

## **UNH PDA Bylaws**

Version 3 (2022-03-02)

### **1. Name**

- A. The name of the organization shall be the University of New Hampshire Post-doctoral Association, hereinafter known as the UNH PDA.

### **2. Mission**

- A. The objective of the UNH PDA is to support and enrich the experiences of postdoctoral researchers at UNH as both mentors and mentees.
- B. The focus of the UNH PDA shall be to provide academic support, professional training, career development opportunities and to create a postdoctoral community.
- C. The UNH PDA will act as a liaison to the postdoctoral population at large and represent postdocs' interests to the UNH Graduate School, UNH Research Office, and to the Schools and Offices of the University of New Hampshire.
- D. The UNH PDA seeks to encourage inclusion, diversity and accessibility among all postdoctoral scholars at UNH and will advocate on their behalf to achieve a supportive and enriching environment.

### **3. Membership**

- A. The UNH PDA considers individuals eligible for membership if they meet all the following criteria:
  - i. They have received a doctoral degree (or equivalent)
  - ii. They are appointed to a temporary period traineeship at UNH
  - iii. They are receiving advanced training needed to pursue their chosen career path
- B. Individuals automatically become members when hired at UNH.
- C. Members are considered active once they have been added and remain active until they leave UNH as a postdoctoral scholar or until they request removal.
- D. Members will receive all emails and communications regarding meetings, activities, and relevant information.

### **4. Organization**

- A. The structure of the UNH PDA is defined by the bylaws that follow.
- B. The UNH PDA will be governed by the Executive Committee, to be comprised of:
  - i. Two Co-Presidents, International Affairs Chair, Social Media Chair, Social Events and Networking Chair, Career Development Chair, Orientation Chair, Treasurer and Diversity Chair.
- C. The UNH PDA will be governed by a minimum of three Executive Committee Chairs.
- D. The UNH PDA will endeavor to have Representatives that serve on various University of New Hampshire committees to represent the interests of postdocs. Current Representatives include the following:
  - i. Responsible Conduct of Research Representative; Research Council Representative; University Commission on Community, Equity and Diversity Representative (UCCED).
- E. The UNH PDA Executive Committee and Representatives will strive to maintain diversity and equal representation amongst disciplines as well as national and international representation.
- F. The UNH PDA Executive Committee and Representatives seek to promote diversity and ensure equal opportunity and inclusion for all postdocs in the UNH PDA Executive Committee membership, leadership, and activities regardless of physical features, race, color, religion/faith, sex, age, national origin, ethnicity, sexual orientation, gender identity or expression, disability,

veteran status, marital status, genetic information, pregnancy, political affiliation, and socioeconomic status.

- G. Annual Executive Committee and Representative elections will occur according to the following guidelines:
- i. An annual election will be held during the month of December, at which time all Executive Committee and Representative positions will become vacant.
  - ii. The election date will be announced by the current Co-Presidents at least one month prior to the election.
  - iii. Any current UNH PDA member may nominate another member (or themselves) for a position on the Executive Committee and/or as a Representative.
  - iv. Only active members may run for an Executive Committee or Representative position.
  - v. Executive Committee members and Representatives will be elected by a simple majority vote of the active members in attendance at the annual election. An active member who is unable to attend the election may submit an absentee vote in the week prior to the election to the current Co-Presidents and will be considered as in attendance at the election in that instance.
- H. UNH PDA Executive Committee members and Representatives must comply with the following:
- i. They will serve in their position for a minimum of 1 term (usually 12 months) and a maximum of 2 terms (usually 2 years).
  - ii. They may serve in only one role on the UNH PDA Executive Committee at any given time.
  - iii. They may serve as one or more Representative in addition to a role on the Executive Committee if desired.
  - iv. They make every effort to attend all Executive Committee meetings and events in person or via conference call. If unable to attend, they make a significant effort to provide a written update to one of the Co-Presidents before the meeting is held.
  - v. They maintain a written record of all activities and discussions related to their role(s).
- I. A member of the Executive Committee or Representative may resign their position prior to the end of their term by contacting one of the Co-Presidents, ideally one month prior to their resignation date.
- J. If a member of the Executive Committee or Representative resigns, that position may be filled by an active member until the end of the term. Any member of the UNH PDA Executive Committee or Representative may be subject to a vote of no confidence and be removed from office for malfeasance, misfeasance, or nonfeasance by a two-thirds vote of the active UNH PDA members present at any monthly meeting of the UNH PDA. Notification of such a vote must be sent to all active members of the UNH PDA, with the knowledge of the Co-Presidents, at least one week prior to the regular monthly meeting at which the vote will be held.

