

**1. Name** – the name of the organization shall be Karolinska Institutet Postdoc Association, hereafter referred to as KI Postdoc Association.

**2. Address** – The email address of the Postdoc Association is kipostdocs@gmail.com. The web addresses of the Postdoc Association are <https://sites.google.com/site/kipostdocsorganization/>, <https://ki.se/en/staff/ki-postdoc-association> and <https://kipostdocassociation.org/>. The physical address is: Karolinska Institutet, Stockholm, Sweden.

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**3. Purpose** – this is a non-profit, postdoctoral member-driven organization whose overarching goal is to improve the quality of the working environment and networking possibilities of the members of the postdoctoral community at KI and to thereby make KI a more attractive place for postdoctoral research. To achieve this major purpose, the KI Postdoc Association focuses on:

- \* Discussing and addressing issues concerning the KI postdoctoral community's working conditions, including working against harassment;
- \* Informing the KI leadership about the issues and concerns raised by the KI postdoctoral community and making recommendations for revision or creation of KI policies relating to these issues;
- \* Promoting scientific interaction within the KI postdoctoral community.

**4. Organization** – All members of the KI Postdoc Association are invited and urged to participate actively in meetings and decisions made by the association.

#### 4.1 General Meeting

The General Meeting is the highest board of decision. All members will be invited by the executive board to the General Meeting via an announcement on the website of the KI Postdoc Association ([ki.se/en/staff/ki-postdoc-association](https://ki.se/en/staff/ki-postdoc-association) and [kipostdocassociation.org/](https://kipostdocassociation.org/)), at least two weeks before the meeting. All postdocs known to the Association (depending on the goodwill of KI administration) will also be invited via email. Additional General Meetings can be called by a minimum of ten members of the KI Postdoc Association via a written and signed request to one of the members of the executive board; the meeting must be organized within a month of receiving the written request.

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At this meeting, the executive board will be chosen and other issues brought up by the members will also be discussed and resolved. There will be at least one general meeting for all members per year.

#### 4.2 Executive board

The executive board will be responsible for ruling and running the organization in between the General Meetings.

The executive board will consist of at least six members (a chair, three vice chairs, a treasurer, and a secretary), selected by election during the General Meeting. The executive board will meet at least twice a year.

Vice chairs are elected to coordinate and manage one of the three major focuses of the KI Postdoc Association (Advocacy and Representation; Community Building; Professional Development). Vice Chair positions may be shared by two individuals.

In case a member of the executive board voluntarily leaves within a year from the General Meeting, the executive board can appoint a substitute without the need of a general meeting.

#### **4.3 Committee representatives**

Whereupon the KI Postdoc Association is invited to have a representative in an institutional/organisational committee, the association will invite applications from members and hold an election for this position at the General Meeting.

The KI Postdoc Association presently has an elected representative at the:

\* KI Program and Course Committee

#### **4.4 Non-executive positions**

Further, non-mandatory roles within KIPA are freely open to postdoc members to facilitate the overall running of the organisation. Members may take up these positions without election but at the discretion of the executive board. These positions are:

\* social media coordinator

\* website manager

\* information contact.

Additionally, members are also free and encouraged to join one (or more) of three working groups, which are separated thematically and coordinated by the respective Vice Chair:

\* 'Postdoc' Working Group (Vice Chair for Advocacy and Representation)

\* 'Social' Working Group (Vice Chair for Community Building)

\* 'Careers' Working Group (Vice Chair for Professional Development)

#### **4.5 Representative committee**

The KI Postdoc Association will have a representative committee, which will meet at least twice a year to discuss topics for consideration by the general membership. The committee includes the members of the executive board, and is additionally open to all members of the Association. Ideally the representative committee will include at least one person from every department at KI that has postdoctoral researchers, but this is not necessary. Meetings of the representative committee are announced by the executive board.

The committee of representatives will advise the executive board about decisions.

#### **4.6 Auditor**

One of the members of the KI Postdoc Association, who is not in the executive board, will be appointed as an auditor at the Annual General Meeting.

#### **4.7 Language**

Due to the international character of all postdocs, the official language of the KI Postdoc Association is English.

**5. Membership** – Karolinska Institutet defines a postdoc as an individual who holds a PhD awarded within the last seven years, possesses a source of funding or is financed by a department at Karolinska Institutet, and is being mentored by faculty for advanced training and skills development. All KI postdoctoral researchers have the right to vote in the KI Postdoc Association. There is no membership fee.

**6. Tasks and composition of executive board** – The executive board will include six (or more) members of the representative committee (a chair, three vice chairs, a treasurer, and a secretary). The executive board will meet at least twice a year; a simultaneous interaction between all

members is required. In case physical presence is not possible the executive board meetings will make use of telephone or internet-based means.

The main responsible for the calls for the executive meetings is the Chair of the executive Board though any of the seven members can call a meeting.

Communication with the administration will be conducted by the executive board. The executive board will actively participate in discussion and negotiation with the administration about issues concerning the KI postdoctoral community.

**7. Finances** – The treasurer will keep records of the finances and will create an annual financial report.

**8. Amendments to the Constitution** – All proposed amendments to the constitution must be sponsored by at least two members of the association and be submitted in writing to a member of the executive board, who will then publish the proposed amendment(s) on the website and email all members known to the KI Postdoc Association. The amendment(s) shall be considered and voted upon at the next general meeting. Approval by two-thirds of the members present is required for acceptance of an amendment.

**9. Dissolving the KI Postdoc Association** – The KI Postdoc Association can be dissolved if a member proposes dissolving it at least one week before the Annual General Meeting or an extraordinary meeting for all members and if 3/4 of the present members vote in favour of dissolving the KI Postdoc Association.

If there are “assets” by the time the association dissolves these ones will be placed in other organization that has similar purposes as the KI postdoc Association or given to a charity organization.