

## Utah Postdoctoral Association (UPDA) Bylaws

Approved 5/2013

### **I. MISSION**

#### A. Our Mission

The mission of the Utah Postdoctoral Association is to enhance the postdoctoral experience at the University of Utah by providing resources to assist postdocs (as defined by the “Membership” section of this document) in their professional development and personal needs. We aim to provide information and support around career advancement and financial issues. We are focused on representing postdoctoral causes to the University administration, as well as, facilitating social interaction between postdocs, with a goal of building a community that can benefit from the exchange of knowledge and experience.

#### B. Our **Primary Goals** aim to:

1. Help incoming postdocs acclimatize to their new positions and possibly to a new city, state, country and/or culture.
2. Foster social interactions and communication between postdocs.
3. Assist in driving career advancement.
4. Be highly responsive to our members' needs and issues of concern.
5. Provide a forum for interaction between departmental faculty and postdocs.
6. Represent postdocs to the University of Utah administration and the National Postdoctoral Association.

### **II. ORGANIZATION**

The structure of the Utah Postdoctoral Association is defined by the by-laws that follow. However, given the transitory nature of postdoctoral positions, in some cases the bylaws may not be applicable/enforceable. In these cases, a course of action will be decided upon by a majority vote of the Board.

#### A. Board Members

1. The Board will serve to organize seminars, workshops, and social activities each semester, conduct business, and ensure the continued leadership of the organization.
2. A call for volunteers from the General Association Membership will be issued prior to each academic year to address Board vacancies and term expirations. If there is more than 1 volunteer for each vacancy, elections will be held at the general meeting in September and Board members will be selected by a majority vote of active members in attendance. If there is 1 or fewer volunteers, board members have the authority to appoint eligible people into the vacancies.
3. An open call for additional Board members may be held at any time there are  $\leq 5$  Board members in total.
4. Board members or officers who are not serving the Postdoctoral Association's interests may be removed by a two-third-majority vote of the full Board.
5. To remain in good standing, Board members must attend at least 50% of

the scheduled Board meetings.

6. Board Members must notify the Senior Chair two months in advance of their desire to discontinue working with the organization, if it will occur before the end of their term, in order to allow sufficient time for their replacement. This notification should occur at the time of a scheduled Association meeting, when possible. Members who are unable to complete their term for any reason should immediately notify the Senior Chair.

7. The Board will also consist of 1-2 faculty/staff sponsors, who are non-voting members of the Board, and one of these faculty/staff members must represent the graduate school.

8. Upon accepting membership on the Board, individuals agree to maintain active membership for a minimum of one year. Exceptions to this term limit are noted in the Board job descriptions.

#### B. Officers

1. The officers for the UPDA Board include, but are not limited to, a Senior Chair, Junior Chair/ New Member Coordinator, Secretary/Treasurer, Communications Officer. These positions will be filled from the members of the Board.

2. If more than 1 individual Board member volunteers for a particular position, the position will be selected by a majority vote of the Board members in attendance at that meeting.

3. If the Senior Chair is unable to attend a meeting, the Senior Chair will notify the Junior Chair in advance to serve as the facilitator of the meeting. However, this should only occur in emergencies and if the Senior Chair's absences become excessive (as decided by the remaining board members) the Board may vote to remove the Senior Chair from their position and/or the Board.

### III. MEMBERSHIP

A. The UPDA will strive to maintain diversity and equal representation amongst the various disciplines within the University, experience, gender and foreign national status. The UPDA does not discriminate on the basis of gender, race, religion, national origin, language, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

B. All individuals with the title of Postdoctoral Fellow, Postdoctoral Scholar, or Research Associate in the University of Utah payroll system or identified as such through their departments are eligible to participate in the UPDA and serve on the UPDA Board.

C. Other individuals with similar positions to those described above who are not University of Utah employees but have interest in our organization may be recognized as affiliated with the UPDA upon request. The Board will vote to approve such requests. Those persons will not be eligible to sit on the Board, but are welcome to attend any UPDA events that are not solely funded with University of Utah funds.

#### **IV. RESPONSIBILITIES**

- A. The Senior Chairperson is responsible for the following items:
  - 1. Notification of the UPDA general membership of vacancies on the Board.
  - 2. Overseeing the timely appointment and/or election of new members.
  - 3. Serve as liaison to the University administration.
  - 4. Scheduling the Association board meetings, forming their agenda, and facilitating the meetings.
  - 5. Scheduling the annual general Association meetings, forming their agenda, and facilitating the meetings.
  - 6. Training the Junior Chair to assume the position of the Senior Chair.
  - 7. Serve a 1-year term limit.
  
