

## Bylaws of the SILS PhD/PD Council

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Date: 04/09/2012

Wherever 'he/his/him' is used, this can also be taken as 'she/hers/her'.

### Article 1: Definitions

- 1.1. *Council*: short for SILS PhD/PD Council.
- 1.2. *PhD*: Graduate student.
- 1.3. *PD*: Postdoctoral researcher.
- 1.4. *SILS*: Swammerdam Institute for Life Sciences of the University of Amsterdam.
- 1.5. *SILS PhD/PD Council*: A council established to promote the interaction between PhD students and PDs within SILS, as well as the communication between these groups and SILS management.
- 1.6. *Member*: One of the members of the SILS PhD/PD Council.

### Article 2: General duties of members

- 2.1. All members are responsible for the following:
  - a. Setting goals and implementing specific actions based on the directives of the council and these bylaws.
  - b. Communicating the directives, goals and actions described in article 2.1a to the PhDs and PDs, institute management as well as the general institute community.
- 2.2. When leaving the council, all members have the responsibility to fully brief their successors about their duties in order to ensure continuity. This includes handing over all tasks and depositing all official documents with the secretary.

### Article 3: Composition

- 3.1. The council will strive to keep the number of members equal to or above six, but the number of members will never exceed eight.
- 3.2. The council will strive to be an accurate reflection of SILS. Thus, members will be recruited preferentially from groups and clusters that are not represented in the council (see also article 6).

### Article 4: Special positions

- 4.1. The council will always have a chairman, vice-chairman, secretary and inter-council liaison.
- 4.2. The persons to occupy the positions mentioned in article 4.1 are determined by majority vote.
- 4.3. Appointments for the positions mentioned in article 4.1 can be changed at any time by majority vote.
- 4.4. The tasks of the chairman include:
  - a. Chairing council meetings.
  - b. Preparing the agenda of council meetings with the secretary (see also article 4.6b).
  - c. Representing the council at official activities.
- 4.5. The tasks of the vice-chairman include:
  - a. Replacing the chairman in any tasks mentioned in article 4.4.
- 4.6. The tasks of the secretary include:
  - a. Arranging council meetings.
  - b. Compiling minutes of council meetings.
  - c. Maintaining a proper archive of council documents.
  - d. Preparing the agenda of council meetings with the chairman (see also article 4.4b).
- 4.7. The tasks of the inter-council liaison include:
  - a. Maintaining contact with the faculty FNWI PhD/PD Council, preferably by taking a seat in said council.
  - b. Maintaining contact with other institute PhD/PD Councils of the faculty when needed.
- 4.8. If it is for any reason impossible or impractical for the appointed person to carry out the tasks as mentioned in articles 4.4, 4.5, 4.6 or 4.7, he has the responsibility to ensure that another member temporarily takes over these tasks.

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#### **Article 5: Membership duration**

- 5.1. Members are appointed for the duration of their employment by SILS as a PhD student or PD, with the exception of the situations described in articles 5.2, 5.3 and 5.4.
- 5.2. In certain cases members may retain their council position when they are temporarily not employed by SILS as a PhD student or PD, but can reasonably assume to be so again in the near future. Individual cases will be decided on by majority vote.
- 5.3. Members reserve the right to leave the council at any time of their choosing, provided that article 2.2 has been observed.
- 5.4. Membership can be cancelled by the council. For this, a vote of at least 2/3 of the other members is required as specified in article 11. Grounds for cancellation include, but are not limited to:
  - a. If the member fails to fulfill his duties as specified in these Bylaws or as assigned to him by the rest of the council.
  - b. If a conflict of interest due to outside employment or commitment arises.
  - c. If the member violated university regulations.

#### **Article 6: New members**

- 6.1. New members are elected by majority vote of current members following a general call for applications to all SILS PhDs and PDs by e-mail.
- 6.2. If no applications follow a call as described in article 6.1, new members may be actively recruited.
- 6.3. During the process described in articles 6.1 and 6.2, article 3.2 will be taken into account at all times.
- 6.4. Prospective members have to satisfy the following conditions:
  - a. Be employed by SILS, or work primarily within SILS, as a PhD student or PD.
  - b. Have a valid contract in this position for at least 6 months after the application deadline.

