

Article I. Name

The name of this organization is the Scripps Florida – Society of Research Fellows (abbr. SRF). The official email address of SRF is sf-srf@scripps.edu. This Society represents the Postdoctoral Association (PDA) of The Scripps Research Institute – Scripps Florida (TSRI-FL).

Article II. Mission Statement

The mission of SRF is to enhance the social, academic and professional lives of junior research scientists at TSRI. The four fundamental aims of SRF are:

- A. Facilitate communication and collaboration between postdocs and faculty.
- B. Promote the education and exposure of postdoctoral fellows to the multitude of Ph.D. career prospects.
- C. Support postdocs in their professional development.
- D. Foster the development of a social environment conducive towards an optimal research training experience.

Article III. Membership

A. General Members

TSRI postdoctoral researchers are welcome to join the SRF as general members.

B. Members of the SRF Executive Committee (SRF EC)

All general SRF members are eligible to become a member of the SRF EC (Article IV) if all of the following three criteria have been met:

1. The member must have attended at least four SRF monthly meetings throughout the year.
2. The member must have volunteered to coordinate/plan/help with at least one SRF-sponsored event.
3. The member can be either invited to join the SRF EC by the President, and his/her acceptance shall be recorded in the meeting minutes, or the general member can self nominate him/herself for the respective position.

Article IV. SRF Executive Committee

A. SRF is supervised by the Officers of the SRF EC. The EC consists of:

1. President
2. Vice President/Treasurer/Secretary
3. Communications Officer and Website Manager
4. Social Chair
5. Distinguished Lecturer Series (DLS) Chair
6. Career Development Committee Chair
7. Scientific Symposium Chair
8. Vendor Show Chair

Chair offices can have Co-Chair Officers. (Article V).

B. The Officers of the SRF EC, including Co-Chairs, are elected once a year during the SRF Annual Meeting, held in November or December. (Article VIII.)

C. If, for any reason, an Officer is to leave his/her position before the Annual Meeting, another EC member shall be elected by the SRF EC to temporarily take over his/her duties. If no EC member is volunteering, the position will be open to the general members.

D. An Officer may be discharged from his/her position based on misconduct or

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misrepresentation of SRF if all other current SRF EC members vote (2/3 majority vote of a quorum) to do so. Voting shall be done by closed ballot.

- E. EC status shall be rescinded (to General member) if an Officer of the EC is absent from three consecutive monthly meetings without notice and does not participate in the organization of any events during said time.

Article V. Duties and Responsibilities of Executive Committee Officers

A. President

1. Responsible for upholding the SRF Constitution.
2. Responsible for calling, organizing and presiding over all SRF meetings.
3. Official liaison between SRF and TSRI administration and faculty members.
4. Ensures, together with the Vice President, that an annual report of SRF activities is prepared for the yearly TSRI Scientific Report.
5. Responsible, together with the Vice President, for distributing electronic copies of the minutes from SRF meetings to all active members of SRF.
6. May call special SRF EC meetings to discuss internal SRF-related issues.

B. Vice President/Treasurer/Secretary

1. Responsible for taking the minutes at SRF meetings.
2. Responsible, together with the President, for distributing electronic copies of the minutes from SRF meetings to the current SRF e-mail list.
3. Maintains a record of events.
4. Ensures, together with the President, that an annual report of SRF activities is prepared for the yearly TSRI Scientific Report.
5. Functions as President if and when necessary.
6. Responsible for overseeing SRF funds and maintaining the financial records of SRF.
7. Responsible for presenting an annual financial report at the SRF Annual Meeting. (Article VIII)
8. Responsible for maintaining financial transactions involving SRF money awards. (Article XIII)
9. Prohibited from being Vendor Show Chair or Co-Chair.
10. Shall maintain SRF financial accounting practices (Article XII).

C. Communications Officer and Website Manager

1. Manage SRF website and Facebook page
2. Pictures etc. for News & Views coverage
3. Promotional material for Research Fest (posters, booklet etc.)
4. Gain experience in communication, editing and publishing.

D. Social Chair

1. Organize social events based on postdoc interests.
2. Organize monthly happy hour on 3rd Friday of every month.
3. Invite new postdocs for introduction to SRF and its events and socialize with fellow postdocs.
4. May have an elected Co-Chair Officer.

E. Distinguished Lecture Series (DLS) Chair

1. Responsible for inviting, organizing and hosting DLS speakers.
2. Shall be aware of SRF Lecturer Series practices (Article IX).
3. May have an elected Co-Chair Officer.

