

# *American Physiological Society*

## *Operational Guide*

*2014 Revision*



*9650 Rockville Pike  
Bethesda, MD 20814-3991*

# American Physiological Society

## Operational Guide

2014 Revision

**9650 Rockville Pike  
Bethesda, MD 20814-3991  
301-634-7118  
<http://www.the-aps.org>**

<b>Executive Office</b>	<b>301-634-7118, 301-634-7241(fax); awards@the-aps.org</b>
<b>Business Office</b>	<b>301-634-7160, 301-634-7241(fax)</b>
<b>Education Office</b>	<b>301-634-7132, 301-634-7098(fax); educatio@the-aps.org</b>
<b>Marketing Office</b>	<b>301-634-7015, 301-634-7241(fax)</b>
<b>Meetings Office</b>	<b>301-634-7967, 301-634-7241 (fax); meetings@the-aps.org</b>
<b>Membership Services</b>	<b>301-634-7171, 301-634-7241(fax); members@the-aps.org</b>
<b>Science Policy Office</b>	<b>301-634-7105, 301-634-7241(fax); sciencepolicy@the-aps.org</b>
<b>Publications Office</b>	<b>301-634-7070, 301-634-7243(fax); publicat@the-aps.org</b>
<b>Subscriptions</b>	<b>301-634-7180, 301-634-7241(fax); subscrip@the-aps.org</b>

# American Physiological Society Operational Guide 2014 Revision

## ALPHABETICAL LISTING OF CONTENTS

APS Policy for Dealing with Scientific Misconduct, Appendix C .....	181
Appendices (A-H).....	170
<b>Awards and Honors</b>	
AAAS Mass Media Science and Engineering Fellowship .....	153
ADInstruments Macknight Educator Award .....	152
Annual Reviews Award for Scientific Reviewing.....	152
APS Video Contest Award .....	154
Bodil Schmidt-Nielsen Distinguished Mentor and Scientist Award .....	155
Bowditch Lectureship.....	145
Cannon Physiology in Perspective Lectureship .....	145
Daggs Award .....	146
Dale J. Benos Early Career Award .....	152
David Bruce Undergraduate Research Award .....	154
Distinguished Lectureship Awards .....	146
Early Career Advocacy Fellowship Award.....	157
Excellence in Professional Student (MD or DO) Research Travel Award.....	155
Filley Memorial Awards .....	147
Frontiers in Physiology Professional Development Awards .....	156
Guyton Award for Excellence in Integrative Physiology .....	147
International Early Career Physiologist Travel Award .....	156
Physiologists in Industry Awards.....	150
Mandel Young Investigator Award .....	147
Minority Outreach Fellowship.....	153
Minority Travel Fellowship Awards .....	153
Perkins Memorial Award .....	151
Porter Fellowship Award .....	151
Research Career Enhancement Awards .....	149
Reynolds Award .....	150
S&R Foundation Ryuji Ueno Award .....	148
Science Fair Awards .....	156
Section-funded Awards.....	158
Section Sponsored New Investigator Awards.....	158
Section Sponsored Research Recognition Awards.....	157
Senior Physiologists Award .....	150

Teaching Career Enhancement Awards .....	149
tum Suden/Hellebrandt Professional Opportunity Awards .....	152
Undergraduate Research Excellence Fellowships.....	154
Undergraduate Summer Research Fellowship.....	154
Wang Young Investigator Award .....	148
Bank Accounts, Authorization to Open, Appendix F .....	198
Books .....	34
Chapter Guidelines: Chartering and Administration, Appendix G .....	181
Chapters .....	135
Code of Ethics, Appendix B .....	180
Committees .....	108
Animal Care and Experimentation .....	109
Awards .....	110
Career Opportunities in Physiology.....	111
Chapter Advisory Committee .....	112
Committee on Committees .....	113
Committee on Honors .....	114
Communications .....	115
Conference Committee .....	116
Ray G. Daggs .....	117
Education .....	118
Finance .....	119
Society Investments and Statement of Investment Policies .....	120
International Physiology .....	125
Joint Program .....	126
Membership .....	127
Guidelines .....	127
Evaluation of Applicant's Qualifications.....	127
Nominating .....	128
Perkins Memorial Fund .....	129
Physiologists in Industry .....	130
<i>Physiology</i> Joint Managing Board .....	140
Porter Physiology Development/Minority Affairs .....	131
Science Policy .....	132
Publications .....	133
Book Committee .....	134
Orr E. Reynolds .....	135
Section Advisory .....	136
Distinguished Physiologists .....	137
Trainee Advisory .....	138
Women in Physiology .....	139

Constitution and Bylaws of the American Physiological Society, Appendix A .....	170
Groups .....	62
Guidelines for Interactions Between Society Members and Headquarters Staff, Appendix H .....	186
Guiding Principles for Research Involving Human Beings, Appendix D .....	188
Guiding Principles for Research Involving Animals, Appendix E .....	194
Indemnification .....	2
<b>Journals</b>	
<i>Advances in Physiology Education</i> .....	33
<i>American Journal of Physiology</i> .....	28
<i>Articles in PresS</i> .....	34
<i>Comprehensive Physiology</i>	
<i>Journal of Applied Physiology</i> .....	31
<i>Journal of Neurophysiology</i> .....	31
<i>Journal Legacy Content</i> .....	34
<i>Physiology</i> .....	32
<i>Physiological Genomics</i> .....	32
<i>Physiological Reports</i>	
<i>Physiological Reviews</i> .....	32
<i>Physiology in Medicine</i> .....	33
<i>The Physiologist</i> .....	32
Management of the Society .....	1
<b>Meetings</b>	
Business Meeting .....	19
Conference Program .....	21
Council Meetings.....	16
Experimental Biology Management Agreement .....	26
Intersociety Meetings .....	24
Reimbursement Policy	
Council Meetings.....	17
Other Meetings.....	18
Spring Scientific Meeting .....	19
Policy Guiding Payment of Expenses of Symposia Speakers.....	20
<b>Membership</b>	
Membership Classes—Duties and Privileges .....	3

Member Class Transfers .....	7
Suspended Member .....	8
Dues .....	8
Expulsion or Disciplinary Action .....	9
<b>National Headquarters Management</b>	
Director of Communications .....	169
Director of Finance and Administration .....	161
Director of Government Relations/Science Policy .....	168
Director of Publications.....	162
Director Education Programs .....	163
Executive Director .....	159
Information Services Director .....	165
Director of Marketing .....	167
Director of Meetings/Membership Services .....	166
<b>Officers</b>	
Council .....	10
Executive Cabinet .....	11
Immediate Past President .....	15
Nomination and Election of Officers .....	12
President .....	14
President-Elect .....	15
<b>Representatives to Other Organizations</b>	
Council of Faculties and Academic Societies.....	142
FASEB Board .....	142
FASEB Committees .....	142
Other Organizations .....	144
<b>Sections.....</b>	
Awards .....	35
Section Operating Procedures .....	38
Cardiovascular .....	36
Cell and Molecular Physiology .....	40
Central Nervous System .....	42
Comparative & Evolutionary Physiology .....	44
Endocrinology and Metabolism.....	45
Environmental and Exercise Physiology .....	48
Gastrointestinal and Liver .....	49
Neural Control and Autonomic Regulation .....	52
Renal .....	54
Respiration .....	56
Teaching of Physiology .....	58
Water and Electrolyte Homeostasis .....	59
.....	60

**Society Affiliation ..... 141**

**Task Forces ..... 62**

# Introduction

The American Physiological Society (APS) is devoted to fostering education, scientific research, and the dissemination of information in the physiological sciences. Through its functions and activities, the Society plays an important role in the progress of science and the advancement of knowledge.

At its founding in 1887 the Society had 27 members. It now has more than 11,000 members and its growth continues. Most members have doctoral degrees in physiology and/or human or veterinary medicine.

The Society is a nonprofit tax-exempt scientific organization. In accordance with its Constitution and Bylaws (Appendix A), it is governed by an elected Council consisting of a President, President-Elect, Immediate Past President, and nine Councillors. The national headquarters of the Society is in Bethesda, Maryland, and the activities are managed by an Executive Director, who is appointed by and responsible to the Council.

## Management

The Society's Bylaws specify:

ARTICLE XII. Section 2. *Procedures and Customs.*

The Society shall maintain a current Operational Guide detailing the procedures and current customs of the Society operations as well as the duties and responsibilities of the officers, committees, and major employees. The Operational Guide shall be maintained current by the Executive Director as determined by the Council.

The Immediate Past President shall review biannually the Operational Guide. Revisions are approved by the Council and such changes shall be provided immediately to the Society officers, committee chairpersons, and section chairpersons, and the management staff of the Society.

Committee chairpersons and section chairpersons are urged to submit for Council's consideration any revisions to the Operational Guide deemed necessary.



## **Indemnification**

The Society shall indemnify an officer or Councillor and may, by resolution of the Council, indemnify an employee against any and all expenses and liabilities actually and necessarily incurred by him/her or imposed on him/her in connection with any claim, action, suit, or proceedings (whether actual or threatened, brought by or in the right of the APS or otherwise, civil, criminal, administrative, or investigative, including appeals) to which he/she may be or is made party by reason of he/she being or having been an officer, Councillor, or employee of the APS; provided, however, that there shall be no indemnification in relation to matters as to which he/she shall be adjudged in such claim, action, suit, or proceeding to be guilty of a criminal offense or liable to the APS for damages arising out of his/her own negligence or misconduct in the performance of a duty for the APS.

Amounts paid in indemnification of expenses and liabilities may include, but shall not be limited to, counsel fees and other fees; cost and disbursements; and judgments, fines, and penalties against and amounts paid in settlement by consent to such officer, Councillor, or employee, provided the APS has consented to such settlement. The APS may advance such expenses to or, where appropriate, may itself at its expense undertake the defense of any officer, Councillor, or employee provided that such officer, Councillor, or employee shall undertake to reimburse such expense if it should be ultimately determined that he/she is not entitled to indemnification.

The indemnification provided for in this article shall not be deemed exclusive to any other rights to which such officer, Councillor, or employee may be entitled under any law, bylaw, agreement, vote of the Council, or otherwise and shall not restrict the power of APS to make any indemnification permitted by law. Indemnification provided for in this article shall inure to the benefit of the heirs, executors, administrators, or other legal representatives of an officer, Councillor, or employee.

If any part of this article is found in any action, suit, or proceeding to be invalid or ineffective, the validity and the effectiveness of the remaining parts shall not be affected.

An officer, Councillor, or employee may invoke the provisions of this indemnification by making written application to the Society; in so doing he/she agrees to the terms and conditions of said indemnification.

# Membership

The Society's Bylaws specify:

ARTICLE III. Section 1. *Membership.*

The Society shall consist of regular, honorary, affiliate, emeritus, graduate student, undergraduate student and sustaining associate members.

ARTICLE III. Section 8. *Evaluations for Membership.*

Applications for potential regular, affiliate, and student members shall be reviewed by the Executive Director. If the applicants meet the criteria established by Council, they will be accepted immediately and so notified. The Executive Director will inform Council of the names of the new affiliate and student members.

## Membership Classes—Duties and Privileges

With the exception of Emeritus members, each member receives *The Physiologist*, *Physiology*, and *Advances in Physiology Education*. Emeritus members receive both *The Physiologist* and *Advances in Physiology Education* free but must pay an annual assessment to receive *Physiology*. All members with the exception of affiliate and sustaining associate members, receive free access to the online collection of journals and have the privilege of subscribing at reduced rates to print journals, books, and periodicals published by the Society. All APS members also have free access to the 33 monographs scanned by Springer, as well as new books produced, as part of the Society's book program. Additionally, all members may utilize the APS Interactive Legislative Action Center.

All members are eligible to attend the business meetings of the Society, but only regular members in good standing can vote and hold elected office.

With the exception of the affiliate and sustaining associates, all members are eligible to present volunteered scientific paper(s) at scientific meetings of the Society, register to attend APS meetings at reduced rates, and compete for the various awards provided by the Society including the Orr E. Reynolds, Ray G. Daggs, Giles F. Filley Memorial Awards, Arthur C. Guyton Awards for Excellence in Integrative Physiology, Shih-Chun Wang Award, Lazaro J. Mandel Award, Research Career Enhancement Awards, and Teaching Career Enhancement Awards. A list of all APS Awards, including Section Awards, and eligibility information can be found on the Award site and in the Award section of the Operational Guide.

In addition to the above, the following duties and privileges of membership have been granted:

## Regular Members

The Society's Bylaws specify:

ARTICLE III. Section 2. *Regular Members.*

“Any person who has conducted and published meritorious original research in physiology and who is presently engaged in physiological work, shall be eligible for proposal for regular membership in the Society.” and as such, are eligible to:

- Hold elective office.
- Vote at Society meetings.
- Serve on Society committees, boards, and task forces.
- Serve on FASEB board and committees.
- Sponsor nonmember-authored papers at scientific meetings of the Society.
- Receive the APS online collection of journals, *Physiology*, *Advances in Physiology Education*, FASEB Public Affairs Newsletter (US residents only), and access to the FASEB Membership Directory.
- Receive free online access to the 33 books previously published by the Society, as well as new books produced (as of 2012).
- Participate in the FASEB's member life insurance program, disability program, and in-hospital protection plan if a resident of the United States, its territories, or possessions.
- Be selected as the Bowditch Lecturer if the member is less than 42 years of age.
- Be selected as the Cannon Lecturer
- Receive free necessary color figures if member is in good standing and the first or last author on a paper published by any APS journal.
- Receive discounted rate on *The FASEB Journal*.
- Receive discount on *Annual Reviews*.

## Emeritus Members

The Society's Bylaws specify:

ARTICLE III. Section 5. *Emeritus Members.*

A regular member may apply to Council for transfer to emeritus membership if that person (1) has reached the age of 65 and is retired from regular employment or (2) has been forced to retire from regular employment because of illness or disability and (3) has been a Regular member in good standing for a minimum of 10 years. An emeritus member may be restored to regular membership status on request to Council.

Emeritus members

- May serve on selected Society committees (except Education, Finance, Membership, Joint Program, and Publications), boards, and task forces.
- May purchase *Physiology* at a reduced rate.
- Do not pay membership dues.

## Honorary Members

The Society's Bylaws specify:

ARTICLE III. Section 3. *Honorary Members*. Distinguished scientists of any country who have contributed to the advance of physiology shall be eligible for proposal as honorary members of the Society.

Honorary members

- May serve on selected Society committees (except Education, Finance, Membership, Perkins, Joint Program, and Publication), boards, and task forces.
- Do not pay membership dues.

## Student Members

The Society's Bylaws specify:

ARTICLE III, SECTION 6.a. *Graduate Student Members*.

Any doctoral or masters program student who is actively engaged in physiological work shall be eligible for proposal for graduate student membership. No individual may remain in this category for more than five years without reapplying.

### Graduate Student members

- May present volunteered scientific paper(s) at the scientific meetings of the Society with the endorsement of the student's advisor.
- May serve on selected Society committees, boards, and task forces.
- Receive discounted rate on *The FASEB Journal*.
- Receive discount on *Annual Reviews*.
- Receive free necessary color figures if member is in good standing and is first or last author on a paper published in an APS journal.
- Discounted registration at APS meetings and conferences.
- Access to career information at ScienceCareers.org through the APS members only online portal.
- Participate in MentorNet's one-on-one mentoring program.

## **Undergraduate Student Members**

ARTICLE III, SECTION 6.b. *Undergraduate Student Members.*

Any matriculated undergraduate student, as demonstrated by submission of verification of student status, who has an interest in physiology, is eligible for undergraduate student membership. No individual may remain in this category for more than five years.

### **Student members**

- May present volunteered scientific paper(s) at the scientific meetings of the Society with the endorsement of the student's advisor. Receive discount on *Annual Reviews*.

## **Affiliate Members**

The Society's Bylaws specify:

ARTICLE III. Section 4. *Affiliate Members.* Persons who are interested in fostering the mission and aims of the American Physiological Society but do not have evidence of scholarly work in the physiological sciences shall be eligible for proposal for affiliate membership in the Society provided they are residents of The Americas.

### **Affiliate members**

- Are eligible to participate in FASEB's member life insurance program, disability program, and in-hospital protection plan if a resident of the United States, its territories, or possessions.

## **Sustaining Associate Members (Organizations)**

The Society's Bylaws specify:

ARTICLE III. Section 7. *Sustaining Associates.* Individuals and organizations who have an interest in the advancement of biological investigation may be invited by the President, with approval of Council, to become sustaining associates.

### **Sustaining members**

- May be invited to a meeting with Council during the Society's spring meeting.
- May select level of participation and benefits from four categories of membership.

<b>Sustaining Associate Membership Categories</b>
<b>Category Level/Benefits</b>
<p><b>Bronze Level - \$750</b></p> <ul style="list-style-type: none"> <li>- Member registration rates at all APS Conferences and Meetings for all company employees</li> <li>- Company description listed in <i>The Physiologist</i> once per year, and Corporate Membership listing every issue, and in all APS Conference Programs</li> <li>- Direct "link" from APS Web Site to Corporate Web Site</li> <li>- Participation in Physiologists in Industry Committee</li> <li>- Participation in Physiologists in Industry Group</li> <li>-</li> </ul>
<p><b>Silver Level - \$1,500</b></p> <p><i>Bronze Level benefits plus:</i></p> <ul style="list-style-type: none"> <li>- 25% Corporate Member discount on all advertising placed in APS publications</li> <li>- 15% discount on all single-use rentals of APS Member list</li> </ul>
<p><b>Gold Level - \$3,000</b></p> <p><i>Silver Level benefits plus:</i></p> <ul style="list-style-type: none"> <li>- One free registration at all APS Conferences and Meetings</li> <li>- Free one-time usage of APS Member list</li> <li>- Sign placed at the Corporate Member's booth recognizing corporate membership during Experimental Biology and at all APS Conferences</li> </ul>
<p><b>Platinum Level - \$4,500</b></p> <p><i>Gold Level benefits plus:</i></p> <ul style="list-style-type: none"> <li>- Member rates on all other publications</li> <li>- Two free registrations at all APS Conferences and Meetings</li> <li>- One free full-page advertisement in either <i>The Physiologist</i> or <i>Physiology</i></li> <li>- 25% discount on all single-use rentals of APS Member list</li> </ul>

## Member Class Transfers

Regular members are eligible for transfer to emeritus status provided that they fulfill the criteria.

The Society Bylaws specify:

ARTICLE III. Section 5. *Emeritus Members.* A regular member may apply to Council for transfer to emeritus membership if that person (1) has reached the age of 65 and is retired from regular employment or (2) has been forced to retire from regular employment because of illness or disability and (3) has been a Regular member in good standing for a minimum of 10 years. An emeritus member may be restored to regular membership status on request to Council.

## Suspended Member

To implement the provisions of Article VI of the Bylaws that specify annual dues “shall be paid in advance of January 1,” the Executive Director is authorized to establish an administrative category of “Suspended Member.” Members who fail to pay dues by January 1 of that year will be placed in this category.

Upon payment of the dues that are in arrears, the member will immediately be granted all rights and privileges of a member in good standing for the appropriate class of membership. When dues are two years in arrears the reinstatement provisions of the Bylaws become applicable (Article VI. Section 2).

Suspended Members are denied the following:

- Vote for Society Officers.
- Service on committees, boards and task forces.
- Receipt of the APS online collection of journals, *The Physiologist*, *Physiology*, *Advances in Physiology Education*.
- Eligibility to receive Society awards including the Ray G. Dagg Award, Orr E. Reynolds Award, Giles F. Filley Memorial Awards, Arthur C. Guyton Awards in Integrative Physiology, Shih-Chun Wang Award, Lazaro J. Mandel Young Investigator Award, Teaching Career Enhancement Award, and Research Career Enhancement Awards.
- Eligibility to present the Bowditch Lecture or the Cannon Lecture.
- Receipt of APS journals and books at member rates.
- Eligibility to submit or sponsor abstracts for APS meetings.
- Reduced registration rates at APS meetings.

## Dues

The Society's Bylaws specify:

ARTICLE VI. Section 1. *Annual Dues.*

The annual dues for regular members, affiliate members, and student members shall be determined by the Council and shall be paid in advance of January 1. Honorary members and emeritus members shall pay no membership dues.

ARTICLE VI. Section 2. *Nonpayment of Dues.*

Members whose dues are two years in arrears shall cease to be a member of the Society, unless, after payment of dues in arrears and application to the Council, he/she shall be reinstated at the next meeting by vote of Council. It shall be the duty of the President-Elect to notify the delinquent of his/her right to request reinstatement.

ARTICLE VI. Section 3. *Retirement.*

A regular member, who has been granted emeritus membership status, is relieved from the payment of dues but retains the other privileges of his/her former membership status, except voting privileges.

# Expulsion of Members or Disciplinary Action for Ethical Violations

The Society's Bylaws specify:

ARTICLE III. Section 12. *Expulsion of Members.*

The Society reserves the right to revoke the membership of a member found guilty of scientific misconduct.

ARTICLE IX. Section 4. *Parliamentary Authority.*

The rules contained in Roberts Rules of Order, Revised, shall govern the conduct of the business meetings of the Society in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or special rules of order of the Society.

After reviewing the disciplinary procedure under Section XX of Robert's Rules of Order, Council approved the procedure as follows:

**Disciplinary Procedures** (condensed from Robert's Rules of Order, Section XX, pp 640-670, 11<sup>th</sup> Edition, 2011 Revision)

“In professional and some other societies there may be an article on disciplinary procedures and such an article can be simple or very elaborate. Most such provisions are generally unnecessary in ordinary societies, at least at the local level. Frequently such an article provides for their imposition on any member found guilty of conduct described, for example, as tending to injure the good name of the organization, disturb its well-being, or hamper it in its work. In any society, behavior of this nature is a serious offense properly subject to disciplinary action, whether the bylaws make mention of it or not....”

“If improper conduct of a member of a society occurs elsewhere than at a meeting, the members generally have no first-hand knowledge of the case. Therefore, if disciplinary action is to be taken, charges must be preferred and a formal trial held before the assembly of the society, or before a committee --- standing or special --- which should be required to report its findings and recommendations to the assembly for action.... On the demand of a single member the question of the penalty must be voted on by ballot. For expulsion, a two-thirds vote is required.... In general, in any trial within a society, an accused should be found guilty only when his guilt, by its nature, has created a situation such that the best interests of the organization or the profession it represents require a finding of guilty and imposition of penalty.... ”

*“Steps in a fair disciplinary process:*

1. Confidential investigation by committee...
2. Report of resolutions either exonerating the accused or preferring specific charges....If the committee report prefers charges, then the report should be signed by every committee member who agrees...
3. Formal notification of the accused....Letter sent to the accused by registered mail notifying him of date, hour and place of the trial, containing exact copy of the charges....
4. Trial procedure...either before a trial committee or assembly of the society
5. Assembly's review of a trial committee's findings....The trial committee reports to the assembly the results of its trial of the case, with resolutions --- in cases where its finding is one of guilty covering the penalty which it recommends that the society impose....The assembly can decline to impose any penalty, notwithstanding the trial committee's recommendation; or, it can reduce the recommended penalty...but it cannot increase the penalty...the assembly cannot impose a penalty if the trial committee has found the accused *not guilty*.... ”



# Officers

## Council

The Society is governed by an elected Council consisting of the President, President-Elect, Immediate Past President - each serving a one-year term in that office - and nine Councillors - each serving a three-year term, with three Councillors being retired each year. A Councillor is eligible for election to the position of President-Elect. A three-year term Councillor, however, is not eligible for immediate reelection. A Councillor elected to fill an unexpired term is immediately eligible for election as a full-term Councillor if he/she has not served more than two years. Elections are announced at the spring meeting and become effective at the close of the spring meeting of the Council.

The chairpersons of the Education, Finance, Joint Program, Science Policy, Publications Committees, the APS representative to the FASEB Board, and the Executive Director are *ex officio* members of Council, without vote. The chairperson of the Section Advisory Committee is an *ex officio* member of Council, with vote.

The Council shall meet three times a year, each normally for two days. One meeting will be held at the Society spring meeting two days preceding the scientific sessions followed by a joint session with the Section Advisory Committee. The second and third meetings will be spaced during the remainder of the year. One meeting usually will be held to receive committee reports. For the third meeting, Council normally meets in retreat for two days. Staff members who are invited to attend the Council meetings (without vote) include the Directors of Education Programs, Finance and Administration, Publications, and Government Relations/Science Policy.

Duties of the Council are to:

- Make all major policy decisions relevant to Society activities consistent with the Constitution and Bylaws.
- Manage all Society affairs. Detail work is done by committees and the Executive Director, all of whom are responsible to Council.
- Appoint one member to the FASEB Board. Each appointment is for a four-year term.
- Appoint two APS representatives to the Council of Faculties and Academic Societies of the Association of American Medical Colleges. The appointment is a three-year term.
- Confirm all committee member appointments and committee chairpersons. All appointments are effective January 1 unless otherwise stated. Appointments of chairpersons may be made for one or more years unless otherwise stated.
- Appoint special, ad hoc, task forces, and standing committees as deemed necessary.
- Appoint representatives to other organizations and committees, as required.
- Appoint and establish compensation for the Executive Director.
- Evaluate performance of and compensation of Executive Director on an annual basis.
- Designate duties of officers, committees, and representatives; revise the Operational Guide as necessary.

- Receive and act on reports from committees and representatives. These reports are appended to the official minutes of the Council meetings and, when appropriate, are published in *The Physiologist*.
- Determine dues for members.
- Appropriate funds for salaries, activities, and special projects on recommendation of the Finance Committee.
- Approve at the fall meeting the budget for the next year as submitted by the Finance Committee; at the spring meeting receive audited financial statement for the prior year and determine distribution of prior year's interest and dividend earnings from the Society's Investment Funds.
- Call special meetings of the Society when deemed to be essential.
- Authorize regional meetings of the Society whenever appropriate.
- Invite members of the Society or others to present featured scientific papers at the meeting and exempt such persons from the general rules for presenting papers at the meeting.
- Review recommendations from the Publications Committee and provide direction for the Society's publications program.
- Review recommendations from the Joint Program Committee and provide direction for the Society's meetings and programming.
- Review recommendations from the Finance Committee and provide direction for the Society's financial operations.
- Appoint members of Council to serve as liaison members on APS Committees as deemed necessary.

## **Executive Cabinet**

The Executive Cabinet composed of the President, President-Elect, Immediate Past President, and the Executive Director, who is *ex officio*, without vote, implements policies of the Council in the interim between meetings of Council.

# Nomination and Election of Officers

The Society's Bylaws specify:

Article IV. Officers. Section 4.

a. *Nomination of Officers.* Nominations for President-Elect and for members of Council will be made by ballot, on forms provided by the Executive Director, before September 30 of each Year.. If a member wishes to nominate the same person for President-Elect and for Councillor he/she must nominate that individual for each position.

b. *Nominating Committee.* The Nominating Committee shall consist of the immediate Past President, who will serve as Chairperson, and each member of the Section Advisory Committee. The Chairpersons of the Joint Program Committee and Publications Committee shall serve as ex officio members. The Nominating Committee shall select a slate from candidates nominated by the Society membership. The slate presented for vote shall be such that no more than one of the nine Councillors shall be from a single institution and no more than two of the nine shall have a primary affiliation from the same section. The Nominating Committee shall make two nominations for the office of President-Elect and six nominations for Councillor.

c. *Election of Officers.* Election of the President-Elect and members of Council shall be made by ballot, on forms provided by the Executive Director, prior to the Spring Business Meeting. Each voting member must indicate on the ballot his or her choice of the candidate for office. The candidate(s) receiving the most votes shall be elected. In case of a tie vote, the decision shall be made by lot. Ballots will be counted according to the Election Plan. The results of the election will be announced at the Spring Meeting of the Society and the newly elected officers shall take office at the close of the Spring Meeting of Council.

## Nomination and Election Procedure

The nominations of President-Elect and members of Council shall be made by ballot by the regular membership prior to January 1 of each year.

The Executive Director shall provide the Nominating Committee with an alphabetical list sorted by section of all candidates for President-Elect, nominated by the regular members, and a list of all candidates for Council, including institutional and sectional affiliations. The lists will indicate those members who have received 10 or more nominations.

Each member of the Nominating Committee shall submit to the Executive Director two names and background material for President-Elect and three names with background material for Councillor prior to a meeting to select candidates for election. It is not necessary that the candidates be identified with the member's section. The Nominating Committee will offer a slate of two candidates for President-Elect and six candidates for Council, taking into account sectional and institutional affiliation.

Election of the President-Elect and members of Council shall be made by electronic ballot. The candidate(s) receiving the highest number of votes will be elected President-Elect and become President the following year. The three candidates receiving the highest number of votes will be seated on Council for three-year terms at the close of the spring meeting of Council.

## **Election Plan**

The candidate(s) receiving the majority of votes will be elected to office. In case of a tie vote, the decision will be made by lot. If a current Councillor should become President-Elect, the fourth candidate receiving the highest number of votes for Councillor will fill the unexpired term.

The results of the elections will be announced at the spring meeting of the Society and the newly elected officers will take office at the close of the spring meeting of Council.

If a current *ex officio* member of Council (Chair of Education, Finance, Joint Program, Publications, Science Policy, or Section Advisory Committee) should be elected to Council, the individual would relinquish his/her *ex officio* position.

# President

The President-Elect automatically becomes President at the closing of the spring meeting of Council upon completion of the one-year term. A member may serve only a one-year term as President, except if the President-Elect becomes President after September 30, then he/she shall continue as President for the year beginning at the close of the following spring meeting of Council.

Duties of the President are to:

- Chair the Council, Executive Cabinet, and business meetings of the Society.
- Sign all legal documents, contracts, grants, etc., for the Society or delegate such signatory powers to the Executive Director.
- Handle all correspondence on major policy matters.
- Write editorials (President's Message) and summary of Council and Business Meeting deliberations and actions for *The Physiologist*.
- Select the Bowditch Lecturer in consultation with Council for presentation at the following year's spring meeting.
- Prepare agenda for Council, Executive Cabinet, and business meetings with the assistance of the Executive Director.
- Be informed by the Executive Director of all actions of committees that involve policy.
- Receive notice of and minutes of all committee meetings.
- Serve as *ex officio* member, without vote, on Publications and Finance Committees.
- Serve with the other Presidents as the APS representatives to the US National Committee for the IUPS.
- Invite, with Council approval, Sustaining Associates to affiliate with the Society.
- Write letters of thanks to retiring Council and committee members.
- Make all official appointments following the spring meeting to committees and of representatives to other organizations, using guidance provided by the Committee on Committees and the advice of Council.
- Write newly appointed committee members following the spring meeting.
- Write letters to members who have been granted emeritus membership by Council.
- Write letters to those members who have held membership for 50 years.
- Upon advice of the Finance Committee, approve all budget over-expenditures up to \$10,000.

## President-Elect

The President-Elect serves for one year beginning at the close of the spring meeting of Council following his/her election to the office. He/she becomes President the following year at the close of the spring meeting of Council or earlier if the President is unable to fulfill his/her term and commitments of office.

Duties of the President-Elect are to:

- Serve as Vice President of the Society and as official Secretary of the Council. If he/she should function as President prematurely, Council shall select from among its own members an official secretary.
- Serve on the Executive Cabinet.
- Serve, without vote, as an *ex officio* member of the Finance Committee, Joint Program Committee, and Publications Committee.
- Select the Physiology in Perspectives: The Walter B. Cannon Lecturer in consultation with Council for presentation at the following year's spring meeting.
- Be responsible for minutes of Council and Executive Cabinet meetings and Society business meetings. These are prepared with the assistance of the Executive Director.
- Select topic and organizer and oversee development of President's Symposium Series to be presented at the following year's Experimental Biology meeting.
- Notify delinquent members of their rights to request reinstatement.
- Sign letters notifying candidates of election to membership.
- Represent the Society on the US National Committee for IUPS.

## Immediate Past President

The Immediate Past President serves as a voting member of Council for a term of one year.

Duties of the Immediate Past President are to:

- Introduce the speaker and chair the session during which the Bowditch Lecture is presented.
- Represent the Council on various committees of APS and the Federation when called upon.
- Serve as a voting member on Finance Committee.
- Serve, without vote, as an *ex officio* member of the Publications Committee.
- Serve as chairperson of the Nominating Committee.
- Serve as chairperson of the Committee on Honors.
- Review the Society's Bylaws and Operational Guide biannually and recommend changes to Council.
- Represent the Society on the US National Committee for IUPS.
- Take the lead on writing an invited editorial for *Physiology* that is co-authored by the President and President-Elect.

# Meetings

## Council Meetings

The Society's Bylaws specify:

**ARTICLE IV. Officers.** Section 1. *Council.*

The management of the Society shall be vested in a Council consisting of the President, the President-Elect, the immediate Past President, and nine other regular members. The terms of the President and President-Elect shall be one year. The terms of the nine additional Councillors shall be three years each and they shall not be eligible for immediate reelection except those who have served for two years or less in filling interim vacancies.

A quorum for conducting official business of the Society shall be two-thirds of the elected members of Council.

The Chairpersons of the Publications Committee, the Finance Committee, the Joint Program Committee, the Education Committee, the Science Policy Committee, the APS Representative to the FASEB Board, and the Executive Director are ex officio members of the Council without vote. The Chairperson of the Section Advisory Committee is an ex officio member of the Council with vote. The Council may fill any interim vacancies in its membership. Council shall appoint members to all committees except the Chapter Advisory Committee, Section Advisory Committee, Joint Program Committee, Physiologists in Industry Committee, Committee on Committees and the Trainee Advisory Committee.

In the interim between meetings of Council, an Executive Cabinet consisting of the President, President-Elect, Immediate Past President, and the Executive Director shall implement the policies of the Council.

Council meets three times a year to conduct business of the Society.

## Spring Council Meeting

The main meeting of Council is held at the annual meeting (EB) of the Society two days preceding the scientific sessions and on the morning of the last day of the annual meeting.

The agenda for the meeting of Council generally includes:

- Issues pertaining to the Constitution and Bylaws, the election of officers, and special problems.
- A joint meeting of the Council and the Section Advisory Committee.
- Receipt of the Membership Committee's report, membership status, and matters affecting the membership of the Society.
- Receipt of the Finance Committee's report, final approval of the budget for the APS activity year, and receipt of the auditor's statement for the past year.
- Receipt of the Publications Committee's report and discussion of proposals affecting the current publications practice of the Society.
- Oral report from the Chair of the Animal Care and Experimentation Committee.
- Oral report from the President of the Association of Chairs of Departments of Physiology.
- Discussion with the President and President-elect of FASEB.
- Approval of APS Conferences and Intersociety meetings, if necessary.
- Confirmation of committee appointments as put forth by the Committee on Committees.
- Selection of Council Liaisons to various committees.

- Discussion of matters related to the Society's activities and functions.
- Other Society business.

## **Second Meeting of Council**

The Council normally meets for two days during the summer.

The agenda for the meeting of Council generally includes:

- Oral and written annual reports of the committee chairpersons.
- Other Society business.

## **Third Meeting of Council**

The Council normally meets in retreat for two days during the fall or winter. The Finance and Publications Committees may meet prior to their reports to Council.

The agenda for the meeting of Council generally includes:

- Review and update of the Society's Strategic Plan.
- Review and update the specific Society programs or activities.
- Review and evaluate performance of Executive Director and compensation.
- Receipt of tentative budgets for the following fiscal year from the Finance Committee.
- Receipt of the Publications Committee report.
- Receipt of the Membership Committee's report, membership status, and matter affecting the membership of the Society.
- Other Society business.

## **Reimbursement Policy for Council Meetings**

### **Council (including ex officio members)**

#### Experimental Biology Meeting

APS reimburses all lodging and meal expenses incurred for attending the Council meeting prior to the Experimental Biology meeting (2-3 nights).

In addition, complimentary registration is given to all members of Council.

Because the EB meeting is the official annual business meeting of the Society and members of Council will be attending anyway, travel costs are not reimbursed.

#### Summer and Fall Council Meetings

As summer and fall Council meetings are not official business meetings of the Society, APS will reimburse all members of Council for lodging, meals, and the lowest priced economy airfare available.



# Reimbursement Policy for Other Meetings

## Committee Chairs and Members

### Experimental Biology Meeting

APS will provide reimbursement for 1-2 nights lodging and meals if a committee meeting is held in advance of the EB meeting. This includes the Joint Section Advisory Committee/Council meeting, the Committee on Committees meeting, and any of the other committee or section program/steering committee meetings if they are held before the EB meeting begins. If the Joint Program Committee meeting is held the morning of the first day of the EB meeting, members will be reimbursed one night's lodging for having to arrive the day before.

Because the EB meeting is the official annual business meeting of the Society and committee and section chairs and members will be attending anyway, travel costs are not reimbursed.

The Society does NOT provide complimentary registration.

### Summer and Fall Council Meetings

Committee Chairs are invited to the summer Council meeting to provide Council with their annual committee report. The Society will reimburse Committee Chairs (or their designated representative) for lodging, meals, and the lowest priced economy airfare available.

If a fall Council meeting includes a retreat at which Council deems it necessary to have certain committee chairs or members in attendance, the Society will reimburse those individuals for their lodging, meals, and the lowest priced economy airfare available.

### Additional Committee Meetings

Should a Committee Chair and committee decide it is necessary to have an additional committee meeting during the year and has obtained approval from the Executive Office and Council, then the Society will reimburse the committee chair and members for their lodging, meals, and the lowest priced economy airfare available. The Executive Office or liaison staff member can assist the committee with making the necessary arrangements.

### Nominating Committee Meeting

The Society will reimburse the members of the Nominating Committee (including *ex officio* members) for their lodging, meals, and the lowest priced economy airfare available.

## Business Meeting

The Society's Bylaws specify:

ARTICLE IX. Meetings.

Section 1. *Spring Meeting*. A meeting of the Society for transacting business, electing officers and members, presenting communications, and related activities, shall ordinarily be held in the Spring of each year.

Section 2. *Special Meetings*. Special meetings of the Society or of the Council may be held at such times and places as the Council may determine.

Section 3. *Quorum*. At all business meetings of the Society fifty regular members shall constitute a quorum.

The agenda for the Business Meeting generally includes:

- Announcement of the election of President-Elect and Councillors.
- Report of Council actions.
- Discussion of matters to be referred to Council and Committees for action.
- Announcement of APS Awards: the Ray G. Daggs, Orr E. Reynolds, Caroline tum Suden/Frances Hellebrandt, Minority Travel Fellowship, Porter Fellowship, Physiologists in Industry Novel Disease Model, Giles F. Filley Memorial Awards, Shih-Chun Wang Award, Lazaro J. Mandel Award, Arthur C. Guyton Awards for Excellence in Integrative Physiology, Bodil Schmidt-Nielsen Award, Dale J. Benos Early Career Professional Service Award, S&R Foundation Ryuji Ueno Award for Ion Channels or Barrier Function Research, NIDDK K-12 Minority Outreach Fellowships, and the David Bruce Undergraduate Research Award.
- Vote on proposed amendments to the Society's Bylaws.
- Recognize outgoing Councillors, Past President, and section and committee chairs.

## Spring Scientific Meeting

The spring meeting is convened jointly with other biomedical societies as the Experimental Biology Meeting. The usual schedule is:

- Council meets for two days prior to the scientific sessions and on the morning of the last day of the spring meeting.
- The Finance and Publications Committees meet prior to their reports to Council.
- Committees and Section Program and or Steering Committees meet during the week of the scientific sessions, usually as early morning or noon meetings.
- The “Physiology in Perspective: The Walter B. Cannon Award Lecture” is presented.
- The Opening and Closing Ceremonies are held.
- The President's reception is held for members of Council, Past Presidents, Committee Chairs, Section Chairs, and guests of the president.
- The Henry Pickering Bowditch Award Lecture is presented.
- The President’s Symposium Series is presented.
- The Distinguished Lectureships are presented.
- The Society Business Meeting is held.

## **Policy Governing Payment of Expenses of Symposia Speakers Spring Meeting**

The Society's policy governing the use of administrative funds for the payment of expenses for symposia speakers is as follows:

- APS allocates \$4,000 for each APS-sponsored scientific symposium o scheduled during the EB meeting dates. The session chair informs APS how the funds should be allocated among the speakers and chair(s). Funds can be used in the reimbursement of transportation, housing and meal expenses of invited speakers and chair(s), both member and nonmember.
- Each President's Symposium Series presenter will be reimbursed actual expenses for travel, housing and meals
- Travel and per diem reimbursement is provided based upon submitted receipts. APS will not reimburse for expenses without a receipt unless a written detailed explanation of the expense accompanies the request.
  - A complimentary advance registration to the meeting is submitted by APS for both member and nonmember symposium speakers and chair(s) distinguished lecturers, and President's Symposium Series speakers and chairs.
- Claims and/or questions regarding symposium speakers' payments are to be directed to the APS Meetings Department.
- Each section receives \$2,000 per featured topic that is deposited in the section's private account to be disbursed at the discretion of the featured topic session chair or designated section representative. APS does not pay honorarium.
- Groups, which do not have private accounts, receive \$2,000 per featured topic to be used for speaker or chair reimbursement or abstract-based awards as instructed by the featured topic chair. APS does not pay honorarium.
- Each featured topic session is entitled to receive a maximum of two complimentary registrations for individuals designated by the featured topic session chair or section/r group representative.

### **Rules for Presentation of Papers**

**Regular members** may sign any number of abstracts as author or sponsor.

**Graduate Student and undergraduate student members** may present volunteered paper(s) at the meeting with the endorsement of the student's advisor.

All **investigations involving humans and animals** reported in abstracts at APS meetings must have been conducted in conformance with guidelines for experimental procedures as set forth in the Declaration of Helsinki and the Society's "*Guiding Principles in the Care and Use of Animals*" (Appendix B). The Joint Program Committee will refuse abstracts in which evidence of adherence of these guidelines is not apparent.

## Spring Meeting

Volunteered papers scheduled in featured topics are generally limited to 10 minutes for presentation and 5 minutes for discussion.

- Each abstract must be **sponsored** by a member of an EB primary participating society or a guest society, either as an author or sponsor. Such signature will be considered assurance of adherence to the rules and of the merit of the sponsored presentation.
- Each abstract will be charged a nonrefundable handling fee, as determined at the time the Call for Abstracts is issued.
- Oral sessions are typically scheduled into two-hour time slots.

## APS Conferences and Intersociety Meetings

- Only the first-named author may present a paper. Any exception to this rule must have prior approval of the Executive Director, the Chair of the Conference Organizing Committee, or Conference Program Committee Chair.
- Signature of the senior author will be considered assurance of adherence to the rules and of the merit of a sponsored presentation.
- Each abstract will be charged a non-refundable handling fee, as determined at the time the Call for Abstracts is issued.

## The APS Conference Program

### The APS Conference Committee

. The charge of the APS Conference Committee is:

- Make recommendation to Council for approval of conferences
- Solicit topics and organizers
  - Develop a timeline for submission and review of proposals
  - Stimulate submissions
  - Ensure scientific quality, timeliness and importance of conference topics
  - Promote inclusion of underrepresented groups (females, ethnic minorities, researchers in industry, junior investigators, etc.)
  - Promote appropriate balance in length of meeting, number of talks, types of speakers
  - Ensure inclusion of trainee opportunities in each conference
  - Encourage recurring conferences
- Facilitate administration of conferences
  - Work with the section leadership to solicit organizers and topics and funding
  - Work with the conference organizer to promote program success
  - Assist with marketing opportunities for conference proposals
  - Assist in identifying overlapping meetings

- Ensure fiscal responsibility (budget preparation)
  - Identify potential sources of funding
- Evaluate conferences
  - Post evaluation of conference programs
  - Post evaluation of conference venues
- Think to the future
  - Identify innovative technologies
  - Identify evolving topics
  - Identify future venues

### **Organizing an APS Conference**

Conference proposals are submitted by conference organizers or solicited by the APS Conference Committee (APSCC). Organizers do not have to be members of APS although it is desirable that they are. The APSCC reviews the proposal and determines if further information is required from the organizer. The APSCC, upon receipt of all required and requested information, makes a recommendation for either acceptance or rejection to Council.

### **Proposal Deadlines**

The APS Conference Committee reviews all the conference proposals as soon as they are submitted. The deadlines for submitting a conference proposal are: **April 1, August 1, and December 1** of each calendar year. The Society expects proposals to be submitted more than 18 months prior to the desired conference date. Proposals can be submitted online or directly to the APS Meetings Department.

### **Conference Acceptance Procedures**

The APSCC will review proposals as they are received. After reviewing the scores of competing applications and considering the number of proposals submitted for a particular year, the APSCC will make one of the following determinations:

1. The proposal should be recommended to Council for approval (no face-to-face meeting with the organizer is needed).
2. The proposal appears adequate but questions need to be addressed by the organizer at the next meeting or conference call of the APSCC.
3. The proposal is not adequate for recommendation to Council and an APSCC representative will provide feedback and work closely with the conference organizer to improve the nature and quality of the proposed conference.

If the proposal is adequate and there are already enough APS Conferences scheduled for that year, the APSCC will ask the organizer to consider holding the conference in the following year.

### **Audience**

Each APS Conference should deal with a circumscribed topic, which may be narrow or broad. Although the ideal size is 200-600 attendees, there is great flexibility in this number; except under unusual circumstances, the conference should not be so large as to require the scheduling of simultaneous sessions. Organizers should consider the suitability of a multidisciplinary approach to the topic, as well as different levels of investigation that might range from molecular through systems physiology and translational research.

The proposal should describe for whom the program is designed including any special background or experience requirements for this target audience. Educational objectives, content and methods should be described such as: (a) what knowledge and/or skills the participants will acquire; (b) what principal topics will be discussed, and; (c) what methods will be used to present these topics.

### **Title**

The conference must always be billed as an APS Conference, followed by the full title of the conference. The following is an example from a past APS Conference:

*2011 APS Conference: Physiology of Cardiovascular Disease: Gender Disparities*

### **Organizer(s)**

An APS Conference may be organized and proposed by one or more persons.

