



Society of Fellows Constitution, Amended May 2006

Article I. Name

The name of this organization is the Society of Fellows (abbr. SOF or SoF). The official email address of SOF is fellows@scripps.edu. This Society represents the Postdoctoral Association (PDA) of The Scripps Research Institute (TSRI).

Article II. Mission Statement

The mission of SOF is to enhance the social, academic and professional lives of junior research scientists at TSRI. The four fundamental aims of SOF 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 graduate students, postdoctoral researchers, staff scientists and technical staff are welcome to join the SOF as general members.

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

All general SOF members, except graduate students, are eligible to become a member of the SOF EC (art. IV) if all of the following three criteria have been met:

1. The member must have attended at least two consecutive SOF monthly meetings.
2. The member must have volunteered to coordinate/plan/help with at least one SOF-sponsored event.
3. The member must be invited to join the SOF EC by the President, and his/her acceptance shall be recorded in the meeting minutes.

Article IV. SOF Executive Committee

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

- 1) President
- 2) Vice President
- 3) Treasurer
- 4) Social Chair
- 5) Distinguished Lecturer Series (DLS) Chair
- 6) Career Development Committee Chair
- 7) Postdoctoral Services Office Liaison
- 8) Network for Women in Science Liaison
- 9) Website Manager
- 10) Vendor Show Chair

Chair offices can have Co-Chair Officers. (Article V). Graduate students are excluded from becoming EC Officers or Co-Chairs.



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- B. The Officers of the SOF EC, including Co-Chairs, are elected once a year during the SOF 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 SOF EC to temporarily take over his/her duties.
- D. An Officer may be discharged from his/her position based on misconduct or misrepresentation of SOF if all other current SOF 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 SOF Constitution.
- 2. Responsible for calling, organizing and presiding over all SOF meetings.
- 3. Official liaison between SOF and TSRI administration and faculty members.
- 4. Ensures, together with the Vice President, that an annual report of SOF activities is prepared for the yearly TSRI Scientific Report.
- 5. Responsible for distributing, together with the Vice President, electronic copies of the minutes from SOF meetings to all active members of SOF.
- 6. May call special SOF EC meetings to discuss internal SOF-related issues.

B. Vice President

- 1. Responsible for taking the minutes at SOF meetings.
- 2. Responsible for distributing, together with the President, electronic copies of the minutes from SOF meetings to the current SOF e-mail list.
- 3. Maintains a record of SOF events.
- 4. Ensures, together with the President, that an annual report of SOF activities is prepared for the yearly TSRI Scientific Report.
- 5. Functions as President if and when necessary.

C. Treasurer

- 1. Responsible for overseeing SOF funds and maintaining the financial records of SOF.
- 2. Responsible for presenting an annual financial report at the SOF Annual Meeting. (Article VIII)
- 3. Responsible for maintaining financial transactions involving SOF money awards. (Article XII)
- 4. Prohibited from being Vendor Show Chair or Co-Chair.
- 5. Shall maintain SOF financial accounting practices (Article XI).

D. Social Chair

- 1. Responsible for organizing and overseeing SOF social events, including SOF parties.
- 2. May have an elected Co-Chair Officer.



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E. Distinguished Lecturer Series (DLS) Chair

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

F. Career Development Committee Chair

1. Responsible for organizing career development-related events, such as career symposia, in collaboration with the Postdoctoral Services Liaison and TSRI Postdoctoral Services
2. May have an elected Co-Chair Officer.

G. Website Manager

1. Responsible for updating and maintaining the SOF website, as well as related webpages (including web surveys).

H. Vendor Show Chair (VSC)

1. Responsible for organizing the annual SOF Vendor Show (art. X).
2. Shall have an elected Co-Chair Officer that shadows VCS during planning and running of the Vendor Show.
3. Prohibited from being Treasurer.
4. Shall be aware of instituted practices associated with the Vendor Show (Article X).

I. Non-elected EC positions.

1. Graduate Student Liaison (preferably held by students on the graduate student committee): brings TSRI graduate student perspectives and concerns to the attention of SOF.
2. National Postdoc Association (NPA) Liaison: responsible for keeping contacts with the National Postdoc Association.
3. Network for Women in Science (NWIS) Liaison (preferably held by an NWIS Officer): responsible for liaising between NWIS and SOF.
4. Postdoctoral Services Liaison (preferably held by someone from TSRI Postdoctoral Services): liaison to the TSRI Office of Postdoctoral Services, which represents the Postdoctoral Organization (PDO) of TSRI.

