Statement of Organization and Procedures
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.