

# By-Laws

## Southern California Chapter of the Society of Toxicology



### ARTICLE FIRST NAME

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

### ARTICLE SECOND 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.

### ARTICLE THIRD 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 formal 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 a 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 and in accordance with current privacy policies.

### ARTICLE FOURTH 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. Chapter Officer Terms will begin the 1<sup>st</sup> of July in appropriate calendar years.

Section 2. Chapter officers must be members of the Society of Toxicology or the Chapter.

Section 3. A President shall be elected by a majority vote of ballots. 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 majority vote of the 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 majority vote of the 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 who shall serve for a term of two years. Nominees shall stand for election as required.

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

Section 9. The Secretary shall distribute ballots for officers to be elected in appropriate years to the Chapter membership. Ballots shall set forth the names of the candidates nominated and a date by which ballots must be received by the Secretary for tabulation. In addition, one (1) or more spaces shall be provided for write-in candidates for each office to be filled. Completed ballots

returned to the Secretary shall be valid if received prior to the indicated and required date(s). Vacancies in any office at any time shall be filled by Executive Council action and vote. In the event of a tie, the President shall cast the deciding vote.

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**ARTICLE FIFTH  
ADMINISTRATION**

Section 1. The Chapter shall comply with provisions for continued authorization by the Society of Toxicology.

Section 2. The Chapter shall provide annual reports describing activities and financial reports as requested for the current year. Reports may include anticipated programs, activities and required funds for continued operation. Annual reports shall be submitted to the Society of Toxicology Secretary or appropriate staff for review.

Section 3. The Chapter Secretary shall keep a record of transactions of the Executive Council and meetings of the Chapter. The Secretary shall be responsible for all correspondence of the Chapter; and shall keep a current list of members and their status. The Society of Toxicology may also maintain a list of Chapter members and their status.

Section 4. The Treasurer shall participate in all monetary transactions of the Chapter and shall pay all duly authorized bills against the Chapter. 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) of the Internal Revenue Code.

Section 5. Any chapter funds or other property remaining at the time of termination or abandonment or dissolution of the chapter shall be remanded to the Society of Toxicology and shall become a part of the National Society's general fund; no part of any such funds or property shall inure to the benefit of any member or officer of, or person associated with the Chapter.

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**ARTICLE SIXTH  
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. The President may call special meetings or conferences at any time with the approval of the Executive Council.

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

Section 4. Executive Council meetings shall be held at the discretion of the President to conduct such business as is set forth in the By-Laws. Five members of the Council shall constitute a quorum for these meetings. Minutes of the Council meeting shall become a part of the official record of the Chapter.

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**ARTICLE SEVENTH  
COMMITTEES**

Section 1. The President shall appoint additional committees or liaisons as required, and shall be an ex-officio member of such committees.

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**ARTICLE EIGHTH  
AMENDMENTS**

Section 1. Any member(s) in good standing shall submit proposed changes in the By-Laws to the Executive Council. Upon majority vote of the Executive Council, the Secretary shall send written notice of the proposed changes to all voting members of the Chapter. A majority vote of ballots received within a prescribed balloting period determined by the Executive Council shall be required for adoption.

Section 2. The Council of the Society of Toxicology must approve Amendments to Chapter By-Laws before they become effective.

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*Adopted and Approved by the  
Southern California Chapter of the Society of Toxicology:*

\_\_\_\_\_ *Date*

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*Adopted and Approved by the Society of Toxicology:*

\_\_\_\_\_ *Date*

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