F. Career Development Committee Chair

1. Responsible for organizing the Career Shadowing Program and annual Career Symposium. The chair(s) will serve as a liaison between the SRF and the Career and Postdoctoral Services office. The chair(s) will also provide support and may participate in organizing career-related events in conjunction with other career development clubs/offices (e.g. Scripps Consulting Club, Education Outreach,

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etc). Subsequently, Career and Postdoctoral Services will be responsible for organizing career related seminars, the SRF Travel Award program and the SRF Course Reimbursement program.

2. May have an elected Co-Chair Officer.

G. Scientific Symposium Chair

1. Manage the abstracts and eventually oral and poster presentations at research fest.
2. Invite faculty to judge the abstracts for oral presentations.
3. Organize talks and poster session at the research fest.
4. Takes the initiative to invite Scripps Florida faculty for a seminar once a month.
5. Does the necessary process for bringing in raffle prizes by talking to neighboring local business for research fest.

H. Vendor Show Chair (VSC)

1. Responsible for organizing the annual SRF Vendor Show (Article X).
2. Prohibited from being Treasurer.
3. Shall be aware of instituted practices associated with the Vendor Show (Article XI).

I. Non-elected EC positions.

Postdoctoral Services Liaison (preferably held by someone from TSRI Postdoctoral Services): liaison to the TSRI Office of Postdoctoral Services, who represents the Postdoctoral Office (PDO) of TSRI.

Article VI. Monthly Meeting

- A. Meetings are held once a month, usually the third Thursday of each month. Monthly meetings are to be called by the President (or the Vice President) the week of the scheduled meeting.
- B. Meetings shall be chaired by the President. If the President is absent, the meetings shall be chaired by the Vice President. If both the President and Vice President are absent, the President may ask a member of the SRF EC to chair the meeting.
- C. The agenda shall be distributed to the committee at least 48 hours prior to the meeting with all matters to be discussed listed, as well as any upcoming votes.
- D. Meetings are open to all members of the TSRI community.
- E. The agenda at SRF monthly meetings shall include, but is not limited to:
 1. Call to order
 2. Treasurer's financial report
 3. Past SRF-sponsored events
 4. Current SRF events
 5. Planned events/Other
 6. Voting
 7. Adjournment

Article VII. Voting Protocol (SRF monthly meeting)

- A. This protocol excludes SRF Officer Elections (Article VIII).
- B. Only postdoctoral fellows of the SRF vote.
- C. Six members of the SRF, at least 3 of whom shall be Officers of the EC (elected or non-elected positions), constitute a voting quorum.
- D. Any planned votes must be announced via email to the members of the SRF EC at least 24 hours before the vote is to occur.
- E. If a member of the SRF EC is not able to be physically present at a vote, he/she may vote by proxy in writing (e.g., email) to the President or Vice President before the meeting.
- F. Decisions involving financial payouts or budgets must have a 2/3 majority of the quorum to pass.

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- G. Decisions of rewards or gifts (financial or otherwise) for any SRF members must have a 2/3 majority of the quorum to pass.
- H. The Constitution of the SRF may be amended or modified by a 2/3 majority of the quorum at two (2) consecutive monthly SRF meetings.

Article VIII. Annual Meeting and Executive Committee Elections

- A. The Annual Meeting is competent with at least 2/3 of SRF EC committee (elected officers and non-elected positions).
- B. The President and Treasurer shall present an annual report of SRF activities and a budget for the next fiscal year.
- C. Elections shall be called and organized by the President.
- D. The elections for the Officers of the SRF EC are to be announced at least one month before the Annual Meeting is held to allow for officer nominations.
- E. If more than one person is nominated for the same position, candidates shall be allowed a short speech immediately before voting. Candidates that are not elected for a given position may become Co-Chairs (Social Chair, DLS Chair, Vendor Show Chair, and Career Development Chair).
- F. All SRF members (EC and general members), can participate and vote during the Annual Meeting.
- G. The incumbent Officers shall be freed of their responsibilities and the Annual Meeting attendees shall elect the new Officers, starting with the President (the Vice President, Treasurer, etc.).
- H. The outgoing President shall preside over the elections of the remaining Officers.

