ARTICLE 1 - Name and Guiding Principles

1. The name of this Association shall be the “Indiana University School of Medicine Postdoctoral Association.” For the purpose of brevity, the Association will be called the “IUSM PDA.”

2. The mission of the IUSM PDA is to enhance the postdoctoral experience at IUSM, creating a supportive community for our colleagues, by providing resources to aid in our professional and personal development, and by promoting events tailored to the needs of postdoctoral trainees.

ARTICLE 2 - Membership

1. The Association shall consist of and serve two groups of individuals: active members and associate members.

2. Active Members shall encompass all individuals appointed by IUSM in the capacity of a postdoctoral scholar and still in a training position, which includes but is not limited to Postdoctoral Appointees and Postdoctoral Research Fellows herein referred to as “postdocs.”

3. Associate Members shall include persons not eligible to be Active Members as described above, which may encompass Association alumni, faculty, and other individuals agreed upon by the Association. Associate Members are welcome to participate in all Association proceedings and events, but may not vote on any issue brought to the PDA or hold office.

4. Neither Active nor Associate Members shall be required to pay dues to the Association, though fees may be charged for participation in some events.

5. Non-Discrimination Clause: Consistent with all applicable state and federal laws as well as IUSM official policies, this Association, its officers, and its members shall not discriminate on the basis of national/ethnic origin, age, sex/gender, sexual orientation, religion, veteran’s status, or disability in the selection of members, educational programs, and activities.
ARTICLE 3 - Executive Council and Terms of Office

1. Executive Council Members and Responsibilities

   a. **President**: serves as the executive officer of the Executive Council and will be responsible for oversight of the PDA including:

      Setting the meeting agenda,
      Organizing, managing, and presiding over meetings,
      Serving as a liaison by representing the PDA within the university and to other postdoctoral associations and organizations,
      Maintaining an annual plan with goals and activities for the Executive Council and/or the Association,
      Representing the IUSM PDA at campus events as necessary,
      Acting as the contact for persons wishing to contact with the Executive Council,
      Assisting in disseminating information to the postdoc community at large,
      Maintaining regular contact with the appropriate administrative council,
      As well as other duties and responsibilities.

   b. **Professional Development Committee Chair**: will be responsible for providing professional interaction and career development opportunities for IUSM postdocs including:

      Organizing and scheduling professional development activities,
      Assisting in inviting professional individuals to present seminars or workshops,
      Serving as a liaison to facilitate contact between the IUSM PDA and its members and individuals in diverse professional career tracks,
      Maintaining open communications with the Association’s members to receive ideas for future professional development activities,
      As well as other duties and responsibilities.

   c. **International Committee Chair**: will serve as an informational resource for international postdocs and work to enhance the international postdoctoral experience including:

      Assisting international postdocs with finding information pertaining to living and working in the USA and Indianapolis,
      Maintaining contact with administrators for questions or issues pertaining to visas and citizenship,
      Establishing and managing a Postdoc Mentor/Buddy Program for all incoming postdocs,
      As well as other duties and responsibilities.
d. **Communications Committee Chair:** will be responsible for disseminating information to the IUSM postdoctoral community including:
   - Recording and distributing PDA meeting minutes,
   - Keeping the PDA informed of upcoming events and activities,
   - Sharing oversight of the Postdoc Messenger, a monthly newsletter publication for postdocs,
   - Serving in the place of the President, as necessary, to represent the IUSM PDA and organizing and running PDA meetings,
   - As well as other duties and responsibilities.

e. **Social Committee Chair:** will be responsible for encouraging and facilitating social interaction among postdocs including:
   - Organizing and scheduling social events and activities for postdocs at IUSM and possibly surrounding local universities,
   - Working with the other Committee Chairs to keep the IUSM PDA abreast of upcoming events and activities,
   - Managing the Postdoc Messenger, a monthly newsletter publication for postdocs,
   - As well as other duties and responsibilities.

f. **Ad hoc officers and/or committees may be created, as necessary, at the discretion of the Association.**

2. **Terms of Office**

   a. All officers shall serve for one calendar year and may be re-elected to subsequent terms. Officers are to remain as Active Members, as described in Article 2, for the duration of the current term or the position will be vacated.

   b. If an Executive Council member must terminate their position, he or she must notify the President at least 30 days in advance. The general membership will be notified of the vacancy, and nominations will be accepted prior to the next meeting. Vacated officer positions will be filled by an election to be held at the next general meeting.

**ARTICLE 4 - Elections, Voting, and Impeachment**

1. The Executive Council shall be elected by the Active Members of the Association.

2. Elections shall be held annually and shall occur at the first general meeting of the Association that year.
3. Candidates for election to the Executive Council shall be self-nominated. Nominations may also be accepted for individuals for whom no self-nomination was entered, as long as such nomination is accepted by said individual.

4. Candidates for election to the Executive Council should demonstrate interest by attendance at one Association meeting or other PDA event within the preceding three months before an election.

5. Voting shall be performed by secret written ballot, and all votes shall be passed by a simple majority. In the case of a tie, a run-off election shall be held immediately to decide between the tying nominees.

6. The Executive Council may enter a vote of “No Confidence” for an officer deemed to be incapable of fulfilling their elected role. In such a case, the officer may be removed from the Executive Council by a two-thirds majority vote of the Association. Vacated officer positions will be filled by an election to be held at the next general meeting.

ARTICLE 5 - Meetings

1. The Association shall hold regularly scheduled monthly meetings. Meeting frequency may be adjusted as deemed necessary by the Executive Council.

2. Meetings shall be open to all members, and notification of the location shall be disseminated at minimum one week prior to the meetings. The Executive Council may hold closed meetings as necessary.

ARTICLE 6 - Amendments

1. These Bylaws may be amended by a two-thirds majority vote of Active Members present at a general meeting.

2. Amendments may be initiated by the Executive Council or by petition of a majority of members of the Association.

3. Proposed changes must be submitted to the President in writing ahead of the next scheduled meeting for discussion at the next meeting.

4. All proposed changes must be publicly posted at least one week ahead of the general meeting.
5. These Bylaws shall be reviewed every 2 years to ensure they remain effective and current.

ARTICLE 7 - Faculty Advisement

1. Faculty members, administrators, and alumni may be invited to advise and serve as advocates for the Association at the discretion of the Association.

2. The Director of the Office of Postdoctoral Affairs will serve as an *ex-officio* member on an ongoing basis and provide both advocacy and advisement to the Association.

3. These members will not have voting rights.

ARTICLE 8 - Dissolution

1. In the event of the dissolution or termination of the Association, all of the assets and title to and possessions of the property of the Association shall pass to the Office of Postdoctoral Affairs at IUSM.

ARTICLE 9 - Ratification

1. These Bylaws shall be considered provisional until ratified by a two-thirds majority vote of the members of the Association.

2. These Bylaws shall become binding on the Association immediately upon such ratification.