Statement of Organization and Procedures
Approved by Council April 1981
Amended April 2004
Amended April 2009
Amended August 2012
Amended September 2018

ARTICLE I. Name
The name of this organization is the Cell and Molecular Physiology Section (Cell Section or Section) of the American Physiological Society (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, through representation on the Joint Program Committee, in the organization of the scientific meetings of the Society.
•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
Membership is open to any member of the Society (student, affiliate, regular, emeritus, or honorary) who wishes to become a member. Section membership is conferred by designating Cell and Molecular Physiology as a primary or secondary section for affiliation through the APS Membership Services Department. Primary members are eligible to serve on the Cell Section steering committee. Secondary members are eligible to serve as Section representatives on Society committees with the approval of the steering committee.

ARTICLE IV. Officers
Section 1. Steering Committee
The responsibility for management and supervision of the affairs of the Section shall be vested in a Steering Committee. The members of the Steering Committee shall be the Chair, the Vice-Chair, the Secretary, Committee on Committees Councilor, Nominations Councilor, Awards Councilor, Senior Joint Program Committee Representative, Junior Joint Program Representative, International Representative, Senior Trainee Advisory Representative (postdoctoral fellow), Junior Trainee Advisory Representative (graduate student), Physiologist in Industry Representative, Sage, and FAPS representative. The Editor of AJP: Cell Physiology shall be an ad hoc member of the Steering Committee. A quorum for conducting
Section 2. Steering Committee Members, Terms of Service, and their Responsibilities

All Steering Committee members shall serve three-year terms that overlap so that as few members of the Steering Committee as possible shall need to be replaced each year. The Chair, Vice Chair, Secretary, International Representative, Physiologist in Industry Representative, and three Councilors shall serve for 3 years. The Joint Program Committee Representatives and Trainee Advisory Committee Representatives will serve a term of 3 + 3 years. The Senior Joint Program and Senior Trainee Advisory Representatives are non-elected positions. After serving three years as Junior Joint Program Committee or Junior Trainee Advisory Committee Representatives, they will transition to their respective Senior Representative positions and serve another three years. The Editor-in-Chief of AJP:Cell Physiology will serve as an ad hoc committee member concurrent with their editorial length of service.

The Chair shall call and chair meetings of the Steering Committee and supervise the election process in coordination with the Vice-Chair and Nominations Councilor. The Chair may appoint sub-committees that are necessary for the proper conduct of the affairs of the Section. The Chair will also serve as the Section Advisory Committee (SAC) Representative. The Vice-Chair shall maintain Section financial records and organize the Section dinner at the annual spring Experimental Biology meeting. The Secretary shall keep the minutes of the Steering Committee meetings, the Section membership list, and prepare and distribute the newsletter to all members of the Section. Committee on Committees Councilor shall be the representative to the Committee on Committees and encourage Section members to serve on APS committees. Nominations Councilor shall solicit nominations for membership on the Steering Committee and run elections. The nominations councilor will also solicit nominations for the APS Hugh Davson Distinguished Lectureship from the steering committee and supervise the voting for this award. Awards Councilor shall solicit nominations for trainee awards, organize the trainee Hugh Davson breakfast and poster presentation, and present the awards at the annual spring Experimental Biology meeting Cell Section awards dinner. The International Representative must be a member of the Section who is a foreign national working outside the United States. The member shall advise and inform the steering committee on international issues and opportunities and represent the section in his/her local societies. Physiologist in Industry Representative is a member of the Section who primarily works in an industrial or commercial environment and shall advise and inform the steering committee on issues and opportunities for non-academic physiological research. The Senior and Junior Joint Program Committee Representatives will be the Cell Section representatives to the APS Joint Program Committee. The Senior Joint Program Representative will be the Chair of the Section Program Committee (SPC) and the Junior Joint Program Representative shall act as SPC secretary. The SPC shall be composed of all members of the section’s steering committee and the editor of AJP: Cell Physiology. The SPC shall be charged with developing the Section’s scientific program for the Experimental Biology meeting. The Senior Trainee Advisory Committee Representative will be the Cell Section representative on the APS Trainee Advisory Committee (TAC). Responsibilities of this position include determining how the section can provide necessary support and assistance for section trainees, coordinating section-sponsored trainee activities, and bring relevant trainee matters to the attention of the TAC and APS Council. The Junior Trainee Advisory Committee Representative will assist the senior trainee advisory representative in all these endeavors. The Sage will serve in an advisory role to the Steering Committee. The FAPS representative will serve as the sections representative on the Membership and Fellows of APS committee.
Section 3. Election of Officers
The Chair must have served on the Cell Section Steering Committee in some other position prior to being eligible to be elected to office. The Junior Program Committee Representative must also have previously served on the Cell Section Steering Committee or Chaired a Cell Section sponsored Featured Topic or Symposium at an EB meeting. Terms of office for all Steering Committee positions shall begin and end at the close of the annual spring Experimental Biology meeting of the Society. The Outgoing Chair serves a three year term as Sage. If unable to serve this position, it will be offered to a past member of the steering committee. The outgoing Sage shall serve a three year term as the FAPS representative. If unable to serve this position, it will be offered to a past member of the steering committee. All Society members with a primary affiliation in the Cell and Molecular Physiology Section are eligible to vote on new Steering Committee members from a ballot prepared by the Nominations committee and APS.

