

Bylaws of the Clemson University Post-Doctoral Association

Incorporated on

MISSION

1. The mission of the Clemson University Post-doctoral Association (CUPDA or Association) is to improve and support the post-doctoral scholar experience at Clemson University.
2. The CUPDA seeks to enhance professional and social interactions among post-doctoral scholars.
3. The CUPDA will strive to provide members with information about career and professional development opportunities and support them in pursuing of their career goals.
4. The CUPDA will strive to organize research seminars and scientific meetings tailored for postdoctoral scholars to showcase their work and increase the campus visibility of the post-doc population.
5. The CUPDA will work with the Clemson University faculty members, administrators and the College of Engineering and Science (CES) Postdoctoral Support Office to accomplish the mission of Clemson University that, particularly, includes commitment to excellence in teaching, research and public service.

MEMBERSHIP

1. All scholars who have earned PhD degree and meet the NSF/NIH (2007) definition of post-doctoral scholars are considered members of the Association.

“An individual who has received a doctoral degree (or equivalent) and is engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path.”

2. The Association consists of all post-docs, and all members of the Association will have access to the Council members to have their voice represented in decisions that are made by Council. For this purpose contact information of the Council members will be posted on CUPDA website.

COUNCIL

1. The Council should include the Executive Board, the college Representatives and the Faculty Advisers (Roles of aforementioned parts of the Council are defined in paragraph 5 of this section, Executive Board and Faculty Adviser sections).
2. The Council will act as a liaison between the post-doctoral population and the University committees, organizations and colleges at Clemson University.
3. Only the members of Council (excluding the faculty advisors) will have voting rights during the regular Council meetings.
4. Each college at Clemson University that employs post-docs will be asked to have *at least* one post-doctoral representative assigned to the Council. Number of the college Representatives will be determined each year by the Executive Board based on the number of post-doctoral employees in each college.
5. College Representatives will present specific needs of CUPDA members from particular Colleges to the Council as well as will serve as Council representatives in their Departments and Colleges.
6. The representatives that make up the Council will need to be present for at least 75% of the meetings held each academic year and take on an active role within the CUPDA (otherwise, please, see paragraph 8 below).
7. Each year the Executive Board will send an invitation to post-doctoral scholars to serve as a post-doc representative. The Executive Board will select those who will serve on the Council from the names received.
8. Any college without a post-doc at the time of selection may, in the future, propose a post-doc representative without a formal invitation from the Executive Board.
9. Any member of the Council, excluding the faculty advisors, may lose his (her) position in the Council for neglect of duty, which is defined as:
 - a. Missing more than two consecutive meetings without prior notice; and/or
 - b. Not performing the duties described for the assigned or elected position.

EXECUTIVE BOARD

1. The Executive Board is a subset of the Council and consists of the CUPDA officers who include the president, vice-president, treasurer and secretary. These positions are temporary.

2. The CUPDA Officers (Executive Board) shall be elected by the CUPDA members during the month of April each year to serve from July 1st of the current year until June 31st of the next year.
 - a. Officer vacancies created by resignation or departure may be filled during the course of the year by calling another election for that position except for the office of president.
 - b. Should the president's position be vacated, the vice-president will automatically assume the duties of president and a new vice-president will be elected.
 - c. Officers may not serve as college representatives.
 - d. Any post-doctoral scholar is eligible for office.
 - e. Any post-doctoral scholar can submit a nomination including self-nomination.
 - f. The officers shall be elected by a majority vote of the CUPDA members participating in elections.
3. The duties of the officers shall include those traditionally associated with such positions subject to the following qualifications and additions:
 - a. The president shall be the chief executive officer of the Council. The president shall make appointments and delegate responsibilities subject to the advice and consent of the Council. The president shall set the agenda and preside at all CUPDA meetings.
 - b. The vice-president shall assist the president and act as president in the president's absence. The vice-president shall also serve as president the following year.
 - c. The secretary shall record minutes of all CUPDA and Council meetings; disseminate the minutes to the members in a timely manner; call and publicize meetings; and handle appropriate correspondence and record keeping for the PDA and the Council.
 - d. The treasurer shall propose a budget to the Council each year; make disbursements and maintain financial records; present financial reports to the Council at least four times a year and to the CUPDA once a year; and submit budgets and financial records yearly to the CES Post-doc Support Office.
4. Other officer positions may be established as determined by the Council and shall have duties as assigned by that body. In such case, a new election will be called to fill the vacancy.

FACULTY ADVISORS

1. The CUPDA shall invite faculty members to serve in an ex-officio capacity as advisors to and advocates for the Association.
2. The Executive Board shall contact the Clemson University Faculty Senate and/or Associate Deans of Research to request names of faculty members that may serve as Faculty Advisors for the CUPDA. The Executive Board will select the advisors based on the recommendations of the Faculty Senate and/or Associate Deans of Research. Since this position is voluntary, the candidate should demonstrate willingness to help (by attending the CUPDA and Council meetings, participating in discussions, advising CUPDA members and advocating for them) and ideally have post-doctoral experience in the past.
3. Faculty advisors will be asked to serve a one-year term as ex-officio members.
4. The director of the CES Post-doc support office will also serve as an ex-officio member on an on-going basis and will provide both advocacy for and advice to the Association.
5. All ex-officio members will not have voting rights.

COMMITTEES

1. As a requirement, all committees and chairs shall be appointed by the president of the CUPDA with the agreement of the Council.
2. Additional committees may be created, if required, by the Council, which shall specify their charges, composition, etc.
3. All committees within the CUPDA shall account to the Council which will hold the rights to review all the activities of committees established.
4. All requests for representation to committees or councils of the University or to any organizations outside of Clemson University must be nominated and approved by the Council.

MEETINGS

1. Time and Place
 - a. The regular meetings of the Council shall be held at least each month in a location to be announced, unless otherwise determined by the Council.
 - b. Meetings will be scheduled for at least one (1) hour.

- c. Unfinished business will be transferred to the next meeting.
- d. Members of the post-doc community will be invited to attend and speak at all meetings but are not eligible to vote unless they are members of the Council.

2. Quorum

- a. Greater than half of the active members of the Council present at the Council meeting and any number of the CUPDA members present at the Association meeting shall constitute a quorum.
- b. A quorum shall be reached to vote on proposed motions and to amend the CUPDA's bylaws.

3. Conduct of Meetings

- a. Agendas will be outlined by the president and/or vice-president and be distributed by secretary in at least two (2) days prior of all scheduled meetings.
- b. Voting motions shall carry if they receive a majority vote. All Council members present may vote.
- c. Determination of topics for the next meeting's agenda. Additional agenda items can be recommended by any Council members up to five (5) days prior to the next scheduled meeting. *Exception will be made for urgent issues that have to be addressed immediately.* Agenda items can be sent to the secretary.

AMENDMENTS

- 1. Amendments to these bylaws or any matters may be submitted to referendum by majority vote of the Council members present at the Council meeting or CUPDA's members present at the Association meeting.
- 2. Amendments to these bylaws shall be made only by a majority vote of the CUPDA members participating in voting.