Article IX. SRF Lecture Series

- A. Distinguished Lecture Series (DLS)
 - 1. Recommendations for DLS speakers are accepted from the TSRI research community at large.
 - 2. All recommendations must be presented at an SRF monthly meeting, usually by the DLS Chair, with relevant information about the candidate and why he/she should be considered for a DLS seminar.
 - 3. The decision to invite a speaker should be based on the voting by postdoctoral fellows at Scripps Florida.
 - 4. The DLS Chair, with or without a sponsoring SRF member, shall then invite the speaker, and if accepted, subsequently organize the DLS seminar.

Article X. Vendor Show and Vendor Show Chair

- A. The Vendor Show is held annually in October as part of Research Fest.
- B. The Vendor Show is organized by the Vendor Show Chair.
- C. The Vendor Show Chair is in charge of organizing the Vendor Show and is responsible for ensuring that SRF meets its obligations towards TSRI and the visiting vendors.
- D. All members of the SRF who volunteer their time towards this event work under the Vendor Chair's supervision. NOTE: graduate students are excluded from organizing the Vendor Show, but are free to assist as volunteers.
- E. The offices of Treasurer and Vendor Show Chair (or Co-Chair) may not be held simultaneously.
- F. Reports on the organization and planning of the Vendor Show shall be given by the Vendor Show Chair during the SRF monthly meetings within the planning months of July to October prior to the Show.
- G. The VSC shall call separate meetings during the planning months for the Vendor Show if deemed necessary.

Article XI. Financial Accounting

- A. Account Keeping
 - 1. The Vice President/Treasurer is responsible for maintaining organized and comprehensive financial records and receipts for all money spent and received by the SRF.
 - 2. Any budget changes proposed in amounts of \$500 or more after original authorisation of the budget will have to be passed by majority general SRF members at the monthly SRF meeting.
 - 3. An independent, outside audit shall be performed each year prior to the Annual Meeting. A signed and dated hard copy or an email version of the auditor's report, which includes the date of the audit and the SRF balances at the time of the audit, shall be presented to the President and Treasurer. Any discrepancies between Treasurer's report and the independent auditor's report shall be presented to the SRF EC by the President. (see Section E)
- B. Check Writing
 - 1. The President and Vice President/ Treasurer shall have check signing authority.
 - 2. Any individual with check signing authority may not sign checks that include him/herself as a payee.
 - 3. The Vice President/Treasurer shall keep a checkbook and no transactions (check writing, money withdrawals, or deposits) may be made without prior authorization from the Vice President/Treasurer.
 - 4. Reimbursement checks for SRF-requested purchases can be issued only upon presentation of the original receipt to the Vice President/Treasurer for up to but not greater than 6 months from the purchase date on the receipt.
- C. Report of funds to the SRF EC
 - 1. At monthly SRF meetings the Vice President/Treasurer shall present the balance changes since the last meeting (both savings and checking) and itemize (e.g., by event) any significant expenses incurred.
 - 2. Accounting books shall be made available to the SRF EC upon request.
- D. Cash On Hand
 - 1. In rare instances, cash on hand shall only be kept by the Treasurer if deemed necessary and approved by the SRF EC.
 - 2. Receipts for cash given must always be collected and saved by the Treasurer and presented to the SRF EC upon request.
 - 3. All cash transactions are to be included in the monthly financial reports by the Treasurer, and the annual independent audit of the SRF financial records.
- E. Financial Audit
 - 1. The fiscal year of the SRF is the calendar year.
 - 2. All SRF financial accounts shall be audited by an independent, outside accountant at least once per fiscal year.
 - 3. The Treasurer shall supply all financial records and information to the accountant.
 - 4. The President and Treasurer shall report the results of the audit to the EC and general body.

Article XII. How-to Documents

- A. How-to documents shall be written or amended if deemed necessary by any member of the SRF who organizes an SRF function.
- B. The How-to documents shall include all relevant information such as step-by-step procedures, pertinent information of contacts, budgets, timelines, etc., for the same event to be easily organized again in the future.
- C. Electronic copies of How-to documents shall be kept undisclosed to the public on the

SRF website by the SRF Web Manager.

Article XIII. Announcements

- A. All functions and events sponsored or co-sponsored by the SRF shall recognize the SRF as sponsor, and include when appropriate:
 - 1. The statement, "The Society of Research Fellows is an organization whose goal is to enhance the social, academic and professional lives of postdoctoral scholars during their experience at TSRI."
 - 2. A reference to the SRF website (<http://www.scripps.edu/florida/srf/index.html>)
- B. Announcements shall be distributed to the relevant email lists at TSRI:
postdocs-fl@scripps.edu; grad-fl@scripps.edu.