

**MIDWEST REGIONAL CHAPTER  
SOCIETY OF TOXICOLOGY**

**BY-LAWS**

**MIDWEST REGIONAL CHAPTER  
of the  
Society of Toxicology**

**BY-LAWS**

**Adopted:  
October 24, 1983  
Amended  
January 29, 1993  
May 16, 2003**

**ARTICLE I – NAME**

The name of this organization shall be the Midwest Regional Chapter of the Society of Toxicology hereinafter designated as MRC/SOT.

**ARTICLE II – OBJECTIVES**

The objectives of the MRC/SOT shall be:

1. To serve as the focal point for toxicological interests in the region.
2. Encourage interactions among toxicologists in government, industry, and academia.
3. To sponsor scientific and educational **programs** in toxicology.

**ARTICLE III – MEMBERSHIP**

Section 1. Members of the Society of Toxicology shall become members of MRC/SOT upon payment of the Chapter dues.

Section 2. Any person having an active and/or professional interest in toxicology may become a member of MRC/SOT on payment of the required dues and approval by Executive Committee.

Section 3. Membership will be extended to full-time students attending area colleges or universities and having an interest in toxicology.

**ARTICLE IV – OFFICERS & COUNCILORS**

Section 1. The officers of the MRC/SOT shall be President, President-Elect, Secretary, and Treasurer. The President, President-Elect, and Secretary shall be active, associate, or retired members in good standing of the Society of Toxicology. The Treasurer and Councilors need not be members of the Society of Toxicology but shall have an active professional interest in toxicology. They shall serve until their successors are installed at the Annual Spring Business Meeting. The President-Elect automatically accedes to the Office of President.

## **ARTICLE V – ELECTION OF OFFICERS**

Section 1. The Office of Presidency shall be for a term of one year.

Section 2. The President-Elect shall be chosen initially by vote of the membership for a term of one year at the conclusion of which the President-Elect shall automatically accede to the Office of the President.

Section 3. The Secretary and the Treasurer shall be chosen on alternate years by vote of the membership for a term of two years each.

Section 4. There shall be five Councilors, four shall be chosen by vote of the membership for a term of two years; the fifth shall be the immediate Past-President.

Section 5. A Nominating Committee shall be appointed by Executive Committee within two months following installation of officers and shall consist of not less than two members. The Chair shall be the past-president of the Chapter who most recently completed the term as President. This committee shall nominate not less than two persons for each elective office to be filled.

Section 6. Elections shall be held by mail ballot not later than six weeks prior to the last meeting preceding the summer recess.

Section 7. In the event of a vacancy in an elective office, other than the Presidency, the MRC/SOT Executive Committee may make an appointment or may provide for a special election to fill the vacancy for the duration of unexpired term. In the event of a Presidential vacancy, the President-Elect shall fill the Office for the duration of the term.

Section 8. A special election must be held to fill the Office of the President-Elect should this become vacant.

Section 9. In the event of three (3) unexcused absences of any officers of the MRC/SOT from a properly called Executive Committee meeting, the Executive Committee shall exercise its prerogative to ask the member to resign his office.

## **ARTICLE VI – ADMINISTRATION**

Section 1. MRC/SOT shall be governed by the Executive Committee except as otherwise herein expressly provided.

Section 2. The Executive Committee shall consist of the four elected officers and five councilors. The President shall serve as chairperson of the Executive Committee. Five members of the Executive Committee shall constitute a quorum for the transaction of business.

Section 3. The President shall preside at all meetings of MRC/SOT 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 succeeding order of officers as identified in Article IV, Section 1 shall

preside. The President should keep in contact with developments in the field of toxicology and guide the Chapter in the formulation of constructive activities.

Section 4. Chapters shall comply with the following provisions for continued authorization by the Society of Toxicology (SOT).

- a. Chapters shall provide annual reports of their activities for the current year as well as plans of programs, activities for the following year. Annual reports shall be submitted to the SOT Secretary by November 1 of each year.
- b. Annual reports and plans of Regional Chapters shall be reviewed by the SOT Committee.
- c. The SOT Committee shall consult with Chapters as necessary and report to Council with recommendations concerning continued authorization of any Chapter.
- d. Society of Toxicology reserves the right to withdraw authorization from Chapters failing to comply with the provisions for continuing authorization.

