

CHARTER FOR BOSTON COLLEGE POSTDOCTORAL ASSOCIATION

ARTICLE I – MISSION STATEMENT

Section 1 – Name

Postdoctoral fellows are valued members of the academic community at Boston College (BC). The Boston College Postdoctoral Association (BCPDA) promotes the professional, social, and family well-being of postdoctoral fellows from all BC departments.

Section 2 – Purpose

The purpose of the BCPDA is:

- To promote its members' professional training and career preparation.
- To promote peer interactions and support among the BC postdoctoral community.
- To serve as liaison between its members and the administration of BC.
- To introduce new postdoctoral fellows to the community at Boston College.
- To provide liaison between BC postdoctoral fellows and other postdoctoral associations in Massachusetts and in the United States.

ARTICLE II – MEMBERSHIP

Section 1 – Eligibility for membership:

Definition

BC Postdoctoral Research Policy (<http://www.bc.edu/research/vpr/postdocs/Policy.html>, accessed 6/1/2017) defines a Postdoctoral Research Fellow as:

“An individual holding a doctoral degree or equivalent who is engaged in a temporary period of mentored research and/or scholarly training. The principal purpose of a Postdoc Fellow appointment is to acquire the professional skills needed to pursue an independent career path of the Postdoc Fellow choosing. A Postdoc Fellow is an employee of the University and shall work under the direct supervision and mentorship of the Faculty Mentor. The Faculty Mentor must hold a tenure-track position. Appointments primarily involve full-time research or scholarship and may include teaching responsibilities.”

General members

Anyone working within the capacity of a postdoctoral fellow at BC—with or without a fellowship—is automatically a general member of the BCPDA. Members can choose to participate or to not be involved in the BCPDA activities. Membership expires upon termination of the postdoctoral appointment at BC.

Active members

General BCPDA members who actively attend and participate in organized meetings are considered to be active members. Active members are expected to remain active for a

minimum of 6 months.

Section 2 – Rights of members

General members can attend the BCPDA meetings and vote. Only active members can run for election. To become an active member, it is required to attend and participate in the BCPDA activities and governance.

The BCPDA guarantees equal opportunity to membership, programming, facilities, and benefits to all persons, without discriminations on the basis of gender, race, religion, age, national or ethnic origin.

ARTICLE III – MEETINGS

Section 1 – Meetings

- A. General meetings are held once a year, in April. Elections happen during these meetings. All general members are invited and welcome to attend.
- B. Representatives meetings are held monthly. All members are welcome to attend. Representative meetings are announced to all BCPDA members.

Section 2 – Minutes

Minutes are taken by the treasurer (position defined below). Minutes are made available at least one week before the following meeting.

ARTICLE IV – BOARD OF REPRESENTATIVES

Terms

Representatives serve for a minimum of one year. If a representative is unable to complete their term, the other representatives may select a replacement to serve until next election.

Nomination and Elections

All active members can self-nominate, nominate, or be nominated to run for a representative position. All nominations are to be communicated to the representative at least one week before the elections.

Elections are held once a year in April at the general meetings. Terms begin on May 1st and end on June 1st of the following year. The month of May serves as an overlap training month between the incoming and outgoing representatives.

Representatives

Co-Chairs (2) – The BCPDA Co-Chairs enforce all rules and regulations relating to the administration of the BCPDA. The Co-Chairs both are postdoctoral fellows at BC and share the same responsibilities. Duties include:

- Attend all BCPDA meetings. At least one chair presides at all meetings.
- Act as a liaison with BC administration.

- Represent BC at regional and national meetings.
- Maintain a list of current postdoctoral fellows.
- Organize meetings and events.

Treasurer (1) – The BCPDA Treasurer is responsible for financial and secretarial administration of the BCPDA. The Treasurer is a postdoctoral fellow at BC. Duties include:

- Oversees the application process for the knowledge dissemination program.
- Gives a financial report at the representatives and general meetings.
- Reports in writing annually to the general membership.
- Attend all BCPDA meetings. Records all resolutions and proceedings of the meetings.
- Performs secretarial duties and assist the co-chairs in all correspondence relating to the BCPDA.
- Provides liaison with BC Department of Human Resources.
- Makes approved changes to the Bylaws.

Department representatives – To facilitate the flow and reach of information, most of the departments where BCPDA members are currently working are expected to delegate one Department Representative to attend BCPDA meetings. The positions of Departmental Representative can be taken on by representatives or active members of the BPCDA. The Department Representatives are postdoctoral fellows at BC. The Department Representatives are not elected; they are selected by BCPDA members from the same department. Duties include:

- Attend BCPDA meetings.
- Provide liaison with BCPDA members from their department.
- Assist in organizing and promoting BCPDA events and activities with their department colleagues.

ARTICLE V – BCPDA OPERATION

The Board of Representatives (co-chairs and secretary/treasurer) is expected to meet at least once a month with Department Representatives. The Board of Representatives is expected to meet with the BC Office of the Vice Provost for Research and Department of Human Resources at least once per academic semester.

Activities

Professional Development – Together with BCPDA members, the BCPDA Representatives plan seminars, workshops, and courses to support the career-related interests of the BCPDA membership (e.g., fellowship/grant writing, job searching, talk tips)

New Postdoctoral Fellows Mentorship – BCPDA offers a two-month mentorship program for new postdoctoral fellows arriving at BC. New postdoctoral fellows are paired with a voluntary mentor who is a BCPDA active member from the same department, if possible. The mentor is expected to contact the new postdoctoral fellow to organize a meeting upon the new postdoctoral fellow's arrival at BC. The BCPDA Board of Representatives organizes the pairing of mentors with new postdoctoral fellows.

Social and Networking – The BCPDA aims to facilitate social and academic networking within the postdoctoral community by organizing an annual orientation event and regular

social events each semester. Events are considered opportunities to promote interdisciplinary collaborations and to welcome new members in the community.

Resource – The BCPDA provides *ad hoc* support to current or prospective BC postdoctoral fellows. To the best of their knowledge, BCPDA members serve as sources of information for their postdoctoral colleagues.

Liaison with BC Administration – The BCPDA collects and shares information on issues relevant to postdoctoral fellows from its members and from the BC administration. The information is shared appropriately at meetings with appropriate representatives from the BC community.

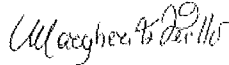
Special committees and additional activities may be established as needed by the Board of Representatives.

ARTICLE VI – AMENDMENTS

BCPDA active members can propose changes to the charter at any time by contacting the Board of Representatives. Amendments are discussed at every meeting and ratified by majority vote of active members.

CERTIFICATION OF AMENDMENT

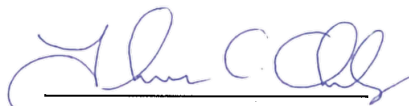
Board of Representatives (2017-2018):

Co-chair: Margherita Perillo, PhD  Date: 09/11/2017

Co-chair: Paula Slater, PhD  Date: 09/10/2017

Treasurer: Patrick Lavoie, RN, PhD  Date: 09/08/2017

Vice-Provost for Research:

Thomas Chiles, PhD  Date: 09/25/17

Associate Vice President for Human Resources

William Murphy  Date: 9-20-2017

Adopted by the BCPDA membership on: 09/13/2017