

I. ORGANIZATION NAME:

Washington State University (WSU): Postdoctoral and Research Professional Association (PRPA)

II. PURPOSE OF THE ORGANIZATION

The Postdoctoral and Research Professional Association (PRPA) serves to represent its members interests in the university and advocate on their behalf, as well as provide necessary information and support for its members. The group has three primary goals:

- (1) to facilitate social and professional connections between all WSU PRPA members, as well as connect WSU PRPA members to departments and individuals within and outside of WSU;
- (2) to provide information, services, and support for PRPA members; and
- (3) to advocate on the behalf of PRPA members' interests

III. MEMBERSHIP

1. Eligibility: All WSU postdoctoral researchers (i.e., research professionals who have completed their terminal degree) can be members in PRPA. Any current member may vote and hold office. Any individual who is eligible for membership is considered a member of PRPA by default upon their appointment at WSU, unless they otherwise decline membership.

IV. OFFICERS

1. Executive Board Officers & Responsibilities:
 - a. President
 - i. Creating and enacting a vision for the development of the PRPA during their tenure, with guidance and input from PRPA members.
 - ii. Scheduling, preparing agendas for, and leading officer meetings.
 - iii. Organizing fall and spring semester **professional development workshops** - either hosting or choosing/inviting guest speaker(s), deciding topic, promoting attendance, finding venue, and coordinating event on the day of.
 - iv. Organizing annual **research symposium presentations** - promoting submissions to present research, finding venue, and coordinating event on the day of.
 - v. Compiling updates for the "Professional Development" section of the monthly newsletter.
 - vi. Ensuring the continuation of the PRPA after their term is complete (i.e., ensuring there is an incoming president and executive board).
 - b. Vice President
 - i. *When the President cannot* - Scheduling, preparing agendas for, and leading officer meetings.
 - ii. Organizing annual **guest speaker** - choosing/inviting guest speaker(s) and topic, promoting attendance, finding venue, and coordinating event on the day of.
 - iii. Organizing annual **research symposium Keynote** - choosing/inviting speaker(s), finding venue, and coordinating event on the day of.

- iv. Compiling updates for the “Jobs & Funding Opportunities” section of the monthly newsletter.
- c. Secretary
- i. *When the President and Vice President cannot* - Scheduling, preparing agendas for, and leading officer meetings.
 - ii. Taking notes during meetings & finalizing meeting minutes.
 - iii. Regularly adding/removing members from listserv and Teams channel.
 - iv. Distributing monthly newsletters on the first Wednesday of every month.
 - v. Conducting member surveys, including summarizing their results, disseminating to all officers, and creating timeline/responsibilities to implement member’s feedback.
 - vi. Compiling updates for the “Upcoming Events & Announcements” section of the monthly newsletter.
 - vii. At the end of tenure: compiling information and documents for incoming executive board, transferring materials and permissions (e.g., for the listserv or Teams) to the incoming executive board.
 - viii. Organize annual and special elections in coordination with the Membership Engagement Chair.
- d. Treasurer
- i. *Position currently does not exist due to lack of funds; future cohorts can consider applying for university funding, implementing annual member dues, or organizing fundraising events.*
- e. Membership Engagement Chair – *new position*
- i. Scheduling, preparing agendas for, and leading member meetings.
 - ii. Organizing annual **welcome event**, to be held on Postdoc Appreciation Week in the Fall semester - promoting attendance through annual recruitment push to research staff, postdocs & faculty, finding venue, and coordinating event on the day of.
 - iii. Organizing regular happy hours/social events (promoting attendance, finding venue, and coordinating event on the day of).
 - iv. Organizing annual **virtual mixer** - deciding on theme & discussion prompts, promoting attendance, creating Outlook/Zoom invite, and coordinating event on the day of.
 - v. Compiling updates for the “Member News” and “Member Spotlight” section of the monthly newsletter.
 - vi. Facilitate communication between campus representatives and executive board to ensure campus representatives have resources to meet local member needs and to convey information about campus events and needs to the executive board.
 - vii. Organize annual and special elections in coordination with the secretary.