### **Executive Summary**

Organizers are asked to provide an executive summary which is designed to give the APSCC insight into the conference proposal. The executive summary must include the following information:

- Goals and objectives
- Topic
- Symposia/poster sessions
- Key points
- Interest
- How would this conference distinguish itself from other conferences
- What would be the draw to your conference

### **Dates and Location**

APS Conferences are generally held between June and December of a given year to avoid overlap with Experimental Biology Meeting. The duration should be 2 to 3 days, usually. Organizers may provide input about the desired date and/or location, including international locations. After approval of the conference by Council and once the venue and dates have been selected, the APS Meetings Department in Bethesda will assume the financial and logistical management of the conference, marketing, and technical exhibits if appropriate. All contracts must be negotiated through the headquarters office. Contracts entered into by the organizer without knowledge by the APS will not be recognized and may not be transferred.

### **Financial Support**

The Society provides each APS Conference with a maximum of **\$30,000** to support travel expenses and registration fees for the invited speakers and/or trainee awards to participants at the Conference. It is expected that the organizer(s) will make every effort to raise funds to defray costs of speaker travel, trainee awards, and/or the social program away from APS as much as possible. The APS will work with the organizer(s) to submit federal grant request(s).

## **Intersociety Meetings**

### **Purpose/Scope**

This category of APS meeting is designed to meet the need of certain Sections (e.g. Comparative and Evolutionary Physiology or Environmental & Exercise Physiology Sections) of the Society to meet periodically with scientific organizations or groups of other organizations with mutual interests. These meetings, although broader in scope than a typical APS Conference, should be focused and foster the integration of information from molecular biology to systemic and organismic physiology.

### **Organizing Committee**

The organizing committee should consist of 4 to 6 prominent investigators in the field. It should originate within the APS Section sponsoring the meeting, but members of other sponsoring organizations should also be involved. This group is charged with the responsibility of selecting topics and speakers, program format, abstract category list, etc. In essence, they are responsible for generating the scientific content of the meeting. Initially, this group must put together a sufficient rationale for the meeting and program outline to warrant its selection by the APSCC and eventually by the APS Council. This will require identifying the major aspects of the program such as symposia, tutorial lectures, banquets, and workshops including topics and speakers. All suggested speakers must be contacted and agree to participate if this conference is selected for presentation. With an intersociety meeting, there may be sufficient reason for some overlapping symposia or tutorial sessions.

### **Abstracts**

Because these are APS Meetings, members of the Society should have the opportunity to participate by submitting an abstract. The organizing committee in conjunction with APS staff should generate the abstract topic category list. Unless specific arrangements are made, all abstracts will be accepted without evaluation and published by the Society. Symposium chairpersons should also provide abstracts of their sessions.

**Duration/Location**

There may be sufficient scientific content in an Intersociety Meeting to warrant 4 days. A meeting longer than 4 days is difficult to justify. As indicated above, the organizing committee can submit a list of potential meeting sites to the APS Office, but the final decision regarding location of the meeting must lie with the APS staff and Council.

**Management/Financing**

APS allocates \$30,000 to cover the registration and direct-travel expense reimbursement for invited speakers and chairs and/or for trainee travel awards. In addition, APS will provide complimentary registration to all speakers and chairs. Intersociety Meetings are “APS meetings” with the participating societies serving as “guest societies”. Thus, the APS staff will be responsible for booking the site of the meeting, setting the registration fee, and attracting exhibitors if desired. The meeting should be designed as a “profit center”, rather than a “break even” venture. Advertising the meeting will be coordinated among the participating societies. As the organizing society, the APS will retain all registration and exhibitor fees and will also bear the major expense of the meeting. However, guest societies will be expected to contribute to reimbursing invited speakers for travel and per diem for all sessions on which they are listed as sponsor. The formula for such reimbursement will be negotiated by the participating societies. Members of guest societies will pay the same registration fee as APS members.

**Publication Policy**

Any plan to publish the proceedings of the meeting, in whole or in part, lies with the organizing committee and/or the chairpersons of the individual sessions.



# Experimental Biology

(Established 1992)

## Management Agreement

The Experimental Biology Management Agreement is the governance document for the Experimental Biology (EB) Meetings. The name has been registered by five societies (American Physiological Society, American Society for Pharmacology and Experimental Therapeutics, American Society for Nutritional Sciences, American Society for Investigative Pathology, and American Association of Immunologists), who own the trademark. The EB Management Group has one representative from each of the above participating society. In addition, the EB Management Group includes a representative from the American Association of Anatomists and the ASBMB. No assets will be accumulated by the EB Management Group, and excess revenue for each meeting will be distributed to the service mark holders and the principal programming societies based on a formula established by the Board. Principal programming societies must hold their major meeting and business meeting in conjunction with the EB meeting and share in 90% of the net revenue from that meeting. Distribution among Board members is based on the number of members, and distribution of revenue to principal programming societies, who are not Board members, is based on attendance at the meeting. Ten percent of the net revenue is distributed equally among the EB Board Members. Service mark holders are the original five scientific societies who registered the trademark. Board Members can be added by vote. The division of revenue can be changed only by 3/4 majority vote of the councils of those societies holding Board membership. Any of the joint owners may withdraw by providing written notice to the other service mark holders. Membership on the Board is not equivalent to or evidence of ownership.

### Distribution of Excess Revenues

1. Ninety percent of the net revenues will be distributed among the Principal Programming Societies.
  - a) The revenues will be distributed in proportion to the number of abstracts submitted by members and member attendance at the meeting.
  - b) The number of abstracts received by a society will be based on the number of abstracts submitted (sponsored) by members according to the sponsor's society affiliated as designated on the abstract form and the number of abstracts submitted by members of that society's guest societies designated on the abstract form. Membership in other participating societies will not be counted in this formula, but only the one membership affiliation that is designated by the sponsor. Membership in other FASEB societies that are not participating in the meeting will not be included in the count since these societies are not truly guest societies and the society logging in the abstracts changes from time to time.
  - c) Each Principal Programming Society will receive credit for members, non-members, and students attending the meeting according to the primary interest(s) noted on the registration card. Principal Programming Societies will also receive credit for attendance by members of their guest societies, also according to the interest checked on the registration card. Some interests of societies not participating in the

meeting may be included on the registration card for survey purposes (such as cell biology or biochemistry). Interest in these categories is not credited to any participating society. To the extent that participants are allowed to check more than one interest, only the interest that reflects a participating society is counted. If a person is a member of more than one society, each society receives full credit if that box is checked. On the other hand, if a person is a member of more than one society but checks only one, only the one checked society receives credit since member lists will not be used to verify names.

2. Ten percent of the net revenue shall be distributed equally among the EB Board Members.
  - a) If an EB Board Member does not participate as a Principal Programming Society for two or three consecutive years, that society will receive only one-half a share; the remaining portion will be divided equally among the other EB Board Members.
  - b) An EB Board Member that does not serve as a Principal Programming Society for three or more consecutive years will receive no share; the remainder will be divided equally among the other EB Board Members.
3. The abstract processing fee is to be credited to the meeting.
4. These parameters may be changed only by three-fourths majority vote of the councils of those societies holding Board membership.

## **Publications of the Society**

The American Physiological Society publishes research journals and periodicals. The *American Journal of Physiology* is published as seven specialty journals, each with its own editor and editorial board. A consolidated *American Journal of Physiology* is published each month and contains all of the articles from the individual journals. The Society also publishes the *Journal of Applied Physiology*, the *Journal of Neurophysiology*, *Physiological Reviews*, *Physiological Genomics*, *Advances in Physiology Education*, *Comprehensive Physiology*, *Physiological Reports*, and *The Physiologist*. *Physiology* is published jointly with the International Union of Physiological Sciences. In 2013, the Society launched *Physiological Reports*, an open access journal supported by author fees, jointly owned by the Society and The Physiological Society (UK) and published by Wiley on behalf of the Societies.

The Society's journals were all available online as of January 1999. As of 2011, *Physiological Genomics* is published in electronic-only format and as of 2012, the seven specialty journals of the *American Journal of Physiology* are published individually only in electronic format and in print, only in the consolidated version.

### ***American Journal of Physiology***

This consolidated journal publishes monthly all of the papers that appear in the seven separate journals.

### ***American Journal of Physiology-Cell Physiology***

The *American Journal of Physiology-Cell Physiology* is dedicated to innovative approaches to the study of cell and molecular physiology. Contributions that use cellular and molecular approaches to shed light on mechanisms of physiological control at higher levels of organization also appear regularly. Manuscripts dealing with the structure and function of cell membranes, contractile systems, cellular organelles, and membrane channels, transporters, and pumps are encouraged. Studies dealing with integrated regulation of cellular function, including mechanisms of signal transduction, development, gene expression, cell-to-cell interactions, and the cell physiology of pathophysiological states, are also eagerly sought. Interdisciplinary studies that apply the approaches of biochemistry, biophysics, molecular biology, morphology, and immunology to the determination of new principles in cell physiology are especially welcome.

### ***American Journal of Physiology-Endocrinology and Metabolism***

The *American Journal of Physiology-Endocrinology and Metabolism* publishes results of original studies about endocrine and metabolic systems on any level of organization. Molecular, subcellular, and cellular studies in whole animals or humans will be considered. Specific themes include mechanisms of hormone and growth factor action; hormonal or metabolite control of organic and inorganic metabolism; paracrine and autocrine control of endocrine cell performance; activation of gene expression; function and activation of hormone receptors; endocrine or metabolic control of ion channels and membrane function; differentiation of endocrine and reproductive cell function; temporal analysis of hormone secretion and metabolism; and mathematical modeling and kinetic analysis of hormone action or metabolism. Novel molecular, immunological, magnetic resonance, or electrophysiological studies of hormone action or receptor activation are also welcome.

### ***American Journal of Physiology-Gastrointestinal and Liver Physiology***

The *American Journal of Physiology-Gastrointestinal and Liver Physiology* publishes original articles pertaining to all aspects of research involving normal or abnormal function of the gastrointestinal tract, hepatobiliary system, and pancreas. Authors are encouraged to submit manuscripts dealing with growth and development, digestion, secretion, absorption, metabolism, and motility relative to these organs, as well as research reports dealing with immune and with inflammatory processes and with neural, endocrine, and circulatory control mechanisms that affect these organs. Reports of research utilizing molecular biological, cell biological, immunological, biochemical, and morphological approaches that contribute to knowledge of normal physiology or pathophysiology of these organs are especially welcomed. Research ranging from molecular and cellular events to whole animal studies is appropriate.

### ***American Journal of Physiology-Heart and Circulatory Physiology***

The *American Journal of Physiology-Heart and Circulatory Physiology* publishes original investigations on the physiology of the heart, blood vessels, and lymphatics, including experimental and theoretical studies of cardiovascular function at all levels of organization ranging from the intact animal to the cellular, subcellular, and molecular levels. It embraces new descriptions of these functions and of their control systems, as well as their bases in biochemistry, biophysics, genetics, and cell biology. Preference is given to research that provides significant new insights into the mechanisms that determine the performance of the normal and abnormal heart and circulation.

## ***American Journal of Physiology-Lung Cellular and Molecular Physiology***

*The American Journal of Physiology- Lung Cellular and Molecular Physiology* publishes original research covering the broad scope of molecular, cellular, and integrative aspects of normal and abnormal function of cells and components of the respiratory system. Areas of interest include conducting airways, pulmonary circulation, lung endothelial and epithelial cells, the pleura, neuroendocrine and immunologic cells in the lung, neural cells involved in control of breathing, and cells of the diaphragm and thoracic muscles. The processes to be covered in the Journal include gas-exchange, metabolic control at the cellular level, intracellular signaling, gene expression, genomics, macromolecules and their turnover, cell-cell and cell-matrix interactions, cell motility, secretory mechanisms, membrane function, surfactant, matrix components, mucus and lining materials, lung defenses, macrophage function, transport of salt, water and protein, development and differentiation of the respiratory system, and response to the environment. Reports of research using innovative approaches in cell and organ physiology, molecular and cellular biology, molecular genetics, genomics including animal models of integrative function, biochemistry, biophysics, and morphology, are welcome. The Journal also encourages submission of original manuscripts in the field of translational physiology, an area of research that bridges the gap between basic lung, cellular, and molecular physiology and patient care. Manuscripts in this area may transfer clinical insights into hypotheses that can be tested and validated in the basic research laboratory, or they may transfer knowledge gained from basic research to human pathophysiology and to improved methods of treating or preventing disease.

## ***American Journal of Physiology-Regulatory, Integrative and Comparative Physiology***

*The American Journal of Physiology-Regulatory, Integrative and Comparative Physiology* publishes original investigations that illuminate normal or abnormal regulation and integration of physiological mechanisms at all levels of biological organization, ranging from molecules to humans, including clinical investigations. Major areas of emphasis include regulation in genetically modified animals; model organisms and comparative functional genomics; development and tissue plasticity; neurohumoral control of circulation and hypertension; local control of circulation; cardiac and renal integration; thirst and volume, electrolyte homeostasis; appetite and obesity, and inflammation and cytokines.

## ***American Journal of Physiology-Renal Physiology***

*The American Journal of Physiology-Renal Physiology* publishes original manuscripts on a broad range of subjects relating to the kidney, urinary tract, and their respective cells and vasculature, as well as to the control of body fluid volume and composition. Studies may involve human or animal models, individual cell types, and isolated membrane systems. Authors are encouraged to submit reports on research using a wide range of approaches to the study of function in these systems, such as biochemistry, immunology, genetics, mathematical modeling, molecular biology, and physiological methodologies. Papers on the pathophysiological basis of disease processes of the kidney, urinary tract,

and regulation of body fluids are also encouraged.

### ***Advances in Physiology Education***

*Advances in Physiology Education* is dedicated to the learning of physiology, both in specialized courses and in the broader context of general biology education. *Advances* also aims to increase recognition of physiology education as a scholarly activity. The journal publishes peer-reviewed descriptions of new strategies for teaching in the classroom and laboratory, essays on education, and review articles for teachers on our current understanding of physiological mechanisms, new technology for teaching and research, and pedagogy. Columns provide reviews of textbooks and other learning resources, annotated bibliographies of relevant articles from other journals or websites, profiles of physiology educators, and notices and reports of meetings of interest.

### ***Journal of Neurophysiology***

The *Journal of Neurophysiology* publishes original articles on the function of the nervous system. All levels of function are included, from the membrane and cell to systems and behavior. Experimental approaches include molecular neurobiology, cell culture and slice preparations, membrane physiology, developmental neurobiology, functional neuroanatomy, neurochemistry, neuropharmacology, systems electrophysiology, imaging and mapping techniques, and behavioral analysis. Experimental preparations may be invertebrate or vertebrate species, including humans. Theoretical studies are acceptable if they are tied closely to the interpretation of experimental data and elucidate principles of broad interest.

### ***Journal of Applied Physiology***

The *Journal of Applied Physiology* publishes original papers that deal with diverse areas of research in applied physiology, especially those papers emphasizing adaptive and integrative mechanisms. Adaptive physiology includes 1) inherent adaptations such as those related to development, aging, and pathophysiological conditions and 2) adaptations to the external environment such as those occurring with exercise, microgravity, hypoxia, hypo- and hyperbaria, and hypo- and hyperthermic conditions. Integrative physiology includes 1) horizontal integration across organ systems and 2) vertical integration from molecule to cell to organ. In all areas of applied physiology, the use of cutting-edge techniques including molecular and cellular biology is strongly encouraged.

The wide scientific span of the Journal rests on physiology as its keystone. However, the boundaries of physiology have enlarged as demarcations between concepts and techniques in the physiological, pharmacological, and biochemical sciences become increasingly blurred. Moreover, theoretical articles on research at any level of biological organization ranging from molecules to humans fall within the broad scope of the Journal. Papers dealing with topics in other basic sciences that impinge on physiology are also welcome.

## ***Physiological Reviews***

*Physiological Reviews* is published quarterly and provides state of the art coverage of timely issues in the physiological and biomedical sciences. It appeals to physiologists, neuroscientists, cell biologists, biophysicists, and clinicians with special interest in pathophysiology. Topics are covered in a broad and comprehensive manner. These articles are very useful for teaching and research as they provide interesting, clearly written updates on important new developments.

## ***Physiological Genomics***

*Physiological Genomics* publishes results of a wide variety of studies from human and from informative model systems with techniques linking genes and pathways to physiology, from prokaryotes to eukaryotes. The Journal encourages the submission of research that links genes to cell replication, development, metabolic function, cell signal transduction and intracellular signaling pathways, tissue and organ function, and whole organism function. *Physiological Genomics* encourages the utilization of approaches ranging from expression profiling, assays for molecular interactions, natural and directed gene alteration, selective breeding studies, gene identification, and the assessment of gene/environment interaction. The Journal welcomes important new technologies and concepts that enhance the study of functional genomics. The Journal encourages publication of new computational approaches, integrative models, and image analysis predictive of gene function. *Physiological Genomics* also publishes invited reviews and perspectives that enhance the understanding of the link between genetics and physiology. The Journal is committed to rapid peer review to ensure the publication of high-quality papers and timely news and review articles.

## ***The Physiologist***

*The Physiologist* is the newsletter of the American Physiological Society, featuring articles on Society affairs and announcements, as well as articles of importance to today's physiologist. The August and October issues include abstracts of volunteered papers submitted for the APS Conferences. Supplements are published on an irregular basis.

## ***Physiology***

*Physiology* publishes invited review articles written by leaders in their fields. These articles are peer reviewed and highlight major advances in the broadly defined field of physiology. The journal also publishes shorter articles that either present important emerging topics and technologies or differing points of view. Finally, the journal highlights and briefly summarizes some of the most exciting new papers in physiology. *Physiology* is published jointly with the International Union of Physiological Sciences.

## ***Comprehensive Physiology***

Launched in January 2011, *Comprehensive Physiology* is the most definitive, authoritative and comprehensive collection of physiology information available. Its starting point is more than 30,000 pages of content from the Society's Handbook of Physiology (HoP) series, which has been digitized and included in the work. *Comprehensive Physiology* is published in quarterly issues of brand new content that expands on the classic content from HoP.

New review articles are published in an online-only quarterly serial format that allows *Comprehensive Physiology*, and as such, it is indexed in PubMed and has received an Impact Factor. The primary audience is academic scientists in the life sciences with secondary audiences including advanced students in the life sciences and medicine, instructors in these disciplines, and academic clinicians.

## ***Physiological Reports***

*Physiological Reports* is an online-only open access journal that publishes peer-reviewed research across all areas of basic, translational and clinical physiology and allied disciplines. *Physiological Reports* is a collaboration between The Physiological Society and the American Physiological Society, and is therefore in a unique position to serve the international physiology community through quick time to publication while upholding a quality standard of sound research that constitutes a useful contribution to the field. Papers are accepted solely on the basis of scientific rigor, adherence to technical and ethical standards, and evidence that the study is sufficiently well-conceived and the data support the conclusions.

## ***Physiology in Medicine***

Physiology in Medicine is a series of review articles that was published in *The Annals of Internal Medicine* from 2003 – 2010 and made freely available online on the APS website. Articles in the Physiology in Medicine series provide insights at a molecular level into mechanisms of disease. The articles are written and edited with the specific intent of making concepts in basic science relevant to clinical medicine. From 2011, the Physiology in Medicine series of articles are invited by APS journal editors and published in the respective journal.



## ***Articles in PresS***

Articles in PresS (AiPS) are accepted, peer-reviewed papers published online in PDF manuscript format before they are copyedited. AiPS are posted within a week of acceptance. AiPS are citable, searchable in PubMed and establish publication priority. Articles are subsequently processed through the regular production cycle and appear in final format online and in the APS journal to which they were submitted and carry the Digital Object Identifier (DOI) that corresponds with the AiPS citation.

## **Books**

The Society sponsors publication of the *Handbooks of Physiology*, its digital update, *Comprehensive Physiology*, published as a quarterly journal by Wiley.

Monograph Book Series, and other APS books are produced in conjunction with Springer. The Society determines book topics and appoints the book editors and will consider book manuscript submissions from Society members. Society members receive a discount on print books produced by Springer as well as free access to the 33 titles of the monograph book series scanned by Springer as well as free online access to new titles produced in collaboration with Springer. Free online access is provided to Society members via the APS website.

## ***Journal Legacy Content***

APS Journal Legacy Content is an online collection of all of the APS Journal content published before the journals were put online in 1996. The Legacy Content goes back to the first issue of each of the APS journals, including the first issue of the *American Journal of Physiology*, published in 1898. This Legacy Content is published as searchable, scanned images of the printed pages and is freely available to Society members.

# Sections

The Society's Bylaws specify:

ARTICLE X. Section I. *Society Sections*.

Upon acceptance of a Statement of Organization and Procedures and approval by Council, an appropriate group of regular members of the Society may form a section that encompasses an area of physiology.

Such sections shall: a. participate in the governance of the Society by selecting a representative to the Section Advisory Committee; b. advise the Society on matters of interest to the specialty group represented in the section; c. assist the Society in organization of scientific meetings by electing a member to the Joint Program Committee; d. nominate individuals for membership on Society committees; e. be open to all members of the Society expressing an interest in section membership.

The Executive Director shall provide assistance to sections in the carrying out of section business.

Nothing in a section's Statement of Organization and Procedures may be construed as contradictory to the Constitution and Bylaws or Operational Guide of the Society.

The Society headquarters staff offers the following services to section steering committees and section task forces:

- Maintenance of a roster of members of each section and provide steering committees with lists of those members.
- Maintenance of an email list service for each section.
- Mail communications necessary for the conduct of business, e.g., newsletters, election ballots, notices of meetings, etc.
- Providing Section Treasurer or Chair with annual section-related financial statements.
- Arranging for posting of informational items, newsletters, Steering committee rosters on the APS web site.
- Securing location for section steering committee meetings at the annual scientific meeting.
- Conducting elections of section officers.
- Consultation to section officers for the achievement of section goals.
- Information to new members about the requirements for joining sections.
- Space in *The Physiologist* and on the APS web site for news of section activities.
- Funds for an annual Distinguished Lectureship.
- Funds for annual distinguished lectureship ancillary activities.
- Funds for section-sponsored featured topics at the annual meeting.
- Assistance to Section Steering Committees in promoting section activities using direct-mail campaigns, journal advertisements, exhibits at competing meetings, etc.
- Ticket sale and distribution management for section ticketed events at annual meeting.

## **Section Operating Procedures**

The Section Operating Procedures are prepared by the Section Steering Committee and approved by Council.

**Definition:** A Section is an APS Council-approved organization composed of Society members who share a common interest.

### **Requirements: A Section shall:**

- Represent a body of physiological science or interest that is national in scope and shared by a segment of the APS membership.
- Include membership of not less than 100 regular members with a primary affiliation in that section recorded during a two-year period.
- Nominate candidates to serve on Society committees.
- Appoint members to Society section-appointed committees (i.e.: Joint Program, Section Advisory, Physiologists in Industry, Committee on Committees, and Trainee Advisory).
- Operate under an APS Council-approved statement of organization and a set of procedures providing for the democratic election of section leadership.
- Manage its affairs in accordance with APS policies and sound business and professional practice.
- Designate a lecturer for the Distinguished Lectureship program at the spring meeting.
- Communicate regularly with section membership.

### **Planning and Budgeting**

All expenses arising out of general communication and administration activities are fully covered by the Society. Such expenses include printing and mailing of newsletters and ballots, steering committee meetings (teleconferences and in person), website management on the APS server, listserv management on the APS server, etc.

Section-specific activities such as a section's annual banquet or business meeting, awards, plaques or certificates, are covered by funds raised and managed by the section steering committee. Such funds are kept in a "restricted" account housed at APS. The Society staff may not deposit or withdraw monies from these accounts without approval from a designated section representative (usually the section Treasurer or Chairperson).

### **In managing the restricted account, a section is urged to:**

- Prepare an annual budget
- Conduct an annual review of all program costs to assure that expenditures are kept within the budget.
- Forward any donated funds to the APS office for deposit into the section's restricted account.

- Receive from APS \$4,000 for *distinguished lectureship ancillary functions* at the spring meeting that enhance junior/senior interactions.
- Receive from APS \$2,000 for each featured topic on which the section serves as primary sponsor.
- Save unexpended funds to create a reserve.

### **Structure and Service**

- Each new APS member is required to select only one primary affiliation of his/her choice.
- Each APS member may select up to two secondary sectional affiliations.
- Each Section may determine whether secondary members have voting rights and/or can serve on section steering or sub- committees.
- The Section Steering committee shall consist of at least six (6) members: The Section Chair who also serves as the Section Advisory Committee representative, the Joint Program Committee representative, the Committee on Committees representative, the Physiologists in Industry Committee representative, the Trainee Advisory Committee representative, and at least one additional councilor. Appropriate APS journal editors shall serve as *ex officio* members. The steering committee shall have the responsibility of administering the affairs of the section.
- The Steering Committee shall hold an annual section business meeting at a national scientific meeting and shall publish a section newsletter.
- The Section Chair and representatives to the Joint Program Committee, Committee on Committees, Physiologists in Industry Committee, and Trainee Advisory Committee shall serve three-year terms.
- The Section Chair shall be elected from currently or recently (within three years) seated Steering Committee members who have served at least two years.
- The Steering Committee shall have in place a mechanism for selecting nominees for membership on the Steering Committee. Election shall be conducted by means of a ballot distributed to all section members holding primary affiliation and who are regular members in good standing at the time of the mailing.
- The Steering Committee shall designate individuals to serve on a Section Program Committee whose primary function is to ensure the scientific integrity of the spring meeting. This group may be composed of members outside the membership of the section and may include non-APS members. The Joint Program Committee representative shall serve as the chair of the Section Program Committee.
- The Steering Committee shall annually prepare and submit a list of nominees for APS committees.

Sections' Statements of Organization and Procedures follow on p. 58

## Awards

### Distinguished Lectureships Awards

Twelve Distinguished Lectureships, named after outstanding contributors to the disciplinary areas of physiology represented by the 12 APS Sections, provide additional focus on the activities of the sections. The annual lectureships are to be of the highest quality, representing the finest science in the world. Each recipient shall receive a \$1,000 honorarium and up to \$2,000 to cover travel and per diem expenses. The lecturers shall present a talk and be active participants in the spring meeting. The Cell and Molecular Physiology Section, Environmental & Exercise Physiology Section and Cardiovascular Section will give plenary lectures and the remaining nine lectures will be presented during predetermined two-hour time slots as mandated by the EB Cluster Program.

APS deposits “distinguished lectureship ancillary event” funds in the amount of \$4,000 into each section’s restricted account annually. The funds may be used in any manner approved by the section and are generally designated to offset expenses for events that enhance interactions between the Distinguished Lecturers, graduate students, and postdoctoral fellows.

The named Lectureships are:

- Robert M. Berne Distinguished Lectureship of the Cardiovascular Section
- Hugh Davson Distinguished Lectureship of the Cell and Molecular Physiology Section
- Joseph Erlanger Distinguished Lectureship of the Central Nervous System Section
- August Krogh Distinguished Lectureship of the Comparative & Evolutionary Physiology Section
- Solomon A. Berson Distinguished Lectureship of the Endocrinology & Metabolism Section
- Edward F. Adolph Distinguished Lectureship of the Environmental & Exercise Physiology Section
- Horace W. Davenport Distinguished Lectureship of the Gastrointestinal & Liver Physiology Section
- Carl Ludwig Distinguished Lectureship of the Neural Control & Autonomic Regulation Section
- Carl W. Gottschalk Distinguished Lectureship of the Renal Section
- Julius H. Comroe, Jr. Distinguished Lectureship of the Respiration Section
- Claude Bernard Distinguished Lectureship of the Teaching of Physiology Section
- Ernest H. Starling Distinguished Lectureship of the Water & Electrolyte Homeostasis Section

## Section-sponsored Awards

### Registration Reimbursement for Section-Sponsored Awards

APS covers the cost of the advance (early-bird) registration fee for all section-sponsored awards that are *not* endowed. If an award is limited to graduate students and the recipient registered as a nonmember, only the graduate student registration fee will be paid. The registration amount will be included in the cash prize payment presented to the recipient at the section event specified and upon receipt of a completed tax withholding form for USA permanent residents or receipts for Non-residents. No awardee will be provided until the appropriate IRS forms have been received in proper order as determined by the APS Director of Finance.

### New Investigator Awards

APS funds one New Investigator Award per section in the amount of \$1,000 plus reimbursement of the advance registration form. APS requires the awards be given to a junior investigator who is above the rank of postdoctoral fellow but below the rank of Senior Investigator and that the candidates are sponsored or nominated by two regular members in good standing. The candidate is not required to present an abstract at the annual meeting. Each section may determine additional criteria for the award. If a section determines there is not a qualified candidate deserving of the award, the funds revert back to APS and the section forfeits the award for that year.

### Research Recognition Awards

APS funds a minimum of two Research Recognition Awards per section, in the amount of \$500, plus additional awards up to a maximum of 48 awards divided among the sections based on primary sectional affiliation (see distribution listed below). APS requires candidates to be postdoctoral or doctoral trainees and to be first author on and present an abstract at the annual meeting. If a section does not award the number of awards provided in the distribution, the funds revert back to APS and the section forfeits the award for that year.

#### Distribution of Research Recognition Awards by Section

Cardiovascular	9 awards
Cell & Molecular Physiology	5 awards
Central Nervous System	3 awards
Comparative & Evolutionary Physiology	3 awards
Endocrinology & Metabolism	4 awards
Environmental & Exercise Physiology	4 awards
Gastrointestinal & Liver Physiology	3 awards
Neural Control & Autonomic Regulation	4 awards
Renal	4 awards
Respiration	4 awards
Teaching of Physiology	2 awards

## Cardiovascular Section

The **Carl J. Wiggers Award** (\$1,000 honorarium, a featured topic selected by the awardee plus complimentary registration to the EB Meeting at which the featured topic is scheduled) is in honor of the Cardiovascular Section's founder, Carl J. Wiggers, whose research defined fundamental pressure-flow relationships in the cardiovascular system. In addition to publishing definitive texts in circulatory physiology, Dr. Wiggers founded *Circulation Research* and trained numerous future department heads as well as several presidents of the APS. The award is presented to a scientist who is a **fellow of the Cardiovascular Section** of the APS, who has made outstanding contributions to cardiovascular research throughout their career, has been an active and committed member of the section, and who will attract outstanding new members to the Cardiovascular Section from the United States and abroad.

The nomination package should include: 1) NIH-style biosketch with 15 most representative publications and 2) two letters of nomination.

1 The \$1,000 honorarium is paid out of the featured topic session funds.

**The Robert M. Berne Distinguished Lectureship of the APS Cardiovascular Section** (\$1,000 plus complimentary registration to the EB meeting)

is in honor of one of the most distinguished members of the Cardiovascular Section, Robert M. Berne, whose research focused on the local chemical regulation of tissue blood flow, with an emphasis on understanding the role of adenosine and how it elicits vasodilation. This award is presented to an emerging leader in cardiovascular research whose current research is particularly stimulating, such that the presentation of this work would contribute to interest in, and growth of, the Cardiovascular Section. The applicant need not be a current member or fellow of the CV Section but should be in a peak career stage of research innovation and productivity. Required Documents include: 1) NIH-style biosketch with 15 most representative publications; 2) two letters of nomination.

**Cardiovascular Section Clinical Science Young Investigator Award** sponsored by Portland Press (\$500 plus a free personal subscription to Clinical Science online (<http://www.clinsci.org/>) recognizes an outstanding junior investigator involved in cardiovascular research. To be eligible, the investigator must have earned an MD, PhD, or equivalent degree within the past 5 years and have submitted a first-authored abstract to the Experimental Biology Meeting under an APS Cardiovascular Section Topic Category. It is expected that the awardee will attend the Experimental Biology meeting and present his or her research. The awardee will be recognized at the Cardiovascular Section Banquet during the EB meeting. Required Documents include: 1) Abstract number, 2) Abstract first author's name, 3) PDF of abstract submission.

**The Cardiovascular Section New Investigator Award** (\$1,000 plus reimbursement of the advance registration fee)

was founded by the APS in 2002 in recognition of outstanding investigators in the early stages of their career who have made meritorious contributions to the scientific areas represented by the Cardiovascular Section of the APS. Candidates must be an APS member in good standing with a primary affiliation in the Cardiovascular Section and should not be above the rank of Assistant Professor or a comparable position in a research track at an academic institution or in industry.

The candidate must upload on the APS website their NIH-style biosketch with 15 most representative publications curriculum, two nomination letters from regular APS members, and a first- or senior-authored abstract from their laboratory that will be presented at EB.

Candidates will be judged on their abstract, new research development(s), how their new area of investigation relates to the Cardiovascular Section, and evidence of their independence and promise (funding, peer review activities, etc.). The awardee must attend the Experimental Biology meeting in order to collect the cash prize.

Required Documents include: 1) NIH-style biosketch with 15 most representative publications curriculum, 2) summary of research, 3) abstract number, 4) PDF of abstract submission, and 5) abstract first author's full name.

**The Cardiovascular Section Research Recognition Awards** (\$500 plus reimbursement of the advance registration fee) are designed to encourage submission of abstracts to the Experimental Biology meetings from junior investigators (i.e., doctoral students and postdoctoral fellows). To be eligible, doctoral students must be engaged in their dissertation research while postdoctoral fellows must have earned an MD, PhD or equivalent degree within the past 5 years.

Applicants must have submitted a first-authored abstract to the Experimental Biology Meeting under an APS Cardiovascular Section topic category. It is expected that awardees will attend the Experimental Biology meeting and present their research. Up to nine Research Recognition Awards will be made each year based upon those abstracts judged to be most meritorious. The awardee must attend the



Experimental Biology meeting in order to collect the cash prize. Required Documents include: 1) Abstract number, 2) pdf of abstract submission, 3) Abstract First Author's full name.

### **Cell and Molecular Physiology Section**

The **Cell and Molecular Physiology Section New Investigator Award** (\$1,000 plus reimbursement of the advance registration fee) recognizes an outstanding investigator in the early stages of his/her career. Candidates should be investigators who have made meritorious contributions to the area represented by the Cell and Molecular Physiology Section. They should not be above the rank of Assistant Professor or a comparable position in a research track at an academic institution or in industry (e.g. Scientist, Sr. Scientist, Research Investigator, etc.). They should receive nominations from at least two regular members of the APS.

Candidates will be judged on their publications, how the publications relate to the Cell and Molecular Physiology Section and evidence for independence and promise (grant funding, peer review activities, etc.). Although this is not an abstract-based award, eligibility requires that awardees submit an abstract, under a Cell and Molecular Physiology Section Topic Category, attend the EB Meeting, and make an oral or poster presentation. Unlike the other CAMPS awards, they need not be first author of the submission, but are anticipated to be senior author. Abstracts must be submitted by the EB meeting deadline, and then all additional application materials must be completed online by the award deadline date.

The candidate must be an APS member in good standing and be affiliated with the Cell and Molecular Physiology Section.

Candidates must upload: curriculum vitae, 2 nomination letters from APS members, and 3 reprints. Awardees are recognized at the Cell and Molecular Physiology Banquet at the EB Meeting. As per APS rules, the applicant must attend the Experimental Biology meeting in order to be eligible for the award. Only one application per candidate will be accepted for any specific year and this award can only be obtained once.

The **Cell and Molecular Physiology Section Research Recognition Awards** (\$500 plus reimbursement of the advance registration fee) will be given to TWO successful candidates for work performed while in the first through fifth postdoctoral year or medical residency. Applicants must be first author on an abstract submitted by the abstract deadline to the EB meeting and this work will be the primary basis for evaluation.

The trainee and/or their direct mentor must be a member in good standing of the APS.

Members of the CAMPS Steering Committee will evaluate all submitted abstracts and supporting

documents and then select the semi-finalists who will be announced via email and a newsletter to the CAMPS membership prior to the EB meeting. The semi-finalists shall make a special poster presentation to the judges and public prior to the Cell and Molecular Section Banquet at the EB meeting (CAMPS dinner). The poster judging typically occurs at the beginning of the EB meeting. Award winners will be selected by the panel at this time and awards announced, for the first time, and presented at the CAMPS dinner. The applicant must attend the Experimental Biology meeting in order to be eligible for the award.

Applicants must upload: 1) a copy of the submitted abstract; 2) their curriculum vitae; and, 3) a brief (e.g. half page) recommendation letter from their mentor describing why the trainee is deserving of the award.

The abstract must be submitted by the EB meeting abstract deadline and then all application materials must be completed online by the award deadline date. Only one application per candidate will be accepted for any specific year. Award cannot be received in consecutive years.

The **Cell and Molecular Physiology Section Robert Gunn Student Awards** (\$300 plus reimbursement of the advance registration fee) are available for up to TWO pre-doctoral candidates, allotment depending on applicant pool. One award will be given for work done while enrolled as a medical or graduate (doctoral or masters) student. An undergraduate researcher is given priority for the second award. Applicants must be first author on an abstract submitted by the abstract deadline to the EB meeting and this work will be the primary basis for evaluation. The trainee and / or their direct mentor must be a member in good standing of the APS.

Members of the CAMPS Steering Committee will evaluate all submitted abstracts and supporting documents and then select the semi-finalists who will be announced via email and a newsletter to the CAMPS membership prior to the EB meeting. The semi-finalists shall make a special poster presentation to the judges and public prior to the Cell and Molecular Section Banquet at the EB meeting (CAMPS dinner). The poster judging typically occurs at the beginning of the EB meeting. Award winners will be selected by the panel at this time and awards announced, for the first time, and presented at the CAMPS dinner that night. The applicant must attend the Experimental Biology meeting in order to be eligible for the award.

Applicants must upload: 1) a copy of their abstract; 2) their curriculum vitae; and, 3) a brief (e.g. half page) recommendation letter from their mentor describing why the trainee is deserving of the award. The abstract must be submitted by the EB meeting abstract deadline and then all additional application materials must be completed online by the award deadline date. Only one application per candidate will be accepted for any specific year. Award cannot be received in consecutive years; however previous undergraduate awardees are eligible for the graduate award.

## Central Nervous System Section

The **Central Nervous System Section New Investigator Award** (\$1,000 plus reimbursement of the advance registration fee at the Experimental Biology Meeting) recognizes an outstanding investigator in the early stages of his/her career. Candidates should be investigators who have made meritorious contributions to the area represented by the CNS Section. They should not be above the rank of Assistant Professor or a comparable position in a research track at an academic institution or in industry (e.g. Scientist, Sr. Scientist, Research Investigator, etc.). They should receive nominations from two regular members of the APS. Candidates will be judged on their publications, how the publications relate to the CNS Section and evidence for independence and promise (grant funding, peer review activities, contributions to the discipline, etc.).

The candidate must be an APS member in good standing with affiliation in the Central Nervous System Section. Preference will be given to those with a primary affiliation in the Central Nervous System Section. Although this is not an abstract-based award, awardees must attend the Experimental Biology meeting and make an oral or poster presentation. While there is no limit on the number of times an applicant may apply for the CNS section New Investigator Award, each applicant is eligible to win this award only once.

Applications are reviewed and rated by the Awards Committee of the CNS Section.

Candidates must upload: curriculum vitae, 2 nomination letters from regular members of APS and 3 reprints. Candidates must also provide the number of their abstract for the Experimental Biology meeting (or, if a symposium presentation, the name of the session in which the presentation is programmed) and the name of the first author on the abstract/presentation. The awardee must attend the Experimental Biology meeting in order to collect the cash prize. The winner will be encouraged to organize and submit a Featured Topic or Symposium to be considered for presentation at the next Experimental Biology meeting.

The **Central Nervous System Section Research Recognition Award** (\$500 plus reimbursement of the advance registration fee) recognizes meritorious research by young investigators, who participate in the Experimental Biology meeting.

To qualify for this award, the applicant must have received a Ph.D. or other professional degree within the past 10 years and hold a post-doctoral or junior faculty position. Candidates must be first author on an abstract that is presented as a poster or give an invited talk at the Experimental Biology meeting. The poster or oral presentation should be on a topic related to the central or peripheral nervous system. While there is no limit on the number of times an applicant may apply for a CNS section Research Recognition Award, each applicant is eligible to win this award only once.

Applications are reviewed and rated by the CNS Section Awards Committee.

Applicants must upload a copy of their first-authored abstract (See “Tips on Writing a Successful Abstract” below) or a paragraph describing his/her research if it is to be presented in a symposium or featured topic session, a letter indicating the novelty of the research project described in the abstract, the year he/she received his/her PhD degree, his/her current position, and whether he/she is a member of APS. Membership in the APS is not required but is highly recommended. The awardee must attend the Experimental Biology meeting in order to collect the cash prize.

**The Central Nervous System Section Van Harreveld Memorial Award** (\$500 plus reimbursement of the advance registration fee) recognizes outstanding research in neuroscience by a graduate student, who participates in the Experimental Biology Meeting.

The recipient must be first author on an abstract presented at the Experimental Biology meeting (See “Tips on Writing a Successful Abstract” below). The subject matter of the abstract should be any topic related to the central or peripheral nervous system. While there is no limit on the number of times an applicant may apply for the Van Harreveld Memorial Award, each applicant is eligible to win this award only once. Applications are reviewed and rated by the Awards Committee of the CNS Section.

Candidates must upload a copy of their submitted abstract.

### **Comparative and Evolutionary Physiology Section**

The **Comparative and Evolutionary Physiology Section New Investigator Award** (\$1,000 plus reimbursement of the advance registration fee) recognizes an outstanding investigator in the early stages of his/her career. Candidates should be investigators who have made meritorious contributions to the scientific areas represented by the Comparative and Evolutionary Physiology Section.

They should not be above the rank of Assistant Professor or a comparable position in a research track at an academic institution or in industry (e.g. Scientist, Sr. Scientist, Research Investigator, etc.). They should receive nominations from at least one regular member of the APS. Candidates will be judged on their publications, how the publications relate to the Comparative and Evolutionary Physiology Section and evidence for independence and promise (grant funding, peer review activities, etc.). Although this is not an abstract-based award, awardees are required to attend the EB meeting in order to receive the cash award.

The candidate must be an APS member in good standing. Candidates must upload: curriculum vitae, two nomination letters (at least one from an APS member), and three reprints. Awardees are recognized

at the Comparative and Evolutionary Physiology Section Business Dinner at the EB Meeting.

The **Comparative and Evolutionary Physiology Section Research Recognition Award** (\$500 plus reimbursement of the advance registration fee) will provide up to three travel awards in recognition of meritorious research by young investigators who participate in the EB Meeting. Candidates must have completed their Ph.D. within the past 10 years, be a member of APS, and must present a talk or poster at the EB Meeting. The subject matter can be any topic that deals with comparative and evolutionary physiology.

Applicants must upload a copy of the first-authored abstract, a one-page CV, and a one-page summary of research accomplishments and goals. Awardees are recognized at the Comparative and Evolutionary Physiology Section Business Dinner at EB Meeting. The awardee must attend the Experimental Biology meeting in order to receive the cash award.

The **Comparative and Evolutionary Physiology Section Scholander Award** sponsored by **GlaxoSmithKline** will not be presented at EB 2014. However, the Scholander Award will be awarded at the **2014 APS Intersociety Meeting** that sponsored by the CEPS section October 5-8, 2014 in San Diego, CA.

The **Comparative and Evolutionary Physiology Section Travel Award** sponsored by Novo Nordisk Foundation (\$500 plus reimbursement of the advance registration fee) recognizes an outstanding graduate or undergraduate student involved in comparative and evolutionary research. This award is designed to assist the award recipient to attend the annual APS Experimental Biology Meeting.

The applicant must submit a first-authored abstract to the EB Meeting under an APS Comparative and Evolutionary section topic category and will attend the EB Meeting to present his/her research. Either the applicant or the sponsor must be a member in good standing of APS. Two travel awards will be made each year based on those abstracts judged to be most meritorious. Awardees are recognized at the Comparative and Evolutionary Physiology Section Business Dinner at the EB Meeting. Applicants must upload a copy of the first-authored abstract and proof of student status.

The **Comparative and Evolutionary Physiology Section Travel Award** sponsored by **Dr. Dolittle** (\$500 plus reimbursement of the advance registration fee) recognizes an outstanding graduate student or postdoctoral fellow (completed Ph.D. within the past 5 years) involved in comparative and evolutionary research. This award is designed to assist the award recipient to attend the annual APS Experimental Biology Meeting.

The applicant must upload a copy of the first-authored abstract submitted to the EB Meeting under an APS Comparative and Evolutionary section topic category [1100-APS to 1105-APS] and a 450-850 word blog. The blog should explain, in lay language, (1) what the findings are; (2) why they are important; (3) what they contribute to our understanding of science; (4) and whether the results

came as a surprise or were expected. All entries should be accompanied by a relevant image or video which helps to tell the story behind the study, the researcher, or the science itself and a completed [Blog Compliance Form & Source Reference Sheet](#). The site, [Pro Blogger](#) offers a variety of suggestions about how to craft a good blog.

Applicants must be attending the EB Meeting to present his/her research. Either the applicant or the sponsor must be a member in good standing of APS. One travel award will be made each year based on those abstracts/blogs judged to be most meritorious. Awardees are recognized at the Comparative and Evolutionary Physiology Section Business Dinner at the 2014 EB Meeting. The winning blog will be posted on [Dr. Dolittle's website](#).

**All application materials must be submitted online by December 6, 2013.**

### **Content restrictions**

Blog/Image/Video must NOT contain:

- APS logo, name, or website
- Copyrighted material, unless it is owned or licensed by the contestant or in the public domain
- Trademarks of any third-party
- Third-party voiceovers
- Third-party stock photos, artwork, video, or sound unless it is licensed by the contestant or in the public domain
- Nudity, lewd or vulgar behavior, offensive language and/or gestures
- Exploitation or mistreatment of humans or animals

### **Additional Limitations**

- Contestants must have appropriate permissions to film on sites (e.g., campus, departmental buildings, laboratories)
- No laboratory animals can be used in filming without written permission of the institution and IACUC approval
- Each contestant may submit only 1 blog per year. Entrants submitting more than one blog will have all their submissions disqualified
- Vocals and titles must be made in English or subtitled in English
- Submissions must be original and unique. Submissions that appear to be duplicates will be disqualified. APS reserves the right to reject entries that, after examination, appear to infringe the rights of any third party without notice to the contestant(s). Modified versions of professionally produced works will be disqualified. Submissions cannot be derivative works from original works created by persons or entities other than the contestant(s)

### **Review Criteria**

Abstracts and associated blogs will be reviewed by the Comparative and Evolutionary Physiology Section Award Committee. The Committee will evaluate the submissions and choose one winner based on:

- Scientific merit and abstract quality
  - Message appropriate for the public
  - Creativity and originality
  - Accuracy of scientific content
  - Technical merit
- Overall artistic value

## **Endocrinology and Metabolism Section**

The **Endocrinology and Metabolism Section New Investigator Award** (\$1,000 plus reimbursement of the advance registration fee) recognizes an outstanding investigator in the early stages of his/her career. Candidates should be investigators who have made meritorious contributions to the area represented by the Endocrinology & Metabolism Section. They should not be above the rank of Assistant Professor or a comparable position in a research track at an academic institution or in industry (e.g. Scientist, Sr. Scientist, Research Investigator, etc.). They should receive nominations from at least two regular members of the APS.

