UGA Postdoctoral Association (PDA) bylaws
approved, 4/8/2010; revised, 7/28/2011

Article I: Name

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

Article II: Mission

The overarching goal of the PDA is to serve the postdoctoral community at the University of Georgia, thereby promoting the university’s research and teaching missions.

Our objectives are:

• To cooperate with the Graduate Students and Postdocs in Science (GSPS) 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 the UGA Postdoctoral community through social interactions
• To serve as a 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 and is engaging 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 also be granted administrator rights to the listserv to disseminate information.

Article IV: Organization and Status

A. Status
The University of Georgia PDA shall be officially recognized by the Office of the Vice President for Research and will provide academic/training advisement on postdoc affairs.
B. Organization and Responsibilities

The PDA shall be governed by an Executive Committee and headed by a President. The Executive Committee shall consist of no more than 10 postdocs, including the President.

The PDA President shall have the following responsibilities:

1. Set the annual PDA agenda and organize all meetings.
2. Serve as the primary liaison between the OVPR and the PDA.
3. Maintain all meeting minutes and keep all PDA records not expressly made the responsibility of other board members by these bylaws.
4. Delegate responsibilities to PDA Executive Committee Members.
5. Disseminate important information to UGA Postdocs using the listserv
6. Uphold PDA bylaws.

The PDA Vice President shall have the following responsibilities:

1. Fulfill the duties of the PDA President when the PDA President is unable to do so.
2. Determine the contributions of postdocs to the UGA community to the best of his/her ability.
3. Communicate the contributions in responsibility 2 to the PDA President, PDA Board, and the Office of the Vice President for Research once a year.

The Treasurer shall be responsible for managing and keeping all records of PDA funds

The Secretary shall be responsible for recording minutes of all board meetings, recording all board votes, informing the PDA membership of board minutes and votes, and sending other general communication to the PDA membership using the listserv.

The University Council Library Committee Representative shall:

PDA Duties

1. Report to the PDA Board the Items Being Discussed by the University Libraries Committee on at least a monthly basis
2. Represent the interests of postdocs in general and the PDA during University Libraries Committee meetings

Committee Duties

1. 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.

The University Council Human Resources Committee Representative shall:

PDA Duties
1. Report to the PDA Board the Items Being Discussed by the Human Resources Committee on at least a monthly basis
2. Represent the interests of postdocs in general and the PDA during Human Resources Committee meetings

Committee Duties

1. To review and recommend policies related to 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.
2. To review and recommend policies related to gender and equity issues.

Both the University Council Library and Human Resources Committee Representatives shall also have the limited responsibilities of appearing at Executive Committee meetings, shall have the right to vote on all Executive Committee business, are not required to fulfill parts 2 or 3 of the Executive Committee responsibilities as spelled out below, and will be considered officers for the purpose of election.

The PDA Executive Committee members shall have the following responsibilities:
1. Attend PDA meetings.
2. Provide feedback and assist the PDA President as needed.
3. Serve as liaisons between postdocs in their departments and the PDA.

C. Elections/Terms

The PDA President will serve a term of 1 year, but may be elected to another term. Election of the PDA President shall be conducted by email ballot in March or by paper ballot in April and will be open to voting by all UGA postdocs. 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 Officers and 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 1 months notice of their resignation to the rest of the Executive Committee before it becomes effective. The only exception to the requirement of 1 months 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, in which case 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 to resign their position or serve out the remainder of a year from the time of election/appointment to the current PDA Executive Committee. At the conclusion of this period, the committee member will no longer be eligible for re-election/appointment. All PDA Executive Committee Members serving at the time of this change to the bylaws shall be grandfathered into this change.

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 need to remove a committee member or President.

Article VI: Amendments to bylaws

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