

# **BY-LAWS of the SOUTHERN CALIFORNIA CHAPTER OF THE SOCIETY OF TOXICOLOGY**

## **ARTICLE I - NAME**

Section 1: The name of the organization shall be the Southern California Chapter of the Society of Toxicology; hereinafter designated as the Chapter.

## **ARTICLE 2 – OBJECTIVES AND PURPOSE**

The purpose of the Chapter shall be to: (1) promote the acquisition and utilization of knowledge in toxicology; (2) facilitate the exchange of information among its members and investigators of other scientific disciplines, and (3) strive to be the leading resource in advancing the science of toxicology in Southern California.

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

No substantial part of the activities of the Regional Chapter shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the Regional Chapter 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 3 -MEMBERSHIP**

Section 1: Concurrent membership with the Society of Toxicology is encouraged but not a requirement for Chapter membership. There shall be two categories of membership: Full and Student.

Section 2: Full members are qualified persons who have a continuing professional interest in toxicology.

Section 3: Student members are persons with an interest in toxicology enrolled in an educational program at any educational institution.

Section 4: Applications for membership may be received at any time. Dues for members as required shall be assessed each calendar year.

Section 5: Voting: Full and student members shall be entitled to vote on matters pertaining to the affairs of the Chapter by mail or other acceptable means of electronic correspondence related to appropriate issues of chapter business, election of officers, and amendments to Chapter By-Laws.

Section 6: Chapter Affiliation: Individuals that are not Chapter members may be affiliated with the Chapter and receive meeting announcements and information as deemed appropriate by the Secretary and Executive Council. Such individuals are not eligible to vote. The Secretary may maintain contact information for affiliate members as deemed appropriate.

#### **ARTICLE 4 - OFFICERS**

Section 1: There shall be an Executive Council of the Chapter consisting of the five officers, the Immediate Past President, and Councilors. The President of the Chapter shall serve as Chairperson of the Executive Council. Five members of the Executive Council shall constitute a quorum for the transaction of business. Officers, Councilors, and Representatives shall begin their terms of office on May 1 following the SOT 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 2: Chapter Officers must be members of the Society of Toxicology or the Chapter.

Section 3: A President shall be elected by a plurality vote of ballots cast. The President shall preside at all meetings of the Chapter. The President, after serving one year, shall be designated Immediate Past President.

Section 4: The Vice President shall become the President of the Chapter after serving one year as Vice President. The Vice President shall serve in the absence of the President.

Section 5: A Vice President-Elect shall be elected by a plurality vote of ballots cast, and shall become the Vice President of the Chapter after serving one year as Vice President-Elect. The Vice President-Elect shall serve in the absence of the President and the Vice President.

Section 6: There shall be a Secretary of the Chapter who shall be elected by a plurality vote of ballots cast who shall serve for a term of two years. Nominees shall stand for election as required.

Section 7: There shall be a Treasurer of the Chapter who shall be elected by a majority vote of ballots cast and who shall serve for a term of two years. Nominees shall stand for election as required.

Section 8: There shall be three Councilors of the Chapter to be elected by a plurality vote of ballots cast. Each Councilor shall serve for a term of two years. Nominees shall stand for election as required. The Immediate Past President shall serve as a Councilor to the Chapter for a term of one year.

Section 9: There shall be one Student Representative and one Postdoctoral Representative. The Student Representative shall be chosen by vote of the membership for a term of two years and the Postdoctoral Representative for a term of one year. The term of service begins May 1 and extends through April 30. Candidates must be members of SOT. Eligibility during the term requires current enrollment in a graduate program for Student Representatives and engagement in a formal mentored postdoctoral position for the Postdoctoral Representatives. The representatives have voting participation in the Chapter executive committee.

Section 10. In the event of a vacancy in an elective office, other than the Presidency or Vice Presidency, the Regional Chapter's Executive Committee may make an appointment or may provide for a special election to fill the vacancy until the unexpired term is completed. In the event of a vacancy in the Presidency, the Vice President accedes to that office until the unexpired term of the Presidency is completed and shall serve as President the following year; similarly, the Vice President-Elect accedes to the office of Vice President, should that office become vacant, until the unexpired term of the Vice Presidency is completed and shall serve as Vice President the following year. A special election must be held to fill the office of Vice President-Elect should this office become vacant; however, the Executive Committee may make an appointment to fill the vacancy until such time that an election can be conducted.

Section 11. Elections shall be held annually by electronic ballot in the format deemed appropriate by the Society of Toxicology prior to the SOT Annual Meeting.

## **ARTICLE 5 - ADMINISTRATION**

Section 1. The Regional Chapter shall be governed by the Executive Committee except as otherwise herein expressly provided.

Section 2. The Regional Chapter shall comply with the following provisions in order to retain its status as an authorized body within the Society of Toxicology:

- a. The Regional Chapter shall provide annual reports of its activities 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.
- b. Annual reports shall be reviewed by the SOT Council, which shall consult with the Regional Chapter as necessary.
- c. Regional Chapter policy statements must be reviewed and approved by the Society of Toxicology Council prior to release.

Section 3: The Treasurer shall have fiduciary responsibilities for all monies of the Regional Chapter and shall authorize all disbursements as appropriate. Disbursement of funds shall be made upon authorization of the Executive Council and appropriate administrative officials of the Society of Toxicology. The Treasurer of the Society of Toxicology shall be authorized to draw against Chapter funds. The Chapter Treasurer shall submit accounts for audit by members designated by the Executive Council annually, and shall transmit to the successor in office all funds and property in their possession. An annual report shall be submitted to the Chapter in a form and time determined by the Executive Council and Society of Toxicology staff or administration. No funds shall be expended by or in the name of the Chapter to the extent that the expenditure, if made would represent use of funds for a purpose or for purposes not within the Society's procedures and policies related to section 501(c)(3) of the Internal Revenue Code.

Section 4: Any Regional Chapter funds or other property remaining at the time of termination or abandonment or dissolution of the Regional Chapter shall be turned over to the Society of Toxicology and shall become a part of the Society's general funds.

## **ARTICLE 6 - MEETINGS**

Section 1: Meetings shall be held at least annually at such time and places as determined by the Executive Council. Meetings should be communicated to the membership at least four weeks in advance.

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

Section 3: Twenty percent of the voting membership will constitute a quorum for Chapter business meetings.

Section 4: Executive Committee meetings shall be held at the discretion of the President at any time during the year provided a notice of at least seven (7) days is given.

## **ARTICLE 7 – DUES**

The dues will be established by a majority of the Executive Committee, after which they may be changed subject to vote by members of the Chapter.

## **ARTICLE 8 - COMMITTEES**

Section 1. The Vice President shall be the Chair of the Program Committee and designate its members. The Program Committee shall develop scientific and educational programs and will complete arrangements for speakers and for meeting places and provide the Secretary with the program. The Secretary will, in turn, notify the membership.

Section 2. The President shall appoint any other committees as required and shall automatically become an *ex-officio* member of such committees. Members of such committees serve at the discretion of the President.

## **ARTICLE 9 - AMENDMENTS**

Section 1. Amendments to these By-Laws may be presented by any member in good standing at any regular meeting of the Regional Chapter or 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.

Section 2. Amendments accepted for future consideration shall be forwarded to the Regional Chapter Staff Liaison to be circulated with a ballot to all members in good standing. A two-thirds affirmation vote of the ballots returned within the specified time frame shall be necessary for adoption of any amendment.

Section 3. Amendments to these By-Laws must be approved by the SOT Council before they become effective. This is done to insure that future changes in these By-Laws will have the same force as the original, which was so approved.