Neural Control and Autonomic Regulation Section
Statement of Organization and Procedures

ARTICLE I. Name
SECTION OF NEURAL CONTROL AND AUTONOMIC REGULATION OF THE AMERICAN PHYSIOLOGICAL SOCIETY.

ARTICLE II. Purposes
The purposes of the Neural Control and Autonomic Regulation (NCAR) section are:

- to organize and promote interdisciplinary activities that foster interest in neural control and autonomic regulation at all levels of physiological organization.
- to advise the American Physiological Society on matters relating to neural control and autonomic regulation;
- to organize and present scientific programs within the American Physiological Society, including scientific sessions, the Carl Ludwig Distinguished Lectureship, symposia, featured topics, American Physiological Society conferences and other programs of interest to members of the section;
- to advise the Publications Committee and the Editors of the American Journal of Physiology 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;
- to assist the Education Committee on issues relevant to education of physiologists about the special area of neural control and autonomic regulation;
- to recognize significant contributions of graduate and post-graduate level physiologists in the field of neural control and autonomic regulation, including selection and presentation of American Physiological Society and section awards.

ARTICLE III. Membership
Membership is open to any member of the American Physiological Society who indicates a significant interest in neural control and autonomic regulation.

ARTICLE IV. Steering Committee Members

1. Responsibility for management and supervision of the affairs of the Section of Neural Control and Autonomic Regulation shall be vested in the Steering Committee to consist of the Chair, Past Chair, Secretary-Treasurer, a Member-At-Large, an International Member, a Science Policy Liaison and Representatives to the following parent committees of the American Physiological Society: the Joint Program Committee, the Committee on Committees, the Physiologists in Industry Committee, and the Trainee Advisory Committee.

   The Editor of the American Journal of Physiology – Regulatory, Integrative and Comparative Physiology shall serve as an ex-officio member, as shall any primary member of NCAR serving as chair of a standing committee or officer of the American Physiological Society, who wishes to participate.

2. A quorum for conducting official business shall be a majority of the Steering Committee Members. Ex-officio members shall not count toward the quorum or have voting privileges, with the exception of participation on Section subcommittees. The Steering Committee shall meet yearly at the annual meeting of Experimental Biology.

3. Duties of the Steering Committee Members:

   Chair: The Chair shall call and chair meetings and conference calls of the Steering Committee and supervise the election process. The Chair shall keep other Members of the Steering Committee fully informed of all significant business. The Chair shall submit an annual report to the business office of the American Physiological Society. The Chair shall serve as the Section representative to the Section Advisory Committee of the American Physiological
Society. The Chair also shall serve as representative to the Nominating Committee of the American Physiological Society.

**Past Chair:** The Past Chair shall serve as counsel to the Chair for all Section business. The Past Chair will serve in this capacity for a period of three years.

**Secretary-Treasurer:** The Secretary-Treasurer shall keep the minutes of the Steering Committee, the e-mail listserv and the membership list and send a newsletter to the membership of the Section at least twice annually. The Secretary-Treasurer shall handle the financial matters of the section, including submission of budgets if necessary. The budget shall be formally approved by the Steering Committee and communicated to the Council of the American Physiological Society. The Secretary-Treasurer shall periodically report the financial state of the Section to the Steering Committee and the membership. The Secretary-Treasurer shall receive and compile nominations to the Steering Committee from the membership of the section.

**Committee on Committees Representative:** The Representative to the Committee on Committees shall request and forward nominations of section members for standing committees of the American Physiological Society to the Committee on Committees. The Representative shall attend and represent the section at meetings of the Committee on Committees of the American Physiological Society.

**Joint Program Committee Representative:** The Joint Program Committee Representative (JPCR) shall be responsible for all matters pertaining to section programming for the American Physiological Society. The JPCR shall chair the Section Program Committee. The Representative shall attend and represent the section at meetings of the Joint Program Committee of the American Physiological Society.

**Physiologists in Industry Committee Representative:** The Representative of the Physiologists in Industry Committee shall be employed outside the academic sector and will serve to provide the perspective of physiologists from Industry. The Representative shall attend and represent the section at meetings of the Physiologists in Industry Committee of the American Physiological Society.

**Trainee Advisory Committee Representative:** The Trainee Advisory Committee Representative shall be a graduate student or post-doctoral trainee at the time of joining the Steering Committee. The Trainee Member will be a full voting member of the Steering Committee. The Representative shall attend and represent the section at meetings of the Trainee Advisory Committee of the American Physiological Society.

**Member-At-Large:** The Member-At-Large of the Steering Committee shall coordinate all activities related to the NCAR Awards process. This member shall serve as Chair of the NCAR Awards Committee.

**International Member:** The International Member shall be a non-US citizen and reside outside of the United States and will serve to represent the NCAR membership from abroad.

