

Society of Toxicology
“IN VITRO AND ALTERNATIVE METHODS” Specialty Section
Bylaws

ARTICLE I - NAME

The name of this organization shall be the “IN VITRO AND ALTERNATIVE METHODS” Specialty Section of the Society of Toxicology hereinafter designated as the “IN VITRO AND ALTERNATIVE METHODS” Specialty Section. If an abbreviation is used the “IN VITRO AND ALTERNATIVE METHODS” Specialty Section shall be abbreviated “IVAM.”

ARTICLE II OBJECTIVES

Section 1: The objectives of the “IN VITRO AND ALTERNATIVE METHODS” Specialty Section are:

- To increase the effectiveness (of testing methods) and encourage the reduction and humane use of animals in research for the development of valid “IN VITRO AND ALTERNATIVE METHODS” to animal testing.
- To serve to Reduce, Refine and Replace the use of animal testing in toxicology with “IN VITRO AND ALTERNATIVE METHODS” or models.
- To serve as the focal point for interaction of members of the Society of Toxicology interested in “IN VITRO AND ALTERNATIVE METHODS” toxicology.
- To develop, propose, and conduct programs and educational activities that emphasize the latest developments in “IN VITRO AND ALTERNATIVE METHODS” toxicology.
- To relate those developments to the activities of the Society of Toxicology and to stimulate new growth in “IN VITRO AND ALTERNATIVE METHODS” toxicology as it relates to the science of toxicology.
- To act as a resource to the Society in the area of the Section’s interest.

Section 2: No part of the net earnings of the IVAM shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the IVAM shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes hereinabove set forth.

Section 3: No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the IVAM shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE III MEMBERSHIP

All members in good standing of the Society of Toxicology shall become members of the “IN VITRO AND ALTERNATIVE METHODS” Specialty Section upon payment of Specialty Section dues. A member of the “IN VITRO AND ALTERNATIVE METHODS” Specialty Section will be dropped from membership if dues are not paid on an annual basis or if he or she is not a member in good standing of the SOT.

ARTICLE IV OFFICERS AND COUNCILORS

The “IN VITRO” Specialty Section Officers shall be President, Vice President, Vice President-Elect, and Secretary-Treasurer. In addition, there shall be three Councilors (2 elected and the immediate Past President) and a Student Representative, Vice-Student Representative, and Post-doctoral/Fellow Representative.

The Vice President-Elect, Post-Doctoral/Fellow Representative, Vice-Student Representative, and (1) councilor shall be elected annually and the Secretary-Treasurer biannually by the Specialty Section members.

ARTICLE V ELECTION OF OFFICERS, COUNCILORS AND STUDENT AND POST-DOCTORAL/FELLOW REPRESENTATIVES

Section 1. The office of the Presidency shall be for a term of one year. The President, after serving one year, shall be designated immediate Past-President for one year. The President shall preside at all meetings, unless the President designates the Vice-President to serve in his absence.

Section 2. The Vice President shall become the President of the Specialty section after serving one year as Vice President. The Vice President shall serve in the absence of the President.

Section 3. A Vice President-elect shall be elected annually by a majority in elections with two candidates or by plurality in elections with more than two candidates of votes cast by "IN VITRO AND ALTERNATIVE METHODS" Specialty Section members, and shall become the Vice President of the Specialty Section after serving one year as Vice President-elect. The Vice President-elect shall serve in the absence of the President and Vice President.

Section 4. The Secretary-Treasurer shall be elected every two years by a majority in elections with two candidates or by plurality in elections with more than two candidates of votes cast by "IN VITRO AND ALTERNATIVE METHODS" Specialty Section members and shall serve for a term of two years.

Section 5. Only Full, Associate and Retired members of the Society shall be eligible for election as officers. Officers shall begin their terms of office on May 1 following the Society's Annual Meeting at which their election is announced or one month after the Annual Meeting if it is held, any year, after April 1.

Section 6. The Student Representative shall serve for a term of one year.

Section 7. The Vice-Student Representative shall be elected annually by a majority in elections with two candidates or by plurality in elections with more than two candidates of votes cast by "IN VITRO AND ALTERNATIVE METHODS" Specialty Section members, and shall become the Student Representative of the Specialty Section after serving one year as Vice-Student Representative. The Vice-Student Representative shall serve in the absence of the Student Representative.

Section 8. The Post-Doctoral/Fellow Representative shall be elected annually by a majority in elections with two candidates or by plurality in elections with more than two candidates of votes cast by "IN VITRO AND ALTERNATIVE METHODS" Specialty Section members, and shall serve for a term of one year.