Section 5. The Treasurer shall work with the SOT office to manage monies due the MRC/SOT and shall ensure all authorized bills against the MRC/SOT are paid. The disbursement of all funds for this Section shall be made upon authorization by the Executive Committee. The Treasurer of the Society of Toxicology shall be authorized to draw against Chapter funds. The Treasurer shall submit the financial transactions for audit by members designated by the Executive Committee (Audit Committee) at the last meeting of the Executive Committee prior to the Annual Meeting of the Section, and shall transmit to the successor in office all funds and property of the section in their possession. An annual report shall be submitted to the MRC/SOT in such form as may be determined by the Executive Committee.

The Secretary shall keep an accurate record of all transactions of all meetings of the MRC/SOT and of the Executive Committee; shall carry on the correspondence of the MRC/SOT; and shall keep an accurate list of the members and their status.

No funds shall be expended by or in the name of the Chapter to the extent that the expenditure, if made by the Society of Toxicology, would represent use of funds for a purpose or for purposes not within the Society's exempt purpose under Section 501(c)3 of the Internal Revenue Code.

Section 6. Any MRC/SOT funds or other property remaining at the time of termination or abandonment or dissolution of the MRC/SOT 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 MRC/SOT.

Section 7. Before MRC/SOT publishes or otherwise issues publicity on any statement upon a policy matter that purports to represent the opinion of the Society of Toxicology, it must obtain the consent of the Council of the Society.

## **ARTICLE VII – MEETINGS**

Section 1. Meetings shall be held at least annually and as dictated by the scientific and educational programs of the MRC/SOT. 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 the presentation of a petition to the President, signed by 20% of the membership of MRC/SOT in good standing.

Section 3. A quorum shall consist of 20% of MRC/SOT members in good standing.

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

## **ARTICLE VIII – DUES**

Section 1. The dues year shall be from January 1 to December 31.

Section 2. The dues shall be set by the Executive Committee and changes must be approved by a plurality vote of the membership at any duly constituted MRC/SOT business meeting or by a mail ballot.

Section 3. New members shall pay the full year's dues when accepted for membership.

## **ARTICLE IX – COMMITTEES**

Section 1. Members of the Program Committee are appointed by the President, and the President-Elect shall be designated as Chairperson. The Program Committee will develop scientific and educational programs and will complete arrangements for speakers and for meeting places, and provide the Secretary with the program who will in turn notify the membership.

Section 2. The President shall appoint all other committees (\*) as required by the By-Laws and shall automatically become an ex officio member of such committees. Members of such committees serve at the pleasure of the incoming President.

## **ARTICLE X – AMENDMENTS**

Section 1. Amendments to these By-Laws may be proposed by any member in good standing at any regular meeting of MRC/SOT or at any special meeting called for that specific purpose. They shall be proposed in writing and shall be offered by motion to the membership present at that meeting for consideration. A simple majority shall be necessary to pass the motion. Motions for amendments so accepted shall be circulated and voted on by all members in good standing. A majority 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 ensure the MRC/SOT that future changes in these By-Laws will have the same force as the original, which were so approved.

(\*)

(Including Membership Committee, Nominating Committee, Awards Committee as amended and adopted by the Executive Committee on June 24, 1985).

**MIDWEST REGIONAL CHAPTER**

**SOCIETY OF TOXICOLOGY**

**STANDING RULES**

**MIDWEST REGIONAL CHAPTER  
SOCIETY OF TOXICOLOGY**

**STANDING RULES**

ADOPTED: 4/30/84

AMENDED: 8/15/88  
1/29/93  
6/26/95  
5/16/03

These standing rules define the scope, duties, functions and responsibilities of the officers and members of the standing committees of the Midwest Regional Chapter of Toxicology (MRC/SOT).

**Executive Committee**

**President**

The President-Elect shall accede to the Presidency of the MRC/SOT during the last meeting prior to the summer recess (usually at Annual Spring Business Meeting) but not earlier than May 1<sup>st</sup>.

