

**GUIDELINES AND OPERATIONS MANUAL
DIVISION OF CHEMICAL TOXICOLOGY**

AND

***BYLAWS OF THE
DIVISION OF CHEMICAL TOXICOLOGY
OF THE
AMERICAN CHEMICAL SOCIETY**

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H. Guidelines and Operations Manual

Division of Chemical Toxicology

To be reviewed after two years for the 2007 meeting

I. Review Objects and Mission

The objects of the Division of Chemical Toxicology, hereinafter referred to as the "Division", are the same as those of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as the "SOCIETY", and additionally are (1) To provide a forum for the meeting, presentation, and discussion of research in the field of chemical toxicology that will bring together those chemists working in fields such as chemical mechanisms of acute and chronic toxicity, chemical carcinogenesis, mutagenesis, and teratogenesis, the nature of DNA, RNA, and protein reactions with highly reactive endogenously produced compounds, the development of pertinent analytical methodology, the identification of mechanisms of toxic chemical formation, the development of appropriate intervention and prevention strategies, the development of mechanism based drugs, and other related subdisciplines as they emerge. (2) To encourage further research into the mechanisms of chemical toxicity. (3) To provide a sound and fundamental scientific basis for risk assessment. (4) To provide a basis for the continuing education of our fellow chemists, related scientists, and students of chemistry in the area of chemical toxicology, and to jointly sponsor, with other SOCIETY divisions, symposia and other programs of mutual interest. And, (5) to increase the public welfare through an elucidation of the connection between chemical structure and biochemical action which results in toxic reactions.

II. Role of Each Officer

A. Chair

The most important function of the Chair is to make sure that the Division maintains its vitality and strength with respect to the Division's objects and mission. In the past this has been achieved principally by working with the Executive Committee and officers of the Division. It is the responsibility of the Chair to establish meetings of the Executive Committee and to confer regularly with members of the Executive Committee by means of telephone and e-mail with respect to Divisional matters. (See the section below on Meetings, regarding the timing and place of Executive Committee meetings.) It is very important that the Chair delegate responsibility for the various functions of the Division. The more people who are involved in participating and actively running the Division, the stronger the Division will be. Every effort should be made to include a large cross-section of the membership in the leadership of running the Division. At the writing of this Operations Manual, the Division has nearly 1000 members. The relatively rapid growth and strength of the Division can be attributed, principally, to the quality of the divisional leadership, its programming, and its timeliness within the field of Chemistry as a whole. The fact that the leadership of the Division so far has included many of the most prominent scientists in the field has been a major factor in the success of the Division. Many meeting participants and members of the Division have been drawn to this group because of the scientific stature of its leaders.

Toward this end, one of the most important jobs of the Chair is to appoint the committees of the Division and to make decisions in concert with the Executive Committee with regard to new committees that may be needed. Each year, the Chair and the Executive Committee need to review the committee membership and bring new people on to the committees.

The Chair should call at least one regular meeting of the Executive Committee to be held at the ACS meeting in which the Division is participating by means of a program. Other meetings, if deemed necessary by the Chair or the EC, could be held at another societal meeting or arranged separately. In

addition, the Chair should confer by means of teleconference, or other convenient means, with the committee regularly regarding items of importance. It is important that the Chair, in concert with the Executive Committee and the Program Chair, make decisions regarding the timing of future meetings where programming will be presented. A schedule of tentative meetings as far as 5 years in the future is advisable. The Chair should see to it that these meetings regularly involve either other divisions of the Society or other Societies. In the past, the Division has made a good deal of money by cooperating with at least one other Society on a meeting away from the ACS site. Strong consideration should be given to meetings at other sites and with foreign Societies of like mind.

It is imperative that the Chair maintains frequent contact with the Treasurer and be, at all times, aware of the financial status of the Division. Both the Chair and the Treasurer should to make sure that the accounts of the Division are audited annually. The Chair should work with the Executive Committee and delegate to the members of this committee the responsibility of seeking outside sources of income for our awards and our programming.

The Chair will receive a constant set of communications from the ACS national offices and officers. It is important that the Chair be attentive to this and respond appropriately, or delegate an appropriate leader in the Division to respond. Communicating with the national organization can be onerous and the Chair should not feel full burden and responsibility for doing this. The Chair should be responsive to special ACS agendas, particularly as they relate to Division programming and opportunities connected thereto.

B. Chair Elect

The responsibilities of the Chair-Elect are to attend the annual leadership conferences for officers, to pay particular attention to programming issues within the Division, and to assist the Chair as may be requested by that individual. It is also the responsibility of the Chair-Elect to preside at meetings of the Executive Committee when the Chair is absent, as is specified in the Bylaws of the Division. Additional duties of the Chair Elect include providing annual review of the Operations Manual and Bylaws, serving on the Program Committee, familiarizing the new Chair with programming issues, serving on the Finance and Development Committee, representing the Division at the ACS Joint Programming Committee, and working with the Chair to become familiar with all Division Committees.

