



FLORIDA INTERNATIONAL UNIVERSITY

## Postdoctoral Association Bylaws

Adopted January 2021

## **Bylaws of the Florida International University Postdoctoral Association**

### **History**

The Florida International University Postdoctoral Association (FIUPAS) is founded in 2020 to promote a community among Postdoctoral Scholars at Florida International University (FIU). FIUPAS is governed by the Council. A Postdoctoral Advisory Board was first formed in the Fall of 2018 by the FIU Office of Postdoctoral Scholar Services. With the establishment of FIUPAS in January of 2021, the Postdoctoral Advisory Board was replaced by the FIUPAS Council. The Council addresses issues related to Postdoctoral Scholars at FIU. The Council functions in advocacy and helps to maintain a social structure within the postdoctoral community.

### **Article I: General**

#### **Section 1: Mission**

- A. The mission of FIUPAS is to enrich the Postdoctoral experience at FIU, to enable Postdoctoral Scholars to explore opportunities, and to empower Postdoctoral Scholars to become leaders in areas of their choice.
- B. The Council represents and advocates for the best interests of *all* FIU Postdoctoral Scholars. Primary goals of the Council include the following:
  1. To develop social and networking opportunities for Postdoctoral Scholars from all disciplines, in the interest of fostering a community of postdocs at FIU.
  2. To promote inclusion and representation of all postdoctoral fellows and advocate for a postdoctoral community that better reflects the diversity that is crucial for research and other progress.
  3. To work with University Administration to optimize the postdoctoral experience.
  4. To strive for the professional enrichment and development of Postdoctoral Scholars.
  5. To identify faculty allies/ champions for enhancing postdoctoral training.
- C. The members of the Council will act as a liaison to the postdoctoral population at large and represent the interests of Postdoctoral Scholars to the Office of Postdoctoral Scholar Services and to FIU by representing Postdoctoral Scholars on University committees and governing bodies when requested.

#### **Section 2: Membership of Registered Postdoctoral Scholars**

All Postdoctoral Scholars at FIU are members of FIUPAS. At FIU, a postdoctoral scholar is defined as an individual who is employed by FIU or by another primary employer but carrying out postdoctoral functions at FIU, has recently received a Ph.D. degree or equivalent (e.g., Sc.D., M.D.), and is engaged in a defined period of mentored research and/or advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path.

#### **Section 3: Non-Discrimination and Diversity Statement**

These Bylaws, the Council, the elected officers, and all ad hoc committees formed for special initiatives, shall not discriminate against any individual or organization on account of race,

gender identity or expression, religion, age, disability, ethnicity, nationality, sexual orientation, marital status, veteran status, and/or any other legally protected status. FIUPAS seeks to promote diversity and ensure equal opportunity and inclusion for all Postdoctoral Scholars, across all FIU schools and colleges, in the membership, leadership, and activities of FIUPAS.

#### **Section 4: Conflict of Interest**

- A. The members of the Council and any FIUPAS Committees are expected to avoid any actual or apparent conflict between their own individual personal or professional interests and the interests of FIUPAS. The members of the Council and FIUPAS Committees shall act at all times in the best interests of FIUPAS. This means setting aside personal self-interest and performing their duties in transaction of the affairs of FIUPAS in such a manner that promotes confidence and trust in the integrity, objectivity and impartiality of the Council and the Committees.
- B. The Conflict of Interest policy described in Section 4, Part A is in place to protect both the individual and FIUPAS from accusations of improper conduct. As such, all members of the Council and FIUPAS Committees are expected to respect the Conflict of Interest policy and should feel personal responsibility for self-monitoring.

