

## Bylaws of The California Society of Physiologists

### ARTICLE 1: NAME

The name of the chapter is the California Society of Physiologists and hereafter will be referred to as the "Chapter".

### ARTICLE II: PURPOSE

The purpose of the Chapter is to: **(1)** promote the discipline of physiology, **(2)** recruit new scholars to the discipline of physiology, **(3)** advance physiological research and teaching, **(4)** facilitate teaching and research forums for trainees and young investigators, **(5)** encourage interaction and fellowship amongst individuals interested in the physiological sciences and related fields within the state of California and amongst adjoining states, and **(6)** foster collaborative research amongst related disciplines. The Chapter is organized for scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### ARTICLE III: PRINCIPAL OFFICE

The Chapter will conduct its initial secretarial and financial functions within the administrative offices of the School of Natural Sciences at the University of California, Merced until such time as the Executive Committee deems it necessary to relocate to a different location.

### ARTICLE IV: MEMBERSHIP

**Section 1:** The Chapter shall consist of Emeritus, Regular, and Trainee members, where trainees will include post-doctoral fellows, graduate and undergraduate student members, and post-baccalaureate scholars. Membership will not only be encouraged from academia, but include other professional sectors as well such as industry and government.

**Section 2:** A regular member is one who possesses an earned degree in the biological or cognate sciences, and who has conducted physiological research and/or assumed teaching responsibilities in these areas within the State of California. All regular members who are current with their dues have the privilege of voting on chapter matters.

**Section 3:** Regular and emeritus members of the American Physiological Society (APS) shall be eligible for membership in the California Society of Physiologists without review and upon payment of dues.

**Section 4:** Membership in the Chapter shall be open to all persons interested in physiology and/or related disciplines independent of national or international affiliation.

**Section 5:** A post-doctoral trainee member is one who possesses a doctoral degree in the biological or cognate sciences, and is engaged in post-doctoral training (academia, industry or otherwise) to enhance research competency. Post-doctoral trainee members have the privilege of voting on Chapter matters. If a member of APS, the individual is automatically eligible to become a member of the Chapter without review and upon payment of dues. If not a member of APS, the individual is to submit a letter of intent to the Chapter Membership Committee with a complete *curriculum vitae*, and a letter certifying their status as a trainee from either their department or advisor.

**Section 6:** A graduate student member is one who possesses a bachelor's degree and is currently enrolled in an accredited graduate program in the biological or cognate sciences. Graduate student members have the privilege of voting on Chapter matters. Any APS graduate student member is eligible for membership without review and upon payment of dues. If not a member of APS, the individual is to

submit a letter of intent to the Chapter Membership Committee with a complete *curriculum vitae*, and a letter certifying their status as a trainee from either their department or advisor.

**Section 7:** A post-baccalaureate member is one who possesses a bachelor's degree and is currently enrolled in a recognized post-baccalaureate program in the biological or cognate sciences or is in transition into an accredited graduate program in the biological or cognate sciences or other professional career paths. To become eligible for membership, the individual is to submit a letter of intent to the Chapter Membership Committee with details of their educational experiences, a *curriculum vitae*, and a letter certifying their status as a trainee from either their department or advisor. No individual may remain in this category longer than three years without reapplying. Post-bac members do not have the privilege of voting on Chapter matters.

**Section 8:** An undergraduate student member is one with an interest in physiology who is pursuing a degree in the biological or cognate sciences. To become eligible for membership, the individual is to submit a letter of intent to the Chapter Membership Committee with details of their educational experiences, a *curriculum vitae*, and a letter certifying their status as a trainee from either their department or advisor. No individual may remain in this category longer than five years without reapplying. Undergraduate members do not have the privilege of voting on Chapter matters.

**Section 9:** An emeritus member meets the requirements of, and retains the same privileges as, a regular member, but pays a reduced fee if that person is retired from regular employment. Emeritus members have the privilege of voting on Chapter matters.

**Section 10:** The Chapter Membership Committee may initiate action to remove members who do not adequately respond to charges of misrepresentation of eligibility for membership within the Chapter. The Chairperson of the Membership Committee will forward a recommendation to the President for discussion at the next annual meeting. A member will be removed from the Chapter if two-thirds of the voting membership approve.

## ARTICLE V: DUES

**Section 1:** The annual dues for members with or without voting privileges shall be determined by the Chapter Executive Committee. Dues will be pro-rated for the first year of membership, and thereafter paid on or by January 1 for the succeeding year. Dues are not refundable.

**Section 2:** Life members pay a one-time membership due to be determined by the Chapter Executive Committee.

**Section 3:** Any member whose dues are two years in arrears shall cease to be an active member of the Chapter. Payment of all late dues will allow reinstatement of an active membership status.

## ARTICLE VI. GOVERNANCE

**Section 1:** The governance of the Chapter shall reside in an Executive Committee.

**Section 2:** The constitution of the Chapter Executive Committee shall consist of: **(1)** a president, **(2)** president-elect, **(3)** secretary, **(4)** treasurer, **(5)** a post-doctoral fellow, and **(6)** a graduate student. The president, president-elect, secretary, and treasurer positions will be filled by regular members.