C. Past Chair

The duties of the Past Chair are principally two, in nature. The most important one is to assist the Chair in such a way as to provide continuity of leadership within the Division. The Past Chair also serves as a member of the Nominating Committee and as a liaison to the Committee of Divisional Activities of the ACS. The latter is an important one for the technical divisions of the ACS. In addition, the Past Chair should participate in the ad hoc planning sessions of the National ACS to represent divisional interests.

D. Secretary

The duties of the Secretary include keeping an active role of the Division. The role is provided by the national organization and is updated several times a year. It is then important for the Secretary to send the role, in digital form, to the other officers as may be needed by them. It is also the responsibility of the Secretary to file a yearly report with the ACS. This should be done according to the deadlines established by the national organization. Failure to do so can result in compromised funding from the dues from the national organization. The Secretary is responsible for taking minutes at Executive Committees and the general business meetings of the Division. Once these minutes are put in a more formal form, it is the responsibility of the Secretary to provide them to the members of the Executive Committee and any other individuals who may request them. The Secretary is also responsible for

informing the Nominating Committee as to open offices. This should be communicated in May of each year. Once the nominations are secured, it is the responsibility of the Secretary to make up and distribute the ballots electronically to the membership. Immediately after the Fall ACS Meeting, the secretary should initiate the TOXI elections process. This involves contacting each candidate and requesting a half page bio-sketch (get electronically). Next the election materials, which consist of a copy of the bio-sketches, the ballot and a return envelope (no postage on it) is sent to all of the TOXI membership (about 980 members at last count). This work may be done through a mailing service and the invoice is sent to the TOXI Treasurer for payment. Prior to mailing the election materials, coordinate with the TOXI Newsletter Editor. Have the Editor prepare a TOXI Newsletter and forward it to you so you can also include a copy of the Newsletter in the mailing. Count the returned ballots, and have two other Division members assist in counting and verification of the ballots. Then, notify the winners and losers, notify the EC of the election results and remind the Publicity Chair to put the election results on the TOXI web site.

Sometime in October, the secretary will receive a request from ACS for the election results, and the names of the TOXI Officers and Councilors for the up-coming year. The deadline for this information is Dec.1, so the election results must be in prior to this date.

The Secretary is also responsible for answering all communication requests from the national organization that are related to the Secretary's office. The Secretary is responsible for notifying the national organization with respect to changes in officers. It is important that the Secretary be provided with the necessary financial assistance to meet the obligations of that office. Normally, this should principally be related to the expenses of conducting the election; additional requests can be made either to the Treasurer or to the Executive Committee should there be unusual expenses.

It is the responsibility of the Secretary to attend any annual or bi-annual conferences conducted by the national organization for Secretaries of Divisions. Attendance at these meetings should not be at the expense of the individual filling the Secretary's position.

E. Treasurer

The Treasurer is the Chief Financial Officer of the Division of Chemical Toxicology. It is the responsibility of that individual to be bonded, and for the Chair to ascertain that the Treasurer is bonded. The Treasurer is responsible for setting up the bank accounts for the Division, for receiving income to the Division and for making disbursements. It is also the responsibility of the Treasurer to see that a financial statement is prepared annually for presentation to the Executive Committee and that the financial report be filed to the national offices of the ACS as stipulated by the national offices. The Treasurer should be a member of the Finance and Development Committee, but not it's Chair. The Treasurer, in concert with the Finance and Development Committee, should submit the accounts of the Division for yearly audit and report the results to the Executive Committee of the Division.

It is also the responsibility of the Treasurer to attend special meetings for Division Treasurers as organized by the national ACS. The Division shall assure that the Treasurer be provided with the appropriate financial resources, including the hiring of staff, to assure the timely conduct of his/her responsibilities.

F. Program Chair

(See section below on Program Committee)

G. Councilors

The number of Councilors depends upon the size of the Division. At the current time, the Division has one Councilor and one Alternate Councilor. It is the primary responsibility of the Councilors to represent the Division at the national ACS meetings. This means that either the Councilor or the

Alternate Councilor should attend every national ACS meeting and be attentive to all of the national issues for which the Council of the ACS is responsible. Since the Council is the chief governing body of the ACS, this task can be somewhat time-consuming and it is therefore suggested that the Councilor and the Alternate Councilor divide the duties and communicate with each other as appropriate. National ACS guidelines require that the expenses for the Councilor at national ACS meetings be paid by the Division. It is imperative that the Councilors bring to the attention of the Division, through the Chair or through the Executive Committee, any special issues that are of concern to the Division. Similarly, should the Division have concerns related to national ACS policy; these should be communicated through the Councilors.

