Toxicologic and Exploratory Pathology Specialty Section By-Laws

Revised 2011

ARTICLE I - NAME

The name of this organization shall be the Toxicologic and Exploratory Pathology Specialty Section of the Society of Toxicology, hereinafter designated as the Specialty Section.

ARTICLE II - OBJECTIVES

The objectives of the Specialty Section shall be as follows:

1. 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 through the tools of the toxicologic and experimental pathologists. Such activities would serve to highlight these scientific issues and foster risk assessments and regulatory policy appropriate for such issues.

2. To encourage proactive communication and interactions among toxicologists in government regulatory agencies, regulated industries, and academia regarding issues currently vital to the research and development of health care products and specialty chemicals vital to society.

3. To provide funding opportunities (travel awards) for students and postdoctoral trainees to attend the annual meeting of the Society of Toxicology.

No part of the net earnings of the Specialty Section shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the Specialty Section shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes herein-above set forth.

No substantial part of the activities of the Specialty Section shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the Specialty Section shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE III - MEMBERSHIP

Any member in good standing with the Society of Toxicology may become a member of the Specialty Section upon payment of Specialty Section dues.

ARTICLE IV - OFFICERS, COUNCILORS, AND REPRESENTATIVES

Section 1. The Officers of the Specialty Section shall be the Past President, President, Vice President, Vice President-Elect, and Secretary-Treasurer. There shall be two (2) Councilors. Only Full, Associate, Retired, or Emeritus members in good standing of the Society of Toxicology and the Specialty Section shall be eligible for election as officers in the Presidential or Treasurer chain.
**Section 2.** There shall be a Student Representative and a Postdoctoral Representative, who shall act as liaisons between the students and the postdoctoral fellows, respectively, and the Executive Committee.

**Section 3.** Officers, Councilors, and Representatives shall begin their terms of office on May 1 following the SOT Annual Meeting at which their election is announced or one month after the Annual Meeting if it is held, any year, after April 1.

**ARTICLE V - ELECTION OF OFFICERS, COUNCILORS, AND REPRESENTATIVES**

**Section 1.** The office of the Presidency shall be for a term of one year. The President, after serving one year, shall become Past President for one year, remaining on the Executive Committee to advise and support the successor. The President shall preside at all meetings.

**Section 2.** 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 Vice President-Elect shall be elected annually by a vote of the membership and shall become Vice President of the Specialty Section for one year after serving one 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 elected bi-annually by a vote of the membership for a term of two years.

**Section 5.** There shall be two Councilors. They shall be elected by a vote of the membership for a term of two years. One Councilor shall be elected each year.

**Section 6.** The Student and Postdoctoral Representatives shall be elected by a vote of the membership for a term of two years each.

**Section 7.** Elections shall be held annually by electronic ballot in the format deemed appropriate by the Society of Toxicology prior to the SOT Annual Meeting.

**Section 8.** In the event of a vacancy in an elective office, other than the Presidency or Vice 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 is completed and shall serve as President the following year. Similarly, the Vice President-Elect shall accede to the office of Vice President, should that office become vacant, until the unexpired term is completed and shall serve as Vice President the following year.

**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 the elected Officers and 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.
President shall keep in contact with developments in the field of toxicology and guide the Specialty Section in the formulation of constructive activities.

Section 4. The Specialty Section shall comply with the following provisions in order to retain its status as an authorized body within the Society of Toxicology:

a. The Specialty Section shall provide annual reports of its activities for the current year as well as plans of programs, activities, and finances for the following year. Annual reports shall be submitted to the Society of Toxicology by the required date of each year.

b. Annual reports shall be reviewed by the SOT Council, which shall consult with the Specialty Section as necessary.

c. Specialty Section policy statements must be reviewed and approved by the Society of Toxicology Council prior to release.

Section 5. The Secretary-Treasurer shall have fiduciary responsibilities for all monies of the Specialty Section and shall authorize all disbursements as appropriate. The Secretary-Treasurer shall transmit to the successor in office all property of the Specialty Section in his/her possession. The Secretary-Treasurer shall keep an accurate record of all transactions of all meetings.

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

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.

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 Executive 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

The dues are established by SOT Council and are the same for all Specialty Sections. A request for variance from the established rate shall be directed to SOT Council. Special fees outside of the dues structure can also be collected if pre-arranged through the Specialty Section Liaison.

ARTICLE IX - COMMITTEES
Section 1. The Vice President shall serve as Chair of the Program Committee and, as such, shall lead the process of proposal selection for the next annual Society of Toxicology meeting. All Executive Committee members will participate in this process. The Executive Committee, Specialty Section members, and other interested individuals will develop scientific and educational programs consistent with the objectives of the Specialty Section and upon final decision shall notify the membership of endorsed (primary and secondary) proposals. The Vice President will complete arrangements for speakers and provide the Secretary-Treasurer with the program. The Secretary-Treasurer will, in turn, notify the membership.

Section 2. The President shall appoint any other committees as required and shall automatically act as an ex-officio member of such committees. Members of such committees shall serve at the discretion 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 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.

Section 2. Amendments accepted for future consideration and circulation shall be forwarded to the Specialty Section Staff Liaison to be 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 3. 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 that future changes in these By-Laws will have the same force as the original, which was so approved.