

Charter of the University of Colorado Denver Postdoctoral Association

Ratified: September 9, 2009

Amended: August 2009

NAME AND PURPOSE

- I. The name of this organization is the University of Colorado Denver Postdoctoral Association (UCD-PDA).
- II. The UCD-PDA represents all personnel that are classified as postdoctoral fellows at University of Colorado Denver (as per the *Policy for Research Postdoctoral Fellows/Trainees at University of Colorado Denver*, January, 2009). The goals of the UCD-PDA are to address the needs and concerns of postdoctoral fellows within the institution by promoting postdoctoral:
 - A. *Advocacy* – Provide representation to appropriate University committees including the UCD Graduate School Dean’s Postdoctoral Advisory Committee.
 - B. *Career Development* – Promote training environments which foster the career-related needs of the postdoctoral community.
 - C. *Community Development* – Establish social and professional interaction among the UCD postdoctoral community.

MEMBERSHIP

- I. Types
 - A. All postdoctoral fellows at University of Colorado Denver are automatically full members.
 - B. Membership is limited to University of Colorado Denver postdoctoral fellows and University of Colorado Denver instructors who are less than 2 years removed from having been promoted from a University of Colorado Denver postdoctoral position.
- II. Privileges and responsibilities
 - A. Only members can serve on committees and the Executive Council.
 - B. All members are encouraged to attend all social and career development events.

GOVERNMENT

- I. Executive Council duties and composition
 - A. Duties of the Executive Council include:
 1. Attending and organizing annual meetings of the full body of the UCD-PDA
 2. Attending and organizing Executive Council meetings and participating in conducting the business of the UCD-PDA
 3. Representing the membership and their concerns
 - B. Composition of the Executive Council includes:
 1. Officers – These positions are elected by the Executive Council in September of each year. Only Executive Council members are eligible for elected office. Executive Council officers include:UCD-PDA Charter – Approved by UCD-PDA Executive Council September 9, 2009

- a. *President* – It is the duty of the president to chair the Executive Council, appoint and organize committees with the advice and consent of the Executive Council, and meet with the faculty and administration as the representative of the UCD-PDA.
 - b. *Vice-president* – It is the duty of the Vice-president to assist the president with UCD-PDA activities as needed. Furthermore, it is the duty of the vice-president to coordinate voting (including absentee votes) and to monitor Executive Council eligibility of its members.
 - c. *Secretary* – It is the duty of the Secretary to call Executive Council meetings, publicize them, and to record the minutes. These minutes will include topics addressed, members present, and votes taken. These minutes will be distributed to all Executive Council members and the UCD Postdoctoral Coordinator within 7 days following each meeting.
 - d. *Treasurer* – It is the duty of the Treasurer to record the income and disbursement of all funds and properties at the disposal of the association. The Treasurer shall handle all financial transactions and submit a yearly budget to the Executive Council and the UCD Postdoctoral Coordinator.
2. Departmental representatives – These members will serve to represent the interests of fellows in their departments and the association as a whole. Nominations for departmental representatives will be solicited from department chairs in January of each year and requested due by March 1st. Nominees will begin serving in March as regular meeting participants.
 3. General members – Any UCD-PDA member is eligible.
- II. Executive Council eligibility
- A. Executive Council members must attend at least two-thirds of all meetings and be excused from any absences by emailing the vice-president prior to any meeting.
 - B. Any Executive Council member who misses three consecutive Executive Council meetings (excused or unexcused) will be removed from membership unless extended absence is approved by the Executive Council.
 - C. Open officer positions which occur between elections will be replaced using the following priority: 1) interested officers; 2) committee chairs; 3) any interested Executive Council member.
 - D. Executive Council membership, and thus officer, committee chair, and voting privileges, is granted to any Executive Council meeting participant who has met the above defined attendance requirements for a minimum of three prior meetings over a period of at least three months.
 - E. It is the duty of UCD-PDA executive council members to follow all rules and ethical guidelines of the University of Colorado Denver when conducting UCD-PDA business.
 - F. *Committees* – These organizations are formed as needed. Only Executive Council members may be committee chairs. Any Association member may join a committee.
 1. Standing committees will administer ongoing or recurring business and will be reviewed annually. These committees include:
 - a. Communications
 - b. Social
 - c. International Issues
 - d. Career Development
 2. *Ad hoc* committees will be created to perform a specific task (*e.g.*, surveys, events, etc.), and be dissolved when the task is complete.

MEETINGS

- I. The Executive Council meets no less than 6 times per year. These meetings are called by the Secretary and are open to all members of the UCD-PDA. Non UCD-PDA members may attend at the invitation of the President.
- II. The campus Postdoctoral Coordinator will be invited to attend the beginning of each Executive Council meeting to help maintain consistent communication between postdoctoral fellows and the administration.
- III. At least one regular meeting of the full body of the UCD-PDA will be held per calendar year. These meetings will be called by the Executive Council.

VOTING

- I. Only Executive Council members are eligible to vote on UCD-PDA business with the exception of charter amendments.
- II. Any legal vote by the Executive Council can occur only at scheduled meetings with at least 7 calendar days advance notice of a vote.
- III. At least two-thirds of Executive Council members must be present for a legal vote to take place.
- IV. Following a legal vote on issues not related to the charter, a motion shall be considered passed by a simple majority of those present. Executive Council members unable to attend a vote can place their vote by emailing the president before the meeting.

CHARTER AMENDMENTS

- I. Amendments to the UCD-PDA charter must be submitted to approval by the entire UCD-PDA. And amendment will be considered adopted if it is approved by a majority of votes cast. The vote must be submitted to the entire UCD-PDA membership and a one-week deadline allowed for each member to submit their vote.