III. Committees

A. Executive Committee (prescribed in Bylaws)

As stipulated in the bylaws of the Division, the Executive Committee consists of all elected officers, including the Councilor and the Alternate Councilor of the Division and the Program Chair, who is a designated officer of the Division. In addition, there are three members of the Executive Committee that are elected at-large for three-year terms. The terms are staggered so that a new member of the Executive Committee is elected each year. In nominating members for the position of Executive Committee member-at-large, the Nominating Committee should be mindful of the importance of keeping the leadership both geographically broad, and representative of the many scientific interests and professions that embody the membership of the Division. It is also important when nominating these positions to consider issues of diversity in all respects, and then to think about people who could then be nominated later for other positions as officers of the Division. The other members of the Executive Committee are the Chairs of the major committees of the Division, as appointed by the Chair of the Division. At the present time, this includes the Chairs from the Membership Committee, the Finance and Development Committee, the Program Committee, the Nominations Committee, the Awards Committee, the Editor of the Newsletter and the Chair of the Publicity and Communication Committee.

The main function of the Executive Committee is to advise the Chair and other officers of the Division with respect to significant decisions and the course of the Division. Perhaps the most important function of the Executive Committee is the appointment of the Program Chair Select, who then becomes the Program Chair. In terms of the success of the Division, the position of Program Chair is one of the most important. As indicated below, the Executive Committee should have at least one meeting per year. Other meetings, if deemed necessary by the Chair or the EC, could be held at another societal meeting or arranged separately. The Chair is responsible for setting the agenda of the Executive Committee meetings.

B. Program Committee (appointed)

As stated above, the Program Committee is one of the most important committees in the DCT. It is responsible for providing the scientific program of the Division, which is the major service of the Division. In this regard, it is important for the Program Committee to identify key scientific developments and plan for meetings even as far as five years ahead. Working with the Executive Committee of the Division and the Chair of the Division, the Program Committee Chair is responsible for appointing a Program Committee that represents the diverse interests of the Division. One person who should be a member of this committee is the Editor and/or an Associate Editor of the journal *Chemical Research in Toxicology*. The Chair of the Division, or as may be designated, the Chair-Elect of the Division, should be an ad-hoc member of this committee. Ideally, the committee should have a membership of about eight individuals.

The Program Chair has the responsibility of calling Program Committee meetings which are held separately from the Executive Committee Meetings. The Program Chair should report to and act as a liaison between the Executive Committee. One meeting of the Program Committee should be held at the national ACS meeting at which the Divisions programs.

It is the responsibility of the Program Chair to attend the annual meetings for Program Chairs which are sponsored by the national office. It is at these meetings that the Program Chair can hear requests from other Divisions with respect to joint programming and make decisions in that regard as are appropriate. As the Program Chair ends his/her respective term, it should be seen that the Program Chair-Select attends this meeting so that this individual can be appropriately trained with respect to the technical issues of programming.

In addition to being attentive to the needs of the ACS concerning programming, the Program Chair and the Program Committee should execute vision with respect to the future scientific needs of the discipline and the Society. In this regard, consideration of meetings with domestic, international and foreign societies is desirable and should be pursued.

The balance of the programming in the Division between symposia and contributed presentations should be discussed. It is also important to regularly discuss the issue of the length of presentations and the most desirable format. As originally envisioned by the initial Division officers (Loeppky and Hecht), every attempt was made to emphasize oral presentation. The reason for this is that in an interdisciplinary scientific meeting, much can be learned from oral presentation. While it is possible to give much programming through poster presentations, often times the venue is not conducive to wide dissemination of scientific knowledge. This and other issues need to be discussed by the Program Committee and the Executive Committee at regular intervals.

The Program Chairs, past and present, have been developing a program manual which is attached to this document as an appendix.

C. Membership (appointed)

Initially, the objective of the Membership Committee was to increase the membership of the Division and to solicit members from a variety of scientific and public sectors. The original work of the Division in this area was relatively successful, and at the current time the membership is increasing without much effort on the part of the Membership Committee. Nevertheless, it is the duty of the Membership Committee to ensure, not only that the Division continues and to seek new members, but to communicate with the members by means of a newsletter or by separate mailing to establish what type of activities the Division can run in order to better service the member's interests. To bolster efforts to increase membership from industry, the Membership Committee should have at least one member from industry and should attempt to build a much stronger liaison with this cadre of our membership. The Membership Committee should also take directives from the Chair and be responsive to requests from the national organization with regard to programs offered by them for development and continued maintenance of strong Divisional membership.