Section 9. There shall be three Councilors. Two of the Councilors shall be elected by a majority in elections with two candidates or by plurality in elections with more than two candidates of votes cast by "IN VITRO" Specialty Section members; each shall serve for a term of two years. One being elected annually. The third Councilor shall be the immediate Past President who shall serve for a term of one year

Section 10. In the event of a vacancy in the Presidency, the Vice President accedes to that office. Similarly, the Vice President-elect accedes to the office of the Vice President should that office become vacant. A special election must be held to fill the Vice President-elect vacancy, but the Executive Committee may make an appointment to fill the vacancy until such time that an election can be conducted.

ARTICLE VI ADMINISTRATION

Section 1. The Specialty Section shall be governed by the Executive Committee.

Section 2. The Executive Committee shall consist of the four elected officers, three Councilors, student representative and vice-representative and post-doctoral/fellow representative. The President of the Section shall be the chairperson of the Executive Committee. Five members of the Executive Committee shall constitute a quorum for the transaction of business provided the President or Vice-President is one of the five.

Section 3. The President and/or Vice-President shall preside at all meetings of the Specialty Section and of the Executive Committee and shall perform such other duties as may be directed by the Executive Committee. In the President's absence, the Vice President shall act for the President. In the absence of the President and Vice-President, the Vice President-Elect shall act for the President.

Section 4. The Specialty Section shall comply with provisions for continued authorization by the Society of Toxicology.

The Specialty Section shall provide annual reports of the activities and finances for the current year as well as plans of programs, activities, and finances for the following year. Annual reports shall be submitted to the Society of Toxicology by the required date of each year.

Annual reports shall be reviewed and approved by the Society's Council Liaisons to the Regional Chapters, Specialty Sections, and Special Interest Groups, which shall consult with the IVAM as necessary and report to SOT's Council with recommendations concerning continued authorization of IVAM.

Society of Toxicology authorization shall be withdrawn from the Specialty Section if it fails to comply with the provisions for continued authorization.

Specialty Section policy statements must be reviewed and approved by the Society of Toxicology in advance.

Section 5. The Secretary-Treasurer shall be the custodian of all monies and dues of IVAM and shall authorize all disbursements as appropriate. No funds shall be expended by or in the name of the ~~RC/SS/SIG~~ to the extent that the expenditure, if made by the Society of Toxicology, would represent use of funds for a purpose or purposes not within the Society's exempt purposes under Section 501 (c) (3) of the Internal Revenue Code. Dues and all other funds will be collected and held by SOT for use exclusively by the Specialty Section. The successor to the Secretary-Treasurer shall receive all property of the section following installation of office. The Secretary-Treasurer shall record all transactions of all meetings of the Section and the Executive Committee, and shall be responsible for the correspondence of the Section, and shall maintain a list of members and their status.

Section 6. Any Specialty Section funds or other property remaining at the time of termination or abatement or dissolution of the Section shall be turned over to the Society of Toxicology and shall become a part of the Society's general funds; no part of any such funds or property shall inure to the benefit of any member or officer of, or person associated with, the Section.

Section 7. The Councilor elected annually shall be appointed as "website liaison" and work through the Society Headquarters to maintain/update the "IN VITRO AND ALTERNATIVE METHODS" website.

The second Councilor shall serve as mentor to the new Councilor and serve as Chairperson of the Nominating Committee.

The immediate Past-President shall serve as a consultant to the Executive Committee with a primary role as historian of the previous year's activities.

Section 8. The Student and Vice-Student Representative shall represent the Specialty section before the Student Advisory Committee and shall advise the Executive Committee on student concerns and address issues on how to maintain/increase student membership with the "IN VITRO AND ALTERNATIVE METHODS" Specialty Section.

Section 9. The Post-doctoral/Fellow Representative shall represent the Specialty section before the Post-Doctoral Assembly and shall advise the Executive Committee on Post-Doctoral concerns and address issues on how to maintain/increase Post-Doctoral/Fellow membership with the "IN VITRO AND ALTERNATIVE METHODS" Specialty Section.

ARTICLE VII MEETINGS

Section 1. Business meetings (held by telephone, electronic mail or face-to-face) shall be held at least annually and as dictated by the scientific and educational programs of the Section. The time and place of each meeting shall be established by the Program Committee and communicated to the membership at least two weeks before each meeting.

Section 2. Special meetings may be called by the President at any time with the approval of the Executive Committee or by presentation to the President of a petition signed by 20% of the membership in good standing.

