ARTICLE I — NAME AND PURPOSE
Section 1 — Name: Ohio State University Postdoctoral Association (OSU PDA)
Section 2 — Purpose:
The purpose of the OSU PDA is to address the needs and concerns of its members by:

- Providing representation and liaison between its members (defined below) and the administration of the Ohio State University
- Promoting the academic and non-academic career goals of its members
- Advocating for constructive changes in the research environment and in policies that affect the lives of postdocs and their families
- Building a community of postdocs by promoting interaction between postdocs on academic, social, cultural and political issues

ARTICLE II — MEMBERSHIP
Section 1 — Eligibility for membership:

General members:
Anyone working within the capacity of a postdoctoral researcher (e.g. Postdoctoral Associate, Postdoctoral Fellow, Postdoctoral Researcher) at the Ohio State University is automatically a general member of the PDA. Members may choose to participate in any or all the events that are organized, or may opt out of our mailing list if they choose not to participate in or be advised of any of our activities.

Active members:
Active members are involved in the activities and governance of the PDA and are expected to regularly attend meetings. Active members try to remain active for a minimum one year. Anyone can become an active member by volunteering to become involved.

Section 2 — Rights of members:

All general members can attend PDA meetings and vote on any issue. Only active members can join committees or run for election. To become an active member only requires opting in and making a commitment to be involved with the PDA activities and governance. All actions of the OSU PDA shall be undertaken without discrimination on the basis of race, national or ethnic origin, religion, gender, sexual orientation, age, or disability.

ARTICLE III — MEETINGS

Section 1 — Meetings:

A. General organizational meetings shall be held at least twice a year, with elections to the Executive Board being held in the Autumn (Aug/Sep). These meetings will be announced to all general members.
B. Executive board/committee/active member meetings shall be held at least once a month. All general members are welcome to attend. These meetings will be announced to all active members. The executive board may convene a closed door meeting.

Section 2 - Minutes:

Minutes will be taken by the Secretary (position defined below). Minutes will be made available in a timely manner before the next meeting.

ARTICLE IV — Executive Board

Terms:
Executive members shall serve for a minimum of one year. If an executive member cannot complete their term, the board may select a replacement to serve until the next election.

Nominations & Elections:
Any active member can self-nominate or be nominated to run for a position on the executive board. All nominations should be communicated to the Executive Board at least one week prior to the elections.

Elections will be held once a year in the Autumn general meeting. Term of office will begin October 1st and end on November 1st. The month of October will serve as an overlap month between the incoming and outgoing boards. A proxy ballot may be requested by members unable to attend an election in person.

Officers and Executive Board:
Co-Chairs (2) - The Co-Chairs shall enforce all rules and regulations relating to the administration of the OSU Postdoctoral Association, and act as liaisons to OSU administration. Co-Chairs shall also be responsible for managing elections and coordinating with the Secretary to record all votes. At least one Chair shall preside at all meetings.

Secretary - The Secretary shall record all resolutions and proceedings of the Executive Board meetings; perform secretarial duties on behalf of the Board and the OSU PDA, including keeping meeting minutes; make approved changes to the Bylaws; and assist the Co-Chairs in conducting all correspondence relating to the PDA.

Treasurer - The Treasurer shall receive and hold all monies payable to the PDA; disburse all monies payable by the PDA; give a financial report at the monthly meeting of the Executive Board; and report in writing annually to the general membership.

ADDITIONAL BOARD POSITIONS (these responsibilities can be taken on by members of the Executive Board, or held as stand-alone positions):

Committee Chairs (defined below) shall be considered members of the Executive Board.
Membership Coordinator - The Membership Coordinator shall maintain and manage contact information for OSU-affiliated postdocs; make departmental inquiries to obtain contact information for new postdocs; manage the PDA listserv; and distribute invitations and communications regarding PDA events. Additionally, the membership coordinator will strive to encourage representation across the many disciplines on all committees.

Webmaster – The Webmaster shall develop, manage, and maintain the PDA website; post minutes from monthly meetings of the Executive Board; and develop an online forum for discussion of postdoc-related issues.

Grants Coordinator – The Grants Coordinator shall investigate and pursue opportunities to seek funds in support of PDA activities; take the lead on writing of grant proposals; and communicate with the Treasurer and the rest of the Executive Board to evaluate funding needs.

ARTICLE V — WORKING GROUPS AND OTHER SPECIAL COMMITTEES
Section 1 — Working group and other committee formation:

Standing Committees
1. All committees and chairs shall be approved by the Executive Board. Removal of a Committee Chair shall be proposed by an Executive Board Co-chair in consultation with the Executive Board should such action be deemed necessary.
2. Any active member can volunteer to serve in a committee.
3. Committees shall submit reports on current activities at Executive Board meetings. By a date set by the Treasurer, a proposed budget for the coming year shall be submitted to the Treasurer.
4. The duties and aims of the standing committees of the Association shall be as enumerated in the following list. The listed Duties and Aims shall not be exclusive and further items may be added as deemed necessary by the committees.

Professional Development: Organize programs to support the professional research and career development skills of postdoctoral fellows by providing workshops/forums to address career related issues such as grant writing, scientific writing, job searching, networking, non-academic careers, etc.

Policy and Advocacy: Collect and analyze information on employment conditions and benefits of postdocs and their families; seek adequate benefits for its members commensurate with the level of education and skill demonstrated by the Ph.D., including a health plan, parental leave, child-care, disability insurance and retirement plan; seek recognition for postdocs as members of the campus community with a distinct set of contributions and needs, work to get a voice in campus decisions that affect postdocs, and formalize and coordinate our relationships with faculty and campus administrators.
**Social**: Facilitate professional and social networking within the postdoctoral community by organizing events including socials, picnics and trips or activities. Organize events to provide opportunities for social, professional and academic networking.

**International**: Facilitate international postdoctoral fellows on specific issues to this group, including immigration, international partners or spouses, and language training.

Special committees and additional standing committees shall be established as needed by the Executive Board (e.g. Fundraising).

**ARTICLE VI — AMENDMENTS**
Active members can propose amendments to the charter with the approval of the Executive Board and ratified by majority vote of active members.

**CERTIFICATION OF AMENDMENT:**

Executive Committee:

Co-chair: Shareef Dabdoub, PhD
Co-chair: Nancy Moran, PhD
Secretary: Emily Butler, PhD
Treasurer: Vanessa Varaljay, PhD

Adopted by (PDA) membership on (date): **February 19, 2015**