D. Finance and Development (appointed)

The Division now faces serious financial strains from programming for a growing membership. To move TOXI into a better financial situation, the Finance and Development Committee now consists of three appointed members along with the Chair Elect, the Treasurer, and the Chairs of the Program and Membership Committees. There are two major functions of the Finance and Development Committee. The first, and most important, is to seek ways of raising funds so that the programming of the Division can be maintained. In the past this has been done in several ways. Individuals running symposia in the Division have been requested to seek external funding to support the symposia, principally from the NIH or industrial sources. The Division has been very successful in raising monies by this means. However, there are more significant fund raising activities to consider, including joint sponsorship of meetings with other societies, such as the International Society for the Study of Xenobiotics (ISSX), and sponsorship of

workshops. The Finance Committee should also seek to get contributions from interested industrial partners. This again can best be done by having industrial membership on the committee and seeing that they are well represented on the Executive Committee in the Division.

The other function of the Finance Committee is to ensure that the Treasurer is performing his/her office in accordance with the Bylaws of the Division, and that the accounts of the Division are audited regularly and are in good standing. A small sub-committee could easily manage this activity. The committee should, of course, report to the Chair and the Executive Committee of the Division.

E. Nominations (prescribed in Bylaws)

The Nominating Committee shall consist of three members elected annually. The candidate who receives the greatest number of votes shall serve as Chair. In case of a tie, the tie will be broken by a vote of the Executive Committee.

Each year the Secretary of the Division contacts the members of the Nominating Committee and stipulates the offices that are to be filled. In making the nominations, the committee should be attentive to issues of diversity and look for broad representation within the membership of the division. The nominations should be submitted to the Executive Committee at their meeting which falls during the national ACS meeting. At the business meeting of the general membership, the Chair should open the floor for additional nominations. Once the nominations are closed, the Secretary should be informed as to the nominees and prepare the ballots accordingly.

F. Awards (appointed)

At the present time, the Awards Committee has two functions. One of these is to nominate individuals for the Annual Honorary Address at the National meeting of the Division, which is given at the annual meeting and carries a significant honorarium. The other current function of the committee is to arrange the awards for the best graduate student and best post-doctoral student presentations that are given at the annual ACS meeting in the Division programming. Currently, two awards are given in each area and carry honoraria of \$500 and \$250, respectively.

It is also the responsibility of the Awards Committee to recommend to the Executive Committee any new types of awards which they believe should be given. Additionally, the Executive Committee should be make recommendations to the Awards Committee with respect to additional types of awards.

G. Publicity and Communication (appointed)

At present, the principal role of the Publicity and Communication Committee is to provide the Divisional web page and to ensure that it is current. Ideally, publicity for the Division should be sought in the form of communications through *Chemical and Engineering News*. Perhaps this can be done in cooperation with the editor of *Chemical Research in Toxicology* as important papers appear that are worthy of special attention that might fit to *Chemical and Engineering News*, or in other journals of interest and relevant to the work of the membership of the Division. These could also be featured in the Newsletter.

H. Newsletter (appointed)

Currently the newsletter is the responsibility of the Editor of the Newsletter. It is important that the Editor be kept abreast of all of the activities of the Division and that person be included and informed both with respect to programming and other issues. It is desirable to expand the Newsletter function to include several other participants who represent different interests within the Division. It is also desirable to be able to write feature articles for the newsletter so that it is just not an entity to solicit and to provide announcements by the Division. Discussion is needed within the Executive Committee as to whether or not web publishing of the Newsletter is adequate or whether it should be published in printed form as

well. At this point, it is only published on the web, although we have previously printed the newsletter and sent it to all members.

IV. Meetings

A. Executive Committee Meetings

Ideally, there should be one Executive committee meeting per year and it should be held at the ACS National meeting at which the Division is programming. The meeting should be held either before or on the first programming day. Other meetings, if deemed necessary by the Chair or the EC, could be held at another societal meeting or arranged separately. The Program Chair should be attentive to the necessity of holding the meeting at this time and not schedule conflicting sessions. The Bylaws stipulate that certain items should be taken up before they are presented to the membership at the general business meeting. This, and the convenience of the officers, is the principal reason for the timing of the meeting as stipulated. This practice is followed most other ACS divisions.

B. General Business Meetings

An open general business meeting of the Division should be held at every national ACS meeting that the Division has programming for. Although it has been the practice of the Division to hold this meeting in a rather informal way, sometimes so informal that it has not been recognizable as a general business meeting, it is important that time be allotted where appropriate reports can be made, nominations solicited, votes taken, and new business presented, as stipulated in the Division Bylaws. A good time for such a meeting would be an hour or half-hour before the social reception of the Division.