## **5. Roles of the PDA Executive Committee**

- A. Co-Presidents
- i. Schedule the UNH PDA meetings and prepare and disseminate the agenda before the meetings.
  - ii. One Co-President will serve on the UNH Responsible Conduct of Research Committee and the other Co-President will serve on the UNH Research Council.
  - iii. Maintain a strong and active relationship with the University administration.
  - iv. Maintain active relationships with other members of the Executive Committee.
  - v. Ensure suggestions, issues, and concerns brought to the UNH PDA are discussed in the monthly UNH PDA meetings.
  - vi. Oversee the timely election of new Executive Committee Members.

- vii. Encourage and facilitate the active participation of the UNH PDA in the National Postdoctoral Association (NPA). Endeavor to keep up to date with respect to the activities of the NPA or have another UNH PDA member responsible for reporting.
  - viii. Schedule the Executive Committee Bylaws Meeting to review and amend the mission and the bylaws of the UNH PDA on an annual basis.
  - ix. Meet with Faculty Fellow for Postdoctoral Affairs on a monthly basis.
  - x. Develop UNH PDA goals, projects, and future directions.
  - xi. Advocate on behalf of postdocs to address unmet needs in the postdoc community (e.g., inclusion, diversity, and the general well-being of postdocs)
  - xii. Manage email account.
- B. International Affairs Chair
- i. Maintain regular communication with the Office of International Affairs.
  - ii. Connect with new and prospective international postdocs in a timely manner.
  - iii. Provide support and guidance to all UNH international postdocs.
  - iv. Provide resources and information regarding international postdoctoral affairs.
- C. Social Media Chair
- i. Manage UNH PDA social media accounts.
  - ii. Manage the UNH PDA Website.
  - iii. Manage a semi-annual UNH PDA newsletter.
  - iv. Reach out to UNH PDA members for relevant content for Twitter, the website, and the newsletter.
- D. Social Events and Networking Chair
- i. Plan monthly social events.
  - ii. Plan and manage additional social and networking events.
  - iii. Investigate and disseminate information regarding social and networking opportunities.
- E. Career Development Chair
- i. Maintain regular communication with the Graduate School and Research Office about career development opportunities.
  - ii. Identify career development opportunities for postdocs.
  - iii. Provide resources and information regarding career development for careers both within and outside of academia.
- F. Orientation Chair
- i. Maintain regular communication with Human Resources about the arrival of new postdocs.
  - ii. Contact new postdocs in a timely manner, providing resources, information, guidance, and support.
  - iii. Manage postdoc orientation packets.
- G. Treasurer
- i. Maintain regular communication with UNH administrators, particularly within the Graduate School and Research Office, about financially supporting the UNH PDA.
  - ii. Identify internal and external funding opportunities to financially support the UNH PDA.
  - iii. Identify and connect with potential sponsors.
  - iv. Manage any financial support the UNH PDA may have.
- H. Diversity Chair
- i. Actively participate in ongoing learning in areas related to equity, inclusion, anti-racism, anti-oppression, implicit bias, accessibility and microaggressions.
  - ii. Share training opportunities, best practices, and resources with broader community.
  - iii. Connect with related UNH offices (e.g. Affirmative Action & Equity Office and the Beauregard Center) and initiatives (e.g., bias reporting) and share knowledge with postdoc community.

- iv. Act as Liaison to Diversity & Innovation Scholars program.
  - v. Collaborate with Social Media Chair to maintain and update diversity, equity, and inclusion resources page on the website.
  - vi. Coordinate and collaborate with PDA members/appointed committee/Co-Chairs/other chairs on projects, and present work/updates at Executive Committee meetings.
- I. The critical functions of vacant Executive Committee positions can be fulfilled by any PDA member on an ad hoc basis, under the directions of the Executive Committee.

## **6. Roles of the Representatives**

- A. Responsible Conduct of Research Representative
  - i. Represent the UNH PDA at the meeting of the Responsible Conduct of Research (RCR) committee.
  - ii. Develop ideas and projects to educate the scientific community and make improvements at UNH regarding research integrity.
  - iii. Share training opportunities, best practices, and resources with broader community.
  - iv. Inform the Postdoc community on UNH directions towards RCR.
- B. Research Council Representative
  - i. Represent the UNH PDA at monthly Research Council meetings
  - ii. Provide input on matters related to post-doc affairs
  - iii. Relay information to the Postdoc community
- D. University Commission on Community, Equity and Diversity (UCCED) Representative
  - i. Represent the UNH PDA at meetings
  - ii. Provide input on matters related to Postdoc affairs
  - iii. Relay information to the Postdoc community

## **7. Conduct of meetings**

- A. Open Executive Committee Meetings
  - i. These meetings will be open to all members and will occur monthly. The meeting will focus on sharing ideas and the organization of upcoming events.
  - ii. Voting on day-to-day matters will be by a simple majority of those members present.
  - iii. Non-Members may attend open meetings; however, they may not vote.
- B. Closed Executive Committee meetings
  - i. These meetings will be attended by Executive Committee members only.
  - ii. These meetings focus on issues related to UNH PDA-wide governance, strategy, finances and other organizational topics.
  - iii. The meeting should be adequately advertised to all Executive Committee members. All members of the Executive Committee should be present at the Closed Executive Committee meetings. A proxy may be sent if a member is unable to attend a meeting but must notify one of the Co-Presidents in advance of the meeting.

