

UGA Postdoctoral Association (PDA) bylaws

Ratified by PDA Exec. Board - 2/27/19

Article I: Name

The name of the organization shall be the University of Georgia Postdoctoral Association (UGA-PDA; or PDA).

Article II: Mission

The goal of the PDA is to serve the postdoctoral community at the University of Georgia, promote the university's research and teaching missions, and provide networking and career development opportunities for the postdoctoral community at UGA.

Our objectives are:

- To cooperate and coordinate with the Office of Postdoctoral Affairs, Graduate School, Graduate Students and Postdocs in Science organization, and to enhance professional development opportunities for UGA postdocs.
- To enhance the visibility of postdocs at UGA and at the local, national, and international levels.
- To foster social and networking interactions within the UGA postdoctoral community through organized events on and off campus.
- To serve as liaison between postdocs and the university administration.
- To advocate for the interests of UGA postdocs.

Article III: Membership and Listserv

All postdoctoral scholars (postdocs) at UGA are automatically members of the PDA. A postdoctoral scholar shall be defined as having a terminal doctoral degree, engaged in scholarly activity in a temporary training/mentored position, but not a permanent staff position.

Postdoctoral research scholars shall be defined by the Office of the Vice President of Research (OVPR) as described by their postdoctoral policy guidelines and shall encompass all postdoctoral research associates and postdoctoral research fellows. Additionally, all postdoctoral teaching fellows and clinical postdoctoral fellows are eligible for membership.

The UGA postdoctoral listserv shall be maintained by the OVPR, under the guidance of the Associate Vice President of Research. The PDA President (see Article IV) shall disseminate information to the Postdoc community through this listserv.

A separate listserv shall be maintained by the OVPR for each of the satellite campuses such as those in Griffin, Savannah, and Tifton to facilitate communication among postdocs at these campuses.

Article IV: Organization and Status

A. Status

The University of Georgia PDA shall be officially recognized by the OVPR and will provide advisement on Postdoctoral affairs as they relate to the objectives and goals previously described.

B. Organizational Responsibilities

B.1 Organization

The PDA shall be governed by an Executive Committee, referred to below as “Board,” consisting of the following positions:

- President
- Vice-President
- Treasurer
- Secretary(-ies)
- Public Relations
- Library Council
- Human Resources Council
- Satellite Campus* Representative(s)

* Satellite Campus refers to Griffin, Savannah River Ecology Laboratory (SREL), Tifton, and any others that might begin hosting postdocs.

B.2 Responsibilities

All Executive Committee members shall have the following responsibilities:

- a. Attend PDA meetings regularly and reliably. Members should attend at least 50% of meetings or risk having their executive title and privileges removed for the remainder of the term.
- b. Provide feedback and assist the PDA President as needed.
- c. Serve as liaisons between postdocs in their networks and the PDA.

B.2.1. The PDA **President** shall have the following responsibilities:

- a. Set the annual PDA agenda and organize all meetings.
- b. Set annual achievement goals for the PDA and develop metrics by which to judge progress of these goals.
- c. Serve as the primary liaison between the OVPR and the PDA.
- d. Maintain all meeting minutes and keep all PDA records not expressly under supervision of other board members according to these bylaws.
- e. Delegate responsibilities to PDA Executive Committee Members.
- f. Disseminate important information to UGA Postdocs using the listserv.
- g. Uphold PDA bylaws.

B.2.2 The PDA **Vice President** shall have the following responsibilities:

- a. Fulfill the duties of the PDA President when the PDA President is unable to do so.
- b. Assist the president in developing the annual agenda, meeting schedule, and annual group goals.

- c. Communicate the agenda, meeting schedule, and goals to the PDA President, PDA Board, and the Office of the Vice President for Research once a year.

B.2.3 The **PDA Treasurer** shall have the following responsibilities:

- a. Request and negotiation of budget with OVPR.
- b. Management and record keeping for all PDA funds and transactions.
- c. Supervision of travel award funds and distribution thereof.
- d. Supervision of workshop and other events funds and distribution.
- e. Informing the Executive Committee on a regular basis about PDA fund use.

B.2.4 The **Secretary(ies)** shall have the following responsibilities:

- a. Recording minutes of all PDA Board meetings, PDA Board votes, and sending general communication to the PDA members and postdoc community using the listserv.
- b. Maintaining PDA Board records for posterity and for future board continuity using a cloud drive to which each PDA Board member has access (refer to Article VIII).

B.2.5 The **Public Relations Representative** shall have the following responsibilities:

- a. Together with OPA, updating and managing content of the PDA website.
- b. Creating content, managing and updating social media accounts.
- c. Scheduling and announcement of PDA social activities.
- d. Assisting the President with communications and announcements to the postdoc community.

B.2.6 The **University Council Library Committee Representative** shall have the following responsibilities:

- a. Report to the PDA Board items that have been discussed at University Library Committee meetings and draft a short report of less than 1 page.
- b. Represent the PDA Board and the general interests of postdocs during University Library Committee meetings.
- c. The purpose of the University Council Library Committee is to consider and recommend to the Council, the Director of Libraries, and the Senior Vice President for Academic Affairs and Provost, general policies for the development and utilization of the University libraries.