### **Article II: Officers of the Postdoctoral Council**

#### **Section 1: Council Offices**

- A. Each member of the Council is eligible to occupy one of the Council's Offices.
- B. The Council Officers consist of at least one but not more than two members in each of the following roles: Co-Chairs, Events Coordinator, Outreach and Advocacy Coordinator, Diversity officer, Treasurer, and Communication Officer.
- C. In the event that an officer position on the Council cannot be filled, the Co-Chairs must:
  - (a) take on the responsibilities of that role until an officer is found or
  - (b) delegate the tasks to a member of the Council. If either or both Co-Chair positions cannot be filled, the Events and Outreach and Advocacy Coordinators will share the extra responsibilities and may delegate additional responsibilities among the Council.
- D. The Council shall make sure the Council decisions are executed. The Council shall have those powers and responsibilities listed in these Bylaws. Unless otherwise specified, all Council decisions shall be made by consensus.
- E. The Council shall have the power to create committees.
- F. The Council has the discretionary power to handle incoming requests from FIUPAS members or outsiders.
- G. The Council shall ensure that the following information is available to all members of FIUPAS: These Bylaws, the approved minutes of Council meetings, the names and titles of all Council members. Any proprietary business information or non-publicly available employee information related to Florida International University shall not be made available to anyone.

- H. . They represent FIUPAS at the bi-annual Postdoctoral Scholar welcoming sessions hosted by the Office of Postdoctoral Scholars Services,
- I. Ensure that necessary materials are available for council elections (digital ballots) and Council meeting voting (paper ballots, writing utensils). Tabulate votes and report voting totals during the meeting in which voting took place.

## **Section 2: Co-Chairs' Responsibilities**

- A. Oversee the operations of the Council and FIUPAS Committees. This includes coordinating with the Treasurer to produce the Association Annual Report, the financial statement and budget proposal (Article VI Section 2) and to schedule, set the agenda, and facilitate Council meetings.
- B. Serve as the primary contact for FIU Administration. The Co-Chairs serve as the liaisons to postdoctoral associations at other Universities.
- C. Oversee the timely appointment and/or election of new members and notification of vacancies on the Council to the community at large.
- D. Conduct and report an annual survey on the state of postdoctoral life with the Office of Postdoctoral Scholars Services.
- E. Outline the current status of FIUPAS and summarize its goals for the upcoming year in an address to the Council, to be given between August and September.
- F. Record minutes at each Council meeting. Distribute minutes to Council members after each meeting (1-week time frame). Obtain approval of the Council meeting minutes from the Council. Ensure that approved minutes become generally accessible.
- G. Organize, handle and coordinate FIUPAS documents, including a record of Council meeting attendance. Refer to the Bylaws at elections. Schedule rooms for Council meetings. Handle letters of appointment to the Council.
- H. Work jointly with the Outreach & Advocacy Coordinator to lead short orientations for new council members at least annually. This includes providing new members with the welcome packet and providing new members with avenues to volunteer their time.
- I. Ensure that information from meetings is communicated to all Postdoctoral Scholars. This includes but is not limited to: providing the Communications coordinator with documents to post on the website and sending approved minutes by email.
- J. Review and update Bylaws in consultation with the Council annually in January (Article VII Section 4A).
- K. The Co-Chairs may delegate any of these duties to other members of the Council

## **Section 3: Events Coordinator(s)' Responsibilities**

- A. Work closely with FIUPAS committees and committee chairs to establish a workflow for organizing events.
- B. Keep an updated list of volunteers (from the members) and work to recruit more volunteers.
- C. Make and maintain contact with other postdoc associations to organize events during National Postdoc Appreciation Week (NPAW) or at any other time during the year.
- D. Schedule or coordinate events (e.g., social meetings) on a monthly basis, checking for any coinciding event with other similar events at FIU.
- E. Work with the Outreach and Advocacy Coordinator(s) and Communications officer for advertising, and the Treasurer to determine allocated budget for each event.
- F. Outline and maintain a tentative yearly calendar of FIUPAS events, including annual events (Postdocs' Orientation, End of Semester Hot Chocolate Social) and monthly events (Postdoc Socials) for the I Council's reference.

