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
3/4/2016
9/2/2022

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 (voting member)

The President-Elect shall accede to the Presidency of the MRC/SOT during the last meeting prior to the summer recess (usually at the Annual Spring Business Meeting).

The principal 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 work closely with the President-Elect and Past President regarding current Chapter activities.
6. To guide the Chapter in the formulation of constructive activities and programs, including oversight of MRC/SOT committees.
7. To serve as ex-officio member of all committees, and to advise the various committees of their functions and responsibilities.
8. To be the primary point of contact with the National SOT organization.
9. If requested by National SOT, to represent the MRC/SOT at the annual meeting of the SOT Council.

10. To perform such other duties as may be directed by the Executive Committee.

11. To prepare and submit an annual report on the activities of the chapters.

**President-Elect (voting member)**

The President-Elect shall take office during the last meeting prior to the summer recess (usually at the Annual Spring Business Meeting).

The principal 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, procedures, and policies of the National SOT organization relative to their regional chapter responsibilities.

2. To serve as a member of the Executive Committee, and as requested, to provide counsel and advice to the President regarding chapter activities.

3. To prepare for assuming the Office of President.

4. To serve as Chairperson of the Program Committee to assure successful chapter meetings, for the notification of the restaurant and the selection of menu, reservations, or refreshments, etc. at appropriate meetings.

5. To assume the office of the president for the remainder of the unexpired term in the event of resignation or incapacitation of the President.

6. To perform such other duties as may be directed by the Executive Committee.

**Past President (voting member)**

Following the completion of their Presidential term, the Past President shall take office during the last meeting prior to the summer recess (usually at the Annual Spring Business Meeting).

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

1. To serve as a member of the Executive Committee and as requested, to provide counsel and advice to the President regarding chapter activities.

2. To serve as Chairperson of the Nominating and Membership Committees.

3. To perform such other duties as may be directed by the Executive Committee.
Secretary (voting member)

The Secretary shall take office during the last meeting prior to the summer recess (usually at the Annual Spring Business Meeting).

The principal 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, procedures and policies of the National SOT organization relative to their chapter responsibilities.

2. To serve as a meeting parliamentarian.

3. To serve as a member of the Executive Committee and as requested, to provide counsel and advice to the President regarding chapter activities and Chair and/or participate in a standing committee or an ad hoc committee as assigned by the President.

4. To keep an accurate record and provide minutes of all the transactions of meetings of the MRC/SOT and of the Executive Committee.

5. To ensure the Membership Committee maintains an accurate mailing list of the members in good standing.

6. 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.

7. 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.

8. To prepare an annual membership report for presentation to the MRC/SOT.

9. To prepare the fall and spring editions of the MRC/SOT Chapter Newsletter and/or Meeting Booklet.

10. To perform such other duties as may be directed by the Executive Committee.

Treasurer (voting member)

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

The principal functions and responsibilities of the Treasurer are:
1. To become familiar with the bylaws and standing rules of MRC/SOT and constitution, procedures, and policies of the National SOT organization relative to their chapter responsibilities.

2. To serve as a member of the Executive Committee and as requested, to provide counsel and advice to the President regarding chapter activities and Chair and/or participate in a standing committee or an ad hoc committee as assigned by the President.

3. 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.

4. 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. Expenditures greater than $500 must be submitted to SOT headquarters for processing.

5. To submit MRC/SOT accounts to the National SOT.

6. To assume responsibility for the sale and processing of meeting registrations.

7. To transmit to his/her/their 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.

**Councilors (voting members) and Graduate and Postdoctoral Student Representatives (non-voting members)**

Councilors shall take office during the last meeting prior to the summer recess (usually at the Annual Spring Business Meeting). Graduate and Postdoctoral student representatives will be elected by the MRC membership.

The principal functions and responsibilities of the Councilors and Student Representatives are:

1. To assist in governing the activities and affairs of the MRC/SOT.

2. To assist the chapter officers in carrying out their duties.

3. To serve as members of the Executive Committee and as requested, to provide counsel and advice to the President regarding chapter activities and Chair and/or participate in a standing committee or an ad hoc committee as assigned by the President.

4. Student representatives will strive to: 1) Promote MRC/SOT and SOT membership to students within our area; 2) meet and communicate with as many MRC/SOT student members as
possible; 3) discuss current chapter activities and issues, especially as they relate to student members; and 4) represent student concerns and opinions within the MRC/SOT Executive Committee meeting and communications.

Standing Committees

Program Committee

The Program Committee shall consist of no fewer than two active members, with the Chairperson being 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 Program Committee will contact prospective speakers, make all necessary arrangements for transportation, accommodations and other meeting requirements including the availability of meeting rooms.

