

Charter of the University of Colorado Denver | Anschutz Medical Campus Postdoctoral Association

Ratified: May 14, 2019
Amended: February 7, 2019

1) Name and Purpose

- a) The name of the organization is the University of Colorado Denver|Anschutz Medical Campus Postdoctoral Association (PDA).
- b) The purpose of the PDA is to address the needs and concerns of postdoctoral fellows (“postdocs”) within the institution by promoting:
 - i) Advocacy
 - (1) Provide representation to appropriate University committees and offices including:
 - (a) Postdoctoral and Career Development Office (PCDO)
 - (b) And others as to further the Postdoctoral Association’s purpose.
 - ii) Career Development
 - (1) Promote training environments which foster the career-related needs of the postdoctoral community.
 - iii) Community Development
 - (1) Establish social and professional interactions within the postdoc population at the University of Colorado Denver|Anschutz Medical Campus (CU Denver/Anschutz) and between postdocs and the surrounding community.

2) Membership

- a) All postdocs, defined as individuals carrying a doctoral degree who are engaged in a temporary period of mentored research under a faculty member’s supervision at CU Denver/Anschutz, are automatically full members and shall constitute the full body of the PDA.
- b) Only full members can serve as an Executive Officer.
- c) Full and affiliate members can serve as committee chairs.
- d) Affiliate membership is extended to those who wish to request it, and is open to “persons carrying doctoral degrees that are not under a period of mentored research”. These include Research Associates and Instructors. Junior faculty, defined as within two (2) years of their first faculty appointment, shall also be allowed as affiliate members.
- e) Affiliate members must attend PDA meetings and opt-in to the mailing list.

3) Executive Council

- a) The Executive Council is composed of Executive Officers and Committee Chairs.
 - i) There is a two-term limit for all positions.
- b) Duties of the Executive Council include (but are not limited to):
 - i) Representing the membership and their concerns.
 - ii) Conducting day-to-day business of the PDA.
 - iii) Attending and organizing regular Executive Council Meetings.
 - iv) Supporting PDA-related events in service to the Postdoc community
 - v) Conducting a succession and/or debriefing meeting on the responsibilities and/or duties of the executive council
- c) Eligibility and Elections
 - i) Only full members of the PDA are eligible for election to an Executive Officer.

- ii) Members should have been involved in events that promote postdocs or postdoc relevant causes prior to elections.
 - iii) Elections for the Executive Council (Executive Officers and Committee Chairs) shall occur in June of every year.
 - (1) Candidates for Executive Officer positions must have previously served in the PDA for at least 6 months on a Committee, as a Departmental Representative, or as an Executive Officer.
 - (2) Candidates for Executive Officers positions are expected to commit to the one-year term.
 - iv) All PDA members present at the election meeting or who participate in an online election process or request an absentee ballot may vote to elect Executive Council officers.
 - v) If a current member of the Executive Council has accepted a new non-postdoctoral role at the University, they have the option to continue their term, or appoint their replacement, with approval by the Executive Council.
 - vi) If a current member of the Executive Council steps down from their position, they are required to find a replacement, with approval by the Executive Council.
 - vii) If a current member of the Executive Council has found employment outside of the University, they are required to find a replacement, with approval by the Executive Council.
- d) Attendance
- i) If an Executive Council Member fails to attend three meetings in a row without prior notification they will be removed from their position.
 - (1) After the second absence in a row, they will be notified by the PDA President or Vice President that a third consecutive absence will result in their removal.
- e) Executive Officers
- i) President
 - (1) The President chairs the Executive Council, attends and conducts all meetings, appoints and organizes committees with the advice and consent of the membership, and is the official representative of the PDA to the University.
 - (2) The President, acting as the official liaison of the PDA, will meet regularly with the Director of the Postdoctoral Office (PDO).
 - (3) The President and/or other executive council members shall attend and welcome new postdocs at the monthly Postdoc Orientations.
 - (4) The President is also primarily in charge of monitoring email communications (daily) and distribution to the Postdoctoral community.
 - (5) To be eligible for the role of President, a postdoc must be nominated by a member of the Executive Council.
 - (6) Responsible for recruiting Departmental Representatives, and conducting Departmental Representative meetings in collaboration
 - (7) Oversight and support of all other officer positions.
 - ii) Vice President
 - (1) The Vice President assists the President with PDA activities as needed, and may serve as an alternate representative of the PDA to the University, PDO, and/or Postdoc Orientation.
 - (2) The Vice President will act as the official PDA liaison to the Career Development Office (CDO), and will meet regularly with the CDO Director.
 - (3) The Vice President acts as the primary contact with other groups on campus (such as Academic Industry Alliance, Women in STEM, SACNAS, etc.), and will regularly meet with these groups.

