Statement of Organization and Procedures

ARTICLE I. Name

The name of this organization is the CENTRAL NERVOUS SYSTEM SECTION (CNS Section) OF THE AMERICAN PHYSIOLOGICAL SOCIETY.

ARTICLE II. Purposes

The purposes of this organization are to:

- Advise the Society on matters of interest to the members of the Section.
- Advise the Publications Committee and the Editors of The American Journal of Physiology and The Journal of Neurophysiology on the selection of editors and members of editorial boards as vacancies occur or the need arises for expertise represented by members of our section.
- Assist the Education Committee on issues relevant to education of physiologists about the special area of the central nervous system.
- 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.
- Organize and promote interdisciplinary activities that foster interest in the central nervous system.
- Recognize members who have made significant contributions to the affairs of the Section and the Society.
- Recognize significant contributions of graduate and post-graduate level physiologists in the field of the central nervous system.

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 when
the Society member designates the CNS Section as one of their section affiliations through the APS Membership Services Department.

ARTICLE IV. Committees and 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:
- Chair
- Past-Chair
- Secretary-Treasurer
- Joint Program Committee (JPC) Representative
- Committee on Committees (COC) Representative
- Chair of Section Awards Committee
- Fellows of APS Committee Representative
- Physiologists in Industry Committee (PIC) Representative
- International Representative (separate from APS-wide committee)
- Four regular members to serve as “Members-At-Large”
- At least one Student/fellow member (one of these members shall serve as the Section’s representative to the Trainee Advisory Committee)
- The Editor of The Journal of Neurophysiology or his/her designate

Each of the above position will serve a 3-year term and be a voting member of the Steering Committee. At least 25% of the above individuals Committee should be under the age of 42. All positions on the Steering Committee (except the Chair, Past-Chair, and Editor of the Journal of Neurophysiology) shall be selected by the Steering Committee. Finally, all members of the Central Nervous System Section serving on APS committees will also be invited to serve on the Steering Committee although the terms and selection process is determined by APS and approved by APS Council.

A quorum for conducting official business for the Section will be 8 members of the Steering Committee. The Steering Committee will meet (physically or virtually) two or more times yearly (i.e., Experimental Biology Meeting, Society for Neuroscience, or Conference Call)

Section 2. Steering Committee Members and Their Duties
The Chair will call and chair meetings of the Steering Committee. He/she may appoint committees that are necessary for the proper conduct of the affairs of the Section. The Chair will also represent the section on the APS Section Advisory Committee. The Secretary-Treasurer and/or Past-Chair will supervise the election process.

The Secretary-Treasurer shall keep the minutes of the Steering Committee and the membership list, prepare and send spring and fall newsletters to the membership of the Section, and maintain fiscal records with the assistance of APS Staff.
The CNS Section Program Committee shall be chaired by the JPC Representative and composed of the Chair of the Section (ex officio), at least two members of the Section Steering Committee (at least one under the age of 40), The Journal of Neurophysiology representative, and the student/fellow member. The Section Program Committee shall be charged with developing the Section's scientific program for the Experimental Biology meeting. The Program Chair will serve on 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. A quorum for the Section Programming Committee shall be by majority including the JPC Representative.

The Chair of the Section Awards Committee shall be responsible for oversight and coordination of the CNS Section Awards (see Article VII). The awards committee will be composed for the Chair of the Award Committee (appointed by the Steering Committee) plus at least four additional Steering Committee members (at least one under age of 40), a student/fellow representative, and the Chair of the Section (ex officio).

“Members-at-Large” will be appointed to a subcommittee (i.e., Programming, Awards, Treasurer) and assist the respective Chairs with the duties of these committees.

Section 3. Election of Officers and Terms of Office
The terms of office shall be for three years. The Chair will be elected by ballot vote of the regular membership with a primary affiliation in the CNS Section prior to the expiration of their respective term as a regular committee member. The Chair is required to serve on the Steering Committee prior to being elected. A “Chair-Elect” will be identified at least 1 year prior to the term of the current Chair and then serve as Chair for a 3 year term. The Chair-Elect may hold a concurrent position on the Steering Committee. Other positions on the Steering Committee shall be appointed by majority vote of the Steering Committee.

Terms of office of all members of the Steering Committee will begin and end at the close of the annual spring meeting of the Society. The student/fellow appointment will begin and end with the calendar year to coincide with membership on the Trainee Advisory Committee. Terms of individuals who serve on the Steering Committee through appointment on APS-wide committees will end when the respective term ends on the APS-wide committee.

Terms of office for members of the Steering Committee can be terminated if the individual is not available for three consecutive Steering Committee meetings. After missing the third meeting, the Chair will send a letter to the individual indicating that the CNS Section Steering Committee will vote on his/her early dismissal. A simple majority vote in favor of dismissal will result in termination of that appointment. The Committee will then vote on a new member from the list of APS members that list CNS Section as their primary affiliation.

Section 4. Nomination for Membership on the Steering Committee.
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. Nominations will be reviewed by the Steering Committee. Vacant positions will be filled at the spring meeting when terms of existing members expire. Vacancies may be filled at other times of the year as deemed necessary when positions are prematurely vacated or overlap of existing and incoming members is necessary for training purposes. Election to the Steering Committee is by majority vote of the existing committee members.

**ARTICLE V. Dues**
Dues shall not be assessed.

**ARTICLE VI. Amendments or Changes to Procedures and Guidelines**

**Section 1. Amendments**
Amendments or changes to these procedures must be proposed in writing to the Steering Committee. The proposal must then be sent to the Society members whose primary affiliation is in the CNS Section. Amendments or changes require the approval of two-thirds of a quorum.

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

**ARTICLE VII. Awards**
An Awards Subcommittee will be organized as described above (Article IV, Section 2). The Chair of the Awards Committee will serve a 3-year term but members of the Award Committee are appointed on a yearly basis. The Chair and the award committee will be responsible for selecting the winners of the CNS Section Awards: The Van Harreveld Award, the New Investigator Award, and up to 3 Research Recognition Awards. Information about these Awards can be found on the CNS Section web page as well as in the Call for Abstracts for the annual spring meeting of the Society. All applications are submitted on-line through the APS awards website. The awards are made annually and presented to the winners at the CNS reception at the Experimental Biology meeting. Each award consists of a cash prize, complimentary advanced registration to the Experimental Biology meeting, and a certificate.

*The Van Harreveld Memorial Award of the Central Nervous System Section* is abstract-based and recognizes outstanding research by a graduate student who presents an abstract at the Experimental Biology meeting. The subject matter of this presentation can be any topic related to the central or peripheral nervous system. The award is supported by the Van Harreveld Endowment Fund.

*The New Investigator Award of the Central Nervous System Section* recognizes an outstanding researcher in the early stages of his/her career. The applicant must not be above the rank of Assistant Professor or a comparable research track at an
academic institution or industry. Although the award is not abstract-based, the candidate must attend the Experimental Biology meeting and must make an oral or poster presentation on a topic related to the central or peripheral nervous system. The award is supported by APS.

The Research Recognition Awards of the Central Nervous System Section are abstract-based and recognize meritorious research by young investigators. To qualify for this award, the applicant must have received a Ph.D. or other professional degree within the past 10 years and must present a poster or talk at the Experimental Biology Meeting. The subject matter of this presentation can be any topic related to the central or peripheral nervous system. The awards are supported by APS.