#### **Section 4: Outreach and Advocacy Coordinator(s)' Responsibilities**

- A. Work closely to gather data to facilitate identification of the postdoc issues or concerns informally (anecdotal) or formally (survey).
- B. Develop yearly needs assessment survey and work with data from survey (Article II Section 2D).
- C. Keep an updated list of Special Advisors to the Council (Article III Section 3D) and faculty/administration members who may be willing to assist in the Council's efforts (e.g., by giving talks, serving as a point person for postdocs in a department or college, contribute to event planning) (in addition to the Advisory Board - Article VII Section 2).
- D. Be informed about any administrative committees and faculty committees that welcome postdoc representation and advise Co-Chairs around proposals to the postdoctoral office as well as other committees.
- E. Coordinate efforts to gain more visibility for postdoc work/value across campus.
- F. Coordinate outreach and advocacy efforts with other communities on campus and at other institutions (i.e., graduate and undergraduate students, university departments, other postdoc associations).
- G. Create and maintain a general workflow for directing advocacy efforts, updated at least annually by each outgoing Outreach and Advocacy Coordinator.
- H. Work jointly with the Co-Chairs to hold a short orientation for newly elected members of the Council.

#### **Section 5: Diversity Officer Responsibilities**

- A. Assist in the development and maintenance of FIUPAS resources on diversity, including coordinating with FIU's Office to Advance Women, Equity, & Diversity.
- B. Connect members of FIUPAS with FIU organizations and initiatives that support diverse populations.

- C. Advocate for increased diversity among postdoctoral scholars, ensuring the needs of underrepresented groups are addressed.
- D. Identify and share relevant campus workshops & trainings on diversity & inclusion to FIUPAS members.
- E. Maintain and expand relationships with schools, departments and other postdoctoral associations that have an interest in diversity issues and policies.
- F. Monitor external policies and developments on diversity issues.
- G. Address community inquiries on the FIUPAS policies related to diversity & inclusion and recommended practices on increasing and maintaining diversity within the postdoc community.
- H. Work with the event coordinator(s) to organize socials dedicated to bringing together diverse communities within the postdoc association.

### **Section 6: Treasurer's Responsibilities**

- A. Manage the FIUPAS budget and act as a liaison with the Office of Postdoctoral Scholars Services for financial matters. The Treasurer is responsible for financial oversight, compliance and disbursement, in accordance with the approved budget allocation limits and University policy.
- B. Draft negotiate (with the Co-Chairs), and present (with the Co-Chairs) an annual budget proposal to FIU's Office of Research and Economic Development's Director of Research Development for the upcoming academic year, due March 1<sup>st</sup> annually. The Treasurer will report to the Council the approved budget.
- C. Present annually to the Council the financial statement of the previous year and the budget proposal (Article VI Section 2). The Council shall approve these documents by majority vote.
- D. Prepare a quarterly financial report of revenues and expenses of the account to the Council, which the Co-Chairs will present to ORED's Director of Research Development.

### **Section 7: Communication Officer(s)' Responsibilities**

- A. Negotiate responsibilities to maintain FIUPAS website and social media accounts, including
  1. Posting events
  2. Uploading important documents as they are updated
  3. Keeping accounts up to date, including sharing news, photos, and membership
  4. Monitoring social media contributions, inquiries, and membership requests
- B. Post FIUPAS fliers around campus as needed.
- C. Manage outgoing communications of the Council. The Council will communicate to the postdoctoral community from a centralized mailing account (MAILING ACCOUNT ADDRESS). All active officers will receive access to this account. Outgoing mails will be signed in name by all active officers.

- D. Oversee all official outgoing email communications by managing the common email account and the email lists of FIUPAS, which includes
  - 1. Ensuring timely and accurate replies to incoming emails by notifying responsible officers or via a meeting agenda item. The Communication & Outreach Officers may reply in order to acknowledge the incoming email was received.
  - 2. Ensuring, along with co-chairs that everybody in FIUPDA is up to speed with the important current affairs.
- E. When indicated, coordinate communication with Office of Postdoctoral Scholar Services

### **Article III: The Postdoctoral Council**

#### **Section 1: Members of the Council**

- A. FIUPAS Council shall be composed of a minimum of 6 and a maximum of 10 total seats.
- B. **All members of FIUPAS are eligible to run for vacant Council seats.**
- C. The membership of the Council should strive to be representative of the Postdoctoral Scholar distribution across the eleven colleges and schools at FIU.
- D. If the Council has more volunteers than open slots, new members will be recruited by elections with consideration given to the current needs of the Council (see Article V).

