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.
- Actively interact with societies, sections and other interests groups within APS whose members have an interest in endocrinology and metabolism-related research.
- 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.
- Advocate externally for research in endocrinology and metabolism and related fields
- Provide professional opportunities, networking, mentorship and guidance for trainees and professionals interested in careers in endocrinology and metabolism

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. This would be accomplished by using the APS member’s website.

ARTICLE IV. Officers

Section 1. Steering Committee

The responsibility for management and supervision of the affairs of the E&M shall be vested in a Steering Committee. The members of the Steering Committee shall be as follows:

- Chair
- Past Chair
- Secretary-Treasurer
- Committee on Committees representative
- Two Councilors
- Section representative of the Liaison with Industry Committee
- Joint Program Committee Rep and Awards Committee Chair
- Trainee Advisory Committee Representative
- Advocacy Comm. Representative
- AJP Representative
- Membership and FAPS Committee Representative

The JPC representative 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 six of the eleven members of the Steering Committee. The Steering Committee will meet or converse once yearly and as necessary, e.g. at the annual spring meeting, or by conference call or at the meeting of a parallel society.
**Section 2. Steering Committee Members and Their Duties**

The Steering Committee members or other officers shall serve at least three-year terms 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-Treasurer. 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.

Committee on Committee’s representative will advocate for E&M section representation on the societies other committees and report on progress on this front to the steering committee.

The liaison to the physiologists in industry committee will report to the committee on the activities of the physiologists in industry committee and advocate for representation of that committee’s interest in section programming.

The Joint Program Committee representative is responsible for coordinating the efforts of the section and work with sections and other Interest Groups to program Symposia, Featured Topics and poster sessions of interest to the section members at Experimental Biology. In addition at the JPC meeting, as representative to the JPC, he/she is responsible for attending all meetings of the APS Joint Program Committee. The JPC representative shall also be charged with developing the Section’s scientific program for the Experimental Biology Meeting for the following year. The JPC representative 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 trainee advisory committee representative will report to the committee on all activities related to increasing trainee involvement in the section and any APS related activities geared to trainees.

The advocacy representative will keep the section informed (newsletter/list serve about advocacy opportunities) and to seek opportunities and participants to be part of advocacy events as appropriate.

The representative for the American Journal of Physiology will report to the committee on the activities of the journal and will update the committee on the progress the journal is making on improving its impact factor and submissions.

Membership and FAPS committee representative will play an active role in recruiting new members to the society and administer the Fellow of the American Physiological Society (FAPS) Program and advocate for the section to the fellows committee.

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

The terms of office shall be for three years. The Chair and the JPC representative 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 a Steering Committee call for nominations to the E&M membership. The Steering Committee will then vote to establish candidates, who will then be voted on by the general E&M membership. The 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. In any given year, no more than one section award can be received by an individual.