- B. The Junior Chair/New Member Coordinator is responsible for the following items:
  - 1. Obtain a current list of all active postdocs from the payroll office and/or the Postdoctoral Office.
  - 2. Communicate information about the organization and its events to new members.
  - 3. Help coordinate the events of the UPDA.
  - 4. Serve a 1-year term limit in order to closely work with the Senior Chair to learn the Senior Chair's position.
  
- C. The Secretary/Treasurer is responsible for the following items:
  - 1. Recording minutes at each Board meeting and general Association meeting.
  - 2. Maintaining a record of meeting attendance and minutes.
  - 3. Ensuring that information from UPDA meetings is available to all postdocs (posted on the UPDA website). This includes, but is not limited to, ensuring that minutes of meetings are emailed to UPDA Board members.
  - 4. Serve as a liaison with the UPDA's faculty/staff sponsor pertaining to money issues for the organization.
  - 5. Serve a 1-year, renewable term.
  
- D. The Communications Officer is responsible for the following items:
  - 1. Replying to emails sent to the UPDA or directing them to the appropriate persons/committees.
  - 2. Communicating information about the events associated with the UPDA to the postdoctoral community.
  - 3. Maintaining the UPDA website and updating the social media outlets for the organization.
  - 4. Serve a 1-year, renewable term.
  
- E. All Postdoctoral Association Board Members are responsible for the following items:
  - 1. Organizing and facilitating UPDA seminars, workshops, and activities.
  - 2. Ensuring that pertinent information is disseminated to the postdoctoral population at large.
  - 3. Communicating concerns and ideas to the association from member

postdocs.

4. Informing postdocs of events and helping to organize events, as needed.
5. Holding informal meetings with postdocs, when necessary.
6. There are no time limits on the service of a general Board member.

F. The faculty/staff sponsor(s), is/are responsible for the following:

1. Ensuring that UPDA activities are in compliance with University regulations.
2. Providing guidance for the Board in creating and providing professional development opportunities.

H. One person on the Board may concurrently hold more than one role on the Board. However, the Senior and Junior Chair positions may not be held concurrently.

## V. CONDUCT OF MEETINGS

A. Quorum: A minimum of one-half of the Board members plus 1 must be in attendance to call a vote on proposed motions. Meetings will be held every 8 weeks and general Association meetings will be held **at least** once a year.

1. A general meeting can be held upon request to the Board, if petitioned by 20 or more members.

B. Order of Business for Board and General Meetings

1. The Senior Chair will solicit agenda items from board members/general members prior to the meeting.
2. An agenda will be distributed in advance of all scheduled meetings.
3. The Senior Chair or designated substitute shall call the meeting to order.
4. Approval of minutes: At the meeting, the Senior Chair shall ask if there are additions or corrections to the minutes. If there are no changes or changes are made by general consent, the minutes will be declared, "approved" or "approved as amended." A copy of the previous month's minutes will be posted on the website after their approval.
5. Reports of special representatives and standing committees: The Senior Chair shall call only on those special representatives or standing committees who have reports to make.
6. General orders or unfinished business: Unfinished business or general orders shall be considered in the order of the agenda. Items to be considered under this heading include:
  - a. Any question that was pending when the previous meeting adjourned.
  - b. Any question that was to be considered at the previous meeting but was postponed for debate.
7. New business: The Senior Chair shall ask if there is any new business. Members can introduce new business or remove from the table any business that is on the table.
8. Announcements: The Senior Chair may make, or call upon others to make, any necessary announcements; or, members can briefly obtain the floor for such a purpose.
9. Program: If there is to be a presentation or other program, it is usually presented before the meeting is adjourned.

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10. Voting Motions shall carry if they receive a majority vote. All members present may vote.

11. Determination of topics for next meeting's agenda: Any member can recommend additional agenda items. Agenda items may be sent to the Senior Chair.

## **VI. SUBCOMMITTEES**

A. Subcommittees shall be created by the Board, as needed, to investigate and recommend action on matters that are of interest or concern to the Board or for the purposes of organizing seminars, workshops, social events, or other activities.

B. Subcommittees will be lead by volunteers from the Board or the general Association membership. If a general member serves as a subcommittee chair, he/she or a designated representative will be required to attend the Board meetings.

C. Subcommittee members may be specifically recruited from the general postdoc population.

D. The duties of a subcommittee and its power to act on certain decisions shall be outlined at its formation and shall be approved by the Board.

## **VII. REVIEW**

A. The Board shall review the bylaws every Spring to ensure that they remain current.

B. Proposed changes to the bylaws may be made at any time before March.

C. Proposed changes should be submitted in writing to the Senior Chair and presented for discussion prior to the designated Spring Board meeting dedicated to by-law revision.

D. All proposed changes to the bylaws will be discussed and approved by a majority vote of the Association's Board members.

1. Proposed amendments must be sent to all members at least one week prior to the Spring meeting if they are to be approved for the following academic year.

2. Amendments to the bylaws may be made at the Association meeting.