Candidates will be judged on their publications, how the publications relate to the Endocrinology & Metabolism Section and evidence for independence and promise (grant funding, peer review activities, etc.). Although this is not an abstract-based award, awardees are expected to attend EB and make an oral or poster presentation. Also, the recipient is expected to submit a brief review article in her/his area of research interest to the *American Journal of Physiology-Endocrinology and Metabolism* for publication within one year of receiving the award. The candidate must be an APS member in good standing with a primary affiliation in the Endocrinology and Metabolism Section.

Candidates must upload: curriculum vitae, 2 nomination letters from APS members, and 3 reprints. Awardees must attend the Experimental Biology meeting to receive the cash prize and are recognized at the Endocrinology & Metabolism Section Business Meeting and Awards Reception.

The **Endocrinology & Metabolism Section Research Recognition Award** (\$500 plus reimbursement of the advance registration fee) is presented to up to four graduate students or research fellows whose investigations in endocrinology and metabolism physiology have been designated by the Steering Committee as being examples of meritorious research. Candidates must be first author on a submitted abstract to an APS Endocrinology & Metabolism Section topic category and be certified by his/her advisor as being eligible for such an award.

Applicants must upload a copy of the first-authored abstract. Awardees must attend the Experimental Biology meeting to receive the cash prize and are recognized at the Endocrinology & Metabolism Section Business Meeting and Awards Reception.

The **Mead Johnson Research Award in Endocrinology and Metabolism** (\$500 plus reimbursement

of the advance registration fee) is intended to recognize the graduate student, resident or postdoctoral fellow who presents the best abstract for research in the area of Endocrinology and Metabolism at the Experimental Biology Meeting.

Applicants must upload a copy of the first-authored abstract submitted to an Endocrinology and Metabolism Section topic category and a recommendation letter from the sponsor certifying the training status of the applicant. Awardees are recognized at the Endocrinology & Metabolism Section Business Meeting and Awards Reception at EB.

The **Virendra B. Mahesh Award of Excellence in Endocrinology** (\$1,000 plus reimbursement of the advance registration fee) is to promote the career development of young investigators pursuing research in the area of Endocrinology. The award will be presented to the graduate student or postdoctoral fellow submitting the best abstract to the Experimental Biology meeting in the area of Endocrinology and Metabolism. The recipient must be first author on an abstract submitted to the Endocrinology & Metabolism Section topic category and be certified by his/her advisor as being eligible for such an award. The recipient will be notified prior to the meeting and award presented at the Endocrinology & Metabolism Section Business Meeting and Awards Reception at the EB meeting.

Candidates must upload a copy of the first-authored abstract, and submit a brief (e.g., half page) recommendation letter from the mentor describing why the trainee is deserving of the award.

The **Campbell Awards in Endocrinology & Metabolism** (\$500 plus reimbursement of the advance registration fee) is a poster-based competition that will be held in conjunction with the annual Endocrinology and Metabolism Section Business Meeting at Experimental Biology. The awards will recognize the graduate student, resident or postdoctoral fellow who presents the best poster for research in the area of Endocrinology and Metabolism at the Experimental Biology Meeting. Candidates must be first author on a submitted abstract to an APS Endocrinology & Metabolism Section topic category [ tbd ] and be certified by his/her advisor as being eligible for such an award.

Applicants must upload a copy of the first-authored abstract to be considered for the award. Applicants must attend the Experimental Biology meeting and present their posters to the judges at the Section Business Meeting to be eligible to receive the cash prize and reimbursement of the advance registration fee. Winners will be recognized at the Endocrinology & Metabolism Section Business Meeting and Awards Reception.

## **Environmental and Exercise Physiology Section**

**Environmental & Exercise Physiology (EEP) Gatorade Beginning Investigator Award** (\$750 plus reimbursement of the advance registration fee) is presented to a post-doctoral trainee whose



investigation in either environmental, exercise or thermal physiology has been designated by the Steering Committee as an outstanding example of experimental research. Applicants must be first author on an abstract submitted to an EEP topic category at the EB meeting. Awardees are recognized at the EEP Awards Reception.

**Environmental & Exercise Physiology (EEP) Gatorade Predoctoral Investigator Award** (\$600 plus reimbursement of the advance registration fee) is presented to a predoctoral graduate student whose investigation in either environmental, exercise, or thermal physiology has been designated by the Steering Committee as an outstanding example of experimental research. Applicants must be first author on an abstract submitted to an EEP topic category at the EB Meeting and have not received their advanced degree by the EB abstract deadline. Awardees are recognized at the EEP Awards Reception.

**Environmental & Exercise Physiology (EEP) Section Military Physiology Predoctoral Award** (\$600 plus reimbursement of the advance registration fee) recognizes outstanding research in either environmental, exercise, or thermal physiology by a graduate student that is relevant to the physiological missions of the U.S. Armed Forces. Applicants must be first author on an abstract submitted to an EEP topic category at the EB meeting and have not received their advanced degree by the date of the EB abstract deadline. Awardees are recognized at the EEP Awards Reception.

**Environmental & Exercise Physiology (EEP) National Space Biomedical Research Institute's Gravitational Physiology Beginning Investigator Award** (\$750 plus reimbursement of the advance registration fee) recognizes outstanding research related to gravitational physiology by a postdoctoral trainee that is relevant to the physiological missions of the National Space Biomedical Research Institute (NSBRI). Applicants must be first author on an abstract submitted to an EEP topic category at the EB Meeting. Awardees are recognized at the EEP Awards Reception.

**Environmental and Exercise Physiology (EEP) Honor Award** (\$1,250 plus reimbursement of the advance registration fee) recognizes a previous or current primary member of the Section who has made significant research contributions to the scientific advancement of environmental, exercise, or thermal physiology while making significant contributions to enhancing the objectives of the Section. Awardees are recognized at the EEP Awards Reception.

**Environmental & Exercise Physiology (EEP) Beginning Investigator Military Physiology Award** (\$750 plus reimbursement of the advance registration fee) recognizes outstanding research in either environmental, exercise, or thermal physiology by a postdoctoral fellow or equivalent that is relevant to the physiological missions of the U.S. Armed Forces. Applicants must have received their advanced degree within four years of the EB abstract submission date of and must be first author on an abstract submitted to an EEP topic category at EB. Awardees are recognized at the EEP Awards Reception.

**Environmental and Exercise Physiology (EEP) New Investigator Award** (\$1,000 plus reimbursement of the advance registration fee) recognizes an outstanding investigator in the early stages of his/her career. Candidates should be investigators who have made meritorious contributions to the area represented by the EEP Section. They should not be above the rank of Assistant Professor or a comparable position in a research track at an academic institution or in industry (e.g. Scientist, Sr. Scientist, Research Investigator, etc.). They should receive nominations from at least two regular members of the APS. Candidates will be judged on their publications, how the publications relate to the EEP Section and evidence for independence and promise (grant funding, peer review activities, etc.). Although this is not an abstract-based award, awardees are expected to attend EB Meeting and make an oral or poster presentation.

The candidate must be an APS member in good standing with a primary affiliation in the Environmental and Exercise Physiology Section. Candidates must upload: curriculum vitae, 2 nomination letters from APS members, and 3 reprints. Awardees must attend the Experimental Biology meeting to receive the cash prize and are recognized at the EEP Awards Reception.

**Nike, Inc. Loren G. Myhre Environmental & Exercise Physiology (EEP) Postdoctoral Research Award** (\$1500 plus reimbursement of the advance registration fee) is presented to a postdoctoral fellow whose investigation in either environmental, exercise, or thermal physiology has been designated by the Steering Committee as an outstanding example of experimental research. Applicants must be first author on an abstract submitted to an EEP topic category at the 2014 EB. EEP award applicants may apply only to a maximum of TWO EEP section awards. Awardees are recognized at the EEP Awards Reception.

**Nike, Inc. Environmental & Exercise Physiology (EEP) Predoctoral Research Award** (\$1500 plus reimbursement of the advance registration fee) is presented to a predoctoral fellow whose investigation in either environmental, exercise, or thermal physiology has been designated by the Steering Committee as an outstanding example of experimental research. Applicants must be first author on an abstract submitted to an EEP topic category at the 2014 EB. EEP award applicants may apply only to a maximum of TWO EEP section awards. Awardees are recognized at the EEP Awards Reception.

**Environmental & Exercise Physiology (EEP) National Space Biomedical Research Institute's Predoctoral Gravitational Physiology Award** (\$600 plus reimbursement of the advance registration fee) recognizes outstanding research related to gravitational physiology by a graduate student that is relevant to the physiological missions of the National Space Biomedical Research Institute (NSBRI). Applicants must be first author on an abstract submitted to an EB EEP topic category and have not received their advanced degree by the date of the EB abstract deadline. Awardees and are recognized at

the EEP Awards Reception.

**Environmental & Exercise Physiology (EEP) Section Predoctoral Recognition Award** (\$500 plus reimbursement of the advanced registration fee) is presented to one or more pre-doctoral graduate students whose investigations in either environmental, exercise, or thermal physiology has been designated by the Steering Committee as being an example of meritorious research. Applicants must be first author on an abstract submitted to an EEP topic category at the EB Meeting and have not received their advanced degree by the abstract deadline. Awardees must attend the Experimental Biology meeting to receive the cash prize and are recognized at the EEP Awards Reception.

**Environmental & Exercise Physiology (EEP) Section Recognition Award for Beginning Investigators** (\$500 plus reimbursement of the advanced registration fee) is presented to one or more postdoctoral trainees whose investigations in either environmental, exercise, or thermal physiology has been designated by the Steering Committee as being an example of meritorious research. Applicants must be first author on an abstract submitted to an EEP topic category at the EB meeting. Awardees must attend the Experimental Biology meeting to receive the cash prize and are recognized at the EEP Awards Reception.

**Environmental & Exercise Physiology (EEP) Rigel Pharmaceuticals Post-doctoral Investigator Award** (\$750 plus reimbursement of the advance registration fee) is presented to a post-doctoral trainee whose investigation in either environmental, exercise or thermal physiology has been designated by the Steering Committee as an outstanding example of experimental research. Applicants must be first author on an abstract submitted to an EEP topic category at the EB meeting. Awardees are recognized at the EEP Awards Reception.

**Environmental & Exercise Physiology (EEP) Rigel Pharmaceuticals Predoctoral Investigator Award** (\$500 plus reimbursement of the advance registration fee) is presented to a predoctoral graduate student whose investigation in either environmental, exercise, or thermal physiology has been designated by the Steering Committee as an outstanding example of experimental research. Applicants must be first author on an abstract submitted to an EEP topic category at the EB Meeting and have not received their advanced degree by the abstract deadline. Awardees are recognized at the EEP Awards Reception.

### **Gastrointestinal and Liver Physiology Section**

The **Gastrointestinal & Liver Physiology Section New Investigator Award** (\$1,000 monetary award, reimbursement of the EB advance registration fee, complimentary admission to the GI & Liver Section Banquet at EB) recognizes an outstanding investigator in the early stages of his/her career. Candidates should be investigators who have made meritorious contributions to the area represented by the Gastrointestinal & Liver Physiology Section. They should not be above the rank of Assistant Professor

or a comparable position in a research track at an academic institution or in industry (e.g. Scientist, Sr. Scientist, Research Investigator, etc.). They should receive nominations from at least two regular members of the APS. Candidates will be judged on their publications, how the publications relate to the Gastrointestinal & Liver Physiology Section and evidence for independence and promise (grant funding, peer review activities, etc.). Although this is not an abstract-based award, awardees are expected to attend EB and make an oral presentation. The candidate must be an APS member in good standing. Candidates must upload: the curriculum vitae, one nomination letter from APS member and URL IDs for three of candidate's representative publications.

Awardees are recognized at the Gastrointestinal & Liver Physiology Section Banquet and Business Meeting. The awardee must attend Experimental Biology in order to receive the cash prize.

The **Takeda Distinguished Research Award of the APS Gastrointestinal & Liver Physiology Section** recognizes an outstanding investigator who is internationally recognized for his/her contribution to research in areas represented by the Section. The chosen individual will receive a \$1,500 honorarium, reimbursement of the EB advance registration fee and complimentary admission to the GI & Liver Section Banquet at EB. Candidates are judged based on their publication record, and the content of the nomination letter. Qualified researchers can be nominated by regular APS members or can self-nominate. Awardees are recognized at the Gastrointestinal & Liver Physiology Section Banquet at EB, where they are expected to give an after dinner talk, and at the section Business Meeting.

The **Gastrointestinal & Liver Physiology Section Research Recognition and Takeda Travel Awards** are designed to recognize trainees and junior level faculty who are engaged in gastrointestinal and liver research. These awards include a monetary honorarium, reimbursement of the EB advance registration fee and complimentary admission to the GI & Liver Section Banquet. The awards are given based on competitive appraisal of abstracts submitted to the Experimental Biology meeting. Separate awards will recognize 1) work done while enrolled as an undergraduate, 2) doctoral/medical student, 3) during the first five years of postdoctoral or medical residency training and 4) done as a junior level faculty who is within 10 years of having received a higher degree (Ph.D., M.D., or D.V.M). The final distribution among these awards will depend on the quality and the number of applicants. Awardees are notified of winning the competition in advance of EB.

All applicants are required to attend the GI & Liver Section Trainee Poster Symposium and present their posters. Top ranking travel awardees will be required to give a 10 min platform oral presentation during the poster symposium, and will be notified in advance of EB if they will be making a presentation. Additionally, all advance travel awardees may be asked to participate in the judging of poster presentations at the GI & Liver Trainee Poster Symposium. In this judging competition, applicants who did not receive an advance travel award will have a separate opportunity to win a travel award during the Poster Symposium.

To qualify for these awards, the applicant must be a first author on an abstract submitted to a GIL Topic Category at the Experimental Biology meeting, and either the applicant or a sponsor (in case of trainee awards) must be a member of APS. All applicants must upload a copy of their abstract and CV for consideration (and a half-page statement of research accomplishments if a junior faculty candidate). Awardees must attend the Experimental Biology meeting to receive the cash prize and will be recognized at the Gastrointestinal & Liver Physiology Section Banquet and Business Meeting.

The **Gastrointestinal & Liver Physiology Section Predoctoral and Postdoctoral Poster Awards** (monetary honorarium; reimbursement of registration fee and complimentary admission to GI & Liver banquet) are designed to recognize a predoctoral (undergraduate or graduate) trainee and a postdoctoral trainee who are engaged in gastrointestinal and liver research. The awards are given based on a poster competition at the Gastrointestinal and Liver Section Trainee Poster Symposium. This presentation is required in addition to the regular EB poster presentation to be considered for this award. The final decision of awards will be based on the quality of research and the oral presentation of the poster by the applicant to the judges at the Trainee Symposium (including the ability to answer questions regarding the presented research). Applicants who have already won a Research Recognition or Takeda Travel Award in the EB competition will not be eligible for the Poster Award in the same year. Awardees will be recognized at the EB Gastrointestinal & Liver Physiology Section Banquet and Business Meeting.

To qualify for these awards, the applicant must be a first author on an abstract submitted to a GIL Topic Category (at the Experimental Biology meeting) and either the applicant or a sponsor must be a member of APS. All applicants must upload a copy of their abstract for consideration, making sure to clearly indicate if they are a pre- or post-doctoral trainee.

### **Neural Control & Autonomic Regulation Section**

The **Michael J. Brody Young Investigator Award of the APS Neural Control and Autonomic Regulation Section** (\$500 plus reimbursement of the advance registration fee) recognizes a promising young investigator who has made a significant research contribution to the understanding of neural control and autonomic regulation. The award is open to graduate students (post-candidacy exams), and to postdoctoral and clinical fellows or equivalent (within 5 years of degree [month/year] to the date of award application deadline) g. The applicant must be an APS member in good standing with a primary affiliation in the NCAR Section.

Applicants must submit: 1) a first-authored abstract to any appropriate NCAR topic at the Experimental Biology meeting; 2) an NCAR Biosketch written by the applicant that includes a one-page personal statement summarizing the applicants research contributions, a complete list of publications and abstracts (listed separately), and any grants, fellowships and awards; 3) a letter of recommendation from the sponsor. Eligible candidates must indicate the date [month/year] of completion of the post candidacy

exam (graduate students) or the date [month/year] of completion of the doctoral degree program (postdoctoral applicant). Award criteria will be based on current work reflected in the abstract and overall contributions to the field. The awardee will be expected to present her/his abstract at the NCAR Trainee Featured Topic session at the Experimental Biology meeting to receive the cash prize and to be recognized at the NCAR Reception and Business Meeting. While there is no limit to the number of times an individual can apply for this award, the winner is eligible to win this award once only.

**The Neural Control and Autonomic Regulation Section New Investigator Award** (\$1,000 plus reimbursement of the advance registration fee) recognizes an outstanding investigator in the early stages of his/her career. Candidates should be investigators who have made meritorious contributions to the area represented by the NCAR Section. They should not be above the rank of Assistant Professor or a comparable position in a research track at an academic institution or in industry (e.g. Scientist, Sr. Scientist, Research Investigator, etc.). Professor or equivalent for more than 5 years [month/year] from the date of award application deadline. Applicants also must not have held an advanced degree (PhD, MD, DVM or equivalent) for more than 10 years [month/year] from the date of award application deadline. The applicant must be an APS member in good standing with a primary affiliation in the NCAR Section.

Applicants must submit: 1) an NCAR Biosketch (use only the NCAR biosketch form provided [here](#)) written by the applicant that includes a one-page personal statement summarizing the applicants research contributions, a complete list of publications and abstracts (listed separately), and grants, fellowships and awards; 2) written nominations from two regular members of the APS; 3) three reprints from published articles (first or senior authored). Unpublished or submitted manuscripts or review articles will not be accepted. Candidates will be evaluated on the quality and impact of their publications, the relation of their publications to neural control and autonomic regulation, and evidence of independence and promise (grant funding, peer review activities, etc.). Although this is not an abstract-based award, the awardee will be expected to present a talk at the NCAR Trainee Featured Topic session at the Experimental Biology meeting to receive the cash prize and to be recognized at the NCAR Reception and Business Meeting. While there is no limit to the number of times an individual can apply for the award, the winner is eligible to win this award once only.

**The Neural Control and Autonomic Regulation (NCAR) Postdoctoral and Early Career Research Recognition Award** (\$500 plus reimbursement of the advance registration fee) provide travel support to postdoctoral research fellows and early career investigators to present meritorious research at the annual Experimental Biology Meeting. Eligible candidates must be postdoctoral or clinical fellows or equivalent (within 5 years of degree [month/year] from the date of award application deadline) or early post-trainee investigators with an academic rank not higher than that of Assistant Professor or equivalent (within 7 years of doctoral degree [month/year] from the date of award application deadline).

Research focus should be in the area of neural control and autonomic regulation. The applicant must be an APS member in good standing with either a primary or secondary affiliation in the NCAR Section. Applicants must submit: 1) a first-authored abstract to any appropriate NCAR topic at the Experimental Biology meeting; 2) an NCAR written by the applicant that includes a one-page personal statement summarizing the applicants research contributions, a complete list of publications and abstracts (listed separately), and any grants, fellowships and awards.

Award criteria will be based on current work reflected in the abstract and overall contributions to the field. Awardees will be expected to present their abstract at the NCAR Trainee Featured Topic session at the Experimental Biology meeting to collect the cash prize and to be recognized at the NCAR Reception and Business Meeting. While there is no limit to the number of times an individual can apply for these awards, the winner is eligible to win this award once only.

The **Neural Control and Autonomic Regulation (NCAR) Graduate Student Award** (\$500 plus reimbursement of the advance registration fee) provide travel support to one or more graduate students to present meritorious research at the annual Experimental Biology Meeting. Graduate students working towards a PhD degree in the area of neural control and autonomic regulation are eligible to apply. The applicant must be an APS member in good standing with either a primary or secondary affiliation in the NCAR Section.

Award criteria will be based on current work reflected in the abstract and research accomplishments. Applicants must upload a copy of the first-authored abstract, a list of publications, a summary of research contributions written by the applicant, and a letter signed by both the applicant and sponsor indicating the expected date of receiving the PhD degree. Awardees must attend the Experimental Biology meeting in order to collect the cash prize and are recognized at the NCAR Reception and Business Meeting. While there is no limit to the number of times an individual can apply for this award, the winner is eligible to win this award once only.

## **Renal Section**

The **Renal Section Amgen Postdoctoral Excellence in Research Awards** recognize postdoctoral fellows who are first author on an abstract presented at the EB meeting involving renal-based research. Finalists will be notified prior to the EB meeting and will be judged during the Renal Section's Posters and Professors Reception at the meeting. Applicants must upload a copy of the first-authored abstract. Awardees are recognized at the EB Renal Dinner.

The **Renal Section New Investigator Award** (\$1,000, reimbursement of the advance registration fee,

plus a complimentary ticket to the Renal Dinner) recognizes an outstanding investigator in the early stages of his/her career. Candidates should be investigators who have made meritorious contributions to the areas of research represented by the Renal Section. They should not be above the rank of Assistant Professor or a comparable position in a research track at an academic institution or in industry (e.g. Scientist, Sr. Scientist, Research Investigator, etc.). They should receive nominations from at least two regular members of the APS. Candidates will be judged on their publications, how the publications relate to the Renal Section and evidence for independence and promise (grant funding, peer review activities, etc.). Although this is not an abstract-based award, awardees are expected to attend EB and make an oral or poster presentation. The candidate must be an APS member in good standing with a primary affiliation in the Renal Section.

Candidates must upload: curriculum vitae, two nomination letters from APS members, and three reprints. Awardees must attend the Experimental Biology meeting in order to collect the cash prize and are recognized at the EB Renal Dinner.

The **Renal Section Predoctoral Excellence in Renal Research Awards** recognize pre-doctoral students who are first author on an abstract presented at Experimental Biology involving renal-based research. Finalists will be notified prior to the EB meeting and will be judged during the Renal Section's at the meeting. Applicants must upload a copy of the first-authored abstract. Awardees are recognized at the Renal Dinner.

The **Renal Section Research Recognition Awards** (\$500 plus reimbursement of the advance registration fee) recognize the meritorious research by young investigators (junior faculty) who participate in the Experimental Biology Meeting. Up to four awards are given. Applicants must have finished post-doctoral work, may not be a senior faculty member (i.e. may not hold a faculty rank of Associate or Full Professor or industry equivalent), and may not have won this award in previous years. Candidates must be an author on an abstract submitted to the EB meeting (can be a late-breaking abstract). Applications will be reviewed and rated by the Renal Section Awards Committee. Membership in the APS is not required, but awardees will be encouraged to join if they are not members. Applicants must upload a copy of the submitted abstract. Awardees must attend the Experimental Biology meeting in order to collect the cash prize and are recognized at the EB Renal Dinner.

The **Robert W. Berliner Award for Excellence in Renal Physiology sponsored by Abbott Laboratories** (\$1000, reimbursement for up to \$1500 in travel expenses, plus a complimentary ticket to the Renal Dinner) is the most prestigious award of the APS Renal Section. The award recognizes distinguished lifetime achievement in renal physiological research by a living scientist. Candidates must be at least 60 years of age, and must have been a major contributor to the field of renal physiology over



a lifetime, including accomplishments in research, teaching, training and activities within the APS. The recipient will be honored at the Renal Dinner, and will participate in the EB Renal Section's Posters and Professors Reception. Nomination materials consist of the candidate's curriculum vitae and a nomination letter summarizing the candidate's qualifications. Nominations from previous years are automatically carried forward for consideration in the following years.

The **Renal Section Young Investigator Award** (\$1000, reimbursement for up to \$1500 in travel expense reimbursement and reimbursement of the annual meeting advance registration fee) recognizes an outstanding young investigator pursuing research in renal physiology, pathophysiology or hypertension. Candidates must be less than 41 years of age or less than 15 years beyond earning their first doctoral degree, and must have published original work in *American Journal of Physiology Renal Physiology* (or similar journal) during the preceding four years. Candidates will be judged on their nomination letters, funding record and publications. The recipient will present the Young Investigator Award Lecture, organize/chair a featured topic session, participate in the Renal Section's Posters and Professors Reception, and be recognized at the Renal Dinner during EB.

Candidates or nominators must upload the candidate's CV a nomination letter and a seconding letter.

## **Respiration Section**

The **Respiration Section New Investigator Award** (\$1,000 plus reimbursement of the advance registration fee) recognizes an outstanding investigator in the early stages of his/her career. Candidates should be investigators who have made meritorious contributions to the area represented by the Respiration Section. They must not be above the rank of Assistant Professor or a comparable position in a research track at an academic institution or in industry (e.g. Scientist, Sr. Scientist, Research Investigator, etc.). Applicants must have been independent investigators for no more than 8 years at the time of submitting the application. They must receive nominations from at least two regular members of the APS. Candidates will be judged on their publications, how the publications relate to the Respiration Section, evidence for independence and promise (grant funding, peer review activities, etc.) and level of participation in Experimental Biology and APS-related activities.

Although this is not an abstract-based award, awardees are expected to attend the Experimental Biology meeting and make an oral or poster presentation. The candidate must be an APS member in good standing with a primary affiliation in the Respiration Section. Candidates must upload: curriculum vitae, two nomination letters from APS members, and three reprints. Awardees must attend the Experimental Biology meeting in order to collect the cash prize and are recognized at the Respiration Section Banquet.

The Respiration Section Research Recognition Awards (\$500 plus reimbursement of the advance registration fee) recognize outstanding research by graduate students and postdoctoral fellows who submitted their abstract to an APS Respiration Section topic category at the Experimental Biology

meeting. Applicants must upload a copy of their first-authored abstract. Awardees must attend the Experimental Biology meeting in order to collect the cash prize and are recognized at the Respiration Section Banquet.

### **Teaching of Physiology Section**

The **Teaching of Physiology Section New Investigator Award** (\$1,000 plus reimbursement of the advanced registration fee and a complimentary ticket to the Section dinner) recognizes an outstanding investigator in the early stages of his/her career. Candidates should be investigators who have made meritorious contributions to the area represented by the Teaching of Physiology Section. They should not be above the rank of Assistant Professor or a comparable position in a research track at an academic institution or in industry (e.g. Scientist, Sr. Scientist, Research Investigator, etc.). They should receive nominations from at least two regular members of the APS. Candidates will be judged on their publications, how the publications relate to the Teaching of Physiology Section and evidence for independence and promise (grant funding, peer review activities, etc.).

Although this is not an abstract-based award, awardees must attend EB and make an oral or poster presentation. The candidate must be an APS member in good standing with a primary affiliation in the Teaching of Physiology Section. Candidates must upload: curriculum vitae, two nomination letters from APS members, and three reprints. Awardees must attend the Experimental Biology meeting in order to collect the cash prize. The recipient is also recognized at the Teaching of Physiology Section Business Meeting.

The **Teaching of Physiology Section Research Recognition Awards** (\$500 plus reimbursement of the advanced registration fee, and a complimentary ticket to the Section dinner). To qualify for this award, the applicant must be first author on the poster, and age 40 or under or within 10 years of receiving the Ph.D. or M.D. Applicants must be APS regular, affiliate, or student members. Abstracts will be reviewed and rated by the Teaching Section Steering Committee. The committee values research work that has not been recognized by this award. Thus, a previous research recognition award recipient may apply if the research work is not substantially related to the research associated with a past award. All poster abstracts must be formally submitted to EB by the abstract deadline. Applicants must upload a copy of the first-authored abstract. Awardees must attend the Experimental Biology meeting in order to collect the cash prize. The recipients are also recognized at the Teaching of Physiology Section Business Meeting.

The **Arthur C. Guyton Educator of the Year Award** supported by Elsevier (\$1,000 cash prize, complimentary registration to Experimental Biology, a framed, inscribed certificate, up to \$750 in travel reimbursement to the Experimental Biology meeting and a complimentary ticket to the Section Dinner) recognizes a full-time faculty member of an accredited college or university and member of the APS who has independent evidence of: (1) excellence in classroom teaching over a number of years at the undergraduate, graduate, or professional levels; (2) commitment to the improvement of physiology

teaching within the candidate's own institution; and (3) contributions to physiology education at the local community, national or international levels. The awardee is requested to write an essay on his/her philosophy of education for publication in *The Physiologist*. The typical nominee will have shown excellence in teaching and have made significant contributions in student advisement, graduate education, and/or curriculum design and reform at their institution. The activities that distinguish a candidate in the rankings include outreach activities at the state, national, or international level; contributions to education through APS activities; peer-reviewed educational journal articles; and widely disseminated publications such as commercially produced textbooks, lab manuals, or software. Unsuccessful nominees may be reconsidered for the award during the subsequent year with notification to the nominee and the nominator and receipt of updated information. The award winner is announced at the APS Business Meeting during Experimental Biology. Each nominee must be nominated by a member of APS.

### **Water & Electrolyte Homeostasis**

The **Water and Electrolyte Homeostasis Section New Investigator Award** (\$1,000 plus reimbursement of the advance registration fee and 1 year APS membership dues paid) recognizes an outstanding investigator in the early stages of his/her career. Candidates should be investigators who have made meritorious contributions to the area represented by the Water and Electrolyte Homeostasis Section. They should not be above the rank of Assistant Professor or a comparable position in a research track at an academic institution or in industry (e.g. Scientist, Sr. Scientist, Research Investigator, etc.). Any member of the APS in good standing with a primary affiliation in the Water and Electrolyte Homeostasis Section may apply or be nominated for the award.

Applications are reviewed by the Awards Committee of the Water and Electrolyte Homeostasis Section and should include: (1) a curriculum vitae of the nominee with a complete list of publications; (2) a brief one-page summary and analysis of the research contributions of the nominee; (3) two letters of nomination from members of the APS.

Candidates will be judged on their publications, how their publications relate to the Water and Electrolyte Homeostasis Section and evidence for independence and promise (grant funding, peer review activities, etc.). The recipient of the award will present a lecture on his/her research during one of the scientific sessions of the Experimental Biology meeting and will be invited to publish a manuscript on this presentation in the *American Journal of Physiology-Regulatory, Integrative & Comparative Physiology*. Awardees must attend the Experimental Biology meeting in order to collect the cash prize and are recognized at the Water and Electrolyte Homeostasis Luncheon and Business Meeting.

The **Water & Electrolyte Homeostasis Section Predoctoral Research Recognition Award** To be eligible, the investigator must be a pre-doctoral student. Applicants must be first author on an abstract submitted to an APS Water & Electrolyte Homeostasis Section sponsored topic category at the EB

meeting. The Section Steering Award Committee will judge the abstracts and name 3 finalists who agree to travel to EB and present an oral presentation in a WEH sponsored session. Finalists will receive \$500 plus reimbursement of the advance registration fee and 1 year APS membership dues paid. Finalists will be judged on their oral presentation, and the finalist with the top combined score from the abstract and oral presentation will receive the Research Recognition Award (an additional \$500). Finalists will be recognized and the awardees will be named at the Water and Electrolyte Homeostasis Section Luncheon and Business Meeting at the EB meeting. Awardees must attend the Experimental Biology meeting and the Business meeting in order to collect the cash prize. Applicants must provide a copy of their submitted abstract.

**The Juan Carlos Romero and Water & Electrolyte Homeostasis Section Postdoctoral Travel and Research Recognition Award** To be eligible, the investigator must be a postdoctoral fellow. Applicants must be first author on an abstract submitted to an APS Water & Electrolyte Homeostasis Section sponsored topic category at the EB meeting. The Section Steering Awards Committee will judge the abstracts and name 3 finalists who agree to travel to EB and make an oral presentation in a WEH sponsored session. Finalists will receive \$500 plus reimbursement of the advance registration fee and 1 year APS membership dues paid. Finalists will be judged on their oral presentation, and the finalist with the top combined score from the abstract and oral presentation will receive the Juan Carlos Romero Research Recognition Award (an additional \$500). Finalists will be recognized and the awardees will be named at the Water and Electrolyte Homeostasis Section Luncheon and Business Meeting at the EB meeting. Finalists must attend the Experimental Biology meeting, give an oral presentation, and must provide a copy of their submitted abstract in order to collect the cash prize.

## **Groups**

It is the policy of the Council to help specialty groups in organizing symposia and sessions of contributed papers. A group may be organized upon request by members of the Society interested in focusing attention on a specified subdiscipline of physiology. Once organized, the group may have representation on the Joint Program Committee to recommend symposia for the scientific meetings, to select chairpersons for sessions of contributed papers, etc. Special interest groups may request Council to appoint a task force to consider organizing the group into a permanent section.

### **Epithelial Transport Group**

The Epithelial Transport Group has a representative on the Joint Program Committee to plan symposia and conduct an annual business meeting for the election of steering committee members.

### **History of Physiology Group**

Organized in 1984 as the History of Physiology Section, it was designated a group in 1987 because it did not meet the requirement of 100 members. The purpose of this group is to foster interest in and study of all aspects of the history of physiology and to advise Council on matters of interest in these areas. It has representation on the Joint Program Committee to assist in organizing and presenting scientific sessions, symposia, and other programs of interest to physiologists. A business luncheon with a guest speaker is conducted at the Society meetings. The History of Physiology Group is charged with the responsibility of constituting a committee to select the Orr E. Reynolds Award Recipient.

### **Hypoxia Group**

The Hypoxia Group, which is interested in any aspect of the physiology of low oxygen, was designated a group in 1989. It has representation on the Joint Program Committee to assist in organizing and presenting scientific programs. The group meets informally for lunch at the spring meeting.

### **Muscle Biology Group**

Organized in 1985, the goals of the muscle group are to: (a) plan symposia and workshops dealing with various aspects of muscle contraction that will attract investigators from various disciplines (biophysics, chemistry, and pharmacology) and (b) breakaway from the orthodox organ system orientation.

## **Members in Industry Group**

The Members in Industry Group was established in 1992 as a means to identify members working in industry or with an interest in researchers working in the non-academic sector. The Physiologists in Industry Committee serves as the Steering Committee for the group.

## **Physiological Genomics Group**

Genome-related sciences provide a unique opportunity to revolutionize the discipline of physiology. The Physiological Genomics (PG) Group was established in 2000 in recognition of such an opportunity and to facilitate their integration with physiology. The PG Group serves as a bridge between physiology and genome-related sciences. The PG Group provides a forum for communication and collaboration among physiologists with an interest in genome-related sciences, including but not limited to: genomics, proteomics, metabolomics, systems biology, computational biology, bioinformatics, genetics, and gene manipulation and molecular intervention. The Physiological Genomics Group has representation on the Joint Program Committee.

## **Translational Medicine Group**

The Translational Medicine Group was designated a group in 2001. It has representation on the Joint Program Committee. APS established the Translational Physiology Interest Group in order to facilitate the membership's interest in translational research. As part of that effort, the Society also included at least one translational physiology symposium on the EB program. As the importance of translational physiology/research has grown, it has become apparent that there was a need to develop a more formal structure for the Translational Physiology Interest Group. In late 2010 a steering committee was formed for the purpose of advancing the objectives of the Translational Physiology Group.

## **Task Forces**

Task forces are appointed by Council to consider specific issues, such as the Task Force on Meetings, the Task Force on Membership, and the Task Force on Awards.

## **CARDIOVASCULAR SECTION**

### **Statement of Organization and Procedures**

**(Approved by Council April 1980, Amended April 1990, Revised 1999, 2000, 2004, 2012)**

#### **ARTICLE I. Name**

The name of this organization is the CARDIOVASCULAR SECTION (CVS) OF THE AMERICAN PHYSIOLOGICAL SOCIETY.

#### **ARTICLE II. Purposes**

The purposes of this Section are to:

- Advise the Society on matters of interest to the members of the Section.
- Assist the Society, through representation on the Joint Program Committee, in the organization of the scientific meetings of the Society.
- Nominate individuals for membership on Society committees.
- Be open to all members of the Society expressing an interest in Section membership.
- Provide the President-Elect with recommendations of, and supporting material for, individuals to be nominated by the Society for awards.
- To recognize members who have made significant contributions to the affairs of the Section and the Society.

#### **ARTICLE III. Membership**

##### ***Section 1. Regular Membership***

Regular membership is open to any member (student, affiliate, regular or emeritus) of the American Physiological Society who wishes to be a member. Section membership is automatic upon application to the Executive Director of the American Physiological Society.

##### ***Section 2. Fellows***

Fellowship is an elected position open to members who have demonstrated continuous, meritorious research in cardiovascular physiology. The purpose of electing fellows is to: 1) Recognize meritorious research in cardiovascular physiology; 2) Provide a candidate pool for officers and committee members of the Section; and 3) Provide a candidate pool for the Carl J Wiggers Award.

A prospective fellow shall: 1) Be a regular member of the American Physiological Society; 2) Have their primary or secondary affiliation with the Cardiovascular Section; 3) Publish meritorious physiological research in the cardiovascular field; and 4) Be an established investigator.

Nominations for fellowship will be made by two Cardiovascular Fellows submitting letters of nomination to the Chair of the Section's Fellowship Committee. Once elected, an individual remains a fellow of the Section as long as he/she is a

regular member of the American Physiological Society. When a fellow becomes an emeritus member of the APS, he/she relinquishes his/her fellowship and becomes an emeritus member of the Section.

#### **ARTICLE IV. Officers**

##### ***Section 1. Steering Committee***

The responsibility for management and supervision of the affairs of the Section shall be vested in the Steering Committee. The members of the Steering Committee shall be the Chairperson, the Secretary-Treasurer, the past Chairperson as an ex-officio, and the Chairs of the standing committees of the Section (i.e., Nominating Committee, Fellowship Committee, Awards Committee, NIH-NHLBI Liaison Committee, Trainee Committee, Programming Committee (2 chairpersons), Development Committee and the Editor of *AJP: Heart and Circulatory Physiology*). The Section Chair will serve as the Section Advisory Committee representative (SACR) and the Section Program Chairs will serve as the Section representative to the Joint Program Committee. The Chair and Secretary-Treasurer must be fellows of the Cardiovascular Section to be eligible for office.

A quorum for conducting official business of this Section will be six members of the Steering Committee. The Steering Committee will meet at least once yearly at the annual spring meeting, and by conference call or email as needed.

##### ***Section 2. Steering Committee Members and their Duties***

The Chair shall call and chair meetings of the Steering Committee and supervise the election process in coordination with the Secretary-Treasurer and Chair of the Nominating Committee. The Chair may appoint committees that are necessary for the proper conduct of the affairs of the Section and appoint additional members to the standing committees to extend the cardiovascular areas represented.

The Secretary-Treasurer shall keep the minutes of any Steering Committee meetings, prepare and send newsletters to the membership of the Section, maintain fiscal records, and organize, and raise funds for, the Section's banquet at the annual Experimental Biology meeting.

The Chairs of the Section Program Committee shall chair a committee composed of the Section's Steering Committee. The Section Program Committee (SPC) shall be charged with developing the Section's scientific program for the Experimental Biology Meeting. The SPC Chairs will interact with the Society's Joint Program Committee to ensure minimal overlap or redundancy with respect to other sections' programming activities and develop joint programs integrating more than one section. The Chairs of the Section Program Committee shall serve a three year term.

The official call for nominations for APS Council and APS Presidency is sent to the Section membership by APS staff in the summer or fall of each year. The CV Steering Committee will review the nominations, and determine the willingness of the candidates to serve. The candidates for APS President and Council will be determined by the CV Steering Committee.

##### ***Section 3. Election of Officer and Terms of Office***

The terms of office for Chair and Secretary-Treasurer shall be for three years. The responsibility for the preparation of a slate of nominees for the offices of Chair and Secretary-Treasurer shall be vested in the Nominating Committee. This slate shall be electronically mailed to the fellows of the Section in January of the election year. Elections for Chair or Secretary-Treasurer will be held in different years.

##### ***Section 4. Committees***



In addition to the Steering Committee and SPC, the Section has six other committees – the Nominating Committee, Fellowship Committee, Awards Committee, Development Committee, NIH-NHLBI Liaison Committee, and the Trainee Committee. Membership on these committees is decided by the Steering Committee at the recommendation of the Nominating Committee, with the exception of the Nominating Committee members. Nominating Committee members are voted on by the Section membership. Appointment to a committee is for a three year term, renewed annually based on participation and contributions to the committee duties and recommendation of the committee chair.

**General Criteria for Committee Membership.** To be eligible for committee membership candidates must have a primary affiliation with the CV Section. Committee Chairs and members of the Nominating and Fellowship Committees are further required to be Fellows of the Section.

The **Nominating Committee** shall consist of at least six committee members each serving a three-year term. The responsibilities of the Nominating Committee are to solicit and compile nominations for: 1) All Cardiovascular Section Officers and membership on all Cardiovascular Section committees, including both elected and non-elected positions. Elected positions include the Section Chair, Secretary-Treasurer, and Nominating Committee members. Non-elected Committee positions include members of the Awards, Fellowship, Development, NIH-NHLBI Liaison, and Trainee Committees; 2) Representatives on all APS ad hoc committees, especially the representatives for the Committee on Committees, and Joint Program Committee; and 3) Candidates for APS Council and APS Presidency.

An official call for nominations for the various elected positions of the CV Section will be placed in the CV Section Newsletter and sent out over the CV Section List Server in the summer or fall of each year. The slates for the election of CV Section Chair, Secretary-Treasurer, and Nominating Committee members shall consist of the individuals receiving the largest number of nominations from the Section membership. For all candidates, the Nominating Committee will determine the willingness of the candidate to serve. At least two individuals will appear on the election slate for each elected position. The election ballots shall be mailed to the Section membership no later than February of each year. The candidates receiving the largest number (majority) of votes by the election deadline date shall become the new Section Officers or Members of the Nominating Committee.

For non-elected CV Section committee memberships, an official call for nominations will be sent to the Section membership in the CV Section Newsletter and sent out over the CV Section List Server in the summer or fall of each year. For all candidates, the Nominating Committee will determine the willingness of the candidate to serve. The rankings of all individuals for each committee position shall be submitted to the CV Section Steering Committee for final selection of the new committee member. Final selection of new committee members will come from the slate of candidates submitted by the Nominating Committee.

The Nominating Committee shall include the following in their consideration of committee nominees: section affiliation and requirements for having been elected a Fellow, and expertise of nominated individuals so as to provide balanced representation of different topical cardiovascular areas on various committees, geographic and institutional balance, gender and race. All committee members shall serve staggered three-year terms so that at least one new member is elected or appointed each year. Chairs of the committees shall serve a three-year term and shall be appointed from among currently serving committee members by the outgoing committee Chair in consultation with the current Section Chair and Steering Committee.

The responsibilities of the **Fellowship Committee** are to evaluate candidates for fellowship in the Section and make recommendations to the Steering Committee concerning the eligibility of candidates for fellowship.

The responsibilities of the **Cardiovascular Section Awards Committee** are to: 1) review the nominations and recommend a slate of up to three nominees each for the *Carl J. Wiggers Award* and the *Berne Distinguished*

**Lectureship;** 2) review the nominations for and select the recipient of the *Cardiovascular Section New Investigator Award*; 3) review the nominations for and select the recipient of the *Cardiovascular Section Young Investigator Award*; and 4) review the abstracts submitted for and select the recipients of the *Cardiovascular Section Research Recognition Awards*. Applications for Research Recognition Awards will be accepted on submission of abstracts for the spring meeting of the American Physiological Society. Nominations for each of these awards are submitted at the EB Abstract deadline. The nominee slates for the Wiggers Award and for the Berne Lectureship will be sent to members of the Steering Committee for a final vote; those receiving the largest number of votes shall become the Wiggers Awardee and Berne Lecturer, respectively.

The **Development Committee** will be comprised of six to eight members in good standing from the Cardiovascular Section. To promote industry interactions the Steering Committee may appoint industry-based scientists, who are not members of APS, to co-opted positions on the Development Committee. The mission of the Development Committee will be to generate philanthropic vehicles including foundation and industry sponsorships, individual member donations, and planned giving to raise money for Section activities. Priorities will be determined by donor interest and direction from the Steering Committee.

The **NIH/NHLBI Liaison Committee** will be comprised of members who are approved by the Steering Committee. The mission of the committee will be to facilitate dialogue with the NIH and NHLBI through the APS Science Policy Committee to better communicate the concerns of the Section.

The responsibilities of the **Trainee Committee** are to address the concerns of CV trainees and encourage participation within the Section. Trainees are defined as graduate students, post-doctoral fellows, and early-career investigators. The Trainee Committee shall consist of at least seven members comprised of graduate students, postdoctoral fellows, early career investigators, or faculty from the Cardiovascular Section. The Chair of the Trainee Committee should be a graduate student or postdoctoral fellow who has a primary affiliation with the CV Section. The Chair of the Trainee Committee also serves as the CV Section representative on the APS Trainee Advisory Committee. The Trainee Committee will work with other CV section committees on matters that concern CV trainee participation.

## **ARTICLE V. Awards**

The CV Section confers the following five awards annually:

- a. The **Carl J. Wiggers Award** is in honor of the Cardiovascular Section's founder, Carl J. Wiggers, whose research defined fundamental pressure-flow relationships in the cardiovascular system. In addition to publishing definitive texts in circulatory physiology, Dr. Wiggers founded *Circulation Research* and trained numerous future department heads as well as several presidents of the APS. The award is presented to a scientist who is a Fellow of the Cardiovascular Section of the APS, who has made outstanding contributions to cardiovascular research throughout their career, has been an active and committed member of the section, and who will attract outstanding new members to the Cardiovascular Section from the United States and abroad. The nomination package should include 1) NIH-style biosketch with 15 most representative publications and 2) two nominations. Eligible individuals should submit their application electronically through the APS web site by the deadline established by the Awards Committee.
- b. The **Robert M. Berne Distinguished Lectureship** is in honor of one of the most distinguished members of the Cardiovascular Section, Robert M. Berne, whose research focused on the local chemical regulation of tissue blood flow, with an emphasis on understanding the role of adenosine and how it elicits vasodilation. This award is presented to an emerging leader in cardiovascular research whose current research is particularly stimulating, such that the presentation of this work would contribute to interest in, and growth of, the Cardiovascular Section. The applicant need not be a current member or fellow of the CV Section but should be in a peak career stage of research innovation and productivity.