- f. Equity & Advocacy Chair – *new position*
 - i. Compiling important, useful updates for the “Member Resources” section of the monthly newsletter.
 - ii. Connecting membership with various campus organizations that support underrepresented populations pursuing careers in science (Ex. Association for Faculty Women, International Office, LGBTQ Office).
 - iii. Taking lead on implementing advocacy initiatives as suggested by membership.
2. Campus Representative Committee
- a. This committee is comprised of nine PRPA members who serve as campus representatives to the PRPA executive board. These are volunteer, unelected positions. At the beginning of the fall semester, the PRPA executive board will distribute a call for interest in serving as a campus representative. If multiple people are interested in being the campus representative, the executive board and interested parties will come to a consensus on roles and responsibilities.
 - b. Responsibilities: Attend beginning of monthly leadership meetings to offer insight and express unique needs from the perspective of their campus’ PRPA members. Organize local member events with assistance from the executive board.
 - c. Pullman Campus Rep. – *new position*
 - d. Spokane Campus Rep. – *new position*
 - e. Vancouver Campus Rep. – *new position*
 - f. Tri Cities & Prosser (IAREC) Campus Rep. – *new position*
 - g. Everett Campus Rep. – *new position*
 - h. Mount Vernon (NWREC) Campus Rep. – *new position*
 - i. Puyallup Research and Extension Center Campus Rep. – *new position*
 - j. Wenatchee (TFREC) Campus Rep. – *new position*
3. Length of Appointment: Appointments for executive board officers last 1 calendar year. Any individual can serve up to 3 terms in the same officer position. Officers should expect to contribute at least 4-5 hours/month of service.
4. Selection Procedures: Elections for all executive board officers will be in April of each year. The call for nominations will be announced via email/listserv and at a member-wide meeting approximately one month in advance of the elections. Candidate information must be shared with membership approximately 2 weeks in advance of the elections via email/listserv. Voting for the officers will be conducted via secret ballot on a secure online platform using WSU emails to validate PRPA membership. Voting must remain open for 1 week (7 days). Election results must be announced via email/listserv within one week of voting close and at the next member-wide meeting. Elected officers will assume their positions on August 1st. If an officer position becomes vacant during the year, a special election will be held to complete the term, under the same, aforementioned procedures as a regular election.

5. Qualifications: All officers must be currently appointed as a postdoctoral researcher or research associate at WSU (i.e., a member of WSU PRPA).
6. Censure: Any member can call for a censure to be administered to an officer for lack of engagement or improper behavior. The reasoning is ultimately at the discretion of the current officers and membership. The censure can be administered by a 2/3 secret ballot vote of the membership in attendance of the member-wide meeting, such vote to be taken at a meeting.
7. Removal: An officer who has already received a censure without improving behavior may be removed from office by a 2/3 secret ballot vote of the membership in attendance of the member-wide meeting, such vote to be taken at a meeting for at least one-week proper notice has been given, and the removal is included on the agenda, distributed at least one week in advance of the meeting. Person holding recall election should make valid case to defend reasoning for removal; officer potentially being recalled will have opportunity to make case for their behavior before the vote.

V. MEETINGS

1. Frequency of Meetings: PRPA member-wide meetings will be held once a month September through May. Executive board and committee meetings will be held as necessary.
2. Authority for Calling Regular and Special Meetings: Two officers can call a special meeting provided 2 business days' notice is given to all members.

VI. AMENDMENTS

1. This document must be ratified by 2/3 vote at a regularly scheduled member- wide meeting.
2. This document may be amended at a regular meeting by a 2/3 secret ballot vote of the membership in attendance provided the membership has been advised of the proposed changes at least two weeks in advance.