows at the National level via representation in the Canadian Association of Postdoctoral Fellows (CAPS);
- 2.3. To promote career development and transition;
- 2.4. To provide a social network for postdoctoral fellows;
- 2.5. To promote a healthy relationship to faculty and students in the different University departments;
- 2.6. To promote the involvement of postdocs within the different University faculties and departments;
- 2.7. To promote an awareness of the Society and the resources available to its members.

3. Definitions

In this constitution:

- 3.1. **AGM** – means Annual General Meeting of the Society.
- 3.2. **Council** – means the body of executive members and elected representative(s) of the Society.
- 3.3. **Councilor** – means the executive(s) and elected representative(s) of the Society.
- 3.4. **Executive** – means an elected member of the Society with the right to act on behalf of the society, in particular the President, Vice-President immediate Past- President and Secretary.
- 3.5. **Membership** – means members of the Society.
- 3.6. **Plurality Vote** – means a method of voting where the candidate or resolution receiving the largest number of votes is elected or selected.
- 3.7. **Postdoc** – means postdoctoral fellow and scholars at Dalhousie University, and employees performing postdoctoral duties (e.g. research associates).
- 3.8. **Recall** – means to remove a person from office, leaving that office vacant.
- 3.9. **Simple Majority** – means a method of voting where the candidate or resolution receiving 50% plus one (1) of votes is elected or selected OR in group representation, where 50% plus one (1) of affiliated individuals are present.
- 3.10. **Society** – means the Dalhousie Postdoctoral Society.
- 3.11. **University** – means Dalhousie University, Halifax, Nova Scotia.
- 3.12. In this constitution and in all other By-Laws or Regulations hereafter enacted, unless the context requires otherwise, words importing the singular number shall include the plural number, and words importing one gender shall include the other.

4. Membership

- 4.1. The Members of the Society are Dalhousie postdoctoral fellows of all faculties and their departments.

5. Applications of Laws, Rules and Bylaws

- 5.1. Executives of the society shall be subject to:
 - 5.1.1. All laws affecting the Society;
 - 5.1.2. These bylaws; and
 - 5.1.3. Rules made from time to time by the Society in a Council Meeting.
- 5.2. The Council may at any time appoint a member as an Executive to fill a vacancy.
- 5.3. An act or proceeding of the Executive is not invalid merely because there is less than the full number of Executives in office.

6. Council Meetings and Proceedings

- 6.1. Council meetings shall be held at the time and place as set by the Executives.
- 6.2. Council meetings shall be held no less than every three (3) months.
- 6.3. All general meetings of the Society are open to the entire membership.
- 6.4. Each member in attendance has one (1) vote.
- 6.5. Questions arising at a Council meeting shall be decided by a simple majority vote of all the members present in favor to pass.
- 6.6. If the Secretary is absent from a Council meeting, the members present shall appoint another person to act as Secretary for that meeting excluding the President and Vice-Presidents.

7. Annual General Meeting and Proceedings

- 7.1. The AGM shall be held at least once every twelve (12) months.
- 7.2. The date for the AGM shall be set two (2) weeks in advance.
- 7.3. Notice of the AGM shall be given to Members one (1) week prior to the meeting.
- 7.4. The Executive shall be elected at each AGM.
- 7.5. The following constitute special business and shall only be conducted at the AGM:
 - 7.5.1. Amendments of the constitution;
 - 7.5.2. Report of the executives; and
 - 7.5.3. Election of the Council.
- 7.6. Questions arising at an AGM shall be decided by a simple majority vote of the Members present.
- 7.7. Members of the Society are entitled to one (1) vote.
- 7.8. Members must be present at the AGM to vote.

8. Duties of Council

- 8.1. The Council of the Society shall be responsible and accountable to the Membership;
- 8.2. Members and duties of the Council shall be:
 - 8.2.1. The **President**, who shall:
 - 8.2.1.1. Be the Chief Executive Officer and responsible for the administration of the Society;
 - 8.2.1.2. Supervise the other Executives in the execution of their duties;
 - 8.2.1.3. Act as postdoctoral representative on the Faculty Council for the University's Faculty of Graduate Studies;
 - 8.2.1.4. Act as principal organiser for the annual Postdoctoral Research and Appreciation Day (if taking place);

- 8.2.1.5. Administer the Constitution;
- 8.2.1.6. Call all meetings of the Society which shall be called no less than one (1) day prior to the meeting;
- 8.2.1.7. Be the official spokesperson of the Society;
- 8.2.1.8. Be responsible for the ratification of the Society by the University.

8.2.2. The **Vice-President** who shall:

- 8.2.2.1. Perform the duties of the President in the absence or disability of the President;
- 8.2.2.2. Assist in the coordination and long term planning of the activities of the Society; and
- 8.2.2.3. Perform other duties as directed by the President.

