

## Bylaws for the University of Nebraska-Lincoln Postdoctoral Association (UNL PDA)

- Purpose or objective/ Mission
  - The mission of the UNL Postdoctoral Association is to enrich the Postdoctoral experience by creating a sense of community and belongingness, to enable Postdoctoral scholars to explore opportunities via networking and professional development, and to encourage Postdocs to become leaders in their academic environment and in the community.
- Operation/Governance - who is eligible for membership?
  - All UNL postdocs are eligible for membership.
  - Definition of a UNL postdoc:
  - “A postdoctoral appointee is a person who has recently earned a Ph.D., Ed.D., J.D., M.D., or equivalent doctoral degree and the appointee joins UNL to perform academic research full-time under the supervision of a member of the faculty. The position is meant to provide additional research and or scholarly training in preparation for a position in academia, industry, or government. The appointee position can only be held for up to five years.”
  - The postdoc should be registered at the Office of Graduate Studies of UNL prior to gaining membership at the UNL PDA.
- Non-discrimination and Diversity Statement
  - These Bylaws and the elected officers and committee chairs of the UNL PDA shall not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.
  - UNL PDA seeks to promote diversity and ensure equal opportunity and inclusion for all Postdoctoral Scholars in UNL. Any member or officer of UNL PDA who violates these principles may be required to leave the organization by unanimous decision of all officers excepting the one in question. If removed from the organization for any of these reasons, any dues or other payments will not be returned to the individual in question.
- Leadership roles and responsibilities of officers and chairs - election procedures
  - Officers of the executive board of the UNL PDA shall be composed of a maximum of 8 total seats.
  - All members of the UNL PDA are eligible to run for vacant chair seats and officer seats except for the President position.
  - Any member of the UNL PDA who has served as a PDA officer or committee chair may run for the President position.
  - General responsibilities
    - Attend meetings: each officer or chair must attend at least half of the monthly meetings for each term. If an officer or chair is not able to attend a meeting, they should notify the President or Secretary of the PDA in advance of the meeting.
    - If an officer or chair fails to attend 2 meetings in a row without prior notification to the President or Secretary, he or she will be notified in

- writing that they will no longer be serving in said position and said position will be filled via an election during the next regular meeting.
- Term expiration
    - There will be two terms per year: July 1 – Dec 30, and Jan 1 – June 30.
    - Officers/chairs who are no longer able to execute their roles must notify the President in writing.
    - Whenever possible, the Vice President will take over the position of President in the subsequent term.
  - Elections:
    - All members of the PDA have voting rights in elections to leadership roles.
    - Elections will be held virtually during the last month of each term; or when a position is vacant due to job leave or inability to fulfill role responsibilities.
    - Nominations to a leadership role can be done via self-nomination or other-nomination. Nominations shall be sent to the secretary during a call for nomination in November and May of each year.
    - Voting will be conducted virtually through an anonymous online election survey distributed via the postdoc listserv.
      - The election survey will include a short bio for each candidate taken from the information provided during nominations.
      - Members will be allowed to vote yes, no or abstain for each nomination.
      - The election survey should be distributed to all members for at least one week before voting closes.
      - Current leadership will record survey results and announce leadership at the next meeting.
    - A simple majority is sufficient for election.
  - Formation of committees - committee charges
    - Committees will be developed on an as-needed basis and will be led by at least one chair.
    - If an officer sees a need for a committee, the officer will present that need to the board who will decide if the committee is necessary.
    - Each term the need for each existing committee will be reviewed by the board.
  - Structure of PDA leadership and organization
    - Executive Officers:
      - President
        - Sets agenda for monthly meetings with input from PDA members.
        - Conducts monthly PDA meetings.
        - Oversees the timely appointment or election of new members of officers/committee chairs.
        - Reviews and approves PDA budget in collaboration with the Vice President, and the Treasurer.
        - Initiates vote to dismiss a PDA member for cause.
        - Notifies the Vice President when unable to attend a PDA meeting.
      - Vice President