#### **Section 2: Responsibilities**

- A. The Council holds the overall responsibility for FIUPAS' operations with guidance from the Office of Postdoctoral Scholar Services.
- B. Council members must attend more than half of the scheduled meetings in a year of service on council. Excused absences should be coordinated with the **Co-Chairs** in advance of the meeting. Excused absences will not be considered a missed meeting.
- C. In addition to attending council meetings, council members must significantly contribute to FIUPAS activities and the well-being of postdocs at FIU. Examples of significant contribution include volunteer to help at one or more FIUPAS activities or actively contribute to a FIUPAS initiative or subcommittee.
- D. Council members must ensure that pertinent information is disseminated to the postdoctoral population at large. They will communicate concerns to the Council from those Postdoctoral Scholars that they represent and hold informal meetings with Postdoctoral Scholars, as necessary.
- E. Council members must inform Postdoctoral Scholars of special events and help organize as needed.

#### **Section 3: Term Expiration**

- A. **Appointments to the Council are for one year, confirmed by a letter of appointment or email.**
- B. Members who are no longer able to execute their tasks shall notify the **Co-Chairs** in writing.

- C. If a member fails to attend 3 meetings in a row, without prior notification to the **Co-Chairs**, they will be notified in writing by the **Co-Chairs** that they are no longer an active member of the Council.
- D. Active Members of the Council who have participated may choose to serve for a second year as active Council officers with re-election or to become Special Advisors following their term in office. Second-year Council officers and/or Special Advisors would facilitate continuity from one Council administration to the next and provide advice to the FIUPAS and the Council as needed.

#### **Section 4: Leave of Absence from Council**

A council member shall be permitted to take a leave of absence from FIUPAS Council during maternity/baby bonding leave, physical or mental health, family matters, or other extenuating circumstances. A council member on leave shall retain their position on council upon their return, but their seat is not counted towards quorum during their period of absence. The Council can appoint a substitute to serve on any committees or in any position that requires attendance while the council member is away on leave; however, the council member will resume all these positions once they are back from leave. Notice that a leave of absence should be submitted to the **Co-Chairs**, should define the estimated period of absence (start and end dates) and identify any positions that would require a substitute during this absence; such requests do not require a vote of approval from Council.

#### **Section 5: Meetings of the Council**

- A. The **Co-Chairs** and the Office of Postdoctoral Scholar Services may call meetings of the Council. Adequate public notice must be given for each meeting.
- B. Quorum for Council meetings shall consist of at least half of the non-vacant seats. If a quorum is not present, following reasonable notification for a second meeting, proposed motions may be voted upon with fewer members than a full quorum attending.
- C. Votes that concern FIUPAS members will be done anonymously by paper voting slips. Council members can abstain from voting. Votes that concern missions, plans, and other impersonal items can be done by show of hands, as the Council sees fit.
- D. Council meetings shall be scheduled the first week of each month. Additional Council meetings can be called as need arises. The Council shall be given adequate notice of planned meetings.
  - 1. The majority of meetings shall take place in a central campus location such as the MARC building or digitally via remote meeting programs such as Zoom or Microsoft Teams.
  - 2. The Council will announce Council meeting dates to all FIUPAS members with the goal of welcoming members to communicate topics they would like the Council to discuss during Council meetings. Additional agenda items can be recommended to the **Co-Chairs** by any FIUPAS member up to one week before the meeting.
  - 3. FIUPAS members (not part of the Council) may be invited to attend Council meetings at times when the Council deems it would be helpful for the non-Council member(s) to share their concerns in person during Council meetings. However, FIUPAS members would be eligible to vote only when they are members of the Council.

