

Charter of the University of Maryland, Baltimore Postdoctoral Advisory Committee

Ratified July 12, 2016

Article I: Name

The name of this organization shall be the University of Maryland, Baltimore Postdoctoral Advisory Committee (hereafter referred to as UMB PDAC).

Article II: Purpose

The UMB PDAC shall represent research postdoctoral fellows and non-house staff clinical fellows (hereafter referred to as postdocs or PDs) in basic science and clinical departments within the University of Maryland, Baltimore. As an association run by postdocs for postdocs, the PDAC's mission is to promote a sense of community among, and serve as the voice for postdoctoral fellows at the University of Maryland, Baltimore. As an organization our goals are to:

- I. Nurture a sense of belonging and social well-being among postdocs by creating forums for social gathering and discussion of issues related to the postdoctoral experience.
- II. Advocate on behalf of postdocs to the UMB administration and community at large.
- III. Promote networking, collaboration and incorporation of postdocs into the research establishment of UMB and surrounding institutions.
- IV. Recognize outstanding postdocs and the impact of postdoctoral research at UMB.
- V. Organize outreach efforts by postdocs to the greater Baltimore community.

Article III: Membership

I. Types of members and their privileges and responsibilities

The UMB PDAC will not discriminate against any individual based on race, color, religion, national origin, political affiliation, sex, sexual orientation, or age.

- I. **Full Member (here after referred to as "Member"):** Any postdoctoral fellow holding an active appointment at UMB. All full Members:
 - i. May become Representatives to the UMB PDAC (defined below).
 - ii. Only Full Members may elect Officers (defined below).

Article IV: Government

I. Terms of Office

- i. The term of office for Executive Council members shall be for 1 calendar year, from June 1st of year one to June 30th of year two. An exchange period between the incoming and exiting Executive Board members will take place during the first month (June 1-30, year 1) to facilitate appropriate training and handover of PDAC policies and materials.

II. The duties of Representatives, Officers, and the Executive Council

- i. **Representatives** are active Members who have attended at least one Monthly Meeting during 365 days preceding the nomination date.
- ii. **Executive Council:** This council serves as the executive body of UMB PDAC. The Executive Council is empowered, but not limited, to make decisions on the strategy and budget of the organization. Its members include the elected Officers (defined below). Any Officer who misses three consecutive Monthly Meetings without prior notice will be automatically relieved of his/her duties and post and shall be replaced by a new Officer appointed by the Executive Council without the need for general elections. Simple majority shall be required for such an appointment.
- iii. **Duties of the Officers of the UMB PDAC.** Officers may not hold more than one Officer position. It is the duty of the Officers to see that the UMB PDAC and all Representatives follow the rules laid out in this Charter and those of the University of Maryland, Baltimore. Officers may disburse properties or funds at the disposal of the PDAC with the prior approval of the Executive Council. With respect to all administrative and statutory bodies within the University of Maryland, Baltimore that encompass postdoctoral issues, the UMB PDAC will request the privilege of nominating Representatives to these bodies.
 - A. **President:** Only Members who have been Officers or Representatives in the term immediately preceding the election are eligible to run for President. It is the duty of the President to:
 - a. Chair the Executive Council.
 - b. Call, set the agenda for and chair the Monthly Meetings.
 - c. Meet with members of the faculty and administration as the representative of the UMB PDAC.
 - d. To monitor the treatment and morale of postdoctoral fellows at the University of Maryland, Baltimore. The President shall bring the concerns of postdoctoral fellows to the attention of the administration, faculty, or other members of the University of Maryland, Baltimore community, as appropriate.
 - B. **Vice-President:** Only Members who have been Officers or Representatives in the term immediately preceding the election are eligible to run for Vice-President. It shall be the duty of the Vice President to:
 - a. Perform all of the duties of the President in the event of his/her absence and/or incapacitation.
 - b. Attend UMB PDAC Monthly Meetings, unless prior arrangements are made with the other Executive Officers.
 - c. Preside over cases in which the President is the subject of a complaint.

