

Bylaws of the Michigan State University Postdoctoral Association (MSUPDA)

Article I : Definition of Postdoc

A postdoc is defined as an individual having a Ph.D, M.D. or equivalent degree and temporarily working under the supervision of a faculty member to acquire the professional skills needed to pursue a career in his or her chosen field. At MSU, this definition may apply to some or all individuals under, but not limited to, the following employment titles: postdoctoral fellow, research associate, visiting research associate.

Article II: Name, Purpose and Activities

The name of this organization shall be the Michigan State University Postdoctoral Association (MSUPDA) and its purpose shall be:

- a) to provide representation and a collective voice to address the needs and concerns of postdocs (defined in Article I) as well as to act as a liaison between postdocs and the administration of Michigan State University
- b) to promote academic and career goals of postdocs
- c) to promote interaction between MSU postdocs on an academic, social and cultural basis, as well as disseminate information relevant to postdocs.

The activities of the MSUPDA will include but not be limited to:

- a) public monthly meetings of the MSUPDA Steering Committee (defined in Article III) scheduled at a regular time at the convenience of the Steering Committee membership. The Steering Committee shall notify MSU postdocs of said meetings by e-mail or other means. The aim of these meetings is to plan MSUPDA events (see below), to discuss and provide counsel on areas of concern to the MSU postdoc community, and provide avenues of access to information relevant and useful to MSU postdocs
- b) the organization of two annual events: the summer picnic and the MSU Postdoc Informational Meeting and Networking Lunch. Additionally, two members of the MSU PDA steering committee shall yearly represent MSU at the National Postdoc Association annual meeting
- c) the maintenance of the MSUPDA website (msupda.wordpress.com), including regular updates so that the website constantly displays the most current information.

The MSUPDA is a volunteer organization and postdocs have no obligation to participate in any function, event or activity.

Article III : Membership and Officers

Membership is automatically conferred on all postdocs appointed within the current academic year at MSU. Voting privileges apply to all members of the MSU PDA, in the event voting is deemed necessary. An individual remains a member of the MSU PDA as long as the individual remains affiliated with MSU in a postdoctoral position as defined above.

The MSU PDA does not discriminate against individuals on basis of age, gender, race, physical disability, height, weight, marital status, national origin, political persuasion, religion, sexual orientation, or veteran status.

The association shall be governed by a Steering Committee consisting of the following offices:

Co-Chairperson 1 and Co-Chairperson 2

Duties: Provide overall leadership and public representation of the MSUPDA. Reserve room, time and food for monthly meetings. Provide proposed agenda of topics for upcoming meetings, lead discussions of topics during meetings. Duties will be divided among the chairpersons as agreed upon by the two.

Secretary/Treasurer

Duties: Keeps records of meeting minutes and events. Oversight of the financial affairs of the MSUPDA. Keeps records of MSUPDA monies and expenditures. Interacts with the MSU postdoctoral office financial manager.

Internal/External Affairs Officer

Duties: Directs and oversees communication of relevant MSUPDA events and Steering Committee decisions to MSU postdocs, the MSU campus and other organizations as needed. Maintains and updates the MSUPDA website and oversees press releases to relevant media outlets and social media networks.

Members At-Large (up to six)

Duties: Represent the needs of the postdoc community to the MSUPDA Steering Committee and provide assistance with decision making and activities of the MSUPDA.

Membership on the Steering Committee is on a voluntary basis. At any time, a Steering Committee member may chose to end their participation in the MSUPDA Steering Committee without any consequences or repercussion to themselves.

Officers shall be appointed by common consent of the Steering Committee membership, or in cases where common consent cannot be reached, elected by majority vote of the Steering Committee membership.

The number of members or titled positions on the Steering Committee may be amended at any time as deemed necessary by common consent or majority vote of the MSUPDA Steering Committee membership.

Article IV : Changes and Amendments to Bylaws

Changes and amendments to these Bylaws, other than those formerly stated under Article II, may be discussed and/or implemented at any time according to the discretion and two-thirds majority approval of the MSUPDA Steering Committee membership.