Statement of Organization and Procedures


ARTICLE I. Name
The name of this organization is the Cell and Molecular Physiology Section (CAMPS) 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, 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. Secondary members may serve as members of 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, three Councilors, two Program Officers, a postdoctoral fellow representative, an international committee member, a liaison with industry representative, and Sage. The Editor of AJP:Cell shall be an ad hoc member of the Steering Committee. A quorum for conducting official business for the Section will be six of the ten members of the Steering Committee. The Steering Committee will meet or converse twice yearly, i.e., at the annual spring meeting, at a fall conference of the Society, by conference call, or at the meeting of a parallel-interest society.

Section 2. Steering Committee Members and Their Duties
The Steering Committee members shall serve three-year or four-year terms and those terms shall overlap so that as few members of the Steering Committee shall be elected each year as possible. The Chair, Vice Chair, Secretary, the international member, and the three Councilors shall serve for 3 years. The two Program Officers will serve for four years.

The Chair shall call and chair meetings of the Steering Committee and supervise the election process in coordination with the Vice-Chair. The Chair may appoint committees that are necessary for the proper conduct of the affairs of the Section. The Chair will serve as the Section Advisory Committee (SAC) Representative.

The Vice-Chair shall maintain fiscal records and organize the section dinner at the annual spring meeting.

The Secretary shall keep the minutes of the Steering Committee meetings and the membership list, prepare and send the newsletter to the membership of the Section.
Councilor 1 shall be the representative to the Committee on Committees and encourage section members to serve on APS committees. Councilor 2 shall solicit nominations for membership on the Steering Committee and run elections. Councilor 3 shall solicit nominations for Awards, organize the selection of Awardees, and present the Awards at the annual spring meeting section dinner.

The international member 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.

The senior Program Officer will be the section representative to the Joint Program Committee. The senior Program Officer will be the Chair of the Section Program Committee (SPC) and the junior Program Officer (JPO) shall act as secretary. The SPC shall be composed of all members of the section’s steering committee and the editor of the American Journal Physiology: Cell. The SPC shall be charged with developing the Section’s scientific program for the Experimental Biology meeting. The SPC Chair will interact with the Society’s Joint Program Committee to ensure minimal overlap or redundancy with respect to other sections’ programming activities and to develop joint programs integrating more than one section.

The Sage will serve for 3 years and will provide wise advice to the Steering Committee.

Section 3. Election of Officers and Terms of Office

The terms of office shall be for three years or four years. The Chair and SPC Chair both should have served on the Steering Committee prior to being elected to their respective offices. All officers will be elected by ballot vote of the regular membership with a primary affiliation in the Cell and Molecular Physiology Section and on the occasion of an election for membership on the Steering Committee.

Terms of office of the Program Officers and Trainee Advisory Committee representative shall begin in January. Terms of office of all other members of the Steering Committee shall begin and end at the close of the annual spring meeting of the Society.

Rotation and beginnings of terms shall be as follows: Chair, 3 years; Vice-Chair, 3 years; Program Officer 1, 4 years; Program Officer 2, 4 years; Councilor 1, 3 years; Councilor 2, 3 years; Councilor 3, 3 years; Trainee Advisory Committee Representative 3 years; Liaison with Industry Representative, 3 years; Sage 3 years.

The Past-Chair serves a three year term as Sage. If the past chair declines this exalted position, it will be offered to a past member of the steering committee.

Section 4. Nomination for Membership on the Steering Committee

The Nominating Committee will be chaired by the CAMPS councilor for nominations (Councilor 2) and shall consist of all steering committee members. The responsibilities of the Nominating Committee are to solicit and compile nominations for all Cellular and Molecular Physiology Section officers and for membership on all CAMPS committees. This includes Section Chair, Vice Chair, Secretary, Program Officer 1 and 2, Councilors 1, 2, and 3, International Member, Trainee Advisory Committee Representative as well as candidates for APS Council and APS Presidency.

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 Steering 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 meeting of the Society. If a current officer runs for Chair or Vice-Chair then the ballot must include enough nominees for other officers so that the roster of officers can be filled.

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 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 dinner meeting.

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. Student and new investigator awards will also be made when appropriate. Nominations for awards will be accepted when called for by instructions published in a newsletter.

