

Constitution of the  
University of Nebraska Medical Center Postdoctoral Association  
(UNMC PDA)

Last Updated – 01/25/2017, Updated by – President of PDA- Aditya Bade

### Preamble

We, the Postdoctoral Researchers of the University of Nebraska Medical Center (UNMC), in order to serve the needs, the welfare, and the interests of present and future Postdoctoral Researchers at UNMC, do establish this constitution.

### Article I. Name

The name of the organization shall be the University of Nebraska Medical Center Postdoctoral Association. (Hereinafter referred to as the UNMC-PDA.)

### Article II. Purpose

The purpose of the UNMC-PDA is to establish a self sustaining organization to provide a voice for postdoctoral scholars and advocate for their interests at UNMC.

### Article III. Powers and Obligations

1. Serve as a representative for postdoctoral researchers on the Office of Postdoctoral Education Advisory Council.
2. Act as a liaison between postdoctoral researchers and members of the students, staff, faculty, and administration at UNMC.
3. Provide for the dissemination of information to postdoctoral researchers on matters and policies that affect them.
4. Be the judge of the qualifications and elections of its officers.
5. Assume any other duties necessary to the fulfillment of these powers and obligations.

### Article IV. Membership

All postdoctoral fellows or postdoctoral research associates, or research associates are automatically members of the postdoctoral association

### Article V. Executive Council

The Executive Council is the representative and deliberative organization of the UNMC-PDA.

Section I. Officers of the Executive Council (Total – 10 members)

The officers of the Executive Council shall be designated as follows: a President, Vice President – 2 positions, a Secretary, a Treasurer, Social Chair – 2 positions, Executive officers – 3 positions

The duties and responsibilities of the officers shall be defined as follows:

A. President

1. To preside over general meetings of the PDA Executive Council.
2. To serve in an ex-officio capacity on all PDA Executive Council Committees.
3. To serve as the UNMC-PDA representative to the UNMC Office of Postdoctoral Education Advisory Council.
4. To write and submit an annual report to the Vice Chancellor of Academic Affairs.
5. Such other duties and responsibilities as authorized by the PDA Executive Council.

B. Vice-Presidents A and B

1. To assume the responsibilities of the President in the event of his or her absence.
2. To coordinate the administration of the UNMC-PDA website.
3. To coordinate and oversee all activities relating to the elections of PDA Executive Council Officers.
4. Such other duties and responsibilities as directed by the President of the PDA Executive Council.
5. Both vice presidents share same responsibilities mentioned above. Vice President- A will assume the responsibilities of the President in the event of his or her absence.

C. Secretary

1. To conduct roll calls at regular meetings of the PDA Executive Council.
2. To record and file records of the activities of the PDA Executive Council.
3. Distribute the minutes of meetings to all members of the PDA Executive Council within a reasonable time.
4. To handle all correspondence and maintain a record file of all correspondence.
5. Such other duties and responsibilities as directed by the President of the PDA Executive Council.

D. Treasurer

1. To collect, keep records of, and arrange safe keeping of such monies as the PDA Executive Council may obtain.
  2. To disburse, at the direction of the President with the approval of the PDA Executive Council, such monies as are required to meet the obligations of the PDA Executive Council.
  3. To report to the PDA Executive Council for approval at all regular meetings, all income and expenses, and to maintain records of all transactions.
  4. To maintain financial records for inspection at any time by members of the PDA Executive Council.
  5. Such other duties and responsibilities as directed by the President of the PDA Executive Council.
- E. Social Chairs – 2 positions
1. To coordinate and oversee all events social in nature.
  2. To coordinate, produce, and distribute the UNMC-PDA newsletter.
  3. Such other duties and responsibilities as directed by the President of the PDA Executive Council.
- F. Executive members – 3 positions
1. To co-ordinate and provide necessary help to other executive members of the council
  2. Executive members will be given preference if any new position be added to the council.

## Section II. Election of PDA Executive Council Officers

The Officers of the PDA Executive Council shall be elected annually as follows:

1. Nominations shall be accepted by the PDA Executive Council no later than two meetings before the election.
2. Above nominees shall be individuals employed by UNMC as a postdoctoral fellow or postdoctoral research associate.
3. Every individual employed by UNMC in a postdoctoral capacity shall have one vote.
4. The President of the PDA Executive Council will only vote in the case of a tie.
5. If for some reason the elected President is unable to fulfill his or her term in office, the Vice-President-A will automatically assume the duties of the President until the next designated election.
6. If any elected officer gets promoted during his/her term of office, he/she still can serve on the elected position. It will depend upon individual to continue to serve on the position or not. If the elected officer decides not to continue after promotion, executive officers will be given preference to hold the vacated position or new election will be conducted for the respective position.

Section III. Meetings of the PDA Executive Council

1. All meetings of the Executive Council shall be open to all members of the UNMC-PDA.
2. The date and time for meetings shall be disseminated at least one week in advance of the meetings.
3. The meeting shall be conducted every month.

Section IV. Terms of Office

1. All elected Officers of the PDA Executive Council shall be elected for the term of one year.
2. All Officers are eligible for reelection provided their status of employment at UNMC has not changed.

Section V. Meetings of the Postdoctoral Association

The postdoctoral association will have an annual meeting for all members.

Article VI. Amendments and Ratifications

Section I. Amendments.

Amendments to this constitution may be added by a majority vote of individuals eligible for membership in the UNMC-PDA.

Section II. Ratification.

This constitution shall be ratified by a majority vote of individuals eligible for membership in the UNMC-PDA.