C. General meetings at National meetings

At present it is the policy of the Division to program at one national ACS meeting per year. As the membership of the Division grows, this policy should be revisited to determine whether semiannual programming is advisable.

D. Meetings with other societies

The national ACS organization has placed increasing emphasis on the importance of division meetings which are jointly sponsored with other scientific societies, both domestic and foreign. The officer and members of the Division should always be attentive to such possibilities.

V. Acknowledgements

The Division wants to gratefully acknowledge the tireless efforts of Dr. Richard Loeppky for his leadership in organizing this operations manual.

**BYLAWS OF THE
DIVISION OF CHEMICAL TOXICOLOGY
OF THE
AMERICAN CHEMICAL SOCIETY**

**BYLAW I
OBJECTS AND MISSION**

Section 1. The objects of the Division of Chemical Toxicology, hereinafter referred to as the "Division", are the same as those of the AMERICAN CHEMICAL SOCIETY, hereinafter referred to as the "SOCIETY", and additionally are (1) To provide a forum for the meeting, presentation, and discussion of research in the field of chemical toxicology that will bring together those chemists working in fields such as chemical mechanisms of acute and chronic toxicity, chemical carcinogenesis, mutagenesis, and teratogenesis, the nature of DNA, RNA, and protein reactions with highly reactive endogenously produced compounds, the development of pertinent analytical methodology, the identification of mechanisms of toxic chemical formation, the development of appropriate intervention and prevention strategies, and other related subdisciplines as they emerge. (2) To encourage further research into the mechanisms of chemical toxicity. (3) To provide a sound and fundamental scientific basis for risk assessment. (4) To provide a basis for the continuing education of our fellow chemists, related scientists, and students of chemistry in the area of chemical toxicology, and to jointly sponsor, with other SOCIETY divisions, symposia and other programs of mutual interest. And (5) to increase the public welfare through an elucidation of the connection between chemical structure and biochemical action which results in toxic reactions.

**BYLAW II
MEMBERS AND AFFILIATES**

Section 1. Membership in the Division shall be open to all members of the SOCIETY. Any member of the SOCIETY, upon request to the Secretary of the Division and upon payment of the annual Division dues, shall be registered as a member of the Division.

A National Affiliate may apply to the Secretary to become a National Affiliate of the Division. Provided that dues established for National Affiliates are paid, a National Affiliate shall have all the privileges of membership in the Division except those of voting for or holding an elective position of the Division, or of voting on articles of incorporation and bylaws of the Division, or of serving as a voting member of its Executive Committee.

The Division shall also accept as Division Affiliates individuals who are not members or National Affiliates of the SOCIETY. The annual dues of affiliates shall be the same as dues for members but shall be not less than ten dollars (\$10.00) per annum and shall be paid directly to the Division. Both members and affiliates shall receive advance notices of meetings and symposia sponsored by the Division, in addition to copies of the abstracts of

papers to be presented before the Division at national meetings of the SOCIETY. Division Affiliates shall be entitled to all the privileges of membership in the Division except those of voting for or holding an elective position, of voting on articles of incorporation or bylaws of the Division, or of serving as a member of the Executive Committee. Division affiliation does not include privileges specifically reserved for SOCIETY members.

Section 2. Any member may resign from the Division by submitting a written resignation to the Secretary during the year for which dues have been paid.

BYLAW III DUES

Section 1. The annual dues of the Division shall be determined at the business meeting by majority vote.

Section 2. Members who have not paid their Division dues for two consecutive years shall be discontinued as members of the Division.

Division Affiliates and National Affiliates shall retain their status only so long as payment is made of Division dues. Nonpayment of dues will lead to immediate loss of affiliate status in the Division.

Section 3. Reinstatement of membership status requires payment of back dues.

BYLAW IV OFFICERS, COUNCILORS, AND THEIR DUTIES

Section 1. The officers of the Division shall be the Chair, the Chair-Elect, the immediate Past Chair, the Secretary, the Treasurer, and the Program Chair. No two officers may be from any one institution. In addition to the specific duties delineated for each officer, the duties of all officers shall be those required by the Constitution and Bylaws of the SOCIETY.

The Chair, the Chair-Elect, and the immediate Past Chair shall each serve two-year terms. The Chair-Elect shall accede to the office of Chair at the end of the term of office. The Program Chair-Select shall be appointed annually by the Executive Committee and shall assume the position of Program Chair in the following year. All other officers shall serve terms of two years. After rotation through the offices of Chair-Elect and Chair, an individual shall be eligible for election to one additional term of office.