The **Cell and Molecular Physiology Section New Investigator Award** ($1,000 plus reimbursement of the advance registration fee) recognizes 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 and Molecular Physiology 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 and Molecular Physiology 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 and Molecular Physiology Section Topic Category, attend the EB Meeting, and make an oral or poster presentation. Unlike the other CAMPS awards, they need not be first author of the submission, but are anticipated to be senior author. Abstracts must be submitted by the meeting deadline, and then all additional application materials must be completed online by **December 1**.

The candidate must be an APS member in good standing and be affiliated with the Cell and Molecular Physiology Section. Candidates must upload: curriculum vitae, 2 nomination letters from APS members, and 3 reprints. Awardees are recognized at the Cell and Molecular Physiology Banquet at the EB Meeting. As per APS rules, the applicant 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.

**DOCUMENTS REQUIRED:**
- Curriculum Vitae
- Nomination Letter 1
- Nomination Letter 2
- Publication Reprint 1
- Publication Reprint 2
- Publication Reprint 3

**OTHER DOCUMENTS REQUIRED:**
- Abstract Submission Number
- Abstract First Author’s full name
- Abstract Submission pdf

The **Cell and Molecular Physiology Section Research Recognition Awards** ($500 plus reimbursement of the advance registration fee) will be given to TWO successful candidates for work performed while in the first through fifth postdoctoral year or medical residency. Applicants must be first author on an abstract submitted under a Cell and Molecular Physiology Section Topic Category by the abstract deadline to the EB meeting and this work will be the primary basis for evaluation.

The trainee and/or their direct mentor must be a member in good standing of the APS. Members of the CAMPS Steering Committee will evaluate all submitted abstracts and supporting documents and then select the semi-finalists who will be announced via email and a newsletter to the CAMPS membership prior to the EB meeting. The semi-finalists shall make a special poster presentation to the judges and public prior to the Cell and Molecular Section Banquet at the EB meeting (CAMPS dinner). The poster judging typically occurs at the beginning of the EB meeting. Award winners will be selected by the panel at this time and awards announced, for the first time, and presented at the CAMPS dinner. The applicant must attend the Experimental Biology meeting in order to be eligible for the award.

Applicants must upload: 1) a **copy of the submitted abstract**; 2) their **curriculum vitae**; and, 3) a **brief** (e.g. half page) **recommendation letter** from their mentor describing why the trainee is deserving of the award. The abstract must be submitted by the EB meeting abstract deadline and then all additional application materials must be completed online by **December 1**. Only one application per candidate will be accepted for any specific year. Award cannot be received in consecutive years.

**DOCUMENTS REQUIRED:**
- Abstract number
- Abstract author’s full name
The **Cell and Molecular Physiology Section Robert Gunn Student Awards** ($300 plus reimbursement of the advance registration fee) are available for up to **TWO pre-doctoral** candidates, allotment depending on applicant pool. One award will be given for work done while enrolled as a **medical or graduate** (doctoral or masters) student. An **undergraduate researcher** is given priority for the second award. Applicants must be first author on an abstract submitted under a Cell and Molecular Physiology Section Topic Category by the abstract deadline to the EB meeting and this work will be the primary basis for evaluation. The trainee and / or their direct mentor must be a member in good standing of the APS.

Members of the CAMPS Steering Committee will evaluate all submitted abstracts and supporting documents and then select the semi-finalists who will be announced via email and a newsletter to the CAMPS membership prior to the EB meeting. The semi-finalists shall make a special poster presentation to the judges and public prior to the Cell and Molecular Section Banquet at the EB meeting (CAMPS dinner). The poster judging typically occurs at the beginning of the EB meeting. Award winners will be selected by the panel at this time and awards announced, for the first time, and presented at the CAMPS dinner that night. The applicant must attend the Experimental Biology meeting in order to be eligible for the award.

Applicants must upload: 1) a **copy of their abstract;** 2) their **curriculum vitae;** and, 3) a **brief** (e.g. half page) **recommendation letter** from their mentor describing why the trainee is deserving of the award. The abstract must be submitted by the EB meeting abstract deadline and then all additional application materials must be completed online by **December 1**. 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.

**DOCUMENTS REQUIRED:**
- Abstract number
- Abstract author’s full name
- pdf of abstract
- Recommendation letter
- Abstract sponsor or advisor’s full name
- Abstract sponsor email and phone number
- Applicant curriculum vitae
- Abstract Sponsor’s membership ID number