SOCIETY OF TOXICOLOGY
IMMUNOTOXICOLOGY SPECIALTY SECTION
BYLAWS
Revised 2011

ARTICLE I - NAME

The name of this organization shall be the Immunotoxicology Specialty Section of the Society of Toxicology hereafter designated as the Immunotoxicology Specialty Section or ImTox SS when abbreviated.

ARTICLE II - OBJECTIVES

The objectives of the Immunotoxicology Specialty Section are:

A. To serve as the focal point for interaction of members of the Society of Toxicology interested in Immunotoxicology.

B. To develop, propose, and conduct programs and educational activities that emphasize the latest developments in Immunotoxicology.

C. To relate those developments to the activities of the Society of Toxicology and to stimulate new growth in Immunotoxicology as it relates to the science of toxicology.

D. To act as a resource to the Society in the area of the Section’s interest.

No part of the net earnings of the Immunotoxicology 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

All members in good standing of the Society of Toxicology shall become members of the Immunotoxicology Specialty Section upon payment of Specialty Section dues.
ARTICLE IV - OFFICERS, COUNCILORS, AND REPRESENTATIVES

Section 1. The Immunotoxicology Specialty Section Officers shall be President, Vice President, Vice President-Elect, Immediate Past President, and Secretary/Treasurer. There shall be a Senior Councilor and a Junior Councilor.

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. These representatives shall be chosen by the President in conjunction with the presiding Specialty Section Executive Committee. The terms of these representatives shall generally be for two years and may be initiated in alternate years. Deviation from these terms shall be at the discretion of the President but shall not violate SOT standard practice.

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 AND COUNCILORS

Section 1. President - The office of the Presidency shall be for a term of one year. The President, after serving one year, shall be designated Immediate Past President for one year. The President shall preside at all meetings.

Section 2. Vice President - The Vice President shall become the President of the Specialty Section after serving one year as the Vice President. The Vice President shall serve in the absence of the President.

Section 3. Vice President-Elect - The Vice President-Elect shall be elected annually by a majority vote of the ballots cast by the membership, and shall become the Vice President of the Specialty Section for one year after serving one year as Vice President-Elect, becoming President and Immediate Past President in the two subsequent years. The Vice President-Elect shall serve in the absence of the President and the Vice-President.

Section 4. Secretary/Treasurer - The Secretary/Treasurer shall be elected bi-annually by a majority vote of the membership for a term of two years.

Section 5. Councilors - There shall be two Councilors. The Junior Councilor shall be elected annually by a majority vote of the ballots cast. The Junior Councilor shall accede to the office of Senior Councilor for one year after serving one year as Junior Councilor.
Section 6. Elections shall be held annually in the format deemed appropriate by the Society of Toxicology (e.g., electronic or mail) prior to the SOT Annual Meeting.

Section 7. In the event of a vacancy in an elective office other than the Presidency or Vice 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 succeeds to that office until the unexpired term is completed and shall serve as President in the following year. In the event of a vacancy in the Vice Presidency, the Vice President-Elect succeeds to that office until the unexpired term is completed and shall serve as Vice President in the following year. In the event of a vacancy in the Senior Councilor office, the Junior Councilor accedes to that office until the unexpired term is completed and shall serve as Senior Councilor in the following year.

Section 8. 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 two Councilors. The President of the Section shall be the chairperson of the Executive Committee. Four of the 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, e.g., organizing the annual Specialty Section reception. 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 by the Immediate Past President.

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 is responsible for maintaining the budget of the Specialty Section and reconciling accounts with those maintained by the Society of Toxicology.

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.

The Secretary/Treasurer shall keep an accurate record of all transactions of all meetings of the Section and the Executive Committee and shall maintain electronic copies of these minutes. All meeting minutes shall be posted by the Secretary/Treasurer or sent to the Communications Committee for posting to the Specialty Section’s Leadership Community within ToXchange. The Secretary/Treasurer will maintain an e-mail distribution list for the current Executive Committee.

The Secretary/Treasurer shall transmit to the successor in office all funds, property, and relevant electronic files of the Specialty Section in their possession.

ARTICLE VII - MEETINGS

Section 1. Meetings of the general membership shall be held at least annually at the Society of Toxicology Annual Meeting and as dictated by the scientific and educational programs of the 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, in person or electronic, 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 membership 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 days prior to the meeting.

ARTICLE VIII - DUES
Dues are established by the Society of Toxicology Council and are the same for all Specialty Sections. A request for variance from the established rate shall be directed to the Society of Toxicology Council.

ARTICLE IX - COMMITTEES

Section 1. Program Committee - The Vice President-Elect shall be Chairperson of the Program Committee. The Program Committee shall develop scientific and educational programs and provide copies of the programs to the Communications Committee who will, in turn, notify the membership via the Newsletter and/or via broadcast e-mails.

Section 2. The President shall appoint other committees (new or ad hoc) 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.

ARTICLE X – TERMINATION

Any Specialty Section funds or other property at the time of termination or abandonment or dissolution of the Section shall be turned over to the Society of Toxicology and shall become a part of the Society’s general funds.

ARTICLE XI - AMENDMENTS

Section 1. Amendments to these By-Laws may be presented by any member of the Specialty Section in good standing at any regular meeting of the Section or through a special forum or member communication for that specific purpose as approved and facilitated by the Society of Toxicology. They shall be presented in writing and shall be offered to the membership present at that meeting or through that communication 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 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 the Section that future changes in these By-Laws will have the same force as the original document, which was so approved.