Section 3. If a telephone conference is used for or during the meeting of any committee, the chair person must ensure that all persons participating in the meeting can hear each other, and such participation shall constitute presence in person at such meeting.

Section 4. Members of the Executive Committee, or any other committee thereof, may conduct some business via electronic mail (email). Any motion that is approved unmodified by two thirds of the voting members shall be carried. Members shall be given at least ten days to respond to the motion. A failure to reply by the deadline shall be considered as a vote in favor. The Secretary-Treasurer or designee shall handle all such correspondence.

In the same manner elections for vacant positions on various committees may be conducted by the means described in this article provided time is allowed for receiving nominations from the voting members.

Any voting carried out by means discussed in this article shall be entered into the minutes of the next regular meeting of the said committee, whether that meeting occurs by telephone conferencing or face-to-face, which ever occurs first.

Section 5. A quorum shall consist of 20% of the members in good standing.

Section 6. Executive Committee meetings shall be held at the discretion of the President provided that each of the members of the Committee is notified at least seven (7) days prior to the meeting via telephone or email.

ARTICLE VIII DUES

Dues will be established and charged by the SOT Council.

ARTICLE IX COMMITTEES

Section 1. The Executive Committee is described in Article VI, Section 1 to 3.

Section 2. A Nominating Committee consisting of not less than three members (excluding the Councilor who will be Chairperson of this committee) shall be appointed by the Executive Committee of the Specialty Section

(i.e., the officers plus Councilors), within two months following installation of officers. The Committee shall provide a slate of candidates for each election and are responsible for compiling the candidate information and providing it to SOT headquarters prior to 30 January of each year.

Section 3. The Vice-President shall be the Chairperson of the Program Committee whose members are appointed by the Chairperson. The Program Committee shall develop scientific and educational programs consistent with the objectives of the "IN VITRO" Specialty Section, and provide copies of the material to the Secretary-treasurer who will, in turn, notify the SOT Council prior to developing the program. The Program Committee shall coordinate its activities with the SOT Program Committee and with other appropriate Specialty Sections.

Section 4. The Vice-President Elect shall be the Chairperson of the Awards Committee whose members are appointed by the Chairperson. The Awards Committee shall develop the criteria for the "IN VITRO AND ALTERNATIVE METHODS Specialty Section Student Award" to be given annually at the business meeting as long as sufficient funds exist (Sufficient funds will be determined by the Executive Committee). The premise of this award is to award travel support to Graduate and/or Post-Doctoral students that are performing in vitro research that abides by the objectives of the "IN VITRO AND ALTERNATIVE METHODS" Specialty Section. The Awards Committee shall determine the appropriate type of award to be given to the winners (1st, 2nd, and 3rd place, etc) of this award.

Section 5. The "website liaison" shall be in charge of maintaining the "IN VITRO AND ALTERNATIVE METHODS" Specialty Section website and shall chair a website committee (if a website committee is deemed necessary by the Executive Committee). The website committee will be composed of at least 3 members (excluding the Chairperson) and may consist of any member of the "IN VITRO" Specialty Section in good standing.

Section 6. The President shall appoint other committees as required and shall automatically act as an ex-officio member of such committees. Members of such committees shall serve at the discretion of the President.

ARTICLE X ELECTIONS

Elections shall be held annually by mail or electronic ballot. Ballots shall be sent to all SOT Members who have paid "IN VITRO AND ALTERNATIVE METHODS" section dues as of January 1 of the election year. The SOT will mail ballots and the costs will be charged to the "IN VITRO AND ALTERNATIVE METHODS" Section. Elections for the Executive Committee will take place between March 1st and May 1st of the election year.

ARTICLE XI AMENDMENTS

Section 1. Amendments to these Bylaws may be presented by any member of the Specialty Section in good standing at any regular meeting of the Section or at any special meeting called for that specific purpose. They shall be presented in writing and shall be offered to the membership present at that meeting on motion for consideration and circulation to the membership. A simple majority shall be necessary to pass the motion.

Amendments accepted for future consideration and circulation shall be printed and circulated with a ballot to all members in good standing. A two-thirds affirmative vote of the ballots returned within 30 days shall be necessary for adoption of any amendment.

Section 2. Amendments to these By-Laws must be approved by the Council of the Society of Toxicology before they become effective. This is done to insure the Section that future changes in these By-Laws will have the same force as the original, which was so approved. The "IN VITRO AND ALTERNATIVE METHODS" specialty section By-Laws shall be reviewed at a minimum annually by the Executive Committee between Jan 1st and Jan 30th of each year.