

UGA Postdoctoral Association (PDA) bylaws

Ratified by PDA Executive Committee – 7/24/2024

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 postdoctoral associates at UGA and on 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 and needs of UGA postdocs.

Article III: Membership and Listserv

All postdoctoral associates (postdocs) at UGA are automatically members of the PDA. Postdoctoral associates shall be defined by the [UGA Policy for Postdoctoral Appointments](#).

The UGA postdoctoral listserv shall be maintained by the [Office of Postdoctoral Affairs](#). The PDA President (see Article IV) shall disseminate information to the Postdoc community through this listserv.

Customized listservs for each of the satellite campuses such as those in Griffin, Savannah, and Tifton may be requested from the Office of Postdoctoral Affairs 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 Office of Postdoctoral Affairs 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 (must be based on Athens Campus)
- Vice-President (must be based on Athens Campus)
- Treasurer/Secretary
- Outreach Coordinator (must be based on Athens Campus)
- Diversity & Inclusion Representative (prefer to be based on Athens Campus)
- Satellite Campus*/off campus Representative(s)
- University Council (usually represented by the President)
- Library Council (represented by one of the board members above)
- Human Resources Council (represented by one of the board members above)

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

All Executive Committee positions, except for the President, Vice President, and Treasurer, can be held by a maximum of 2 persons (with the Satellite Campus representatives allowed a maximum of 2 per campus). . The President, Vice President, and Treasurer/Secretary positions of the UGA PDA can only be held by one person per term.

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. Establish annual achievement goals for the PDA and develop metrics to evaluate progress.
- c. Serve as the primary liaison between the Office of Postdoctoral Affairs and the PDA.
- d. Maintain all meeting minutes and keep all PDA records not expressly under supervised by other board members according to these bylaws.
- e. Delegate responsibilities to PDA Executive Committee Members.
- f. Disseminate important information to UGA Postdocs via 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 in their absence.
- 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 annually.

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

- a. Request and negotiation of budget with OPA.
- b. Management and record keeping for all PDA funds and transactions.
- c. Supervision of workshop and other events funds and distribution.
- d. Informing the Executive Committee on a regular basis about PDA fund use.
- e. Recording minutes of all PDA Board meetings, PDA Board votes, and sending general communication to the PDA members and postdoc community using the listserv.
- f. 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.2.4 The Outreach Coordinator shall have the following responsibilities:

- a. Prepare the monthly PDA newsletter.
- b. Together with OPA, updating and managing content of the PDA website.
- c. Scheduling and announcement of PDA social activities.
- d. Assisting the President with communications and announcements to the postdoc community, including notification of the UGA postdoc community of the PDA Board election information and any proposed bylaw amendments.

B.2.5 The Diversity & Inclusion Representative shall have the following responsibilities:

- a. Raise awareness about diversity issues, and provide educational resources as needed.
- b. Serve as a representative for diversity matters within the PDA board and our postdoctoral community (including attending and organizing meetings and social events).
- c. Lead communication channels (e.g., WhatsApp and/or email) to engage with postdocs during PDA events and gather feedback and insights regarding diversity.

B.2.6 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.
- d. Help make PDA and OPA activities held at Athens more accessible for postdocs at the satellite campus.
- e. If possible, create in-person or remote events for social or professional development.

B.2.7 The University Council Representative shall have the following responsibilities:

- a. Attend the University Council meetings.
- b. Represent the PDA Board and the general interests of postdocs during University Council meetings.
- c. Report to the PDA Board items that have been discussed at University Council meetings.

B.2.8 The Library Council Representative shall have the following responsibilities:

- a. Attend the University Library Committee meetings.
- b. Represent the PDA Board and the general interests of postdocs during University Library Committee meetings.
- c. 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.
- d. 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.2.9 The Human Resources Council Representative shall have the following responsibilities:

- a. Attend Human Resources Committee meetings.

- b. Represent the interests of postdocs in general and the PDA during Human Resources Committee meetings.
- c. Report to the PDA Board on items discussed by the Human Resources Committee.
- d. 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.

C. Terms and Elections

The PDA President will serve for a term of one (1) year. Official terms will begin July 1 and end June 30 of the following year. The Vice-President shall receive automatic nomination of candidacy for President for the following term. Self-nomination by any other postdoc is acceptable, but previous service on the PDA Board is preferred for consideration by the PDA Board and postdoc community as nominee for PDA President.

Announcements of the election should go out no later than the 2nd week of April. If more than one candidate is available, election of the PDA President shall be conducted during a May PDA Board meeting (whether the regular May monthly PDA Board meeting or a special election meeting) and will be open to voting by the entire PDA Board plus any UGA postdoc in attendance at the meeting. An open announcement of this election voting meeting shall be sent to the UGA postdoc listserv no later than one week in advance. If still undetermined, the voting should be open to all UGA postdocs via online voting.

The incoming President (which shall be known as the PDA President-elect) will attend the PDA Board meeting in June prior to the official term start in July. This will allow for a meeting to be conducted with the old board and new board to encourage a smooth transition.

All other PDA Executive Committee members shall be elected in the same manner and serve the same term as the PDA President. 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.

In the event that an Officer or Executive Committee Member desires to step down, they must give one-month notice of 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 (following the same election procedures as a regular election described above), 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.

The PDA Board meetings shall be open to all UGA postdocs, and the date, time and location announced no later than one week in advance, whether via listserv or on the Postdoc Portal.

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

Changes to the bylaws may be proposed at any time. PDA Board meetings with discussions pertaining to potential bylaw amendments must be announced to the UGA postdoc community with a specific invitation to attend and vote on the proposed changes. Amendments may be implemented after: 1) discussion at a PDA Board meeting and 2) a majority vote of a quorum of board members (50% of the board members) plus any UGA postdoc in attendance at the meeting.

Article VII: 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.