

Dr. Dave Eaton
Society of Toxicology
1767 Business Center Drive
Reston, VA

February 24, 2003

Re: Annual Report of the Working Group on Women in Toxicology

Dear Dr. Eaton,

Enclosed please find the Annual Report of the Working Group on Women in Toxicology. We would like to extend our thanks to you and the entire SOT Council for the support WIT received in making this a very exciting and successful year. We look forward to working with SOT to advance the goals of the Society as well as those of WIT.

Should you have any questions or require any additional information please do not hesitate to contact me.

Sincerely

Gina M. Pastino, PhD, DABT

Enclosures

ATTACHMENT 1: WOMEN IN TOXICOLOGY ACCOMPLISHMENTS DURING 2001-2002

1. SOT 2001 Meeting Activities:

Executive Committee Meeting
WIT 40th Anniversary Poster
Reception and Lecture by Deb Meyerson
Co-sponsorship of the Symposium Session "Breast Cancer Issues in Screening and Testing of Potential Human Carcinogens"

2. Approval of Specialty Section Status and Development of WIT By-Laws. Much effort was placed this past year on developing a proposal for WIT to become a permanent part of the society. The represented a significant challenge in light of the non-technical nature of WIT. The proposal for WIT to become a Specialty Section, as well as the bylaws, were developed by members of WIT and approved by the SOT Council. The approved by-laws are provided for your review.

3. Election of new officers: WIT held elections for a new Executive Committee to take office in May, 2002. They are as follows:

President:	Michelle Hooth, PhD
Vice-President:	Virginia Moser, PhD, DABT
Secretary/Treasurer:	Kristina Dam, PhD
Councilors:	Mary Haasch, PhD Karen-Morris-Fine, PhD Stephanie Padilla, PhD

4. Membership: 2001 Represented the first year in which society members could join WIT via the dues renewal form. The membership for 2001 was 132.

5. Child Care: Dr. Julie Kimbell has worked with the membership and SOT Council on assessing the interest in child care at the annual meeting. This has led to the offering of child care at the meeting in Nashville (pending enough children).

6. Regular Meetings: WIT held teleconferences in January and September, 2001. Minutes were recorded and submitted to Dr. Dave Eaton, Ms. Shawn Lamb and Ms. Clarissa Wilson.

7. First Official WIT Newsletter sent out in Winter 2001.

ATTACHMENT 2: FINANCIAL STATEMENT

Outlined below is the current financial status of WIT. It is anticipated that these funds will be used for the WIT reception in Nashville.

	Women in Toxicology
	<u>Jul '01 - Jun '02</u>
Ordinary Income/Expense	
Income	
Contributions	-
Dues - '01	
Student Dues - '01	
Grants - Food	
Safety	-
Grants -	
Mechanisms	-
Misc. Income	
Interest	
	<u>125</u>
Total Income	125
Expense	
Awards - Sections	-
Plaques	-
Ballot	-
Miscellaneous	-
Newsletter	-
Reception	-
Steno/Clerical	-
Symposia	-
Web Development	-
Total Expense	<u>-</u>
Excess (Deficiency) of	<u>-</u>
Revenue over Expenses	125
Net Assets Beginning of Year	-
Transfers from General Fund	<u>-</u>

2,500

Net Assets Beginning of Year

2,500

After Transfers

Net Assets End of
Year

2,625

ATTACHMENT 3: WOMEN IN TOXICOLOGY THREE YEAR PLAN

WIT will continue to engage in activities consistent with the Purpose/Objectives and Bylaws, as well as the SOT Long Range Goals. This will include, but is not limited to:

1. SOT 2002 Meeting Activities:

WIT will hold an Executive Committee meeting in Nashville

WIT will be sponsoring a talk entitled "Negotiation Skills: How to Get the Best Offer" to be given by a faculty member from Vanderbilt University. This was designed to complement the Placement Committees program.

2. WIT has accepted a student liaison from the Student Advisory Committee as a non-voting member of WIT.

3. Program: WIT will continue to sponsor a program at the annual meeting consistent with the mission and goals. WIT will also work with other Specialty Sections on the development of scientific sessions and continuing education courses. This involvement will include the development of program ideas and the solicitation of speakers.

4. Mentoring: WIT will form a mentoring committee, as outlined in the bylaws, that will serve to address the issue of mentoring and networking for members at all stages of their careers. In addition to working with the Placement and Membership committees on the implementation of a formal mentoring program within SOT, WIT will also work with outside organizations, such as the Association for Women in Science and the organizers of the workshop entitled "Advancing Women's Contributions to Science through Professional Societies" which was sponsored by the Office of Research in Women's Health, Office of the Director, National Institutes of Health in conjunction with the National Institute of Environmental Health Sciences and the American Society for Cell Biology.