Section 2. The Chair shall preside at meetings of the Executive Committee, carry into effect the decisions and recommendations of that committee, preside at business meetings of the Division, appoint regular and special committees of the Division, and perform such additional functions as are generally required of the Chair in similar organizations.

Section 3. The Chair-Elect shall fulfill the above duties in the absence of the Chair.

Section 4. The offices of Secretary and Treasurer may be occupied by the same individual.

Section 5. The Secretary shall keep a record of the proceedings of the Division and of the Executive Committee, maintain the rolls of the Division, send members such notices as the business of the Division may require, and transmit to the Secretary of the SOCIETY the names of all officers and standing committees of the Division within one month of their election or appointment; and in like manner notify the Secretary of the SOCIETY of any change of officers or standing committees during the year.

The Secretary shall be the custodian of the files of the Division. The Secretary shall send to each member and affiliate in good standing a copy of the abstracts of papers to be presented before the Division at the national meetings of the SOCIETY as soon as they become available for distribution.

Section 6. The Treasurer shall have charge of the funds of the Division and shall receive payments and make all disbursements subject to the approval of the Executive Committee. A report of the Treasurer shall be submitted to the Division at its annual meeting. The financial portion of this report shall be audited by a qualified external auditor.

Section 7. The Program Chair shall, in consultation with the members of the Program Committee, prepare the Divisional program for scientific meetings; assign the time to be allowed and the order of presentation of papers; and select and schedule the presiding chairs for sessions.

Section 8. There shall be as many Councilors elected as provided for in the Constitution and Bylaws of the SOCIETY and an equal number of Alternate Councilors. They shall be elected from the MEMBERS for a three-year term to begin the following January 1, or until a successor shall be chosen and qualified. They shall be eligible for reelection.

Section 9. The duties of the Councilors shall be to promote the interests of the SOCIETY and of the Division in the Council of the SOCIETY and to carry out the decisions of the Executive Committee and membership as decided at the business meeting of the Division.

BYLAW V THE EXECUTIVE COMMITTEE AND ITS DUTIES

Section 1. The Executive Committee shall consist of the Chair, the Chair-Elect, the immediate Past Chair, the Secretary, the Treasurer, the Program Chair, the Chair of the Nominating Committee of the Division, the chairs of appointed committees as designated by the officers, three members-at-large, and the Councilors and Alternate Councilors.

Section 2. The Chair, the Chair-Elect, the Secretary, and the Treasurer shall also be the officers of the Executive Committee.

Section 3. The Executive Committee shall fill any vacancies occurring among the officers of the Division; the persons so selected by the Executive Committee shall serve only until the next regularly scheduled election of officers, and their offices shall at that time be filled by

election by the membership. The term of office for such election shall be the remaining unexpired term of office of the vacancy. If the vacancy occurs immediately following an election, it will be filled as described elsewhere in these bylaws.

Section 4. The Executive Committee shall decide all matters pertaining to the policies of the Division in the interim between business meetings of the Division.

Section 5. The Executive Committee shall be the official representative of the Division and through the Chair, Chair-Elect, Secretary, Treasurer, and regular and special committees shall direct the activities. The Executive Committee shall meet at the regular meetings of the Division to consider the affairs of the Division and receive reports of committees. One meeting shall be held each year in connection with a national meeting of the SOCIETY.

Section 6. In the absence of the Chair, Chair-Elect, Secretary, or Treasurer, the Executive Committee shall have power to appoint temporary officers for any meeting. Five members shall constitute a quorum to transact business at a committee meeting. A majority of the Executive Committee voting on a proposition shall be required to ratify an action by correspondence.

Section 7. The Executive Committee shall have the authority to dismiss or discharge any committee or person appointed by the Chair, Chair-Elect, Secretary, or Treasurer and to appoint instead another person or to reconstitute a committee for the same or similar purposes. A majority of the entire number of the Committee shall be required to take such action. The foregoing shall apply also to any publications sponsored by the Division.

Section 8. The Executive Committee shall have the authority to accept grants and donations, to enter into contracts for funds which are to be used for furtherance of the objects of the Division, and to authorize expenditure of same. The acceptance or expenditure of such funds or contracts shall not be in conflict with the Constitution, Bylaws, or Regulations of the SOCIETY and shall, prior to their acceptance, receive the approval of the Board of Directors of the SOCIETY.

Section 9. The Executive Committee shall have the authority to sponsor all publications of the Division, provided the publications further the objects of the Division and are not in conflict with the Constitution, Bylaws, or Regulations of the SOCIETY. Expenditure of the funds generated by these publications shall not be in conflict with the Constitution, Bylaws, or Regulations of the SOCIETY.