Section 4. Nomination for Membership on the Steering Committee
The Nominating Committee will be chaired by the Nominations Councilor and shall consist of all steering committee members. The responsibilities of the Nominating Committee are to solicit and compile nominations for all Cell Section Representatives and for membership on all Cell Section committees. This includes Section Chair, Vice Chair, Secretary, Senior and Junior Joint Program Representatives, Committee on Committee, Nominations, and Awards Councilors, International Representative, Senior and Junior Trainee Advisory Committee Representatives. Nominations for membership on the Steering Committee will be made annually, as appropriate, by the Section’s membership in response to a request by the Nominating Committee. 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 Experimental Biology meeting of the Society. If a current steering committee representative runs for another steering committee position, then the ballot must include enough nominees for the other positions so that the roster of committee representatives can be filled.

Section 5. Special Elections
In the event that any representative is unable to fulfill their term of service on the steering committee, and more than half of their term remains, a special election will be held to fill the position for the remainder of the term. In the event that less than six months of the original term remain, the steering committee can choose to postpone holding a special election and wait to fill the position during the regularly scheduled elections. In the event that the Chair, Senior Joint Program Representative, and Senior Trainee Advisory Committee Representatives are unable to complete their term of service, the Vice-Chair, Junior Joint Program Representative, and Junior Trainee Advisory Committee Representatives will take over their respective positions and special elections will be held to fill the positions they are vacating. The Nominating Committee will put out a 30-day call for nominees from the general membership, organize a ballot, and submit this ballot to the Membership Services Department of the Society to oversee the election. If a currently serving member of the steering committee wishes to submit their name as a nominee for this special election, then the position they are vacating must also be added to the special election ballot.

ARTICLE V. Dues
Dues will not be assessed.
ARTICLE VI. Amendments and Quorum of the Membership

Section 1. Amendments
Amendments to these procedures must be proposed in writing by the Steering Committee. The proposal must then be sent to the members electronically for an electronic vote. Amendment requires the approval of two-thirds of votes received. Alternatively, amendments to these procedures may be proposed in writing to the Steering Committee by five Section members at least two months prior to the annual meeting of the membership, which normally will be held at the Society’s spring Experimental Biology meeting. The proposal must then be sent to the members prior to the annual meeting of the membership. Each amendment requires the approval of two-thirds of the members present at the annual Cell Section dinner.

Section 2. Quorum
The quorum for all membership business meetings is no less than 25 members of the Section.

ARTICLE VII. Awards
Awards will be made as financial and other circumstances permit in order to recognize members of the Section and the Society who have made substantial contributions to the affairs of the Section and the Society. Trainee and New Investigator awards will also be made when appropriate. Nominations for awards will be accepted when called for by instructions published in the Cell Section newsletter.

New Investigator Award
The Cell and Molecular Physiology Section will award ONE New Investigator Award ($1,000 plus reimbursement of the advance Experimental Biology meeting registration fee) recognizing an outstanding investigator in the early stages of his/her career. Candidates should be investigators who have made meritorious contributions to the area represented by the Cell Section. They should not be above the rank of Assistant Professor or a comparable position in a research track at an academic institution or in industry (e.g. Scientist, Sr. Scientist, Research Investigator, etc.). They should receive nominations from at least two regular members of the APS. Candidates will be judged on their publications, how the publications relate to the Cell Section, and evidence for independence and promise (grant funding, peer review activities, etc.). Although this is not an abstract-based award, eligibility requires that awardees submit an abstract under a Cell Section Topic Category, attend the EB Meeting, and make an oral or poster presentation. Unlike the other Cell Section awards, they need not be first author of the submission, but are anticipated to be senior author. Abstracts must be submitted by the EB abstract submission deadline, and then all additional application materials must be completed online by December 31 of the same year. The candidate must be an APS member in good standing and have primary affiliation with the Cell Section.

Candidates must upload: curriculum vitae, 2 nomination letters from APS members, and 3 publication reprints. Awardee will be recognized at the Cell Section Dinner at the EB Meeting. As per APS rules, the candidate must attend the Experimental Biology meeting in order to be eligible for the award. Only one application per candidate will be accepted for any specific year and this award can only be obtained once.
REQUIRED DOCUMENTS:
Curriculum Vitae
Nomination Letter 1
Nomination Letter 2
Publication Reprint 1
Publication Reprint 2
Publication Reprint 3
Abstract Submission Number
Abstract First Author’s full name
Abstract Submission pdf

Postdoctoral Research Recognition Awards

The Cell and Molecular Physiology Section will award up to FIVE Postdoctoral Research Recognition Awards ($500 plus reimbursement of the Experimental Biology meeting advance registration fee) to candidates for work performed while in their first through fifth postdoctoral year or medical residency. Candidates must be first author on an abstract submitted under a Cell Section Topic Category, attend the EB meeting, and participate in a special poster presentation. Abstracts must be submitted by the EB abstract submission deadline, and then all additional application materials must be completed online by December 31 of the same year. The trainee or their direct mentor must be a member in good standing of the APS and have primary affiliation with the Cell Section.

