

BYLAWS OF THE WAYNE STATE UNIVERSITY POSTDOCTORAL ASSOCIATION (WSU-PDA)

ARTICLE I - Name and Purpose

1. The name of this association will be: "Wayne State University Postdoctoral Association", or "WSU-PDA".
2. The goals of the WSU-PDA will be:
 - (i) To optimize the professional development of postdoctoral scholars at Wayne State University in order to facilitate their successful transition to a professional career.
 - (ii) To promote social interactions between its members by creating a forum for social gathering and discussion of issues related to the postdoctoral experience at WSU.
 - (iii) To recognize outstanding postdoctoral scholars at WSU, highlight the impact of postdoctoral research within WSU and connect WSU postdoctoral scholars to regional and national postdoctoral organizations.
 - (iv) To organize community outreach efforts by the postdoctoral scholars of WSU.

ARTICLE II – Membership*

1. Full Members
 - (i) Individuals with a PhD or an equivalent terminal degree and currently employed by Wayne State University or affiliated institutions, as Postdoctoral Scholars or trainees are eligible for Full Membership status. Full Members are eligible for nomination and/or election to serve in Steering Committee positions. All Full Members have voting rights.
2. Advisory Members
 - (i) The Director of the Postdoctoral Office will serve as a non-voting Ex-Officio member. The Steering Committee may invite other faculty members to serve as non-voting advisors if needed.
3. Affiliate Members
 - (i) Individuals in other research appointments (e.g. Visiting Scholars, PhD students, etc.) may join as Affiliate Members and participate in WSU-PDA activities. Affiliate Members do not have voting rights and are not eligible for election to Steering Committee positions.

* There will be no Membership dues for joining the WSU-PDA

ARTICLE III - Steering Committee, Terms of Office and Duties

1. The WSU-PDA will be led by an elected Steering Committee consisting of:
 - (i) One Chair
 - (ii) One Vice-Chair
 - (iii) One Secretary
 - (iv) One Treasurer
 - (v) Up to 10 Standing Committee Co-Chairs
 - (vi) Up to 11 Liaisons, to represent the postdoctoral scholars in the various schools/departments at WSU.
2. Steering Committee members will serve a term of one year (12 months) and will take office one month after the elections to ensure smooth transition of functions. Steering Committee members are encouraged to serve two consecutive terms in order to promote continuity of activities.
3. Prior to the first election of a Steering Committee, volunteers shall make up a provisional Steering Committee with duties identical to those of the elected Steering Committee as described within these Bylaws.
4. All Steering Committee members will have the following duties:
 - (i) Represent WSU-PDA members and communicate their concerns.
 - (ii) Attend, organize and participate in WSU-PDA events, general meetings and Steering Committee meetings.
 - (iii) Recruit new members into the WSU-PDA

In addition to the general Steering Committee duties-

5. The Chair and Vice-Chair will:
 - (i) Preside over all Steering Committee meetings.
 - (ii) Delegate responsibilities as necessary for the business of the WSU-PDA, with majority consent from the Steering Committee.
 - (iii) Provide reports of the Steering Committee's activities to WSU-PDA members during events and meetings.
 - (iv) Organize and conduct quarterly orientations for new postdoctoral scholars at WSU.
 - (v) Set forth an Elections Committee following the Annual General Meeting (AGM) each year, and oversee the election process.
 - (vi) Act as a WSU-PDA representative in meetings with faculty and administration. Additionally the Chair and Vice-Chair shall encouragement interactions of WSU-PDA with regional postdoctoral associations and national organizations.
6. Secretary will:

- (i) Call meetings and record minutes of all Steering Committee meetings.
- (ii) Distribute meeting minutes within two days to all Steering Committee members and within one week to all WSU-PDA members.
- (iii) Perform the duties of the Chair and Vice-Chair in their absence.

7. Treasurer will:

- (i) Monitor, authorize (with Steering Committee approval) and maintain records of all financial transactions and activities on behalf of the WSU-PDA.
- (ii) Prepare an annual financial report, propose an annual budget to the Steering Committee, amend the budget as per Steering Committee suggestions, maintain budget records and report on the financial status of the WSU-PDA to the Steering Committee.
- (iii) Supervise the Events and Fundraising Committee's efforts.