**Required Documents include:** 1) NIH-style biosketch with 15 most representative publications and 2) two nominations.

Eligible individuals should submit their application electronically through the APS website by the deadline established by the Awards Committee.

c. The **Cardiovascular Section New Investigator Award** (\$1,000 plus reimbursement of the advance registration fee) was founded by the APS in 2002 in recognition of outstanding investigators in the early stages of their career who have made meritorious contributions to the scientific areas represented by the Cardiovascular Section of the APS. Candidates **must be an APS member in good standing with a primary affiliation in the Cardiovascular Section** and should **not be above the rank of Assistant Professor or a comparable position** in a research track at an academic institution or in industry.

The candidate must **upload on the APS website their curriculum vitae, two nomination letters** from regular APS members, and a **first- or senior-authored abstract** from their laboratory that will be presented at EB.

Candidates will be judged on their abstract, new research development(s), how their new area of investigation relates to the Cardiovascular Section, and evidence of their independence and promise (funding, peer review activities, etc.). The awardee must attend the Experimental Biology meeting in order to collect the cash prize.

**Required Documents include:** 1) curriculum vitae, 2) summary of research, 3) two nomination letters, 4) abstract number, 5) PDF of abstract submission, and 6) abstract first author's full name.

d. **Cardiovascular Section Clinical Science Young Investigator Award** sponsored by Portland press (\$500 plus a free personal subscription to *Clinical Science* online ([www.clinsci.org](http://www.clinsci.org)) recognizes an outstanding junior investigator involved in cardiovascular research. To be eligible, the investigator must have earned an MD, PhD, or equivalent degree within the past 5 years and have submitted a first-authored abstract to the Experimental Biology Meeting under an APS Cardiovascular Section Topic Category. It is expected that the awardee will attend the Experimental Biology meeting and present his or her research. The awardee will be recognized at the Cardiovascular Section Banquet during the EB meeting.

**Required Documents include:** 1) Abstract number, 2) Abstract first author's name, 3) PDF of abstract submission  
Eligible individuals should submit their application electronically through the APS web site by the date presented on the site.

e. The **Cardiovascular Section Research Recognition Awards** (\$500 each) are designed to encourage submission of abstracts to the Experimental Biology meetings from junior investigators (i.e., doctoral students and postdoctoral fellows). To be eligible, **doctoral students must be engaged in their dissertation research while postdoctoral fellows must have earned an MD, PhD or equivalent degree within the past 5 years**. Applicants must have submitted a first-authored abstract to the Experimental Biology Meeting under an APS **Cardiovascular Section topic category**. It is expected that awardees will attend the Experimental Biology meeting and present their research. Up to nine Research Recognition Awards will be made each year based upon those abstracts judged to be most meritorious. The awardee must attend the Experimental Biology meeting in order to collect the cash prize.

**Required Documents include:** 1) Abstract number, 2) pdf of abstract submission, 3) Abstract First Author's full name

Eligible individuals should submit their application electronically through the APS web site by the date presented on the site.

## **ARTICLE VI. Dues**

Dues will not be assessed.

## **ARTICLE VII. Amendments**

Amendments to these procedures should be proposed in writing or electronically (e.g. by email) to the Steering Committee by at least five regular Section members at any time. Such proposed amendments can accompany the

electronic ballot for the election of officers or members of the Nominating Committee or can be voted on separately.

For adoption, amendments to these procedures must be approved by 2/3 of voting members either at the annual meeting or by electronic ballot.

**CELL & MOLECULAR PHYSIOLOGY SECTION**  
**Statement of Organization and Procedures**  
(Approved by Council April 1981, Amended April 2004, Amended April 2009, Amended August 2012)

**ARTICLE I. Name**

The name of this organization is the Cell and Molecular Physiology Section (CAMPS) of the American Physiological Society.

**ARTICLE II. Purposes**

The purposes of this Section are to:

- Advise the Society on matters of interest to the members of the Section.
- Assist the Society, through representation on the Joint Program Committee, in the organization of the scientific meetings of the Society.
- Nominate individuals for membership on Society committees.
- Be open to all members of the Society expressing an interest in Section membership.
- Provide the President-Elect with recommendations of and supporting material for individuals to be nominated by the Society for awards.
- To recognize members who have made significant contributions to the affairs of the Section and 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 by designating Cell and Molecular Physiology as a primary or secondary section for affiliation through the APS Membership Services Department. Secondary members may serve as members of committees with the approval of the steering committee.

**ARTICLE IV. Officers**

**Section 1. Steering Committee**

The responsibility for management and supervision of the affairs of the Section shall be vested in a Steering Committee. The members of the Steering Committee shall be the Chair, the Vice-Chair, the Secretary, three Councilors, two Program Officers, a postdoctoral fellow representative, an international committee member, a liaison with industry representative, and Sage. The Editor of AJP: Cell shall be an ad hoc member of the Steering Committee. A quorum for conducting official business for the Section will be six of the ten members of the Steering Committee. The Steering Committee will meet or converse twice yearly, i.e., at the annual spring meeting, at a fall conference of the Society, by conference call, or at the meeting of a parallel-interest society.

**Section 2. Steering Committee Members and Their Duties**

The Steering Committee members shall serve three-year or four-year terms and those terms shall overlap so that as few members of the Steering Committee shall be elected each year as possible. The Chair, Vice Chair, Secretary, the international member, and the three Councilors shall serve for 3 years. The two Program Officers will serve for four years.

The Chair shall call and chair meetings of the Steering Committee and supervise the election process in coordination with the Vice-Chair. The Chair may appoint committees that are necessary for the proper conduct of the affairs of the Section. The Chair will serve as the Section Advisory Committee (SAC) Representative.

The Vice-Chair shall maintain fiscal records and organize the section dinner at the annual spring meeting.

The Secretary shall keep the minutes of the Steering Committee meetings and the membership list, prepare and send the newsletter to the membership of the Section.

Councilor 1 shall be the representative to the Committee on Committees and encourage section members to serve on APS committees. Councilor 2 shall solicit nominations for membership on the Steering Committee and run elections. Councilor 3 shall solicit nominations for Awards, organize the selection of Awardees, and present the Awards at the annual spring meeting section dinner.

The international member must be a member of the section who is a foreign national working outside the United States. The member shall advise and inform the steering committee on international issues and opportunities and represent the section in his/her local societies.

The senior Program Officer will be the section representative to the Joint Program Committee. The senior Program Officer will be the Chair of the Section Program Committee (SPC) and the junior Program Officer (JPO) shall act as secretary. The SPC shall be composed of all members of the section's steering committee and the editor of the American Journal Physiology: Cell. The SPC shall be charged with developing the Section's scientific program for the Experimental Biology meeting. The SPC Chair will interact with the Society's Joint Program Committee to ensure minimal overlap or redundancy with respect to other sections' programming activities and to develop joint programs integrating more than one section.

The Sage will serve for 3 years and will provide wise advice to the Steering Committee.

### **Section 3. Election of Officers and Terms of Office**

The terms of office shall be for three years or four years. The Chair and SPC Chair both should have served on the Steering Committee prior to being elected to their respective offices. All officers will be elected by ballot vote of the regular membership with a primary affiliation in the Cell and Molecular Physiology Section and on the occasion of an election for membership on the Steering Committee.

Terms of office of the Program Officers and Trainee Advisory Committee representative shall begin in January. Terms of office of all other members of the Steering Committee shall begin and end at the close of the annual spring meeting of the Society.

Rotation and beginnings of terms shall be as follows: Chair, 3 years; Vice-Chair, 3 years; Program Officer 1, 4 years; Program Officer 2, 4 years; Councilor 1, 3 years; Councilor 2, 3 years; Councilor 3, 3 years; Trainee Advisory Committee Representative 3 years; Liaison with Industry Representative, 3 years; Sage 3 years.

The Past-Chair serves a three year term as Sage. If the past chair declines this exalted position, it will be offered to a past member of the steering committee.

### **Section 4. Nomination for Membership on the Steering Committee**

The **Nominating Committee** will be chaired by the CAMPS councilor for nominations (Councilor 2) and shall consist of all steering committee members. The responsibilities of the Nominating Committee are to solicit and compile nominations for all Cellular and Molecular Physiology Section officers and for membership on all CAMPS committees. This includes Section Chair, Vice Chair, Secretary, Program Officer 1 and 2, Councilors 1, 2, and 3, International Member, Trainee Advisory Committee Representative as well as candidates for APS Council and APS Presidency.

Nominations for membership on the Steering Committee will be made annually, as appropriate, by the Section's membership in response to a request by the Steering Committee. Election will be by ballot distribution and counted by the Membership Services Department of the Society. The election shall be scheduled to take place prior to the annual spring meeting of the Society. If a current officer runs for Chair or Vice-Chair then the ballot must include enough nominees for other officers so that the roster of officers can be filled.

## **ARTICLE V. Dues**

Dues will not be assessed.

## **ARTICLE VI. Amendments and Quorum of the Membership**

### **Section 1. Amendments**

Amendments to these procedures must be proposed in writing by the Steering Committee. The proposal must then be sent to the members electronically for an electronic vote. Amendment requires the approval of two-thirds of votes received. Alternatively, amendments to these procedures may be proposed in writing to the Steering Committee by five Section members at least two months prior to the annual meeting of the membership, which normally will be held at the Society's spring meeting. The proposal must then be sent to the members prior to the annual meeting of the membership. Each amendment requires the approval of two-thirds of the members present at the annual dinner meeting.

### **Section 2. Quorum**

The quorum for all membership business meetings is no less than 25 members of the Section.

## **ARTICLE VII. Awards**

Awards will be made as financial and other circumstances permit in order to recognize members of the Section and the Society who have made substantial contributions to the affairs of the Section and the Society. Student and new investigator awards will also be made when appropriate. Nominations for awards will be accepted when called for by instructions published in a newsletter.

The **Cell and Molecular Physiology Section New Investigator Award** (\$1,000 plus reimbursement of the advance registration fee) recognizes an outstanding investigator in the early stages of his/her career. Candidates should be investigators who have made meritorious contributions to the area represented by the Cell and Molecular Physiology Section. They should not be above the rank of Assistant Professor or a comparable position in a research track at an academic institution or in industry (e.g. Scientist, Sr. Scientist, Research Investigator, etc.). They should receive nominations from at least two regular members of the APS. Candidates will be judged on their publications, how the publications relate to the Cell and Molecular Physiology Section and evidence for independence and promise (grant funding, peer review activities, etc.). Although this is not an abstract-based award, eligibility requires that awardees submit an abstract under a Cell and Molecular Physiology Section Topic Category, attend the EB Meeting, and make an oral or poster presentation. Unlike the other CAMPS awards, they need not be first author of the submission, but are anticipated to be senior author. Abstracts must be submitted by the meeting deadline, and then all additional application materials must be completed online by **December 1**.

The candidate must be an APS member in good standing and be affiliated with the Cell and Molecular Physiology Section. Candidates must upload: **curriculum vitae, 2 nomination letters from APS members, and 3 reprints**. Awardees are recognized at the Cell and Molecular Physiology Banquet at the EB Meeting. As per APS rules, the applicant must attend the Experimental Biology meeting in order to be eligible for the award. Only one application per candidate will be accepted for any specific year and this award can only be obtained once.

### **DOCUMENTS REQUIRED:**

Curriculum Vitae  
Nomination Letter 1  
Nomination Letter 2  
Publication Reprint 1  
Publication Reprint 2  
Publication Reprint 3

### **OTHER DOCUMENTS REQUIRED:**

Abstract Submission Number  
Abstract First Author's full name  
Abstract Submission pdf

The **Cell and Molecular Physiology Section Research Recognition Awards** (\$500 plus reimbursement of the advance registration fee) will be given to TWO successful candidates for work performed while in the first through fifth postdoctoral year or medical residency. Applicants must be first author on an abstract submitted under a Cell and Molecular Physiology Section Topic Category by the abstract deadline to the EB meeting and this work will be the primary basis for evaluation.

The trainee and/or their direct mentor must be a member in good standing of the APS.

Members of the CAMPS Steering Committee will evaluate all submitted abstracts and supporting documents and then select the semi-finalists who will be announced via email and a newsletter to the CAMPS membership prior to the EB meeting. The semi-finalists shall make a special poster presentation to the judges and public prior to the Cell and Molecular Section Banquet at the EB meeting (CAMPS dinner). The poster judging typically occurs at the beginning of the EB meeting. Award winners will be selected by the panel at this time and awards announced, for the first time, and presented at the CAMPS dinner. The applicant must attend the Experimental Biology meeting in order to be eligible for the award.

Applicants must upload: 1) a **copy of the submitted abstract**; 2) their **curriculum vitae**; and, 3) a **brief** (e.g. half page) **recommendation letter** from their mentor describing why the trainee is deserving of the award. The abstract must be submitted by the EB meeting abstract deadline and then all additional application materials must be completed online by **December 1**. Only one application per candidate will be accepted for any specific year. Award cannot be received in consecutive years.

#### **DOCUMENTS REQUIRED:**

Abstract number  
Abstract author's full name  
pdf of abstract  
Applicant curriculum vitae  
Recommendation letter  
Abstract sponsor or advisor's full name  
Abstract sponsor email and phone number  
Abstract Sponsor's membership ID number

The **Cell and Molecular Physiology Section Robert Gunn Student Awards** (\$300 plus reimbursement of the advance registration fee) are available for up to TWO **pre-doctoral** candidates, allotment depending on applicant pool. One award will be given for work done while enrolled as a **medical or graduate** (doctoral or masters) student. An **undergraduate researcher** is given priority for the second award. Applicants must be first author on an abstract submitted under a Cell and Molecular Physiology Section Topic Category by the abstract deadline to the EB meeting and this work will be the primary basis for evaluation. The trainee and / or their direct mentor must be a member in good standing of the APS.

Members of the CAMPS Steering Committee will evaluate all submitted abstracts and supporting documents and then select the semi-finalists who will be announced via email and a newsletter to the CAMPS membership prior to the EB meeting. The semi-finalists shall make a special poster presentation to the judges and public prior to the Cell and Molecular Section Banquet at the EB meeting (CAMPS dinner). The poster judging typically occurs at the beginning of the EB meeting. Award winners will be selected by the panel at this time and awards announced, for the first time, and presented at the CAMPS dinner that night. The applicant must attend the Experimental Biology meeting in order to be eligible for the award.

Applicants must upload: 1) a **copy of their abstract**; 2) their **curriculum vitae**; and, 3) a **brief** (e.g. half page) **recommendation letter** from their mentor describing why the trainee is deserving of the award. The abstract must be submitted by the EB meeting abstract deadline and then all additional application materials must be completed online by **December 1**. Only one application per candidate will be accepted for any specific year. Award cannot be received in consecutive years; however previous undergraduate awardees are eligible for the graduate award.

#### **DOCUMENTS REQUIRED:**

Abstract number  
Abstract author's full name



pdf of abstract  
Recommendation letter  
Abstract sponsor or advisor's full name  
Abstract sponsor email and phone number  
Applicant curriculum vitae

Abstract Sponsor's membership ID number  
**ENTRAL NERVOUS SYSTEM SECTION**  
**Statement of Organization and Procedures**  
(Amended October 2004, November, 2010, Submitted for Council Approval, 2011)

#### **ARTICLE I. Name**

The name of this organization is the CENTRAL NERVOUS SYSTEM SECTION (CNS Section) OF THE AMERICAN PHYSIOLOGICAL SOCIETY.

#### **ARTICLE II. Purposes**

The purposes of this organization are to:

- Advise the Society on matters of interest to the members of the Section.
- Advise the Publications Committee and the Editors of the *American Journal of Physiology* and the *Journal of Neurophysiology* on the selection of editors and members of editorial boards as vacancies occur or the need arises for expertise represented by members of our section.
- Assist the Education Committee on issues relevant to education of physiologists about the special area of the central nervous system.
- Assist the Society, through representation on the Joint Program Committee, in the organization of the scientific meetings of the Society.
- Nominate individuals for membership on Society committees.
- Be open to all members of the Society expressing an interest in Section membership.
- Provide the President-elect with recommendations of and supporting material for individuals to be nominated by the Society for awards.
- Organize and promote interdisciplinary activities that foster interest in the central nervous system.
- Recognize members who have made significant contributions to the affairs of the Section and the Society.
- Recognize significant contributions of graduate and post-graduate level physiologists in the field of the central nervous system.

#### **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 when the Society member designates the CNS Section as one of their section affiliations through the APS Membership Services Department.

#### **ARTICLE IV. Committees and Officers**

##### **Section 1. Steering Committee**

The responsibility for management and supervision of the affairs of the Section shall be vested in a Steering Committee. The members of the Steering Committee shall be the Chair, the Secretary-Treasurer, six regular members, a representative to the Physiologists in Industry Committee, a student/fellow member (who shall also serve as the Section's representative to the Trainee Advisory Committee), those individuals serving on major APS committees and who list CNS Section as their primary affiliation, and the Editor of the *Journal of Neurophysiology* or his/her designate. The past Chair will serve as one of the regular members. Each of the above shall be a voting member of the Steering Committee. At least two regular members of the

Steering Committee will be under the age of 40. The Committee on Committees (COC) representative, the Chair of the Section Awards Committee, and the Chair of the Section Program Committee (SPC) will be selected by the Steering Committee. The SPC Chair will serve as the section representative to the Joint Program Committee and the Section Chair will serve on the Section Advisory Committee (SAC). A quorum for conducting official business for the Section will be a simple majority of the Steering Committee. The Steering Committee will meet or converse two or more times yearly, i.e., at the annual spring meeting, at a fall conference of the Society, by conference call, or at the meeting of the Society for Neuroscience.

## **Section 2. Steering Committee Members and Their Duties**

The Steering Committee members shall serve three-year terms and those terms shall overlap so that no more than one third of the Steering Committee shall be elected each year except in unusual circumstances. The Chair shall call and chair meetings of the Steering Committee and supervise the election process in coordination with the Secretary-Treasurer. The Chair may appoint committees that are necessary for the proper conduct of the affairs of the Section.

The Secretary-Treasurer shall keep the minutes of the Steering Committee and the membership list, prepare and send spring and fall newsletters to the membership of the Section, and maintain fiscal records.

The SPC committee shall be composed of the SPC chair, the Chair of the Section (ex officio), three regular members of the Section Steering Committee (at least one under the age of 40), the *Journal of Neurophysiology* representative, and the student/fellow member. The SPC shall be charged with developing the Section's scientific program for the Experimental Biology meeting. The SPC Chair will serve on the Society's Joint Program Committee to ensure minimal overlap or redundancy with respect to other sections' programming activities and to develop joint programs integrating more than one section. A quorum for the Section Programming Committee shall be four of the seven members, including the Chair of the SPC.

## **Section 3. Election of Officers and Terms of Office**

The terms of office shall be for three years. The Chair, Secretary-Treasurer, SPC Chair, and COC representative should have served on the Steering Committee prior to being elected to their respective offices. The Chair and Secretary-Treasurer will be elected by ballot vote of the regular membership with a primary affiliation in the CNS Section prior to the expiration of their respective term as a regular committee member. The positions of COC representative, SPC Chair, and Awards Chair shall be appointed by majority vote of the Steering Committee.

Terms of office of all members of the Steering Committee will begin and end at the close of the annual spring meeting of the Society. The student/fellow appointment will begin and end with the calendar year to coincide with membership on the Trainee Advisory Committee.

Terms of office for members of the Steering Committee can be terminated if the individual is not available for three consecutive Steering Committee meetings. After missing the third meeting, the Chair will send a letter to the individual indicating that the CNS Section Steering Committee will vote on his/her early dismissal. A simple majority vote in favor of dismissal will result in termination of that appointment. The Committee will then vote on a new member from the list of APS members that list CNS Section as their primary affiliation.

## **Section 4. Nomination for Membership on the Steering Committee.**

Nominations for membership on the Steering Committee will be made annually, as appropriate, by the Section's membership in response to a request by the Steering Committee. Nominations will be reviewed by the Steering Committee. Vacant positions will be filled at the spring meeting when terms of existing members expire. Vacancies may be filled at other times of the year as deemed necessary when positions

are prematurely vacated or overlap of existing and incoming members is necessary for training purposes. Election to the Steering Committee is by majority vote of the existing committee members.

#### **ARTICLE V. Dues**

Dues shall not be assessed.

#### **ARTICLE VI. Amendments or Changes to Procedures and Guidelines**

##### **Section 1. Amendments**

Amendments or changes to these procedures must be proposed in writing to the Steering Committee. The proposal must then be sent to the Society members whose primary affiliation is in the CNS Section. Amendments or changes require the approval of two-thirds of a quorum.

##### **Section 2. Quorum**

The quorum for all membership business meetings is no less than 25 members of the Section.

#### **ARTICLE VII. Awards**

An Awards Subcommittee, composed of three or more members of the Steering Committee (at least one under the age of 40) with one person being designated to Chair this group, will be responsible for selecting the winners of the CNS Section Awards: The *Van Harreveld Award*, the *New Investigator Award*, and up to 3 *Research Recognition Awards*. Information about these Awards can be found on the CNS Section web page as well as in the Call for Abstracts for the annual spring meeting of the Society. All applications are submitted on-line through the APS awards website. The awards are made annually and presented to the winners at the CNS reception at the Experimental Biology meeting. Each award consists of a cash prize, complimentary advanced registration to the Experimental Biology meeting, and a certificate.

The *Van Harreveld Memorial Award* of the Central Nervous System Section is abstract-based and recognizes outstanding research by a graduate student who presents an abstract at the Experimental Biology meeting. The subject matter of this presentation can be any topic related to the central or peripheral nervous system.

The *New Investigator Award* of the Central Nervous System Section recognizes an outstanding researcher in the early stages of his/her career. The applicant must not be above the rank of Assistant Professor or a comparable research track at an academic institution or industry. Although the award is not abstract-based, the candidate must attend the Experimental Biology meeting and must make an oral or poster presentation on a topic related to the central or peripheral nervous system.

The *Research Recognition Awards* of the Central Nervous System Section are abstract-based and recognize meritorious research by young investigators. To qualify for this award, the applicant must have received a Ph.D. or other professional degree within the past 10 years and must present a poster or talk at the Experimental Biology Meeting. The subject matter of this presentation can be any topic related to the central or peripheral nervous system.

**COMPARATIVE & EVOLUTIONARY PHYSIOLOGY SECTION**  
**Statement of Organization and Procedures**

(Approved by Council October 1977, Amended May 2006)

**ARTICLE I. Name**

The name of this organization is the COMPARATIVE & EVOLUTIONARY PHYSIOLOGY SECTION OF THE AMERICAN PHYSIOLOGICAL SOCIETY.

**ARTICLE II. Purposes**

The purposes of this Section are to:

- Advise the Society on matters of interest to the members of the Section.
- Assist the Society, through representation on the Joint Program Committee, in the organization of the scientific meetings of the Society.
- Nominate individuals for membership on Society committees.
- Be open to all members of the Society expressing an interest in Section membership.
- Provide the President-Elect with recommendations of and supporting material for individuals to be nominated by the Society for awards.
- To recognize members who have made significant contributions to the affairs of the Section and 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 by designating Comparative & Evolutionary Physiology Section as a primary, secondary, or tertiary section for affiliation through the APS Membership Services Department.

**ARTICLE IV. Officers**

***Section 1. Steering Committee***

The Steering Committee is responsible for management and supervision of the affairs of the Section. The members of the Steering Committee are the Chair, the Secretary, the Treasurer, Committee on Committees representative, the Chair of the Section Program Committee (SPC), the Liaison with Industry Representative, the Editor, Associate Editor or appointed representative from the *American Journal of Physiology: Regulatory, Integrative and Comparative*, and the Post Doctoral Trainee Representative.

A quorum for conducting official business for the Section will be five of the eight members of the Steering Committee. The Steering Committee will meet or converse twice yearly, at the annual spring meeting, at a fall conference of the Society, by conference call, or at the meeting of a parallel-interest society.

***Section 2. Steering Committee Members and Their Duties***

The Steering Committee members shall serve a three-year term and those terms shall overlap so that no more than one member of the Steering Committee shall be elected each year except in unusual circumstances.

The Chair shall call and chair meetings of the Steering Committee and supervise the election process in coordination with the Secretary. The Section Chair will serve as the Section Advisory Committee Representative (SACR). The Chair may appoint committees that are necessary for the proper conduct of the affairs of the Section.

The Secretary shall keep the minutes of the Steering Committee and the membership list, prepare and send the newsletter to the membership of the Section. The Treasurer shall maintain fiscal records.

The SPC Chair shall chair a committee composed of the members of the section's steering committee, one or more young people who are working in exciting new areas of research, the editor and associate editor of the parallel journal, and an SPC Chair-elect. The SPC shall be charged with developing the Section's scientific program for the Experimental Biology meeting. The SPC Chair will serve as the section representative to the Joint Program Committee and will interact with the Society's JPC Committee to ensure minimal overlap or redundancy with respect to other sections' programming activities and to develop joint programs integrating more than one section.

The Committee on Committee's Representative will represent the Section on the Society Committee on Committee.

The Liaison with Industry Representative will serve on the Society Liaison with Industry Committee.

The Post Doctoral Trainee Representative will be the Section's representative on the TAC and will advise the APS Council on items particular to trainees (pre-docs and post-docs). Specifically, TAC representatives will investigate the needs of trainees to determine how the society can provide necessary support and assistance.

### ***Section 3. Election of Officers and Terms of Office***

The terms of office shall be for three years. The Chair and SPC Chair both should have served on the Steering Committee prior to being elected to their respective offices. Both officers will be elected by ballot vote of the membership with a primary affiliation in the Comparative and Evolutionary Physiology Section prior to the expiration of their respective term as a committee member, and on the occasion of an election for membership on the Steering Committee.

Terms of office of all members of the Steering Committee will begin and end at the close of the annual spring meeting of the Society.

### **Section 4. Nomination for Membership on the Steering Committee**

Nominations for membership on the Steering Committee will be made annually, as appropriate by the Section's membership in response to a request by the Steering Committee. If more than one individual is nominated for any position, then an election will be by ballot and counted by the Membership Services Department of the Society. The election shall be scheduled to take place prior to the annual spring meeting of the Society.

### **ARTICLE V. Dues**

Dues will not be assessed.

### **ARTICLE VI.**

The Society shall maintain, under the management of the steering committee and account of funds for the Section. Any funds solicited must be received by the Society. Disbursement of the funds will also be made by the Society as directed by a designated member so the steering committee.

### **ARTICLE VII. Amendments and Quorum of the Membership**

Amendments to these procedures must be proposed in writing to the Steering Committee by five members at least two months prior to the annual meeting of the membership which normally will be held at the Society's spring meeting. The proposal must then be sent to the members prior to the annual meeting of the membership. Amendment requires the approval of two-thirds of a quorum.

The quorum for all membership business meetings is no less than 25 members of the Section.

### **ARTICLE VIII. Awards**

Awards will be made as financial and other circumstances permit in order to recognize members of the Section and the Society who have made substantial contributions to the affairs of the Section and Society. Student and new investigator awards will also be made when appropriate. Nominations for awards will be accepted when called for by instructions published in a newsletter.

### ***Section 4. Nomination for Membership on the Steering Committee***

Nominations for membership on the Steering Committee will be made annually, as appropriate, by the Section's membership in response to a request by the Steering Committee. If more than one individual is nominated for any position, then an election will be by ballot and counted by the Membership Services Department of the Society. The election shall be scheduled to take place prior to the annual spring meeting of the Society.

**ARTICLE V. Dues**

Dues will not be assessed.

**ARTICLE VI. Amendments and Quorum of the Membership**

Section 1. Amendments

Amendments to these procedures must be proposed in writing to the Steering Committee by five members at least two months prior to the annual meeting of the membership which normally will be held at the Society's spring meeting. The proposal must then be sent to the members prior to the annual meeting of the membership. Amendment requires the approval of two-thirds of a quorum.

Section 2. Quorum

The quorum for all membership business meetings is no less than 25 members of the Section.

**ARTICLE VII. Awards**

Awards will be made as financial and other circumstances permit in order to recognize members of the Section and the Society who have made substantial contributions to the affairs of the Section and the Society. Student and new investigator awards will also be made when appropriate. Nominations for awards will be accepted when called for by instructions published in a newsletter.

**ENDOCRINOLOGY AND METABOLISM SECTION**  
**Statement of Organization and Procedures**  
(adopted July 9, 1998, amended 2005)

**ARTICLE I. Name**

The name of this organization is the Endocrinology and Metabolism Section (E&M) of The American Physiological Society (APS).

**ARTICLE II. Purposes**

The purposes of E&M are to:

- Advise the Society on matters of interest to the members of the E&M.
- Assist the Society, through representation on the Joint Program Committee, in the organization of the scientific meetings of the Society.
- Nominate individuals for membership on Society committees.
- Be open to all members of the Society expressing an interest in E&M membership.
- Provide the President-Elect with recommendations of and supporting material for individuals to be nominated by the Society for awards.
- To recognize members who have made significant contributions to the affairs of the E&M and the Society.

**ARTICLE III. Membership**

Membership is open to any member of the Society who wishes to become a member. E&M membership is conferred by designating Endocrinology and Metabolism as a primary, secondary or tertiary section for affiliation through the APS Membership Services Department.

**ARTICLE IV. Officers**

***Section 1. Steering Committee***

The Steering Committee is responsible for management and supervision of the affairs of the E&M Section. The members of the Steering Committee shall be the Chair, the Secretary-Treasurer, three councillors, Committee on Committees representative, the Chair of the Section Program Committee (SPC), the Section representative of the Liaison with Industry Committee and the Section's student/fellow trainee representative. The SPC chair will serve as the Section representative to the Society Joint Program Committee (JPC) and the Section Chair will serve as the representative to the Society Section Advisory Committee (SAC).

A quorum for conducting official business for the E&M will be three of the six members of the Steering Committee. The Steering Committee will meet or converse twice yearly and as necessary, e.g. at the annual spring meeting, at a fall conference of the Society, by conference call or at the meeting of a parallel society.

***Section 2. Steering Committee Members and Their Duties***

The Steering Committee members shall serve three-year terms and those terms shall overlap so that only a few no more than two members of the Steering Committee shall be elected each year except in unusual circumstances.

The Chair shall call and chair meetings of the Steering Committee, and supervise the election process in coordination with the Secretary-Treasurer, and serve as the representative to the Society Section Advisory Committee (SAC). The Chair may appoint committees that are necessary for the proper conduct of the affairs of the E&M.

The Secretary-Treasurer shall keep the minutes of the Steering Committee and the membership list, prepare and send newsletters, call for nominations and ballots to Membership Services for distribution to the E&M members and maintain fiscal records.

The SPC Chair will serve as the Section representative to the Society Joint Program Committee (JPC) and shall chair a committee composed of the Chair of the Steering Committee, and two E&M members chosen ad hoc, and an SPC Chair-elect. The SPC shall be charged with developing the Section's scientific program for the Annual Spring Experimental Biology Meeting for the following year. The SPC Chair will interact with the JPC to ensure minimal overlap or

redundancy with respect to other sections' programming activities and to develop joint programs integrating more than one section.

The Student Trainee representative is the Section's representative on the Trainee Advisory Committee.

***Section 3. Election of Officers and Terms of Office***

The terms of office shall be for three years. The Chair and the SPC Chair both should have served on the Steering Committee prior to being elected to their respective offices. Both officers will be elected by ballot vote of the regular membership with a primary affiliation in the E&M prior to the expiration of their respective term as a committee member, and on the occasion of an election for membership on the Steering Committee.

Terms of office of all members of the Steering Committee will begin and end at the close of the annual spring meeting of the Society.

***Section 4. Nomination for Membership on the Steering Committee***

Nominations for membership on the Steering Committee will be made annually, as appropriate, by the E&M membership in response to a request by the Steering Committee. Election will be by ballot distribution and counted by the Membership Services Department of the Society. The election shall be scheduled to take place prior to the annual spring meeting of the Society.

**ARTICLE V. Dues**

Dues will not be assessed.

**ARTICLE VI**

**The Society shall maintain, under the management of the steering committee, and account of funds for the Section. Any funds solicited must be received by the Society. Disbursement of funds will also be made by the Society as directed by a designated member of the steering committee.**

**ARTICLE VII. Amendments and Quorum of the Membership**

Amendments to these procedures must be proposed in writing to the Steering Committee by five members at least two months prior to the annual meeting of the membership which normally will be held at the Society's spring meeting. The proposal must then be sent to the members prior to the annual meeting of membership. Amendment requires the approval of two-thirds of those present.

The quorum for all membership business meetings is no less than 20 members of the Section.

**ARTICLE VIII. Awards**

Awards will be made as financial and other circumstances permit in order to recognize members of the E&M and the Society who made substantial contributions to the affairs of the E&M and the Society. Student and new investigator awards will also be made when appropriate. Nominations for awards will be accepted when called for by instructions published in the E&M Newsletter or Society publications.

Endocrinology & Metabolism Section SOP, continued

Terms of office of all members of the Steering Committee will begin and end at the close of the annual spring meeting of the Society.

***Section 4. Nomination for Membership on the Steering Committee***

Nominations for membership on the Steering Committee will be made annually, as appropriate, by the E&M membership in response to a request by the Steering Committee. Election will be by ballot distribution and counted by the Membership Services Department of the Society. The election shall be scheduled to take place prior to the annual spring meeting of the Society.



## **ARTICLE V. Amendments and Quorum of the Membership**

### ***Section 1. Amendments***

Amendments to these procedures must be proposed in writing to the Steering Committee by five members at least two months prior to the annual meeting of the membership which normally will be held at the Society's spring meeting. The proposal must then be sent to the members prior to the annual meeting of membership. Amendment requires the approval of two-thirds of those present.

### ***Section 2. Quorum***

The quorum for all membership business meetings is no less than 20 members of the Section.

## **ARTICLE VI. Awards**

Awards will be made as financial and other circumstances permit in order to recognize members of the E&M and the Society who made substantial contributions to the affairs of the E&M and the Society. Student and new investigator awards will also be made when appropriate. Nominations for awards will be accepted when called for by instructions published in the E&M Newsletter or Society publications.

## **ENVIRONMENTAL and EXERCISE PHYSIOLOGY SECTION**

### **Statement of Organization and Procedures**

(Approved by Council in April 1997, Amended July 1989,  
April 1995, August 1998, October 2008)

#### **ARTICLE I:**

The name of this organization is the ENVIRONMENTAL AND EXERCISE PHYSIOLOGY SECTION (EEP) OF THE AMERICAN PHYSIOLOGICAL SOCIETY.

#### **ARTICLE II:**

The purposes of this Section are to:

- Advise the Society on matters of interest to members of the Section;
- Assist the Society, through representation on the Joint Program Committee, in the organization of the scientific meeting of the Society;
- Nominate individuals for membership on Society Committees;
- Be receptive to all members of the Society expressing an interest in Section membership;
- Assist the Society through representation on the Joint Program Committee, in the organization of the scientific meetings;
- Assist the Society through representation on the Section Advisory Committee, to assist Council and long-range-planning;
- Provide the President-Elect of the Society with recommendations of and supporting materials for individuals to be nominated by the Society for awards and recognition;
- Advise the APS Publications Committee on the selection of Editors of the *Journal of Applied Physiology* as vacancies occur;
- Assist APS Education Committee on issues relevant to education in the fields of environmental and exercise physiology; and
- 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, and Chair of the Steering Committee, Chair of the Program Committee, the Councilors' 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.

## **GASTROINTESTINAL and LIVER PHYSIOLOGY SECTION**

### **Statement of Organization and Procedures**

(Approved by Council 1976, Revised, July 1997, July 1999, Approved by unanimous vote of >50 section members at the section Business Meeting held April 21, 2009.)

#### **ARTICLE I. Name**

The name of this organization is the GASTROINTESTINAL AND LIVER PHYSIOLOGY SECTION of the AMERICAN PHYSIOLOGICAL SOCIETY.

#### **ARTICLE II. Purposes**

The purpose of the Gastrointestinal and Liver Physiology (GI/Liver) Section of the American Physiological Society (APS) is to promote and enhance excellence in research and training in gastrointestinal and liver physiology in order to advance and integrate our understanding of these systems from the molecular to the organ level. To achieve this, the GI/Liver Section will:

- Provide a forum for dissemination of novel discoveries in gastrointestinal and liver biology through programming of scientific meetings.
- Enhance interaction among gastrointestinal and liver biologists.
- Foster interdisciplinary and integrative approaches among gastrointestinal and liver physiologists and other scientific disciplines at the Experimental Biology meeting.
- Recognize excellence in gastrointestinal and liver physiology from the trainee through senior investigator levels.

#### **ARTICLE III. Membership**

GI/Liver Section membership is open to any member of the APS (student, affiliate, regular, emeritus, corresponding, or honorary). Section membership is conferred by designating the GI/Liver Section as a primary or secondary affiliation through the APS Membership Services Department. All primary and secondary members of the section have equal voting rights and can serve as officers of the section.

#### **ARTICLE IV. Officers**

##### ***Section 1. Steering Committee***

The responsibility for management and supervision of the affairs of the Section is vested in a Steering Committee. Membership and duties of the Steering Committee are described below. A quorum for conducting official business for the Section is at least half of the Steering Committee. The Steering Committee meets in person at the annual APS spring meeting, and as needed by other means.

##### ***Section 2. Steering Committee Members and Their Duties***

###### **Section Chair**

The Section Chair calls and oversees meetings of the Steering Committee and may appoint sub-committees that are necessary for the proper conduct of the affairs of the Section. The Section Chair provides leadership and direction to the Section and the Steering Committee, including the execution of existing Sectional programs,

and the development of new programs and fundraising. The Section Chair works with the Secretary-Treasurer to coordinate all elections for Councilor and Chair-elect positions. The Section Chair, with input from the Steering Committee, appoints the Section representative to the Committee on Committees, the Chair of the SPC, the Liaison with Industry member, and the Section Trainee member of the Steering Committee. The Section Chair, with input from the Steering Committee, assigns responsibilities to Councilors for the conduct of Section business. The Section Chair serves as the Section Advisory Committee Representative.

### **Councilors**

One elected Councilor serves as the *Secretary-Treasurer (ST)*. The ST maintains fiscal records, keeps minutes of the Steering Committee and Business meetings, and prepares at least two Section newsletters per year. ST assists the Chair in fundraising activities with the corporate sector to generate funds for the Section's restricted account. ST is also responsible for financial stewardship to assure continuity of Section programs. ST works with APS staff to obtain and review budget statements, and to assure accuracy of APS records and the APS Website as it relates to the GI/Liver Section.

One elected Councilor serves as the *Awards Coordinator (AC)*. The AC recruits nominees for the Davenport and other named awards, and coordinates abstract driven awards for trainees. Responsibilities include gathering votes for award winners from the Steering Committee and working with APS staff to prepare award certificates and award checks for the winners.

One elected Councilor serves as the *Banquet Coordinator (BC)*. Responsibilities include selecting a venue for the yearly banquet, business meeting and symposium during the annual EB meeting. The BC advertises the event, works with APS staff on ticket sales and signs contracts for venues on behalf of the Section (if this is not performed by APS staff). Before committing to any banquet venue, the BC must (1) define the budget for the event with the Secretary-Treasurer and Chair, and (2) communicate information about the banquet location and food selection to all Steering Committee members for their consideration.

One or more additional elected Councilors may serve other capacities, as needed, on the Steering Committee.

### **Committee on Committees Representative**

This appointed member seeks to increase representation of the GI/Liver section on the committees that run the APS, and serves as the section representative to the Committee on Committees.

### **Section Program Committee (SPC) Chair**

The appointed SPC Chair recruits and chairs a committee composed of some members of the Section Steering Committee, one or more young investigators who are working in exciting new areas of research, the editor of the *American Journal of Physiology: GI and Liver Physiology*, and an SPC Chair-elect. The SPC Chair is charged with developing the Section's scientific program for the Experimental Biology meeting, and revising abstract descriptors to assure optimal relevance to program goals. The SPC Chair interacts with the APS Joint Program Committee to ensure minimal redundancy with respect to other Section programming activities and develops joint programs which integrate more than one APS Section. The SPC Chair also provides direction to the SPC in the development of joint programming between the Section and other scientific societies. The SPC Chair also serves as the Section Representative to the Joint Program Committee of the APS.

### **Liaison with Industry Member**

This appointed member is usually employed by an industry with interests in GI and Liver research. This member seeks to further the joint interests of industry and the GI/Liver section, and this member serves as the section representative to the Liaison with Industry Committee.

### **Trainee Member**

The appointed Trainee member seeks to provide opportunities to further the careers and interests of trainee members of the GI/Liver section, and serves as the section representative to the Trainee Advisory Committee.

**Editor of the *American Journal of Physiology: GI and Liver Physiology***

The editor serves as a full voting member of the GI/Liver Section Steering Committee, and works with the committee to integrate the Journal with Section interests.

***Section 3. Nomination for Membership on the Steering Committee***

The Chair of the Section appoints a Steering Committee member to serve as Chair of the Nominating Committee. Responsibilities include recruiting two other Section (but non-Steering Committee) members to complete the Nominating Committee. Nominations for elected members on the Steering Committee are solicited from the Section membership in response to a request by the Nominating Committee. The Nominating Committee prepares a slate of candidates for the ballot after obtaining assurance that those individuals who appear on the ballot will serve if elected. Election will be by on-line voting run by the APS staff. Ideally, the Chair should have previously served on the Steering Committee prior to leading the section. Election will be by on-line voting run by the APS staff.

***Section 4. Election of Officers and Terms of Office***

The Chair-elect and Councilor positions shall be filled by elections among the full membership of the GI/Liver section. The terms of office are normally three years for both elected and appointed positions.

Unless otherwise required by the APS, terms of office of all members of the Steering Committee begin and end at the close of the annual APS Spring meeting. Newly elected officers are invited to the Steering Committee meeting that precedes the start of their term (e.g. those that start in 2009 will be invited to the Steering Committee meeting at EB in 2009).

**ARTICLE V. Dues**

Membership dues will not be assessed.

**ARTICLE VI. Awards**

Awards are made as financial and other circumstances permit. Awards recognize members of the Section and the APS who have made substantial contributions to the field of gastrointestinal and liver research. Trainee travel awards are made when appropriate. Nominations for awards are accepted when called for by instructions published in a Section newsletter or sent via email. Awards are presented at the annual APS Spring meeting.

**ARTICLE VII. Amendments and Quorum of the Membership**

***Section 1. Amendments***

Amendments to these procedures are proposed in writing to the Steering Committee at least two months prior to the annual business meeting of the membership, which will normally occur at the Section banquet during the annual APS Spring meeting. The proposal is then sent to all Section members prior to the annual business meeting of the membership, and all members are invited to attend the meeting. Amendment requires the approval of two-thirds of a quorum.

*Section 2. Quorum*

The quorum for all membership business meetings is no less than 20 members of the Section.



## NEURAL CONTROL and AUTONOMIC REGULATION

### Statement of Organization and Procedures

(Approved by Council, October 1981, Amended April 2002, Amended April 2005, Amended July 2013)

#### ARTICLE I. Name

SECTION OF NEURAL CONTROL AND AUTONOMIC REGULATION OF THE AMERICAN PHYSIOLOGICAL SOCIETY.

#### ARTICLE II. Purposes

The purposes of the Neural Control and Autonomic Regulation (NCAR) section are:

- to organize and promote interdisciplinary activities that foster interest in neural control and *autonomic* regulation at all levels of physiological organization.
- to advise the American Physiological Society on matters relating to neural control and autonomic regulation;
- to organize and present scientific programs within the American Physiological Society, including scientific sessions, the Carl Ludwig Distinguished Lectureship, symposia, featured topics, American Physiological Society conferences and other programs of interest to members of the section;
- to advise the Publications Committee and the Editors of the *American Journal of Physiology* on the selection of editors and members of editorial boards as vacancies occur or the need arises for expertise represented by members of our section;
- to assist the Education Committee on issues relevant to education of physiologists about the special area of neural control and autonomic regulation;
- to recognize significant contributions of graduate and post-graduate level physiologists in the field of neural control and autonomic regulation, including selection and presentation of American Physiological Society and section awards.

#### ARTICLE III. Membership

Membership is open to any member of the American Physiological Society who indicates a significant interest in neural control and autonomic regulation.

#### ARTICLE IV. Steering Committee Members

1. Responsibility for management and supervision of the affairs of the Section of Neural Control and Autonomic Regulation shall be vested in the Steering Committee to consist of the Chair, Past Chair, Secretary-Treasurer, a Member-At-Large, an International Member, a Science Policy Liaison and Representatives to the following parent committees of the American Physiological Society: the Joint Program Committee, the Committee on Committees, the Physiologists in Industry Committee, and the Trainee Advisory Committee.

The Editor of the American Journal of Physiology – Regulatory, Integrative and Comparative Physiology shall serve as an ex-officio member, as shall any primary member of NCAR serving as chair of a standing committee or officer of the American Physiological Society, who wishes to participate.

2. A quorum for conducting official business shall be a majority of the Steering Committee Members. Ex-officio members shall not count toward the quorum or have voting privileges, with the exception of participation on Section subcommittees. The Steering Committee shall meet yearly at the annual meeting of Experimental Biology.

3. Duties of the Steering Committee Members:

**Chair:** The Chair shall call and chair meetings and conference calls of the Steering Committee and supervise the election process. The Chair shall keep other Members of the Steering Committee fully informed of all significant business. The Chair shall submit an annual report to the business office of the American Physiological Society. The Chair shall serve as the Section representative to the Section Advisory Committee of the American Physiological Society. The Chair also shall serve as representative to the Nominating Committee of the American Physiological Society.

**Past Chair:** The Past Chair shall serve as counsel to the Chair for all Section business. The Past Chair will serve in this capacity for a period of three years.

**Secretary-Treasurer:** The Secretary-Treasurer shall keep the minutes of the Steering Committee, the e-mail listserv and the membership list and send a newsletter to the membership of the Section at least twice annually. The Secretary-Treasurer shall handle the financial matters of the section, including submission of budgets if necessary. The budget shall be formally approved by the Steering Committee and communicated to the Council of the American Physiological Society. The Secretary-Treasurer shall periodically report the financial state of the Section to the Steering Committee and the membership. The Secretary-Treasurer shall receive and compile nominations to the Steering Committee from the membership of the section.