The principle functions and responsibilities of the President are:

1. To preside at all regular meetings of the MRC/SOT and the Executive Committee meetings.
2. To call special meetings of the MRC/SOT with the approval of the Executive Committee.
3. To call meetings of the Executive Committee.
4. To appoint a Program Committee and such other committees as are deemed necessary.
5. To serve as ex-officio member of all committees, and to advise the various committees of their functions and responsibilities.
6. To represent the MRC/SOT at the annual meeting of the SOT Council.
7. To perform such other duties as may be directed by the Executive Committee.
8. To prepare and submit an annual report on the activities of the chapters.

## **President-Elect**

The President-Elect shall take office during the last meeting prior to the summer recess (usually at Annual Spring Business Meeting) but not earlier than May 1.

The principle function and responsibilities of the President-Elect are:

1. To become familiar with the by-laws and standing rules of the MRC/SOT and the constitution of the SOT.
2. To serve as a member of the Executive Committee.
3. To serve as Chairperson of the Program Committee.
4. To prepare for assuming the Office of President.
5. To assume responsibility, as Chairperson of the Program Committee, for the notification of the restaurant and the selection of menu, reservations, or refreshments, etc. at appropriate meetings.
6. To assume the office of the president for the remainder of the unexpired term in the event of resignation or incapacitation of the President.
7. To perform such other duties as may be directed by the Executive Committee.

## **Secretary**

The Secretary shall take office during the last meeting prior to the summer recess (usually at Annual Spring Business Meeting) but not earlier than May 1.

The principle functions and responsibilities of the Secretary are:

1. To become familiar with the by-laws and standing rules of the MRC/SOT and the constitution of the SOT and serve as a parliamentarian.
2. To serve as member of the Executive Committee.
3. To keep an accurate record of all the transactions of meetings of the MRC/SOT and of the Executive Committee.
4. To ensure the Membership Committee maintains an accurate mailing list of the members in good standing.
5. To 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.

6. To send announcements of the Executive Committee meetings to the members of the Executive Committee and other communications to the members of MRC/SOT as directed by the President.
7. To prepare an annual membership report for presentation to the MRC/SOT.
8. To perform such other duties as may be directed by the Executive Committee.

### **Treasurer**

The Treasurer shall take office during the last meeting prior to the summer recess (usually at Annual Spring Business Meeting) but not earlier than May 1.

The principle functions and responsibilities of the Treasurer are:

1. To become familiar with the by-laws and standing rules of MRC/SOT and by-laws of SOT.
2. To keep an accurate record of the dues status of members and to report any changes to the Secretary and the Executive Committee at its meeting.
3. To work with the SOT office to receive and manage all money due the MRC/SOT and pay by check all authorized bills incurred by the MRC/SOT. All expenditures over \$200 must be authorized by a simple majority of the Executive Committee and such authorization must be recorded in the minutes of the Executive Committee meetings. Expenditures of less than \$200 must be accompanied by an appropriate receipt and must be reported to the Executive Committee at its next scheduled quarterly meeting.
4. To submit MRC/SOT accounts to the Audit Committee.
5. To assume responsibility for the sale of tickets at dinner meetings.
6. To transmit to his/her successor all funds and property of the MRC/SOT in their possession by the first Executive Committee meeting following the installment of the new Treasurer.
7. To serve as a member of the Executive Committee.

### **Councilors**

Councilors shall take office during the last meeting prior to the summer recess (usually at Annual Spring Business Meeting) but not earlier than May 1.

The principle functions and responsibilities of the Councilors are:

1. To assist in governing the affairs of the MRC/SOT.
2. To assist the officers in carrying out their duties.

3. To serve as members of the Executive Committee and Chair a standing committee as assigned by the President.

### **Standing Committees**

#### **Program Committee**

The Program Committee shall consist of no fewer than two ~~four (4)~~ active members, one of who, the Chairperson, is the President-Elect of the Chapter (Art. IX, Sec. 1).

1. Program Committee is responsible for the planning and arrangement of the scientific and informational portion of meetings of MRC/SOT.
2. The Committee will contact prospective speakers, make all necessary arrangements for transportation, accommodations and other requirements including the availability of meeting rooms.
3. Program Committee shall book the venue for the Spring meeting at least a year in advance and the Fall Meeting at least 3 months in advance. The general program outline shall be submitted and approved by the Executive Committee at least 6 months and 3 months prior the Spring and Fall meetings, respectively.