(4) Assist with recruiting Departmental Representatives, and conducting Departmental Representative meetings.

iii) Chief Communications Officer(s)

(1) The Chief Communications Officers (CCOs) shall maintain the PDA website, activities calendar, and social media accounts.

(2) The CCOs will record minutes and make them available to PDA members via the website within seven days following the meetings.

(3) The CCOs shall also be tasked with creating and distributing surveys as needed with the PDEC.

(4) The CCOs is responsible for taking photographs at PDA events, uploading them to the PDA server and notify PostDoc of Month Awardees.

(5) The CCOs will assist the President, as needed, with PDA emails and the Postdoc Association Digest.

iv) Chief Financial Officer

(1) The Chief Financial Officer (CFO) manages income and disbursement of all funds and properties at the disposal of the PDA.

(2) The CFO must submit an annual budget to the PDA Executive Council and to the Dean of the Graduate School.

(3) The CFO must serve on the PDRD committee as the Finance Chair.

v) International and Diversity Officer

(1) The International and Diversity Officer focuses on the international and diverse postdoc communities.

(2) Responsible for providing programming relevant to international postdocs, bringing attention to issues affecting international postdocs, and assisting the executive council to address issues.

f) Committee Chairs

(1) Committee Chairs will also be members of the Executive Council. Specific duties for individual chairs are outlined in the "Committees" section.

4) **Committees**

a) The PDA will have the following standing committees:

i) Postdoctoral Research Day (PDRD) Committee

(1) Members of this committee are tasked with planning and organizing the annual Postdoctoral Research Day (PDRD).

(2) PRDR must have a Finance Committee. Other recommended, but not required, committees include Vendors/Fundraising, Communications, and Speaker Recruitment/Organization. Other sub-committees may be formed at the discretion of the PDRD Committee.

(a) The Chair of the Finance Committee must be the PDA's Chief Financial Officer.

(b) Chairs of the other sub-committees do not have to be members of the PDA.

(3) The Chair(s) of the PDRD Committee serve on the PDA Executive Council. The international committee represents international postdocs and the related issues. They are responsible for providing programming relevant to international postdocs as well as bringing any issues to the attention of the membership.

ii) Postdoc Engagement Committee (PDEC)

(1) The members of this committee develop and execute events for postdocs that will foster networking and social interaction in an informal setting. This includes organizing and promoting the monthly Coffee Hour and the monthly Happy Hour. The PDEC chair is

responsible for taking photographs at Coffee Hour and sending them to the CCOs to post on social media.

(2) The Chair(s) of PDEC serve on the PDA Executive Council.

iii) Travel Awards Committee

(1) The PDA Travel Awards Committee oversees and provides travel awards to postdocs to defray travel and lodging costs associated with conference or workshop attendance. The purpose of the award is to encourage postdocs to attend and participate in conferences as part of their professional development and for networking opportunities. Winners are selected on a points-based system developed by the committee and CU Denver/Anschutz faculty judges.

(2) The Chair(s) of the Travel Awards Committee serve on the PDA Executive Council.

iv) Community Outreach Committee

(1) One of the goals of the PDA is to engage with the community surrounding the two campuses. This committee will organize outreach programs and other events to promote interaction with the Denver and Aurora communities-at-large (i.e., Turtle Project, Young Hands in Science).

(2) This committee will also be on the executive board of the “Young Hands in Science” outreach program.

(3) Chair(s) of the Community Outreach Committee serve on the PDA Executive Council.

v) Seminar Series Committee

(1) The Seminar Series Committee will host a monthly Postdoc Seminar Series to provide postdocs with opportunities to practice their public speaking and receive feedback. The Seminar Series Committee is responsible for maintaining a professional relationship with sponsors (i.e., Promega), tracking feedback for speakers, select best speaker based on audience feedback, recruiting speakers, reserving rooms, ordering food, advertising, taking photos at the seminar to send to the CCOs for social media, and other activities related to the organizing seminar series.

