Renal Section Statement of Organization and Procedures

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;
5. to recognize significant accomplishments of graduate student, postdoctoral, and faculty level renal physiologists via the presentation of APS and Section awards;
6. to nominate Section members for membership on APS committees; and
7. to enhance interest in research and careers in renal physiology.

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 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 APS annual meeting program, and c) 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
   - Women in Renal Physiology (in the event that women are under-represented on the Steering Committee).

2. All elected, section representative, 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 and section representatives 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 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 Research Recognition 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) Berliner 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, and the Editor of the
      American Journal of Physiology – Renal Physiology.
   b) Distinguished Lectureship Committee: This committee is responsible for annually selecting the recipient of the Carl
      W. Gottschalk Distinguished Lectureship of the APS Renal Section. 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.
   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 the Section Treasurer.

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.