

Postdoctoral Association at UCLA Bylaws

Article I. Name

The name of the organization is The Postdoctoral Association at UCLA (abbr. PDA).

Article II. Purpose and Mission Statement

The purpose of the PDA is to: 1) foster communication between postdocs, administration, and faculty; 2) provide postdoctoral perspectives to campus issues; 3) promote leadership training and professional development; and 4) provide postdocs with opportunities to engage as a community.

The PDA enhances the postdoctoral experience at UCLA through professional development, opportunities to foster community, and the integration of postdoctoral scholars into the UCLA community.

Article III. Organizational Status

The PDA is officially recognized as a leadership council under the joint oversight of UCLA Graduate Division and the Office of Postdoctoral Affairs for the Biomedical and Life Sciences. As an advisory group to the administration, officers and members will uphold university policies, standards, and the UCLA Principles of Community.

Article IV. Membership

A. General Members

Individuals currently holding postdoctoral scholar appointments at UCLA in the following appointment titles are eligible to be officers or members:

- Postdoctoral Scholar – Employee (title code 3252)
- Postdoctoral Scholar – Fellow (title code 3253)
- Postdoctoral Scholar – Paid Direct (title code 3254)

- Postdoctoral Scholars in the Postdoctoral Scholar – Employee NEX (title code 3255) and Interim Postdoctoral Scholar (title code 3256) are not eligible to be officers, but are eligible to be PDA members.

B. Affiliate Members

Individuals in other researcher appointments (e.g. SRA, Project Scientist, Research Scientist, Visiting Scholar, Visiting Adjunct etc.) may join as affiliate members and participate in activities; however, they may not serve as an officer.

C. Advisory Members

Representatives from the Graduate Division and the Office of Postdoctoral Affairs for the Biomedical and Life Sciences will serve as non-voting ex-officio members. The Executive Committee may invite others to serve as non-voting advisors as needed.

Article V. PDA Officers and Duties

A. The PDA Officers

The PDA Officers constitute the Executive Board, have assigned responsibilities, and must participate in the Postdoctoral Scholar Leadership Program.

Officers:

- 1) **Chair** The Chair leads the organization and Executive Board, and is responsible for convening, drafting agenda, and presiding over PDA meetings, serving as primary liaison with the administrative advisors, upholding the PDA bylaws, and is responsible for advancing the PDA mission.
- 2) **Vice Chair of Operations** The VC of Operations will record the meeting minutes, maintain official PDA records, and manage the budget to support PDA activities. If the Chair cannot attend or preside over a meeting, the VC of Operations will preside.
- 3) **Vice Chair of Advocacy and Campus Relations** The VC of Advocacy will be responsible for sitting on the Postdoctoral Scholar Advisory Council, gauging and reflecting the interests and issues affecting the postdoctoral community.
- 4) **Vice Chair of Community Engagement** The VC of Community Engagement will organize social events, represent postdocs in the Healthy Campus Initiative – EngageWell Pod, and broaden the postdoctoral community.

- 5) **Vice Chair of Communications** The VC of Communications will develop and maintain the PDA website and contact lists, and will design publications to promote PDA events.

B. Office Eligibility

To serve as an officer, a postdoc must:

1. Hold an active UCLA postdoctoral appointment for the term of the office.
2. Attend the scheduled PDA meetings.
3. Participate in the various planned activities, including those of the Postdoctoral Leadership Program.

C. Appointment of Committee Chairs

On an annual basis, the Postdoctoral Leadership Program will announce the application process for joining the Postdoctoral Leadership Program and serving as a PDA officer. A committee of administrative advisors and the committee chairs from the previous year will constitute the selection committee, review applications, select and appoint the next year's Executive Board, and will train the incoming Board.

Schedule:

- March - April - Announce leadership program and open application period
- May - Review and selection of officers
- June 1 - Effective date of appointment for officers

D. Appointment

Appointment period: The terms of office are June 1 through May 31.

Appointment limits: A postdoc may serve no more than two terms in any position.

Discharge: An officer may be discharged from the position based on misconduct or misrepresentation, inactivity, or termination from postdoctoral position by a vote of 50%+1 of the Executive Committee members.

Mid-Term Vacancies: In the event that a Chair position becomes vacant mid-year, a postdoctoral scholar can be nominated by the Executive Committee to take on the role of Interim Chair of the affected committee. If they receive 50%+1 of the vote of the Executive Committee, their appointment will be approved. If the Interim Chair participates in two or more of the quarterly leadership training activities and

successfully completes the requirements of the position, they will be eligible for recognition through the leadership program.

Article VI. Meetings

A. Schedule

1. PDA Meetings will be held twice monthly, with the schedule announced quarterly. All members of the PDA will be invited to the first half hour of the first meeting of the month, which will serve as a community open forum. The executive board will then meet privately. The meetings may be rescheduled by the Executive Committee.

B. Meeting Agenda

The Chair will prepare and distribute the meeting agenda, which will include:

1. Call to order (Present Members, next meeting)
2. Approve of previous meeting minutes
3. Unfinished business
4. New business
5. Committee and officer reports

Article VII. Review of Bylaws

- A. The bylaws can be reviewed by the PDA at any time.
- B. Proposed changes to the bylaws can be made by any member. The proposed changes shall be presented via email to all members and voted upon at the next meeting. Any changes in the by-laws that would alter the mission or structure of the PDA require a vote of the executive board and formal approval by the administration.