Section 10. In conformity with governance documents of the SOCIETY, the issuance of a statement or espousal of a position regarding matters of national import by the Division will require advance approval by a majority of the members of the Division who respond by ballot; and any such statement shall be issued only in conformity with the Constitution, Bylaws, and Regulations of the SOCIETY indicated above. Notwithstanding the above prohibitions, the Executive Committee shall have the right to issue statements on behalf of itself, provided that (i) two-thirds or more of the members of the committee who respond in writing to a poll shall be in favor of the statement; (ii) the statement shall include appropriate disclaimers as required by the SOCIETY's documents; (iii) the statement shall show clearly that the group issuing the statement or taking the position is acting on behalf

of itself as the elected officers of the Division, and not on behalf of the SOCIETY or of the Division.

BYLAW VI
ELECTIONS

Section 1. The Nominating Committee shall consist of three members elected annually. The candidate who receives the greatest number of votes shall serve as Chair. In case of a tie, the tie will be broken by a vote of the Executive Committee.

Section 2. The Secretary shall notify the Chair of the Nominating Committee of the offices to be filled that year.

Section 3. The Nominating Committee shall name (a) two candidates for each office to be filled, except a single nomination may be made for the offices of Secretary, of Treasurer, or of Secretary-Treasurer, and (b) a slate of five candidates for the Nominating Committee, no two of whom shall be employed by the same organization.

Nominations for all offices shall also be allowed by petition. The name of any member received by the Secretary by April 1 and supported by the petition of 10 or more members (no more than two of whom shall be from any one institution) shall be added to the slate chosen by the Nominating Committee.

Section 4. Executive Committee members-at-large shall be elected by electronic ballot of the members of the Division. One position will be filled each year for a three-year term.

Section 5. Councilors and Alternate Councilors shall be elected by electronic ballot of the members of the Division. The Nominating Committee shall name approximately twice as many candidates as the number of vacancies that are anticipated in the Division's allocation of Councilors. Each member may vote for as many candidates as there are vacancies. The candidate, or requisite number of candidates, who receive(s) the most votes shall serve as Councilor(s), and those receiving the second largest number of votes shall serve as Alternate Councilor(s). Vacated terms for Councilor or Alternate Councilor will be dealt with as provided in the Bylaws of the SOCIETY.

Section 6. The final report of the Nominating Committee shall be made to the membership at a meeting of the Division coincident with a national meeting of the SOCIETY. The Secretary will arrange for the electronic balloting, consistent with the rules of Society, and will announce the elections in the Division Newsletter. All electronic voting must be completed within four weeks of the announcement. The date by which ballots must be counted will be specified in the Division Newsletter announcement.

Section 7. The electronic ballots shall be tallied by a committee appointed by the Chair and results reported by the Secretary to the Chair, the Division officers, and the membership (in the newsletter). The Secretary shall transmit the names of all officers (and Councilors and Alternate Councilors) to the Executive Director of the SOCIETY by December 1.

Section 8. If, immediately following the election, any elected officer or committee member is unable to serve, the person who received the next largest number of votes shall succeed to the position. Other vacancies shall be handled as prescribed elsewhere in these bylaws.

Section 9. The terms of all officers of the Division and Councilors and Alternate Councilors shall begin on January 1 following election, or until a successor shall be chosen and qualified.

Section 10. If there is a tie vote for one of the officers, a runoff election will be held following a recount. If there is a tie vote for one of the Councilors, the Executive Committee will decide which person becomes the Alternate Councilor.

BYLAW VII RECALL OF ELECTED OFFICIALS

Section 1. The elected officials of the Division (officers or elected Executive Committee members) are subject to recall for neglect of duties or conduct injurious to the SOCIETY. Councilors and Alternate Councilors are excluded from the recall provisions of these bylaws.

Section 2. The recall of an official shall be initiated when a signed petition, indicating in writing the specific charges and reasonable substantiating evidence, is submitted to the Chair from at least five (5) voting members of the Division. In the event the Chair is the official in question, the Chair-Elect shall receive the petition and shall assume the duties of the office of Chair with respect to this issue until the issue is resolved.

Section 3. The Chair shall without delay determine that the petitioners are aware of the gravity of their actions and the procedures to be followed. The Chair shall seek an alternate resolution to the problem and a withdrawal of the petition at this time. In the absence of a resolution to the problem, the Chair shall notify the members of the Executive Committee and call a special meeting within thirty (30) days.

- (a) The Executive Committee shall promptly continue the removal process or dismiss the petition as ill-founded or find an alternative solution to the problem. The Chair shall promptly inform the petitioners and the official of the decision of the Executive Committee.
- (b) If the proceedings continue, the Chair shall assign the duties of the official to another member of the Division until the issue is resolved.
- (c) If the proceedings continue, the official shall be offered an opportunity to answer the allegations in the petition before the Executive Committee.

