Statement of Organization and Procedures

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 in activities and administration, including representation on the Joint Program Committee, the Committee on Committees, and the Fellow of the APS Committee.
- 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 of the CV Section
Fellowship in the CV Section 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;
3) Provide a candidate pool for the Carl J Wiggers Award.

A prospective fellow of the CV Section 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 CV 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 and any APS Councilor who are primary members of the CV Section as ex-officio members, and the Chairs of the standing committees.
of the Section (i.e., Nominating Committee, Fellowship Committee, Awards Committee, Communications Committee, Trainee Committee, Programming Committee (3 chairpersons, including one trainee chairperson), and the Development Committee), as well as the representatives for the Committee on Committees and the Fellow of the APS Committee and the Editor of *AJP: Heart and Circulatory Physiology*. The Section Chair will serve as the Section Advisory Committee representative (SACR) and the APS Nominating Committee representative. The Section Programming Committee Chairs will serve as the CV Section representatives 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 CV Section 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, maintain fiscal records, and organize the Section’s banquet at the annual Experimental Biology meeting. The Secretary-Treasurer will coordinate with the Communications Committee to prepare and send newsletters to the Section membership and will coordinate with the Development Committee to raise funds for Section activities.

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 CV Section Nominating Committee. This slate shall be electronically mailed to the primary members 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 Section Programming Committee, the Section has six other committees – the Nominating Committee, Fellowship Committee, Awards Committee, Development Committee, Communications 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 should be Fellows of the Section, with the exception of trainee members. Each committee chair is charged with maintaining standard operating procedure documents for their position and for the position of their committee members. The individual committee standard operating procedures will provide guidelines and timelines, to be used to pass on instructions to new chairs and new members. These procedures will be available on the CV Section website.

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, Communications, and Trainee Committees; 2) Representatives on all APS ad hoc committees, including the representatives for the Committee on Committees, the Fellow of APS Committee, and the 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 emailed to the Section membership no later than February of each year. The candidates receiving the largest number (or 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. Rankings of all individuals for each committee position (compiled from Nominating Committee member rankings) shall be submitted to the CV Section Steering Committee for final selection of the new committee member(s). 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, 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 will 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 Awarded and Berne Lecturer, respectively.

The Development Committee will be comprised of at least six 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 Development Committee will 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 Communications Committee will be comprised of at least 6 members who are ranked by the Nominating Committee and approved by the Steering Committee. This committee will include at least 2 trainee members. The mission of the committee will be to facilitate communication for the Section, including at least two newsletters annually. This committee will oversee public relations activities for the Section, including maintaining an up-to-date website and active, regularly updated social media accounts (e.g., LinkedIn, Facebook, and Twitter). The Communications Committee will interact with the Secretary-Treasurer and the Trainee Committee for support of communication activities.

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, in particular the Communications Committee. This includes working with the Secretary/Treasurer for the pre-banquet trainee meeting.

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.

c. The Gabor Kaley Lectureship/Symposium is a joint initiative of the American Physiological Society (APS) and the Microcirculatory Society (MCS). This symposium reflects Dr. Gabor Kaley’s contributions and interests in cardiovascular physiology that embodied a particular focus on the microcirculation. Throughout his career Dr. Kaley also demonstrated a particular interest in the development and training of young scientists. Awardees are selected by a joint committee comprised of APS and MCS members.

**Required Documents for the Wiggers and Berne Awards include:** 1) NIH-style biosketch 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, be an APS member in good standing with a primary affiliation in the Cardiovascular Section, and have submitted a first-authored abstract to the Experimental Biology Meeting. 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 be an APS member in good standing with a primary affiliation in the Cardiovascular Section and have submitted a first-authored abstract to the Experimental Biology Meeting. 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.