



Florida State University Postdoctoral Association Bylaws

1) Mission

The mission of the postdoctoral association is to advocate for all Florida State University postdocs and promote engagement in all aspects of postdoctoral affairs.

2) Roles

- Reveal (or discuss) postdocs issues and concerns across all units (colleges/departments)
- Advocate for policies to improve postdoctoral affairs (training, orientation, PI engagement...) Advocate for policies which improve postdocs' lives (benefits: min. salary, maternity leave, personal leave...)
- Organize postdoc events (training, socials, networking...)
- Make recommendations to the office of postdoctoral affairs (workshops, seminar topics, budget...)

3) Membership

The postdoctoral association is a volunteer based organization which advocates (or works to improve the postdoc experience) for all postdocs at Florida State University. The membership shall be diverse, inclusive and from all units where postdocs are appointed. In units with a high number of postdoc appointees several members (or advocates) are preferred. Finally, membership from units with very few postdoc appointees should also be encouraged.

Members are expected to attend monthly meetings and risk to lose their membership when they fail to attend 4 consecutive monthly meetings or half of the meetings held during the year.

4) Officers

Two officers shall be elected, a president and a vice-president. The vice-president shall be elected by the postdoctoral association members amongst themselves for a 6 month term followed by a 6 month term as President with a limit of 2 year of consecutive terms.

5) Chairs

The members shall work in sub-committees led by a Chair and assisted by one or more Chair-elects. Postdoctoral Association members shall be voting for these elections or could be appointed if no other members volunteer for that position.

Permanent sub-committees:

- Governance/bylaws (usually led by President and Vice-President)



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- Annual postdoc symposium
- Annual postdoc spring event
- Social/networking events
- Communication (twitter, website, facebook, handbook)

The number of sub-committees, their topics and number of Co-chairs can be adjusted as needed.

6) Advisory board postdoc members

The Office of Postdoctoral Affairs and the Florida State University are being advised by the postdoctoral affair advisory board. This board is composed of the Dean of the Graduate school, the director of postdoctoral affairs, nine faculty members, one human resources administrator and two postdocs (The PDA's President and Vice-President). The advisory board meets every three months. The two postdocs attending the advisory board shall meet with the postdoc association members prior to each advisory board meeting for a dedicated discussion to plan the postdoc association's strategy relative to all policies debated by the advisory board.

7) Governance

The postdoctoral association members shall meet at least once a month to discuss, plan and decide actions to promote postdoctoral affairs at Florida State University. An agenda shall be prepared ahead of time by the president or Vice president and should be sent in advance to all members. All members can suggest points to add to the agenda. A summary of the meeting (minutes) shall be made available after each meeting. Minutes can be taken by any of the members. Monthly meetings should be attended by all members.

Regarding the decision process:

at least 50% of the members shall be present

simple majority vote rules

Documents produced in relation to PDA events, initiatives, agendas should be stored in a system available to all members and future members such as google drive or dropbox.

Voted: 03/08/2020