

Society of Toxicology  
Biotechnology Specialty Section  
BYLAWS  
Revised 2018

**ARTICLE I –NAME**

The name of this organization shall be the Biotechnology Specialty Section of the Society of Toxicology, hereafter designated as the Specialty Section.

**ARTICLE II—DEFINITION AND OBJECTIVES**

**Section 1.** Definition. The term “biotechnology” can be defined as any technological application that uses biological systems, living organisms, or derivatives thereof, to make or modify products or processes for specific use (The United Nations Convention on Biological Diversity, 2008). This broad term encompasses applications in human health (therapeutics and diagnostics), agriculture and crop production, industrial uses, and environmental use and impact. Examples include (but are not limited to): biotechnology-derived proteins; gene therapies; vaccines; blood-derived products; imaging agents; molecular diagnostics; genetically-modified organics (crops, foods, and animals); biodegradable plastics; biofuels; biodefense; and bioremediation.

**Section 2.** The objectives of the Specialty Section are:

1. To serve as the focal point for interaction of members of the Society of Toxicology interested in biotechnology;
2. To foster the evolution of scientifically relevant approaches to and interpretation of toxicological aspects that are unique to biotechnology-derived products and processes;
3. To develop, propose, and conduct a variety of cutting-edge programs and educational activities that emphasize the latest developments and issues in biotechnology;
4. To relate the developments in biotechnology to the activities of the SOT and to the toxicology/environmental health sciences community-at-large;
5. To facilitate education and discussion of, and the generation of position papers and review articles on, key issues in the rapidly evolving biotechnology landscape such as translational pharmacology and toxicology (in vitro to in vivo; animal to human), biomarkers, mechanisms of toxicity and target validation, study design and endpoint validation, manufacturing processes and other quality attributes, safety strategies, and overall risk evaluation of these entities;
6. To act as a resource not only to the SOT but broadly at the national and international level in the area of biotechnology.

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 organization 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**

Members in good standing of the Society of Toxicology shall become members of the Specialty Section upon payment of Specialty Section dues.

### **ARTICLE IV—OFFICERS, COUNCILORS, AND REPRESENTATIVES**

**Section 1.** The Specialty Section Officers shall be President, Vice President, Vice President-Elect, and Secretary/Treasurer; there shall be three Councilors. Only Full, Associate, Retired, or Emeritus members in good standing of the Society of Toxicology and the Specialty Section shall be eligible to serve 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. Eligibility during the term requires current enrollment in a graduate program for Student Representatives and engagement in a formal mentored postdoctoral position for Postdoctoral Representatives.

**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 President shall serve for a term of one year, becoming immediate Past President in the following year. The President shall preside at all meetings.

**Section 2.** The Vice President shall become the 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.** A 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 the 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 three Councilors. Two Councilors shall be elected by a vote of the membership for a term of two years. The third Councilor shall be the immediate Past President.

**Section 6.** The Student and Postdoctoral Representatives shall be elected by a vote of the membership for a term of two years each. In the event that there is only one student or one

postdoctoral member of the Specialty Section, the existing member will be invited to serve as the Student or Postdoctoral Representative (as appropriate). Should an individual decline the invitation, there shall be no representative to the Executive Committee for that year.

**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 President or Vice President, the Executive Committee may make an appointment or 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. Similarly, the Vice President-Elect accedes to the office of the Vice President, should that office become vacant, until the unexpired term of the Vice Presidency is completed and shall serve as Vice President the following year. A special election must be held to fill the office of Vice President-Elect, should this office become vacant; however, the Executive Committee may make an appointment to fill the vacancy until such time that an election can be conducted.

## **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 Student and Postdoctoral Representatives will serve in an advisory capacity as non-voting members of the Executive Committee. The President of the Specialty 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 shall 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 succeeding order of Officers shall preside.

**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; no part of any such funds or property shall inure to the benefit of any member or officer of, or person associated with, the Specialty Section.

## **ARTICLE VII— MEETINGS**

**Section 1.** Meetings of the membership shall be held at least annually and according to council approved specialty section procedures and guidelines, and shall be 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 the presentation of a petition to the President, signed by at least 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 notice of at least seven (7) days is given.

## **ARTICLE VII—DUES**

Dues are established by the Society of Toxicology and are the same for all Specialty Sections. Any request for variance from the established rate shall be directed to the Society of Toxicology Council. Special fees outside of the dues structure can also be collected if pre-arranged through the Specialty Section Council Contact.

## **ARTICLE IX—COMMITTEES**

**Section 1.** The Program Committee shall develop and/or review scientific and educational program proposals consistent with the objectives of the Specialty Section, and upon final decision shall notify the membership of endorsed proposals. The Vice President shall be the Chair of the Program Committee. Membership on the Program Committee shall be by appointment of the Chair, and will include the Vice President-Elect and the President. Members will be encouraged to volunteer for membership on the Program Committee at the Annual Meeting (e.g. sign-up sheet).

**Section 2.** The President shall appoint 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 President.

**Section 3.** If an Awards Committee is formed, members of the Awards Committee and current Specialty Section Officers are not eligible to be nominated for an award in the year(s) of service.

## **ARTICLE X—AMENDMENTS**

**Section 1.** Amendments to these Bylaws may be presented by any member of the Specialty Section in good standing at any regular meeting of the Specialty Section or at any special meeting called for that specific purpose. They shall be presented in written form 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 affirmative vote on the ballots returned within the specified time frame shall be necessary for adoption of any amendment.

**Section 3.** Amendments to these Bylaws must be approved by the Council of the Society of Toxicology before they become effective. This is done to ensure that future changes in these Bylaws will have the same force as the original, which was so approved.