

The Dortmund  
Max Planck Institute  
of Molecular Physiology  
Postdoctoral Network  
Statutes

# Statutes

## Of The Dortmund Max Planck Institute of Molecular Physiology Postdoctoral Network

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### Preamble

The Postdoctoral researchers within the Dortmund Max Planck Institute of Molecular Physiology (hereafter referred to as MPI-DO) agree to establish a network in order to overall improve the working life of all MPI-DO-Postdoctoral fellows (MPI-DO-Postdocs), maximise opportunities for mentorship, academic exchange, and to strengthen MPI-DO-postdoc interactions through solidarity. An MPI-DO-Postdoc is any person, who has been awarded a doctoral degree, undertaking scientific research within the MPI-DO by means of a contractual relationship (e.g. employment contract, stipend from internal or external funding) in a contractually defined Postdoctoral Fellow position.

## **1 Name**

The name of the network is “Max Planck Institute Dortmund Postdoctoral Network” or “MPI-DO-Postdoc-Net” for short.

## **2 Language**

The working language of the network is English.

## **3 Aims**

The network’s main aims are to improve the mentoring of MPI-DO-Postdocs and to identify and address concerns common to MPI-DO-Postdocs across different departments.

### **3.1 Improve mentoring of MPI-DO-Postdocs**

To improve the mentoring, specifically to facilitate the professional and personal development of MPI-DO-Postdocs, the MPI-DO-Postdoc-Net

- Organizes general meetings
- Organizes social events, and
- Organizes seminars

To this end, the MPI-DO-Postdoc-Net brings together postdocs in meetings, seminars, and social events as organized by sub-committees.

### **3.2 Identify and address collective concerns**

As a collective body representing the individual and collective concerns of its members, the MPI-DO-Postdoc-Net aims to:

- Facilitate the recognition, discussion, and solutions for individual/collective issues brought to their attention, and
- Represent all MPI-DO-Postdocs to the MPI Administration where required through the Departmental Representatives of the MPI-DO-Postdoc-Net.

## **4 Participation**

All MPI-DO-Postdocs are invited to contribute to MPI-DO-Postdoc-Net activities at the General Meetings. All MPI-DO-Postdocs are eligible to be MPI-DO-Postdoc-Net Departmental Representatives or participate on any of the subcommittees.

## **5 Organizational structure and officers**

The structure of MPI-DO-Postdoc-Net is stratified across two levels: Departmental Representatives (as well as the fifth representative (described in 6.2.2), when necessary) and the general assembly. The General Assembly consists of all MPI-DO-Postdocs in attendance at the General Meeting.

The Departmental Representatives are the first point of contact for any postdocs with issues or problems they cannot solve on their own (section 3.2). The Departmental Representatives shall seek to resolve these issues or problems by bringing them to the attention of the General Assembly and, where required, form subcommittees (section 5.1) to address the problem and/or approach and coordinate with other administrative bodies or individuals. Furthermore, the Departmental Representatives are responsible for coordinating General Meetings on a bimonthly basis by setting the agenda and running the meetings.

## 5.1 Departmental Representatives

The MPI-DO-Postdocs within each department elect a Departmental Representatives as their direct representatives in the institute (see section 6.2.1). Those MPI-DO-Postdocs are the local constituents of the elected Departmental Representatives. Department representatives (including the fifth representative, section 6.2.2) represent the interests of their constituents to the institute's management and administration. Concretely, Representatives convene regular meetings of the MPI-DO-Postdoc-Net, they look for and create opportunities to improve postdoc mentoring for their constituents, and they keep in touch with their institute's directors, administration, academic staff member in the scientific council, PhD representatives, ombudsperson, Women's Officer, Promotionsbeauftragte/r, and works council (Betriebsrat).

## 5.2 Formation of subcommittees

The subcommittees are essential to the MPI-DO-Postdocs' mission. They are formed *ad hoc* among the members of the General Assembly during the General Meeting to address specific tasks or to achieve defined goals discussed and agreed upon during the General Meeting. It is recommended that each subcommittee be made up of three to four people. Each subcommittee shall elect a leader. During the subcommittee's term, each "Subcommittee Leader" may add additional members as required. The Subcommittee Leader reports regularly to the MPI-DO-Postdoc General Assembly and the Departmental Representatives. Upon a successful motion proposed by a Departmental Representative or a member of the General Assembly, the General Assembly can establish subcommittees for the duration a task or event takes to complete.

### 5.1.1 Terms of office

Each Departmental Representative's term of office begins on 1 February and ends on 31 January the following year but no sooner than a successor has been elected or the previous year's Departmental Representative has been re-elected.

When a Departmental Representative leaves office, the departing Department Representatives should summarize their experiences in writing for their successor in order to ensure smooth transitions and efficient knowledge management.

## 6 Voting and elections

Various forms of voting and election take place within the MPI-DO-Postdoc-Net. Voting occurs within each department for the election of Departmental Representatives. At General MPI Meetings, voting is open to every postdoc in attendance (i.e. the "General Assembly").

### 6.1 Voting

#### 6.1.1 Minor voting

Minor voting consists of votes on motions proposed by the General Assembly. All members of the General Assembly are eligible to participate in minor voting. Minor voting may be conducted by voice or show-of-hands vote.

#### 6.1.2 Votes on motions

At the discretion of the MPI-DO-Postdoc-Net Departmental Representatives, a vote may be taken on a motion proposed by a member of the General Assembly. A successful motion requires a simple majority of the votes of all members of the General Assembly present, in which case the motion must be enacted.

### **6.1.3 Ratification of new statutes**

These statutes may be replaced by a draft of new statutes upon a ratification vote. The draft of new statutes must have been sent to the MPI-DO-Postdocs not later than two weeks prior to day of the General Meeting. The draft may be further amended at the General Meeting, before ratification, by motions proposed by members of the General Assembly. The ratification vote to replace these statutes with the (possibly amended) draft requires a two-thirds majority of the "Yes" votes of the General Assembly. In the case of a successful vote, these statutes are replaced with the (possibly amended) draft and a record of the change must be appended.

## **6.2 Election of Departmental Representatives**

The purpose of departmental representatives is to identify a person who can coordinate general meetings and be a contact person for anyone who requires assistance on a postdoc related issue or problem that they wish to bring to the attention of the MPI-DO-Postdoc-Net general meeting.

### **6.2.1 Election process**

Each department shall elect one Departmental Representative per year (refer to section 5.2.1). The Departmental Representatives are to be elected by the postdocs of their respective departments, by a simple majority, in an election held within the department. It is the responsibility of the previous years representative to organize this election.

### **6.2.2 Election of a Fifth Representative for gender balance**

If all the elected representatives are of the same gender then a fifth representative of the other gender must be elected. The fifth representative candidates should be selected from the MPI-DO-Postdoc-Net General Meeting attendees and be voted for by the MPI-DO-Postdoc-Net General Assembly. The successful candidate requires a simple majority of the votes of all members of the General Assembly present to be elected.

### **6.2.3 Premature withdrawal of Departmental Representative**

1. Should the Departmental Representative withdraw from office prior to the expiry of their one-year term of office, a new election must be held within their department and the General Assembly must be informed.
2. An elected Departmental Representative prematurely withdraws from office if they:
  - a. Permanently depart the Institute,
  - b. Temporarily leave the Institute for a period of more than four months, or
  - c. Resigns.

## **7 Entry into force**

These statutes enter into force on the day after they have been published on the MPI-DO-Postdoc-Net website or sent by email to all MPI-DO-Postdocs, having previously been accepted by General Assembly.