**Committee on Committees Representative:** The Representative to the Committee on Committees shall request and forward nominations of section members for standing committees of the American Physiological Society to the Committee on Committees. The Representative shall attend and represent the section at meetings of the Committee on Committees of the American Physiological Society.

**Joint Program Committee Representative:** The Joint Program Committee Representative (JPCR) shall be responsible for all matters pertaining to section programming for the American Physiological Society. The JPCR shall chair the Section Program Committee. The Representative shall attend and represent the section at meetings of the Joint Program Committee of the American Physiological Society.

**Physiologists in Industry Committee Representative:** The Representative of the Physiologists in Industry Committee shall be employed outside the academic sector and will serve to provide the perspective of physiologists from Industry. The Representative shall attend and represent the section at meetings of the Physiologists in Industry Committee of the American Physiological Society.

**Trainee Advisory Committee Representative:** The Trainee Advisory Committee Representative shall be a graduate student or post-doctoral trainee at the time of joining the Steering Committee. The Trainee Member will be

a full voting member of the Steering Committee. The Representative shall attend and represent the section at meetings of the Trainee Advisory Committee of the American Physiological Society.

**Member-At-Large:** The Member-At-Large of the Steering Committee shall coordinate all activities related to the NCAR Awards process. This member shall serve as Chair of the NCAR Awards Committee.

**International Member:** The International Member shall be a non-US citizen and reside outside of the United States and will serve to represent the NCAR membership from abroad.

**Science Policy Liaison:** The Science Policy Liaison will serve to promote and communicate science policy issues of importance and relevance to the NCAR section membership. The liaison will communicate activities of the Science Policy and Animal Care and Experimentation Committees of the American Physiological Society but will not be a member of these committees.

All members of the Steering Committee shall assist the Chair in arranging section functions at Experimental Biology and other meetings sponsored by NCAR.

#### 4. Election and Appointment of Steering Committee Members

All Members of the NCAR Steering Committee shall be primary members of the NCAR section.

The Chair of the Steering Committee shall be elected by primary regular members of the NCAR section at large, from a slate of members of the Steering Committee who have served at least one year and have been nominated by the Steering Committee. The Chair shall serve a term of three years and shall not be eligible to serve as Chair for three years following the end of service as Past Chair.

A call for applications for other openings in the Steering Committee shall be requested from primary members of the NCAR section by mail or e-mail in advance of the annual Experimental Biology meeting. Applications should be communicated to the Secretary-Treasurer. As part of the selection process, the applicant shall forward a short paragraph describing her/his qualifications for the position, along with submission of an NIH style Biosketch. The Steering Committee will compile a slate of two-three candidates from the top applications.

The Chair, Secretary/Treasurer, Joint Program Committee Representative, Committee on Committees Representative, and Member-At-Large, shall be elected from the slate of applicants by primary members of the NCAR section at large. Voting will be conducted by electronic ballot within two months following the Experimental Biology Meeting. Newly elected members of the Steering Committee shall take office when final results of the ballot are announced.

The Physiologists in Industry Committee Representative, the Trainee Advisory Committee Representative, the International Member, and the Science Policy Liaison shall be appointed by the Steering Committee. Appointment to the position will be determined by the Steering Committee from the slate of applicants at the Experimental Biology

Meeting. The Physiologists in Industry and Trainee Advisory Committee Representatives will take office when membership to the parent committee begins. The International Member and Science Policy Liaison will take office immediately upon appointment.

All members shall serve terms of three years. The outgoing Joint Program Committee Representative shall serve a fourth year, ex officio, as counsel to the new JPC Representative. The terms shall be staggered so that no more than three members of the Steering Committee are elected/appointed each year, except in circumstance where a replacement is needed due to inability to complete a term. With the exception of the Chair, Steering Committee members may run for re-election or apply for re-appointment for the same or a different Steering Committee position at the end of their terms.

#### **ARTICLE V. Committees**

**Section Program Committee:** A standing Section Program Committee shall consist of the Steering Committee, and an additional at-large ex-officio member who has special expertise, editorial responsibilities for a journal in a related section area, or membership on a study section. The JPCR shall serve as Chair of the Section Program Committee and report on programming to the Steering Committee. The committee shall have the responsibilities of initiating requests for programming for the annual Experimental Biology meeting, selecting which of the submitted programs shall be presented, and organizing the submitted abstracts for the annual meeting into appropriate scientific sessions or topics.

**Awards Committee(s):** A standing Awards Committee shall consist of all members of the Steering Committee and ex-officio members who wish to participate. The committee shall be responsible for selection and presentation of the New Investigator and Trainee Awards administered by NCAR and the American Physiological Society. The Member-at-Large of the Steering Committee shall serve as Chair of the Awards Committee, and shall divide responsibilities for selection of each award winner among the committee membership. The Awards Committee Chair, with the concurrence from the Steering Committee, may appoint primary members of NCAR to the committee for the purpose of assisting with selection of award winners. Each award shall have at least five participating reviewers.

The Steering Committee shall have responsibility for reviewing the guidelines for New Investigator and Trainee Awards administered by NCAR and the American Physiological Society, and resolving any disputed issue related to eligibility of an applicant.

Any member of the Awards Committee who has a conflict of interest for an applicant shall abstain from scoring the application and discussing and voting on the selection of the award winner.

The Steering Committee shall have responsibility for selection of the Carl Ludwig Distinguished Lectureship Award winner. The section Chair shall receive and compile nominations for the Carl Ludwig Award.

**Other Committees:** The Chair of the Steering Committee, with concurrence from the Steering Committee, may appoint committees as necessary.

#### **ARTICLE VI. Dues**

Dues shall not be assessed.

**ARTICLE VII. Compliance**

Nothing in this statement of Organization and Procedures shall be construed as contradictory to the Constitution and Bylaws or Operational Guide of the American Physiological Society.

**ARTICLE VIII. Meetings of the Section**

An annual business meeting of the Section of Neural Control and Autonomic Regulation shall be held in conjunction with a section social event during the annual Experimental Biology meeting.

**ARTICLE IX. Amendment of Statement of Organization and Procedures**

Changes in the Section Statement of Organization and Procedures (SOP) shall be initiated by the Steering Committee or by section members through the Steering Committee. The Steering Committee shall review the SOP on a five-year basis. Changes in the SOP proposed and approved by the Steering Committee shall be instituted by a majority vote of the primary regular membership at large. The vote shall be cast by email ballot.

**RENAL SECTION**  
**Statement of Organization and Procedures**

(Approved by Council April 1976, Amended March 1989, 2003, 2006)

**ARTICLE I. Name.**

The name of this organization is the RENAL SECTION OF THE AMERICAN PHYSIOLOGICAL SOCIETY (APS); hereafter referred to as "Section."

**ARTICLE II. Purposes.**

The purposes of this organization are:

1. to advise the APS on matters of interest to renal physiologists;
2. to assist the APS in organizing and presenting scientific sessions, symposia and other programs of interest to renal physiologists;
3. to advise the APS Publications Committee on the selection of Editors of the *American Journal of Physiology – Renal Physiology* as vacancies occur;
4. to assist the APS Education Committee on issues relevant to education in the field of renal physiology; and
5. to recognize significant accomplishments of graduate student, postdoctoral, and faculty level renal physiologists via the presentation of APS and Section awards.

**ARTICLE III. Membership.**

1. Membership is open to any member (regular, emeritus, honorary, student, or affiliate) of the APS. Section membership is conferred by designating *Renal Physiology Section* as a primary, secondary or tertiary section affiliation through the APS Membership Services Department.
2. Voting members are those regular APS members, in good standing, who hold a primary affiliation with the Section.

**ARTICLE IV. Elected Officers and Their Duties.**

1. The Section **Chair** shall call and chair meetings of the Steering Committee and supervise the election process. He/she shall chair the Distinguished Lectureship Committee, and serve on the Berliner/Abbott Award Committee. The Chair shall serve on the APS Section Advisory Committee and the APS Nominating Committee. The Chair shall keep the Steering Committee fully informed of all significant business, and shall submit an annual report to the APS. The Chair with concurrence from the Steering Committee may appoint committees as necessary.
2. The **Secretary** shall keep the minutes of the Steering Committee, and will receive the roster of members and listserv subscribers maintained by APS. The Secretary will compile and send a twice-yearly newsletter to the membership of the Section.
3. The **Treasurer** shall handle the financial matters of the Section, including submission of budgets. The budget shall be formally approved by the Steering Committee and communicated to the APS. He/she shall periodically report the financial state of the Section to the Steering Committee and the Membership. The Treasurer shall organize the annual Renal Dinner and spearhead Section fund-raising efforts. He/she will also supervise the selection and administration of the Section-sponsored Young Investigator Award.
4. **Two Joint Program Committee Representatives** (JPCRs) shall serve as the Section Program Committee and participate in the affairs of the APS Joint Program Committee. The JPCRs are responsible for all matters pertaining to the APS scientific programming as it relates to the Section, including a) solicitation of symposium

proposals from the Section membership, b) presentation of the strongest of these proposals to the Joint Program Committee for potential inclusion in the Experimental Biology program, and c) and organization of submitted abstracts for the APS annual meeting into appropriate scientific sessions or topics. The senior JPCR will sit on the Young Investigator Award Committee and the Distinguished Lectureship Committee, and will chair the Section Program Committee and the New Investigator Award Committee. The junior JPCR will serve on the Young Investigator Award Committee and the New Investigator Award Committee.

#### **ARTICLE V. Steering Committee.**

1. The responsibility for management and supervision of the affairs of the Section shall be vested in the Steering Committee. The members of the Steering Committee shall be:

a) The elected officers (see ARTICLE IV):

- Chair,
- Secretary,
- Treasurer, and
- The two JPCRs.

b) *Ex officio* members:

- Chair of the Renal Section Awards Committee,
- Co-chair of the Renal Section Awards Committee, and
- Editor of *American Journal of Physiology – Renal Physiology*.

Primary members of the Section who hold elected office in the APS are also invited to serve as *ex officio* members of the Steering Committee.

c) Section representatives to the following APS committees:

- Liaison with Industry Committee
- Trainee Advisory Committee, and
- Committee on Committees.

These APS committee representatives are appointed based on the recommendation of the Steering Committee and serve 3-year terms.

d) *Ad hoc* members appointed at the discretion of the Chair

- Sage (member of a renal-related NIH Study Section),
- Senior Renal Physiologist (to provide long-term continuity to Section leadership), and/or
- Women in Renal Physiology (in the event that women are under-represented on the Steering Committee).

2. All elected, *ex officio* and *ad hoc* steering committee members may vote.

3. A quorum for conducting official business of the Section shall be six of the members of the Steering Committee. Such business may be conducted at a meeting of the Steering Committee or by teleconference (voice or data). The Steering Committee shall meet twice each year: during the annual APS meeting and during the annual meeting of the American Society of Nephrology.

## ARTICLE VI. Terms of Office and Elections

### 1. Terms of Office for Steering Committee Members

- a) The elected officers shall serve three-year terms.
  - The Chair, Secretary and Treasurer shall have overlapping terms such that no more than one of these officers shall be elected in any given year except in unusual circumstances.
  - The terms of the two JPCRs shall also partially overlap.
- b) *Ex officio* members of the Steering Committee shall serve in that capacity for the duration of their relevant office or committee appointment.
- c) *Ad hoc* members of the Steering Committee shall serve 3-yr terms concurrent with that of the Section Chair.

### 2. Election of Officers

- a) The Nominating Committee shall propose as slate of nominees to fill upcoming vacancies in the Elected Officers of the Section.
- b) Nominees must be APS members who have declared a primary affiliation with the Section for at least the past three years. Nominees for the Section Chair must have served on the Steering Committee for at least two of the past five years.
- c) Elections will be conducted annually by mail (or e-mail) ballot of all voting members (see ARTICLE III) prior to the APS annual meeting. Newly elected officers shall take office immediately following that meeting.

## ARTICLE VII. Committees.

### 1. Standing Committees

- a) **Nominating Committee:** The Steering Committee shall annually designate three section members to serve as a nominating committee, chaired by the Section representative to the APS Committee on Committees. This committee shall nominate a slate of candidates to stand for election as officers of the Section.
- b) **Section Program Committee:** This committee shall consist of the two elected JPCRs, with the senior JPCR acting as chair. The primary function of the Section Program Committee is to ensure the scientific integrity of the annual APS meeting. The Committee is responsible for developing (with input from the Steering Committee and the Section membership) symposia and Featured Topics sessions sponsored by the Section at the annual APS meeting.
- c) **Renal Section Awards Committee:** This committee shall consist of a chair, co-chair (designated by the chair in consultation with the Section Chair) and five members selected by the committee chair and co-chair. The committee chair and co-chair shall serve concurrent 2-yr terms, with the co-chair replacing the chair at the end of the term. The committee is responsible for overseeing all abstract-based awards administered by the Section, including but not limited to the Excellence in Renal Research Awards. The committee shall maintain guidelines for these awards, as well as bearing the responsibility for selecting the award recipients.

### 2. *Ad Hoc* Committees

- a) **Distinguished Lectureship Committee:** This committee shall be chaired by the Section Chair, and shall be composed of the senior JPCR, the Editor of the *American Journal of Physiology – Renal Physiology*, and a Section member (chosen by the Chair) who has served or is currently serving as APS Councilor or APS President. This committee is responsible for annually selecting the recipient of the Carl W. Gottschalk Distinguished Lectureship of the APS Renal Section.
- b) **Berliner/Abbott Award Committee:** This committee will oversee the annual nomination, selection, announcements, and awarding of the Robert W. Berliner Award for Excellence in Renal Physiology. The Committee shall be composed of the following members: Renal Section Awards Committee chair (chair of the committee), the Section Chair, the Editor of the *American Journal of Physiology – Renal Physiology*, and



a representative of Abbott Laboratories (preferably an APS member affiliated with the Renal Section).

- c) **New Investigator Award Committee:** This committee is responsible for selecting the recipient of the APS-sponsored Renal Section New Investigator Award. The committee shall be comprised of the senior JPCR (chair of the committee), the junior JPCR, and the chair and co-chair of the Renal Section Awards Committee.
- d) **Young Investigator Award Committee:** This committee is responsible for selecting the recipient of the Section-sponsored Young Investigator Award. The committee shall be comprised of the Section Treasurer (chair of the committee), and the two JPCRs.

**ARTICLE VIII. Dues.**

Dues shall not be assessed.

**ARTICLE IX. Finances.**

The APS shall maintain, under the management of the Steering Committee, an account of funds for the Section. Any funds solicited must be received by APS. Disbursement of funds will also be made by APS as directed by a designated member of the Steering Committee.

**ARTICLE X. Compliance.**

Nothing in this Statement of Organization and Procedures shall be construed as contradictory to the Constitution and Bylaws or Operational Guide of the APS.

**ARTICLE XI. Meetings of the Section.**

An annual business meeting of the Section shall be held at the Renal Dinner during the APS meeting.

**ARTICLE XII. Amendments.**

1. The Steering Committee shall review the Statement of Organization and Procedures (SOP) every five-years. Amendments to this SOP can be initiated by the Steering Committee or by any voting member who submits a request in writing to the Steering Committee.
2. Amendments shall be instituted by ballot of the voting members. A simple majority of votes returned shall ratify the amendment.

**RESPIRATION SECTION**  
**Statement of Organization and Procedures**  
(July 1998, April 2005)

**ARTICLE I. Name**

The name of this organization is the Respiration Section (RS) of the American Physiological Society.

**ARTICLE II. Purposes**

The purposes of this Section are to:

- Assist the Society, through representation on the Joint Program Committee, in the organization of the scientific meetings of the Society.
- Advise the Society on matters of interest to the members of the Section.
- Nominate individuals for membership on Society committees.
- To recognize members who have made significant contributions to the affairs of the Section and the Society.
- Provide the President-Elect with recommendations of and supporting material for individuals to be nominated by the Society for awards.
- Be open to all members of the Society expressing an interest in Respiration Section membership.

**ARTICLE III. Membership**

Membership is open to any member of the Society (student, affiliate, regular, emeritus, corresponding, or honorary) who wishes to become a member. Section membership is conferred by designating Respiration Section as a primary, secondary, or tertiary section for affiliation through the APS Membership Services Department. Voting members are those regular APS members, in good standing, who hold a primary affiliation with the Section.

**ARTICLE IV. Officers**

***Section 1. Steering Committee***

The responsibility for management and supervision of the affairs of the Section shall be vested in a Steering Committee.

The members of the Steering Committee shall be the: 1) Chair and Section Advisory Committee (SACR) Representative, 2) Councillor/Chair Elect, 3) Section Program Committee Chair (SPC), 4) Program Committee Chair-Elect, 5) Secretary, 6) Treasurer, 7) Committee-on Committees (COC) Representative, 8) AJP: Lung Editor (ex-officio), 9) JAP Editor (ex-officio). The SPC Chair will serve as the Section representative to the Joint Program Committee and the Section Chair will serve as the Section Advisory Committee Representative (SACR). A quorum for conducting official business for the Section will be three of the seven members of the Steering Committee. The Steering Committee will meet or converse twice yearly, i.e., at the annual spring meeting, at a fall conference of the Society, by conference call, or at the meeting of a parallel interest society.

***Section 2. Quorum***

A quorum for conducting official business for the Section will be three of the seven members of the Steering Committee.

The Steering Committee will meet or converse twice yearly at the annual spring meeting, at a fall conference of the Society, by conference call.

***Section 23. Steering Committee Members and Their Duties***

The Steering Committee members shall serve a three-year term and those terms shall overlap so that no more than one member of the Steering Committee shall be elected each year except in unusual circumstances.

The Chair shall call and chair meetings of the Steering Committee and supervise the election process in coordination with the Councillor (Chair-Elect). The Chair may appoint committees that are necessary for the proper conduct of the affairs of the Section.

The Secretary/Treasurer shall keep the minutes of the Steering Committee and the membership list, prepare and send the Spring and Fall newsletter to the membership of the Section. The Treasurer shall maintain fiscal records, including

submission of budgets if necessary. The budget shall be approved by the Steering Committee. The Secretary/Treasurer shall periodically report financial state of the Section to the Steering Committee and the Membership.

The Section Program Committee Chair (SPC Chair) shall chair a committee composed of the members of the section's steering committee, one or more new investigators who are working in exciting new areas of research, the editor of the parallel journal, and an SPC Chair-Elect. The SPC shall be charged with developing the section's scientific program for the Experimental Biology annual Spring Meeting. The SPC Chair will interact with the Society's Joint Program Committee to ensure minimal overlap or redundancy with respect to other sections' programming activities and to develop joint programs integrating more than one section.

#### ***Section 34. Election of Officers and Terms of Office***

The terms of office shall be for three years. The Chair and SPC Chair both should have served on the Steering Committee prior to being elected to their respective offices. Both officers will be elected by ballot vote of the regular membership with a primary affiliation in the Respiration Section. Election will be by ballot distribution and counted by the Membership Services Department of the Society. The election shall be scheduled to take place prior to the annual spring meeting of the Society. Terms of office of all members of the Steering Committee will begin and end at the close of the annual spring meeting of the Society.

#### ***Section 45. Nomination for Membership on the Steering Committee***

Nominations for membership on the Steering Committee will be made annually, as appropriate, by the Section's membership in response to a request by the Nominating Committee. The Nominating Committee is chaired by the Councillor (Chair-Elect) and includes three additional members chosen from the active membership of the Section by the Councillor and the Section Chair.

#### **ARTICLE VI. Dues**

Dues will not be assessed.

#### **Article VII. Finances**

**The Society shall maintain, under the management of the steering committee, an account of funds for the Section. Any funds solicited must be received by the Society. Disbursement of funds will also be made by the Society as directed by a designated member of the steering committee.**

#### **ARTICLE VII. Amendments and Quorum of the Membership**

##### ***Section 1. Amendments***

Amendments to these procedures must be proposed in writing to the Steering Committee by five members at least two months prior to the annual meeting of the membership which normally will be held at the Society's spring meeting. The proposal must then be sent to the members prior to the annual meeting of the membership. Amendment requires the approval of two-thirds of a quorum.

##### ***Section 2. Quorum***

The quorum for all membership business meetings is no less than 25 members of the Section.

#### **ARTICLE VIII. Awards**

Awards will be made as financial and other circumstances permit in order to recognize members of the Section and the Society who have made substantial contributions to the affairs of the Section and the Society. Student and new investigator awards will also be made when appropriate. Nominations for awards will be accepted when called for by instructions published in the Respiration Section newsletter.

**TEACHING OF PHYSIOLOGY SECTION**  
**Statement of Organization and Procedures**

Approved by Council October 1985

Amended: March 1989, April 1995, April 2002, April 2005, November 2006, April 2008

**ARTICLE I. Name**

The name of this organization is the TEACHING OF PHYSIOLOGY SECTION OF THE AMERICAN PHYSIOLOGICAL SOCIETY.

**ARTICLE II. Purposes**

The purpose of this organization are: (1) to address issues relevant to physiology teaching and evaluation in undergraduate, graduate, and professional curricula, (2) to advise the American Physiological Society on matters of interest to physiologists engaged in teaching, and (3) to assist the Program Committee of the American Physiological Society in organizing and presenting open communication sessions, symposia, and other programs of interest to physiologists engaged in classroom teaching.

**ARTICLE III. Membership**

Membership is open to any member of the American Physiological Society (student, affiliate, regular, emeritus, or honorary) who wishes to become a member. Section membership is conferred by designating the Teaching of Physiology Section as a primary or secondary section for affiliation through the APS Membership Services Department. Voting members are those regular APS members, in good standing, who hold a primary affiliation with the Section.

**ARTICLE IV. Officers**

***Section 1. Steering Committee***

The responsibility for management and supervision of the affairs of the Section shall be vested in the Steering Committee. The voting members of the Steering Committee shall be the Section Chair, the Secretary, the Treasurer, the Chair of the Section Program Committee (SPC), the Liaison to the Education Committee, the Committee on Committees Representative, the Liaison with Industry Committee Representative, the Trainee Member and the International Member. Any primary members of the Teaching Section who are serving on APS-wide committees shall also be voting members of the Teaching Section steering committee for the duration of their committee appointment. The past Chair of the Section will serve as Section Sage for two years following completion of his/her term as Chair.

The editor of *Advances in Physiology Education*, the Education Officer of the American Physiological Society, the Chair of the Education Committee, the Chair of the Guyton Awards Committee and any primary members of the Teaching Section who are serving as APS Councilors shall serve as *ex officio* members of the Steering Committee.

The Chair of the Section Program Committee will serve as the section representative to the Joint Programming Committee, and the Section Chair will serve as the Section Advisory Committee Representative (SACR). A quorum for conducting official business for the Section will be 50% of the voting members of the Steering committee. The Steering Committee will meet or converse twice yearly, at the annual spring meeting, at a fall conference of the Society, by conference call, or at the meeting of a parallel-interest society.

***Section 2. Steering Committee Members and Their Duties***

The Steering Committee members shall serve a three-year term and those terms shall overlap so that no more than two members of the Steering Committee shall be elected each year except in unusual circumstances.

The Chair shall call and chair meetings of the Steering Committee and supervise the election process in coordination with the Secretary. The Chair may appoint committees that are necessary for the proper conduct of the affairs of the Section.

The Secretary shall keep the minutes of the Steering Committee and the membership list, prepare and send a twice-yearly newsletter to the membership of the Section.

The Treasurer shall maintain fiscal records for the section. The Treasurer shall also serve as Events and Awards Coordinator and will be responsible for organizing activities associated with the section's Distinguished Lectureship and annual section dinner. The Treasurer – Events and Awards Coordinator will also be responsible for coordinating the selection process for the section's research awards, New Investigator awards, and travel awards.

The SPC Chair shall chair a committee composed of the members of the section's steering committee, and the SPC Chair-elect. The SPC shall be charged with developing the Section's scientific program for the annual Experimental Biology meeting. The SPC Chair will interact with the Society's Joint Program Committee to ensure minimal overlap or redundancy with respect to other sections' programming activities and to develop joint programs with other APS sections or other FASEB societies.

The Liaison to the APS Education Committee will attend the Education committee meetings and present a report on Section activities. The Education Committee Liaison will also act as the liaison to organizations outside of the APS devoted to physiology education.

The Committee on Committees Representative, in consultation with the section steering committee, shall annually prepare and submit to the APS Committee on Committees a list of nominees for APS standing committees.

The LWIC Representative is responsible for participating in the affairs of the Society's LWIC and providing specific section perspective to that committee. The duties of the LWIC are to: foster interactions and improve relations between the Society and industry by discussing problems of mutual concern, develop new ways that the Society and related industry can interact in mutually beneficial ways and, recruit membership in industry.

The Trainee Representative is responsible for participating in the affairs of the Society's Trainee Committee and providing specific section perspective to that committee.

The International Member will be active in a recognized Physiological Society outside of the United States.

### ***Section 3. Election and Appointment of Officers***

- A. The Section Chair, SPC Chair, Secretary, Treasurer, and Education Committee Liaison shall each be elected to a term of three years.
- B. However, the terms shall be staggered such that only one of these positions –Section Chair, SPC Chair, or Secretary – is elected in any one year and that only one of these positions – Treasurer or Education Committee Liaison – is elected in any one year.
- C. The Committee on Committees Representative, the Liaison with Industry Committee Representative, the Trainee Representative and the International Member will be appointed by the Section Steering Committee for three-year terms according to the schedule outlined in Section 4.
- D. Terms of office will begin and end at the close of the annual spring meeting of the APS (Experimental Biology).

### ***Section 4. Terms of Office and Filling of Vacant Positions***

Offices will be filled on a staggered basis according to the following schedule

<u>Officer</u>	<u>Cycle of term</u>	<u>How determined</u>
Section Chair	A	Elected
Section Program Committee Chair (SPCC)	B	Elected
Secretary	C	Elected
Treasurer	B	Elected
Liaison to Education Committee	A	Elected
Committee on Committees Representative (COCR)	C	Appointed
Liaison with Industry Committee Representative (LWICR)	C	Appointed
Trainee Representative	A	Appointed
International Member	B	Appointed

<u>Cycle</u>	<u>Term begins at close of EB of year</u>				
A	2005	2008	2011	2014	2017
B	2006	2009	2012	2015	2018
C	2007	2010	2013	2016	2019

An individual may hold only one of the nine offices at any given time. If one of the five elected offices becomes vacant because the current holder accepts one of the other positions, or for any other reason, a special election shall be held to fill the remainder of that office's term. The Steering Committee may elect an individual to fill a vacated position on an interim basis until a special election can be held.

If one of the two appointed offices becomes vacant, the Steering Committee shall appoint someone to complete the unexpired portion of that term.

Nominations shall be made annually, as appropriate, by the Nominating Committee (see below) to fill forthcoming vacancies. Candidates for all offices must be regular APS members who have designated a primary or secondary affiliation with the Teaching of Physiology Section. Candidates for the Section Chair must have a primary affiliation with the Teaching of Physiology Section and shall be drawn from currently or recently (last five years) seated Steering Committee members who have served at least two years on the Steering Committee. Additional nominations may be made by three or more members submitting the names of qualified candidates who have agreed in writing to serve, if elected. Voting must be completed prior to the annual business meeting.

Election of officers shall be by voting ballot sent to all members whose primary affiliation is with the Teaching of Physiology Section.

***Section 5. Standing Committees***

Nominating Committee. The Chair, in consultation with the other members of the Steering Committee, will appoint two at-large members to serve with a Steering Committee member (serving as chair) as the Nominating Committee; all members of the Nominating Committee must have a primary affiliation with the Teaching of Physiology Section. The Committee nominates two qualified members as candidates for each office to be filled.

Guyton Award Selection Committee. This committee shall comprise a Chair, appointed by the Steering Committee, the immediate 3 past recipients of the Guyton Teaching Award, and one additional at-large member appointed by the Steering Committee. The Committee coordinates the Award nomination process, reviews the nominations and supporting material, and selects a recipient who best meets the award criteria.

**ARTICLE V. Dues**

Dues will not be assessed.

#### **ARTICLE VI. Finances**

The Society shall maintain, under the management of the steering committee, an account of funds for the Section. Any funds solicited must be received by the Society. Disbursement of funds will also be made by the Society as directed by a designated member of the steering committee.

#### **ARTICLE VII. Amendments and Quorum of the Membership**

##### ***Section 1. Amendments***

Amendments to these procedures must be proposed in writing to the Steering Committee prior to the annual meeting of the membership which normally will be held at the annual spring meeting. The proposal must then be sent to the members. Amendment requires the approval of two-thirds of the quorum of the Section.

##### ***Section 2. Quorum***

The Quorum for all membership business meetings is no less than 15 percent of the voting body of the Section.

#### **ARTICLE VIII. Awards**

Awards will be made as financial and other circumstances permit in order to recognize members of the Section and the Society who have made substantial contributions to the affairs of the Section and the Society. Student and new investigator awards will also be made when appropriate. Nominations for awards will be accepted when called for by instructions published in a newsletter.

**WATER and ELECTROLYTE HOMEOSTASIS SECTION**  
**Statement of Organization and Procedure**

(Approved by Council April 1982, Amended March 1989; Revised July 1999, Revised April 2008, Revised April 2009)

**ARTICLE I. Name**

The name of this organization is the WATER AND ELECTROLYTE HOMEOSTASIS SECTION (WEH) OF THE AMERICAN PHYSIOLOGICAL SOCIETY.

**ARTICLE II. Purpose**

The purposes of this Section are to:

1. Advise the Society on matters of interest to the members of the Section.
2. Assist the Society, through representation on the Joint Program Committee, in the organization of the scientific meetings of the Society.
3. Nominate individuals for membership on Society committees.
4. Be open to all members of the Society expressing an interest in Section membership.
5. Provide the President-Elect with recommendations of and supporting material for individuals to be nominated by the Society for awards.
6. To recognize members who have made significant contributions to the affairs of the Section and the Society.

**ARTICLE III. Membership**

Membership is open to any member of the Society (student, affiliate, regular, emeritus, corresponding, or honorary) who wishes to become a member. Section membership is conferred by designating Water and Electrolyte Homeostasis Section as a primary or secondary section for affiliation through the APS Membership Services Department.

**ARTICLE IV. Officers**

**Section 1. Steering Committee**

The responsibility for management and supervision of the affairs of the Section shall be vested in a Steering Committee. The members of the Steering Committee shall be the Section Chair, the Secretary-Treasurer, the Committee on Committees Representative, the Joint Program Committee (JPC) Representative, the Liaison with Industry Committee Representative, five councilors (three At-Large councilors, one Translational Physiology Representative, and one International Representative), a Trainee Member, and the editor of the American Journal of Physiology: Regulatory, Integrative and Comparative Physiology (ex-officio, non-voting). Other non-voting members (in training), if applicable, will include (prior to their taking office), the newly elected Section Chair, Secretary-Treasurer, JPC Representative, and Committee on Committees Representative. The Section Chair will serve as the Section Advisory Committee (SAC) Representative. A quorum for conducting official business for the Section will be six of the twelve members of the Steering Committee. The Steering Committee will meet or converse twice yearly, i.e., at the annual spring meeting, at a fall conference of the Society, by conference call, or at the meeting of a parallel-interest society.



## **Section 2. Steering Committee Members and Their Duties**

The Steering Committee members shall serve a three-year term and those terms shall overlap as much as possible to insure continuity on the Steering Committee.

The Section Chair shall call and chair meetings of the Steering Committee and supervise the election process in coordination with the Secretary-Treasurer. The Chair may appoint committees that are necessary for the proper conduct of the affairs of the Section.

The Secretary-Treasurer shall keep the minutes of the Steering Committee and the membership list, prepare and send the newsletter to the membership of the Section and maintain fiscal records.

The JPC Representative coordinates the efforts of the Section to program its oral and poster sessions and symposia at Experimental Biology, and also represents the Section at meetings of the JPC. The JPC Representative annually appeals to WEH Section members to volunteer to organize oral sessions for the next EB meeting. The submitted ideas are organized and submitted to the Section Chair, who will work with the JPC Representative, and organize a subcommittee if necessary, to make the selections. The overall scope of WEH programming should be discussed annually by the WEH Steering Committee to provide continuous programming evaluation, oversight, and guidance for both the Section Chair and the JPC Representative.

## **Section 3. Election of Officers and Terms of Office**

The terms of office shall be for three years. The Chair should have served on the Steering Committee prior to being elected to office. The Chair and Secretary-Treasurer will be elected by ballot vote of the regular membership with a primary affiliation in the Water and Electrolyte Homeostasis Section prior to the expiration of his/her respective term as a committee member, and on the occasion of an election for membership on the Steering Committee. Election of the Chair and Secretary-Treasurer will be by ballot distribution and counted by the Membership Services Department of the Society. Other voting members of the Steering Committee will be elected by the Steering Committee.

The election for the Chair, the Secretary-Treasurer, the Committee on Committees Representative, and the Joint Program Committee (JPC) Representative will be held one year prior to the expiration of the predecessor's term. This will provide the newly-elected officers time to obtain valuable experience and insure continuity in the Steering Committee.

Terms of office of all members of the Steering Committee will begin and end at the close of the annual spring meeting of the Society, with the exception of the Trainee member whose term will begin and end on January 1<sup>st</sup> and December 31<sup>st</sup> respectively to coincide with the terms of membership of the Trainee Advisory Committee.

## **Section 4. Nomination for Membership on the Steering Committee**

Nomination for membership on the Steering Committee will be made annually, as appropriate, by the Section's membership in response to a request by the Steering Committee. The election shall be scheduled to take place prior to the annual spring meeting of the Society.

## **ARTICLE V. Dues**

Dues will not be assessed.

## **ARTICLE VI. Amendments and Quorum of the Membership**

### **Section 1. Amendments**

Amendments to these procedures must be proposed in writing to the Steering Committee by five members at least two months prior to the annual meeting of the membership which normally will be held at the Society's spring meeting. The proposal must then be sent to the members prior to the annual meeting of the membership. Amendment requires the approval of two-thirds of a quorum.

### **Section 2. Quorum**

The quorum for all membership business meetings is no less than 25 members of the Section.

## **ARTICLE VII. Awards**

Awards will be made as financial and other circumstances permit in order to recognize members of the Section and the Society who have made substantial contributions to the affairs of the Section and the Society. Student and new investigator awards will also be made when appropriate. Nominations for awards will be accepted when called for by instructions published in a newsletter.

## APS Committees

Committees are appointed by the Council upon the recommendation of the Committee on Committees. Committees are advisory to the Council and present their recommendations to Council for approval.

Members shall be appointed to committees for three-year terms beginning January 1, with some members rotating off each committee annually unless stated elsewhere.

Members may serve on one committee only and may not be reappointed unless required by the Bylaws or Council.

Officers and members of Council shall not be appointed to committees unless required by the Bylaws or Council.

Chairpersons are required to submit annual written reports of committee activities to Council, which, if appropriate, will be published in *The Physiologist*. Chairpersons or a designee of the committee should be prepared to meet with Council if requested. In addition, committee chairpersons will be invited to present oral reports to Council at its annual summer meeting.

Chairpersons should notify the Committee on Committees when a committee member is inactive so he/she can be replaced.

# Animal Care and Experimentation Committee

(Established 1952)

This Committee is composed of eight or more members of the Society and one trainee member. The Chairperson of the Science Policy and Physiologists in Industry Committees and the Society's Director of Government Relations and Science Policy are *ex officio* members, without vote.

The Animal Care and Experimentation Committee meets once annually in Bethesda and once in conjunction with the Experimental Biology meeting. Additional committee business may be conducted on conference calls and by email.

Duties of the Animal Care and Experimentation Committee are to:

- Monitor and report to the Council and the Society membership on relevant issues concerning the care and use of animals in research and teaching.
- Develop and execute plans of action to address issues that may impact animal research and teaching, including organizing symposia on relevant issues at the Experimental Biology meeting.
- Advise the Publications Committee concerning animal care and use procedures in manuscripts submitted to APS journals.
- Update the APS “Guiding Principles for the Care and Use of Animals” and other policy statements as needed. Changes to APS policy statements shall be referred to Council for approval.
- Carry out other projects concerning animal care and use delegated by the Council.
- Develop priorities and coordinate activities with the APS and with FASEB Science Policy Committees. The ACE Chair shall serve as an *ex officio*, non-voting member of the APS Science Policy Committee and shall serve upon invitation as an *ad hoc* member of the FASEB Science Policy Subcommittee on Animals in Research.
- Exchange information and coordinate activities with the APS Education Committee.
- The ACE Chair or a member of the Committee shall represent APS on the AAALAC Board of Trustees.
- Present an annual report to Council at the Summer Council meeting.

# Awards Committee

(Established April 1995; Revised 1999)

This Committee is composed of at least twelve members of the Society, including a trainee member. A Councillor liaison serves as an *ex officio* member, without vote..

Duties of the Awards Committee are to:

- Oversee all of the award programs of the Society to ensure uniformity and conformity with the goals of APS.
- Investigate new means of funding for the APS awards program, especially with regard to expansion of the program.
- Select the Research Career Enhancement Awardees, Teaching Career Enhancement Awardees, , the Arthur C. Guyton Awards for Excellence in Integrative Physiology Awardee, the Shih-Chun Wang Young Investigator Awardee, and the Lazaro J. Mandel Young Investigator Awardee.
- Review procedures for the selection of sectional awards and recommend possible changes.
- Present an annual report to Council at the Summer Council meeting.

# Career Opportunities in Physiology Committee

(Established April 1979)

The Career Opportunities in Physiology Committee is advisory to Council and serves as a resource for current information regarding availability and need for appropriately trained physiologists. The Committee shall be composed of at least eight members with at least half being early career physiologists. A member of the Porter Physiology Development Committee, a member of the Women in Physiology Committee, a member of the Trainee Advisory Committee, a Councillor liaison, and the Society's Director of Education Programs shall serve as *ex officio* members, without vote. The Committee shall also include one student and one post-doctoral trainee as voting members.

Duties of the Career Opportunities in Physiology Committee are to:

- Develop and update outreach material related to career opportunities in the physiological sciences, including the APS Career Brochure, the APS Career Poster, the APS Career Web site, presentation resources for APS members, and other materials as needed.
- Organize workshops, symposia, and training courses for graduate students and postdoctoral trainees, specifically including students and trainees from underrepresented minority groups, to further their physiology career development.
- Organize activities (such as PhUn Week activities, EB orientation sessions) to encourage precollege and undergraduate students, specifically including students from underrepresented minority groups, to choose a career in physiology.
- Work with the Association of Chairs of Departments of Physiology and appropriate APS Committees (e.g., the Education, Liaison with Industry, Women in Physiology, Trainee Advisory, and Porter Physiology Development Committees) to gather information about the current demand for and the suitability of the training of physiologists and to collaborate on career development activities for physiologists at all levels.
- Oversee the Undergraduate Summer Research Fellowship (UGSRF) program, including the definition of its objectives and selection criteria, assessment of its effectiveness, and selection of awardees
  - Oversee the APS Local Science Fair award program, including the definition of its objectives and assessment of its effectiveness.
- Present an annual report to Council at the Summer Council meeting.

# Chapter Advisory Committee

(Established November 2007)

This Committee is composed of a representative from each chapter of the Society. The chairperson serves a three-year term and is selected by the Chapter Advisory Committee with Council approval. All chapters will have an obligation to promote, at the local level, the general objectives of the Society, including its goal of interdisciplinary contacts among research workers interested in the physiological sciences and education of the general public and future physiologists.

The duties of the Chapter Advisory Committee are to:

- Elect a chairperson, who is a member of the committee. (If a current committee member is elected, then a new chapter representative will be appointed.)
- Meet annually at the spring meeting of the Society.
- Review and update the Chapter Bylaws.
- Maintain a User's Manual.
- Undertake local community outreach activities and interact with regional Biomedical Research Organizations where possible.
- Present an annual report to Council at the Summer Council meeting.
- Make recommendations to Council regarding strengthening of the Chapters' role in programs, publications, public affairs, and governance of the Society.

## **Election of the CAC Chair**

The Election of the Chapter Advisory Committee (CAC) Chair-elect shall be made by ballot, on forms provided by the Executive Director, immediately following the CAC Spring Business meeting. Voting members shall consist of the CAC Chair, current or recent chapter presidents, as well as past non-presidential CAC representatives. The voting members shall be polled and at least two potential Chair candidates will be identified. Each member may nominate no more than one candidate for office. Nominees shall be asked to express their willingness to serve and acceptance of the nomination. Short biographies will be requested from the candidates and shall be included on the ballot. Each voting member must indicate on the ballot his/her choice of the candidate for office. The candidate(s) receiving the most votes shall be elected. In case of a tie vote, the decision shall be made by lot. Ballots will be counted and the tally shall be given to the Executive Director. The results will be submitted for approval by Council. Upon approval by Council and notification of the nominated participants, the election results shall be announced. The three year term of the Chair-Elect will begin on the first day of the next full year. The current CAC Chair shall share the User's Manual, and any pertinent files regarding past and ongoing chapter activities, with the President-Elect. When the Chair-Elect assumes office, the immediate Past-Chair shall hold the advisory position of Sage for a three year term and will be responsible for the annual review of Chapter Bylaws.

# Committee on Committees

(Established April 1974)

This Committee is composed of one member elected by each section, who is not an officer, and two Councillors, one of whom serves as chairperson. The Councillors serve on the committee for the duration of their terms on Council.

The purposes of this advisory committee are to make recommendations for nominees to the standing committees following consultation with sections, thus allowing the latter to have a direct relationship with the affairs of the Society, and to review committee functions and recommend changes when appropriate.

Because of the importance of the Education, Finance, Joint Program, Science Policy and Publications Committees, the Committee on Committees will send its recommendations for Chairs to the Executive Cabinet, which will interview members for the chairmanship and submit its recommendations to Council.

Members of Council (including the three Presidents) shall not be appointed to committees unless required by the Bylaws.

Members of committees may not be reappointed unless there is a very good reason, such as the person is to become chairperson or Council so directs.

Members shall not serve on more than one committee, unless the Bylaws or Council requires it, such as liaison or *ex officio* cross appointments.

Duties of the Committee on Committees are to:

- Review the charges of the various committees with regards to overlapping responsibilities and propose changes to Council when appropriate.
- Ensure that there is adequate section representation on appropriate committees.
- Request nominations from the chairpersons of the APS Committees, the APS Sections, and the Association of Chairs of Departments of Physiology.
- Select nominees to fill committee vacancies using the current nominations and the previous year's alternates.
- Meet at the spring meeting to select nominees for committee vacancies for submission to Council at its annual spring meeting for approval.
- Present an annual report to Council at the Summer Council meeting.



## **Committee on Honors**

This Committee is composed of five members of the Society which include APS members who have been elected to NAS, NAE, and/or IOM. The Chair of the Committee is the APS Past President. The Society's Executive Director is an ex officio member, without vote. Members shall be appointed to committees for three-year terms beginning January 1. Members are eligible for reappointment.

The Committee on Honors meets once annually in conjunction with the Experimental Biology meeting. Additional committee business may be conducted via conference calls, webinars, and by email.

Duties of the Committee are to:

- Coordinate the nomination process of APS members to National Academy of Sciences (NAS), Institute of Medicine (IOM), or organizations of similar stature.
- Coordinate the nomination process of APS members for major scientific awards.
- Identify APS members to serve on task forces or subcommittees with these organizations.
- Present an annual report to Council at the Summer Council meeting.

# Communications Committee

(Established July 2001, Revised May 2007)

This Committee is composed of eight or more regular members of the Society, plus a trainee member. The Society's Communications Director, Director of Government Relations and Science Policy, a Councillor liaison, and Director of Publications are ex-officio members of the Communications Committee, without vote. Council and the Trainee Advisory Committee will each designate one of its members to serve as a liaison to the Committee.

Duties of the Communications Committee are to:

- Provide direction, set priorities, and propose/devise strategies designed to build awareness of, and appreciation for, the discipline of Physiology, the Society, and its activities that are appropriate for promoting to the public and press.
- Make recommendations on new opportunities and technologies to enhance internal and external communications with the public and press.
- Advise on the integrity of the scientific content embedded in all communications efforts.
- Evaluate applications for the AAAS Mass Media Fellowship.
- Organize, when appropriate, a symposium at the annual Experimental Biology meeting on communications strategies or mechanisms that would be of interest to members of APS and other FASEB societies.
- Review the APS communications program annually and provide appropriate recommendations to Council.
- Present an annual report to Council at the Summer Council meeting.

## Conferences Committee

The Committee is comprised of eight or more regular members of the Society. The Chair is appointed by Council. The Director of Member Services and Meetings, the Senior Meeting Planner, and a Councillor liaison serve as ex officio members of the Conferences Committee, without a vote.

The duties of the Conferences Committee are to:

- Make recommendation to Council for approval of conferences
- Solicit topics and organizers
  - Develop a timeline for submission and review of proposals
  - Stimulate submissions
  - Ensure scientific quality, timeliness and importance of conference topics
  - Promote inclusion of underrepresented groups (females, ethnic minorities, researchers in industry, junior investigators, etc.)
  - Promote appropriate balance in length of meeting, number of talks, types of speakers
  - Ensure inclusion of trainee opportunities in each conference
  - Encourage recurring conferences
- Facilitate administration of conferences
  - Work with the section leadership to solicit organizers and topics and funding
  - Work with the conference organizer to promote program success
  - Assist with marketing opportunities for conference proposals
  - Assist in identifying overlapping meetings
  - Ensure fiscal responsibility (budget preparation)
  - Identify potential sources of funding
- Evaluate conferences
  - Post evaluation of conference programs
  - Post evaluation of conference venues
- Think to the future
  - Identify innovative technologies
  - Identify evolving topics
  - Identify future venues
- Present an annual report to Council at the Summer Council meeting.

## **Ray G. Daggs Award Committee**

(Established April 1973; revised April 2001)

This Committee is composed of five members of the Society, including a past President or Councillor and a past recipient of the Daggs Award. The chairperson serves a three-year term and is selected by the Committee on Committees with Council approval.

The duties of the Ray G. Daggs Committee are to:

- Nominate a candidate for the annual Ray G. Daggs Award. This person will have provided distinguished service to the science of physiology through his/her research and to the American Physiological Society, in particular, by holding a prominent position in the Society.
- Submit a recommendation to Council prior to its fall meeting, including explicit documentation outlining the person's contributions to physiology and to the Society, and current curriculum vitae.
- Prepare a statement of the candidate's background and his/her contributions to the Society and physiology for the President's use in presenting the award at the spring business meeting.

