Article One: The MIT PDA Executive Board

A) Definition

The MIT PDA Executive Board is responsible for the general operations of the MIT PDA. The MIT PDA Executive Board will be composed of 5 positions: (i) President, (ii) Vice President, (iii) Treasurer, (iv) Corresponding Secretary, and (v) Recording Secretary.

B) Duties of the members of the Executive Board

1) The President shall:
   a) Be the executive officer of the MIT PDA
   b) Preside over and chair all General Meetings and set the agenda for General Meetings
   c) Act as a liaison between the MIT PDA and the Office of the Vice President for Research at MIT
   d) Act as a representative of the MIT PDA in the Faculty Postdoc Advisory Committee (FPAC)
   e) Be responsible for the condition of the MIT PDA and the proper discharge of the duties of its officer
   f) Hold regular Executive Board meetings to coordinate the operations of the MIT PDA.
   g) Call for the formation of a temporary Election Committee to run the general elections
   h) Ensure that officer positions are filled.
   i) Coordinate the training of incoming officers.

2) The Vice President shall:
   a) Assist the President
   b) Act as President in the absence of the President
   c) Assume the duties of the President in the case of extended absence or vacancy

3) The Treasurer shall:
   a) Follow all MIT financial procedures and keep a systematic financial record of the MIT PDA’s finances
   b) Report on PDA’s finances upon the request of the President
   c) Coordinate the generation of a working budget for the MIT PDA, which will be presented and voted on at a MIT PDA General Meeting within 60 days of the general election
   d) Facilitate and coordinate purchases and reimbursements for the MIT PDA
4) The Corresponding Secretary shall:
   a) Carry on the MIT PDA’s correspondence with MIT and external community including: advertising, etc.

5) The Recording Secretary shall:
   a) Keep the minutes of General Meetings, including attendance
   b) Be responsible for the PDA records, including a good working knowledge of the MIT PDA Constitution and Bylaws.
   c) Ensure that the PDA Constitution and Bylaws are kept up to date and ensure the Constitution and Bylaws are properly followed,
   d) Maintain an active list of all officers of the PDA

**Article Two: Standing Committees and Committee Chairs**

A) Definition

Standing Committees are responsible for fulfilling a specific set of responsibilities consistent with the MIT PDA mission. Committee Chairs shall be responsible for fulfilling the duties of their Committees and the recruitment of postdocs into their committees, as needed. Committees may have two Chairs, referred to as Co-chairs.

B) Duties of the Standing Committees

1) The Advocacy Committee shall:
   a) Communicate concerns to the faculty & administration on behalf of the postdocs
   b) Identify and address issues pertaining to careers, health care, benefits, salary, immigration, child care, grant-funding mechanisms, etc.
   c) Establish a unified postdoc voice and increase the profile of postdocs within the MIT community

2) The Professional Development Committee shall:
   a) Promote the ethical conduct of research
   b) Establish mutually rewarding mentoring relationships with members of the MIT community
   c) Organize events such as career-building workshops, research symposiums, industry ventures, etc.

3) The Community Building and Outreach Committee shall:
   a) Encourage participation and involvement of postdocs within the MIT community
   b) Enlist the support of MIT postdoctoral trainees towards PDA efforts through committee participation and involvement
c) Organize networking and social events that create a supportive peer group and integrate postdocs into the larger MIT community

4) The Information Flow & IT Support Committee shall:
   a) Set up efficient communication and publicity systems (i.e. Email Listserv, LinkedIn, Twitter, and Facebook groups, etc.)
   b) Maintain an up-to-date internet site of resources and information

5) The Alumni Committee shall:
   a) Serve as liaison between the PDA and the MIT Alumni Association.
   b) Work with the PDA Administrator to ensure and maximize inclusion of postdocs in the Infinite Connection
   c) Foster an MIT postdoctoral alumni network, including events and communications

6) The Fundraising Committee shall:
   a) Secure funds for the PDA through solicitation and fundraising events

7) The Human Affairs Committee shall:
   a) Encourage fair treatment, prevent and eliminate discrimination, and foster mutual understanding and respect among all postdocs
   b) Will serve as the postdoctoral representative for the MIT committee on race and diversity
   c) Support programs for postdocs and postdoc groups related to the goals and missions of the Human Affairs Committee (health & wellness, diversity & inclusion, etc.) such as the Postdoctoral Women Engaged in Research (POWER), Postdoc REFS Program, etc.

8) The Orientation Committee shall:
   a) Coordinate the MIT PDA Orientation for new postdocs
   b) Generate and maintain resources relevant to new incoming postdocs. Issues include, but are not limited to: housing, commuting options, benefits, child care support, etc.

