

Faculdade de Ciências e Tecnologia da Universidade Nova de Lisboa (FCT-NOVA)
REQUIMTE (Rede de Química e Tecnologia) - Laboratório Associado para a Química Verde
(LAQV) e Unidade de Ciências Biomoleculares Aplicadas (UCIBIO)

LAQV & UCIBIO Post-doctoral Association at NOVA Bylaws

Article I - Name

The organization is named “LUPA@NOVA - LAQV & UCIBIO Post-doctoral Association at FCT-NOVA” and will be hereinafter referred to as “LUPA”.

Article II - Mission

1. LUPA aims to represent and support the specific interests of the Post-doctoral Researchers working at Laboratório Associado para a Química Verde (LAQV) and Unidade de Ciências Biomoleculares Aplicadas (UCIBIO), at Faculdade de Ciências e Tecnologia da Universidade Nova de Lisboa (FCT-NOVA), promote their sense of community, organize professional enrichment activities, networking and career development events.

2. LUPA will be a privileged interlocutor with LAQV/UCIBIO Direction at NOVA, FCT-NOVA Direction and the Rectory of Universidade Nova de Lisboa (NOVA) facilitating the contact between Post-doctoral Researchers and these institutions. LUPA will also bridge the contact between LAQV/UCIBIO Direction and LAQV/UCIBIO Research Units Post-doctoral representatives.

Article III - Membership

All Post-doctoral Researchers working at LAQV/UCIBIO at NOVA may become members of LUPA. Membership is given to singular individuals after the completion of the “Membership registration form”. All members are welcome to volunteer to participate in the planning and execution of events and activities.

Article IV - Executive Committee

1. The Executive Committee includes two chairs, two vice-chairs, a treasurer, and a secretary.
2. The six LUPA officers (Executive Committee) shall be chosen each year by the members, during the month of July, to serve from September 1st until August 31st of the following year.
3. The duties of the officers include, but are not limited to:
 - A. The chairs and vice-chairs should plan and coordinate the agenda for LUPA meetings, request volunteers to organize and manage specific events, oversee all LUPA events, and represent LUPA at all necessary functions.

- B. The treasurer shall prepare and propose a budget to be presented in the yearly General Assembly Meeting and maintain detailed financial records of the association activities; the treasurer shall also present a financial report to the association members once a year at the General Assembly Meeting.
- C. The secretary shall oversee the update of the LUPA web page in the FCT-NOVA website, respond to general email queries, record minutes of all LUPA meetings, disseminate the minutes of general meetings to the members in a timely manner, call and advertise meetings, and survey and analyze responses for event attendees.
4. All financial operations, including payments, are supervised and issued by the treasurer and must be authorized by at least one of the chairs.
 5. The Executive Committee meetings are predicted to occur on a trimestriel basis, or whenever deemed necessary. Additional LUPA members, or other people, may be invited to participate as necessary.
 6. The Executive Committee will be supported by working groups with specific tasks, including IT activities, legal affairs and organization of events. Nomination of members for each of the working groups shall be made in a volunteer basis, to the LUPA email address.
 7. An external consultant (with no voting power) may be nominated to take part in any of the LUPA meetings and activities.

Article V - LUPA General Assembly Meetings (Annual)

A General Assembly Meetings shall be held once a year at FCT-NOVA and should summarize the work of the past year and report the activities, meetings, accomplishments and challenges to pursue. A balance of the treasury should be included at this meeting. Extraordinary meetings can be organized whenever deemed necessary. Agendas will be outlined by the chairs and vice-chairs and distributed in advance of all scheduled meetings.

1. Members

All LUPA members are expected to participate in the General Assembly Meeting. They are invited to attend, speak, present ideas, make proposals and vote in any of the deliberations presented. Each member has one vote. Any member unable to be present at the General Assembly Meeting may request another member to represent him by proxy as a delegate.

2. Representation by delegate

The proxy shall contain:

- The identification and signature of the represented person;
- The identification of the delegate member who receives the proxy.

3. Appointment of a Moderator

At the beginning of the General and Extraordinary Assembly Meetings, the Executive Committee appoints an Assembly Chairperson/Moderator to lead the works set in the agenda.

Article VI - General and Extraordinary Assembly Meeting Minutes

The General and Extraordinary Assembly Meetings Minutes contain a formal written record of discussions, resolutions and other relevant matters incurred in preparation of the meeting and during the meeting itself.

1. Pre-Meeting Documentation

The pre-meeting documentation (including, e.g., agenda, budget, annual financial report, annual activity report, and project proposals) shall be accessible to members not less than two weeks before the beginning of the General Assembly Meetings. The above deadline may be modified and delayed for compelling reasons. In this last case, the Executive Committee shall inform the members without delay.

2. Minutes

The Secretary will be responsible for the minutes and will take notes of the main events during the discussions, including (but not limited to) all proposals and amendments submitted in writing to the Chairperson of the meeting, order proposals, decisions, and elections.

