

Emory University Postdoctoral Association Bylaws

Mission

The Emory University Postdoctoral Association (EUPDA) aims to:

- Provide a sense of community and identity for postdoctoral scholars, fellows, and researchers;
- Advocate for individual and collective needs and interests of postdoctoral scholars, fellows, and researchers;
- Facilitate communication and scientific interactions;
- Provide relevant resources for career development;
- Function as a central hub for and to disseminate information from our sub-committees.

Governance

General membership to the EUPDA is open to all postdoctoral scholars, fellows, and researchers at the university, regardless of department or college affiliation. All postdoctoral fellows can run for Executive Board and Sub-committee leadership positions.

Roles and Responsibilities of the Executive Board

1. The **Chair**
 - a. Organizes and sets the agenda for general and Executive Board meetings;
 - b. Leads general and Executive Board meetings;
 - c. Communicates with members of the Executive Board;
 - d. Communicates with the leaders of the Sub-committees;
 - e. Communicates with the Office of Postdoctoral Education (OPE); and
 - f. Oversees elections.
2. The **Vice Chair**
 - a. Aids in responsibilities as delegated by the Chair.
3. The **Communications Chair**
 - a. Conducts semesterly surveys to assess the needs of the group;
 - b. Crafts emails for upcoming events;
 - c. Works with the Office of Postdoctoral Education (OPE) to communicate pertinent information; and
 - d. Manages the group's social media accounts.
4. The **Treasurer**
 - a. Prepares the annual budget;
 - b. Manages funds of the group;
 - c. Submits requests for funds in a timely fashion;
 - d. Acts as a liaison between the Office of Postdoctoral Education (OPE) and Emory PDA to communicate the size, cost, and resources needed for events.
5. The **Webmaster**

- a. Controls access and remains up-to-date on training with the Cascade system,
 - b. Maintains the website and Microsoft Teams space,
 - c. Advertises announcements for upcoming events on the website, and
 - d. Works with the Communications Chair to manage the group's social media accounts.
6. The Chair (and Vice Chairs) of the following **Sub-committees** will automatically hold executive board positions:
- a. Science Writers
 - b. Postdoctoral Council for Diversity
 - c. International Postdocs
 - d. Programming Advisory
 - e. Mentorship and Outreach
 - f. Advocacy
7. All members of the Executive Board except the Chair, who leads meetings, will rotate who takes meeting minutes.

Election Procedures

Each year on July 1st, a call for Executive Board and Sub-committee leader nominations will be sent to all Emory postdoctoral scholars, fellows, and researchers. Nominations must be confirmed by the nominee or can be a result of a self-nomination. Individuals can be nominated for multiple positions, but must submit a separate application for each position and may only accept one position, which will be determined by majority rule. A 2-week period shall be enacted for nominations. After the nomination period, a 2-week voting period will be enacted where all Emory postdoctoral scholars, fellows, and researchers can vote for the incoming Executive Board and Sub-committee leaders. A second email will be sent where nominees will be asked to include:

1. How many years they have been at Emory,
2. Their department, and
3. A small paragraph (<6 sentences) detailing why they want to run for the position.

The voting period will close on August 1st. If only one individual is nominated, they are automatically elected by default and no voting will take place. Otherwise, winners will be determined by majority rule. A 1-month interim period will take place to provide a smooth transfer of responsibilities between the current and incoming Executive Board and Sub-committee leaders. The incoming Executive Board and Sub-committee leaders will begin their terms on September 1st, which will last for one year.

Resignation/removal of an Officer from the Executive Board: A member of the Executive Board who wishes to resign must submit a written statement of resignation to the Executive Board. An officer can also be removed due to dereliction of their duties. Dereliction of duty must be determined by the Executive Board and must be unanimously approved. In both instances, an ad-hoc nomination will take place for that position only. Individuals who are elected will serve until the next official nomination and election period.

