

# BYLAWS OF THE UTHSC POSTDOCTORAL ASSOCIATION

Last Ratified:

## ARTICLE I – NAME AND PURPOSE

### 1.1 Name

The name of the organization shall be the UTHSC Postdoctoral Association, hereinafter known as PhDA.

### 1.2 Purpose

The purpose of the PhDA is to establish a self-sustaining organization to provide a voice for postdoctoral scholars, and to assist in their integration within the University of Tennessee Health Science Center Community.

The PhDA is dedicated to facilitating communication between the postdoctoral community, faculty mentors and the administration of UTHSC to enhance the postdoctoral training experience and to provide postdoctoral research trainees with the skills to enhance the development of their careers.

### 1.3 PhDA Definition of a Postdoctoral Research Trainee

The UTHSC Postdoctoral Association defines a postdoctoral research trainee as an individual who typically comes to UTHSC to further train in a chosen discipline after recently obtaining a terminal degree. This training is for a limited term, expected to last no more than five years, with any given UTHSC mentor. It is conducted in an apprenticeship mode where the trainee works under the supervision of an investigator who is qualified to fulfill the responsibilities of a mentor.

## ARTICLE II – MEMBERSHIP

### 2.1 Membership

Membership of the PhDA shall consist of Steering Committee members and Individual members

### 2.2 Steering Committee Members

Steering Committee members are appointed representatives of the UTHSC postdoctoral body. Members should be selected such that they represent all departments with postdoctoral research trainees. Steering Committee members provide overall guidance for the PhDA,

determine the schedule of PhDA events for the year, prepare budget requests, and provide input to the Postdoc Office Director and the Postdoc Advisory Committee. Steering Committee members are required to regularly attend monthly meetings for the PhDA and steering committee. There is no limit to the term of office for a Steering Committee member.

### 2.3 PhDA Officers and Duties

PhDA officers include the president, vice president, secretary, and treasurer. Officers are selected from PhDA members and are approved by current Steering Committee members, PhDA officers, and the Postdoc Office. A PhDA member cannot hold the same office for more than two consecutive years. By default, PhDA officers are also members of the Steering Committee.

- Presidential office duties include conducting all general body meetings, attending steering committee meetings, attending postdoctoral advisory committee meetings (or alternate with the vice president), acting as the ultimate responsible party for PhDA events and engagements, and acting as a liaison to the postdoc office and the postdoctoral community.
- Duties of the office of vice president include, conducting all general body meetings in the absence of the president, attending steering committee meetings and postdoctoral advisory committee meetings (or alternate with the president), coordinating event committees, and supporting activities of the PhDA.
- The duties of the secretary include attending the steering committee meetings, maintaining records (minutes) of all general body meetings, maintaining a calendar of PhDA events, maintaining records of membership information, and reporting the minutes from steering committee meetings and previous meeting at each general body meeting.
- The duties of the office of treasurer include attending steering committee meetings, maintaining financial records, and reporting on the PhDA finances at the general body meeting.

### 2.4 Individual Members

Individual members attend meetings associated with planning and are encouraged to participate and offer service at PhDA events. PhDA members can be postdoctoral research trainees, research associates, research assistants, fellows, faculty, administrators, technicians, graduate students and volunteer research personnel.

### 2.5 Membership Regulations

Members must complete a membership application specified and provided by the PhDA and support the purpose of the PhDA.

## 2.7 Rights and Obligations

All PhDA members shall have the right to petition the Postdoc Office Director with respect to any matter of relevance to the purpose of the PhDA. Members shall be obligated to observe the Bylaws of the PhDA

## 2.8 Non-Discrimination

The PhDA seeks to ensure equal opportunity for all PhDA membership, leadership, and activities of the PhDA regardless of race, ethnicity, sex, disability, national origin, socio-economic status, religion, sexual orientation, or gender identity.

## 2.9 Denial, Suspension, Termination and Resignation of Membership or Office

Members who violate any provision of these Bylaws, commit any act injurious to the Association, or engage in a conduct determined by the Postdoc Office Director, in its sole discretion, to be unethical or in any way detrimental to the purpose of the PhDA, may be denied membership or removed or suspended from the Association by the Postdoc Office Director. This removal or suspension must be approved by a majority vote by Steering Committee members. An elected officer of the PhDA or the steering committee who wishes to resign their position must notify the postdoc office, PhDA officers, and steering committee members of their intent through written or electronic communication two weeks prior to resignation. Replacement of PhDA officers or steering committee members will be decided by voting members and by the postdoc office within 1 month of dismissal or resignation.

## ARTICLE III – GOALS

### 3.1 The PhDA goals are:

- Acts as an advocate for all UTHSC Postdoctoral Research Trainees on high quality issues.
- Establishes mutually rewarding relationships with mentors, administration and the UTHSC Community
- Enlists the support of UTHSC Postdoctoral Research Trainees toward the PhDA efforts through committee participation and involvement.

- Establishes relationships with other Postdoctoral Research Trainees regionally and at the national level through interactions with the National Postdoctoral Association (NPA).
- Promotes career development for Postdoctoral Research Trainees.
- Promotes the ethical conduct of research.
- Encourage Postdoctoral Research Trainees to participate within the UTHSC and Memphis Community as volunteers and professional examples.
- To maintain an internet site of information pertinent to UTHSC Postdoctoral Research Trainees.

#### ARTICLE IV – MEETING

4.1 The PhDA shall hold a minimum of nine meetings per calendar year. Additional special meetings can be arranged by PhDA officers or the postdoc office as needed. PhDA meetings provide a forum for open discussion of issues relevant to postdocs, and are necessary for planning activities sponsored by the PhDA. The members present at any meeting shall constitute a quorum.

#### ARTICLE V – GOVERNANCE

##### 5.1 Postdoc Office

The Postdoc Office will provide appropriate infrastructure support for postdocs and help ensure and enhance the quality and quantity of postdocs and their training experience

##### 5.2 Postdoc Advisory Committee

The Postdoc Advisory Committee (PAC) provides advice to the Postdoc Office. Its members include faculty, a PhDA representative (generally a PhDA officer), business managers, the director of International Affairs, and the Faculty Senate Research Committee Chair.

#### ARTICLE VI – COMMITTEES

##### 6.1 General Regulations

Committees may be established, charged, populated, and when appropriate, terminated by the PhDA. Committees shall promote the work of the Association, under general directions

and oversight by the Postdoc Office Director. Any member of the PhDA may serve on committees.

## ARTICLE VII – FINANCIAL ADMINISTRATION

7.1 The Steering Committee, in conjunction with the Postdoc Office Director, shall be responsible for producing and submitting the annual budget to the Office of Academic, Faculty and Students Affairs for approval. The committee, and Postdoc Office staff as needed, shall assist the PhDA President with the preparation of the budget.