3. Discussion procedure during the General and Extraordinary Assembly Meetings

All items on the agenda shall be open to discussion before the voting procedure. Participants may indicate that they want to be added to the speaking list by raising their hand. The Chairperson/Moderator will determine the speaking time per each speaker, before the first speaker begins. The Chairperson/Moderator will be responsible for an impartial discussion moderation. If necessary, the speaking time may be adjusted. If the Chairperson/Moderator during the General and Extraordinary Assembly Meetings has the opinion that all relevant arguments and contributions to the discussion have been stated, he/she will propose to close the discussion. With a simple majority, the General and Extraordinary Assemblies decide on the closing.

If an item discussed requires a vote, the Chairperson/Moderator calls for a vote.

If an item discussed requires an extensive discussion, the General Assembly, with a simple majority, can decide to postpone the discussion to the next Meeting.

4. Voting and decision-making during the General and Extraordinary Assembly Meetings

Ordinary management decisions shall be voted by the General and Extraordinary Assembly Meetings with a simple majority. The vote shall be made by raising hand. The Assembly Chairperson/Moderator asks for favorable votes, contrary votes and abstentions for the correct reporting in the minutes.

5. Special quorum decisions

In the case LUPA requires specific quorum for taking a decision, the Secretary is in charge to guarantee that the quorum is respected (>50% of the total LUPA members present). In this case, the voting procedure will be started with a counting of the number of members present. While the voting procedure is in progress, nobody will be allowed to leave the plenary area.

Article VII - Election of the Executive Committee

1. Governance

The Executive Committee conducts the affairs and the management of LUPA as it may deem proper and not inconsistent with the Portuguese laws, the FCT-NOVA Constitution, and these bylaws. The Committee is responsible for policymaking and executing day-to-day management to implement Committee-made policy. The ultimate responsibility for the actions of the association rests with the Committee.

2. Method of selection of the Executive Committee

- A. The Executive Committee shall include one chair and one vice-chair from each of the Research Units, LAQV and UCIBIO.
- B. Nominations will be allowed from June 15th through 30th each year, in the following terms:
 - B.1. Any LUPA member is eligible for any officer position.
 - B.2. Lists of 6 candidates shall be sent to the LUPA email address.
 - B.3. In the case that no lists are proposed, all LUPA members are automatically nominated for election at the General Assembly.
 - B.4. In the case of point C., after voting, the three most voted members from each research unit are due to form the new Executive Committee.
- 3. Elections will be held annually, for a Committee composed of two chair positions, two vice-chairs, a treasurer, and a secretary, each position to be held for a one-year term, for a maximum of two terms.
 - A. Elections take place during the General Assembly and are managed by LUPA.
 - B. Candidates shall be arranged as lists.
 - C. To be elected, a list must get more than 50% of the votes.
 - D. The list with the higher percentage of valid votes, according to point C., is elected as the LUPA Executive Committee.
 - E. If the results are tied or none of the proposed lists fulfil point C., a second-round vote should take place immediately.
 - F. Each LUPA member has the right to vote.
 - G. Each voter must cast one vote.

4. Elected candidates will take over from the previous Executive Committee in the beginning of September. A meeting to pass on the executive duties will take place no longer than one month after the new Executive Committee is elected.
5. Coordination on transfer of responsibilities from outgoing leadership shall be flexible but is expected to occur with assistance from outgoing leadership for planning the next meeting.
6. If a chair steps down, the vice-chair of the respective Research Unit is promoted.
7. If the vice-chair, the secretary or the treasurer steps down:
 - A. and less than 6 months remain in the term, the Executive Committee must continue its activities without replacing the element that leaves;
 - B. and 6 months or more remain in the term, the position of the element that leaves is offered to (in subsequent order): the treasurer, the secretary or a candidate chosen by the other Executive Committee members, providing that section VII.B.1 is ensured.

Article VIII - Discharge of the Executive Committee

With the approval of the annual financial report, budget and activities, the General Assembly discharges the members of the Executive Committee from any liability in respect to the exercise of their management duties during the financial year concerned. The discharge is without prejudice to the provisions of the Portuguese law relating to liability upon bankruptcy and does not extend to matters not disclosed to the Assembly. Any member could request to state its voting declaration (to be submitted in writing to the Assembly Chairperson) in the minutes, expressing the reason why he/she is discharging or not the Executive Committee.

Article IX - Motion of no confidence

If the discharger's vote does not reach the necessary majority, a motion of no confidence shall take place. All members of LUPA Executive Committee shall step down of their respective positions and a new round of elections shall be held for the nomination of a new Committee.

Article X - Review of Bylaws

1. These bylaws can be reviewed by LUPA members at any time.
2. Proposed changes to these bylaws can be made by any member. The proposed changes shall be presented via email to all members and voted upon at the next general meeting.
3. Any proposed changes shall become effective immediately upon ratification by a simple majority vote (>50%) of the members present at the current General Meeting.

Approved on July 2019