

Organizational Guidelines of the University of Arizona Postdoctoral Association

HISTORY

The University of Arizona Postdoctoral Association (UAPA) was formed in 2016 to develop a framework of support for postdoctoral scholars (hereafter Postdocs), at the University of Arizona. Additionally, UAPA was established to provide a social network for individuals in UA-affiliated postdoctoral positions as well as to facilitate networking, professional development and opportunities for providing service to UA and the broader university community.

RATIFICATION

These organizational guidelines were approved by the UAPA Executive Board on July 15th, 2016.

ARTICLE 1: NAME

The name of this organization shall be the University of Arizona Postdoctoral Association. For the purpose of brevity, the Association will be referred to as "UAPA."

ARTICLE 2: MISSION AND PURPOSE

- 2.1. The UAPA mission is to enhance the postdoctoral experience at UA and to facilitate the long-term success of our membership.
- 2.2. The purpose of the UAPA shall be to address the needs and concerns of its members by:
 1. Providing representation and liaison between its members (defined in Article 3) and UA administration involved in postdoctoral matters;
 2. Promoting the academic and career goals of its members through activities focused on addressing the networking, personal, and professional development needs of the membership;
 3. Disseminating information of particular relevance to the current membership;
 4. Raising awareness of the contributions of Postdocs to the general UA community;
 5. Providing community service opportunities for its membership; and
 6. Providing service to the UA and broader university community.

ARTICLE 3: MEMBERSHIP

- 3.1. All Postdocs at UA are automatically members of the UAPA; members may opt-in to receive communication from UAPA if they choose not to participate in or be advised of any of the UAPA activities.
- 3.2. Definition of Postdoc
 - 3.2.1. An UA Postdoc is defined by UA policies as an individual who has recently completed his/her doctoral studies and who holds short-term university appointments working under the guidance and direction of a faculty mentor as the individual prepares for a career as an independent scientist and researcher.
- 3.3. Classification of Membership
 - 3.3.1. General Members – All UA Postdocs
 - 3.3.2. Financial Members – Are individuals that have paid the required annual dues, and are thus eligible for privileges of financial members including, but not limited to running for elected positions and applying for financial awards.
 - 3.3.3. Dues – The Executive Board will determine membership dues, requirements, and benefits as needed.
 - 3.3.4. The UA Postdoctoral Association values diversity. Therefore, the UAPA does not discriminate on the basis of age, color, disability, gender identity or expression, marital status, family status, national origin, race, religion, sex, sexual orientation, or veteran's status in any of its attendance, policies, procedures, or practices.

ARTICLE 4: EXECUTIVE BOARD, DUTIES, AND TERMS OF OFFICE

- 4.1. UAPA shall be governed by the UAPA Executive Board, and for the purpose of brevity, the Executive Board shall be referred to as the "EB." The EB is empowered to make decisions on the strategy, activities, and budget of UAPA and to form new committees as deemed necessary.
- 4.2. The EB shall consist of Financial Members elected to the board. Instead of traditional office-based EB (president, vice-president, etc.), the EB will be officeless, with members sharing duties and responsibilities equally. The board will consist of between 4-6 members, and include one chairperson, elected by the EB at EB members' first official meeting.
- 4.3 A provisional EB will consist of founding members of UAPA until full organizational status has been granted by UA and elections can be held for offices following the dissolution of the provisional EB.
- 4.4 The EB is responsible for:
 - 4.4.1. Meeting a minimum of every 2 months to conduct the business of UAPA and respond to issues pertaining to UA Postdoc Community;
 - 4.4.2. Supervising the finances of the UAPA and approving of all financial expenditures;
 - 4.4.3. Recommending policies of UAPA, which are subject to the approval of the UAPA membership;
 - 4.4.4. Supervising the coordination of activities, contracts, and meetings of UAPA; and
 - 4.4.5. The management, control, and protection of all UAPA property.

4.5. The duties of the EB are as follows:

4.5.1. The general duties of all EB Members shall include:

4.5.1.1. Representing UAPA and the entire UA Postdoc Community.

4.5.1.2. Regular attendance at and participation in organizing membership meetings and events.

4.5.1.3. Regular attendance and participation in the Board Meetings of the EB to conduct the business of the UAPA

4.5.2 Terms of EB appointment shall begin at the end of the December meeting of the EB following the election and shall be terminated at the end of the December meeting of the EB following the next annual election. However, attendance at the January meeting following the next annual election as a non-voting attendee (unless serving on the Executive Board for the ensuing year) is recommended for the smooth transition of new board members.

4.6. Election of EB Members

4.6.1. The EB shall be filled on a volunteer basis unless the number of volunteers exceeds the number of open spots, in which case elections will be held. Elections shall be organized by an election committee organized by the EB during a fall meeting.

4.6.2. The Election Committee shall be responsible for:

a. soliciting nominations for EB from the UAPA Membership;

b. confirming that the nominees are eligible and willing to perform the duties of the elected position as specified by the operational guidelines;

c. reporting the slate of candidates to the EB and General Membership;

d. collecting and disseminating candidate statements; and

e. organizing the election process, including polling the members of the Association, tallying votes, signing off-on and reporting the election results to the EB and UAPA.

4.6.3. Voting shall be performed via secure online polling unless otherwise decided by EB. Election of a Board Member requires receipt of the majority or at least 33% of the votes cast. If there is a tie, or no candidate receives 33% of the votes, a run-off election will need to be held.