- d. Perform any other duties as determined by the Executive Board, including but not limited to, maintaining the UMB PDAC website.
- C. **Secretary:** Only Full Members are eligible to run for Secretary. It shall be the duty of the Secretary to:
 - a. Call Executive Council meetings, and to record the minutes of all Executive Council and Monthly Meetings.
 - b. The Secretary shall make minutes available to Representatives allowing sufficient time for review of minutes prior to the next meeting. Meeting minutes shall be reviewed and approved at the next meeting. Once approved, minutes shall be filed in the UMB PDAC archive accessible to Representatives. Members or other individuals may access the minutes by request to the Secretary.
- D. **Treasurer:** Only Full Members are eligible to run for Treasurer. It is the duty of the Treasurer to:
 - a. Attend UMB PDAC Monthly Meetings, unless prior arrangements are made with the other Executive Officers.
 - b. Record the income and disbursement of all funds and properties at the disposal of the UMB PDAC.
 - c. Manage all financial transactions of UMB PDAC and liaise with the Office of Postdoctoral Scholars regarding financial matters.
 - d. Submit a yearly budget and quarterly updates to the Executive Council.
 - e. Keep an up-to-date spreadsheet of UMB PDAC finances and track the spending of UMB PDAC. Any funds for ongoing projects, such as coffee hours, must be set-aside in the budget at the commencement of the term.

III. Election of Officers and Executive Council members

- i. There will be a general election at the end of each academic year to elect the Officers (President, Vice-President, Secretary, and Treasurer) for the following term. Only postdoctoral fellows who are full Members may run for Office positions. Eligibility requirements for Officer positions are stated above. All Members of UMB PDAC may vote in the general election. Voting is to be administered by Representatives (as described above) who are not running for Office. The choice of Officers must be ratified at the next UMB PDAC Monthly Meeting. Ideally there will be a “hand over period” during the last month of the term so that the outgoing Officers may guide and advise the incoming Officers.
- ii. In the instance that an Executive Council member leaves UMB PDAC mid-term, an internal election will be conducted to determine the new Officer. All Officers and Representatives may vote. The new Officer will be decided by a simple majority vote (i.e. more than 50%).

Voting will be administered via email to allow all Representatives and Officers the opportunity to cast their vote.

- iii. If a large proportion of Representatives or Full Members are unhappy with the performance of an Office bearer: If multiple attempts to resolve the issue by open communication and mediation are unsuccessful, the Officer in question may be unseated by an extraordinary majority vote (i.e., 2/3 or more) by the Executive Council.

IV. Meetings

- I. **Quorum:** For all Executive Council and Monthly Meetings, a simple majority of the UMB PDAC 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.
- II. Executive Council meetings may be held as needed. These meetings shall be called by the Secretary. The Executive Council meetings will focus on issues related to UMB PDAC-wide governance, strategy, finances and other organizational topics.
 - i. Voting on fundamental UMB PDAC structural issues, such as changes to the Charter or removal of an Executive Council member, will require an extraordinary majority vote (2/3 or more) apart from see section: Government, point (ii) of all Executive Council members. Votes may be conducted via email if not all members are present.
 - ii. Voting on day-to-day matters will be by a simple majority of those present (i.e. more than 50%).
- III. In addition to the Executive Council meetings, there shall be Monthly Meetings open to all Officers, Representatives and Members. These meetings will be called by the President and openly advertised by email.
 - A. Monthly Meetings will focus on sharing ideas and the organization of upcoming events. Voting on day-to-day matters will be by a simple majority of those present (i.e. more than 50%).
- IV. The President and/or other Executive Council members shall meet at least once a year with the Office of Postdoctoral Scholars to relay any concerns among postdoctoral fellows and to learn about changes in institutional policy that could affect fellows.

Article V: Amendments

All proposed amendments to the charter must be submitted in writing to the UMB PDAC Executive Council at least two weeks prior to the meeting at which the proposed amendment is to be considered. The amendment may be ratified if:

- I. Following recommendation by the Executive Council, by an affirmative majority (>50%) of votes cast at a called meeting at which at least fifty percent of Full Members are present. Or

- II. The 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.

Article VI: Events

Events run by UMB PDAC include, but are not limited to:

- I. Monthly coffee hours on campus, and monthly happy hours off-campus.
- II. An annual retreat for Postdocs, either just for UMB Postdocs or in conjunction with surrounding institutions for a multi-program Postdoctoral Retreat.