**Science Policy Liaison:** The Science Policy Liaison will serve to promote and communicate science policy issues of importance and relevance to the NCAR section membership. The liaison will communicate activities of the Science Policy and Animal Care and Experimentation Committees of the American Physiological Society but will not be a member of these committees.

All members of the Steering Committee shall assist the Chair in arranging section functions at Experimental Biology and other meetings sponsored by NCAR.
4. Election and Appointment of Steering Committee Members

All Members of the NCAR Steering Committee shall be primary members of the NCAR section.

The Chair of the Steering Committee shall be elected by primary regular members of the NCAR section at large, from a slate of members of the Steering Committee who have served at least one year and have been nominated by the Steering Committee. The Chair shall serve a term of three years and shall not be eligible to serve as Chair for three years following the end of service as Past Chair.

A call for applications for other openings in the Steering Committee shall be requested from primary members of the NCAR section by mail or e-mail in advance of the annual Experimental Biology meeting. Applications should be communicated to the Secretary-Treasurer. As part of the selection process, the applicant shall forward a short paragraph describing her/his qualifications for the position, along with submission of an NIH style Biosketch. The Steering Committee will compile a slate of two-three candidates from the top applications.

The Chair, Secretary/Treasurer, Joint Program Committee Representative, Committee on Committees Representative, and Member–At-Large, shall be elected from the slate of applicants by primary members of the NCAR section at large. Voting will be conducted by electronic ballot within two months following the Experimental Biology Meeting. Newly elected members of the Steering Committee shall take office when final results of the ballot are announced.

The Physiologists in Industry Committee Representative, the Trainee Advisory Committee Representative, the International Member, and the Science Policy Liaison shall be appointed by the Steering Committee. Appointment to the position will be determined by the Steering Committee from the slate of applicants at the Experimental Biology Meeting. The Physiologists in Industry and Trainee Advisory Committee Representatives will take office when membership to the parent committee begins. The International Member and Science Policy Liaison will take office immediately upon appointment.

All members shall serve terms of three years. The outgoing Joint Program Committee Representative shall serve a fourth year, ex officio, as counsel to the new JPC Representative. The terms shall be staggered so that no more than three members of the Steering Committee are elected/appointed each year, except in circumstance where a replacement is needed due to inability to complete a term. With the exception of the Chair, Steering Committee members may run for re-election or apply for re-appointment for the same or a different Steering Committee position at the end of their terms.

ARTICLE V. Committees

Section Program Committee: A standing Section Program Committee shall consist of the Steering Committee, and an additional at-large ex-officio member who has special expertise, editorial responsibilities for a journal in a related section area, or membership on a study section. The JPCR shall serve as Chair of the Section Program Committee and report on programming to the Steering Committee. The committee shall have the responsibilities of initiating requests for programming for the annual Experimental Biology meeting, selecting which of the submitted programs shall be presented, and organizing the submitted abstracts for the annual meeting into appropriate scientific sessions or topics.

Awards Committee(s): A standing Awards Committee shall consist of all members of the Steering Committee and ex-officio members who wish to participate. The committee shall be responsible for selection and presentation of the New Investigator and Trainee Awards administered by NCAR and the American Physiological Society. The Member-at-Large of the Steering Committee shall serve as Chair of the Awards Committee, and shall divide responsibilities for selection of each award winner among the committee membership. The Awards Committee Chair, with the concurrence from the Steering Committee, may appoint primary members of NCAR to the committee for the purpose of assisting with selection of award winners. Each award shall have at least five participating reviewers.
The Steering Committee shall have responsibility for reviewing the guidelines for New Investigator and Trainee Awards administered by NCAR and the American Physiological Society, and resolving any disputed issue related to eligibility of an applicant.

Any member of the Awards Committee who has a conflict of interest for an applicant shall abstain from scoring the application and discussing and voting on the selection of the award winner.

The Steering Committee shall have responsibility for selection of the Carl Ludwig Distinguished Lectureship Award winner. The section Chair shall receive and compile nominations for the Carl Ludwig Award.

**Other Committees:** The Chair of the Steering Committee, with concurrence from the Steering Committee, may appoint committees as necessary.

**ARTICLE VI. Dues**

Dues shall not be assessed.

**ARTICLE VII. Compliance**

Nothing in this statement of Organization and Procedures shall be construed as contradictory to the Constitution and Bylaws or Operational Guide of the American Physiological Society.

**ARTICLE VIII. Meetings of the Section**

An annual business meeting of the Section of Neural Control and Autonomic Regulation shall be held in conjunction with a section social event during the annual Experimental Biology meeting.

**ARTICLE IX. Amendment of Statement of Organization and Procedures**

Changes in the Section Statement of Organization and Procedures (SOP) shall be initiated by the Steering Committee or by section members through the Steering Committee. The Steering Committee shall review the SOP on a five-year basis. Changes in the SOP proposed and approved by the Steering Committee shall be instituted by a majority vote of the primary regular membership at large. The vote shall be cast by email ballot.

(Reviewed: 2013)

Aps