Descriptions and structure of sub-committees

Sub-committees will elect a **Chair**, and optionally, a **Vice Chair** to serve on the Emory PDA Executive Board. Within sub-committees, additional positions can be created but will be governed by sub-committee itself. The mission and main contact(s) for active sub-committees are included below:

- a. **Science Writers**; Becky Yao (jingting.yao@emory.edu)
 - i. Science Writers is composed of a group of postdocs with a knack for writing. This sub-committee provides opportunities for members to develop their writing skills via the peer-review process of writing and editing articles. By creating an open and nourishing platform of sharing thoughts and ideas, Science Writers fosters strong communal bonds through writing. Members of Science Writers contribute to publishing the bi-annual Postdoc Science Writers Magazine. Each edition features a unique theme of contemporary interest. Members also post blogs covering a variety of topics of interest to the postdoc community. In addition, Science Writers is actively engaged in facilitating related events hosted by the Office of Postdoc Education (OPE).
- b. **Postdoctoral Council for Diversity**; Laura Avila (laura.avila-segura@emory.edu), Johnasha Stuart (johnasha.donna.stuart@emory.edu), and Laramie Lemon (laramie.denise.lemon@emory.edu)
 - i. The mission of the Postdoctoral Council for Diversity is to uphold diversity and inclusion as core institutional values. People of diverse race, gender, socioeconomic status, first-generation college students, and sexual orientation, among others, are key to the advancement of the sciences. Therefore, we seek to increase the participation and retention of underrepresented groups in scientific fields and address systemic racism with the academic environment in order to cultivate a network of diverse scientists. We are committed to providing a safe space and fostering a community among diverse groups of scientists, where individual differences are celebrated, supported, and nurtured.
- c. **International Postdocs**; Seyma Katrinli (seyma.katrinli@emory.edu)
 - i. The International Postdocs sub-committee supports foreign national postdocs in personal and career development. The sub-committee, 1) facilitates quick exchange of information and useful resources regarding visas, immigration, fellowship and grant opportunities that are open to international scholars; 2) provides a network of moral support for international postdocs facing similar struggles; 3) participates in advocacy actions for internationals (e.g., petitions).
- d. **Programming Advisory**; Jackie Gayton (jacqueline.n.gayton@emory.edu) and Robby Van Sciver (rvansci@emory.edu)
 - i. The Programming Advisory sub-committee works with the Office of Postdoctoral Education (OPE) to ensure that the events and workshops throughout the year are meeting the needs of all postdoctoral fellows at Emory. By integrating with OPE, the Programming Advisory sub-committee fosters the maximal growth of all postdoctoral fellows by ensuring appropriate professional development workshops and events to

help postdoctoral fellows succeed in their careers. We aim to organize programs that facilitate the professional development of postdoctoral fellows at Emory in addition to events and workshops that focus not only on the academic job search but also on careers outside of academia.

- e. **Mentorship and Outreach**; Johnasha Stuart (johnasha.donna.stuart@emory.edu) and Difeng Cai (difeng.cai@emory.edu)
 - i. The Mentorship and Outreach sub-committee aims to: 1) Build a bridge and mentorship relations between pre-doctoral students and postdocs; 2) Facilitate scientific interactions in the postdoc community; 3) Organize social events and provide support for postdocs in need (logistically, mentally, etc.).
- f. **Advocacy**; Rachel Davies (rachel.anne.davies@emory.edu)
 - i. This sub-committee advocates for the interests of postdocs, by supporting on a case-to-case basis individual postdocs in conflict with forces within the institution, and by organizing postdocs in support of shared economic interests and collectively bargaining to improve postdoc benefits, compensation, and/or working conditions.

EUPDA members are encouraged to be involved in these sub-committees as they see fit.

General Rules

Non-Discrimination Clause: The EUPDA, including Executive Board officers and members, shall not discriminate against any individual, group, or organization on the basis of race, color, age, sex, sexual orientation, gender identity, socioeconomic status, religion, political orientation, veteran's status, national origin, or disability.

Meeting Structure:

1. Executive Board meetings should be held when necessary. The meeting agenda should be prepared by the Chair and Vice Chair with input from all officers. A quorum shall be the presence of two-thirds of the Executive Board officers. Decisions made at Executive Board meetings must be approved by a majority vote. Officers will rotate who takes meeting minutes, and the minutes must be made available to all officers promptly.
2. General meetings will be held monthly, and the schedule will be determined at the beginning of the semester. All officers should be present if possible, and all members are invited to attend. Votes will be decided by a majority vote of present EUPDA members. Officers will rotate who takes meeting minutes, and the minutes must be made available to all officers promptly.
3. An annual meeting will be held with all members and Executive Board officers in August. Each Executive Board officer will give a brief report to discuss accomplishments from the previous year and goals for the upcoming year. The new Executive Board will be introduced. Any member may then present relevant issues for discussion.
4. Social events, professional events, and workshops will be held periodically and are open to all EUPDA members.

Amendments

These bylaws may be amended at any meeting where the entire Executive Board is present. The Amendment must be proposed in writing and submitted to the Executive Board two weeks ahead of the meeting. The proposed Amendment must receive a majority vote at the meeting to be approved.