- Assists the President in setting the agenda for monthly meetings.
  - Reviews and approves the PDA budget in collaboration with the Chair, and the Treasurer.
  - Temporarily assumes duties of the President if the President is unable to fulfill them.
  - Will be responsible for implementing a postdoctoral interest survey at the end of each term (December and May), and will assist in revising the survey questions to include matters of continuing importance.
  - In the case that the President position becomes vacant, the Vice President will take over the position of the President and will fulfill duties of the Vice President and President until the end of the term.
- Secretary
    - Notifies the PDA of upcoming vacancies on the PDA.
    - Maintains a record of PDA meeting attendance, calling the roll if necessary, and determining if a quorum is present.
    - Records the minutes of each PDA meeting and within one week emails draft to President to send out to members for review. Send final version of minutes to PDA Webmaster to archive online within one month.
    - Maintains the PDA organization roster, in coordination with the President.
    - Sets the PDA monthly meeting schedules (calendar invite to members); reserves adequate meeting space, and notifies PDA members of dates/time/location of meeting in coordination with the President (scheduling preference will be given to executive officers, Advisory Liaison, and committee chairs).
  - Treasurer
    - Develops the annual budget for PDA operations, programs, and events in coordination with the PDA officers and members.
      - Solicit planned expenses and drafts annual budget.
      - Presents a draft budget to the President and Vice President for approval.
      - Submits a final budget to the PDA for review by the second monthly meeting of each term.
    - Maintains a record of income and outlay of the PDA account in coordination with the President, and shall be prepared at any PDA meeting to give a summary of the financial state of the PDA
    - Actively develops strategies to maintain and increase funding opportunities for the PDA.
    - Presents to the PDA in the last monthly meeting of each term a review of the PDA finances (May and December), unless otherwise necessary).
    - Temporarily assumes duties of Secretary if Secretary is unable to fulfill them.
    - Serves as *ex officio* chair of the Fundraising Committee.

- Webmaster
  - Maintain and update the UNL PDA official website.
  - Archive final meeting minutes each month from the Secretary onto the UNL PDA website.
  - Update monthly meeting schedule/time/location onto the PDA website.
  - Update other PDA resources as advised by the executive officers and committee chairs onto the PDA website.
  - Actively improve efficiency and creativity of website interface for member use.
  - Present summaries of website updates in monthly PDA meetings.
- Professional Development Committee Chair
  - Lead the Professional Development Committee via monthly committee meetings; ensure minutes are taken during the meetings, if applicable.
  - Recruit committee members, if needed.
  - Actively strategize and plan for occasional and regular PDA professional development events that will lead to professional development opportunities, with the aim of providing resources and strategies to enhance the likelihood of postdocs to secure desirable full-time positions (e.g., in academia, non-profits, or in the industry) after their postdoc tenure.
  - Present summaries of professional development committee updates in monthly PDA meetings
- Social Committee Chair
  - Lead the Social Committee via monthly committee meetings; ensure minutes are taken during the meetings, if applicable.
  - Recruit committee members, if needed.
  - Actively strategize and plan for occasional and regular PDA social events that will lead to socializing, connecting, and bonding opportunities for PDA members, with the aim to enhance the belongingness, inclusion, and well-being of each member.
  - Assist with UNL PDA public representation (social media, media), including advertising PDA events to postdocs (e.g., flyer creation).
  - Maintain and update social media sites (e.g., LinkedIn, Facebook, Instagram) in coordination with PDA executive officers.
  - Present summaries of social committee updates in monthly PDA meetings.
- Fundraising Committee Chair
  - The Treasurer officer serves as the *ex officio* committee chair when applicable.
  - Lead the Fundraising Committee via monthly committee meetings and ensure minutes are taken during the meetings, if applicable.
  - Recruit committee members, if needed.
  - Actively strategize to increase funding opportunities for the PDA, and lead events/opportunities to secure funding (e.g., connecting with industries) in coordination with the executive officers.
  - Present summaries of fundraising committee updates in monthly PDA meetings.

- **Finances**
  - Finances will be tracked and maintained by the Treasurer.
  - In the final month of the fiscal year, the financial officer will present a yearly spending and savings report to all officers for review.
  - Purchases greater than \$20 must be approved by the Treasurer and the President.
  - Reimbursements for any spending on behalf of the PDA must be requested within 60 days of purchase.
  - Note: The financial expectations are dependent upon UNL policies.
- **Note:**
  - Standing committees are formed to tend to matters of continuing importance. Executive officers will periodically review these committees to determine if their continued function is necessary. Ad hoc committees may be created to perform specific, transitory tasks, as noted in “Formation of Committees” stated above.
  - The Director and Associate Director of the Office of Graduate Studies will not have voting rights to the PDA leadership but will be able to make motions and debate on matters of the PDA.
- **Amendments**
  - Bylaws may be amended by a two-thirds vote at a full PDA meeting.
  - A PDA member must submit proposed amendments in writing to the President.
  - The President will forward proposed amendments to all PDA members one week prior to the next meeting, during which time proposed changes may be discussed, but no vote may be taken.
  - And the following meeting, the amendments may be discussed and voted upon. If the proposed amendments are many or substantial, the President may appoint an ad hoc committee to review the amendments and make recommendations to the PDA.
  - Amendments take effect immediately unless otherwise indicated by a proviso adopted by majority vote.
- **Bylaw reviews:** should be conducted annually by officers to ensure the best interest of UNL postdocs and the PDA.

(updated as of 6.25.2021)