4.6.4. All members of UAPA are free to observe any and all activities of the election committee. Committee meetings will be held in public places and announced in advance on the UAPA website to facilitate this goal.

4.6.5. The Schedule of the Elections shall be as follows:

a. By the end of September

- Election Committee approved by the EB
- Election Committee is activated

b. By the end of October – Executive Committee calls for nominations and determine eligibility of nominees

c. By the end of November

- Annual Town Hall Meeting, which includes introduction of candidates
- Electronic Elections
- Run-off Election (if necessary)
- Dissemination of election results to UAPA

d. December EB Meeting (Transition Board Meeting #1)

- All newly-elected board members attend meeting, but do not vote unless they currently occupy an EB Position
- Last voting meeting for current EB Members
- Dissolve the Elections Committee

e. January EB Meeting (Final Transition Meeting)

- Newly elected officers become the EB with all voting rights.
- Now Past EB Member also attend meeting to facilitate smooth transition to the new board, but with no voting rights.

4.7. In the case of an EB Member's prolonged absence, incapacity, resignation, or removal, the EB shall vote to remove this person from the board. At this time, the EB can vote to appoint a Financial Member of UAPA to this post.

ARTICLE 5: COMMITTEES

5.1. All committees and committee chairs shall be approved by the EB. All committee chairs shall be Financial Members of UAPA.

5.2. All UAPA members qualify to serve on any and all committees.

5.3. The duties and aims of the standing committees shall be as enumerated in the following list. The listed duties and aims shall not be exclusive and further items may be added as deemed necessary by the committee.

5.3.1. The Election Committee – please refer to Section 4.6 of the operational guidelines.

5.3.2. The Welcome Committee shall contact newly appointed UA Postdocs to welcome them to UA and UAPA; and shall actively recruit Postdocs for all committees.

5.3.3. The Social Events Committee shall be responsible for organizing and coordinating social events for UAPA; and shall ensure that there are a variety of activities available to correspond to the diversity of the postdoctoral community, including those members with families.

5.3.4. The Professional Development Committee shall be responsible for coordinating regular professional development opportunities for UA Postdocs; which may include activities that promote the professional development of Postdocs, and opportunities for Postdocs to promote the professional development of UA students and the broader UA community.

5.3.5. The Industrial Exploration Program (IEP) Committee is designed to explore nonacademic career paths and connect UA PhD-level researchers, such as Postdocs and graduate students, with Arizona industries, businesses, and agencies; the IEP committee shall organize site visits and invite industry, business and agency representatives to on-campus panel discussions and workshops.

5.3.6. Standing Committees will not be filled or created until the dissolution of the provisional EB and after election of the first EB. Until that time, committee duties will be fulfilled by the provisional EB.

ARTICLE 6: GOVERNANCE OF MEETINGS

6.1. Annual Town Hall Meeting

6.1.1. Shall consist of the entire UAPA membership; shall be conducted every fall, preferably in October.

6.1.2. A quorum for UAPA represents all members present and/or participating. All votes shall pass with the majority (50% + 1) of the physically present membership and absentee ballots.

6.1.3. The agenda shall include, but is not limited to:

6.1.3.1. Introduction of the current EB; ;

6.1.3.2. Introduction and/or presentation of nominees for the EB;

6.1.3.3. Presentation of and vote on changing the organizational guidelines (if necessary);

6.1.3.4. For purposes of transacting business, those members of the UAPA present shall constitute a quorum.

6.2. Conduct of Monthly EB Meetings

6.2.1. The Agenda for the meeting should be prepared and distributed prior to the Call to Order of the Meeting.

6.2.2. The agenda shall include:

6.2.2.1. Call to Order

6.2.2.2. Roll Call

6.2.2.3. Approval of the Minutes

6.2.2.4. Treasury Report

6.2.2.5. Committee Reports

6.2.2.6. Unfinished Business

6.2.2.7. New Business

6.2.2.8. Open Forum

6.2.2.9. Adjournment (time recorded in minutes)

6.2.3. A quorum for EB meetings shall constitute the majority (50%+1) of the EB members. A quorum shall be necessary to vote on proposed motion, to approve expenditure, and distribute funds.

6.2.4. The EB shall strive to reach all decisions by consensus, but in the case of an impasse, a majority (50% + 1) vote from present members is required for passage.

6.2.5. The approved minutes of the EB shall be published on the UAPA website.

6.2.6. The EB meetings are open to all UAPA members.

6.2.7. The provisional EB will conduct business in a less formal manner than the procedure described above, until full organizational status is granted by UA, and when elections for the EB are held.

ARTICLE 7: AMENDMENTS TO THE Operational Guidelines

7.1 These guidelines may be amended by a majority vote of its members at the annual meeting or during a special on-line vote of the membership. Amendments may be proposed by any UAPA member via e-mail or written submission to the EB.

ARTICLE 8: DISSOLUTION OF UAPA

8.1. In the event of the dissolution of the UAPA, the disposition of the assets and records of the UAPA will be as outlined in all sections of Article 6.

8.2 General Operating Fund - After all debts of the UAPA are paid, the balance of funds will be placed in a scholarship fund. The Executive Board shall negotiate with the UA Foundation regarding the management of a University Award. As part of the dissolution process, the Executive board will discuss and decide upon an appropriate University Award for an UA-affiliated postdoc.

8.3 Ownership of records - UA Archives shall have sole ownership and disposition rights to all records of the UA Postdoctoral Association.