3. Program Committee shall book the venue for the Spring meeting at least 9 months in advance and the Fall Meeting at least 2 months in advance. The general program outline shall be submitted and approved by the Executive Committee at least 3 months and 2 months prior the Spring and Fall meetings, respectively.

Membership Committee

The Membership Committee shall, if possible, consist of not fewer than two active members appointed by the President of the Chapter. The Past President who most recently completed his/her/their term as President shall be the Chairperson of the Committee.

1. A Membership Committee will be convened on an as-needed basis. Activities may include responding to membership inquiries and reviewing MRC/SOT membership applications if directed to do so by National SOT.

2. The combined list of newly approved members shall be submitted to the members of the MRC/SOT in the Spring newsletter.

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/her/their 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 bylaws of MRC/SOT.
2. Members of the Nominating Committee will solicit and 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.

3. The Nominating Committee will submit the final slate of candidates to the Executive Committee not later than the 15th of February 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 four awards (two professional and two student/postdoctoral awards) offered by the MRC/SOT. The awards are described below:

1) The Kenneth P. DuBois Award honors an outstanding Midwest toxicologist with a career involving several years (15+) of distinguished professional experience in the field of toxicology. Candidates are nominated by chapter members following published procedures.

2) Early Career Toxicologist Award, which honors an outstanding Midwest toxicologist with up to 10 years of professional experience in the field of toxicology. Candidates are nominated by chapter members following published procedures.

3) The Victor A. Drill Award, which is given to the top student poster presentation at the MRC/SOT Spring meeting. In the event of in-person meeting cancellation resulting in a virtual meeting, the Victor A. Drill Award may be substituted for other awards for trainee presentations (e.g., flash talks, which are short [3-minute] elevator pitch research summaries followed by 2 minutes of question and answer).

4) The Young Investigator Award, which is presented at the MRC/SOT Spring meeting to the applicant who submits the best undergraduate or graduate research proposal.

**Professional Awards: Kenneth P. DuBois and Early Career Toxicologist Awards**

1. The Awards Committee Chairperson shall issue by email or an announcement in the MRC/SOT newsletter, a general membership request for award candidate nominations. Nominations shall consist of a letter (one page limit) describing the accomplishments of the candidate; verbal recommendations will not be considered. Letters of recommendation must be submitted to the Awards Committee Chairperson by the date set annually and communicated to membership via email/on the website.
2. The Awards Committee Chairperson will then distribute copies of all recommendation letters to Committee members for their review prior to Committee decision. The Awards Committee will submit their recommendation to the Executive Committee no later than two weeks prior to the Annual Spring Meeting. Unsuccessful candidate recommendations may be kept by the Awards Committee for reconsideration in future years. If no acceptable candidate is identified, or alternatively, if no recommendations are received in a given year, the Awards Committee may recommend that no award be given that year.

   a. The proposed candidate should have worked in toxicology or a closely related field for a period of at least 15 years (DuBois award) or 7-10 years (Early Career Award), spending most of his/her/their professional life in the Midwest Region (Wisconsin and Illinois).
   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 toxicology or a closely related field or recently retired (less than 3 years) for the DuBois Award. Active practice is defined as performing, directing, or managing activities in the areas of research, analytical testing, teaching, clinical practice and/or regulatory affairs.
   d. The proposed candidate must have demonstrated a sustained and high level of activity in toxicology or a closely related field, 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/or an honorarium. The honorarium amount is budget-dependent and is set at the discretion of the Awards Committee with approval of the Executive Committee. The award will be presented by the President of the MRC/SOT at the Annual Spring Meeting of the Chapter.

Student and Post-doctoral Awards:

1) Victor A. Drill Award*
   a. The Awards Committee Chairperson shall include a call for abstracts for the annual Spring meeting in newsletter or emails issued by the MRC/SOT.
   b. At the poster session of the Annual Spring Meeting, Awards Committee members and any other judges selected by the Chairperson will review the posters. The Awards Committee shall convene privately to determine the best student (undergraduate or graduate) poster, the presenter of which will receive the Victor A. Drill award. The Committee will also determine the second-and third-best student poster, if applicable, who shall receive the runners-up prizes. The Committee shall announce all winners at the conclusion of the meeting.
c. The Victor A. Drill Award shall consist of a paid trip to a following year national toxicology meeting of a monetary amount decided by the Committee for meeting registration fees, and travel and accommodations expenses. The runners-up shall each receive a monetary prize (amount based on the current award budget) to be applied to some aspect of the winner’s training (i.e., toxicology textbook of choice, continuing education course, travel to national toxicology meeting, etc.) The MRC/SOT Treasurer shall be responsible for reimbursement of the winners, who shall provide receipts for reimbursement.