5. Placement Committee Activities: Dr. Eva Oberdorster is the WIT liaison to the Placement Committee and has participated in several Placement Committee meetings. Although there are specific aspects of mentoring that may be unique to women, WIT anticipates working with the Placement Committee in responding to their charge to (1) identify future training needs for students; (2) conduct and publish surveys that identify future employment trends in toxicology; and (3) identify the needs of the unemployed, self-employed and retired, and to develop programs to meet those needs.

6. Education: Dr. Mary Haasch is the liaison to the K-12 Program. One of WIT's goals is to actively work with the Education Committee to advance and promulgate education in toxicology. Specifically, WIT has worked with the K-12 Education Program to increase the visibility of women in toxicology and to encourage young women to consider a career in the toxicological sciences. WIT will continue to work with the K-12 program and will encourage the members to participate in an effort to increase the visibility of women within the profession.

7. Outreach to Membership: WIT will continue outreach efforts, including further expansion of the WIT-SOT website, writing articles for the Communiqué and WIT newsletter, and sending e-mails to the distribution list. WIT would also like to develop a database that will serve as a networking resource and a resource for those seeking mentors.

8. Awards: WIT will develop an award program that is consistent with the mission and goals. An Awards Committee will be formed that will develop the nature of the awards, the procedures for soliciting nominations and the requirements for winning an award.

9. Elections: An Election Committee will be formed this year, as described above in Article IX, Section 2 of the Bylaws.

10. Funding: In addition to dues and SOT sponsorship, WIT will attempt to secure outside funding for specific projects (such as a formal mentoring program). WIT recognizes the SOT policy regarding solicitation of funds from corporate sponsors and will limit the search to agencies that typically fund groups targeted at promoting women in science.

ATTACHMENT 4: WOMEN IN TOXICOLOGY BYLAWS

WOMEN IN TOXICOLOGY AD HOC WORKING GROUP BYLAWS

ARTICLE I - NAME

The name of this organization shall be the Women in Toxicology Ad Hoc Working Group of the Society of Toxicology and herein shall be designated as the Specialty Section.

ARTICLE II - OBJECTIVES

The objectives of the Women in Toxicology Ad Hoc Working Group of the Society of Toxicology shall be:

1. To promote the recruitment and retention of women to a profession in the toxicological sciences
2. To provide leadership for career development opportunities for women toxicologists
3. To promote and recognize the accomplishments of women toxicologists
4. To sponsor scientific and educational programs including symposia, poster and platform sessions, workshops, and continuing education courses, on current scientific information and scientific policy issues that advance the science of toxicology

ARTICLE III - MEMBERSHIP

Section 1. Members of the Society of Toxicology shall become members of the Specialty Section upon payment of Specialty Section dues.

Section 2. Any person having a professional interest in promoting the objectives of the Women in Toxicology Ad Hoc Working Group as stated in Article II may become a member of the Specialty Section on payment of the required dues.

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

ARTICLE IV - OFFICERS AND COUNCILORS

Section 1. The Executive Committee (EC) of the Specialty Section shall be comprised of the President, Vice President, Secretary-Treasurer and 3 Councilors. They shall be active or retired members in good standing of the Society of Toxicology. They shall serve until their successors are installed. Officers shall take office on May 1 of each year.

ARTICLE V - ELECTION OF OFFICERS

Section 1. The office of the Presidency shall be for a term of one year, however, the immediate Past President becomes one of the Councilors and remains on the EC to advise and support the successor.

Section 2. The Vice President shall be chosen by vote of the membership for a term of 1 year. The Vice-President shall become President of the Specialty Section after serving one year as Vice-President. The Vice-President shall serve in the absence of the President.

Section 3. The Secretary-Treasurer shall be chosen by a vote of the membership for a term of two years.

Section 4. There shall be three Councilors. One of these two shall be chosen by vote of the membership for a term of two years. One shall be elected each year. The third councilor shall be the immediate past-president. When elections are held during the first year of initiation two councilors will be elected by the membership to a one-year term and one will be elected to a two-year term.

Section 5. In the event of a vacancy in an elective office, other than the Presidency, the Specialty Section'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.

Section 6. There shall be an interim Executive Committee comprised of the President, Vice President, Secretary- Treasurer and 3 Councilors. Founding members of the Women in Toxicology Ad Hoc Working Group shall serve in these positions at the initiation of the Specialty Section until elections are conducted. Elections will be held during the first year of initiation. In the event that none of the interim Executive Committee members are elected, one member shall serve as a fourth councilor for the initial year of the Specialty Section only.