4. Council meetings last no longer than 1 hour. Unfinished business will be relegated to the next meeting.

#### **E. Order of Business**

1. Agendas and supporting documents will be distributed in advance of all scheduled meetings.
2. Determination of quorum by the **Co-Chairs**.
3. Approval of previous Council meeting minutes by the Council, should there be comments on the draft.
4. Reports of special representatives and standing committees.
5. General orders, unfinished business, and new business.
6. Voting motions shall carry if they receive a majority vote.
7. Determination of topics for the next meeting's agenda. Additional agenda items can be recommended to the **Co-Chairs** by any Council members and/or FIUPAS member up to one week before the meeting.
8. FIUPAS representatives will uphold these Bylaws and represent to their best ability the interests of the Council and all Postdoctoral Scholars at FIU. They will provide any updates to the Council of pertinent information if possible, at the monthly Council meeting.

### **Section 8: Selection of officers**

- A. Appointments to the Council are for one year, confirmed by a letter of appointment. Selection of officers occurs within the Council following general Council election by FIUPAS members (Article V).
- B. A leadership position shall become vacant upon resignation or disqualification. A Council member can resign by submitting to the Council a written statement of resignation.
- C. No Council member can hold more than one officer position simultaneously; officers who are nominated and run for a second position on the Council must resign from their previous position immediately upon selection.

### **Article IV: Guidelines for Committee Meetings**

#### **Section 1: Creation of Committees**

The Council shall have the power to create committees for specific purposes, to vest in them all appropriate powers of the Council, and to determine their composition.

- A. Committees shall be comprised of volunteers from the Council and FIUPAS. It is recommended that all committees have at least one council member involved.
- B. The duties of a Committee and its power to act on certain decisions shall be outlined at its formation and shall be approved by the Council.

- C. **The Council will retain final responsibility of the committee's actions and decisions.**
- D. Committees will submit a plan of action and a budget proposal to the Treasurer, who will review it and present it to the Council. The Council can also decide to allocate a budget upon installment of a Committee, pending approval of the Treasurer.
- E. All committees shall regularly report to the Council, and, if suitable, at a Council meeting. Status reports from committees may also be requested on an ad hoc basis by any Council member.
- F. A Committee will go out of existence when its task is complete or can be terminated or merged with another Committee by majority vote of the Council after discussion.
- G. Committees of structural importance will become standing committees with their own guidelines.
- H. Any FIUPAS member may propose a Committee to the Council. The Council will then discuss and vote on the formation of the Committee at the next meeting.

## **Section 2: General**

- A. Committee members may meet in Committee meetings whenever needed.
  - 1. Committee meetings are led by the designated chair(s) who determine(s) the agenda upon gathering input from all members. The agenda with accompanying documentation shall be distributed prior to the meeting.
  - 2. The chair shall take notes during the meeting and distribute the draft minutes within seven days after the meeting among the members. All members shall provide their feedback, and the final version shall be voted during the next meeting.
  - 3. Meetings can take place in person or via web-based communication platforms (Skype) and can be rescheduled when multiple Committee members indicate in advance that they cannot attend. It is recommended that Committees meet in preparation of Council meetings.
- B. Decisions taken at Committee meetings are based on consensus and must be supported by all active members present.
  - 1. If opposing views exist, the Committee is advised to defer the decision and look for a solution backed by all.
  - 2. If no resolution can be reached among members, committees can appeal to FIUPAS Council or Leadership for advice and resolution.
- C. Decisions are preferably taken during face-to-face meetings, either in person or via a web-based communication platform (Skype, WebX, etc.).

1. If rapid action is required and a face-to-face meeting not possible, the responsible member shall notify each member prior to action.
2. Committee members may vote per email, with regards to Committee decisions.
3. Committee members may vote per web tool, with regards to Committee decisions.
4. All active Committee members have one vote each.
5. Committee members cannot vote on behalf of absent members.

D. Committees may defer the rules stated in Article IV Section 2B and Article IV Section 2C in extreme cases, such as prolonged leave of absence (Article II Section 4). Should this occur, outward communication will state that the decision was not unanimous, the minutes will explain the extraordinary situation, and the reason shall be shared with all active Committee members. Moreover, an active solution must be sought (Article IV Section 2B).

