CONSTITUTION OF THE
POSTDOCTORAL ASSOCIATION
AT EAST CAROLINA UNIVERSITY

Article I: Name
The name of this organization shall be the East Carolina University Postdoctoral Association (PDA). The governing body of this organization is called the Postdoctoral Association Executive Council.

Article II: Purpose and Function

Section 1: Purpose
The Postdoctoral Association shall be the officially recognized representative body of East Carolina University Postdoctoral Scholars. The purpose of the PDA is to promote, support, and enrich the experiences and the development of postdoctoral scholars.

Section 2: Functions
• Provide a forum for the discussion of issues raised by Postdoctoral Scholars.
• Promote career development, collegiality and social activities across campuses.
• Provide an opportunity for Postdoctoral Scholars to participate in decision-making processes in the Office of Postdoctoral Affairs

ARTICLE II: Membership

Section 1: Members
Individuals with a PhD or an equivalent degree and who meet the definition of a Postdoctoral Scholar as defined by the East Carolina University Postdoctoral Handbook (website link) are considered full members of the PDA. The PDA will not discriminate against any individual based on race, color, religion, national origin, political affiliation, sex, sexual orientation, or age. All full members have voting rights.

The Postdoctoral Association Executive Council is composed of the President of the PDA, a Vice-President, a Secretary, an International Liaison, and a Main Campus Representative. Full members are eligible for nomination and election to the Executive Council.

Section 2: Ex Officio members and faculty advisors
A) The immediate past Postdoctoral Association President.
B) The Director for Postdoctoral Affairs will act as faculty advisor. The faculty advisor will serve the duration of his or her position as Director for Postdoctoral Affairs.
C) The Postdoctoral Association Advisory Board will consist of up to five faculty members. Each Advisory Board Member will serve a two-year term.

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D) Advisory members do not have voting rights.

Section 3: Officers
A) President
B) Vice-President
C) Secretary
D) International Liaison
E) Main Campus Representative

Section 4: Affiliate Members
Individuals who do not meet the handbook definition of a postdoctoral scholar (i.e. visiting scientists, PhD students, etc.) may join as affiliate members. Affiliate members may not be nominated for council and do not have voting rights.

Article III: Bylaws

The PDA may not adopt bylaws inconsistent with this constitution or regulation of the sheltering institution.

Article V: Amendments

Section 1: Amendments to the Constitution
A) The constitution may be amended, following recommendation by the Executive Council, by an affirmative majority of votes cast at a called meeting at which at least fifty percent of PDA members are present.
B) The Postdoctoral Association Executive Council may recommend an amendment to the constitution by a two-thirds affirmative vote of those members present at a called meeting of the Postdoctoral Association Executive Council.
C) All proposed amendments to the constitution must be submitted in writing to the Postdoctoral Association Executive Council at least two weeks prior to the meeting at which the proposed amendment is to be considered.

Section 2: Amendments to the Bylaws
A) The bylaws may be amended, following recommendation by the Executive Council, by an affirmative majority of votes cast at a called meeting at which at least fifty percent of PDA members are present.
B) The Postdoctoral Association Executive Council may recommend an amendment to the bylaws by a two-thirds affirmative vote of those members present at a called meeting of the Postdoctoral Association Executive Council.
C) All proposed amendments to the bylaws must be submitted in writing to the Postdoctoral Association Executive Council at least two weeks prior to the meeting at which the proposed amendment is to be considered.

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BYLAWS OF THE
POSTDOCTORAL ASSOCIATION
AT EAST CAROLINA UNIVERSITY

Article I: Duties of Postdoctoral Association Executive Council Members

It shall be the duty of each Postdoctoral Association Executive Council member to express the wishes of their constituency and to act in their behalf in all matters not previously described as being solely the interest of Postdoctoral Scholars at East Carolina University.

Article II: Election of Postdoctoral Association Executive Council Members

Section 1: Term of Office

The term of office for Postdoctoral Association Executive Council members shall be from January 1st to December 31st.

Section 2: Election of Postdoctoral Association Executive Council Members

Any postdoc who is a member in good standing of the PDA is qualified to run for a position on the Postdoctoral Association Executive Council. To run for the positions of President or Vice President, Postdoctoral Scholars must meet with the Director of Postdoctoral Affairs prior to the vote. The PDA President and PDA Secretary shall conduct regular elections.