# Education Committee

(Established 1953)

The Committee is composed of 12 regular members of the Society. Representatives from other physiology groups may also be appointed by Council. The chairperson is an *ex officio* member of Council without vote. The Liaison to the Education Committee from the Teaching of Physiology Section, Career Opportunities in Physiology Committees, Trainee Advisory Committee, and the Society's Director of Education Programs are *ex officio* members of the Committee, without vote.

The Education Committee meets twice a year, once at the spring meeting and once in the winter at Society Headquarters in Bethesda.

The duties of the Education Committee are to provide leadership and guidance in the area of physiology education of K-12, undergraduate, graduate, and professional students to encourage excellence in physiology education and the development of young scientists. The Education Committee should promote interests in, and the understanding of, careers in the physiological sciences.

Duties of the Education Committee are to:

- Provide APS programs and fellowships to encourage physiology education and the development of young scientists.
- Promote excellence in K-12 science education by providing teaching materials, workshops, and research opportunities for students and teachers.
- Promote and support undergraduate physiology education including development of programs and awards for undergraduate research.
- Work with the Association of Chairs of Departments of Physiology (ACDP) and other committees/organizations on the development of resources and programs to emphasize and enhance professional skills among trainees.
- Provide continuing education to physiologists through journals, refresher courses, professional skills courses, mentoring resources, and the development of online interactive materials.
- Develop and maintain online resources supporting excellence in medical physiology (e.g., Medical Physiology Courses Directors website) and basic physiology and science education (e.g., APS Archive of Teaching Resources).
- Work with other APS committees and professional societies to provide resources and professional development in physiology education and training.
- Provide policy statements and rationales on education issues (e.g., use of animals in physiology education and K-12 outreach).
- Present an annual report to Council at the Summer Council meeting.

# Finance Committee

(Established July 1961)

This Committee is composed of at least five regular members of the Society, and a young faculty level member. The term of each member of the Finance Committee shall be three years; a member may not serve more than two consecutive terms. The Immediate Past President serves as a voting member. The chairperson is an *ex officio* member of Council, without vote. The President-Elect, President, Executive Director, Director of Finance and Administration, and the Publications Committee chairperson are *ex officio* members of the Committee, without vote.

Duties of the Finance Committee are to:

- Recommend at the fall meeting of Council an annual budget for the succeeding year based on a proposed budget submitted by the Executive Director and the Director of Finance and Administration.
- Receive from the Executive Director, in advance of the spring meeting, budget revisions for the current year.
- Review annual official audit from the preceding year.
- Review annually the salary pool for staff members of the Society with recommendations of appropriate salary adjustments for approval by Council at the fall meeting.
- Advise and assist the Executive Director and Director of Finance and Administration on negotiations of contracts and grants.
- Review annual coordinated fiscal reports made by the Executive Director and other agencies of Council and indicate to Council all financial matters that should be brought to the attention of the membership.
- Submit summary of annual financial report for publication in *The Physiologist*.
- Recommend to Council a mechanism to encourage planned giving to the Society.
- Determine appropriate placement of all cash and investments (e.g., investment consultants, fund managers, banks, etc.), subject to approval by Council.
- Present an annual report to Council at the Summer Council meeting.

## Fiscal Year

The official fiscal year is from January 1 through December 31. Membership dues are from January 1 to December 31.

# **Society Investments**

The purpose of The American Physiological Society (APS) *Investment Policy Statements* is to provide guidance to the APS Council, staff, and investment consultants and managers regarding the investment of APS assets. It is the intent of this statement to establish an attitude and/or philosophy to guide investment management toward the performance desired. It is intended that the objectives be sufficiently specific to be meaningful but sufficiently flexible to be practicable.

## **Investment Policy Statement**

### **Introduction**

This statement of investment policy has been adopted by the American Physiological Society (APS) Council and Finance Committee to provide guidelines for the investment of the funds held by the organization.

For the purposes of managing investment risk and to optimize investment returns within acceptable risk parameters, the funds held will be divided into three separate investment pools. The process for determining the dollar amount in each pool is set forth in the “Procedures” section of this document. The three investment pools shall be called the “Operating Fund,” the “Short-Term Investment Fund,” and the “Long-Term Investment Fund.”

### **Procedures**

1. The following procedures will be followed to ensure the investment policy statement is consistent with the current mission of APS and accurately reflects the current financial condition:
  - A. This investment policy statement shall be reviewed annually by the APS Council and Finance Committee for any necessary revisions.
  - B. Decisions on recommendations for any revisions or modifications will be made by the Council and Finance Committee.
2. The following procedures will be used to determine the amounts of new dollars to be placed in each of the three investment pools.
  - A. The Executive Director and Director of Finance and Administration will recommend dollar amounts to be placed in the specific investment pools.
  - B. The APS Finance Committee will have final approval of the dollar amounts placed in the investment pools.
  - C. The Operating Fund should contain a sufficient balance to cover current expenditures. The Operating Fund’s balance is based on the current year cash budget.

- D. As cash beyond the needs of the Operating and Short-Term Funds becomes available, it will be invested into the Long-Term Fund.
- E. Contributions and bequests are accepted to support the general purposes of the Society or for specific purposes as designated by the donor or Council.

## **Operating Fund**

### **Purpose**

The Operating Fund is used to provide sufficient cash to meet daily and ongoing financial obligations of APS. The Operating Fund will contain sufficient cash to cover current expenditures.

### **Investment Time Horizon**

The investment time horizon for this fund will be no more than 18 months.

### **Asset Allocation**

The assets in this fund will be limited to 100% fixed income and cash equivalents.

### **Investment Guidelines**

Assets for the Operating Fund may be invested into the following instruments only:

- Treasury Bills
- Certificate of deposit (not to exceed federally insured limit per issuer)
- Checking accounts
- U.S. government and agency securities
- Corporate notes and corporate bonds (rated investment grade or better)
- Repurchase agreements
- Commercial paper (rated A-1/P-1 or better)
- Agency discount notes
- Government backed securities
- Bankers' acceptances
- Asset backed securities
- Municipal securities
- Money market funds whose investments are restricted to the financial instruments contained in this section.



## **Short-Term Fund**

### **Purpose**

The Short-Term Fund is used to meet unanticipated expenditures that exceed the Operating Fund's reserves.

### **Investment Time Horizon**

The investment time horizon for this fund will be no more than five years.

### **Asset Allocation**

The assets in this fund will be limited to 100% fixed income and cash equivalents.

### **Investment Guidelines**

Assets for the Short-Term Fund may be invested into the following instruments only:

- Treasury bills
- Certificates of deposit (not to exceed federally insured limit per issuer)
- U.S. government and agency securities
- Corporate notes and corporate bonds (rated investment grade or better)
- Repurchase agreements
- Commercial paper (rated A-1/P-1 or better)
- Agency discount notes
- Government backed securities
- Bankers' acceptances
- Asset backed securities
- Municipal securities
- Money market funds whose investments are restricted to the financial instruments contained in this section.

## **Long-Term Fund**

### **Purpose**

The purpose of the Long-Term Fund is to maintain a long-term reserve for significant and unanticipated expenditures and to support, with some portion of the reserve's earnings, the general operating budget of the APS. The Long-Term Fund will also provide a structure in support of endowed and Council-designated funds used to:

- Support programs for the development of physiology and physiologists.
- Encourage communication with other disciplines of science and the community at large.
- Foster scientific and cultural relations with other parts of the world.

### **Investment Time Horizon**

The investment time horizon for this fund will be longer than five years.

### **Asset Allocation**

The following are guidelines for overall asset allocation for the APS long-term fund:

<u>Asset Class</u>	<u>Maximum</u>	<u>Target</u>	<u>Minimum</u>
Equities	75%	62.5%	50%
Fixed Income	50%	37.5%	25%

These allocations will be reviewed quarterly with APS' investment consultant and readjusted as necessary, subject to consideration and the approval by APS. In addition, whenever the minimum or maximum boundaries have been crossed before the customary quarterly review, APS will consult with its investment advisor and decide whether to reallocate its assets to meet the specified targets.

### **Investment Guidelines**

Assets for the Long-Term Fund may be invested in the following instruments only:

- Common stocks
- Preferred stocks
- Convertible securities
- U.S. government and agency securities
- Corporate notes and corporate bonds (rated investment grade or better)
- Repurchase agreements
- Government backed securities
- Bankers' acceptances
- Asset backed securities
- Municipal securities
- American Depository Receipts (ADRs)
- Money market funds whose investments are restricted to the financial instruments contained in this section.

### **General**

It is the investment philosophy of the APS that the type of investment assets held in the Long-Term Fund should vary from time to time in response to changes in the financial markets, the economy, and the current objectives of the fund in order to maximize the return on the Long-Term Fund's assets in the form of investment income or capital appreciation or both. Investment theory and historical capital market return data suggest that, over long periods of time, there is a relationship between the level of investment risk assumed and the level of return that can be expected. In general, APS decision making will be guided by placing an emphasis on minimizing downward risk at the expense of upside returns.

### **Performance Evaluation and Reporting**

For the Long-Term Fund, short-term fluctuations in market value shall be considered secondary to long-term investment results. The fund will be evaluated on a quarterly basis. Returns will be compared to nationally recognized indices measuring the performance of the classes specified in the target asset mix.

Comparisons will show results for the most recent quarter, year to date, and since inception. At the quarterly reviews, the Executive Director and the Director of Finance and Administration will meet with the Investment Management Consultant, and/or the Finance Committee will meet with the Investment Management Consultant at the Committee's regularly scheduled meetings to:

- Review the past, present, and prospective economic climate in relation to the investment strategy of each investment manager.
- Review the investment strategies being utilized to fulfill the stated objectives.
- Evaluate the risk levels of the securities represented in the portfolios.
- Review trends in performance levels in relation to stated objectives.
- Review quarterly written reports prepared by the Investment Management Consultant.

The performance of each investment manager will be evaluated annually by the APS Council and Finance Committee using the Investment Management Consultant's Quarterly Report and supplemented by information from each Investment Manager. Other communications between the Investment Management Consultant, Investment Managers, the APS Council, the APS Finance Committee, and APS Management will be as warranted. Changes to the general objectives and policies may only be made by mutual agreement between all relevant members of APS and the Investment Management Consultant.

#### **Delegation of Authority**

The APS Council and Finance Committee will not reserve any control with the exception of the specific limitations described in these statements. Investment management will be held responsible and accountable to achieve the objectives within the attitudes and guidelines in this statement. It is not felt that the restrictions outlined will hamper investment management or limit the opportunities available to the managers.

# International Physiology Committee

(Established 1985)

This Committee is composed of six or more members, and one trainee member of the Society as designated by Council. The chairperson of the John F. Perkins Memorial Award for International Physiologists Committee, a Councillor liaison, and the Treasurer of the IUPS are ex officio members.

Duties of the International Physiology Committee are to:

- Communicate and confer with the International members of APS to ensure that the Society meets their membership needs.
- In consultation with Council, handle all matters pertaining to international physiological affairs.
- Establish communication between the APS and other physiological societies and their individual members.
- Develop mechanisms for and promote interactions and exchanges between APS members and other international physiologists.
- Develop programs to enhance the role of APS within the international scientific community.
- In collaboration with the Conference Committee, act as a clearinghouse for requests from international societies for joint meetings and workshops or other types of support.
- Promote and assist in the organization of symposia and/or workshops involving international physiologists/physiological societies that occur at APS meetings or at meetings of other physiological societies.
- Oversee the International Opportunity Program, an APS program providing support for conferences and workshops in developing areas world-wide, and act as the review panel for applications for funding through this program.
- Review applications for the International Early Career Physiologist Travel Award.
- Maintain and strengthen relations with IUPS and be a conduit for distributing IUPS information to APS members.
- Work with the Committee on Committees to appoint international members to serve on APS Committees.
- Present an annual report to Council at the Summer Council meeting.

# Joint Program Committee

(Established August 1976; revised 2003)

This Committee is composed of at least one representative from each of the APS sections and interest groups, the chair of the APS Education Committee, and a representative from The Microcirculatory Society who may not serve more than two consecutive terms. The term of office for both section/group representatives and at-large members will be made annually for a maximum of three years. The President-Elect is an *ex officio* member of the Committee, without vote. The Chairperson is an *ex officio* member of Council, without vote.

Duties of the Joint Program Committee are to:

- Develop the Experimental Biology (EB) scientific programs for the Society
- Ensure the scientific integrity of the Society's EB scientific programs.
- Assist Council in shaping policy for scientific programs.
- Seed cross-cutting elements of the APS/ EB meeting.
- Seed oral sessions (approximately one-third of the total) for the EB meeting.
- Coordinate the abstracts for the EB meeting.
- Coordinate inter-Society programming.
- Review the sections' programs to avoid overlap or duplication.
- Define the number of oral sessions for sections and interest groups.
- Present an annual report to Council at the Summer Council meeting.

# Membership Committee

(Established 1951, revised 2013)

This Committee is composed of six or more regular members, and at least one graduate student member of the Society. A Councillor liaison serves as an *ex officio* member, without vote. Ad hoc members will be included if work with other Society Committees necessitates it. Members are not eligible for reappointment.

The Membership Committee is charged with articulating the benefits and value of joining the Society and communicating them to all key member groups. The Committee will also actively work to attract, meet the needs of, engage and retain membership subgroups.

Duties of the Membership Committee are to:

- Improve the visibility of, and dissemination of membership opportunities and benefits for all levels of Society membership and membership subgroups.
- Maintain and improve discounted membership programs for trainee members at various stages of professional membership transition.
- Improve strategies to actively recruit women and minority members by targeting organizations and institutions where these groups are concentrated (e.g. Historically Black Colleges and Universities, Hispanic—serving Institutions, the Association for Women in Science).
- Identify and facilitate potential opportunities to improve Society membership by working with other professional biomedical and international physiology societies (e.g. offering discounts for dual membership).
- Work with the other Society Committees to evaluate the annual participation of key member subgroups—including trainee, women, minority, nonacademic, and international scientists, and identify ways to increase their participation.
- Consider all matters pertaining to membership and report its activities to Council, including playing an active role in the recruitment of new members to the Society and advising Council on member retention strategies.

Present an annual report to Council at the Summer Council meeting.

# Nominating Committee

(Established 1987)

The Nominating Committee selects a slate for President-Elect and Councillors from candidates nominated by the membership.

The Nominating Committee consists of the Immediate Past President, who is the chairperson; each member of the Section Advisory Committee or their representative; and the Chairpersons of the Joint Program and Publications Committees as *ex officio* members, without vote. The Committee will meet to select candidates for President-Elect and Councillors from members nominated by the membership. The slate presented to the membership for election will be such that no more than one of the nine Councillors will be from a single institution and no more than two of the nine will have a primary affiliation from the same section. The Nominating Committee will nominate two candidates for the office of President-Elect and six candidates for three Council seats.

# **John F. Perkins Memorial Award for International Physiologists Committee**

(Established 1967)

The Fund was established in 1967 by the family and friends of John Forbes Perkins, Jr., who was professor of physiology at the University of Chicago and a devoted member of the Society. The Fund is supported by gifts in his memory. At the time of the establishment of the Fund, “it seemed appropriate that its purpose should be to help foreign scientists bring their families so that they could make fullest use of the cultural benefits inherent in international exchange.”

The Committee is composed of four members, some of whom have ideally sponsored Perkins Fellows, and a member of the Perkins family, who is an *ex officio* member, without vote. The chairperson will ordinarily be someone who has special interests and experience with international exchanges and who has previously served on the Committee. The Chairperson of the Committee will serve on the International Physiology Committee as an *ex officio* member, without vote.

The general purpose of the Fund, a part of the Endowment Fund, is to aid and encourage enterprises in physiology that have cultural as well as scientific merit.

Duties of the Perkins Memorial Fund Committee are to:

- Supervise administration of the Fund, including publication of brochures describing its purpose and operations.
- Review applications and select recipients. Each application will be made jointly by a visiting scientist and his/her host, who must be a member of the Society. Financial arrangements for the visiting scientist will have been made before the application is submitted to the Fund. The application will contain an account of these arrangements, together with a description of the proposed scientific work and a brief account of how the visitor intends to make use of the cultural benefits.
- Present an annual report to Council at the Summer Council meeting.

Final selection of awards to applicants is ordinarily made by the Chairperson on the basis of correspondence with members of the Committee; the representative of the Perkins family need not be consulted in the selection process. Awards are made in December and June. Applications for awards must be made prior to October and April of the year in which the fellowship is to begin.

As part of the Endowment Fund, the Perkins Memorial Fund will be invested under supervision of the Finance Committee. The business office of the Society will submit an annual report to the Finance and the Perkins Memorial Fund Committees.



# Physiologists in Industry Committee

(Established 1981; Revised 1999, Revised 2009)

The APS Physiologists in Industry Committee (PIC) is comprised of a Chairperson as identified by the Committee on Committees, plus an industry representative appointed by each of the 12 sections. The PIC will meet at least once a year at EB to discuss issues of common concern or to initiate proposals, through Council, that have Society-wide effects to enhance relationships with industry. In addition, The PIC Chairperson or a designated committee member shall serve as a non-voting, *ex officio* member of the Animal Care and Experimentation Committee.

## Mission Statement

The mission of the Physiologists in Industry Committee (PIC) is to integrate the diversity of industry members into the APS by enhancing:

- Student and trainee understanding of the vast and diverse scientific and career opportunities in all facets of industry. The PIC will work in conjunction with the APS Careers Committee to do this.
- Society awareness of the innovation, rigor, and process involved in industry science.
- PIC member visibility and participation in APS sections and committees.
- Mentor, student, and trainee awareness and understanding of the scientific and interdisciplinary skills necessary to prepare for careers in industry science.
- Present an annual report to Council at the Summer Council meeting.

The mission stated herein will be addressed through PIC driven workshops, annual PIC symposia, presentations, and Society involvement.

## Industry Member

As Industry members, we are involved in diverse activities from drug discovery to nutritional development, science education and scientific communication, development of medical and diagnostic devices, as well as a variety of other endeavors. As physiologists, we are similar in that we all share an interest in the mechanisms and processes regulating molecular, cellular, organ, or organism function. Thus, although “Industry” means many things to many individuals, we have all shared in a similar process of integrating parts into a whole.

# Porter Physiology Development and Minority Affairs Committee

(Established 1952)

This Committee is composed of at least seven members of the Society, including a trainee member who is a second-year Porter Fellow at the time of the appointment. The Committee has co-chairpersons. The Society's Director of Education Programs and Director of Finance and Administration and a Council liaison are *ex officio* members of the Committee, without vote.

The purpose of the Porter Physiology Development Program is to stimulate and support the development of minority students engaged in graduate study in physiology. In addition, the program provides assistance in the improvement of American departments of physiology in minority-serving institutions.

Duties of the Porter Physiology and Minority Affairs Development Committee are to:

- Oversee the Porter Physiology Development program, including the definition of its objectives and selection criteria, assessment of its effectiveness, selection of awardees, oversight of the Porter Physiology Development fund, and provision of annual written reports to Council and the William Townsend Porter Foundation.
- Rank applications of minority students to the APS Minority Travel Fellows Program, which are collated by the Director of Education Programs.
- Coordinate career development activities for minority physiology students, especially Porter Fellows and Minority Travel Fellows.
- Monitor the status of minorities in APS and promote the participation of minority physiologists in Society activities and governance.
- Counsel physiology departments in American minority-serving institutions on curriculum and other improvements.
- Develop new programs to promote diversity in physiology.
- Assist the Society in soliciting outside funds for support of the APS minority programs.
- Present an annual report to Council at the Summer Council meeting.

# Science Policy Committee

(Established April 1980)

This Committee is composed of eight or more regular members of the Society and one trainee member. The Chair of the Animal Care and Experimentation (ACE), a member of Council and the Society's Director of Government Relations and Science Policy are *ex-officio* members, without vote. The Chair of the Science Policy Committee serves a four year term, followed by two years of service as past-chair. The Chair is an *ex-officio* member of Council, without vote.

Duties of the Science Policy Committee are to:

- Monitor and report to the Council and the Society membership on science policy issues of concern to physiologists, including biomedical research funding, agency policies, and research ethics.
- Develop and execute plans of action to address science policy issues that may impact physiologists.
- Coordinate science policy interests and activities with the APS Sections.
- Carry out other science policy projects delegated by the Council.
- Organize symposia on science policy topics at the Experimental Biology meeting.
- Coordinate activities with the FASEB Science Policy Committee (SPC). The Science Policy Chair shall serve as the APS representative to the FASEB SPC starting in the third year of the Chair's term, and continue to serve during the two year term as past Chair.
- Coordinate activities with the APS ACE committee. The Science Policy Chair shall serve as an *ex officio*, non-voting member of the ACE committee.
- Present an annual report to Council at the Summer Council meeting.

# Publications Committee

(Established July 1961)

This Committee is composed of five regular members of the Society who have served as editors or associate editors of scientific journals. Members may not serve more than two consecutive terms. The President, President-Elect, Past-President, Executive Director, and Director of Publications are *ex officio* members of the Committee, without vote. The Chairperson is an *ex officio* member of Council, without vote. The Chairperson or a designee of this Committee serves on the *Physiology* Joint Managing Board. A member of this Committee is an *ex officio* member, without vote, of the Book Committee.

Duties of the Publications Committee are to:

- Manage the publications of the Society under policies determined by Council.
- Offer advice and consent on the appointment of a Director of Publications.
- Appoint editors, associate editors, and editorial boards.
- Submit actions of the Committee for publication in *The Physiologist*.
- Solicit nominations from the editors of the Society's journals for membership on the Publications Committee, as vacancies occur. These nominations will be forwarded to the Committee on Committees for consideration by Council.
- Evaluate journal goals, prior to the expiration of the editors' first term.
- Ensure that journal editors serve as *ex officio* members of appropriate section Steering Committees.
- Recommend to the Finance Committee and Council subscription prices for the Society's journals and manuscript fees charged to authors.
- Render an Annual Report on Publications Activities.
- Deal with ethical issues regarding publications as they arise.
- Present an annual report to Council at the Summer Council meeting.

# Book Committee

(Established April 1990; revised June 2012)

The Book Committee Chair is appointed by the Publications Committee. The Book Committee Chair appoints six Committee members for staggered terms. A member of the Publications Committee and the Director of Publications are ex officio members of the Book Committee. All APS books are published jointly with a commercial publisher who bears all production costs and pays royalties to APS, the editor(s)/author(s) under a contractual arrangement. The Director of Publications is responsible for coordinating the activities of the Book Committee, the Publications Committee, and the APS appointed publisher. The Book Committee will meet annually at the APS Headquarters in Bethesda, the EB meeting, or through conference calls. A representative of the co-publisher is invited to attend.

Duties of the Book Committee are to:

- Identify, in consultation with the publisher and experts in the field, topics and authors and/or chief editors for books.
- Ensure timely submission of manuscripts.
- Propose topics and editors via committee discussion, solicitation of outside experts, and the co-publisher.
- Develop rationale and need for proposed books.
- Identify book editors/authors.
- Approve the outlines of authors/editors and maintain close communication with authors/editors on the progress of each book.
- Review unsolicited book proposals sent to the APS.
- Maintain close communication with the Director of Publications.
- Present an annual written progress report to the Publications Committee.

## **Orr E. Reynolds Committee**

(Established 1985)

This Committee is composed of three members of the History of Physiology Group appointed by Council in consultation with the Chairperson of the History of Physiology Group.

The duties of the Orr E. Reynolds Committee are to:

- Review articles dealing with any aspect of the history of physiology representing original and adequately documented research. Articles may include the development of physiological ideas and their applications, instrumentation, individual and collective biography, departmental and institutional histories, histories of societies including APS, and physiology in its public context.
- Select the Orr E. Reynolds Awardee.

## Section Advisory Committee

(Established November 1953)

The Section Advisory Committee is composed of one regular member elected by each Section of the Society, plus a chairperson. Each member shall serve a term of three years; consecutive terms are prohibited. The Committee shall elect a chairperson to serve a three year term. The chairperson shall serve on Council as an *ex officio* member, with vote.

The duties of the Section Advisory Committee are to:

- Elect a chairperson, who is a member of the committee or has served on the committee within the past three years. (If a current committee member is elected, then a new section representative will be appointed.)
- Meet annually at the spring meeting of the Society and as the Nominating Committee in November.
- Review the Statements of Organization and Procedures of Sections and make recommendations to Council.
- Assist the Joint Program Committee in the organization of scientific meetings.
- Make recommendations to Council regarding the strengthening of the Sections' role in programs, publication, public affairs, and governance of the Society.
- Review Section budgets periodically.
- Meet with Council in joint session during the annual meeting.
- Serve as the Society's Long-Range Planning Committee, providing guidance and direction for the future well-being of the Society and for orderly growth and change in the programs and activities of the Society.
- Present an annual report to Council at the Summer Council meeting.

# Distinguished Physiologists Committee

(Established 1952, revised June 2012)

This Committee is composed of four or more senior members of the Society.

The duties of the Distinguished Physiologists Committee are to:

- Deal with all matters pertaining to emeritus members and members about to retire.
- Develop and maintain liaison with emeritus members.
- Submit articles on senior physiologists for publication in *The Physiologist*.
- Assist in the selection of recipients of the G. Edgar Folk Senior Physiologists Award.
- Present an annual report to Council at the Summer Council meeting.

## Procedures

Each new committee member receives lists of senior physiologists turning 70, 80, 90, or 100 years of age that year that will have been divided evenly among committee members. APS will furnish the list, which will include the member's name, address and birth date. Should a committee member find a friend on someone else's list, a trade of names is recommended.

Letters with a personal message are sent by the committee members on the 70th birthday of the member. A Beaumont House commemorative card, with a personal message, is sent to 80- and 90-year-old members.

The Society will pay the postage upon receipt of a bill. Members should check their lists against the issues of *The Physiologist* for names of deceased members. They also should inform the Society of any deaths.

The Committee should be alert to senior physiologists who have written autobiographic or historic accounts of interest to physiologists and contact the Executive Director about publication of such material.

Replies from senior physiologists should be submitted for publication in *The Physiologist*.

Offers of archival materials, artifacts, and ephemera should be referred to the Executive Director.



## Trainee Advisory Committee

(Established July 2003)

The Trainee Advisory Committee shall be composed of one regular or student member selected by each Section of the Society, plus a chairperson. Each member shall serve a term of three years. Consecutive terms are prohibited from the same section, and extension of terms is discouraged. The chairperson will be appointed by Council from self-nominated candidates; preferred candidates are current TAC members and persons who have served on the TAC within the previous three years. The Society's Director of Educational Programs is an *ex officio* member of the Committee, without vote.

Duties of the Trainee Advisory Committee are to:

- Hold regular meetings, including at the spring meeting of the Society, at the APS headquarters each fall, and via conference call as needed during the year.
- Investigate the needs of trainees, both pre-doctoral and post-doctoral, to determine how the Society can provide necessary support and assistance.
- Coordinate activities with other APS committees to enhance the status and respond to the needs of trainees at all levels (pre-college, undergraduate, graduate, postdoctoral, and junior faculty).
- Organize an annual symposium or workshop at EB designed to assist trainees in their development of independent careers.
- Publish an email newsletter for trainees, manage and maintain a web site for trainees on the APS web site, and create and manage other online networking tools (e.g., Facebook) for communicating with trainee members.
- Bring relevant matters to the attention of Council and act on Council recommendations.
- Encourage the active membership of trainees in the Society.
- Welcome each new trainee member on behalf of the Society, the Section, and the TAC and provide information on Society benefits and activities for trainees.
- Present an annual report to Council at the Summer Council meeting.

# Women in Physiology Committee

(Established April 1982)

This Committee is composed of four or more members of the Society, including two trainees (a graduate student and postdoctoral member). The Society's Director of Education Programs, a member of the Careers Opportunities in Physiology Committee, and a Council liaison are *ex officio* members of the Committee, without vote.

Duties of the Women in Physiology Committee are to:

- Administer a mentoring program for junior physiologists.
- Administer the Bodil-Schmidt-Nielsen Distinguished Mentor and Scientist Award in accordance with criteria established by the Women in Physiology Committee and approved by Council.
- Administer the Caroline tum Suden/Frances Hellebrandt Professional Opportunity Awards in accordance with procedures established by Council.
- Select the Steven Horvath and the Fleur Strand Professional Opportunity Award winners from the pool for the Caroline tum Suden Awards
- Deal with all issues pertaining to the education, employment and professional opportunities available to junior physiologists. Bring relevant matters to the attention of Council and act on Council recommendations.
- Promote the discipline of physiology as a rewarding career to junior scientists and encourage their active membership in the Society.
- Coordinate activities with other such committees on women within the FASEB organization and those of other scientific societies that meet intermittently with the Society.
- Submit reports of APS and FASEB activities for publication in *The Physiologist*.
- Nominate women APS members for the annual FASEB Excellence in Science Award.
- Chair serves as APS representative on FASEB's Excellence in Science Award Committee.
- Present an annual report to Council at the Summer Council meeting.

# ***Physiology* Managing Board**

(Established January 1985)

Physiology is a publication of APS and the International Union of Physiological Sciences (IUPS), with each group owning one-half interest in the joint venture.

The APS pays amounts necessary to fund or capitalize the publication, and all payments stand as a credit in determining the apportionment of income. The Society purchases one copy of each issue for all members of APS except the emeritus members.

## **Managing Publisher**

The APS is the **Managing Publisher**. Duties of the Managing Publisher are to:

- Negotiate contracts and arrange for printing, marketing, and distribution.
- See to an appropriate design of the journal in consultation with the Chief Editor and chairperson of the Joint Managing Board.
- Set subscription prices in consultation with the Chairperson of the Joint Board.
- Prepare a budget.

## **Joint Managing Board**

A Joint Managing Board is composed of two representatives each for APS and IUPS, appointed for three-year terms, which may be renewed. The Chairperson is elected from members of the Board.

The Chairperson of the APS Publications Committee or a designee of the Committee and one other APS member nominated by the Committee on Committees are the two APS representatives appointed by Council to the Joint Managing Board.

The duties of the *Physiology* Joint Managing Board are to:

- Decide general questions of policy in consultation with the Managing Publisher and Chief Editor.
- Select the Chief Editor.
- Appoint associate editors on recommendation of the Chief Editor.

## **Chief Editor**

The Chief Editor is appointed for a three-year term and may not serve for more than two additional terms.

The duties of the Chief Editor are to:

- Select the associate editors and the editorial board, subject to approval of APS and IUPS.
- Submit a budget proposal of office operations.
- Submit quarterly financial statements of expense.
- Maintain the scientific quality of the journal.

# Society Affiliation

(Established 1984)

The Society's Bylaws specify:

ARTICLE X. Section 2. *Society Affiliations.*

...The Council shall authorize affiliation of societies having mutual interests to the Society upon approval of the membership.

The concept of affiliation has arisen because APS and other organizations have a mutual interest in certain areas of scientific investigation and reporting. The affiliation of other societies with APS enables both groups to accomplish their purposes in an efficient manner and to improve communication with them, their members, and the public at large.

As part of the Compact for Affiliation, APS will provide societies with a number of services for which it is reimbursed. In addition, members of an affiliate society will have access to a number of APS privileges.

# Society Chapters

(Established 1993)

The Society's Bylaws specify:

ARTICLE X. Section 3. *Society Chapters.*

Upon acceptance of a Statement of Organization and Procedures, a chapter application, and approval by Council, a group of regular members of the Society may form a chapter representing a given region of the country. Each chapter should be incorporated, by the organizers of the chapter, under the local laws of the state in which the chapter is located. All chapters will have an obligation to promote, at the local level, the general objectives of the Society, including its goal of interdisciplinary contacts among research workers interested in the physiological sciences and education of the general public and future physiologists.

In the event of dissolution or termination, the chapter council shall, after the payment of all the debts and liabilities of the chapter, convey and transfer any remaining assets to the Society.

Under no circumstances shall the Society be responsible or liable for any debts or liabilities of the chapter.

Nothing in a chapter's Statement of Operations and Procedures may be construed as contradictory to the Constitution and Bylaws or Operational Guide of the Society.

A petition to establish a Regional Chapter must be signed by a minimum of twenty (20) regular members prior to presentation of a Statement of Organization and Procedures to Council for approval. APS Chapters are to promote the APS objectives in the areas of research, public affairs, and education at the local level. Guidelines for establishing a Regional Chapter are described in Appendix G.

## **Representatives to Other Organizations**

APS representatives to other organizations are appointed by Council for three-year terms unless otherwise specified. Representatives are required to report annually to Council. The Society is assessed annual dues by these organizations.

### **Federation of American Societies for Experimental Biology**

#### **FASEB Board**

The Federation Board consists of one representative from each member society serving a four-year term.

The president of the FASEB Board is elected from those directors serving their second year on the FASEB Board. The candidate elected serves as President-Elect and then President of the Federation Board.

If a voting member is unable to attend a Board meeting, an alternate may be designated to attend without voting privileges.

#### **FASEB Committees**

FASEB committee members are appointed by the FASEB Board for three-year terms and may serve an additional three-year term.

If a voting member is unable to attend a committee meeting, an alternate may be designated to attend with voting privileges.

#### **Excellence in Science Award**

This ad hoc committee selects the annual recipient of the FASEB Excellence in Science Award, which is designed to identify superior research by women in biomedical science. The \$10,000 award is sponsored by Eli Lilly and Company. The Chairperson of the Women in Physiology Committee represents the Society as a voting member.

#### **Executive Officers Advisory**

This standing committee, under the chairmanship of the FASEB Executive Director, addresses items of mutual interest to the Federation and the member societies. The APS Executive Director represents the Society as a voting member.

## **Finance**

A Finance Committee, consisting of one member designated by each Member Society and appointed by the Federation Board, shall be a standing committee of the Federation. The Treasurer/Treasurer-Elect shall be designated on a rotational basis among the Society Members. Voting members shall serve a term of three years. The Comptroller of the Federation shall be a nonvoting member and act as secretary of the Committee. The Executive Director shall attend meetings of the Finance Committee but shall have no vote.

It shall be the responsibility of the Finance Committee, in consultation with the Executive Director, to recommend an annual budget to the Federation Board, to safeguard the invested funds of the Federation, to recommend an investment policy of the Federation subject to approval by the Federation Board, and, through the Comptroller, to perform all negotiations with duly authorized investment counselors, and in all other ways to assist the Treasurer.

## **Science Policy**

FASEB's Science Policy Committee serves in an advisory capacity to the FASEB Board. The APS Science Policy Chair shall serve a four-year term as the APS representative to the FASEB Science Policy Committee. This term will start in the third year of the Chair's term as APS SPC Chair, and shall continue during the two years when this person serves as past Chair of the APS SPC.

## **Research Conferences Advisory**

This ad hoc committee determines the conference topics and chairpersons and is responsible for developing policies and standards for the conduct of the FASEB Summer Research Conferences. Each member society designates one member to this committee. The Society's representative is appointed by Council.

## **Council of Faculties and Academic Societies (CFAS)**

The APS is represented on the Council of Faculties and Academic Societies of the Association of American Medical Colleges 1, each serving for a three-year term. CFAS representatives are appointed by Council.

Duties of the Society's representatives are to:

- Represent the views of the APS Membership and Council.
- Submit an annual written report of CFAS activities to Council.

## **Other Organizations**

The Society is represented on other organizations, as follows, and pays dues and/or makes a contribution:

- Association for Assessment and Accreditation of Laboratory Animal Care, International Board of Trustees - one representative, usually the Animal Care and Experimentation Committee Chair or a designated member.
- American Association for the Advancement of Science - three representatives (biology, medicine, and education).
- N.
- US National Committee for IUPS - three representatives.
- Research! America
- Americans for Medical Progress

## Awards and Honors

The Society's Awards program is overseen by the Awards Committee, which is charged with ensuring uniformity and conformity of all awards with the goals of APS.

Each award and honor has its own set of guidelines that are established at the time of origination. No individual should have more than one Society award or honor named after him/her at one time.

### **“Physiology in Perspective: The Walter B. Cannon Award Lecture”**

This lectureship was established in 1982 wherein an outstanding physiological scientist, domestic or international, is selected by the President-Elect, with the consent of Council, to lecture on “Physiology in Perspective” during the plenary session of the Society's following spring meeting. At the 1984 fall meeting, Council modified the general title of the presentation to “Physiology in Perspective: The Walter B. Cannon Lecture.” The Society-wide lecturer will address his/her presentation to Cannon's concepts of “The Wisdom of the Body.”

The lecturer receives an honorarium of \$4,000, a plaque, and expenses incurred in association with delivery of the lecture. This award is partially funded by a contribution from Sucampo AG.

The membership is invited to submit nominations for this lecture.

### **Henry Pickering Bowditch Award Lecture**

The annual Bowditch Lectureship was established in 1956 in honor of the first elected President of the American Physiological Society, Henry Pickering Bowditch. The lecturer is invited by the President of the Society from among the regular members who are under 42 years of age at the time of the lecture, or who are less than eight years from the start of their first faculty or staff research scientist position beyond postdoctoral training,

The lectureship is awarded for original and outstanding accomplishments in the field of physiology. Originality of approach, clarity of data presentation, and the general significance of the results are important criteria. The lecture is given at the spring meeting of the Society and is published in one of the Society's journals.

The lecturer receives an honorarium of \$2,500, expenses to participate in the spring meeting, and a plaque. Funds are provided from the investment income of the unrestricted bequest from deceased Society members Caroline tum Suden and Frances Hellebrandt.

The membership is invited to submit nominations for the Bowditch Lecturer.



## **Ray G. Daggs Award**

An annual award given in honor of the Society's first Executive Secretary is presented to a physiologist who is judged to have provided distinguished long-term service to the science of physiology and in particular to the American Physiological Society, by holding a prominent position in the Society.

Established in 1973, the Ray G. Daggs Award is presented at the spring business meeting of the Society. A Certificate of Citation, expenses to participate in the spring meeting and \$500 are presented to the recipient.

## **Distinguished Lectureship Awards**

Twelve distinguished lectureships, named after outstanding contributors to the disciplinary areas of physiology represented by the 12 APS Sections provide additional focus on the activities of the sections. The annual APS lectures are to be of the highest quality representing the finest science in the world. Each recipient shall receive a \$1,000 honorarium and up to \$2,000 to cover travel and per diem expenses. The lecturers shall present a talk and be active participants in the spring meeting.

The named Lectureships are:

- Cardiovascular Section Robert M. Berne Distinguished Lecture
- Cell and Molecular Physiology Section Hugh Davson Distinguished Lecture
- Central Nervous System Section Joseph Erlanger Distinguished Lecture
- Comparative & Evolutionary Physiology Section August Krogh Distinguished Lecture
- Endocrinology & Metabolism Section Solomon A. Berson Distinguished Lecture
- Environmental & Exercise Physiology Section Edward F. Adolph Distinguished Lecture
- Gastrointestinal & Liver Section Horace W. Davenport Distinguished Lecture
- Neural Control & Autonomic Regulation Section Carl Ludwig Distinguished Lecture
- Renal Section Carl W. Gottschalk Distinguished Lecture
- Respiration Section Julius H. Comroe, Jr. Distinguished Lecture
- Teaching of Physiology Section Claude Bernard Distinguished Lecture
- Water & Electrolyte Homeostasis Section Ernest H. Starling Distinguished Lecture

### **Lazaro J. Mandel Young Investigator Award**

The Lazaro J. Mandel Young Investigator Award was established in 1999 in memory of Lazaro J. Mandel, professor of physiology at Duke University and long-standing APS member. The Lazaro J. Mandel Young Investigator Award will be made annually to an individual demonstrating outstanding promise based on his/her research program in epithelial or renal physiology. Applications will be accepted from members of APS working within the United States and holding an academic rank no higher than assistant professor. The award will be up to \$4,000 and is designated for the use of the awardee in his/her research program. The award does not include any indirect cost reimbursement. The recipient receives reimbursement for registration and a plaque recognizing their designation as Lazaro J. Mandel Young Investigator Awardee. The first Mandel Award was presented at the EB 2000 meeting.

### **Giles F. Filley Memorial Awards for Excellence in Respiratory Physiology and Medicine**

The Giles F. Filley Memorial Fund was established in 1993 to recognize excellence in respiratory physiology and medicine. Two awards are given annually. The awards are made to investigators who hold an academic rank no higher than assistant professor and are pursuing research in respiratory physiology and medicine. Each award will be up to \$12,000 and is designated for the use of the awardee in their research program. Awards do not include any indirect cost reimbursement.

Awards will be made annually to individuals demonstrating outstanding promise based on their research program in respiratory physiology and medicine. Applications will be accepted from members of the APS working within the US, reflecting Giles F. Filley's contributions to the national research community through his membership in the American Physiological Society. Because of Giles F. Filley's long association with the University of Colorado, Denver, preference for one award, on a competitive basis, will be given to individuals affiliated with that institution.

The awards will be announced during the APS Business Meeting held at the Experimental Biology meeting and at the Respiration Section dinner. The recipients receive reimbursement for registration and a plaque recognizing their designation as Giles F. Filley Awardees.

### **Arthur C. Guyton Award for Excellence in Integrative Physiology**

The Arthur C. Guyton Fund was established in 1993 from an anonymous donation in order to recognize the contributions of Arthur C. Guyton and his interests in feedback control and mathematical modeling of physiological systems. The awards are made to independent investigators who hold an academic rank no higher than assistant professor and are pursuing research that utilizes quantitative and integrative approaches and feedback control system theory for the study of physiological functions. Each award will be up to \$15,000 and is designated for the use of the awardees in their research

programs. Awards do not include any indirect cost reimbursement.

Awards will be made annually to individual(s) demonstrating outstanding promise based on their research program in feedback control systems, quantitative modeling, and integrative physiology. Applications will be accepted from Regular members of APS.

The award is announced during the APS Business Meeting held at the Experimental Biology meeting. The recipients receive reimbursement for registration to attend the meeting and a certificate recognizing their designation as Arthur C. Guyton Awardee.

### **S&R Foundation Ryuji Ueno Award for Ion Channels or Barrier Function Research**

The S&R Foundation Ryuji Ueno Award for Ion Channels or Barrier Function Research was established in 2007 by the American Physiological Society through the generous support of Ryuji Ueno, M.D., Ph.D., Sachiko Kuno, Ph.D., and S&R Foundation. Dr. Ueno and Dr. Kuno are founders of Sucampo Pharmaceuticals, Inc., and S&R Foundation, both in Bethesda, Maryland. The Ryuji Ueno Award is given annually to an individual demonstrating outstanding promise based on his/her research in ion channels or epithelial barrier function. Applications are accepted from APS members who hold an academic rank of assistant professor or higher or a comparable position if the member is not affiliated with an academic institution. The award of \$30,000 is designated for use in the ion channels or epithelial barrier function research program in which the awardee is conducting his/her research. The award does not include any indirect cost reimbursement. The recipient receives complimentary registration to attend the Experimental Biology Meeting and a plaque presented at the Society's Business Meeting. The recipient is expected to attend a Founders' dinner immediately following the APS Business Meeting.

### **Shih-Chun Wang Young Investigator Award**

The Shih-Chun Wang Memorial Fund was established in 1998 in memory of Shih-Chun Wang, the Pfeiffer Professor of Pharmacology at Columbia University and a long-standing member of The American Physiological Society. Wang was internationally recognized for his research contributions in the areas of neurophysiology and neuropharmacology with an emphasis on brain stem control mechanisms.

The Shih-Chun Wang Young Investigator Award is made annually to an individual demonstrating outstanding promise based on his/her research program in the physiological sciences. Applications will be accepted from members of APS working within the United States and holding an academic rank no higher than assistant professor. The award is for up to \$4,000 and is designated for the use of the awardee in his/her research program. The award does not include any indirect cost reimbursement.

The award is announced during the APS Business Meeting held at the Experimental Biology meeting. The awardee receives reimbursement for registration to attend the meeting and a plaque recognizing his/her designation at the Shih-Chun Wang Awardee.

## **Research Career Enhancement Awards**

The APS Research Career Enhancement Awards are designed to enhance the career potential of APS members. The awards will provide up to \$4,000 to allow individuals in the early phases of their careers to obtain special training and in the later phases of their careers to develop new skills and to retrain in areas of developing interests.

The awards can be used to support short-term visits to other laboratories to acquire new specific skills and to support attendance at special courses devoted primarily to methodologies appropriate for both new investigators and more senior investigators entering a new field of research.

Regular members in good standing interested in applying should submit an application form including a curriculum vitae, justification for requesting an award, description of enhancement activity and current research program, and anticipated budget for the proposed program of enhancement. The applicant must also include a letter of support either from his/her department chair, laboratory host or other appropriate individual.

## **Teaching Career Enhancement Awards**

The Teaching Career Enhancement Awards are designed to enhance the career potential of regular members. The awards will provide up to \$4,000 to allow individuals to develop innovative and potentially widely applicable programs for teaching and learning physiology.

The awards can be used to support short-term visits to other schools to consult with experts who can assist with the development project or attendance at special courses devoted to methodologies appropriate for the educational development project.

Regular members in good standing may submit an application form including the following: 1) a 2-page description of the proposed project, including the aim, the educational problem that the project is designed to ameliorate, identification of the innovative aspects, a plan to evaluate the educational outcomes, and the kinds and sources of expertise needed by the applicant to carry out the project; 2) an anticipated budget with justification for requested funds; 3) a letter of support from the applicant's department chair or other appropriate individual; 4) letters of agreement from individual or departmental hosts of schools to be visited; 5) description or outline of courses to be attended; and 6) a brief curriculum vitae focused on activities and achievements related to education.

Successful applicants are expected to report, in print or at a physiology conference, a description of the project and its evaluation. Awardees are encouraged to submit such reports for publication in *Advances in Physiology Education*.

## **Orr E. Reynolds Award**

The Orr Reynolds Award, established in 1985 in honor of the second Executive Secretary-Treasurer, is presented for the best historical article submitted by a member of the Society. Members may receive the award only once, and those members who have advanced degrees in the history of science or medicine are not eligible.

Articles may deal with any aspect of the history of physiology, including the development of physiological ideas and their application, instrumentation, individual and collective biography, departmental and institutional history, history of societies including APS, and physiology in its public context. Manuscripts should represent original research and be adequately documented. Articles published in journals of the Society or books during the prior calendar year are also eligible for the award upon request by the author.