8. Liaisons will:

- (i) Disseminate information related to the WSU-PDA's activities to members within their respective departments.
- (ii) Organize WSU-PDA events that may be of specific interest within their respective departments.

ARTICLE IV - Standing Committees

1. All Standing Committees will be appointed by the Steering Committee. All Standing Committee Co-Chairs will be members of the Steering Committee.
2. Each Standing Committee Co-Chair will routinely present Standing Committee reports to the Steering Committee.
3. The following Standing Committees will be appointed annually:
 - (i) Professional Development:
 - a. The Professional Development Committee will be responsible for providing educational and professional development resources to postdoctoral scholars. This will include the recruitment of guest speakers, distribution of information regarding academic and industrial conferences, career development seminars, and job opportunities. This committee will work with the Events and Fundraising Committee to organize the Annual Postdoc Research Symposium to be conducted during the Postdoc Appreciation Week in September/October each year.
 - (ii) Advocacy Committee:
 - a. The Advocacy Committee will be responsible for assisting postdoctoral scholars with matters regarding workplace issues. This committee will work in accordance with the policies and procedures outlined by Wayne State University Department of Human Resources.

The Advocacy Committee will provide postdoctoral scholars a means to effectively and knowledgeably communicate with their Principal Investigators/Managers and the Wayne State University Department of Human Resources to continually improve their work environment.

(iii) Media and Networking Committee:

- a. The Media and Networking Committee will be responsible for maintaining the WSU-PDA website/s and Facebook page. This will include, but not be limited to: adding and removing pertinent WSU-PDA communiqué as needed, providing updates on a regular basis, and maintaining a professional and social online presence for the WSU-PDA.

(iv) Events and Fundraising Committee:

- a. The Events and Fundraising Committee will be responsible for planning and organizing social events and outreach activities for the WSU-PDA. This committee will also work with the Professional Development Committee to organize the Annual Postdoc Research Symposium to be conducted during Postdoc Appreciation Week in September/October each year. The Treasurer will supervise fundraising events organized by this committee.

(v) Publications Committee:

- a. The Publications Committee will be responsible for collecting articles, editing and publishing the WSU-PDA's quarterly newsletter on the WSU-PDA's website. This committee will also be responsible for preparing and updating the postdoc handbook for WSU.

ARTICLE V - Meetings

1. An Annual General Meeting (AGM) will be conducted each year on the day of the Annual Postdoc Research Symposium, which will occur during the Postdoc Appreciation Week in September/October.
2. Steering Committee meetings will be held once a month at a convenient time a location to be determined in advance by the Secretary. The Chair and Vice-Chair may cancel monthly meeting if a significant number of members cannot be present. Consecutive cancellations are not allowed. Steering Committee members who miss several consecutive meetings will forfeit his or her position on the Steering Committee.
3. The Chair and Vice-Chair and/or other Steering Committee members will meet quarterly or as needed with the Director of the Postdoctoral Office at WSU to communicate concerns of WSU-PDA members and to find out about new institutional policies affecting postdocs.

ARTICLE VI - Elections and Voting

1. Elections will be held in December of each year.
2. Organization of the election will be the responsibility of the Elections Committee, which will be selected by the Chair and Vice-Chair at the AGM. The duties of this committee during election season will include requesting for nominations for Steering Committee membership from WSU-PDA's Full Members, confirming that the nominees have accepted candidate status, publishing candidate statements, organizing the elections, counting votes and reporting results to the Steering Committee and WSU-PDA members. Self-nominations for candidate status will be allowed.
3. Voting will be conducted via email/using appropriate online websites and will be open for one week. Each WSU-PDA Full Member will be allowed to vote for one candidate for each position. If there is only one candidate nominated for any given position, that candidate automatically gets nominated to the Steering Committee.
4. Voting on any other item or concern by WSU-PDA Full Members will be conducted via email. Votes will be passed by a simple majority rule.

ARTICLE VII – Review and Ratification of Bylaws

1. The Bylaws put forth in this document will be considered provisional until ratified by two-thirds majority of the Full Members of the WSU-PDA at the first AGM or thereafter following modifications requested by Full Members. Once ratified, these Bylaws and any modifications will become binding on the WSU-PDA.
2. The Bylaws may be amended by a two-thirds vote of WSU-PDA's Full Members. Amendments may be initiated by Steering Committee members or by petition of a majority of Full Members. The amendments will be reported on the WSU-PDA website.