Statement of Organization and Procedures
(Approved by Council October 1977, Amended May 2006)

ARTICLE I. Name

The name of this organization is the COMPARATIVE & EVOLUTIONARY PHYSIOLOGY SECTION 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 Comparative & Evolutionary Physiology Section as a primary, secondary, or tertiary section for affiliation through the APS Membership Services Department.

ARTICLE IV. Officers

Section 1. Steering Committee

The Steering Committee is responsible for management and supervision of the affairs of the Section. The members of the Steering Committee are the Chair, the Secretary, the Treasurer, Committee on Committees representative, the Chair of the Section Program Committee (SPC), the Liaison with Industry Representative, the Editor, Associate Editor or appointed representative from the American Journal of Physiology: Regulatory, Integrative and Comparative, and the Post Doctoral Trainee Representative.

A quorum for conducting official business for the Section will be five of the eight members of the Steering Committee. The Steering Committee will meet or converse twice yearly, at the annual spring meeting; business will also be conducted via email or conference calls as necessary.

Section 2. Steering Committee Members and Their Duties

The Steering Committee members shall serve a three-year term and those terms shall overlap so that no more than one member of the Steering Committee shall be elected each year except in unusual circumstances.
The Chair shall call and chair meetings of the Steering Committee and supervise the election process in coordination with the Secretary. The Section Chair will serve as the Section Advisory Committee Representative (SACR). The Chair may appoint committees that are necessary for the proper conduct of the affairs of the Section.

The Secretary shall keep the minutes of the Steering Committee and the membership list, prepare and send the newsletter to the membership of the Section. The Treasurer shall maintain fiscal records.

The SPC Chair shall chair a committee composed of the members of the section’s steering committee, one or more young people who are working in exciting new areas of research, the editor and associate editor of the parallel journal, and an SPC Chair-elect. The SPC shall be charged with developing the Section's scientific program for the Experimental Biology meeting. The SPC Chair will serve as the section representative to the Joint Program Committee and will interact with the Society's JPC 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 Committee on Committee’s Representative will represent the Section on the Society Committee on Committee.

The Liaison with Industry Representative will serve on the Society Liaison with Industry Committee.

The Post Doctoral Trainee Representative will be the Section’s representative on the TAC and will advise the APS Council on items particular to trainees (pre-docs and post-docs). Specifically, TAC representatives will investigate the needs of trainees to determine how the society can provide necessary support and assistance.

**Section 3. Election of Officers and Terms of Office**

The terms of office shall be for three years. The Chair and SPC Chair both should have served on the Steering Committee prior to being elected to their respective offices. Both officers will be elected by ballot vote of the membership with a primary affiliation in the Comparative and Evolutionary Physiology Section prior to the expiration of their respective term as a committee member, and on the occasion of an election for membership on 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.

**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. If more than one individual is nominated for any position, than an election will be by ballot 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.

**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 to the Steering Committee by five 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. Amendment requires 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**
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.