

The Society of Toxicology Postdoctoral Assembly Policies and Procedures

Purpose: To facilitate professional development of the SOT Postdoctoral Membership in the field of toxicology.

Governing Board: Oversight of the activities of the Postdoctoral Assembly (hereafter referred to as the Assembly) is the responsibility of the Governing Board (hereafter referred to as the Board). The Board consists of a Chair, a Vice-Chair, a Secretary/Treasurer, a Councilor, a Liaison appointed by Council, and a Staff Member from Headquarters.

- Chair: The primary responsibilities of the Chair include general oversight of Assembly activities. The Chair is the primary contact person for Council and for Council Liaison to the Assembly.
 - o Term of service: 1 year
 - o The Vice-Chair, after 1 year of service, transitions to the Chair position.
 - o In the event that the Vice-Chair cannot make this transition, the Secretary/Treasurer is offered the position of Vice-Chair. If declined, the Councilor is offered the opportunity. A general election will be held to fill any vacant positions.
- Vice-chair: The primary responsibility of the Vice-Chair is to assist the Chair, and prepare to serve as the next Chair. The Vice-Chair is responsible for oversight of ad-hoc representatives to SOT Committees and Specialty Sections. The Vice-Chair also serves as a point of communication about postdoctoral activities for Committees and Specialty Sections, including designation of ad-hoc Assembly representatives.
 - o Term of service: 1 year
 - o * Elected position
- Secretary/Treasurer: The primary responsibility of the Secretary/Treasurer is to record meeting minutes, log e-mails, monitor funds, and assist with election procedures. In addition, the Secretary/Treasurer assists the Councilor with communications to postdoctoral fellows.
 - o Term of service: 1 year
 - o *Elected position:
- Councilor: The primary responsibility of the Councilor is to serve as a point of communication for postdoctoral fellows to the Board. Furthermore, the Councilor is responsible for issues related to registration of postdoctoral fellows. The Councilor will monitor the registration list with the assistance of the Secretary/Treasurer.
 - o Term of service: 1 year
 - o *Elected position

Election procedure: Election of the Assembly Vice-Chair, Secretary/Treasurer, and Councilor is conducted each year. Nominations will be heard by the Board in November and December. The Board will serve as the Nominating Committee. Up to three

candidates for each position will be selected by the Board based on background and a brief statement of interest. Nominees will be contacted by the Board in early January and a short biosketch and statement of interest will be requested. These will be made available to the SOT postdoctoral fellows at the Assembly website. Elections will be conducted electronically (either by e-mail or web-based mode) in February, and results tallied and reported to the Chair and the SOT membership by the Board in March of each year. Nominations can be made by any member of SOT and self-nomination is acceptable. Student/Postdoctoral or Associate Membership status in the SOT with evidence of continued postdoctoral research for at least 50% of the elected period is required for nomination (i.e., a postdoc transitioning during the term can still serve on the Board). The Board reserves the right to administer the 50% time criteria with some flexibility when it is in the best interest of the Assembly and SOT postdoctoral fellows.

Voting by the Board: The Chair, Vice-Chair, Secretary / Treasurer, and Councilor have full voting rights. The Council Liaison and Headquarters Staff Member serve *ex officio* without vote. A quorum of 3 members is required for a vote to be official. In the event of a tie vote, the tie will be broken by the vote of the Chair.

Assembly Registration: All current SOT postdoctoral members are automatically registered members of the Assembly. Individuals will be on the PDA roster if they identified themselves as postdoctoral fellows when they pay dues or register for the annual meeting. New applications for SOT membership will include registration with the Assembly. In an effort to populate and update the list of registrants, periodic e-mails requesting an update on membership status and contact information may be sent.

Activities: The Assembly is responsible for development and implementation of events and programs focused on improving both the postdoctoral experience in the Society and the professional development of postdoctoral fellows in toxicology.

Revision to By-laws: These By-laws shall be adhered to by both the Board and the Assembly Membership. If revision is required, the Board will recommend By-law changes to the Assembly for a vote, and then approved changes will be sent to Council for approval.