ARTICLE VI - ADMINISTRATION

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

Section 2. The Executive Committee shall consist of three officers and three Councilors. The President of the Specialty Section shall serve as chairperson of the Executive Committee. Four members of the Executive Committee shall constitute a quorum for the transaction of business.

Section 3. The President shall preside at all meetings of the Specialty Section and of the Executive Committee and shall perform such duties as may be directed by the Executive Committee. In the President's absence, the succeeding order of officers shall preside.

Section 4. The Specialty Section shall comply with Provisions for continued authorization of the Society of Toxicology.

- a. The Specialty section shall provide annual reports of their activities and finances for the current year as well as plans of programs, activities, and finances for the following year. Annual reports shall be submitted to the SOT Secretary by November 1 of each year.
- b. Annual reports and plans shall be reviewed by the Committee on Specialty Sections.
- c. The Committee shall consult with the Specialty Section as necessary and report to Council with recommendations concerning continued authorization of the Specialty Section.
- d. Society of Toxicology authorization shall be withdrawn from the Specialty Section if it fails to comply with the provisions for continuing authorization.
- e. Specialty Section policy statements must be reviewed and pre-approved by the Society of Toxicology in advance.

Section 5. The Secretary-Treasurer shall be the custodian of all monies and dues of the Specialty Section and shall pay all authorized bills against the Specialty Section. The disbursement of all funds for this section shall be made upon authorization by the Executive Council. The Treasurer of the Society of Toxicology shall be authorized to draw against the Specialty Section funds. The Secretary-Treasurer shall submit the accounts for audit by members designated by the Executive Committee at the last meeting of the Executive Committee prior to the Annual meeting of the Specialty Section, and shall transmit to the successor in office all funds and property of the Specialty Section in their possession. An annual report shall be submitted to the Specialty Section in such form as may be determined by the Executive Committee. The Secretary-Treasurer shall keep an accurate record of all transactions of all meetings

Section 6. Any Specialty Section funds or other property remaining at the time of termination or abandonment or dissolution of the Specialty Section 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, or any person associated with the Specialty Section.

ARTICLE VII - MEETINGS

Section 1. Meetings shall be held at least annually and as dictated by the scientific and educational programs of the Specialty Section. The time and place of each meeting shall be established by the Program Committee and be communicated to the membership at least one month before each meeting.

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 20% of the members of the Specialty Section in good standing.

Section 3. A quorum shall consist of 20% of the Specialty Section 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 a notice of at least seven (7) days is given.

ARTICLE VIII - DUES

Section 1. The dues will be established by a majority of the Executive Committee, after which there may be changes subject to a vote by the members of the Specialty Section. Dues will be established and charged by the SOT Council

ARTICLE IX - COMMITTEES

Section 1. The Vice President shall be designated as chairperson of the Program Committee. 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. The Secretary will, in turn, notify the membership.

Section 2. The Election Committee shall be comprised of the Executive Committee. The Past President shall serve as the Chair of this committee. This Committee shall nominate at least two persons for each elective office to be filled. SOT headquarters staff shall distribute the ballot to all eligible members of the SS and shall count the votes. The candidate receiving the highest vote shall be elected to the contested

position even when the vote does not reach a majority of those voting. Successful candidates shall be invited to the EC meeting held at the annual SOT conference and shall be introduced to the full membership at the membership reception and through the newsletter.

Section 3. A Membership Committee shall be appointed by the EC and shall have the charge of expanding the membership of the SS as appropriate for the objectives and goals of the Section.

Section 4. An Awards Committee shall be appointed by the EC and shall have the charge of recognizing the contributions of SOT members who have made a significant contribution to advancing the objectives of the SS as outlined in Article II. The committee shall work with headquarters to assure nominees are requested and any funds designated to support student travel are appropriately and efficiently handled.

Section 5. An Outreach Committee shall be established to permit dialogue between members of the specialty section. The Secretary-Treasurer shall be chief editor of a SS newsletter, which shall be published at times most appropriate for the membership and approved by the SS President. The Secretary-Treasurer shall serve on the Outreach Committee and solicit assistance from associate editors, as necessary. The Outreach Committee shall maintain the Women in Toxicology Ad Hoc Working Group web page on the SOT website.

Section 6. A Mentoring Committee shall be established to design and maintain a mentoring network that will foster scientific and professional collaboration between toxicologists at all stages of their careers.

Section 7. The President shall appoint any 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 presented by any member in good standing at any regular meeting of the Specialty Section or any special meeting call for by 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.

Amendments accepted for future consideration and circulation shall be printed and circulated with a ballot to all members in good standing. A two-thirds affirmation 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 insure the Specialty Section that future changes in these By-Laws will have the same force as the original, which was so approved.