## **Article V: Elections**

### **Section 1: General**

- A. If there are more volunteers than Council seats available, FIUPAS will hold general elections for volunteers to serve on the Council. Members may self-nominate and can be nominated by fellow members or their department. General elections shall occur in May/June and officer selection in June/July for the new Leadership Team. The positions will be effective by August of the same year.
- B. The opportunity to serve on the Council shall be advertised to all FIUPAS members. Members shall be selected by majority vote of FIUPAS members via an anonymous online ballot. All posts will be held for one year. Council members may run for consecutive terms.
- C. Should there not be sufficient votes from members (i.e., fewer than 10% participation), the previous Council shall vote to elect the new Council.
- D. In the case that an officer position becomes vacant mid-term, elections for that position shall be called within one month to create an interim officer from the existing Council. If no Council members are willing or available to serve in the vacant seat, volunteers will be solicited from FIUPAS and elected by the Council.
- E. The Co-Chairs shall present the election results to the FIUPAS, and Office of Postdoctoral Scholar Services.

### **Section 2: Campaign Regulations**

- A. Postdoctoral Scholars who are interested in running for a Council position shall notify the Co-Chairs.

B. Council members interested in running for an officer position shall notify the outgoing Co-Chairs.

C. Candidates for Council and for officer positions shall submit a written statement to the outgoing Co-Chairs so that it can be shared with the Council members and Leadership Team prior to voting.

D. The outgoing Co-Chairs shall share the names of candidates with the Council prior to elections.

### **Section 3: Voting**

A. Voting shall occur via anonymous online ballot distributed to FIUPAS members.

B. In the case of a tie, elections are adjourned, and the Council shall call for runoff elections.

### **Section 4: Invalidation of Election Results**

The Council shall have power to invalidate the results of an election if the election was not done in accordance with the Bylaws.

## **Article VI: Finances**

### **Section 1: General**

A. The Treasurer shall maintain all financial records and distribute the budget proposal and budget among the Leadership Team and the Council (Article II Section 6B).

B. Any Council member may request insight into financial documentation by approaching the Co-Chairs or Treasurer.

C. The fiscal year of FIUPAS shall begin on July 1 and end on June 30.

### **Section 2: FIUPAS Operating Budget**

A. No funds shall be expended, encumbered, or otherwise disbursed by FIUPAS other than in accordance with the procedures for the authorization of expenditures or investments contained in these Bylaws and approved annually by the Office of Postdoctoral Scholar Services.

B. All funds expended by FIUPAS shall be used for the basic operating expenses of FIUPAS, or for programs initiated by and under the control of FIUPAS

C. No funds shall be expended as salaries or wages by any FIUPAS member, department or agency.

## **Article VII: Review and Conflict Resolution**

### **Section 1: Conflict Resolution**

A. It is the policy of FIUPAS to provide Postdoctoral Scholars with an opportunity to resolve disputes in a fair and collegial manner. These guidelines establish a formal process for FIUPAS members, including council members/officers, to request review and redress of certain disputes

arising out of their relationships within FIUPAS. This section does not deal with conflict between Postdoctoral Scholars and their PIs or colleagues.

B. Conflicts that cannot be resolved at local level should be brought to the attention of the Co-Chairs. The Co-Chairs will listen to the complaints and hear everyone involved. They should attempt to achieve a satisfactory solution by referring to these Bylaws. The Co-Chairs may seek advice from the Director of the Office of Postdoctoral Scholars Services.

C. For disagreements that remain unresolved after the Co-Chairs are consulted, a grievance process will be initiated when the FIUPAS member files a written grievance with the Co-Chairs. The parties in the grievance process shall be the person(s) filing the grievance and the person(s) responsible for the act or omission that gave rise to the grievance.

D. In response to the written grievance, the Co-Chairs will seek advice from the Advisory Board. Should the dispute involve the Co-Chairs, other Council members may approach the Advisory Board directly.

