



- To recognize members who have made significant contributions to environmental, exercise, and thermal physiology, the affairs of the Section, and to the functions of the Society.

### **ARTICLE III: Membership**

- Membership is open to any member of the Society (student, affiliate, regular, emeritus, or honorary) who wishes to become a member. Section membership is conferred upon application to the Executive Director of the Society;
- Voting members are those regular APS members, in good standing, who hold primary affiliation with the Section.

### **ARTICLE IV: Officers**

#### **SECTION 1: Steering Committee Members**

The Steering Committee is responsible for the management and supervision of the affairs of the Section. Steering Committee Members will hold primary affiliation with the Section. The Steering Committee will consist of 12 members, seven elected and five appointed members. The elected members will include the Section Chair, and six Councillors representing the areas of environmental, exercise, and thermal physiology. The five appointed members, all appointed by the Section Chair (in consultation with Nomination Committee), include the Program Committee Chair, Committee-on-Committee representative, Liaison with Industry representative, International representative and Trainee Advisory Committee representative. The immediate Past Chair will serve on the Steering Committee for one year to help facilitate the transition process. All 12 elected and nominated members have full voting privileges and are expected to fully participate. In addition to the 12 primary members, the Editor of the Journal of Applied Physiology will serve as an ex-officio member.

The Chair of the Steering Committee will be the Section representative to the APS Section Advisory Committee (SAC). The Chair of the Program Committee will be the Section representative to the APS Joint Program Committee (JPC). The Section Chair will be the representative to the Section Nominations Committee.

It will be the responsibility of the Section Chair and Nominations Committee to insure that these three areas of physiology (environmental, exercise and thermal) are represented on the Steering Committee and that the number of Councillors/area reflects the interests of the membership. Three Councillors and a Chair attending either a Section Steering Committee or a Section Program Committee will constitute a quorum. It will be the responsibility of the respective Chairs to schedule one or more meetings a year to address these functions of the Section.

## **SECTION 2: Steering Committee, Program Committee, and Nominating Committee Responsibilities**

The Steering Committee is responsible for the governance of the Section and selection of individuals to receive Section awards or to be candidates for office. Steering Committee members, both elected and appointed, will normally serve a three-year term. Terms are to be staggered so that two Councillors, each from a different area, are elected each year. In the event the term of a Councillor is not completed, the Chair will appoint a replacement from the same area of physiology after consultation with the Nominations Committee. One year before the expiration of the term of the Section Chair, a new Chair will be elected and serve as Chair-Elect. The Program Committee consists of nine members that include the Program Committee Chair, the six elected Councillors, the International representative and the Trainee Advisory Committee representative. It will be the responsibility of this committee to develop the scientific program of the Section for the annual Experimental Biology meeting. One year before the expiration of the term of the Program Chair, a new Chair will be appointed. The Advisory / Nominations Committee will have the responsibility of recommending to the Section Chair qualified candidates with previous or current service on the Section Program Committee.

The Advisory / Nominations Committee will consist of current and at least two former chairs. It will be their responsibility to recommend to the Steering Committee the names of eligible candidates for the Adolph Lecture, Honor Award, Chair of the Steering Committee, Chair of the Program Committee, the Councillor's positions, and the positions with unfulfilled terms. The Advisory / Nominations Committee will receive nominations from the membership and the members of the Steering Committee before submitting their recommendations. To be eligible for Section Chair positions, candidates must have previous or current service on the Steering and Program Committees.

The Section Chair shall call and conduct meetings of the Steering Committee and supervise the election process in coordination with the Secretary-Treasurer. The Section Chair is authorized to appoint additional Sub-Committees that are necessary for the proper functioning of the Section.

The Secretary-Treasurer shall keep minutes of Steering Committee meetings and those of the Section Business Meeting. It will be his/her responsibility to maintain, prepare (with Section Chair) and distribute a Section newsletter, and maintain fiscal records. The Section Chair will appoint a Steering Committee member to serve as Secretary-Treasurer.

## **SECTION 3: Election of Officers and Terms of Office**

The terms of office shall be for three years. In unusual circumstances these terms can be extended by one year for the Chairs of the Steering Committee and the Section Program Committee provided they are currently serving on the Steering Committee and have received majority endorsement by the Steering Committee before the expiration of their respective terms.

The terms of office for all members of the Steering Committee shall begin or end at the annual Spring meeting of the Society.

**SECTION 4: Elections**

Nominations for a) membership on the Steering Committee, b) Adolph Lecturer, c) EEP Honor Award, and d) for APS leadership positions will be made annually in the Newsletter and in the electronic mail distributed by the Section. It will be the responsibility of the Advisory / Nominations Committee and the Secretary-Treasurer to coordinate these activities.

Elections will be by electronic balloting coordinated by the Membership Service Department of the Society. All elections will occur prior to annual Spring meeting of the Society with the results being announced at the Business Meeting of the Section.

**ARTICLE V: Dues will not be assessed**

**ARTICLE VI: Amendments and Quorums**

**SECTION 1: Amendments**

Amendments to these procedures must be proposed in writing or electronically (e.g., email) to the Steering Committee by at least five regular Section members at any time up to four months in advance of the Spring meeting of the section. Such proposed amendments should be endorsed by the Advisory / Nomination Committee, Steering Committee and then voted on by the membership.

**SECTION 2: Quorum**

For adaptation, amendments to these procedures must be approved by 2/3 quorum (at least 25 members voting) either at the annual meeting or by electronic ballot.

**ARTICLE VII: Awards**

Awards will be made as financial and other circumstances permit in order to recognize members who have made significant contributions to the Section, the American Physiological Society, and to the disciplines of environmental, exercise, and thermal physiology. When appropriate, recognition will be given to graduate students, post-doctoral fellows, and to distinguished researchers. Nominations will be announced in the newsletter and within the electronic media while the responses will be coordinated by the Nominations Committee of the Section.

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