8.2.3. The **Secretary**, who shall:

- 8.2.3.1. Record and submit an accurate account of the proceedings of the Society's meetings;
- 8.2.3.2. Have charge of the books, records, and papers of the Society;
- 8.2.3.3. Post the minutes of all Society meetings, on the website and or/via e-mail, no later than seven (7) days after the meeting; and
- 8.2.3.4. Perform additional duties as recommended by the Executive.

8.2.4. The **immediate Past-President**, who shall:

- 8.2.4.1. Serve as a member of the executive committee;
- 8.2.4.2. Share ideas, guidance and expertise with the Executive Committee; and
- 8.2.4.3. Assist the Executive committee, as requested.

8.3. Optional positions within the Society are:

8.3.1. **Campus Representatives**, who shall:

- 8.3.1.1. Attend all meetings of the Society;
- 8.3.1.2. Return information from the individual departments or faculties and relay events to them; and
- 8.3.1.3. Act as the liaison between their campus departments or faculties and the Society.

8.3.2. The **CAPS representative**, who shall:

- 8.3.2.1. Represent Dalhousie University at the National level;
- 8.3.2.2. Regularly update the Executive Committee on issues affecting postdocs at the National level; and
- 8.3.2.3. Attend the national CAPS and/or CAPA Meeting (remotely or in person if funding is available).
- 8.3.2.4. The CAPS representative may be the same person as the Union representative (see 8.2.7)

8.3.3. The **Union representative**, who shall:

- 8.3.3.1. Liaise with the Dalhousie Postdoctoral Union, specifically regarding society member concerns, issues and questions;

- 8.3.3.2. Regularly update the Executive Committee on issues affecting postdocs at Dalhousie University; and
- 8.3.3.3. Attend all meetings of Dalhousie Postdoctoral Union.
- 8.3.3.4. The Union representative may be the same person as the CAPS representative (see 8.2.6)

9. Nominations and Elections

- 9.1. Election of the Council of the Society shall proceed sequentially in the following order:
 - 9.1.1. President
 - 9.1.2. Vice-President
 - 9.1.3. Secretary
 - 9.1.4. Canadian Association of Postdoctoral Scholars (CAPS) representative
 - 9.1.5. Union Representative
 - 9.1.6. Campus representatives (IWK, Studley, Sexton, Carleton and Agricultural College)
- 9.2. Nominations shall be accepted from the floor or by contact with any executive member prior to the meeting.
- 9.3. Any member of the Society may run for office.
- 9.4. No member may hold more than one Council position of the Society during the same term (except for the CAPS and Union representatives, which may be the same person).
- 9.5. If a candidate is not elected for a given position, they may be nominated for a position for which voting has not taken place.
- 9.6. An executive's term shall run from an AGM to the subsequent AGM.
- 9.7. Any Council position(s) not filled by the commencement of the fall term shall be nominated from and elected by Society members at the first Society meeting to be held no later than the end of the first month of the fall academic term.

10. Election Voting Procedures

- 10.1. Members of the Society are entitled to one vote.
- 10.2. Members must be present to vote.
- 10.3. Voting may be conducted by show of hand, unless secret ballot is requested by one or more members.
- 10.4. An unopposed candidate shall be appointed by a simple majority on a yes/no ballot.
- 10.5. A plurality vote will determine the elected candidate of any contested council position.
- 10.6. In the event of a tie, the members present will re-vote.
- 10.7. In the event of another tie, only the outgoing council will vote.

11. Impeachment of Councilors

- 11.1. A request to impeach a member of the Council must be signed and submitted in writing to a member of the Executive, excluding the member against whom the request for impeachment has been made.
- 11.2. The request for impeachment is to be reviewed by the Executive, excluding the member against whom the request for impeachment has been made, at an

- Executive meeting held no later than one (1) week after receipt of the request for impeachment.
- 11.3. The impeachment is to be voted on by all attending members of the Society at a General meeting held no later than three (3) weeks following receipt of the request for impeachment.
 - 11.4. It is at the discretion of the Executive to hold elections to replace impeached members.
 - 11.5. If the President and/or Vice-President(s) are impeached, these positions are to be nominated and elected by Society members at a General meeting to be held no sooner than two (2) weeks following the impeachment.

12. Constitutional Amendments

- 12.1. Notice to amend or change any provision within the constitution must be given to Council members at least seven (7) days prior to a Council meeting.
- 12.2. After approval by Council, the amendment must be approved by the general Society Membership. This approval may be granted by means of a vote at an AGM with a 2/3 majority or through an e-vote sent off to the society's mailing list.
 - 12.2.1. In case of an e-vote, the voting period must be at least one week and secret ballot must be possible. Approval may be granted by means of a 2/3 majority of all e-vote responses.
- 12.3. The amended constitution shall be distributed to the Members of the Council and the Faculty of Graduate Studies.