The recipient receives \$500 and expenses to attend the spring meeting of the Society. The article may be published in one of the Society journals after appropriate peer review.

## **G. Edgar Folk Senior Physiologists Award**

The G. Edgar Folk Senior Physiologists Award was established in 1986 to honor G. Edgar Folk Sr. The awards are for physiologists 70 years or older who no longer have grant funds available to them. The awards may be used for purposes such as attending a meeting of the Society to present a paper, engaging in a series of modest experiments, or completing a manuscript (pay for typists or page charges).

The Senior Physiologists Committee assists in the selection from among the applicants, and the awards are made throughout the year, with each recipient receiving up to \$500 depending on need. The names of recipients are not made public. Application forms are available from the Executive Office, and from the APS web site.

## **Physiologists in Industry Committee Novel Disease Model Awards**

Physiologists in Industry Committee Novel Disease Model Awards will be made to the graduate student and postdoctoral fellow submitting the best abstract describing a novel disease model. The awards provide \$500 to the graduate student and \$800 to the postdoctoral fellow.

Awards are announced during the APS Business Meeting held at the Experimental Biology meeting.

### **John F. Perkins, Jr., Memorial Award**

The John F. Perkins, Jr., Memorial Fund was established in 1967 to promote cultural and scientific benefits associated with international aspects of physiology. The initial gift from the Perkins family to the American Physiological Society has been supplemented annually by relatives and friends of Dr. Perkins with a view toward providing sufficient capital endowment to permit operation of the Memorial from investment income.

The initial program adopted by the Perkins Memorial Fund Committee provides supplementary aid to families of foreign scientists working in the US. In this way, young scientists are able to bring their families and thus make full use of the cultural as well as the scientific benefits associated with an international exchange. The program presupposes that the visiting scientist and his/her host already have made arrangements for scientific collaboration and have sufficient funds to cover the needs of the visiting scientist.

Application to the Perkins Fund is made jointly by the host, who must be an APS member, and the visitor. The amount of the award generally does not exceed \$5,000 and depends upon the estimated needs over and above the amount already available to the visiting scientist. Up to four awards are made each year.

### **Porter Physiology Development Award**

Professor William T. Porter, Honorary President of the Society in 1937 and founder of the Harvard Apparatus Company established this award in 1921 to support the training of talented students entering a career in physiology. Funds are provided by the William Townsend Porter Foundation, the American Physiological Society, and private contributions. The awards are administered by the American Physiological Society the Porter Physiology Development Committee has the responsibility of soliciting applications and making the final selection of recipients.

Since 1966, the graduate fellowship program has focused on increasing the number of minority physiologists. Through the 2010-2011 Fellowship year, APS has awarded 225 Porter Fellowships to 117 students

Currently, the program awards Porter Fellowships to underrepresented minority students pursuing full-time studies toward the Ph.D. (or D.Sc.) in the physiological sciences. The Porter Fellowships are one year awards. Based on trainee progress, a second year of support will be considered. The Porter Physiological Fellowships are open to underrepresented racial/ethnic minority applicants (African Americans, Hispanics, Native Americans, Native Alaskans, or Native Pacific Islanders) who are citizens or permanent residents of the United States or its territories. The applicant must have been accepted into or is currently enrolled in a graduate program in physiology at a U.S. Institution at the time of the application. Fellowship payments are commensurate with NIH graduate fellowships. Awards are made to the applicant's institution, designated for the support of the awardee.

### **Dale J. Benos Early Career Professional Service Award**

The Dale J. Benos Early Career Professional Service Award honors an early career stage (graduate student, post-doctoral fellow, Assistant Professor or equivalent position) member of the APS. The Award consists of \$1,000 and complimentary registration for the Experimental Biology meeting and is named in memory of Past APS President Dale J. Benos. It honors someone who is judged to have made outstanding contributions to the physiology community and demonstrated dedication and commitment to furthering the broader goals of the physiology community. This can be by serving on professional committees, participating in K-12 education outreach, participating in scientific advocacy and outreach programs, or by otherwise strengthening and promoting the physiology community. Previous applicants are welcome.

### **ADInstruments Macknight Progressive Educator Award**

The ADInstruments Macknight Progressive Educator Award honors an APS member who demonstrates the greatest potential for incorporating innovative teaching techniques and effectively utilizing technology resources in engaging undergraduate students in physiology education. The Award consists of a \$1,500 travel award for the Experimental Biology meeting and an Institutional Grant providing the award recipient's institution with a PowerLab PTB 4152 LabTutor Physiology Teaching Bundle or equivalent.

### **Annual Reviews Award for Scientific Reviewing**

The Annual Reviews Award for Scientific Reviewing is to be given for excellence in providing systematic, periodic examinations of scholarly advances, and provoking discussion that will lead to new research activity. The award recognizes an APS member who has written scientific reviews and has helped provide an enhanced understanding of the area of physiology reviewed. The successful candidate will be awarded \$2,000 and up to \$2,000 reimbursement towards travel to attend the annual Experimental Biology meeting to receive the monetary award and a recognition plaque. The awardee is selected by the Publications Committee.

### **Caroline tum Suden/Frances Hellebrandt Professional Opportunity Awards and the Fleur L. Strand and Steven M. Horvath Professional Opportunity Awards**

These awards provide funds for graduate students and postdoctoral fellows in physiology to attend and participate fully in the Experimental Biology (EB) meeting. Recipients are obligated to attend the EB meeting and present a poster.

Graduate students or postdoctoral fellows who submit a paper to APS are eligible. Awards are open to both women and men who are student members of the APS. A 1-page letter from the student is also required.

Up to 38 awards consisting of \$500 plus advance meeting registration reimbursement will be made per year. The top 2 underrepresented minority applicants will be designated as the Steven M. Horvath Awardees. Awardees only receive the tum Suden Award, Strand, or Horvath Award once as a pre-doctoral student and once as a postdoctoral trainee.

The Women in Physiology Committee has the responsibility of soliciting applications and making the final selection of recipients.

### **APS Minority Travel Fellowship Awards**

APS Minority Travel Fellowships, established in 1987 for minority physiologists and initially supported by a grant from the NIDDK, , are open to advanced undergraduate, predoctoral, and postdoctoral students, who have obtained their undergraduate education in MBRS- and MARC-eligible institutions, as well as students in the APS Porter Physiology Development Program. Minority faculty members at the above institutions may submit applications. Funds are provided for travel and per diem to attend the Experimental Biology meeting and APS Conferences. The intent of this award is to increase participation of pre- and postdoctoral minority students in physiological sciences. .

### **K-12 Minority Outreach Fellowship**

This program seeks to foster communication between minority graduate and postdoctoral students and middle/high school minority life sciences students. Program activities include year-long outreach fellowships for senior graduate students and postdoctoral fellows to visit K-12 classrooms, help conduct teacher professional development workshops, and attend scientific meetings.

To be eligible for this program, applicants must be current or past APS/NIDDK Minority Travel Fellows or Porter Physiology Development Fellows; upper level graduate student (passed preliminary exams or finished coursework) or postdoctoral fellow; conducting research within the 50 States and U.S. Territories; and be student or regular members of the APS (or must be willing to join at the time of application).

### **AAAS Mass Media Science and Engineering Fellowship**

APS sponsors an AAAS Mass Media Science and Engineering fellow who spends 10 weeks over the summer working for a newspaper, magazine, radio, or television newsroom. The program includes a three-day orientation in Washington, DC, to provide fellows with an introduction to journalism and techniques in communicating scientific ideas to nonscientists. Applicants must be currently enrolled as a graduate or postgraduate student of physiology or a related discipline. The fixed-amount fellowship includes expenses for traveling to sessions and the job site.



## **APS Video Contest: APS Presents...Phantastic Physiology Voyage: “Function Follows Form”**

The APS video contest encourages undergraduate and graduate students to creatively connect with physiology and engages them with the broader public through a short video contest. Videos should creatively demonstrate and/or explore a specific physiological function in five minutes or less (including credits). The target audience is the general public. Video can be staged as a short play, commercial, news broadcast, talk show, music video, documentary etc. No professional assistance can be provided to produce the video in any manner.

Two awards are presented at the annual Experimental Biology meeting. The first award, which consists of a \$750 prize, is presented to the first place video chosen by the Career Opportunities in Physiology Committee. A second award, consisting of a \$250 viewer’s choice prize is given to the fan favorite, as determined from rankings directly from the YouTube site. EB attendance by the awardees is not required, but is recommended.

## **Undergraduate Summer Research Fellowships**

The APS Undergraduate Summer Research Fellowships program funds 24 fellowships each summer. These fellowships support full-time undergraduate students to work in the laboratory of an established APS investigator. The intent of this program is to excite and encourage students to pursue a career as a basic research scientist. The Fellowships provide a summer stipend for 10 weeks, a grant to the faculty sponsor/advisor, and a travel award/reimbursement to the student so that he/she may attend and present data an APS meeting. Faculty sponsors/advisors must be active members of the APS in good standing. Awardees are selected by the Career Opportunities in Physiology Committee.

## **Undergraduate Research Excellence Fellowships**

The Undergraduate Research Excellence Fellowships (UGREF) support up to 6 full-time undergraduate students (\$4,000 stipend, \$1,300 EB travel support, \$300 grant to research host) to continue work in the laboratory of an established investigator. The intent of this program is to encourage students with significant research experience to continue pursuing a career as a basic research scientist. Students and research hosts must be members of APS in good standing. Awardees are selected by the Career Opportunities in Physiology Committee.

## **David S. Bruce Undergraduate Awards**

Each year, the APS selects two groups of undergraduate research awardees. The annual David S. Bruce Outstanding Undergraduate Abstract Awards provide a 2-year complimentary membership with The American Physiological Society to up to 20 undergraduate students who are presenting a poster at the Experimental Biology meeting. To be considered for the award, the undergraduate student must be the first author of an abstract submitted to APS, and the abstract sponsor must be a member of APS.

The student must: 1) be enrolled as an undergraduate student at the time of the application and at the time of the EB meeting; 2) be the first author on a submitted abstract for the EB meeting (students may not submit more than one abstract for the award competition each year); 3) be working with an APS member; 4) submit a one-page letter that discusses his/her role in the research, the significance of the research, and his/her career plans; 5) have the advisor submit a letter of recommendation, including a statement attesting that the student is deserving of the first authorship; 6) have not previously won the Bruce Excellence in Undergraduate Research Awards.

The second award is the Annual David S. Bruce Excellence in Undergraduate Research Awards. These awards provide \$500 to up to 12 undergraduate students who are presenting their research at the Experimental Biology meeting. To be considered for the award, the candidate must be a David S. Bruce Outstanding Undergraduate Abstract Awardee and must attend and present a poster at the EB meeting, and be interviewed by the Bruce Award Subcommittee.

### **Excellence in Professional Student (MD or DO) Research Travel Award**

The Excellence in Professional Student (MD or DO) Research Travel Award provides up to \$1,800 in reimbursement for travel and advanced meeting registration for MD or DO students, working with an APS member, to attend, present their research, and participate fully in the Experimental Biology (EB) meeting. Awardees are selected by the Career Opportunities in Physiology Committee.

### **Bodil M. Schmidt-Nielsen Distinguished Mentor and Scientist Award**

The Bodil M. Schmidt-Nielsen Distinguished Mentor and Scientist Award honors a member (male or female) of the American Physiological Society who is judged to have made outstanding contributions to physiological research and demonstrated dedication and commitment to excellence in training of young physiologists whether by mentoring, guiding and nurturing their professional and personal development, developing novel education methods/materials, promoting scientific outreach efforts, attracting individuals to the field of physiology, or by otherwise fostering an environment exceptionally conducive to education in physiology.

The award was established in 2004 to recognize Dr. Bodil M. Schmidt-Nielsen, the first woman President of the Society and a distinguished physiologist who has made significant contributions in her field. The award consists of a \$1,000 honorarium, complimentary registration and reimbursement of up to \$1,500 for travel and per diem expenses to attend the Experimental Biology (EB) meeting. In addition, a commemorative plaque is presented at the annual EB Business Meeting. The awardee also presents a talk to APS members and young scientists at the award lecture and reception. Awardees are selected by the Women in Physiology Committee.

## **International Early Career Physiologist Travel Award**

The International Early Career Physiologist Travel Awards are presented to graduate students, post-doctoral fellows and junior faculty members who work outside the United States. This initiative of the International Physiology Committee is designed to assist with travel expenses that international early career physiologists incur in attending the Experimental Biology Meeting in order to present their work.

Up to 10 awards of \$1,000 each will be made annually. Applicants must be studying for a doctoral degree or have received a doctoral degree within the past 15 year and be an APS member in good standing. Each applicant must submit an abstract to and attend the Experimental Biology meeting. The abstract must be submitted to a Topic Category of the APS Section to which the applicant's research is relevant. Members may only receive the award once.

## **Science Fair Awards**

The Career Opportunities in Physiology Committee offers member-judged awards for precollege (K-12) students who present physiology-related projects at science fairs. At the International Science and Engineering Fair (ISEF), \$1500, \$1000, and two \$500 Special Awards are presented for first, second and two third place projects related to physiology. In addition, APS members who volunteer to judge at their local or regional K-12 science fairs may request Science Fair Award packets for the best physiology-related poster. The award package for the winning student includes an APS t-shirt, certificate, and a "Physiology Researcher" lapel pin. The winning student's teacher receives an APS resource book and information on APS K-12 education programs. In addition to encouraging APS members to participate in local schools and establish connections with teachers, the award aims to provide opportunities for students to learn about physiology and physiologist careers.

## **Frontiers in Physiology Professional Development for Science Teachers**

The Frontiers in Physiology Professional Development Fellowship program ([www.frontiersinphys.org](http://www.frontiersinphys.org)) for science teachers (Grades 6-12) focuses on learning about physiology research and creating student-centered learning environments. Teacher fellows in the year-long program intensively examine their current teaching methods and learning environments; immerse themselves in the world of cutting-edge biomedical research in the laboratories of APS members for 7-8 weeks during their summer break; convene for an intensive workshop week in the summer with mentor teachers and physiologists to learn about effective teaching strategies and physiology content; and enhance and develop classroom materials. The teacher fellows conclude their fellowship experience by participating in the Society's annual scientific meeting, Experimental Biology. Awardees are selected by the APS Education Committee.

## **APS Early Career Advocacy Fellowship**

The APS Early Career Advocacy Fellowship seeks to engage early career investigators in advocacy activities and provide them with skills to become long-term advocates for scientific research. In addition, experienced members of the APS Science Policy Committee (SPC) will mentor participants in developing their advocacy skills. Applicants must be U.S. citizens, members in good standing of the APS, and have received their doctoral degree within the previous ten years. APS Early Career Advocacy Fellows will attend an orientation session at the Experimental Biology meeting to learn about the Society's advocacy efforts and receive preliminary training for their Capitol Hill visits. Then in the fall, fellows will attend the SPC's meeting in Bethesda to participate in Capitol Hill visits with SPC members and APS staff. The Advocacy Fellowship will provide registration for the EB meeting (please note that the fellowship does not cover any travel expenses related to EB) and reimbursement of travel costs for the fall SPC meeting in Bethesda up to \$1500.

## **Section-sponsored Research Recognition Awards**

The Section-sponsored Research Recognition Awards (\$500) are travel awards given to postdoctoral fellows or graduate students who present an abstract at the Experimental Biology meeting. Each APS Section is allocated 2 travel awards of \$500 each. An additional 24 travel awards (\$500 each) are distributed among the sections based on the number of abstract submissions. Each section has flexibility in the award criteria and deadlines and selects the successful candidates. The current distribution of awards among the sections are:

Cardiovascular	9 awards
Cell & Molecular	5 awards
CNS	3 awards
Comparative and Evolutionary	3 awards
Endocrinology and Metabolism	4 awards
Environmental and Exercise	4 awards
Gastrointestinal and Liver	3 awards
Neural Control and Autonomic Regulation	4 awards
Renal	4 awards
Respiration	4 awards
Teaching	2 awards
Water and Electrolyte Homeostasis	3 awards

## **Section-sponsored New Investigator Awards**

The APS Sectional New Investigator awards (\$1,000) recognize outstanding investigators in the early stages of their career. Each section of APS will give one award annually. The award will consist of \$1,000 plus complimentary advanced registration to attend the Experimental Biology meeting. Candidates should be investigators who have made meritorious contributions to the area represented by the APS Section to which they are applying. They should not be above the rank of Assistant Professor or a comparable position in a research track at an academic institution or in industry (e.g. Scientist, Sr. Scientist, Research Investigator, etc.). They should receive nominations from at least two regular members of the APS. Candidates will be judged on their publications, how the publications relate to the APS section to which they have applied, and evidence for independence and promise (grant funding, peer review activities, etc.). Although this is not an abstract-based award, awardees are expected to attend EB and make an oral or poster presentation. The candidate must be an APS member in good standing.

## **Section-funded Awards**

Sections may create awards funded through corporate sponsors or member contributions. Refer to individual sections' *Statements of Operation and Procedures* for information on section-funded awards.

# National Headquarters Management

## Executive Director

The Executive Director is appointed by and is responsible to the Council.

Under the direction of Council, the duties of the Executive Director are to:

- Assist in carrying out the functions of the Society, including receipt and disbursement of funds.
- Serve as principal administrative officer of the Society, responsible for the management of the central office and the conduct of day-to-day operations with the FASEB.
- Select, evaluate, promote, and terminate all personnel employed in the Headquarters Office.
- Maintain the archives of the Society.
- Act as executive secretary of standing committees, without vote.
- Act as secretary-treasurer of the Society.
- Handle routine correspondence for the Society.
- Conduct negotiations with other agencies in regard to contracts and grants.
- Maintain a current Operational Guide.
- Act as project director for the Porter Physiology Development and Minority Affairs Program and conduct official correspondence with William Townsend Porter Foundation and other possible contributors for funding of the program.
- Serve as a nonvoting member of the Joint Program Committee for the Experimental Biology annual meeting.
- Plan the spring meeting program and related arrangements.
- Prepare the tentative agenda for Council, Executive Cabinet, and business meetings.
- Prepare and distribute minutes of Council and Business Meetings after approval by the President-Elect.
- Prepare policy correspondence for signature of the President or President-Elect.
- Provide guidance and administrative support for Society sections.
- Provide the President with the list of members under 42 years of age from which the President selects the Bowditch Lecturer.
- Keep the President informed of all committee meetings and provide the minutes of those meetings.
- Approve applications of candidates for regular, affiliate and student membership.
- Assist local committee with APS Conference. Receive abstracts of papers for APS Conferences and Intersociety meetings for publication in *The Physiologist*.
- Serve as editor of *The Physiologist* under the jurisdiction of the Publications Committee.
- Serve as nonvoting member of the Publications Committee.

- Provide overall supervision of the Directors of Communications, Education, Finance/Administration, Information Services, Marketing, Membership/Meetings, Publications, Science Policy, and all other senior managers.
- Maintain membership records.
- Prepare letters to sponsors of applicants for membership declined or deferred with explanations as determined by the Membership Committee and Council.
- Contact members whose dues are two years in arrears.
- Submit membership reports to Council during the spring and fall meetings.
- Notify APS membership when online voting opens.
- Compile a list of nominees submitted by the membership for transmission to the Nominating Committee to select a slate of candidates for President-Elect and Council.
- Certify billing and receipt of payment of membership dues.
- Certify to FASEB the names of dues-paying members and honorary and emeritus members who are eligible to receive the *FASEB Journal* at member rates.
- Present to the Finance Committee financial statements and budgets of all departments.
- Authorize payments from the Society's Operating Funds as directed by the Council upon the recommendation of the Finance Committee. As treasurer, the Executive Director has discretionary and signing powers (with advice from the Finance Committee) for the Society's Investment Funds.
- Receive and distribute copies to members of Council and the Finance Committee financial reports from investment counselors managing the investment accounts, and distribute copies to members of Council and the Finance Committee.
- Maintain liaison with other societies for the purpose of coordinating activities and stimulating joint activities of mutual benefit.
- Serve as Executive Vice-President when appropriate.
- Retain the seal of the Society.
- Perform any other duties determined by Council.
- Designated to represent the Society in FASEB executive session and Board Meeting if official representative is not in attendance.
- Open bank accounts in the name of the Society.

## **Director of Finance and Administration**

The Director of Finance and Administration is appointed by and is responsible to the Executive Director for implementation of financial activities of the Society. The incumbent will assist in carrying out the functions of the Finance Committee under the supervision of the Executive Director.

Duties of the Director of Finance and Administration are to:

- Report and provide advice to Executive Director, Finance Committee, Council, and department heads on financial matters.
- Manage Business Office staff.
- Manage Circulation Functions and staff.
- Provide support to Executive Director on administrative matters.
- Keep abreast of current trends and practices.
- Ensure APS' compliance with tax and regulatory authorities.
- Participate in development and monitoring of APS Strategic Plan.
- Coordinate and administer APS annual budget.
- Prepare forecast of APS revenue and expenses with Executive Director and Director of Publications.
- Coordinate annual budget preparation and monitoring with participation by other department directors and managers.
- Present budget to Finance Committee and Council.
- Provide budget vs. actual results, including analysis of variances, to department managers, Finance Committee, and Council.
- Direct development, implementation, and maintenance of financial systems with Information Services Office and consultants.
- Oversee annual audit of APS financial statements.
- Oversee annual audit of Federal grants held by APS.
- Manage development and maintenance of financial processes.
- Oversee cash and investment accounts.
- Forecast short- and long-range cash requirements for maintaining adequate operating funds and maximizing return on investments.
- Provide direction to investment consultant.
- Recommend transfer of cash to investment accounts and vice versa to Finance Committee Chair and Executive Director.
- Ensure assets are adequately safeguarded both internally and externally.
- Determine appropriate insurance coverage in coordination with FASEB.
- Ensure fixed assets are recorded accurately and inventoried on periodic basis.
- Maintain ACDP financial records and report financial status to ACDP annually.
- Attend APS Council meetings.
- Serve, when designated, for the Executive Director in his/her absence.



## **Director of Publications**

The Director of Publications (also serves as Executive Editor) is appointed by and is responsible to the Executive Director for implementation of the publications programs. The incumbent will assist in carrying out the functions of the Publications Committee under the supervision of the Executive Director.

Duties of the Director of Publications are to:

- Provide general executive editorial management of all APS publications and books under policies determined by Council as recommended by the Publications Committee.
- Manage Publications staff.
- Implement contracts and agreements for print and online publication of the journals with businesses and other organizations that have been negotiated by the Society.
- Promote the Society's publications in coordination with the Circulation Manger and Director of Marketing.
- Prepare reports on publication matters for submission to Council through the Publications Committee chairperson, after coordination with the Executive Director.
- Present financial statements and budgets (coordinated with the Executive Director and Director of Finance) to the Publications Committee for approval and transmission to the Finance Committee through the Executive Director.
- Prepare the tentative agenda for Publications Committee meetings.
- Prepare policy correspondence for signature of the Publications Committee chair.
- Handle routine correspondence on publications-related matters.
- Serve on the Publications Committee as an ex officio member, without vote.
- Serve on the Book Advisory Committee as an ex officio member, without vote.
- Maintain liaison with the Director of Finance.
- Perform any other duties as determined by the Executive Director and Council.
- Attend APS Council meetings.

## Director of Education Programs

The Director of Education Programs is appointed by and is responsible to the Executive Director for implementation of the education, career development, and diversity programs. The incumbent will assist in carrying out the functions of the Education, Career Opportunities in Physiology, Physiologists in Industry, Trainee Advisory, Porter Physiology Development and Minority Affairs, and Women in Physiology Committees under the supervision of the Executive Director.

Duties of the Director of Education Programs are to:

- Oversee externally funded education projects including development of project products, evaluation of projects, and dissemination of final project reports in literature.
- Oversee internally funded education activities, such as, Physiology Understanding Week, undergraduate summer research fellowships, travel fellowship awards, high school teacher summer research program, careers in physiology program, and International Science and Engineering Fair awards.
- Prepare grant proposals and annual reports/renewals to support externally funded education projects.
- Initiate new APS-sponsored educational activities and studies based on interactions with Education, Career Opportunities in Physiology, Physiologists in Industry, Trainee Advisory, Porter Physiology Development/Minority Affairs, and Women in Physiology Committees and Teaching of Physiology Section; the APS Council; and the Executive Director.
- Serve as ex officio member of the following committees: Career Opportunities in Physiology, Education, Finance, Porter Physiology Development and Minority Affairs, Trainee Advisory, and Women in Physiology.
- Represent the Society to other organizations by serving on national advisory boards and committees and on review panels and by presenting APS programs during conferences and workshops.
- Coordinate with Science Policy, Publications and Marketing Offices on joint projects of mutual interest.
- Maintain and update the APS Archive of Teaching Resources, APS Career Web, and APS Education website.
- Oversee the general dissemination of career materials to the public.
- Manage the Education Office staff.
- Promote the Society's education activities and awards in conjunction with the APS Marketing Department.
- Provide support to the Executive Director on administrative matters.
- Keep abreast of current issues and reports in science education and graduate and medical training.
- Prepare and coordinate the annual Education Office budget.
- Participate in the development and implementation of the Strategic Plan.
- Serve as an ex officio member of the Finance Committee.
- Develop participant-supported live and online professional development courses.

- Develop and implement procedures to ensure the security of program evaluation data and records.
- Implement and manage contracts and agreements with consultants and grant subcontractors.
- Attend APS Council meetings.

## **Director of Information Technology**

The Director of Information Technology is appointed by and is responsible to the Executive Director for providing the technology and systems to support the work of the APS staff in meeting the needs of the Society.

Duties of the Services Director of Information Technology are to:

- Ensure the functioning, data integrity and high availability of the association management system, including oversight on its use and the implementation of new or enhanced functionality.
- Ensure the functioning and high availability of the content management system and the APS websites, including oversight on its use and the functionality provided to staff maintaining those websites.
- Provide the eCommerce and online community and collaboration sites to meet the needs of the Society.
- Provide the systems and tools to enable the APS staff to handle their reporting needs, fulfill mailing lists and publications lists and create membership dues notices and publications subscription renewals.
- Ensure the functioning and high availability of the technology equipment for printing, faxing, copying, and for accessing the APS network and the Internet.
- Provide and maintain the desktop office productivity software, and specialized PC software needed by APS staff to efficiently perform their work.
- Provide and maintain backup systems, computer security, user access.

## **Director of Meetings/Membership Services**

The Director of Meetings/Membership is appointed by and responsible to the Executive Director for management of all scientific meetings and conferences of the Society and oversees the Membership Department. The incumbent will assist in carrying out the functions of the Joint Program Committee, Section Advisory Committee, Chapter Advisory Committee, Conferences Committee and Membership Committee under the supervision of the Executive Director.

Duties of the Meetings/Membership Services Director and staff are to:

- Provide support for the Joint Program Committee; prepare summary of meetings, proposed programs, budgets, etc; and coordinate activities with Committee and session organizers and Experimental Biology Management Group and Board.
- Provide support for the Executive Director in matters pertaining to the Experimental Biology program and meeting committees.
- Coordinate programming of invited speakers; manage speaker budgets and reimbursements for EB.
- Prepare reports on scientific meetings and conferences, including statistical information, for submission to the Executive Director and Joint Program Committee chairperson.
- Maintain liaison with EB Management Group on activities related to developing and processing the call for abstracts, program, abstract volume, and promotional materials.
- Process the Society's abstracts and schedules for the spring meeting and the APS Conferences.
- Manage APS Conferences directly with organizer; coordinate program and manage invited speaker budgets and reimbursements.
- Locate and secure meeting venue and suppliers for APS Conferences, including conference resumes.
- Oversee the Society's Membership Department.
- Process applications for membership and membership transfers.
- Ensure accuracy of member dues accounts and the mailing of dues notices.
- Maintain membership statistics and prepare reports for Council on membership activities in coordination with the Executive Director.
- Prepare solicitations for annual contributions from emeritus members.
- Prepare and implement decade recognition program for membership longevity.
- Prepare correspondence concerning member's queries and complaints.
- Provide administrative support to the Sections, including administering websites, preparing and mailing newsletters and election ballots and maintaining rosters of section officers and members.
- Administer and oversee section restricted accounts as directed by Section Chair.
- Provide support to the Chapter Advisory Committee.
- Provide support for and collaboration with APS Chapters.
- Perform any other duties determined by the Executive Director and Council.

## **Director of Marketing**

The Director of Marketing is appointed by and responsible to the Executive Director for implementation of the marketing programs.

Duties of the Director of Marketing are to:

- Supervise the Marketing staff and direct activities related in whole or in part to the following duties.
- Develop and direct all promotional activities of the Society pertaining to the Publications, Education and Membership Services Departments and general Society promotion which includes the Science Policy and Communications departments.
- Communicate and collaborate across departments to identify opportunities, establish goals, and implement promotional campaigns and marketing materials.
- Create and track marketing plans and department operational strategies while analyzing and continually improving the marketing functions with best practices, new technologies, and innovative/novel approaches. Set and monitor Marketing department budget and manage Marketing's promotional budgets for publications, education, membership, meetings/conferences, science policy, communications, and exhibit meetings (approximately 12+/annually)
- Implement the Society's exhibit programs, promotional efforts, and coordinate staffing needs at exhibits.
- Oversee marketing of the APS conferences.
- Devise initiatives for membership recruitment and retention in collaboration with the Membership department.
- Prepare materials soliciting annual contributions from the membership.
- Collaborate with advertising agency to create paid advertising opportunities and revenue streams. Manage free/exchange ad programs and oversee house ads.
- Partner with contractors/consultants/vendors and negotiate contracts as well as supervise professional marketing services.
- Coordinate market research activities for Society.
- Oversee the sale of Society mailing lists and establish pricing and policy.
- Manage the APS store and website which includes overseeing inventory, prices, sales, promotions, and fulfillment.
- Lead APS brand development and serve as brand ambassador to ensure consistent and accurate execution of the APS image/message across all media, events, and marketing collateral.
- Perform other duties as determined by the Executive Director and provide other marketing needs and promotional materials to the Departments as needed.

## **Director of Government Relations/Science Policy**

The Director of Government Relations/Science Policy is appointed by and is responsible to the Executive Director for implementation of policy activities. The incumbent will assist in carrying out the functions of the Animal Care and Experimentation, and Science Policy Committees, under the supervision of the Executive Director.

Duties of the Director of Government Relations/Science Policy are to:

- Supervise and coordinate the activities of the Office of Science Policy staff in carrying out the duties listed below
- Formulate policy positions on issues concerning funding, conduct, regulation, or management of biomedical research in consultation with the Executive Director, Council, Science Policy Committee, and Animal Care and Experimentation Committee.
- Compose documents conveying the Society's policy positions, including letters, congressional testimony, position statements, and member communications.
- Represent the Society and advocate its policy positions with decision-making officials on Capitol Hill and in Executive-branch agencies and to scientific and public interest organizations, including FASEB.
- Communicate with the membership about science policy activities and inform members on issues of concern.
- Identify and keep Society officials informed of developing issues that will affect biomedical research.
- Facilitate work of Science Policy and Animal Care and Experimentation Committees.
- Work with the Director of Communications to ensure sound coverage of research policy issues.

## Director of Communications

The Director of Communications is appointed by and is responsible to the Executive Director for implementation of communications programs. The incumbent will assist in carrying out the functions of the Communications Committee under the supervision of the Executive Director.

Duties of the Director of Communications are to:

- Develop and implement a strategic communications plan for communicating the benefits of, and appreciation for, the science of physiology, as well as the society and certain of its programs. This includes but is not limited to: press releases for journal articles, presentations at both EB and APS conferences, a consumer website and social media outreach.
- Establish goals and criteria for monitoring progress and measuring success, and modify communications tactics based on data.
- Review scholarly journals and scientific abstracts and select and/or translate the information into press release and other content that is more understandable and of greater relevance to the public/press. Work with scientific authors to communicate their studies to the non-scientist.
- Respond to media inquiries relating to articles published by the APS and secure media interviews for APS members.
- Direct the social media activities of the department to include oversight of a scientific website for consumers, the Society's blogger, and meeting bloggers selected to report from the EB meeting.
- Work closely with the Communications Committee chair to prepare agendas and background materials and briefings for Committee actions, schedule meetings and conference calls, develop communications symposia programs for the Experimental Biology meeting, and write reports to Council on behalf of the Communications activities.
- In conjunction with ASBMB and ASN, promote the EB meeting, and, where appropriate, staff the EB newsroom.
- Oversee the Communications Office and the Communications/Social Media Specialist.
- Engage and supervise outside contractors as required.
- Act as liaison between the Communications Committee and the AAAS in connection with the annual AAAS Mass Media Science Fellow program.
- Initiate new APS communications programs and activities based on interactions with the Communications Committee, APS Council and the Executive Director. (moved from above)
- Coordinate with Publications, Meeting and Membership, Education, Science Policy, and Marketing Offices on implementation of strategic plan and projects of mutual interest.



**THE AMERICAN PHYSIOLOGICAL SOCIETY**

*Founded December 30, 1887; Incorporated June 2, 1923*

**CONSTITUTION AND BYLAWS**

(Adopted April 1953, as amended April 2001, April 2003, April 2008)

**CONSTITUTION**

**ARTICLE I. *Name***

The name of this organization is THE AMERICAN PHYSIOLOGICAL SOCIETY.

**ARTICLE II. *Purpose***

The purpose of the Society is to promote the increase of physiological knowledge and its utilization.

**BYLAWS**

**ARTICLE I. *Principal Office***

SECTION 1. The Society shall have its principal place of business at 9650 Rockville Pike, Bethesda, Maryland 20814. The Central office shall house all activities delegated to the employees of the Society.

**ARTICLE II. *Corporate Seal***

SECTION 1. The corporate seal of the Society shall be a circle surrounded by the words, THE AMERICAN PHYSIOLOGICAL SOCIETY. The seal shall also show the founding dated and the date and place of incorporation.

SECTION 2. The Executive Director shall have custody of the seal. It shall be used on all official documents requiring it, and shall be placed on the documents by the Executive Director upon approval by Council.

### **ARTICLE III. *Membership***

SECTION 1. The Society shall consist of regular, honorary, affiliate, emeritus, graduate student, undergraduate student, and sustaining associate members.

SECTION 2. *Regular Members.* Any person who has conducted and published meritorious original research in physiology, and who is presently engaged in physiological work, shall be eligible for proposal for regular membership in the Society.

SECTION 3. *Honorary Members.* Distinguished scientists of any country who have contributed to the advance of physiology shall be eligible for proposal as honorary members of the Society.

SECTION 4. *Affiliate Members.* Persons who are interested in fostering the mission and aims of the American Physiological Society but do not have evidence of scholarly work in the physiological sciences shall be eligible for proposal for affiliate membership in the Society provided they are residents of The Americas.

SECTION 5. *Emeritus Members.* A regular member may apply to Council for transfer to emeritus membership if that person (1) has reached the age of 65 and is retired from regular employment or (2) has been forced to retire from regular employment because of illness or disability and (3) has been a Regular member in good standing for a minimum of 10 years. An emeritus member may be restored to regular membership status on request to Council.

SECTION 6.a. *Graduate Student Members.* Any doctoral or masters program student who is actively engaged in physiological work shall be eligible for proposal for graduate student membership. No individual may remain in this category for more than five years without reapplying.

SECTION 6. b. *Undergraduate Student Members.* Any matriculated undergraduate student, as demonstrated by submission of verification of student status, who has an interest in physiology, is eligible for undergraduate student membership. No individual may remain in this category for more than five years.

SECTION 7. *Sustaining Associates.* Individuals and organizations who have an interest in the advancement of biological investigation may be invited by the President, with approval of Council, to become sustaining associates.

SECTION 8. *Evaluation for Membership.* Applications for regular, affiliate, and student members shall be reviewed by the Executive Director. If the applicants meet the criteria established

by Council, they will be accepted immediately and so notified. The Executive Director will inform Council of the names of new members.

SECTION 9. *Voting.* Only regular members shall be voting members.

SECTION 10. *Expulsion of Members.* The Society reserves the right to revoke the membership of a member found guilty of scientific misconduct.

## **ARTICLE IV. *Officers***

SECTION 1. *Council.* The management of the Society shall be vested in a Council consisting of the President, the President-Elect, the immediate Past President, and nine other regular members. The terms of the President and President-Elect shall be one year. The terms of the nine additional Councillors shall be three years each and they shall not be eligible for immediate reelection except those who have served for two years or less in filling interim vacancies.

A quorum for conducting official business of the Society shall be two-thirds of the elected members of Council.

The Chairpersons of the Publications Committee, the Finance Committee, the Joint Program Committee, the Education Committee, the Science Policy, the APS Representative to the FASEB Board, and the Executive Director are ex officio members of the Council without vote; the Chairperson of the Section Advisory Committee is an ex officio member of the Council with vote. The Council may fill any interim vacancies in its membership. Council shall appoint members to all committees except the Chapter Advisory Committee, Section Advisory Committee, Joint Program Committee, Physiologists in Industry Committee, Committee on Committees, and the Trainee Advisory Committee.

In the interim between meetings of Council, an Executive Cabinet consisting of the President, President-Elect, Immediate Past President, and the Executive Director shall implement the policies of the Council.

SECTION 2. *President.* A person shall serve only one term as president, except that if the President-Elect becomes President after September 30 he/she shall continue as President for the year beginning at the end of the Spring Council meeting. The President shall chair all sessions of the Council and Business Meetings of the Society and shall be an ex officio member of all committees without vote.

SECTION 3. a. *President-Elect.* The President-Elect shall serve as Vice-President of the Society and as official secretary of the Council. Should he/she have to function as President prematurely, the Council shall select from among its own members an official secretary.

b. *Past President.* The immediate Past President shall serve as Chairperson of the Nominating Committee and be responsible for the annual review of the Society Bylaws.

SECTION 4. a. *Nomination of Officers.* Nominations for President-Elect and for members of Council will be made by ballot, on forms provided by the Executive Director, before September 30 of each Year. If a member wishes to nominate the same person for President-Elect and for Councillor he/she must nominate that individual for each position.

b. *Nominating Committee.* The Nominating Committee shall consist of the immediate Past President, who will serve as Chairperson, and each member of the Section Advisory Committee. The Chairpersons of the Joint Program Committee and Publications Committee shall serve as ex officio members. The Nominating Committee shall select a slate from candidates nominated by the Society membership. The slate presented for vote shall be such that no more than one of the nine Councillors shall be from a single institution and no more than two of the nine shall have a primary affiliation from the same section. The Nominating Committee shall make two nominations for the office of President-Elect and six nominations for Councillor.

c. *Election of Officers.* Election of the President-Elect and members of Council shall be made by ballot, on forms provided by the Executive Director, prior to the Spring Business Meeting. Each voting member must indicate on the ballot his/her choice of the candidate for office. The candidate(s) receiving the most votes shall be elected. In case of a tie vote, the decision shall be made by lot. Ballots will be counted according to the Election Plan. The results of the election will be announced at the Spring Meeting of the Society and the newly elected officers shall take office at the close of the Spring Meeting of Council.

SECTION 5. *Executive Director.* The Council shall be empowered to appoint and compensate an Executive Director who shall assist it in carrying on the functions of the Society including the receipt and disbursement of funds under the direction of the Council. He/she shall be responsible for management of the Central Office of the Society under general supervision of the Council.

## **ARTICLE V. *Standing Committees***

SECTION 1. *Publications Committee.* A Publications Committee composed of five regular members of the Society appointed by Council shall be responsible for the management of all of the publications of the Society. The term of each member of the Publications Committee shall be three years; a member may not serve more than two consecutive terms. The Council shall designate the Chairperson of the Committee who shall be an ex officio member of the Council, without vote. On the advice of the Publications Committee and consent of Council, the Executive Director shall be empowered to appoint and compensate the Director of Publications who shall assist in carrying out

the functions of the Publications Committee under the supervision of the Executive Director. The President, President-Elect, and Past-President, Executive Director and the Director of Publications shall be ex officio members of the Publications Committee without vote. The Committee shall have the power to appoint editorial boards for the Society's publications. The Committee shall present an annual report on publications and policies to the Council for approval and present an annual budget coordinated through the Executive Director, to the Finance Committee for its approval and recommendation to Council.

SECTION 2. *Finance Committee.* A Finance Committee, composed of at least five regular members of the Society appointed by Council, shall receive the total coordinated budget proposals annually from the Executive Director and shall determine the annual budgets, reserve funds and investments of the Society, subject to approval by the Council. The term of each member of the Finance Committee shall be three years; a member may not serve more than two consecutive terms. The Council shall designate the Chairperson of the Committee who shall be an ex officio member of the Council, without vote. On advice of the Finance Committee and consent of Council, the Executive Director shall be empowered to appoint and compensate a Director of Finance and Administration who shall assist in carrying out the functions of the Finance Committee under the supervision of the Executive Director. The Past President shall serve as a voting member of the Finance Committee. The President-Elect, President, Executive Director, the Chairperson of the Publications Committee, and the Director of Finance and Administration shall be ex officio members of the Finance Committee, without vote.

SECTION 3. *Membership Committee.* A Membership Committee, composed of six or more regular members of the Society appointed by the Council, is charged with articulating the benefits and value of joining the Society and communicating them to all key member groups. The Committee will also actively work to attract, meet the needs of, engage and retain membership subgroups. The term of each member of the Membership Committee shall be three years; a member shall not be eligible for immediate reappointment. The Chairperson of the Committee shall be designated by the Council.

SECTION 4. *Education Committee.* An Education Committee, composed of five or more regular members of the Society and representatives of such other societies as may be designated by the Council, appointed by the Council, shall conduct such educational, teaching and recruitment programs as may be required or deemed advisable. The term of each member of the Education Committee shall be three years. The Chairperson of the Committee shall be designated by the Council. On the advice of the Education Committee and consent of Council, the Executive Director shall be empowered to appoint and compensate the Director of Education Programs who shall assist in carrying out the functions of the Education Committee under the supervision of the Executive Director. The Committee shall present an annual report to the Council and an annual budget through the Executive Director to the Finance Committee for its approval and recommendation to Council.

SECTION 5. *Joint Program Committee.* A Joint Program Committee composed of elected representatives of the sections and groups shall be responsible for the Society's annual spring meeting scientific program. The term of each member shall be for three years; a member may not serve more than two consecutive terms. The Council shall designate the Chairperson of the Committee, who shall be an ex officio member of the Council, without vote. The President-Elect and Executive Director shall be ex officio members, without vote.

SECTION 6. *Section Advisory Committee.* A Section Advisory Committee shall be composed of one regular member elected by each Section of the Society. Each member shall serve a term of three years; consecutive terms are prohibited. The Committee shall elect a Chairperson to serve a three-year term. The Chairperson shall serve on Council as an ex officio member, with vote.

SECTION 7. The Council may appoint such special and other standing committees as it deems necessary or that are voted by the Society. The Council may name regular members of the Society as representatives to other organizations whenever it deems such action desirable.

SECTION 8. *Term of Office of Chairperson.* The Chairperson of a standing committee may serve one full term in that capacity in addition to any consecutive term as a committee member limited by other provisions of these Bylaws.

## **ARTICLE VI. *Dues***

SECTION 1. *Annual Dues.* The annual dues for regular members, affiliate members, and student members shall be determined by the Council and shall be paid in advance of January 1. Honorary members and emeritus members shall pay no membership dues.

SECTION 2. *Nonpayment of Dues.* Members whose dues are two years in arrears shall cease to be a member of the Society, unless, after payment of dues in arrears and application to the Council, he/she shall be reinstated at the next meeting by vote of the Council. It shall be the duty of the President-Elect to notify the delinquent of his/her right to request reinstatement.

SECTION 3. *Retirement.* A regular member who has been granted emeritus membership status is relieved from the payment of dues but retains the other privileges of his/her former membership status, except voting privileges.

## **ARTICLE VII. *Financial***

SECTION 1. *Operating Fund Purpose.* The Operating Fund is used to provide sufficient cash to meet daily and ongoing financial obligations of APS. The Operating Fund will contain sufficient cash to cover current expenditures. Investments in the Operating Fund are limited to cash and fixed income instruments.

SECTION 2. *Short-Term Fund Purpose.* The Short-Term Fund is used to meet unanticipated expenditures that exceed the Operating Fund's reserves. Investments in the Short-Term Fund are limited to cash and fixed income instruments.

SECTION 3. *Long-Term Fund Purpose.* The purpose of the Long-Term Fund is to maintain a long-term reserve for significant and unanticipated expenditures and to support, with some portion of the reserve's earnings, the general operating budget of the APS. The Long-Term Fund will also provide a structure in support of endowed and Council-designated funds used to:

- Support programs for the development of physiology and physiologists.
- Encourage communication with other disciplines of science and the community at large.
- Foster scientific and cultural relations with other parts of the world.

SECTION 4. *Fiscal Year.* The official fiscal year shall be from January 1 through December 31.

SECTION 5. *Audit.* All statements of net assets and related statements of income, expenditures and fund capital shall be audited annually by an independent auditing firm.

SECTION 6. *Bonding.* All persons having signatory powers for the funds of the Society shall be bonded.

## **ARTICLE VIII. *Publications***

SECTION 1. The official organs of the Society shall be the *American Journal of Physiology*, the *Journal of Applied Physiology*, *Physiological Reviews*, the *Journal of Neurophysiology*, *The Physiologist*, and such other publications as the Society may own. All publications shall be under the jurisdiction and management of the Publications Committee unless otherwise designated by the Council. The names of the journals and publications may be changed by the Council on recommendation from the Publications Committee and any publication may be dropped by Council

on recommendation from the Publications Committee.

## **ARTICLE IX. *Meetings***

SECTION 1. *Spring Meeting.* A meeting of the Society for transacting business, electing officers and members, presenting communications, and related activities shall ordinarily be held in the Spring of each year.

SECTION 2. *Special Meetings.* Special meetings of the Society or of the Council may be held at such times and places as the Council may determine.

SECTION 3. *Quorum.* At all business meetings of the Society fifty regular members shall constitute a quorum.

SECTION 4. *Parliamentary Authority.* The rules contained in Roberts Rules of Order, Revised, shall govern the conduct of the business meetings of the Society in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or special rules of order of the Society.