**Section 3:** The terms of office shall be one year for the president, one year for the president-elect, three years for the secretary and treasurer, and one year for each of the trainee representatives (post-doctoral fellow and graduate student).

**Section 4:** The duties of the president are to: **(1)** call meetings of the Executive Committee and the annual Chapter conference, **(2)** select the keynote speaker of the annual conference, **(3)** serve as convener for the annual conference, **(4)** function as chairperson of the Nominating Committee, and **(5)** prepare the annual report for the Chapter and the Chapter Committee of the APS. When necessary, the president will chair the Program Committee. The president-elect is to: **(1)** serve as president in his/her absence, **(2)** function as chairperson of the Program Committee, and **(3)** assume the office of the presidency after their year of service. The secretary will assume responsibility for all secretarial matters of the Chapter that include, but are not limited to: **(1)** recording and reporting of meeting minutes, **(2)** serving as chairperson of the Membership Committee, and **(3)** forwarding or posting communications of the Chapter. The treasurer will assume responsibility for all financial matters of the Chapter that include, but are not limited to: **(1)** preparation and supervision of the Chapter budget that has received Executive Committee approval, **(2)** overseeing Chapter income, and **(3)** filing income tax returns.

**Section 5:** In no circumstance will the continuity of governance be interrupted. In the event that the president-elect is unable to fulfill the duties of the president, the immediate past-president will assume these responsibilities on an interim basis until a proper election is scheduled.

## **ARTICLE VII: COMMITTEES**

**Section 1:** The Chapter Nominating Committee shall consist of three regular members and one member from the Chapter Executive Committee in addition to the president who will serve as the chairperson. Their recommendations must be cognizant of the bylaws listed in Section 3 of Article VI.

**Section 2:** The Chapter Program Committee shall consist of all members of the Executive Committee with the president-elect serving as the chairperson.

**Section 3:** The Chapter Membership Committee shall consist of two regular members and the secretary serving as the chairperson. It is the responsibility of the chairperson to recommend to the Chapter Executive Committee the names of non-APS members who warrant regular membership in the Chapter. This status is assured with majority votes of the Membership Committee. The same procedure exists with the other membership categories.

**Section 4:** The chairperson of any standing committee has the authority to appoint members from the Chapter for a one year term to assist in the functioning of the committee with consideration given to including post-doc, graduate student, and industry- or government-affiliated members as appropriate.

**Section 5:** An Inaugural Chapter Planning Committee shall consist of active regular members of the APS with administrative, faculty, and/or equivalent positions within California that will facilitate the initiation of the Chapter. Any and all members of this Inaugural Planning Committee will be eligible for nomination to any of the initial Chapter Executive Committee positions.

## **ARTICLE VIII: NOMINATIONS AND ELECTIONS**

**Section 1:** Elections shall be conducted and finalized at the annual conference until such time when electronic balloting can be implemented.

**Section 2:** It is the responsibility of the Chapter Nominating Committee to seek nominations and self-nominations from the membership well in advance of the annual conference, and to have candidates identified at the time when a call for abstracts is announced.

**Section 3:** The list of nominees shall be presented in the form of a ballot with officers being elected by majority vote.

**Section 4:** At the inaugural election, voting will be for the offices of president, secretary, treasurer, the post-doctoral fellow representative, and the graduate student representative. The runner-up to the presidency will assume the role of president-elect. Eligibility will be determined by Chapter membership and by procedures initiated by the Inaugural Chapter Planning Committee.

## **ARTICLE IX: MEETINGS**

**Section 1:** The Chapter shall schedule an annual conference and specify its location as recommended by the president and the Program Committee, and approved by the Executive Committee.

**Section 2:** A business meeting for all members of the Chapter shall be held at the annual conference. The business meeting will be conducted in accordance with *Roberts Rules of Order*.

**Section 3:** The Chapter Executive Committee and the Program Committee will schedule the annual conference at least a year in advance and will be responsible for identifying the location and developing the logistics.

## **ARTICLE X: QUORUM**

**Section 1:** A quorum for the transaction of the business of the Chapter within the Executive Committee shall require at least 5 of the 6 members to be present at the meeting.

**Section 2:** A quorum for the transaction of the business of the Chapter shall be those members who are present at the business meeting.

## **ARTICLE XI: DISSOLUTION**

**Section 1:** Upon the dissolution of the Chapter, assets shall be distributed to the American Physiological Society for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Service.

## **ARTICLE XII: AMENDMENTS**

**Section 1:** Bylaws may be amended at any scheduled or special meeting of the Chapter when two-thirds of the voting membership who are present favor approval.

**Section 2:** A notice of impending amendments must be sent to the voting membership at least 30 days prior to a scheduled meeting.

## **ARTICLE XIII: REGULATIONS**

**Section 1:** The Chapter shall be operated as a non-profit organization.

## **ARTICLE XIV: GENERAL**

**Section 1:** The Chapter shall function on the basis of inclusivity for all members including equal opportunity and organizational diversity.