

# Bylaws of the North Carolina State University Postdoctoral Association

## HISTORY

The North Carolina State University Postdoctoral Association (PDA) was founded in 2008 to promote the building of community among postdoctoral scholars at North Carolina State University. The PDA is an organization that works with and supports the endeavors of the Office of Postdoctoral Affairs, and both entities strive to create an environment where postdoctoral scholars have enriching and rewarding experiences while contributing to the University's research enterprise. The Office of Postdoctoral Affairs, which was established on August 1, 2008, is housed within the Graduate School, and the Graduate School reports to the Vice Chancellor for Research and Graduate Studies.

## MISSION

- A. The mission of the PDA is to enhance and support the postdoctoral experience at North Carolina State University by working with the Office of Postdoctoral Affairs, administrators and faculty.
- B. The PDA strives to foster social and professional interactions among postdocs from across the University and with other postdoctoral scholars at nearby institutions.
- C. The members of the PDA will act as a liaison to the postdoctoral population at large and represent the postdocs' interests to the Office of Postdoctoral Affairs and to the appropriate university committees, organizations and departments at North Carolina State University.
- D. The PDA recognizes that postdoctoral positions are transitional and will strive to provide postdoctoral scholars with information about career opportunities so as to support postdocs with the pursuit of their career goals.
- E. The PDA also acknowledges that while postdoctoral positions are transitional, postdocs are part of the NC State University mission statement to "serve the students and people of North Carolina as a doctoral/research-extensive, land-grant university."

## **MEMBERSHIP**

- A. All postdoctoral scholars who meet the university's definition of a postdoc are considered members of the association.
- B. The definition of a postdoctoral scholar is as follows:
  - a. The appointee was recently awarded a Ph.D. or equivalent doctorate in an appropriate field; and
  - b. The appointment is temporary; and
  - c. The appointment involves substantial research or scholarship; and
  - d. The appointment is viewed as preparatory for a full-time career in research/scholarship; and
  - e. The appointment is not part of a clinical training program; and
  - f. The appointee works under the supervision of a tenured or tenure track faculty member; and
  - g. The appointee has the freedom, and is expected, to publish the results of his/her research or scholarship during the period of the appointment.
- C. The association consists of all postdocs, including the General Council and the Executive Committee, and all members of the association will have access to the General Council representatives so as to have their voice represented in decisions that are made regarding the postdocs and the association.

## **GENERAL COUNCIL**

- A. The General Council consists of the college representatives, the executive committee and the ex-officio members.
- B. Only the General Council (excluding the ex-officio members) will have voting rights within the PDA.
- C. Each college at North Carolina State University that employs postdocs will be asked to have a certain number of postdoctoral representatives assigned to the General Council so as to effectively represent the postdoctoral constituency within the respective colleges.

- D. The representatives that make up the General Council will need to be present for at least 75% of the meetings held each academic year and take on an active role within the PDA.
- E. The corresponding number of postdoc representatives will need to be sustained in order for the respective college to maintain its voting rights within the PDA:
  - a. For those colleges with 1 to 10 postdocs, 1 postdoc is asked to be assigned to and be active with the PDA.
  - b. For those colleges with 11 to 25 postdocs, 2 postdocs are asked to be assigned to and be active with the PDA.
  - c. For those colleges with 26 to 50 postdocs, 3 postdocs are asked to be assigned to and be active with the PDA.
  - d. For those colleges with 51 to 75 postdocs, 4 postdocs are asked to be assigned to and be active with the PDA.
  - e. For those colleges with 76 to 100 or more postdocs, 5 postdocs are asked to be assigned to and be active with the PDA.
- F. Each year the Executive Committee will extend an invitation to postdoctoral scholars to serve as a postdoc representative and, from the names received, the Executive Committee will select those who will serve on the General Council.
- G. Any college without a postdoc at the time of selection may, in the future, elect a postdoc representative without a formal invitation from the Executive Committee.
- H. Any member of the General Council, excluding the ex-officio members, may be impeached for neglect of duty, which is defined as:
  - a. Missing more than two consecutive meetings without prior notice; and/or
  - b. Not performing the duties described for the assigned or elected position.

## **EXECUTIVE COMMITTEE**

- A. The Executive Committee is a subset of the General Council and consists of the PDA officers which include the president, president-elect, treasurer and secretary. Other officer positions may be established as determined by the Executive Committee.

