

Graduate Student Committee By-Laws

Article I – Names

There will be three groups to administer student activities within the Society of Toxicology. These include two graduate student committees, the Regional Chapter Graduate Committee, hereinafter designated as RC-GC, and the Specialty Section Graduate Committee, hereinafter designated as SS-GC. A third group, the Student Advisory Council, hereinafter designated as SAC, will provide oversight for the activities of both Committees. It is the intent that these committees will replace the current Student Advisory Committee and assume the responsibilities of that body.

Article II –Objectives

The objectives of the SAC, RC-GC, and SS-GC shall be to:

- a) Facilitate the scientific and professional development of the graduate student in the Society of Toxicology (SOT);
- b) Provide programming and opportunities for graduate students to establish connections with their scientific peers;
- c) Recruit graduate students into the Society of Toxicology; and
- d) Facilitate communication between the student members of the Society of Toxicology and the Society of Toxicology Council.

Article III – Membership

Section 1. Membership in these bodies will consist of graduate students, having one student selected by each Regional Chapter and Specialty Section. Those selected by Regional Chapters will serve on the RC-GC and those selected by Specialty Sections will comprise the SS-GC. Elected representatives from these two groups will form the SAC (Article VI). Selection of graduate student representatives and duration of the representative's term for the Regional Chapter or Specialty Section is acknowledged to be at the sole discretion of the designated Regional Chapter or Specialty Section.

Section 2. The SOT shall provide a travel stipend to the SOT Annual Meeting for the RC-GC and SS-GC representatives.

Section 3. Membership in either the RC-GC or the SS-GC shall be limited to graduate students currently enrolled in a M.S. or Ph.D. program related to toxicology.

- a) The Committee year is May 1-April 30.
- b) In the event that a committee member graduates, she or he is allowed to continue to serve as a GC representative until May 1st of her or his appointed term if the graduation date is on or after January 1st of their appointed term.
- c) In the event that a committee member graduates before January 1st of her or his appointed term, the member must resign and a new representative will be appointed.
- d) The replacement of the graduated representative is at the sole discretion of the respective Regional Chapter or the Specialty Section.

Section 4. Membership in either the RC-GC or the SS-GC shall be limited to graduate students who are members of SOT or who have already applied for SOT membership.

Section 5. Membership in a Graduate Committee is strongly encouraged to be limited to one graduate student from any one laboratory (i.e., only one student on either the RC-GC or the SS-GC). No two graduate students from the same laboratory shall be allowed to serve on a single Graduate Committee.

- a) In the event that there is more than one graduate student from any one laboratory (e.g., one in the RC-GC and one in the SS-GC), SOT will provide the travel stipend (Article III, Section 2) to the first student designated from that lab, based upon time of official notification of SOT Headquarters by the RC or SS. SOT will not provide a travel stipend to the second student.

Section 6. In the absence of established protocols in a given Regional Chapter or Specialty Section, the graduate committees suggest the following guidelines be applied:

- a) The RC-GC representative is currently enrolled in a graduate program (M.S. or Ph.D.) located in the area served by the Regional Chapter; the SS-GS representative is enrolled in a graduate program and conducting research in the disciplinary area of the Specialty Section.

- b) The student is a student member of SOT as well as a student member of the respective Regional Chapter or Specialty Section, or the application for SOT membership is pending at time of appointment.
- c) The student is not member of a laboratory that already has a serving Graduate Committee member (Article III, Section 5).
- d) The student is expected to make their presence as RC or SS representative known and become actively involved in their Regional Chapter or Specialty Section.
- e) The student must be willing to commit to at least a 1-year term of service.
- f) The student is expected to attend the SOT Annual Meeting and the appropriate (RC-GC, SS-GC, SAC) business meeting(s) held at the Annual Meeting.

Section 7. Regional Chapter or Specialty Section representative selection methods may include:

- a) Nomination from within and election by the Regional Chapter's or Specialty Section's student membership (i.e., e-mail, website, paper ballot, et cetera).
- b) Nomination and election by the Regional Chapter's or Specialty Section's professional membership and/or student membership.
- c) Appointment by the officer/councilors of the Regional Chapter or Specialty Section. Although a more representative approach is ideal, this may be necessary during times of sudden turnover.

Section 8. The Regional Chapter President or Specialty Section President should forward the name and contact information of the incoming representative to appropriate staff at SOT Headquarters.

Article IV – Responsibilities of the RC-GC and the SS-GC

Section 1. The responsibilities specific to the RC-GC include, but are not limited to:

- a) Recruitment of graduate students into the Regional Chapters and into SOT.
- b) Maintaining regular communications, programming, and networking within the larger SOT membership.

Section 2. The responsibilities specific to the SS-GC include, but are not limited to:

- a) Recruitment of graduate students into the Specialty Sections and into SOT.