#### **Membership Committee**

The Membership Committee shall consist of not fewer than two active members appointed by the President of the Chapter. The President shall appoint the Chairperson of the Committee.

1. The primary responsibility of the Membership Committee is to review and act on all applications for membership in MRC/SOT.
2. The Committee should be promptly responsive to all inquiries of prospective members and should actively recruit new members.
3. The applications sent directly to the Chapter should be distributed among the members of the Committee at their regular meeting or by mail, but in such a manner that they can be acted upon promptly. All positive decisions of the Membership Committee shall be communicated in writing to the Executive Committee for approval (at least on a quarterly basis). A list of newly approved members shall be submitted to the members of the MRC/SOT at the annual business meeting.
4. The committee should maintain regular communication at least quarterly with SOT pertaining to the Chapter's membership status.

5. The current membership information provided by the National office should be incorporated promptly with the list generated at the Chapter office to enable distribution among the members of the Executive Committee.
6. The combined list of newly approved members shall be submitted to the members of the MRC/SOT at the Annual Spring Business Meeting.

### **Nominating Committee**

The Nominating Committee shall consist of not fewer than two active members appointed by the Executive Committee. The Chair shall be the Past-President, who most recently completed his term as President.

1. The principal function of the Nominating Committee is to propose a slate of candidates for the elected offices of the Regional Chapter in conformance with Article V of the by-laws of MRC/SOT.
2. Members of the Nominating Committee will contact all prospective candidates for the elective offices and obtain their acceptance as candidates for such respective office. They shall also accept individual petitions for self-nominations and determine the authenticity of the required signatures (15 members of MRC/SOT).
3. The Nominating Committee will submit the final slate of candidates to the Executive Committee not later than the 15<sup>th</sup> of March preceding the next scheduled election. Election results will be announced at the Annual Spring Business Meeting.

### **Awards Committee**

The Awards Committee shall consist of not fewer than two active members appointed by the Executive Committee. The President shall appoint the Chair of the Committee.

The principal activity of the Awards Committee is to recommend suitable candidates for each of the three awards offered by the MRC-SOT. The three awards are:

1. The Kenneth P. DuBois Award, which honors an outstanding Midwest toxicologist.
2. The Victor A. Drill Award, which is given to the presenter of the top student poster at the MRC-SOT Spring meeting.
3. The Young Investigator Award, which is presented at the MRC-SOT Spring meeting to applicant that submits the best under research proposal.

### **Kenneth P. DuBois Award**

1. The Chairperson of the Awards Committee shall issue a call for recommendations from the general membership for candidates for the award as an announcement in the MRC-SOT Fall

newsletter. Recommendations shall consist of a letter no longer than one page describing the accomplishments of the candidate. Verbal recommendations will not be considered. Such letters of recommendation must be submitted to the Chairperson of the Awards Committee no later than March 1 following the call.

2. The Chairman of the Awards Committee will then distribute copies of all letters of recommendation to members of the Committee for their review prior to meeting for a decision. The Awards Committee will submit their recommendation to the Executive Committee no later than April 1 of the year for the award. Recommendations of unsuccessful candidates may be kept by the Awards Committee for reconsideration in future years. If no recommended candidate is judged acceptable for the award or if no recommendations are received in a given year, the Awards Committee may recommend that no award be given that year.
3. Guidelines for selection of candidates.
  - a. The proposed candidate should have worked for most of his/her professional life in the Midwest Region.
  - b. Membership in the MRC/SOT or in SOT is not required for candidacy.
  - c. The proposed candidate should still be in active practice in the field of toxicology. Active practice is defined as performing, directing, or managing in the area of research, testing, teaching, clinical practice or regulatory affairs.
  - d. The proposed candidate must have demonstrated a sustained and high level of activity in toxicology, for example, by unique research achievements, special teaching proficiency, and/or through promoting the interests and concerns of toxicology.
4. The award will consist of a suitably engraved plaque and an honorarium. The award will be presented by the President of the MRC/SOT at the Annual Spring Meeting of the Chapter.