A) Election of PDA Body President

1. An election shall be called by the Postdoctoral Association Executive Council within three calendar months prior to the end of the current presidential term of office. All enrolled PDA members must be notified in writing at least 2 weeks prior to the election date.
2. Nominations will be accepted by the PDA President from PDA members at the meeting designated for such purpose. Nominees must accept the nomination prior to voting.
3. A nominee for the PDA President will be elected by majority vote of those PDA members present at the meeting.
4. The election shall be by ballot.
5. Electronic ballot may be used if quorum is not met at the meeting.

B) Election of the PDA Vice-President, Secretary, International Liaison and Main Campus Representative.

1. Election procedures for these positions shall be identical to those described for the election of the PDA President. Upon election by majority vote of those PDA members present, it shall be the duty of the Vice-President to enforce and conduct the duties conferred according to the Instrument of East Carolina University Postdoctoral Handbook.
C) Procedures for Filling a Vacancy in an Office
   1. In the event of a vacancy in a Postdoctoral Association Executive Council Office, the executive Council will appoint a postdoc within 3 weeks of the position becoming vacant.

D) Resignation or Removal from Office
   1. Resignations must be formally submitted to the president and approved by the Postdoctoral Association Executive Council.
   2. Removal from Office may be carried out after majority vote by Postdoctoral Association Executive Council members.

Section 3: Duties of Officers of the Postdoctoral Association Executive Council

A) President
   It shall be the duty of the President to:
   1. Call and preside over all Postdoctoral Association Executive Council and PDA meetings.
   2. Appoint Committee Chairpersons.
   3. Act as official representative for the Postdoctoral Association Executive Council and PDA.
   4. Serve as the representative to meetings involving University administration and/or faculty.
   5. Act as Ex-Officio member of all PDA committees.
   6. Assume any duties necessary for the proper functioning of the Postdoctoral Association Executive Council and PDA that are not specified as duties of other PDA officers or members.

B) Vice-President
   It shall be the duty of the Vice-President to:
   1. Perform all duties of the President in the event of his/her absence or incapacity.
   2. Serve as the main contact for the PDA website.
   3. Serve as the representative to meetings involving University administration and/or faculty.

C) Secretary
   It shall be the duty of the Secretary to:
   1. Record, preserve, and distribute to the Postdoctoral Association Executive Council the agenda and minutes of all proceedings of the Postdoctoral Association Executive Council and PDA.

D) International Liaison
   It shall be the duty of the International Liaison to:
   1. Acts as an advisor and representative of international postdoctoral scholars concerning university policies.

E) Main Campus Representative
   It shall be the duty of the Main Campus Representative to:
   1. Act as an advisor and representative of main campus postdoctoral scholars concerning issues originating from main campus.
Section 4: Meetings of the Postdoctoral Association Executive Council and PDA

A) The Postdoctoral Association Executive Council shall hold at least one meeting during the academic year. At least one meeting shall be held for the PDA during the academic year.

B) The President of the Postdoctoral Association Executive Council shall have the authority to call additional meetings of the Postdoctoral Association Executive Council and PDA as the need arises.

C) Meetings shall be open to all members of the PDA, Advisory Council Members, Director of Postdoctoral Affairs, Affiliates and Ex-officio members.

Section 6: Dismissal of Postdoctoral Association Executive Council Member

It shall be the duty of each member of the Postdoctoral Association Executive Council to attend all meetings. Circumstances for failure to attend Postdoctoral Association Executive Council meetings shall be considered on an individual basis by the Postdoctoral Association Executive Council and can result in dismissal from the Postdoctoral Association Executive Council by majority vote of the Postdoctoral Association Executive Council.

Section 7: Quorum

A) A simple majority of the Postdoctoral Association Executive Council shall constitute a quorum. No business other than setting the time and place for an alternate meeting and adjournment shall be transacted without the presence of a quorum.

B) PDA quorum shall consist of thirty percent of all PDA members present at a called meeting. Quorum is required to conduct routine business. No business other than setting the time and place for an alternative meeting and adjournment shall be transacted without the presence of a quorum.

C) PDA quorum shall consist of fifty percent of all PDA members present at a called meeting. For amendments Quorum is required to conduct routine business. No business other than setting the time and place for an alternative meeting and adjournment shall be transacted without the presence of a quorum.

Section 8: Voting

Voting shall proceed by voice, show of hands, or by secret ballot, at a called meeting or shall proceed by electronic mail or electronic ballot as deemed appropriate. No absent ballots shall be accepted at a called meeting.