- B. The PDA Officers (Executive Committee) shall be chosen by the PDA during the month of April each year to serve from July 1<sup>st</sup> of the same year until June 30<sup>th</sup> of the following year.
- a. Officer vacancies created by resignation or departure may be filled during the course of the year by calling another election for that position except for the office of president.
  - b. Should the president's position be vacated, the president-elect will automatically assume the duties of president and a new president-elect will be elected.
  - c. Officers may not serve as college representatives.
  - d. Any postdoctoral scholar is eligible for office.
  - e. The officers shall be elected by a majority vote of the PDA members.
- C. The duties of the officers shall include those traditionally associated with such positions subject to the following qualifications and additions:
- a. The president shall be the chief executive officer of the General Council. The president shall make appointments and delegate responsibilities subject to the advice and consent of the General Council. The president shall set the agenda and preside at all PDA meetings.
  - b. The president-elect shall assist the president and act as president in the president's absence. The president-elect shall also serve as president the following next year.
  - c. The secretary shall record minutes of all PDA meetings and General Council meetings; disseminate the minutes to the members in a timely manner; call and publicize meetings; and handle appropriate correspondence and record keeping for the PDA and the General Council.
  - d. The treasurer shall propose a budget to the General Council each year; make disbursements and maintain financial records; present financial reports to the General Council at least four times a year and to the PDA once a year; and submit budgets and financial records yearly to the Office of Postdoctoral Affairs.

- D. Other officer positions created by the Executive Committee shall have duties as assigned by that body.

## **EX-OFFICIO MEMBERS**

- A. The PDA shall invite two faculty members to serve in an ex-officio capacity as advisors to and advocates for the association.
- B. The Executive Committee shall contact the North Carolina State University Faculty Senate to request names of faculty members that may serve as ex-officio members for the PDA. The Executive Committee will select the faculty advisors based on the recommendations of the Faculty Senate.
- C. Faculty advisors will be asked to serve a one-year term as ex-officio members.
- D. The director of the Office of Postdoctoral Affairs will also serve as an ex-officio member on an on-going basis and will provide both advocacy and advisement to the association.
- E. All three (3) ex-officio members will not having voting rights.

## **MEETINGS**

- A. Time and Place
  - a. The regular meetings of the General Council shall be held at least three (3) times each fall and spring semester in a location to be announced, unless otherwise determined by the General Council.
  - b. Meetings will be scheduled for at least one (1) hour.
  - c. Unfinished business will be relegated to the next meeting.
  - d. Members of the postdoc community will be invited to attend and speak at all meetings but are not eligible to vote unless they are members of the General Council.
- B. Quorum
  - a. Greater than half of the active members of the General Council shall constitute a quorum.

- b. A quorum shall be necessary to vote on proposed motions and to amend the PDA's bylaws.
- C. Order of Business
- a. Agendas will be outlined by the president and/or president-elect and be distributed in advance of all scheduled meetings.
  - b. Approval of minutes.
  - c. Reports of special representatives and standing committees.
  - d. General orders or unfinished business.
  - e. Voting motions shall carry if they receive a majority vote. All General Council members present may vote.
  - f. Determination of topics for the next meeting's agenda. Additional agenda items can be recommended by any General Council members up to the day prior to the next scheduled meeting. Agenda items can be sent to the president and president-elect.

## COMMITTEES

- A. All committees and chairs shall be appointed by the president of the PDA with the advice and consent of the General Council. All committee chairs serve at the pleasure of the General Council.
- B. Ad hoc committees may be created as required by the General Council, which shall specify their composition, charges and tenure.
- C. All committees and subsidiary groups within the PDA shall remain accountable to the General Council which shall retain the right of review and veto over all the activities of groups which it creates.
- D. All requests for representation to committees or councils of the University or to any organizations outside of North Carolina State University must be nominated by the president and approved by the General Council. Interim nominations may be made *pro tem* by the president pending the next meeting of the General Council.

## **AMENDMENTS**

- A. Amendments to these bylaws may be submitted to referendum by 75% vote of the General Council or by petition of 25% of the PDA's membership.
- B. Matters submitted to referendum shall be decided by simple majority of those submitting ballots. For the purpose of a referendum, a minimum of ballots shall consist of one-third (1/3) of the members of the PDA.