#### Victor A. Drill Award

1. The Chairperson of the Awards Committee shall include a call for abstracts in each newsletter issued by the MRC/SOT. The abstract form, due at least one week prior to the Annual Spring Meeting, will specify whether or not the applicant wishes to be considered for the Victor A. Drill award.
2. At the poster session of the Annual Spring Meeting, member(s) of the Awards Committee and any other judges selected by the Chair will review each of the award applicants' posters. The Awards Committee shall convene privately to determine the best student poster, the presenter of which will receive the Victor A. Drill award. The Committee will also determine the second-best student poster, who shall receive the runner-up prize. The Committee shall announce both winners at the conclusion of the poster session.

3. The Victor A. Drill Award shall consist of a paid trip to the following year's National SOT Spring meeting of an amount decided by the Committee (not less than \$1500) for travel and accommodations expenses). The runner-up shall receive a monetary prize of not less than \$100 to be applied to the winner's toxicology textbook of choice. The MRC/SOT Treasurer shall be responsible for reimbursement of the winners, who shall provide receipts for reimbursement.

#### Young Investigator Award

1. The Chairperson of the Awards Committee shall include a call for undergraduate/graduate proposals and application instructions in each newsletter issued by the MRC/SOT. Persons wishing to apply for the Young Investigator Award must submit their applications no later than April 1. One reference letter shall be attached to each application. Applications received after April 1 may be considered for the following year's award, or returned to the applicant if they choose.
2. The Awards Committee shall meet between April 1 and at least one month prior to the MRC/SOT Spring meeting to evaluate the applications and thus determine the winner of the Young Investigator Award. The winner will be notified approximately one month before the Spring meeting, where the award will be announced and presented, if the individual attends the meeting.
3. The MRC-SOT Young Investigator Award will consist of a cash award of not less than \$1500, to be applied, at the discretion of the recipient, towards direct and indirect costs associated with toxicological training, education, and research.
4. The winner must prepare a write-up of their research project for inclusion in the following year's MRC/SOT Spring newsletter.

#### Audit Committee

The Audit Committee shall consist of two active members of the MRC/SOT (excluding the treasurer).

1. The functions and responsibilities of the Audit Committee are to audit the financial transactions of the MRC/SOT and present a report to the Executive Committee at the last meeting prior the summer recess.
2. The Audit Committee shall be familiar with the by-laws and standing rules of the MRC/SOT and the constitution of SOT.

#### Student Advisory Committee (SAC) Representative

The SAC Representative to the MRC/SOT shall be a graduate student (currently enrolled in an MS or PhD program) nominated by a student or students of the chapter, and appointed by the MRC/SOT Executive Committee. The SAC representative will serve a 1-3 year term. The SAC

representative is expected to attend MRC-SOT executive committee meetings and assist the council in planning Fall and Spring meetings.

The principle functions and responsibilities of the SAC Representative are:

9. To attend the SOT annual meeting and report to council on SAC initiatives.
10. To maintain a complete list of student members in the chapter.
11. To serve as a liaison between students of the chapter and the Executive Committee.
12. To foster student involvement in the MRC-SOT by informing students of upcoming meetings, award deadlines and other items of interest.
13. To identify and nominate future candidates for the SAC Representative position.

### **Communications Committee**

1. The Communications Committee shall consist of at least one active member of the chapter who is appointed by the Executive Committee. The chair of the Communications Committee shall be the editor of the newsletter and responsible for maintaining the chapter website. The editor may appoint other personnel as he/she deems necessary.
2. The MRC/SOT shall have a newsletter, published ~~four~~ no less than two times a year (spring and fall). The newsletter shall be reviewed by a at least one member of the Executive Committee prior to being sent out to the general membership.
3. The newsletter may contain items such as:
  - MRC/SOT announcements (i.e., upcoming meetings)
  - Executive Committee reports
  - Treasurer's report
  - Meeting announcements
  - Area job openings
  - Meeting and book reviews
  - Profiles of area toxicology organizations
  - President's message
  - Other items at the editor's discretion
4. Expenditures associated with the publication of the newsletter will be handled as described for Treasurer, item 3.

The rules and regulations may be amended by a majority vote of the Executive Committee.