

**Morehouse School of Medicine  
Postdoctoral Association  
By-Laws**



## **Morehouse School of Medicine Postdoctoral Association By-Laws**

### **I. MISSION**

The Morehouse School of Medicine Postdoctoral Association is dedicated to fulfilling the needs and addressing the concerns of Post Doctoral Fellows, Research Associates, and Senior Scientists at Morehouse School of Medicine. The Association intends to establish and maintain a peer network that provides opportunities for scientific and social interactions within the postdoctoral community, and to identify resources and support available to Postdoctoral Association members for their professional development.

### **II. ORGANIZATION**

The structure of the Postdoctoral Association (PDA) is defined by the by-laws that follow. However, due to the transitory nature of Postdoctoral Fellowships, the PDA recognizes that in some instances the laws may not be applicable/enforceable. In these cases, the PDA will decide upon a course of action by a majority vote.

#### **A. Executive Council**

1. The Executive Council is defined in the PDA charter.

#### **B. President**

1. The President will be elected from nominees of voting members. At least two weeks before a regular meeting, the PDA must be informed if the President wishes to resign. At this time, the PDA will be sent an email notification calling for nominations. One week before the PDA meeting, a list of nominees for the position along with a brief description (no more than 250 words) of their platform will be sent to all PDA members. If more than one individual is nominated, the President will be elected by a majority vote of the voting members in attendance at that regular meeting.
2. The President will serve in that position for 12 months, and may be re-elected for one term.
3. The President will facilitate the meetings in conjunction with the faculty advisor(s).

#### **C. Vice-President**

1. The Vice-President will be elected in the same manner as described for the President.
2. When possible, the Vice-President should succeed the current President when their term is completed.
3. The Vice-President will facilitate the meetings in the absence of the President and oversee the committees.

#### **D. Secretary/Treasurer**

1. The Secretary/Treasurer will be elected in the same manner as described for the President.
2. If the Secretary/Treasurer is unable to attend a meeting he/she must arrange for someone on the Executive Council to take minutes and complete any other duties.
3. The Secretary/Treasurer will determine if a quorum is achieved.
4. The Secretary/Treasurer will facilitate the meetings in the absence of the President and Vice-President.

#### **E. Committees**

1. The standing committees of the PDA will be Professional Development, Advocacy, Issues for Internationals, and Social and Communications.
2. The committee chairs will be elected in the same manner as described for the President.
3. Committees can have co-chairs but each committee will have only one vote in the Executive Council.

#### **F. Elections**

1. Elections will take place electronically in December, with nominations being opened in November. A simple majority vote shall determine the elected officials.

### **III. MEMBERSHIP**

- A. All Post Doctoral Fellows, Research Associates, Senior Scientists, appointed within the current academic year at Morehouse School of Medicine are automatically members.
- B. Voting and non-voting members: All members are initially classified as voting members. Members missing three consecutive meetings (without valid excuse) will be re-classified as non-voting members.
- C. Only voting members may serve as elected officers and serve on committees.

### **IV. RESPONSIBILITIES**

#### **A. PDA President**

Responsibilities of the President include:

1. Facilitation of monthly meetings in accordance with the MSM-PDA By-laws. The President shall convene, preside over, and set the agenda for Executive Council meetings.
2. Ensure that information from the Executive Council is made available to all members within the PDA.
3. Notification of the Executive membership and the PDA membership of vacancies on the Executive

Council.

4. The President along with the Vice-President shall act as the PDA representative to the MSM community and ensure that the PDA is performing within the By-laws.

#### **B. PDA Vice-President**

Responsibilities of the Vice-President include:

1. Assist the President in performing duties.
2. The Vice-President shall assume the responsibilities of the President when the President is unable to perform those functions listed above. If the President is unable to perform in that role for more than 4 months for reasons seen and unseen, then the Vice-President shall become President for the remaining term.

#### **C. PDA Secretary/Treasurer**

Responsibilities of the Secretary/Treasurer:

1. The Secretary/Treasurer will keep the minutes of each Executive Council and General PDA Meeting.
2. Shall be responsible for producing and submitting an annual budget of the PDA to the PDA Executive Council. The final budget will be reviewed by the President and Vice-President and sent out to the council by the second week of January. The council will approve the budget by majority vote in the February council meeting.
3. Shall be responsible for recording and handling all funds that PDA receives.
4. Shall be actively involved in developing strategies to increase funding opportunities for the council.
5. Shall maintain attendance and determine membership for purposes of quorum and voting status.

#### **D. Executive Committee Chairs**

##### **1. Advocacy**

The Advocacy Committee shall concern itself with issues relevant to the employment, fair treatment, and employee benefits of members of the PDA, with the goal of insuring equal and fair treatment for all in this organization.

##### **2. Issues for Internationals**

The Issues for Internationals committee shall concern itself with items that affect PDA members in the international community, such as immigration, employment, and visa issues. The committee chair will work closely with the Office of International Program Services.

##### **3. Professional Development**

The Professional Development Committee shall be responsible for planning and coordinating Postdoctoral seminars, contacting speakers and preparing career development symposiums (e.g. grant writing, scientific publication).

#### **4. Social and Communications**

The Social and Communications Committee shall be responsible for checking/maintaining PDA e-mail, posting advertisements for PDA events (electronic/paper) and, if in operation, maintaining the PDA website.

As stated in the PDA Charter: "It is the duty of the Chairs of the Professional Development, Advocacy, Issues for Internationals, and Social and Communications committees to hold at least one committee meeting between each of the general PDA meetings and prepare a report for presentation at the general body meeting."

### **V. CONDUCT OF MEETINGS**

#### **A. Time and Place**

General body meetings of the PDA shall be held at least bi-monthly, in a location to be announced, unless otherwise determined by the PDA or the President. Meetings will be scheduled for one hour. Unfinished business will be relegated to the next meeting.

#### **B. Quorum**

Quorum shall be equal to the number of Executive Council members.

#### **C. Order of Business**

1. An agenda will be distributed in advance of all scheduled meetings.
2. The President shall call the meeting to order.
3. Approval of minutes. A copy of the previous month's minutes will be sent by email to all voting members prior to the monthly meeting. At the meeting, the President shall ask if there are additions or corrections to the minutes. If there are no changes or changes are made by general consent, the minutes will be declared, "approved" or "approved as amended."
4. Reports of special representatives and standing committees.
5. Unfinished business shall be considered in the order of the agenda. Items to be considered under this heading include:
  - a. Any question that was pending when the previous meeting adjourned.
  - b. Any question which was to be considered at the previous meeting but was postponed for debate.
  - c. New business. The Chair shall ask if there is any new business, at which point members can introduce new business.

- d. 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.
6. Motions shall carry if they receive a majority vote from eligible members (excluding the president or acting president). In the case of a tie, the acting president will cast the deciding vote.
7. Determination of topics for next meeting's agenda. Any PDA member up to the day prior to the next scheduled meeting can recommend additional agenda items. Agenda items can be sent to the PDA President with a copy to Secretary/Treasurer.

## **VI. REVIEW**

- A. The PDA Executive Council shall review the Charter by-laws at least annually to ensure that they remain current.
- B. The President and Vice-President will announce the review period to all voting members to allow input from all.
- C. Proposed changes to the bylaws can be made at any time and should be submitted in writing to an Executive Council member for consideration during the annual by-law review period.
- D. At the end of the review period and after general body meeting discussion, all proposed changes will be brought to vote and approved by a simple majority.