

BYLAWS of the
TEXAS A&M UNIVERSITY POSTDOCTORAL ASSOCIATION

Ratification

These bylaws were approved by the Texas A&M University Postdoctoral Association General Members during the General meeting. Due to COVID19 pandemic, bylaws were voted on online.

Article 1. Mission

The mission of the Texas A&M University (TAMU) Postdoctoral Association (PDA) shall be to foster a sense of community among the postdoctoral scholars (see definition below), to be an advocate and a representative voice of the postdoctoral scholars at TAMU, and to improve the quality of the postdoctoral experience at TAMU.

Article 2. Membership

2.1 Definition of a postdoctoral scholar

A postdoctoral scholar ("postdoc") is an individual holding a doctoral degree (Ph.D.) or equivalent doctorate (e.g., Sc.D., M.D., D.D.S., J.D.) who is engaged in a temporary period of mentored research and/or scholarly training for the purpose of acquiring the professional skills needed to pursue a career path of his or her choosing. Postdocs are essential to the scholarly mission of the mentor and host institution.

2.2 Classification of membership

2.2.1 General Members

Any postdoc at TAMU is a member of the TAMU PDA. All General Members are invited to attend and speak at all general, executive, and committee meetings and raise topics for discussion by submitting an email request to the Executive Committee (pda@tamu.edu) ahead of time. Any General Member may run for office.

Article 3. Executive Committee

3.1 Structure and purpose of the Executive Committee

The members of the Executive Committee include a President, Vice President, Communications officer, and Treasurer, who will hold office for one year.

The Executive Committee shall meet to review any issues or concerns related to postdoctoral life at TAMU. It will be in charge of maintaining the relevance of the bylaws to the Association, suggesting bylaw amendments to the officers if any are deemed necessary. The Executive Committee shall provide analysis of the legality and the integration of any proposed amendment prior to a vote and shall be responsible for interpreting the bylaws when a question of interpretation arises.

3.2 Nominations

All General Members are eligible for nomination to any officer position as long as they remain as a postdoc for the duration of their term. All members, including the current Executive Committee, may submit a nomination, including a self-nomination. All nominations must be approved by the Executive Committee. Each accepted nominee must provide a written nomination statement to be presented to the membership. Executive Committee members may be reelected.

3.3 Elections

Elections are held once a year. Nominations are accepted in March and elections are held in April. The election is organized by the Election Committee (described below).

3.4 Terms of office

Terms of office shall begin at the beginning of May, following the election, and shall be terminated at the end of April following the next annual election.

3.5 Resignation of appointment

If an elected Executive Committee member is unable or unwilling to complete a full year's appointment for any reason, he or she may resign by informing the remaining officers of his or her intent.

3.6 Termination of appointment

If an elected Executive Committee member does not fulfill his or her duties, or conducts duties in a way that is detrimental to the mission of the PDA, a meeting of the remaining elected officers will be held to discuss the issue, and the officer may be requested to resign. If the officer does not resign and it is deemed necessary by the remaining officers that he or she should no longer remain in office, a simple majority vote among the other Executive Committee members will be required to terminate the appointment.

3.7 Filling vacancies

Vacancies in the Executive Committee shall be filled either by holding a new election for the position or following this election succession process a) The Vice President shall succeed the

President and a new interim Vice President will be voted on by the Executive Committee. b) The Vicepresident or Communications officer shall succeed the Treasurer, and a new interim Communications officer will be voted on by the Executive Committee. c) Other officer vacancies prior to the General Elections shall be elected by a simple majority vote of the Executive Committee.

3.8 Faculty and administrative mentors

Faculty and/or administrators are invited to participate in a non-voting, advisory role to the organization. The Executive Committee shall approve their participation.

3.9 Duties of Executive Committee members

3.9.1 President

The President shall preside over and set agendas for the Executive Committee meetings and the biannual General Meetings (GMs), shall serve as the liaison to TAMU and other organizations, shall approve and/or initiate PDA events, and shall be responsible for the condition of the PDA and the proper discharge of the duties of the Executive Committee members.

3.9.2 Vice President

The Vice President shall support all of the duties of the President and assume those duties, or those of the other officers, in their temporary absence, shall coordinate creation of an annual written report to be completed and presented at the spring GM. This report will summarize all completed business, ongoing business, and plans for the next year by all committees. The Vice President shall also keep minutes for the GMs and Executive Committee meetings. In case the Vice President is absent from a meeting, other members of the Executive Committee can take over recording minutes.

3.9.3 Communications officer

The Communications officer shall carry out the PDA's correspondence with the TAMU community, shall communicate meeting notices, seminar and activity announcements, and meeting agendas via email, shall maintain the Executive Committee email server and assign email addresses to the Executive Committee members, shall respond to emails on the general PDA email account, shall maintain the PDA website, and shall distribute any news and noteworthy achievements of the PDA members.

3.9.4 Treasurer

The Treasurer shall administer PDA cost codes and accounts, shall keep records of the PDA's financial dealings, shall create a budget, shall pursue funds available to the PDA, and shall report on the PDA's finances at GMs and Executive Committee meetings.

Article 4. Committees

4.1 Committee formation

Committees are established ad hoc. As the membership of the PDA increases and new needs emerge, the executive committee can establish committees to help our membership. The only committee that cannot be eliminated is the Election Committee. Previous committees include: professional development, advocacy, communications, and events.

4.1.1 Election Committee

The Election Committee shall coordinate the Executive Committee member election, including overseeing the nomination, collecting the votes, and reporting the results. Election committee members cannot be nominees. This committee is established in Spring before elections.

Article 5. Meetings

5.1 General Meetings (GMs)

GMs will be held biannually, in the spring and fall semesters. All members are encouraged to attend. These meetings will include a report of activity since the last general meetings from the Executive Committee and committee Chairs. All association members are encouraged to present ideas and topics for ongoing and future PDA activities.

5.2 Executive Committee meetings

The regular meetings of the Executive Committee shall be held on a regular basis, usually at least once a month to discuss business matters of the PDA, and to facilitate communication between the officers and committees. Any PDA member may attend, or request to be included in the regular agenda by writing to the President, but are not eligible to vote, unless they are members of the Executive Committee. Meeting minutes will be made available.

5.3 Committee meetings

Committees are encouraged to meet as needed and the meetings are open to all members.

5.4 Order of business

An agenda will be distributed by email, in advance of all scheduled meetings. The Chair of the meeting shall call the meeting to order. If there are reports from special representatives and standing committees, the Chair shall call on them to present during the meeting. Unfinished business will be relegated to the next meeting. Agenda items for the next meeting shall be decided on, towards the end of the meeting.

5.5 Approval of minutes

A copy of the previous meeting's minutes will be sent by e-mail to members prior to the meeting. At the meeting, the Chair shall ask for any addition or correction 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."

Article 6. Amendments

These bylaws may be amended by a majority vote of its members at GMs or during a special online vote of the membership. Amendments may be proposed by any General member via email or written submission to the Executive Committee. Amendments must be presented, with an opportunity for discussion, to all members of the PDA before voting occurs.

Article 7. Unforeseen circumstances

Under extreme unforeseen circumstances (e.g. hurricanes, tornadoes, campus closures, etc.), Executive Committee will change or adjust dates as needed.