Article VI. Monthly Meeting

- A. Meetings are held once a month, usually the first 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 SOF 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 SOF monthly meetings shall include, but is not limited to:



1. Call to order
2. Treasurer's financial report
3. Past SOF-sponsored events
4. Current SOF events
5. Planned events/Other
6. Voting
7. Adjournment

Article VII. Voting Protocol (SOF monthly meeting)

- A. This protocol excludes SOF EC Officer elections (Article VIII).
- B. Only members of the SOF EC vote.
- C. Six members of the SOF EC, 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 SOF EC at least 24 hours before the vote is to occur.
- E. If a member of the SOF 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. A simple majority is required for non-financial measures to be passed.
- G. Decisions involving financial payouts or budgets must have a 2/3 majority of the quorum to pass.
- H. Decisions of rewards or gifts (financial or otherwise) for any SOF members must have a 2/3 majority of the quorum to pass.
- I. The Constitution of the SOF may be amended or modified by a 2/3 majority of the quorum at two (2) consecutive monthly SOF meetings.

Article VIII. Annual Meeting

- A. The Annual Meeting is competent with at least 2/3 of SOF EC committee (elected officers and non-elected positions).
- B. The President and Treasurer shall present an annual report of SOF 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 SOF EC (except Vendor Show Chair; see art. X) 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, Career Development Chair).
- F. All SOF members, including 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 President-elect shall preside over the elections of the remaining Officers.

Article IX. SOF Lecturer Series

A. Distinguished Lecturer Series (DLS)

1. Recommendations for DLS speakers are accepted from the TSRI research community at large.
2. All recommendations must be presented at an SOF 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. EC members shall vote on whether the proposed speaker should be invited.
4. The DLS Chair, with or without a sponsoring SOF member, shall then invite the speaker, and if accepted, subsequently organize the DLS seminar.

B. Lecturer Series

1. Requirements for invitations are the same as those included for DLS speakers above, but should reflect lecturers who are earlier in their career than DLS speakers.
2. Lecture Series speakers require an additional TSRI cosponsor, such as a faculty member or the graduate student office.

Article X. Vendor Show and Vendor Show Chair

- A. The Vendor Show is held annually in April or May.
- B. The Vendor Show is organized by the Vendor Show Chair.
- C. The Vendor Show Chair is elected at the end of the year (December monthly meeting) or beginning of the year (January monthly meeting)
- D. The Vendor Show Chair is in charge of organizing the Vendor Show and is responsible for ensuring that SOF meets its obligations towards TSRI and the visiting vendors.
- E. All members of the SOF 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.
- F. A Vendor Show Co-Chair shall be elected to shadow the VSC whenever possible.
- G. The offices of Treasurer and Vendor Show Chair (or Co-Chair) may not be held simultaneously.
- H. Reports on the organization and planning of the Vendor Show shall be given by the Vendor Show Chair during the SOF monthly meetings within the planning months of January to April prior to the Show.
- I. The VSC shall call separate meetings during the planning months for the Vendor Show if deemed necessary.
- J. The Vendor Show Chair shall receive, as the only EC Officer, financial compensation for organizing the Vendor Show. The honorarium shall be determined by 2/3 majority of a quorum of EC Officers at the same time as electing the Vendor Show Chair.

Article XI. Financial Accounting

A. Account Keeping



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1. The Treasurer is responsible for maintaining organized and comprehensive financial records and receipts for all monies spent and received by the SOF.
2. 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 SOF 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 SOF EC by the President. (see Section E)

B. Check Writing

1. The President, Vice President, and 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 Treasurer shall keep a checkbook and no transactions (check writing, money withdrawals, or deposits) may be made without prior authorization from the Treasurer.
4. Reimbursement checks for SOF-requested purchases can be issued only upon presentation of the original receipt to the Treasurer for up to but not greater than 6 months from the purchase date on the receipt.

C. Report of funds to the SOF EC

1. At monthly SOF meetings the 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 SOF 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 SOF EC.
2. Receipts for cash given must always be collected and saved by the Treasurer and presented to the SOF 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 SOF financial records.

E. Financial Audit

1. The fiscal year of SOF is the calendar year.
2. All SOF 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.

Article XII. How-to Documents

- A. How-to documents shall be written or amended if deemed necessary by any member of the SOF who organizes an SOF function.



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- 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 SOF website by the SOF Web Manager.

Article XIII. Announcements

- A. All functions and events sponsored or co-sponsored by the SOF shall recognize the SOF as sponsor, and include when appropriate:
 - 1. The statement, "The Society of Fellows is an organization whose goal is to enhance the social, academic and professional lives of training scientists during their experience at TSRI."
 - 2. A reference to the SOF website (www.scripps.edu/services/sof/)
- B. Announcements shall be distributed to the relevant email lists at TSRI; (postdocs@scripps.edu, grad-chem@scripps.edu, grad-bio@scripps.edu, fyi@scripps.edu, seminars@scripps.edu).