

## **The Society of Fellows' Constitution**

### **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:

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

### **Article III. Membership**

#### **A. General Members**

- i. TSRI graduate students, postdoctoral researchers, staff scientists and technical staff are welcome to join the SOF as general members.
- ii. General members are unable to vote during monthly meetings. General members able to vote during the annual elections.

#### **B. Ordinary Members of the SOF Executive Committee (SOF EC)**

- i. All general SOF members, except graduate students, are eligible to become an ordinary member of the SOF EC (Article 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.
- ii. Ordinary Members of the SOF EC have full voting rights.
- iii. EC status shall be rescinded (to General member) if an ordinary member of the EC is absent from three consecutive monthly meetings without notice and does not participate in the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.

#### **C. Non-elected liaison positions**

- i. Any general member may hold a non-elected liaison position. These positions are:
  1. Graduate Student Liaison
  2. National Postdoc Association (NPA) Liaison
  3. Network for Women in Science (NWIS) Liaison
  4. Postdoctoral Services Liaison
- ii. Holders of these positions will be determined by the officers of the SOF EC and will be selected from the general members who best fit the liaison role (Article V)
- iii. Non-elected positions of the SOF EC will have full voting rights.
- iv. Liaison status shall be rescinded (to General member) if the liaison is absent from three consecutive monthly meetings without notice and does not participate in the organization of any events during said time.

**D. Officers of the SOF Executive Committee (SOF EC)**

- i. Officers of the SOF EC will consist of:
  1. President
  2. Vice President
  3. Treasurer
  4. Social Chair
  5. Distinguished Lecturer Series (DLS) Chair
  6. Career Development Committee Chair
  7. Website Manager
  8. Vendor Show Chair
  9. Industry Bridge Program Chair
- ii. Chair officers can have Co-Chair Officers. (Article V). Graduate students are excluded from becoming EC Officers or Co-Chairs.
- iii. 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 IX.)
- iv. Officers have full voting rights.
- v. 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.
- vi. 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.
- vii. 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 IV. SOF Executive Committee**

- A. SOF Executive committee consists of the:
  1. Elected Officers
  2. Ordinary Members
  3. Non-elected Liaison positions

**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.
7. Presenting the yearly budget for vote at the January monthly meeting

**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 IX)
3. Responsible for maintaining financial transactions involving SOF money awards. (Article XIII)
4. Prohibited from being Vendor Show Chair or Co-Chair.
5. Shall maintain SOF financial accounting practices (Article XII).
6. Work with the president to present the yearly budget at the January monthly meeting

**D. Social Chair**

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

**E. Distinguished Lecturer Series (DLS) Chair**

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

**F. Career Development Chair**

1. Responsible for organizing the Research Symposium
2. Serves as a liaison between Career and Postdoctoral Services and SOF.
3. Subsequently, Career and Postdoctoral Services will be responsible for organizing career related seminars, the SOF Travel Award program, the outstanding mentor award and the SOF Course Reimbursement program.
4. 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 (Article XI).
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 XI).

**I. Industry Bridge Program (IBP) Chair**

1. Responsible for organizing the site visits for the Industry Bridge Program.

**J. Non-elected EC positions.**

1. **Graduate Student Liaison** (preferably held by student 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 IX).
- B. Only members of the SOF EC can vote.
- C. Voting Quorum must be reached for a vote to be held. This consists of six members of the SOF EC, at least 3 of whom shall be Officers of the EC.
- 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. Online Voting Protocol**

- A. In the event that a proposal with a deadline prior to the next in-person SOF meeting requires an EC vote, an online vote of the EC members may be held.
- B. Online voting on a proposal may only be introduced to the EC by the President or, in his/her absence, the Vice President or Treasurer.

- C. This protocol excludes SOF EC Officer Elections (Article IX).
- D. All online proposal voting will be held on a voting website that preferably displays each member's votes, and the votes will be collected for at least five business days.
- E. A voting quorum as defined in Article VII must be met before a proposal is passed.
- F. A simple majority is required for non-financial measures to be passed.
- G. Decisions involving financial payouts, budgets, or rewards or gifts (financial or otherwise) for SOF members must have a 2/3 majority of the quorum to pass.
- H. Results of the online vote will be read into the next monthly meeting minutes by the President.

#### **Article IX. 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 Article XI) 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 and IBP Chair).
- F. All SOF members, including general members, can participate and vote during the Annual Meeting.
- G. Election of the new EC committee will occur at the end of the annual meeting where the Incumbent Officers shall be freed of their responsibilities once a new member has been elected to their position with voting occurring in the following order (President, Vice President, Treasurer, Social Chair, Distinguished Lecturer Series (DLS) Chair, Career Development Committee Chair, Website Manager, Vendor Show Chair, Industry Bridge Program Chair). The president will be in charge of the elections.
- H. After the elections, the now Past-President will close out the meeting and the duties of the President-elect will begin after the close of the annual meeting.

#### **Article X. 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 XI. 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 XII. Financial Accounting**

- A. Account Keeping
  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 the 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 XIII. 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.
- 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 XIV. 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/california/sof/](http://www.scripps.edu/california/sof/))
- B. Announcements shall be distributed to the relevant email lists at TSRI; [postdocs@scripps.edu](mailto:postdocs@scripps.edu), [grad-chem@scripps.edu](mailto:grad-chem@scripps.edu), [grad-bio@scripps.edu](mailto:grad-bio@scripps.edu), [fyi@scripps.edu](mailto:fyi@scripps.edu), [seminars@scripps.edu](mailto:seminars@scripps.edu).