B.2.7 The **University Council Human Resources Committee Representative** shall have the following responsibilities:

- a. Report to the PDA Board items being discussed by the Human Resources Committee.
- b. Represent the interests of postdocs in general and the PDA during Human Resources Committee meetings.
- c. The purpose of the University Council Human Resources Committee is to review and recommend policies related to gender and equality issues, faculty and staff benefits, including but not limited to leave programs, retirement programs, health and life insurance programs, emeritus faculty benefits, and other human resource matters.

B.2.8 The **Satellite Campus Representative(s)** shall have the following responsibilities:

- a. Scheduling and announcement of PDA social gatherings for the Satellite Campus Postdocs.

- b. Relaying issues affecting the Satellite Campus Postdocs to the PDA Executive Committee and advocating for Satellite Campus postdocs during PDA Board meetings and activities.
- c. Actively recruiting postdocs to fill the Satellite Campus Representative seat on the PDA Board to ensure the seat is occupied each term.

C. Elections/Terms

The PDA President will serve for a term of one (1) year. Ideally, the Vice-President will accept automatic nomination for the following term's presidency. Otherwise, previous service on the PDA Board is preferred for consideration as nominee for PDA President. If more than one candidate is available, election of the PDA President shall be conducted by email, on-line, or by paper ballot during the 1st week of May and will be open to voting by all UGA postdocs. Announcements of the election should go out no later than the 2nd week of April. Terms will begin July 1 and end June 30 of the following year. This will allow for 2 meetings to be conducted with the old board and new board to encourage a smooth transition. If only one candidate is available for a position, the election shall be discussed by the PDA Board. If no candidate is available, nomination and election of a new member of the Board shall be approved by the new Board. Terms shall begin on the first day of June and end the last day of May. The incoming President shall be known as the PDA President-elect.

All PDA Executive Committee members shall be elected in the same manner and serve the same term as the PDA President. In the event that an Officer or Executive Committee Member desires to step down, they must give one month notice of their resignation to the rest of the Executive Committee before it becomes effective. The only exception to the requirement of one-month notice shall be the inability of the Officer or Executive Committee member to carry out their elected position. In either case, the Executive Committee shall replace the departing member by special election, and the newly elected member shall serve out the remainder of the original term.

The PDA Executive Committee members are expected to serve a minimal term of 6 months with no term limit and committee membership shall be voluntary on a first request basis. The PDA President shall be responsible for maintaining an adequately staffed Executive Committee by periodic announcements and shall have the power to appoint any willing member of the PDA to fill any vacant seats on the PDA Executive Committee after all required elections have been held.

Any PDA Executive Committee member shall have the choice upon promotion to a non-postdoc position, within or outside of UGA, to resign their position or serve out the remainder of their term in the current PDA Executive Committee, the latter after approval of the Executive Committee. At the conclusion of this period, the committee member will no longer be eligible for re-election/appointment.

Article V: Meetings

The PDA shall hold monthly meetings to discuss their annual agenda and other postdoc issues. The date and time will be set by the PDA President based upon the availability of the Executive Committee Members.

A quorum shall consist of 50% of committee members, and a majority vote is needed to pass all proposed motions or amendments. However, a 2/3 majority vote shall be needed to remove a committee member or President and would require full PDA Board participation.

Article VI: Amendments to bylaws

Proposed changes to the bylaws can be made at any time following discussion at a monthly meeting.

Article VII: PDA Travel Awards

The PDA Board shall grant travel awards to two (2) postdocs every six (6) months to promote UGA postdoc professional development by facilitating their travel to professional meetings to present their research on the national stage.

Award Guidelines:

- Travel awards shall be for \$700 each. Unless the PDA Board, based on approved budget from OVPR decides otherwise.
- Announcements calling for applications shall be sent out during the first 60 days following the start of Spring and Fall academic terms. They should occur weekly leading up to the application deadline of no less than 30 days after the dissemination of the first announcement. For instance, if the first announcement for Fall travel awards is emailed on September 30th, the application deadline will be October 30th.
- Spring semester applications will consider travel between April 1st and September 30th. Fall semester applications will consider travel between October 1st and March 31st. Four general criteria for applicants are considered:
 - Applicant must be a current UGA postdoctoral associate, fellow or adjunct fellow.
 - Applicant must be the first author/presenter of a presentation (poster/talk) at the meeting you are requesting funds to attend.
 - Applicant must be presenting research conducted at UGA as part of your postdoctoral appointment.
 - Applicant must not have received a PDA travel award in the previous 12 months.
- A standardized application form will be used for all applicants (currently available as a Google Form).
- Abstract length will be restricted to 300 words.
- Judgement shall be based on a published list of criteria which will be provided to potential applicants within the announcement email, attached to it, or as a link within the announcement.
- Each application will be judged by at least three PDA Board members, and each Board member must judge at least three applications. Each abstract will be judged by an equal number of PDA board members to limit bias when the average scores are calculated.
- Winners will be determined by the highest average score based on a 1-10 scale. If there is a discrepancy, it will be up to the Board's discretion to break the tie.
- Travel award winners will be announced no more than 30 days after the application deadline.

Article VIII: PDA Board Records

The PDA board shall maintain all records and files on a common cloud drive to be determined by the current board. Each member will have access to the drive. However, the President and Secretary will have control over admin rights and access restrictions. It will be the responsibility of the Secretary to maintain the minutes and any other important records or documents on this cloud drive, and to keep the drive well-organized and curated.