By-laws

Integrated Marine Postdoc Network (IMAP) of the Cluster of Excellence ‘The Future Ocean’

1 | Mission
The mission of the Future Ocean Postdoc - Research Fellow Network named Integrated Marine Postdoc Network (IMAP) is:
• to communicate needs of its members to the Cluster
• to facilitate communication and information exchange between the members
• to support effective training and career development
• to represent and address issues relevant to postdoctoral researchers and research fellows
• to share contacts of former and current members

2 | Membership
All associate members of the Cluster of Excellence ‘The Future Ocean’ carrying a Ph.D.-degree and working on a temporary contract (no junior- professorships) are eligible to membership in the network. Membership is granted by the Cluster’s Executive Board upon application.
Membership ends automatically if at least one of the following conditions is met:
• the member gets a permanent position;
• the member loses its associated membership within the Cluster of Excellence ‘The Future Ocean’.

3 | Organization
   I. Representatives
Representatives are equal and to be elected from all members of the network. At least four representatives from Kiel University and GEOMAR Helmholtz Centre for Ocean Research Kiel should represent the network, i.e. two representatives (one female and one male) from each institution. Representation of the two main partner institutions within the Cluster of Excellence is required to ensure adequate representation of the majority of the postdocs in the network. Postdocs working at the other partner institutions of the Cluster can request the election of one additional representative for each institution.
The elections will be carried out according to VI. The representatives will be elected for two years and may be re-elected.
The representatives have the duty:
• to serve as official representatives of the network within and outside the Cluster
• to promote the themes according to IV

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- to attend postdoc relevant meetings (i.e. at Kiel University if working at Kiel University, at GEOMAR if working at GEOMAR) and inform the postdoc community on postdoc relevant issues
- to foster exchange of postdocs through IMAP
- to contribute in shaping future developments relevant to early career scientists
- to organize regular get-togethers (i.e. Retreat, Postdoc Lunch, ‘Stammtisch’) of the network

II. Coordinator
A professional coordinator is coordinating the work related to the network since September 2012. The coordinator has the duties:
- to collect and communicate the needs of the postdocs to the Cluster
- to organize formal meetings of the network and the retreat
- to organize measures for career development, e.g. courses, coaching
- to organize measures for financial support, e.g. Lab rotations, technical courses
- to communicate with the administration/the managing bodies of Kiel University and GEOMAR

III. Advisory board
An advisory board was established for the network, consisting of principal investigators [PIs] of the Cluster of Excellence, representatives of the administration of Kiel University and GEOMAR, and a postdoc representative. The panel was established as a working group within the Cluster Council.

IV. Themes
The network shall further establish themes of general consensus for specific purposes. For each theme one or more responsible persons might be dedicated to link up with other groups within the Cluster of Excellence ‘The Future Ocean’, the University or Institutes, to represent the network and to report to the network.

V. Meetings
Formal postdoc meetings should be held regularly at least four times per year. Additional meetings can be convoked if necessary. The coordinator is responsible for inviting all members in a timely manner. The agenda of the meetings should be distributed latest one week prior to the meeting. The coordinator convenes meetings and writes the minutes.

VI. Voting
- Any IMAP member can make voting motions.
- The speakers/coordinator will preside over the discussion/debate on the voting motion.
- Voting motions will not be decided upon in the same meeting, allowing the motion to be presented by e-mails to the other members not in attendance. Voting will be done electronically.

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- A voting quorum of at least 33% of the IMAP Network members must be met for legitimacy.
- Decisions shall be made by majority vote.

VII. Review of by-laws
The network can review the by-laws at any time. Any member can propose changes to the bylaws. The proposed changes shall be presented via e-mail to all members and vote upon electronically.

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