E. The advice from the Advisory Board will be communicated to the Council, which will formally decide how to implement the advice.

## Section 2: Advisory Board

A. The purpose of the Advisory Board is to provide advice to the Co-Chairs and Council and thereby help them navigate through unforeseen situations which are not adequately covered by these Bylaws.

### B. Membership & Member Qualifications:

1. The Advisory Board shall consist of three members: ideally including

i. ORED's Director of Research Development (Maureen)

ii. Associate Vice President for Research (Bill)

iii. Associate Dean, University Graduate School (Lidia)

2. Membership shall be recruited from FIU's staff and faculty, who are impartial to Postdoctoral Scholars.

3. The Co-Chairs of the Council organize the invitations to serve on the Advisory Board if they cannot be filled from the four positions listed above. Nominations will be discussed with and approved by the Council.

4. Advisory Board members agree to serve for two years, open to renewal.

5. Advisory Board membership is a volunteer role without compensation.

6. Advisory board members shall notify the Co-Chairs when they are no longer able to execute their functions, whereupon the Co-Chairs shall seek replacements.

7. Advisory Board members shall have experience with postdoctoral affairs, conflict resolution, or rules of conduct.

### C. Operation:

1. The Co-Chairs of the Council will approach the Advisory Board with a written statement of grievance filed by the complainant, as well as a written account of attempts at reconciliation. The Board shall review the conflict and issue advice on future actions. Review may include meeting with the Postdoctoral Scholars involved or soliciting feedback. The advice shall be two-fold:

- i. Advice aimed at helping the Council resolve the current conflict.
- ii. Advice aimed at preventing similar grievance from occurring again.
2. The Advisory Board is free to decide its mode of operation but will communicate a timeline to the Co-Chairs upon receipt of the request.
3. The Co-Chairs will provide an annual update of affairs to the Advisory Board.

#### Section 4: Review

- A. The Council shall review these Bylaws annually in June under direction of the Co-Chairs (Article II Section 2K) or as an ad hoc committee.
- B. The portion of the FIUPAS policies that affect the Council may be adopted, amended, or repealed by a 2/3 vote of the Council. Association policies not affecting the Council may be adopted, amended, or repealed by a majority vote of the Council, provided that consultation with the governing body of the affected FIUPAS entity has occurred.
- C. Proposed changes to these Bylaws can be made at any time following discussion at a regularly scheduled Council meeting and should be submitted in writing to the Co-Chairs and presented for discussion at the next scheduled Council meeting.
- D. Proposed changes must be submitted to the Council at least two weeks in advance to the Council meeting at which the vote shall occur, to allow for ample time for review.

### Article VIII: External Communications

#### Section 1: Announcements on behalf of Council

In the event that a council member(s) wishes to make a statement on behalf of the Council, the member(s) should present the written statement to the Leadership Team. If the Leadership reach consensus that the statement reflects the spirit and/or goals of the Council, they will share the statement with the Council prior to the next meeting. Council will then vote to approve the release of the statement to the Postdoctoral community, passed by simple majority. If the statement requires expedience (cannot or should not wait until the next Council meeting), the Leadership may distribute the statement to the Council electronically with a deadline of at least 24 hours for approval. The statement may be released once a majority of Council members approve.

#### Section 2: Communication with the Media

In the event that a Council member is contacted by a member of the media external to the University (journalists, bloggers, etc.) to solicit opinions, it is highly recommended that the council member consult with FIU's Office of Media Relations, which can provide additional information for the interview, assist in preparing for the interview, or facilitate coordination between the parties. The University recognizes that deans, faculty members, administrators, and staff members may on occasion provide personal or professional opinions in their individual capacities that do not represent the University's official position on a subject. In such circumstances, the person giving the interview should take all reasonable measures to clarify to the media that the opinions expressed represent the individual's personal or professional opinions and do not represent or reflect the position of the University, FIUPAS or the FIU

postdoctoral community as a whole without prior approval and consent (as outlined in Article VIII Section 1).