## **ARTICLE X. *Society Sections and Affiliations***

SECTION 1. *Society Sections.* Upon acceptance of a Statement of Organization and Procedures and approval by Council, an appropriate group of regular members of the Society may form a section that encompasses an area of physiology. Such sections shall: a. participate in the governance of the Society by electing a representative to the Section Advisory Committee; b. advise the Society on matters of interest to the specialty group represented in the section; c. assist the Society in organization of scientific meetings by electing a member to the Joint Program Committee; d. nominate individuals for membership on Society committees; e. be open to all members of the Society expressing an interest in section membership.

The Executive Director shall provide assistance to sections in the carrying out of section business.

Nothing in a section's Statement of Organization and Procedures may be construed as contradictory to the Constitution and Bylaws or Operational Guide of the Society.

SECTION 2. *Society Affiliations.* The Society shall maintain membership in such organizations as determined by Council. The Council shall authorize affiliation of societies having mutual interests to the Society upon approval of the membership.



SECTION 3. *Society Chapters.* Upon acceptance of a Statement of Organization and Procedures, a chapter application, and approval by Council, a group of regular members of the Society may form a chapter representing a given region of the country. Each chapter should be incorporated, by the organizers of the chapter, under the local laws of the state in which the chapter is located. All chapters will have an obligation to promote, at the local level, the general objectives of the Society, including its goal of interdisciplinary contacts among research workers interested in the physiological sciences and education of the general public and future physiologists.

In the event of dissolution or termination, the chapter council shall, after the payment of all the debts and liabilities of the chapter, convey and transfer any remaining assets to the Society.

Under no circumstances shall the Society be responsible or liable for any debts or liabilities of the chapter.

Nothing in a chapter's Statement of Operations and Procedures may be construed as contradictory to the Constitution and Bylaws or Operational Guide of the Society.

## **ARTICLE XI. *Regulations***

SECTION 1. *General Prohibitions.* Notwithstanding any provision of the Constitution or Bylaws that might be susceptible to contrary interpretation: a. The Society is organized and operated exclusively for scientific and educational purposes. b. No part of the net earnings of the Society shall or may under any circumstances inure to the benefit of any member or individuals. c. No substantial part of the activities of the Society shall consist of carrying on propaganda, or otherwise attempt to influence local, state or national legislation. (All activities of the Society shall be determined by Council.) The Society shall not participate in, or intervene in (including the publishing or distributing of statements) any campaign on behalf of any candidate for public office. d. The Society shall not be organized or operated for profit.

SECTION 2. *Distribution on Dissolution.* Upon lawful dissolution of the Society and after payment of all just debts and obligations of the Society, Council shall distribute all remaining assets of the Society to one or more organizations selected by the Council which have been approved by the United States Internal Revenue Service as organizations formed and dedicated to exempt purposes.

## **ARTICLE XII. *General***

SECTION 1. *Records.* All official records, archives and historical material shall be held in the Central Office in the custody of the Executive Director.

SECTION 2. *Procedures and Customs.* The Society shall maintain a current Operational Guide detailing the procedures and current customs of the Society operations as well as the duties and responsibilities of officers, committees, and major employees. The Operational Guide shall be maintained current by the Executive Director as determined by the Council.

### **ARTICLE XIII. *Amendments***

SECTION 1. *Presentation.* Amendments to these Bylaws may be proposed in writing, by any regular member, to Council at any time up to three months in advance of any Business Meeting of the Society. Such proposed amendments must be presented in writing at the following Business Meeting for action by the Society.

SECTION 2. *Adoption.* These Bylaws may be amended at any Business Meeting of the Society by a two-thirds majority vote of the regular members present and voting.

## **Code of Ethics**

(Adopted by Council October 1989)

Membership in the American Physiological Society includes the acceptance of and the responsibility to uphold the following Code of Ethics.

The role of the physiologist is to advance the field through teaching, research, and service. In the process physiologists shall be honest in their reporting of research findings and ethical in their dealings with others. Moreover, physiologists shall be humane in the treatment of human and non-human subjects. Physiologists shall also have the professional responsibility to bring to the attention of appropriate authorities apparent violations of these principles.

Physiologists recognize the Society's responsibility to consider breaches of ethical behavior and to take any response deemed necessary in accordance with the Society's Bylaws, Article IX, Section 4 and as defined in the Operational Guide.

# APS Policy for Dealing with Scientific Misconduct

(Adopted by APS Council December 1989)

The American Physiological Society (APS) strongly supports the principles of ethical integrity in scientific research and education. APS commits itself to these principles by promoting ethical conduct among its staff and in assuring that any allegations of scientific misconduct reported to any officer, council member, or department head by a complainant will be studied promptly and thoroughly, while maintaining, as much as possible, the confidentiality of the complainant and respondent—affording both the right to due process.

## **Definition:**

Misconduct or misconduct in science means fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

## **Procedures:**

### **Principles and Guidelines for Ethical Scientific Conduct**

Ethical principles for conduct of scientific research have been outlined in two publications: *Framework for Institutional Policies and Procedures to Deal with Misconduct in Research*, published by the Association of American Medical Colleges, 1989; and *Framework for Institutional Policies and Procedures to Deal with Fraud in Research*, published by the Association of American Universities, National Association of State Universities and Land-Grant Colleges, and the Council of Graduate Schools, 1989. APS will have these documents available in its Personnel Office as background information for its staff.

### **Initiation of Inquiries**

APS will immediately consider allegations of misconduct in research and will address any questions regarding the integrity of research performed under its sponsorship. Inquiries and, where warranted, investigations will not be limited to responses to specific allegations, but may also be initiated in the absence of a specific complaint should a legitimate suspicion arise. APS will study allegations of misconduct even if the subject of the allegation is no longer affiliated with APS. APS will cooperate with other organizations making inquiries or investigations involving current or former APS employees.

Depending on circumstances, APS will designate either the President or the Executive Director as the persons to whom allegations should be reported [referred to hereafter as the Misconduct Policy Officers (MPO)]. The MPO will 1) provide education about scientific misconduct, 2) interpret APS' misconduct policy, 3) counsel staff and 4) disseminate the policy.

The MPO will pursue all allegations to resolution. In case the conduct of the President or Executive Director is in question, the case will be referred to the Past President or to another person designated by the APS Council. Conflicts of interest perceived or real will also disqualify anyone identified as the MPO.

Initially, the MPO will discuss allegations of misconduct in a confidential manner with the person making the allegation. If the MPO determines that the concern falls outside the scope of misconduct, the individual making the allegation will be counseled about alternative avenues for resolving the concern. If the allegation does involve misconduct, the individual making the allegation will be advised of the procedures for inquiry and investigation and offered the opportunity to make a formal allegation. Should the individual decline to make a formal allegation but the MPO determines there is sufficient cause to warrant an inquiry, the matter may be pursued without a complainant.

## **Inquiry**

### **Purpose**

Whenever an allegation or complaint involving the possibility of scientific misconduct is made, the designated MPO will initiate an inquiry—the first step of the review process. In the inquiry stage, factual information is gathered and expeditiously reviewed to determine if an investigation of the charge is warranted. An inquiry is not a formal hearing; it is designed to separate allegations deserving of further investigation from frivolous, unjustified, malicious, or clearly mistaken allegations.

### **Structure**

The inquiry process may be handled with or without a formal committee. The MPO will make every effort to ensure that the inquiry is conducted in a fair and just manner. The inquiry phase is critical; the MPO will consider whether more than one person should be involved in conducting the inquiry. If a committee is to be utilized, the committee will be appointed by the MPO and will act under the guidelines presented in the investigation section.

Individuals chosen to assist in the inquiry process must have no real or apparent conflicts of interest bearing on the case in question. They will be unbiased and have appropriate backgrounds for judging the issues being raised.

APS may consult its legal counsel to minimize the risk of liability for actions taken in the conduct of the inquiry and investigation.

### **Process**

Upon initiation of an inquiry, the MPO is responsible for notifying the respondent within a reasonable time of the charges and the process that will follow. If the committee method is to be used, the committee members will be appointed and convened.

Whether a case can be reviewed effectively without the involvement of the complainant depends upon the nature of the allegation and the evidence available. Cases that depend specifically upon the observations or statements of the complainant cannot proceed without the open involvement of that individual; other cases that can rely on documentary evidence may permit the complainant to remain

anonymous.

While it may be desirable to keep the identity of the complainant confidential during the inquiry phase, local laws which provide for open access to certain records may make such confidentiality impossible. During the inquiry, confidentiality of the information gained during the inquiry will be maintained to the maximum extent possible in order to protect the rights of all parties involved (complainant, respondent, and any others).

The MPO will assume responsibility for disseminating the facts of the case to the appropriate individuals. Normally notification will be made in writing and copies filed in the office of the MPO. The safety, security, and confidentiality of all documents will be assured.

When the inquiry is initiated, the respondent will be reminded of the obligation to cooperate by providing material necessary to conduct the inquiry.

Due to the sensitive nature of allegations of scientific misconduct, APS will resolve cases expeditiously. Deadlines will be established to facilitate the process. The inquiry phase will be completed within 60 days or less of the initial notification of the respondent, consistent with Public Health Service and National Science Foundation regulations. If the MPO or the delegated committee making inquiry into the allegation anticipates that the established deadline cannot be met, a report citing the reasons for the delay and progress to date will be submitted for the record documenting the reasons for the delay; the respondent and appropriately involved individuals will be informed. All records of the inquiry will be retained for three years and will be available upon request to authorized Federal agencies. If at any point during an inquiry or investigation reasonable evidence of criminal activity is discovered, the cognizant Federal agency will be informed within 24 hours. Except in the case of reasonable evidence of criminal activity or a finding that formal investigation is needed, the report of the inquiry shall be sealed (see below).

## **Findings**

The completion of an inquiry is marked by a determination of whether a formal investigation is warranted. There will be a written report to summarize the process and state the conclusion of the inquiry. This report should identify the evidence that was reviewed, summarize relevant interviews, and state the conclusion and recommendations. The respondent will be informed by the MPO whether there will be further investigation. If there is a complainant, he or she will be likewise informed. The respondent and the complainant will be provided the opportunity to prepare written comments on the report that will become part of the official record.

Allegations found to require investigation will be forwarded promptly to a specially designated investigative body. Federal regulation requires that the agency sponsoring the research will also be notified at this point; for research supported by PHS, the relevant office for such notification is the Office of Scientific Integrity (OSI).

If an allegation is found to be unsupported, no further formal action will be taken, other than informing all involved parties of the findings of the inquiry. The proceedings of an inquiry, including the identity of the respondent, will be held in strict confidence to protect the parties involved. If confidentiality is breached, APS will take reasonable steps to minimize the damage to reputations that may result from inaccurate reports.

APS' policy is that allegations that have not been brought in good faith may lead to disciplinary action. However, APS will seek to protect the complainant against retaliation, including protecting anonymity whenever possible. Individuals engaged in acts of retaliation will be disciplined in accordance with the appropriate institutional policies.

The inquiry will be completed and the report written within 60 calendar days of receipt of the allegation and all documentation retained for at least three years. Such documentation may be turned over to authorized personnel upon request.

## **Investigation**

### **Purpose**

An investigation will be initiated within 30 days after an inquiry determines that it is warranted. The purpose of an investigation is to explore further the allegations and determine if misconduct has occurred. In the course of an investigation, additional information may emerge that justifies broadening the scope of the investigation beyond the initial allegations. The respondent will be informed when significant new directions of an investigation are undertaken. The investigation will focus on accusations of misconduct and examine the factual materials of each case.

### **Structure**

The investigative body will be an impartial, expert ad hoc committee to handle each specific case. Members of the investigative body may be chosen from outside of APS, as circumstances dictate and may or may not include the MPO. The committee should have appropriate scientific or administrative expertise to assure a sound knowledge base from which to work.

Regardless of the structure chosen, conflicts of interest must be examined scrupulously and any relationship with parties to the matter must be fully disclosed and made visible to all those involved and having an interest in the investigation. Those investigating the allegations will be selected in full awareness of the closeness of their professional affiliation with the complainant or the respondent. Any member of a committee who has an unresolvable conflict of interest in a given case will not be permitted to be involved in any aspect of the committee's handling of that case. Members of the committee will be appointed by the MPO with the concurrence of the officers of APS in each case.

### **Process**

Upon receipt of inquiry findings that an investigation is warranted, the MPO will initiate investigation within 30 days, and the complainant and respondent will be notified of the investigation in writing; APS will notify appropriate agencies of federally funded projects that an investigation has been initiated. All involved parties are obligated to cooperate with the proceedings in providing information relating to the case. All necessary information will be provided to the respondent in a timely manner to facilitate the preparation of a response. The respondent will have the opportunity to address the charges and evidence in detail. Both the claimant and the respondent should be advised of their right to secure legal counsel at their own expense.

As previously noted, federal regulations require that the agency sponsoring a research project in which misconduct is suspected must be notified as soon as the decision has been made to undertake a formal investigation. This practice is extended to include notification of all sponsors of the research. APS will, in turn, seek assurances of the confidential treatment of this information. Significant developments during the investigation, as well as the final findings of the committee, will be reported to the sponsor(s). When the investigation is concluded, all entities initially notified of the investigation will be informed of its outcome.

APS will conduct each investigation as expeditiously as fairness and thoroughness permit. Every effort will be made to protect involved Federal funds during the interim. All investigations must be completed within 120 days; if an extension of time limit is necessary, APS will submit a request to the cognizant agency for approval. This request will include an interim report on progress to date and an estimate of the time needed to complete the investigation. In any given investigation, the MPO may request interim reports.

During the investigation, the committee members will examine documentation, including, but not limited to, relevant research data and proposals, publications, reports, correspondence, telephone call notes and memoranda. Those making the allegations, those against whom the allegation is made, and others who may have information on key aspects of the investigation will be interviewed. Transcripts of interviews will be prepared, provided to the interviewed party for comment or revision, and included in the investigatory file.

## **Findings**

The findings of the investigative committee must be submitted in writing to the MPO designated. The respondent will receive the full report of the investigation. When there is more than one respondent, each shall receive all those parts that are pertinent to his or her role. Each will have the opportunity to comment or respond. All federal agencies, sponsors, or other entities initially informed of the investigation also must be promptly notified of the findings. APS will retain the findings of the investigation for three years in a confidential and secure file.

Investigations into allegations of misconduct may result in various outcomes, including:

1. A finding of misconduct;
2. A finding that no culpable conduct was committed, but serious scientific errors were discovered;
3. A finding that no misconduct or serious scientific error was committed.

Thus, an investigation of misconduct may disclose evidence that requires further action even in those cases in which no misconduct is found.

If an investigation has been launched on the basis of a complaint, and no misconduct is found, no disciplinary measures will be taken against the complainant and every effort will be made to prevent retaliatory action against the complainant if the allegations, however incorrect, are found to have been made in good faith. If the allegations are found to have been maliciously motivated, disciplinary actions may be taken against those responsible.



### **Appeal/Final Review**

APS will provide respondents with an appeals process at this point through a written appeal of the investigative committee's decision. Appeals will be restricted to the body of evidence already presented, and the grounds for appeal will be limited to failure to follow the procedures herein provided for the investigation, or evidence of arbitrary and capricious decision making. New evidence may warrant a new investigation. The appeal will be filed promptly after a finding has been made. The APS Council will specify a senior official not involved in the decision of the investigative body to hear the appeal. The decision of such a review is final.

### **Disposition**

Recommendations for any disciplinary action will be included in the final report. APS' Officers will make the final determination for disciplinary action. Many actions are available and may be taken in a fashion consistent and commensurate with the nature of the proven acts of misconduct. Examples include:

- Removal from a particular project
- Letter of reprimand
- Special monitoring of future work
- Probation
- Suspension
- Salary reduction
- Rank reduction
- Termination of employment

APS' Council will also consider giving formal notification to other concerned parties not previously notified as to the outcome of the case. These parties may include:

- Other institutions with which the individual is currently affiliated
- Sponsoring agencies, funding sources
- Co-authors, co-investigators, collaborators
- Editors of journals in which fraudulent research was published
- State professional licensing boards
- Editors of journals or other publications, other institutions, sponsoring agencies, and funding sources with which the individual has been affiliated
- Professional societies
- Where appropriate, criminal authorities

The possibility exists that during the course of the investigation, the individual involved may resign from employment. In this instance, the investigation will continue to its full conclusion. In the interest of prudence, APS will check thoroughly the references, licensing and accreditation status of all new professional staff. As for grantees, federal regulations are already in place to identify individuals who have been suspended from receiving federal grant or contract funds.

## **Conclusion**

It is the purpose of the APS Policy for Dealing with Scientific Misconduct to establish both the intent to promote ethical scientific conduct among its staff, temporary employees, consultants, and scientific correspondents as well as to pledge strict compliance with the spirit and details of the 42 CFR Part 50. 101-50.105, Subpart A of Part 50, “Responsibility of PHS Awardee and Applicant Institutions for Dealing with and Reporting Possible Misconduct in Science,” published at 54 FR 32446 in the Federal Register, Vol. 54, No. 5 as a “Final Rule” dated Tuesday, August 8, 1989, Rules and Regulations. Notwithstanding the wording of the APS Policies for Dealing with Misconduct, no part shall circumvent the details or procedures specified in the Final Rule, which APS will follow explicitly.

# **Guiding Principles for Research Involving Human Beings**

## **Recommendations from The Revised Declaration of Helsinki by the World Medical Association Regarding Human Subjects**

### WORLD MEDICAL ASSOCIATION DECLARATION OF HELSINKI

#### **Ethical Principles for Medical Research Involving Human Subjects <sup>1</sup>**

##### **A. Introduction**

1. The World Medical Association (WMA) has developed the Declaration of Helsinki as a statement of ethical principles for medical research involving human subjects, including research on identifiable human material and data.  
The Declaration is intended to be read as a whole and each of its constituent paragraphs should not be applied without consideration of all other relevant paragraphs.
2. Although the Declaration is addressed primarily to physicians, the WMA encourages other participants in medical research involving human subjects to adopt these principles.
3. It is the duty of the physician to promote and safeguard the health of patients, including those who are involved in medical research. The physician's knowledge and conscience are dedicated to the fulfilment of this duty.
4. The Declaration of Geneva of the WMA binds the physician with the words, "The health of my patient will be my first consideration," and the International Code of Medical Ethics declares that, "A physician shall act in the patient's best interest when providing medical care."
5. Medical progress is based on research that ultimately must include studies involving human subjects. Populations that are underrepresented in medical research should be provided appropriate access to participation in research.
6. In medical research involving human subjects, the well-being of the individual research subject must take precedence over all other interests.

7. The primary purpose of medical research involving human subjects is to understand the causes, development and effects of diseases and improve preventive, diagnostic and therapeutic interventions (methods, procedures and treatments). Even the best current interventions must be evaluated continually through research for their safety, effectiveness, efficiency, accessibility and quality.
8. In medical practice and in medical research, most interventions involve risks and burdens.
9. Medical research is subject to ethical standards that promote respect for all human subjects and protect their health and rights. Some research populations are particularly vulnerable and need special protection. These include those who cannot give or refuse consent for themselves and those who may be vulnerable to coercion or undue influence.
10. Physicians should consider the ethical, legal and regulatory norms and standards for research involving human subjects in their own countries as well as applicable international norms and standards. No national or international ethical, legal or regulatory requirement should reduce or eliminate any of the protections for research subjects set forth in this Declaration.

## **B. PRINCIPLES FOR ALL MEDICAL RESEARCH**

11. It is the duty of physicians who participate in medical research to protect the life, health, dignity, integrity, right to self-determination, privacy, and confidentiality of personal information of research subjects.
12. Medical research involving human subjects must conform to generally accepted scientific principles, be based on a thorough knowledge of the scientific literature, other relevant sources of information, and adequate laboratory and, as appropriate, animal experimentation. The welfare of animals used for research must be respected.
13. Appropriate caution must be exercised in the conduct of medical research that may harm the environment.
14. The design and performance of each research study involving human subjects must be clearly described in a research protocol. The protocol should contain a statement of the ethical considerations involved and should indicate how the principles in this Declaration have been addressed. The protocol should include information regarding funding, sponsors, institutional affiliations, other potential conflicts of interest, incentives for subjects and provisions for treating and/or compensating subjects who are harmed as a consequence of participation in the research study. The protocol should describe arrangements for post-study access by study subjects to interventions identified as beneficial in the study or access to other appropriate care or benefits.

15. The research protocol must be submitted for consideration, comment, guidance and approval to a research ethics committee before the study begins. This committee must be independent of the researcher, the sponsor and any other undue influence. It must take into consideration the laws and regulations of the country or countries in which the research is to be performed as well as applicable international norms and standards but these must not be allowed to reduce or eliminate any of the protections for research subjects set forth in this Declaration. The committee must have the right to monitor ongoing studies. The researcher must provide monitoring information to the committee, especially information about any serious adverse events. No change to the protocol may be made without consideration and approval by the committee.
16. Medical research involving human subjects must be conducted only by individuals with the appropriate scientific training and qualifications. Research on patients or healthy volunteers requires the supervision of a competent and appropriately qualified physician or other health care professional. The responsibility for the protection of research subjects must always rest with the physician or other health care professional and never the research subjects, even though they have given consent.
17. Medical research involving a disadvantaged or vulnerable population or community is only justified if the research is responsive to the health needs and priorities of this population or community and if there is a reasonable likelihood that this population or community stands to benefit from the results of the research.
18. Every medical research study involving human subjects must be preceded by careful assessment of predictable risks and burdens to the individuals and communities involved in the research in comparison with foreseeable benefits to them and to other individuals or communities affected by the condition under investigation.
19. Every clinical trial must be registered in a publicly accessible database before recruitment of the first subject.
20. Physicians may not participate in a research study involving human subjects unless they are confident that the risks involved have been adequately assessed and can be satisfactorily managed. Physicians must immediately stop a study when the risks are found to outweigh the potential benefits or when there is conclusive proof of positive and beneficial results.
21. Medical research involving human subjects may only be conducted if the importance of the objective outweighs the inherent risks and burdens to the research subjects.
22. Participation by competent individuals as subjects in medical research must be voluntary. Although it may be appropriate to consult family members or community leaders, no competent individual may be enrolled in a research study unless he or she freely agrees.

23. Every precaution must be taken to protect the privacy of research subjects and the confidentiality of their personal information and to minimize the impact of the study on their physical, mental and social integrity.
24. In medical research involving competent human subjects, each potential subject must be adequately informed of the aims, methods, sources of funding, any possible conflicts of interest, institutional affiliations of the researcher, the anticipated benefits and potential risks of the study and the discomfort it may entail, and any other relevant aspects of the study. The potential subject must be informed of the right to refuse to participate in the study or to withdraw consent to participate at any time without reprisal. Special attention should be given to the specific information needs of individual potential subjects as well as to the methods used to deliver the information. After ensuring that the potential subject has understood the information, the physician or another appropriately qualified individual must then seek the potential subject's freely-given informed consent, preferably in writing. If the consent cannot be expressed in writing, the non-written consent must be formally documented and witnessed.
25. For medical research using identifiable human material or data, physicians must normally seek consent for the collection, analysis, storage and/or reuse. There may be situations where consent would be impossible or impractical to obtain for such research or would pose a threat to the validity of the research. In such situations the research may be done only after consideration and approval of a research ethics committee.
26. When seeking informed consent for participation in a research study the physician should be particularly cautious if the potential subject is in a dependent relationship with the physician or may consent under duress. In such situations the informed consent should be sought by an appropriately qualified individual who is completely independent of this relationship.
27. For a potential research subject who is incompetent, the physician must seek informed consent from the legally authorized representative. These individuals must not be included in a research study that has no likelihood of benefit for them unless it is intended to promote the health of the population represented by the potential subject, the research cannot instead be performed with competent persons, and the research entails only minimal risk and minimal burden.
28. When a potential research subject who is deemed incompetent is able to give assent to decisions about participation in research, the physician must seek that assent in addition to the consent of the legally authorized representative. The potential subject's dissent should be respected.

29. Research involving subjects who are physically or mentally incapable of giving consent, for example, unconscious patients, may be done only if the physical or mental condition that prevents giving informed consent is a necessary characteristic of the research population. In such circumstances the physician should seek informed consent from the legally authorized representative. If no such representative is available and if the research cannot be delayed, the study may proceed without informed consent provided that the specific reasons for involving subjects with a condition that renders them unable to give informed consent have been stated in the research protocol and the study has been approved by a research ethics committee. Consent to remain in the research should be obtained as soon as possible from the subject or a legally authorized representative.
30. Authors, editors and publishers all have ethical obligations with regard to the publication of the results of research. Authors have a duty to make publicly available the results of their research on human subjects and are accountable for the completeness and accuracy of their reports. They should adhere to accepted guidelines for ethical reporting. Negative and inconclusive as well as positive results should be published or otherwise made publicly available. Sources of funding, institutional affiliations and conflicts of interest should be declared in the publication. Reports of research not in accordance with the principles of this Declaration should not be accepted for publication.

### **C. Additional Principles for Medical Research Combined with Medical Care**

31. The physician may combine medical research with medical care only to the extent that the research is justified by its potential preventive, diagnostic or therapeutic value and if the physician has good reason to believe that participation in the research study will not adversely affect the health of the patients who serve as research subjects.
32. The benefits, risks, burdens and effectiveness of a new intervention must be tested against those of the best current proven intervention, except in the following circumstances:
  - The use of placebo, or no treatment, is acceptable in studies where no current proven intervention exists; or
  - Where for compelling and scientifically sound methodological reasons the use of placebo is necessary to determine the efficacy or safety of an intervention and the patients who receive placebo or no treatment will not be subject to any risk of serious or irreversible harm. Extreme care must be taken to avoid abuse of this option.
33. At the conclusion of the study, patients entered into the study are entitled to be informed about the outcome of the study and to share any benefits that result from it, for example, access to interventions identified as beneficial in the study or to other appropriate care or benefits.
34. The physician must fully inform the patient which aspects of the care are related to the research. The refusal of a patient to participate in a study or the patient's decision to withdraw from the study must never interfere with the patient-physician relationship.

35. In the treatment of a patient, where proven interventions do not exist or have been ineffective, the physician, after seeking expert advice, with informed consent from the patient or a legally authorized representative, may use an unproven intervention if in the physician's judgement it offers hope of saving life, re-establishing health or alleviating suffering. Where possible, this intervention should be made the object of research, designed to evaluate its safety and efficacy. In all cases, new information should be recorded and, where appropriate, made publicly available.



## Guiding Principles for Research Involving Animals

### **APS Guiding Principles for the Care and Use of Vertebrate Animals in Research and Training<sup>1</sup>**

As noted in the [U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training<sup>2</sup>](#), “Procedures involving animals should be designed and performed with due consideration of their relevance to human or animal health, the advancement of knowledge, or the good of society.” The use of animals is also justified to provide scientific, veterinary, and medical training that is not possible through other mechanisms.

Investigators should consider the appropriateness of the experimental procedures, the species of animals used, and number of animals required. Prospective approval of procedures on animal subjects should be obtained from an institutional animal care and use committee (IACUC) or similar oversight body as required under the relevant regulatory authorities. This review should also consider whether the use of animals in a given protocol could be replaced by other experimental approaches such as *in vitro* studies or computer modeling.

Only animals that are lawfully acquired shall be used in research and teaching. The procurement, transport, maintenance, and use of animals must in all cases comply with federal, state and local laws and regulations. In the United States, animal research may be subject to the Animal Welfare Act, the Public Health Service Policy on Humane Care and Use of Laboratory Animals, or other guidelines established by funding agencies. The PHS Policy requires institutions to use the *Guide for the Care and Use of Laboratory Animals<sup>3</sup>* to develop and implement an institutional animal care and use program.

Analgesics and other techniques should be used to minimize discomfort and pain except when the intervention would compromise experimental goals. Appropriate anesthetics must be used to eliminate sensibility to pain during all surgical procedures. Drugs that produce muscle paralysis are not anesthetics. They must never be used alone for surgical restraint, only when animals are under anesthesia.

If the study requires the death of an animal, humane endpoints should be identified, and an approved method of euthanasia stipulated in the [American Veterinary Medical Association’s Guidelines on Euthanasia<sup>4</sup>](#) should be used. Death is acceptable as the endpoint of a study only where euthanasia would compromise scientific outcomes and an IACUC or similar oversight body has approved the exception.

Animals used in research and education must be housed, fed, and maintained in a manner appropriate for their species and their condition. They should also be given appropriate veterinary care.

Personnel who care for or perform procedures on animals must receive training for these tasks. When students or trainees use animals in educational activities or for the advancement of science, such work shall be conducted under the direct supervision of an experienced teacher, investigator, or veterinarian.

### ***Footnotes***

1. The Guiding Principles for the Care and Use of Animals in Research and Teaching were adopted by the American Physiological Society in 1953. They are based upon humane care principles formulated by Walter B. Cannon in 1909. This revision was approved by the APS Council on July 16, 2010.
2. <http://grants.nih.gov/grants/olaw/references/phspol.htm#USGovPrinciples>
3. Institute for Laboratory Animal Research (ILAR). [Guide for the Care and Use of Laboratory Animals](#). Washington, D.C.: National Academy Press, 1996. A [prepublication version of the 8th edition of the Guide](#) was released June 2, 2010, but NIH's Office of Laboratory Animal Welfare has announced that the 1996 edition will remain in effect for the PHS Policy on Humane Care and Use of Laboratory Animals until the new edition of the Guide is published in its final form.
4. [http://www.avma.org/issues/animal\\_welfare/euthanasia.pdf](http://www.avma.org/issues/animal_welfare/euthanasia.pdf)

## **American Physiological Society Statements on Animals in Research and Education**

### **Animal Research is Essential to the Search for Cures**

Humane research involving animals provides unique insights into biological structure and function. These insights offer major benefits to both human and animal health. The American Physiological Society is strongly committed to ensuring that research animals are treated humanely and that their use is regulated appropriately.

Biomedical research today involves a wide array of approaches that make use of computers, molecules, cells, tissues, organs, and whole animals. Each approach addresses different elements of a research question. Together, they offer a full complement of ways to learn about living systems. Animal studies are particularly crucial for understanding how the body functions in health and disease. Basic and translational research involving animals is a necessary component in the search for causes, preventions, treatments, and cures for disease.

*Approved by the American Physiological Society Council on July 16, 2010*

URL: <http://www.the-aps.org/mm/SciencePolicy/About/Policy-Statements/Animal-Research-is-Essential.htm>

## **On Animals in Teaching**

The study of living systems is an essential component of physiology instruction. Teaching laboratories that actively engage students in observation of and interaction with living systems enhance student understanding of physiology, providing experiences that are qualitatively and quantitatively different from those gained through lecture, small group discussion, or multimedia presentations. In addition, the active participation and discovery learning opportunities provided by teaching laboratories allow students to hone independent and life-long learning skills such as analytical and problem solving skills. The hands-on approach used in laboratories offers active learning opportunities for all students, whether they be strong visual, auditory, or kinesthetic learners. These advantages significantly outweigh the drawbacks of limited curricular time and facilities as well as potentially greater costs and increased resources required for regulatory compliance for laboratories involving human or animal subjects.

Whether working individually or in groups, well-designed animal laboratories provide vivid, exciting opportunities for the direct study of how living systems work. Not only do these lessons foster active learning and the development of critical thinking skills in students, but they provide a unique opportunity for students to develop a lasting appreciation of the complexity of living systems and an abiding respect for living organisms. Animal laboratories should be offered for valid educational reasons, where the use of the laboratory builds important knowledge, skills, and/or attitudes. Instructors who incorporate animal laboratories into their course or curriculum must ensure that the students are appropriately prepared for the experience and that the laboratory is conducted humanely.

The American Physiological Society is committed to the continuing development of resources that enhance the student laboratory experience for all types of learners. A description of various laboratory options is included in the rationale document supporting this position statement.

*Adopted by the APS Council, November 2004*

URL: [http://www.the-aps.org/mm/SciencePolicy/About/Policy-Statements/Animals-in-Teaching\\_1.html](http://www.the-aps.org/mm/SciencePolicy/About/Policy-Statements/Animals-in-Teaching_1.html)

## **APS Condemns Extremism and Harassment**

Over the course of many years, scientists who use animals in their research have been subject to harassment, threats, and violence by individuals acting in the name of animal rights. The American Physiological Society unequivocally condemns the targeting of individuals engaged in legitimate scientific inquiry.

Knowledge obtained through research with animals has saved many lives and improved the quality of life for millions of people and animals. Scientists recognize that they have ethical duties both to relieve suffering through research as well as to provide humane care for the animals in their charge. Moreover, the use of animals in research is subject to strict regulatory oversight.

Harassment, threats, and violence in the name of animal rights contribute nothing to the betterment of animal welfare. These tactics are all the more abhorrent since animal research continues to play

an essential role in efforts to discover causes, preventions, treatments, and cures for diseases that afflict both humans and animals.<sup>1</sup>

*Approved by the American Physiological Society Council on July 22, 2011.*

URL: <http://www.the-aps.org/mm/SciencePolicy/About/Policy-Statements/Extremism.htm>

***Footnotes***

1. See the APS position statement “[Animal Research Is Essential to the Search for Cures](#)”

**Authorization for  
Executive Director and Director of Finance and  
Administration to Open Bank Accounts**

(Adopted by Council November 1993)

RESOLVED, That an account or accounts may be opened and maintained in the name of this corporation in federally insured Banks and Savings and Loan Institutions (hereinafter referred to as the Banks); that any one of the following officials of this corporation: Executive Director, Director of Finance and Administration, are hereby authorized, on behalf of this corporation, and in its name: to sign checks, drafts, notes, bills, certificates of deposit, or other instruments owned or held by this Corporation, for deposit in said account, or for collection or discount by the Banks to accept drafts, acceptances, and other instruments payable at the Banks to waive demand, protest, and notice of protest, or dishonor of any check, note, bill, draft, or other instrument made, drawn, or indorsed by this Corporation; and

FURTHER RESOLVED, That the Banks are authorized to honor, receive, certify, or pay all instruments signed in accordance with the foregoing resolution even though drawn or endorsed to the order of any official signing the same or tendered for cashing, or in payment of the individual obligation of such official, or for deposit to his personal account, and the Banks shall not be required, or be under any obligation to inquire as to the circumstances of the issuance, or use of any instrument signed in accordance with the foregoing resolution, or the application, or disposition of such instrument, or the proceeds thereof; and

FURTHER RESOLVED, That the Secretary shall certify to the Banks the names of the presently duly elected and qualified officers and officials of this Corporation and shall from time to time hereafter as changes in the personnel of said officers and officials are made, immediately certify such changes to the bank, and the Banks shall be fully protected in relying on such certifications of the Secretary and shall be indemnified and saved harmless from any claims, demands, expenses, loss or damage resulting from, or growing out of, honoring the signature of any officer so certified or refusing to honor any signature not so certified; and

FURTHER RESOLVED, That the foregoing resolutions shall remain in full force and effect until written notice of their amendment or rescission shall have been received by the Banks, and that receipt of such notice shall not affect any action taken by the Banks prior thereto; and

FURTHER RESOLVED, That the Secretary is authorized and directed to certify to the Banks the foregoing resolution and that the provisions thereof are in conformity with the Charter and By-laws of this Corporation.

FURTHER RESOLVED, That the Executive Director or Director of Finance and Administration may appoint alternate authorized signers for temporary bank accounts opened in cities where this Corporation is managing scientific meetings.

FURTHER RESOLVED, That there be a limit of \$10,000 on the amount of checks made payable to authorized check signers and that APS carry commercial blanket bond insurance on its officers, officials, and employees of not less than \$500,000.

FURTHER RESOLVED, That the Secretary is authorized and directed to certify to the Banks and Lending Institutions the foregoing resolution and that the provisions thereof are in conformity with the Charter and By-Laws of this Corporation.

## **Chapter Guidelines**

### **Chartering and Administration**

(Adopted by Council November 1993)

#### **Chartering a Chapter**

The process for forming a chapter of the American Physiological Society is quite simple. The interested group needs only to submit a *Petition for Chapter Status* to Council, via the Central Office. This petition must be signed by twenty Regular Members of the Society who reside in the same region. A name, reflecting its geographical location, should be specified on the petition.

A chapter may adopt bylaws for the regulation of its affairs provided they do not conflict with the “Articles of Incorporation” or the Bylaws of the APS. Bylaws must be submitted to Council for approval before they may be formally adopted by a Chapter.

#### **Chapter Administration**

The Society has no regulations regarding the administration of its individual chapters. In this section of the manual, we would like to recommend methods of administration.

In general, chapters have adopted an organizational structure which includes a President or Chairperson. They may also include a Secretary and Treasurer (often both these roles are performed by a single individual). The mechanisms for officer selection differ, though most are elected for a specified tenure by a plurality or majority of votes. Chapters which choose to adopt bylaws often include a section which carefully defines further election procedures.

The degree of formalization of the chapters' administrative structure varies considerably and tends to be related to the size of the chapter. A chapter might be composed of a council, as well as officers. The council may also include student representation. In this way, responsibility is delegated to a group who may be better able to represent the membership as a whole. A chapter may find it advantageous to appoint committees which are responsible for specific functions such as membership drives, newsletters, and special programs.

## **Leadership Transition**

The transition in the leadership of a chapter is often accompanied by a breakdown in communications within the chapter. It is vital that the outgoing and incoming officers work together to exchange important information and documents.

Listed below are several suggestions to help smooth the transition.

A. All new officers should specifically request the transfer of any existing files regarding the chapter and its previous activities.

B. The APS Executive Office should be notified, preferably in writing, immediately after a change in leadership to ensure that all mailings are sent to the appropriate person.

C. A position of Past President or President-Elect should be established. This assures that the incoming president will have a “training period” before assuming complete responsibility for the chapter. A variation of this would be to have the President serve as Secretary immediately following his/her tenure.

D. A Chapter Advisory Committee Meeting, to be held in conjunction with the APS Annual Meeting, will serve as a valuable source of information for all Chapter Officers and will provide a useful orientation to newly elected leaders. New officers are encouraged to contact the APS Executive Office if they require any assistance. The APS Executive Office will maintain files on each chapter, including their annual reports.

## **Chapter Responsibilities to the American Physiological Society:**

The Society imposes only two specific obligations for the maintenance of an active chapter.

### **A. Annual Meeting**

The chapter must hold at least one meeting annually.

### **B. Membership**

The chapter must maintain at least twenty Regular Members in good standing who reside in the area. In addition, all chapters of the Society will have an obligation to promote, at the local level, the general objectives of the Society, including its goals of interdisciplinary contacts among the research workers interested in the physiological sciences and education of the general public and future scientists.



### **1. Annual Report**

Each chapter is asked to submit an annual report to APS each July. The annual report will provide the Chapters with its most comprehensive principal source of information regarding the administration, organization, and activities of the chapters. Data accumulated from each report is used to compile, with the approval of Council, a report which is circulated to the local chapters.

### **2. Chapter Representatives Meeting**

Each year, the Chapter Advisory Committee will hold an annual meeting in conjunction with the Society's Annual Meeting (EB). The meeting provides a forum in which chapter delegates may voice their views on a variety of issues and exchange information among themselves. All chapters will be invited and will be urged to respond to the yearly request to send a representative to this meeting. Any chapter member may be chosen as a delegate, although officers should be given priority.

### **3. Financial Affairs:**

A chapter should exist as an incorporated state society. Consequently, the chapter is responsible for its own finances, maintenance of records, and filing of necessary forms to the Internal Revenue Service. As a courtesy, the APS Executive Office should be informed of sources from which the chapter derives funds. In so doing, the APS can assist in the acknowledgement of the support provided by these companies. Chapter having any questions concerning plans/strategies to raise monies should contact the APS Executive Office for ideas and suggestions.

## **APS Lectureships**

The American Physiological Society allocates funds to support an APS Lectureship at the annual meeting of an APS Chapter. The program serves as an important means for chapters to host visits that would have otherwise been impossible.

The lectures foster the exchange of ideas with distinguished physiologists and provide updates on recent research developments. The program is also an ideal vehicle for attracting the interest of the general public to the physiological sciences.

The APS allocates up to \$1000 to support the scientist invited to participate as an APS Lecturer. In order to assess the success of the program, the chapters are asked to provide adequate feedback to the Chapter Advisory Committee about the program. The continued success of this program relies upon the cooperation of the chapters.

## **Chapter Finances**

Chapter finances are always a concern for those individuals responsible for conducting the affairs of the chapter. Many chapters are interested in increasing their level of activity of support but are inhibited by a lack of financial resources. In order to help formalize the existing chapter program and to encourage the formation of new chapters, the APS Council is prepared to make a grant of \$1000 to a chapter to either initiate or to strengthen operations. The following descriptions will also be of some assistance to chapters in their efforts to maintain financial stability.

### **A. Chapter Dues**

Most chapters have instituted a form of local dues, generally ranging from \$5 to \$15, frequently with a reduced rate for students. Based on estimates of mean chapter size, proportion of student members, and mean faculty/student size, proportion of student members, and mean faculty/student dues, it is expected that a chapter could generate approximately \$400 per year. While this amount of money cannot cover all the costs of an active chapter, dues revenue is a good place to begin. For example, this amount would probably cover all the clerical expenses for the chapter. This would cover several mailings, a newsletter, a membership directory, etc. The average annual dues revenue would also be sufficient to sponsor one visiting scientist from a nearby region.

### **B. Institutional Contributions**

Most chapters receive some degree of local support. Frequently this is obtained through departmental contributions, generally for the support of visiting scientists. Funds may also include input from interdisciplinary grants or institutional monies. There is also the possibility of seeking institution support through a “matching funds” approach. It may be worthwhile to approach an administrator with the proposition that the institution match chapter funds obtained from membership dues or from an APS Visiting Lectureship Grant or start-up grant.

### **C. Non-Institutional Contributions**

Local groups often request support from various foundations and local companies in the name of a chapter of the American Physiological Society. A few requests of this nature have been addressed to an organization that was already providing support to the Society as a whole. Since the chapters are separate, incorporated organizations, they can solicit funding from organizations that may also provide support to the Society.

It should be noted that local firms, such as banks or insurance companies, may be more likely to make financial contributions than larger national companies. Similarly, the local pharmaceutical or instrument representative to academic institutions might be willing to make a modest contribution in support of the Chapter meeting.

#### **D. American Physiological Society Support**

As indicated earlier, the Society is prepared to make a one-time grant of \$1000 to a Chapter to either initiate or strengthen operations. The Society will also provide each chapter an additional \$500 per year for student awards at the annual Chapter meeting. This is in addition to the \$1,000 allocated for the APS Lecturer at the chapter meeting.

#### **E. Other Sources**

It is important to all the chapters that the above list be expanded as groups find new vehicles for increasing support for their activities. We urge the chapters to provide such information in the chapters' annual reports. It is clear that there is no easy way to generate financial support; this is a problem faced by most National Societies and Non-Profit Organizations. However, with the aggressive pursuit of funding, chapters can generate extra resources with which to sponsor activities.

#### **F. Scientific Meetings**

It is typical for a chapter to hold an annual meeting at which lectures and volunteered papers are presented. In order to support this meeting, it is necessary to charge a registration fee to cover administrative and meal cost for the meeting.

### **New Chapter Petition Form**

A new chapter petition form would include the proposed name of the chapter, endorsees, and new chapter members.

## **APS Guidelines for Interactions Between Society Members and Headquarters Staff**

(Adopted by Council July 1996)

The American Physiological Society is a voluntary association of scientist members. Staff are employees of the Society who report to the Executive Director and are charged with carrying out Society operations.

The American Physiological Society provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, gender, age, sexual orientation, physical or mental disability, or any other basis on which discrimination is prohibited by federal, state, or local law. This policy applies to recruiting, hiring, training, promotion, and all terms, conditions, and privileges of employment.

Federal, state, and local laws apply to discrimination on the basis of the characteristics enumerated above. In addition, it is the policy of the APS not to tolerate harassment of staff on the basis of these characteristics. APS members are also asked to comply with this standard.

The Executive Director assigns staff to serve as liaisons to committees. The staff inform themselves about the work of these committees and support the committees in their operations as set out in the Operational Guide. Committees keep the APS headquarters office informed of their activities through the staff liaison. Committees may assign appropriate tasks to the staff liaison, subject to approval by the Executive Director.

Every effort should be made to ensure that working relationships between Society members and staff are conducted in a fair, humane, and respectful work environment. The APS staff has experienced excellent support from and professional interactions with Society members. Although these principles and guidelines are not intended to serve as a basis for legally enforceable obligations or responsibilities, they are designed to encourage continued effective communication and interaction among staff, officers, committee members, and the larger APS membership.

### **General Principle 1**

*Both members and staff are professionals. All interactions should be professional in tone.*

#### **Guidance:**

1. Members and staff should treat each other with civility, courtesy, and mutual respect at all times.

2. Neither staff nor members shall be asked to perform unreasonable or unprofessional tasks.
3. Staff are employees of the Society, and as such, members must respect the right of staff to separate their professional and personal lives.

## **General Principle 2**

*Staff are responsible for facilitating the work of the Society. Members may ask staff to perform reasonable duties in line with the goals of the Society and the responsibilities assigned to them by the Executive Director.*

### **Guidance:**

1. Staff are responsible for supporting Society activities. This includes, but is not limited to, producing and publishing journals, making meeting arrangements, developing meeting agendas, working with chairs to facilitate meetings, acting as resources at meetings, carrying out and managing activities subsequent to meetings, developing budgets, processing reimbursements, etc.
2. Staff are responsible for tasks specific to their job responsibilities. Members should not ask staff to carry out tasks that are unrelated to their duties.
3. A member with a disability may request special assistance that might appear personal in nature, e.g., carrying meeting materials, when that assistance is needed to enable the member to carry out functions or tasks associated with a Society function.

## **General Principle 3**

*In work-related social settings or meetings held outside of regular working hours, staff continue to perform work-related duties.*

### **Guidance:**

1. Social functions and/or meetings held outside regular working hours or away from the office may be conducted more informally. However, members and staff are still expected to conduct themselves in a professional and courteous manner.
2. Members may view social situations as opportunities to relax in the company of long-time colleagues, whereas staff participation is part of their professional duties. It is important to recognize that staff and members may view these social situations differently.

## **General Principle 4**

*All staff ultimately report to the Executive Director of the APS and receive their work instructions from their supervisors.*

### **Guidance:**

1. Members should recognize that work priorities for staff are set by supervisors. With the exception of committee chairs, members should not assign tasks directly to staff.
2. If a member makes an unusual or unreasonable request, the staff member should notify the supervisor or Executive Director of the request.

Society and staff members are asked to observe these guidelines in their interactions in order to promote positive, productive, and professional working relationships.