## **8. Order of business at Open Executive Committee meetings**

- A. An agenda will be distributed in advance of all scheduled meetings.
- B. The Chair of the meeting, normally one Co-President, shall call the meeting to order.
- C. Approval of summary. A copy of the previous month's summary will be sent by email to all members prior to the meeting. At the meeting, the Chair shall ask if there are additions or corrections to the summary. If there are no changes or changes are made by general consent, the summary will be declared, "approved" or "approved as amended."
- D. Progress reports and updates from members.

- E. General orders or unfinished business. Unfinished business or general orders shall be considered in the order of the agenda. Items to be considered under this heading include:
  - i. Any question that was pending when the previous meeting adjourned.
  - ii. Any question which was to be considered at the previous meeting but was postponed for debate.
- F. New business. The Chair shall ask if there is any new business. Members can introduce new business or remove from the table any matter that is on the table.
- G. Announcements. The Chair may make, or call upon others, to make any necessary announcements; or, members can briefly obtain the floor for such a purpose.
- H. Program. If there is to be a presentation or other program, it is usually presented before the meeting is adjourned.
- I. Meeting summary. Summary of the meeting along with any relevant materials will be sent to all UNH PDA members within 4 days of the meeting.

## **9. Amendments to bylaws**

- A. The Executive Committee shall conduct an annual review of the bylaws of the UNH PDA so as to evaluate and amend them if necessary, to ensure that current procedures and policies of the UNH PDA comport with these bylaws.
- B. Amendments may be made to these bylaws by a two-thirds (2/3) majority vote of the Executive Committee.
- C. Approved amendments will be communicated electronically to the active members, who will have fourteen (14) days to respond in protest. If there are no protests or less than 5% of the active members respond in protest, the amendments shall go into effect at the end of the fourteen (14) day notice period. If 5% or more of the active members respond in protest, the amendments shall be brought to the active members for a formal vote to occur electronically within sixty (60) days. If the amendments are not accepted by a simple majority of the returned votes, in a vote in which at least 10% of the active membership has cast a ballot, the amendments shall be repealed.
- D. Amendments to the bylaws may be proposed by any member of the Executive Committee or by a petition signed by at least 10% of active members.
- E. Proposed amendments shall be submitted in writing, or electronically, to the Executive Committee by any active member of the UNH PDA. A vote by the Executive Committee on acceptance of the amendments must occur within sixty (60) days after being received. If the Executive Committee rejects a petition signed by at least 10% of active members, the proposed amendments will be brought to the active members for a formal vote to occur electronically within sixty (60) days. If the proposed amendments are accepted by a simple majority of the returned votes, in a vote in which at least 10% of the active membership has cast a ballot, the amendments shall go into effect immediately.

## **10. Privacy**

- A. When interacting with anyone within or outside of UNH in their official capacity as a UNH PDA representative, any member of the UNH PDA is expected to follow all University privacy policies first and foremost.
- B. There are times when a member of the UNH PDA becomes aware of sensitive information. This may include but is not limited to personal information about another member's visa status, relationship with a mentor, or potentially even physical or mental health concerns. This information should be held in the strictest of confidence and shared only with people who must know about it.

## **11. Official statements**

- A. The UNH PDA shall not be responsible for statements or opinions advanced by any of its members or presented in papers, discussed at meetings of the UNH PDA, or printed in its publications, except for those authorized by the Executive Committee.
- B. Statements or actions taken by members on social media do not necessarily represent the views or values of the UNH PDA.

## **12. Social Media Policy**

- A. The UNH PDA strives to follow UNH Social Media's standards and best practices. In addition, anyone planning to post a group image to a UNH PDA social media account shall make a reasonable attempt to alert all persons in the photo and offer them an opportunity to request that their image not appear in the post.

## **13. Non-Discrimination and Anti-Harassment**

- A. The UNH PDA seeks to promote diversity and ensure equal opportunity and inclusion for all postdocs at UNH regardless of physical features, race, color, religion, sex, age, national origin, ethnicity, sexual orientation, gender identity or expression, disability, veteran status, marital status, genetic information, pregnancy, political affiliation, and socioeconomic status.
- B. The UNH PDA policy aligns with the University of New Hampshire's Discrimination and Discriminatory Harassment Policy, Interpretation, and Implementation Procedures.  
<https://www.usnh.edu/policy/unh/v-personnel-policies/b-affirmative-action-and-equity>