Members of the Cell Section Steering Committee will evaluate all submitted abstracts and supporting documents and select semi-finalists to make a special poster presentation at the EB meeting. All semi-finalists will be contacted via email and acknowledged in a pre-EB newsletter to the section membership. Poster judging typically occurs at the beginning of the EB meeting, and awardees will be recognized at the Cell Section dinner at the EB meeting.

Candidates must upload: curriculum vitae, and a brief (e.g. half page) recommendation letter from their mentor describing why the trainee is deserving of the award. Only one application per candidate will be accepted for any specific year. Award cannot be received in consecutive years.

REQUIRED DOCUMENTS:
Curriculum vitae
Recommendation letter
Abstract submission number
Abstract Submission pdf
Abstract First Author’s full name
Abstract sponsor or advisor’s full name
Abstract sponsor email and phone number
Abstract Sponsor’s membership ID number
Robert Gunn Student Awards

The Cell and Molecular Physiology Section will award up to **SIX Robert Gunn Student Awards** ($500 plus reimbursement of the advance Experimental Biology meeting registration fee) to **medical, graduate** (doctoral or masters), or **undergraduate** students. Candidates must be first author on an abstract submitted under a Cell Section Topic Category, attend the EB meeting, and participate in a special poster presentation. Abstracts must be submitted by the **EB abstract submission deadline**, and then all additional application materials must be completed online by **December 31 of the same year**. The **trainee or their direct mentor** must be a member in good standing of the APS and have **primary affiliation with the Cell Section**.

Members of the Cell Section Steering Committee will evaluate all submitted abstracts and supporting documents and select **semi-finalists** to make a **special poster presentation** at the **EB meeting**. All semi-finalists will be contacted via email and acknowledged in a pre-EB newsletter to the section membership. Poster judging typically occurs at the beginning of the EB meeting, and awardees will be recognized at the Cell Section dinner at the EB meeting.

Candidates must upload: **curriculum vitae** and a **brief** (e.g. half page) **recommendation letter** from their mentor describing why the trainee is deserving of the award. Only one application per candidate will be accepted for any specific year. Award cannot be received in consecutive years, however, previous undergraduate awardees are eligible for the graduate award.

**REQUIRED DOCUMENTS:**
- Curriculum vitae
- Recommendation letter
- Abstract submission number
- Abstract Submission pdf
- Abstract First Author’s full name
- Abstract sponsor or advisor’s full name
- Abstract sponsor email and phone number
- Abstract Sponsor’s membership ID number

APS Hugh Davson Distinguished Lectureship

The 12 Distinguished Lectureship Awards are named after outstanding contributors to the disciplinary areas of physiology represented by the 12 APS Sections. The recipient is chosen by the Section as a representative of the best within the discipline. Lecturers present and are active participants at the Experimental Biology meeting. Each year, four of the 12 lecturers give plenary lectures that incorporate the main meeting topic. In the years that sections do not have plenary lectures, the lecturer presents one hour of a featured topic programmed by the section. Each recipient receives a $1,000 honorarium and up to $2,000 to cover travel and per diem expenses incurred during the meeting.
Trainee International Travel Award

The Cell and Molecular Physiology Section has established a Trainee International Travel Award ($750 plus reimbursement of the advance meeting registration fee) for work done while enrolled as a medical, post-doctoral fellow, graduate (doctoral or masters), or undergraduate student to offset travel expenses to attend an international scientific meeting selected by the Cell Section Steering Committee on an annual basis. Trainees must be first author and present the submitted abstract (poster or presentation) at the meeting. A trainee or their direct mentor must be a member in good standing of the APS and have primary affiliation with the Cell Section.

At the beginning of each calendar year, the Cell Section Steering Committee will identify a target conference or meeting for that year’s award. An applicant should only submit an application to attend that designated conference/meeting.

Members of the Cell Section Steering Committee will evaluate abstracts and supporting information to determine the most meritorious candidate. Please note that acceptance of any other APS travel award to the specified international meeting disqualifies the candidate from receiving the Cell Section Trainee International Travel award. Only one application per candidate will be accepted for any specific year.

Candidates must upload: curriculum vitae and a brief (e.g. one page) recommendation letter from their mentor describing why the trainee is deserving of the award.

**REQUIRED DOCUMENTS:**
Curriculum vitae
Recommendation letter
Abstract submission number
Abstract Submission pdf
Abstract First Author’s full name
Abstract sponsor or advisor’s full name
Abstract sponsor email and phone number
Abstract Sponsor’s membership ID number