*Note: In the event of in-person meeting cancellation resulting in a virtual meeting, the Victor A. Drill Award may be substituted for other awards for trainee presentations (e.g., flash talks, which are short [3-minute] elevator pitch research summaries followed by 2 minutes of question and answer). The monetary value of these awards is at the discretion of the Awards Committee and approved by the Executive Committee. In-person meetings may opt to include both the Victor A. Drill Award and trainee flash talks.

2) Young Investigator Award

a) The Awards Committee Chairperson shall include a call for student (undergraduate or graduate) proposals and application instructions in a newsletter issued by the MRC/SOT, if possible. Other methods to communicate availability of this award include via email and on the MRC/SOT website. Persons wishing to apply for the Young Investigator Award must submit their applications no later than a deadline date specified by the awards committee on a yearly basis that is communicated to the membership. Each application should include a reference letter from the student’s major advisor. Applications received after the deadline may be considered for the following year’s award.

b) Guidelines for selection of candidates

   i) The applicant must be currently pursuing an undergraduate or graduate degree at an institution in the Midwest Region (as defined by National SOT: WI and IL)

   ii) The proposed research topic must be relevant to the field of toxicology

   iii) Membership in the MRC/SOT or in SOT is not required for candidacy.

c) The Awards Committee shall communicate 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 prior to the Spring meeting where the award will be announced and presented, so that the individual can make arrangements to attend the meeting.

d) The MRC/SOT Young Investigator Award will consist of a cash award (amount to be based on the current year’s budget), to be applied, at the discretion of the recipient and their research advisor, towards direct costs associated with toxicological training,
education, and research of the recipient.

The winner must present a short platform presentation (20-30 minutes) of their research project at the MRC/SOT Spring meeting the year following receipt of the Award.

3) MRC/SOT Trainee Travel Award

a. The Chairperson of the Awards Committee shall include a call for student (undergraduate or graduate) and post-doctoral proposals and application instructions in a communication (newsletter or email) issued by the MRC/SOT. Persons wishing to apply for the MRC/SOT Travel Award must submit their abstract submitted for the National SOT meeting (deadline date to be set by the awards committee yearly). One reference letter from their research advisor shall be attached to each application.

b. Guidelines for selection of candidates

   i. The applicant must be affiliated with an institution in the Midwest Region (as defined by National SOT: WI and IL)
   ii. Membership in the MRC/SOT or in SOT is not required for candidacy.

c. The Awards Committee shall communicate prior to the National SOT meeting so that the individual(s) can make arrangements to attend the meeting.

d. The MRC/SOT Travel Award(s) may consist of (amount to be based on the current year’s budget) any or all of an honorarium or reimbursement for travel expenses to the National SOT meeting.

**Student Advisory Committee (SAC)**

The MRC/SOT representative to the National SOT Graduate Student Leadership (GSLC) shall be a graduate student (currently enrolled in an MS or PhD program) appointed by the MRC/SOT Executive Committee following a request for nominations. The MRC/SOT postdoctoral representative will be also appointed by the MRC/SOT Executive Committee following a request for nominations. Both student representatives will serve a 1–3-year term and are expected to attend MRC/SOT Executive Committee meetings and assist the committee in planning Fall and Spring meetings.

The principal functions and responsibilities of the Student Representatives are:

1. To attend the SOT annual meeting, participate in GSLC meetings there (grad student representative only), and report to the MRC/SOT Executive Committee on GSLC initiatives.

2. To serve as a liaison between students of the chapter and the Executive Committee and represent student concerns and opinions regarding chapter activities and initiatives.
3. To meet and communicate with as many MRC/SOT student members as possible and discuss current chapter activities and issues, especially as they relate to student members.

4. To foster student involvement in MRC/SOT by informing students at academic institutions in our area of upcoming meetings, award deadlines and other items of interest.

5. To identify and nominate future candidates for the SAC Representative position.

Communications Committee

1. The MRC/SOT shall have a newsletter, published no less than two times a year (spring and fall). The newsletter shall be reviewed by at the Executive Committee prior to being sent out to the general membership.

2. The newsletter editor shall be the chapter Secretary. The editor may appoint other personnel as they deem necessary.

3. The newsletter may contain items such as:
   - MRC/SOT announcements (i.e., upcoming meetings)
   - Executive Committee reports
   - President’s message
   - Treasurer’s report
   - Meeting announcements
   - Area job openings
   - Meeting and book reviews
   - Profiles of area toxicology organizations
   - New MRC/SOT members
   - Other items at the editor’s discretion

4. Expenditures associated with the publication of the newsletter will be handled as described for Treasurer.