Every reasonable effort shall be made to contact the official throughout this procedure. That effort shall include a certified letter to the last known address on the official SOCIETY membership rolls. Upon notification, the official shall have thirty (30) days to make a written response to the allegations. The Executive Committee shall decide whether to proceed after studying the official's response. The Chair shall inform the official and the petitioners of the decision of the Executive Committee.

If no contact with the official can be made after a reasonable effort, the Executive Committee may remove the official in question with a two-thirds (2/3) vote of the remaining members.

- (d) If the proceedings continue, the official in question shall choose one of the following options:
- (1) The official may resign.
 - (2) The official may request a recall vote in the same manner as the original election, which must be consistent with the Division bylaws. The voting membership shall be informed, through brief written statements prepared by the Executive Committee and the official, of the issues involved with the recall vote. Both statements shall be given to the voting membership before the vote is taken.
 - (3) The official may request a hearing and recall vote by the remaining members of the Executive Committee. A two-thirds (2/3) vote of the remaining members of the Executive Committee shall be required to recall the official.
 - (4) The official may choose not to respond and thus forfeit the position.

Section 4. Vacancies caused by a recall process shall be dealt with as prescribed elsewhere in these bylaws. The membership of the Division and the Executive Director of the SOCIETY shall be informed of the results of the recall process and replacement of the official.

BYLAW VIII MEETINGS

Section 1. There shall be a business meeting of the Division at each meeting of the Division. Business affecting the organization of the Division shall be transacted only at a Divisional business meeting coincident with a national meeting of the SOCIETY. Special meetings may be called by the Executive Committee.

The order of business shall be as follows: Reading of minutes, Report of the Executive Committee, Reports of the Secretary and Treasurer, Report of Committees and Discussions, Report of the Nominating Committee, Election of Officers, Unfinished Business, and New Business. The regular order of business may be altered or suspended at any session by the consent of two-thirds (2/3) of the members voting on the proposition.

Except as otherwise provided in these bylaws, the business meetings and Executive Committee meetings of this Division shall be conducted in conformity with *Robert's Rules of Order, Newly Revised*.

BYLAW IX
STANDING COMMITTEES

Section 1. The standing committees of the Division are Nominating and Program.

Section 2. Members of committees, except for the Nominating Committee, shall be appointed by the Chair of the Division for terms of two years. The Executive Committee shall determine the size of each committee. Chairs of the committees, except the Nominating and Program Committees, shall be designated by the Chair of the Division. Members and chairs of the committees shall be eligible for reappointment.

Section 3. Each standing committee shall, if feasible, meet at least once each year and shall submit an annual report to the Executive Committee at its fall meeting.

Section 4. The Program Chair shall be Chair of the Program Committee as provided elsewhere in these bylaws, and the Chair-Elect of the Division shall be a member *ex officio* of the Program Committee. The Program Committee will be responsible for organizing and scheduling all technical programs of the Division and will organize at least one technical meeting of the Division each year.

Section 5. The Chair shall appoint special committees of the Division to consider, conduct, and report upon such special matters as may be delegated to them.

BYLAW X
PAPERS

Section 1. The Executive Committee or the Program Committee shall be empowered to approve or reject papers submitted for presentation before any meeting of the Division.

Section 2. The rules for papers presented before meetings of the SOCIETY as outlined in the Bylaws and Regulations of the SOCIETY shall govern this Division.

BYLAW XI
AMENDMENTS

Amendments to these bylaws may be proposed, by submission in writing, at a business meeting of the Division, by the Executive Committee, or by petition signed by at least twenty-five (25) members. The proposed amendments shall be sent to the Secretary, who shall submit them to members of the Division for mail vote within two months of receipt. An amendment shall be adopted if it is approved by a majority of those members of the Division who return valid ballots.

An amendment to be effective must be consistent with the Constitution and Bylaws of the SOCIETY, but the inconsistency of any part of an amendment shall not invalidate the remaining provisions.

Amendments shall become effective when approved by the Committee on Constitution and Bylaws, acting for the Council, unless a later date is specified.

BYLAW XII
DISSOLUTION

Upon dissolution of the Division, any assets of the Division remaining thereafter shall be conveyed to such organization then existent as is dedicated to objects similar to those of the Division and the SOCIETY, or to the SOCIETY, so long as whichever organization is selected by the governing body of the Division at the time of dissolution shall be exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 as amended or under such successor provision of the code as may be in effect at the time of the Division's dissolution.

VII. Appendix