- b) Career development and networking within the diverse disciplines of toxicology as represented by the SOT Specialty Sections.
- c) Sponsoring the Lunch with an Expert (LWAE) program. The responsibilities associated with the LWAE program include: recruiting the Experts, representing various toxicological fields, and matching graduate students with the experts based upon mutual interests.

Article V – Officers

Section 1. The officers of each of the RC-GC and SS-GC Executive Boards shall consist of a Chairperson, a Chairperson-Elect, and a Secretary.

Section 2. Members of the RC-GC and SS-GC are eligible for election to the executive board positions if they have been members of their respective committee prior to January 1st of the election year. Those representatives who were appointed to a graduate committee on or after January 1st are ineligible to run for an executive position that election year.

Section 3. The Chairpersons of the respective graduate committees shall not be an active RC or SS representative. Upon assuming the office, the Chairperson's RC or SS is required to appoint a new representative to the appropriate GC.

Section 4. As a RC or SS representative, she or he serves at the discretion of the RC or SS represented. The election to an officer position within the graduate committees is separate from the duties as a RC or SS representative. The Chairperson Elect and the Secretary of the respective graduate committees may remain a RC or SS representative under the following circumstances:

- a) The RC or SS will have the option of extending their representative's term (for Secretary or Chairperson-Elect positions only) for another year. If this option is selected, the officer will continue to represent the RC/SS in an official capacity in the graduate committee. The new officer's travel funds will be provided by the RC/SS and SOT.
- b) If the RC or SS chooses to elect a new representative for the next term, then the newly elected officer ceases to represent the RC/SS at the end of their term. The new officer would serve in the graduate committee in only an officer capacity. The new officer's travel funds would be provided by SOT only.

Section 5. If an officer's term as a RC or SS representative ends before her or his obligation as an officer is over, the rules of Article V, section 4 shall apply.

Section 6. If an officer graduates before her or his term has ended, the following rules shall apply:

- a) She or he is allowed to finish the term of the officer position if they graduate on or after January 1st of their appointed officer term.
- b) In the event that an officer graduates prior to January 1st of her or his appointed term, the officer must resign and a new officer will be appointed for the duration of the office term.
- c) Only GC members who have attended at least one GC conference call will be eligible to run to replace the vacant office.

Section 7. Members who are considering accepting nomination for an Executive Board position should be aware of the following commitments:

- a) Officers are expected to participate in all conference calls and to attend the SOT Annual Meeting.
- b) The member must be willing to commit to at least a 2-year term of service if she or he is considering the position of Chairperson-Elect.
- c) Committee members elected to Executive positions should be aware that they also become members of the Student Advisory Council and have responsibilities therein described in Article VI below.

Section 8. The term for Executive Board positions shall extend for one year from May 1st to April 30th of the following year.

Section 9. The Chairperson's responsibilities for the respective committee include, but are not limited to:

- a) Preside at all regular meetings of the RC-GC or SS-GC.
- b) Call special meetings of RC-GC or SS-GC.
- c) Call meetings of the Executive Board.
- d) Appoint committees as are deemed necessary.
- e) Advise the various committees of their functions and responsibilities.

- f) Perform other such duties as may be directed by the graduate committee.
- g) Prepare and submit an annual report on the activities of the RC-GS or SS-GS to the SAC for inclusion in the annual report to the SOT council.
- h) Serve as a member of the Student Advisory Council as described in Article VI.

Section 10. The Chairperson-Elect's responsibilities for the respective committee include, but are not limited to:

- a) Become familiar with the by-laws and standing rules of the graduate committees and the Constitution of the SOT.
- b) Assume the office of the chairperson for the remainder of the unexpired term, in the event of resignation or incapacitation of the chairperson.
- c) Perform other such duties as may be directed by the graduate committee.
- d) Serve as a member of the Student Advisory Council as described in Article VI.

Section 11. The Secretary's responsibilities for the respective committee include, but are not limited to:

- a) Become familiar with the by-laws and standing rules of the graduate committees and the Constitution of the SOT.
- b) Keep an accurate record of all transactions and meetings of the designated committee.
- c) Maintain an accurate contact list of the members in good standing.
- d) Make sure that any person designated or employed to handle the preparation and mailing of meeting announcements, newsletters and membership booklets carries out this function.
- e) Send announcements of the meetings to the members of their graduate committee.
- f) Perform such other duties as may be directed by the graduate committee.
- g) Serve as a member of the Student Advisory Council as described in Article VI.

Article VI – Elections of Officers

Section 1. The Executive Board positions of Chairperson-Elect and Secretary for both the RC-GC and the SS-GC will be filled by election each year during the SOT Annual Meeting.