#### **Article 7: Member incentives**

- 7.1. Members with a contract as PhD student are eligible for an extension on the finishing on time bonus to be determined by SILS management, provided they meet the following criteria:
  - a. The member has to have served for a minimum of 1 year in the council at the end date of his PhD contract.
  - b. The member has to pass a majority vote of the other members in which his eligibility for the extension will be judged based on active participation.
- 7.2. The arrangement described in article 7.1 is only valid for as long as SILS management supports it.
- 7.3. At present there are no incentives for PDs.

#### **Article 8: Committees**

- 8.1. At any time, the council can form committees out of a subset of its members that are assigned specific tasks.
- 8.2. Committees can be of permanent or temporary nature. Permanent committees are defined in article 9.
- 8.3. Committees can be dissolved by the council at any time.
- 8.4. Committees work independently from the main body of the council, but require the councils (implicit) approval. Therefore, committees are required to provide the council with regular reports, for example in the form of minutes of committee meetings or a brief report during a general meeting.

#### **Article 9: Permanent committees**

- 9.1. Events Committee, responsible for the planning and organization of recurring events, as well as special one-time events for which no temporary committee is appointed. Its tasks include, but are not necessarily limited to:
  - a. Organizing seminars and lectures.
  - b. Organizing social events and drinks.

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- 9.2. Communications Committee, responsible for council communications to PhDs and PDs, SILS management as well as the general public. Its tasks include, but are not necessarily limited to:
- a. Organizing regular meetings with SILS management to discuss pressing issues.
  - b. Composing a regular newsletter to all PhDs and PDs.
  - c. Announcing events.
  - d. Maintaining the website of the council, and making sure the website stays up-to-date at all times.

#### **Article 10: Meetings**

- 10.1. Meetings of the full council will be held as often as the chairman deems necessary, with a minimum of 6 a year.
- 10.2. Council meetings are generally not open to the public, but the council is free to make an exception when appropriate.
- 10.3. A summary of the minutes is considered publicly accessible after it has been approved by the council, although it is not necessarily actively publicized.

#### **Article 11: Decisions & voting**

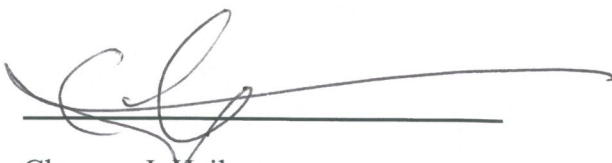
- 11.1. All decisions are made by majority vote of the members with voting rights unless specified otherwise.
- 11.2. Certain special cases require a vote of 2/3 of the members with voting rights.
- 11.3. For all votes as described in articles 11.1 and 11.2 the following restrictions apply:
  - a. Members not present at the time of the vote have the right to cast their vote in advance by e-mail, or are alternatively allowed a reasonable time after the publication of the minutes to object to the decision.
  - b. The number of members required to pass a decision is rounded up to the nearest whole number.
  - c. Members reserve the right to abstain themselves from voting or to vote 'neutral'. They will, however, be counted as a member with voting rights.
  - d. In cases where the vote relates to a specific member, he will be exempt from voting. He will not be counted as a member with voting rights.
  - e. In case of an undecided vote, for example in the event of a tie, the chairman has the deciding vote. In case of a vote relating to the chairman as described in 11.3d, the vice-chairman has the deciding vote.

#### **Article 12: Changes to the Bylaws**

- 12.1. To change the Bylaws a vote of at least 2/3 of the council is required.

#### **Article 13: Closing remarks**

- 13.1. The Bylaws are considered publicly accessible, although they are not necessarily actively publicized.
- 13.2. In any event or situation not specified in the Bylaws, or in any event or situation where the Bylaws are unclear or ambiguous, the council decides by majority vote.



Clemens J. Heilmann

Chairman

SILS PhD/PD Council



Willem J. Stiekema

Director

Swammerdam Institute for Life Sciences