BY-LAWS OF THE ISS
1987
(re-typed in 1998 and 2000)

Article I - Name
The name of this organization shall be the Inhalation Specialty Section of the Society of Toxicology hereinafter designated as the Inhalation Specialty Section.

Article II - Objectives
To serve as the focal point for interaction of members of the Society of Toxicology (SOT) interested in inhalation toxicology.
To conduct programs and educational activities which emphasize the latest developments in inhalation toxicity testing.
To relate those developments to the activities of the SOT and to stimulate new growth in inhalation technology as it relates to the science of toxicology.
To act as a resource to the Society in the area of the Section’s interest.

Article III - Membership
All members in good standing of the SOT shall become members of the Inhalation Specialty Section upon payment of Specialty Section dues. A member of the Inhalation Specialty Section will be dropped from membership if dues are not paid on an annual basis or if s(he) is not a member in good standing of the SOT.

Article IV - Officers and Councillors
The Inhalation Specialty Section Officers shall be President, Vice President, Vice President-Elect, and Secretary-Treasurer. There shall be five Councillors. The Vice President-Elect shall be elected annually and the Secretary-Treasurer bi-annually by the Inhalation Specialty Section members. They shall serve until their successors are installed. Officers and Councillors shall take office on May 1.

Article V - Election of Officers and Councillors
Section 1. The office of the Presidency shall be for a term of 1 year. The President, after serving 1 year, shall be designated immediate Past-President for 1 year. The President shall preside at all meetings. For the year in which this Section shall first be in effect, both a President and Vice President shall be elected.

Section 2. The Vice President shall become President of the Specialty Section after serving 1 year as Vice President. The Vice President shall serve in the absence of the President. For the year in which this Section shall first be in effect, both a Vice President and Vice President-Elect shall be elected.

Section 3. A Vice President-Elect shall be elected by a majority vote of the ballots cast, and shall become the Vice President of the Specialty Section after serving 1 year as Vice President-Elect.
The Vice President-Elect shall serve in the absence of the President and Vice President.

**Section 4.** The Secretary-Treasurer shall be chosen by vote of the membership for a term of 2 years.

**Section 5.** There shall be five Councillors, who together with the Officers, comprise the Executive Committee. Four shall be chosen by vote of the membership for a term of 2 years. Two shall be elected each year. The fifth Councillor shall be the immediate Past-President. At the initiation of the Specialty Section, two Councillors will be elected by the membership to a 2 year term and one will be elected to a 1 year term.

**Section 6.** A Nominating Committee consisting of not less than three members shall be appointed by the Executive Committee of the Specialty Section within 2 months following installation of Officers. The Committee shall provide a slate of candidates for each election.

**Section 7.** Elections shall be held annually in association with the mail ballot of SOT.

**Section 8.** In the event of a vacancy in an elective office other than the Presidency, the 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; similarly the Vice President-Elect accedes to the office of Vice President should that office become vacant.

**Section 9.** A special election must be held to fill the office of Vice President-Elect should the office become vacant.

**Article VI - Administration**

**Section 1.** The Specialty Section shall be governed by the Executive Committee.

**Section 2.** The Executive Committee shall consist of the four elected Officers plus the five Councillors. The President of the Section shall be the chairperson of the Executive Committee. Four members of the Executive Committee shall constitute a quorum for the transaction of business.

**Section 3.** The President will preside at all meetings of the Specialty Section 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 Vice President shall act for the President.

**Section 4.** The Specialty Section shall comply with provisions for continued authorization by the SOT.

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 June 1 of each year.
Annual reports and plans shall be reviewed by the Committee on Specialty Sections. The Committee shall consult with the Specialty Section as necessary and report to Council with recommendations concerning continued authorization of the Specialty Section. The SOT authorization shall be withdrawn from the Specialty Section if it fails to comply with the provisions for continuing authorization. Specialty Section policy statements must be reviewed and approved by the SOT in advance.

**Section 5.** The Secretary-Treasurer shall pay authorized bills incurred by the Specialty Section as directed by the Executive Committee. All funds of the Specialty Section shall be held by the SOT. The successor to the Secretary-Treasurer shall receive all property of the Section following installation in office. The Secretary-Treasurer shall record all transactions of all meetings of the Section and the Executive Committee, shall be responsible for the correspondence of the Section, and shall maintain a list of members and their status.

**Section 6.** Any Section funds or other property remaining at the time of termination of abandonment or dissolution of the Section shall be turned over to the SOT 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 Section.

**Article VII - Meetings**

**Section 1.** Meetings shall be held at least annually and as directed by the scientific and educational programs of the Section. The time and place of each meeting shall be established by the Program Committee and communicated to the membership at least 2 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 presentation to the President of a petition signed by 20% of the members in good standing.

**Section 3.** A quorum shall consist of 20% of the members in good standing.

**Section 4.** Executive Committee meetings shall be held at the discretion of the President provided that each of the members of the Committee is notified at least seven (7) days prior to the meeting.

**Article VIII - Dues**

Dues will be established by a majority of the Executive Committee after which they may be changed subject to vote by members of the Section.

**Article XIX - Committee**

**Section 1.** The Vice President shall be chairperson of the Program Committee whose members are appointed by the President. The Program Committee shall develop scientific and educational programs and provide copies of the programs to the Secretary-Treasurer who will, in turn, notify the membership.
**Section 2.** The President shall appoint other committees as required and shall automatically act as ex-officio member of such committees. Members of such committees shall serve at the discretion of the 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 Section or at 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.

Amendments accepted for future consideration and circulation shall be printed and circulated with a ballot to all members in good standing. A two-thirds 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 SOT before they become effective. This is done to ensure the Chapter that future changes in these By-Laws will have the same force as the original, which was so approved.