Section 2. The Chairperson-Elect serving in the previous year becomes the Chairperson.

Section 3. The Election Process

- a) A message detailing the responsibilities of the positions available is to be sent to

- current members of the RC-GC and SS-GC in February.
- b) Members will have two weeks to review the information and then submit names to their respective Executive Board as candidates for specified positions.
 - c) At the Annual Meeting committee meeting, candidates will read their statement. Following this, committee members will be asked to cast their votes via secret ballot. The candidate receiving the most votes will be elected to the position.
 - d) In the event of a tie, the current Executive Board of the committee will cast votes to break the tie.
 - e) If there is only one name submitted for a position, no vote will be required.
 - f) If no name is submitted for a position, a volunteer will be solicited from the respective committee membership at the Annual Meeting.
 - g) If vacancies occur in officer positions during the committee year, only GC members who have attended at least one GC conference call will be eligible for nomination to the vacant office.

Article VII – The Student Advisory Council

Section 1. The SAC will be responsible for coordinating student initiatives from the RC-GC and the SS-GC, communicating with the SOT Council, and constructing and managing the budget for the student committees.

Section 2. The SAC will be comprised of the full executive boards of both the RC-GC and the SS-GC, for a total of six members.

Section 3. The leadership of the SAC will consist of a President and a Secretary-Treasurer.

Section 4. The role of the President is to lead the SAC in coordinating activities of the RC-GC and the SS-GC. The President shall have no vote except in the event of a tie vote.

Section 5. The Secretary-Treasurer will construct a budget for activities related to the student committees. Said budget request will be approved by the SAC and submitted to the SOT Council. The Secretary-Treasurer will maintain the budget and keep minutes for all SAC meetings.

Section 6. Appointment to the President and Secretary-Treasurer positions will follow a rotating schedule with the RC-GC Chairperson serving as President in terms beginning in odd years and

the SS-GC Chairperson serving as President in terms beginning in even years. The Secretary-Treasurer position would be filled by the SS-GC Chairperson in odd years and by the RC-GC Chairperson in even years.

Section 7. In the event a Chairperson cannot fulfill the duties of the SAC Executive position (either the President or Secretary-Treasurer), the Chairperson-Elect of the same group would be allowed to serve in this capacity for the remainder of the term.

Section 8. Responsibilities for planning and production of the SOTudent e-letter, Annual SOT Meeting Student Event Planner and the Annual SOT Meeting Graduate Student/Post-doctoral Fellow Mixer, will be coordinated by the Student Advisory Council assisted by members from the RC-GC and the SS-GC.

Article VIII – Meetings

Section 1. The three student committees will meet individually during the SOT Annual Meeting in order to discuss planning and programming for the upcoming year.

Section 2. Each group will communicate regularly via e-mail and conference calls. Teleconference calls shall be held at the discretion of the respective RC-GC and SS-GC Chairperson or the SAC President, with notice of at least seven days given to graduate committee members.

Article IX – Committees

Section 1. Committee members are solicited from the general membership of the RC-GC and the SS-GC. A committee chairperson and associate members are appointed as needed (at the Annual Meeting, during teleconference calls, or via e-mail communication) by the RC-GC, SS-GC chairperson, or SAC President. The RC-GC, SS-GC chairperson, or SAC President may appoint committee members from the graduate committee member pool.

Section 2. A separate committee shall be named for each SAC-hosted event. Each committee shall consist of a committee chair and a minimum of two associate members. The chair of each committee shall coordinate and manage those meetings, via email or teleconference if necessary,

with a minimum of seven days prior notice given to all committee members. Committee chairs shall report progress to the SAC President on a regular basis.

Section 3. Proposals for the institution of additional RC-GS, SS-GS, or SAC-hosted events shall be brought from the RC-GS or SS-GS to the SAC. The SAC will consider budget impact and, if the proposal is approved, present the proposal to the full RC-GS and SS-GS membership body for vote.

Section 4. A majority vote in the affirmative will allow the proposal to pass. The affirmed proposal will then be presented to the SOT Council.

Section 5. The same procedure shall be followed for anyone wishing to cancel or discontinue a particular RC-GS, SS-GS, or SAC-hosted event.

Article X – Amendments

Section 1. Amendments to these by-laws may be proposed by any member of the RC-GS or SS-GS to SAC for consideration. Amendments shall be proposed in writing and should be presented to the SAC chairperson a minimum of seven days before a scheduled meeting. The chairperson shall distribute an electronic version of the proposed amendment to the SAC members prior to the meeting. Approved amendments shall be presented in writing to the full RC-GC and SS-GC membership and voted on for approval. Ballots returned within 15 days shall be counted, and a simple majority will pass the proposed amendment.

Section 2: Amendments approved shall be presented to the SOT Council.