9) The Postdoc Initiative Grants (PInG) Committee shall:
   a) Coordinate the solicitation and selection of seed funding awards of initiatives consistent with the MIT PDA mission to benefit the postdoc community
   b) Coordinate ongoing and new PInG initiatives

10) The Sports Committee shall:
    a) Organize sports events for the postdoc community
    b) Help coordinate the participation of postdocs in MIT community sports events such as Intramural tournaments, etc

Article Three: Temporary Committees

The MIT PDA may instate temporary committees to serve specific purposes, as needed. Examples of Temporary Committees include: Election Committee, Constitution & Bylaws
Article Four: Elected Positions and Election Voting Procedures

A) Election to Office for members MIT PDA’s Executive Board (EB) and Standing Committee Chairs; collectively referred to as the Officers of the MIT PDA

1) All Officers shall be elected for a term of one year beginning at the General Election

2) To be eligible for the position of President, a MIT PDA Member must have previously served as an MIT PDA Officer for a minimum of 60 days or have attended a minimum of one third of all PDA monthly Meetings within a 12 month period immediately preceding the election. Article four, section A, subsection 2 can be lifted by a 3/5th vote of current (outgoing) officers.

3) All members of the MIT PDA are eligible to serve as all other PDA Officers and Interim Officers

4) Officers may be re-elected to positions held in a previous term or to new positions

5) At the General Election, a maximum of one Committee Chair per Standing Committee can be elected

6) Officers vacating their position before General Elections shall provide formal notice to the Executive Board containing the date of their last day as a PDA Officer

7) Outgoing Officers (at any time of the year) shall complete a report detailing their accomplishments, ongoing initiatives, and feedback for future Officers. When possible, outgoing officers should meet with incoming officers to discuss the position and transfer knowledge, access relevant resources, etc.

8) Executive board members shall not remain in executive board positions for more than two consecutive terms.

B) Voting for MIT PDA Officers in General Elections

1) All members of the MIT PDA may vote for PDA Officers during General Elections

2) Members of the MIT PDA must be present at the election to vote

3) General Elections shall be held annually in August for the new term that begins in September.

4) Election to an Office in the MIT PDA is achieved by a majority of votes from MIT PDA members during the General Election
C) Election of Interim Officers

1) If the position of the President is vacated, the Vice President assumes the role of the President for the remainder of the one year term and vacates the Vice President position.

2) If any Officer position (with the exception of the President) is vacated prior to the General Election, an interim officer shall be elected to serve the remainder of the one year term by a majority vote from PDA members within 60 days at a MIT PDA General Meeting.

D) Election of Standing Committee Co-chairs

1) Should a Standing Committee Chair desire a Co-chair for their Committee, the Chair can nominate an MIT PDA member for the position of Co-chair. Co-chairs shall be elected by a majority vote from PDA members at a MIT PDA General Meeting.

Article Five: Budgetary Matters

A) Approval of proposed budget

1) The budget proposed by the treasurer shall be approved by a majority vote from PDA members at a General Meeting.

2) Any MIT PDA member present at the General Meeting may propose changes the proposed budget, the motion must be seconded by another PDA member. The motion will be discussed and voted upon at the same MIT PDA General meeting.

3) Events costing more than $500 need to be specified in an approved budget.

B) Making changes to the approved budget

1) Budget reviews may be requested from the Treasurer by the President (and mid-year review is recommended)

2) Requests for changes to the approved budget may be made throughout the year to the Executive Board. The proposed change may be brought to a vote at a General Meeting. The proposed change is adopted by a majority vote of from PDA Members at a General Meeting.

Article Six: General Meeting Procedures

A) MIT PDA General Meeting shall be held once per calendar month

B) Quorum is required for all agenda items requiring a vote by the MIT PDA Membership. Quorum is over 50% of all elected Officers. Proxy votes at General Meetings are not allowed.
C) The typical structure of MIT PDA General Meeting agenda is as follows:

1) Call to order by the President
2) Brief summary of previous General Meeting minutes
3) Brief reports from Executive Board members and Committee Chairs.
4) Updates from Temporary Committees
5) Updates from the Office of the Vice-President for Research
6) Tabled business
7) Agenda items
8) Call to adjourn meeting

Article Seven: Bylaw Amendments

1) The MIT PDA Bylaws may be amended by a 3/5th vote by the MIT PDA Officers at a MIT PDA General Meeting.
2) Any proposed changes in Bylaws must be proposed in a PDA general meeting.
3) The vote for that proposed change shall be announced in the agenda for the following PDA general meeting and be voted upon during that meeting.