(2) Chair(s) of the Seminar Series Committee serve on the PDA Executive Council.

b) *Ad hoc* committees can be formed by the President with recommendation by the membership as needed and dissolved once the task is complete.

i) Postdocs who are not executive council members may propose and chair any ad hoc committee

c) **Chairs**

i) Each committee will have at least one committee chair. Committees may have up to three co-chairs.

ii) Chairs for each committee are elected in June along with Executive Officers and will serve on the Executive Council.

iii) Chairs must be either full or affiliate members of the PDA.

iv) Chairs are responsible for organizing the committee, holding committee meetings as needed, and reporting committee activities to the membership and to the Executive Council.

v) Chairs are responsible for distribution of all committee-related correspondence, including emails sent to the postdoc listserv, promotional flyers, and updating the PDA Events Calendar.

vi) A member is allowed to Chair multiple committees.

5) **Departmental and Divisional Representatives**

a) Representatives must be members of the PDA.

- b) Representatives are expected to attend all Representative Meetings.
 - i) Representatives are encouraged to solicit an alternate from their department to attend the meeting, if unable to attend.
 - ii) Representative meetings will be held at least once a year or as needed by the President or Postdoc Engagement Committee (PDEC) Chair(s).
- c) Each department or division will determine their own method of electing or nominating representatives to the PDA.
- d) Each department or division is allowed one representative for every 10 postdocs within that department or division. Departments/divisions with less than 5 postdocs will be represented by broader categories, such as Department of Medicine or School of Engineering.
- e) Representatives will be solicited by the President and/or Vice President in January or as needed each year. The term for each representative is one year, with no limit on number of terms served.
- f) Representatives are tasked with disseminating information from the PDA to their department or division (via email, flyer postings, word-of-mouth, etc.), welcoming new postdocs in their department/division, and relaying concerns/comments from their postdoc back to the PDA.
- g) When representatives finish their positions as postdocs at the university or no longer wish to serve as a representative for any reason, it is their duty to inform the President of their departure so a replacement may be found.

6) Faculty/Staff Advisor

- a) The PDA executive council will appoint a Faculty or Staff Advisor with a majority vote among executive council.
- b) The Advisor is tasked with providing long-term stability and oversight to the PDA, as well as acting as an advocate on behalf of the PDA to University officials.
- c) The Faculty/Staff Advisor should regularly attend PDA Executive Council meetings, and should attend at least the initial PDRD planning committee meetings.
- d) Advise the PDA in the development of professional and community programming within the purview of their mission and goals.
- e) Assist with large-scale PDA events and any communication efforts with University administrator(s), staff and greater community.

7) Meetings

- a) Meetings for all members of the PDA will occur every month or more often if needed.
- b) Executive Council Meetings or Committee Meetings may occur on an *ad hoc* basis.
- c) Meetings will be conducted using Robert's Rules of Order (introduce, change a motion, adopt, and adjourn).
- d) Executive Council officers, committee chairs, and are required to attend all meetings. Absences must be reported to the President prior to the start of the meeting.
- e) Departmental representative meetings will be held at least at least once per year.
- f) Meetings are open to all members of the PDA.
- g) Non-members may be invited to attend meetings at the discretion of the Executive Council. Invitations will be sent out by the President.

8) Voting

- a) All members of the PDA present at the meeting will be eligible to vote.
- b) Quorum will be had if 2/3 of the Executive Council is present.

- c) Voting can only occur at scheduled meetings with at least seven calendar days advance notice of a vote.
 - i) Exception to this rule only applies when the membership deems an issue to be of great enough importance to solicit votes from the entire membership and not only those in attendance of a meeting. These votes will be held electronically.
- d) Motions will pass with a simple majority.

9) Collaborations

- a) The PDA shall increase awareness and interaction with other organizations by forming collaborations for networking and social events, where applicable, if these events serve to foster and strengthen the mission of the PDA.
- b) Co-sponsorship of events
 - i) A formal process is required from other organizations, when funds are requested. This should include the following: (1) what is the need, (2) how does this directly impact the PDA, (3) who is impacted by this collaboration.
 - ii) For disbursement of funds, the Executive Council must vote and approve it.
 - iii) A formal report is required within 1 week after the event and must include (1) attendance at the event and (2) a breakdown on how the money was spent.

10) Review

- a) The PDA shall review the Charter at least annually to ensure that it remains current.
- b) The President will announce the review period to Executive Council members to allow input from all members.
- c) Proposed changes to the Charter can be made at any time following discussion at a regularly scheduled committee meeting pending the vote of the PDA membership.
- d) Proposed changes should be submitted to the President and presented for discussion at the next scheduled PDA meeting.
- e) All proposed changes will be discussed and approved by a majority vote of the PDA members in attendance.
- f) If possible, a Town Hall meeting should be called prior to voting on the new charter to allow all full members of the PDA input on revisions.

PDA Organizational Structure



