

SOCIETY OF TOXICOLOGIC PATHOLOGY



BYLAWS of the SOCIETY OF TOXICOLOGIC PATHOLOGY

The document printed below consists of the original Bylaws as finalized on December 9, 1971, and as amended in March 1974, December 1980, August 1981, February 1985, November 1986, April 1992, December 1995, and March 1997, June 1998, June 1999, February 2001, and October 2003, February 2005, October 2005, September 2006, October 2007, November 2009, May 2010, June 2010, September 2010, April 2011, July 2012, August 2013, June 2014, November 2014, November 2016, and May 2019.

Article I - Executive Committee

Section A The Society of Toxicologic Pathology (STP) is committed to the philosophy of equality of opportunity and treatment for all, regardless of gender, gender identity, race, ethnic origin, religion, age, marital status, sexual orientation, disabilities or any other reason unrelated to scientific merit. The STP Executive Committee shall be responsible for the development of such policies as may be appropriate to recognize and maintain this commitment.

The officers, Past-President and councilors comprising the Executive Committee shall formulate policies and shall have full power to act for the Society in harmony with the provisions of the Constitution and Bylaws of the Society. The Executive Committee shall delegate authority for disbursement of the Society's funds for ordinary business. Furthermore, they shall appoint such committees as are necessary for the proper administration of the Society's affairs.

Section B The Executive Committee may be called into special session as provided for in Article VI, Section B of the Constitution with the following provisions:

1. The agenda shall comprise a part of the meeting notice, and will be made available to the membership.
2. The Committee shall convene at the specified time (within 7-21 days following notification of the date).

Article II - Officers

Section A The President shall preside at the annual meeting and otherwise discharge the duties assigned to this office. The term of office shall be one year. The Past-President shall serve for one year on the Executive Committee, with full voting rights.

Section B The President-Elect shall, in the absence of the President, discharge all of the President's duties.

Section C The Secretary-Treasurer shall oversee a central office for the transaction of the business of the Society, including Society files, correspondence and meeting minutes and keep or cause to be kept in the regular books of accounting for the Society.

Section D The Secretary-Treasurer shall be elected for a three-year term.

A Secretary-Treasurer-elect will be elected one year prior to the end of the incumbent's term of office. The Secretary-Treasurer-elect will be a non-voting member of the Executive Committee for one year before serving a three-year term as Secretary-Treasurer.

- Section E Councilors shall be elected for a four-year term. One councilor shall be elected yearly, except that every fourth year, two councilors shall be elected. Absence from more than 50% of the meetings scheduled in any one 12-month period constitutes a resignation.
- Section F Should the office of President become vacant; it shall be filled by the President-Elect.
- Section G In the event of a vacancy in any other office, the Executive Committee shall appoint a member in good standing to fill the vacancy for the unexpired portion of the term of that office.

Article III – Membership

Section A Membership will be conferred by a majority vote of the Executive Committee, based on the recommendations of the Membership Committee, upon candidates who have complied with requirements for a class of membership as described in Section B.

Section B 1. Full Member- Any person involved in safety assessment, teaching, or research in toxicology or toxicologic pathology by virtue of training, experience, or scientific contributions.

An on-line application form must be submitted providing details on education, training, work experience, publications, research projects and participation on academic or industry committees. The training, experience and contributions must be acceptable to the Executive Committee. If not evident from the application, a letter must be submitted providing background of the person's contributions to toxicologic pathology and reasons for seeking membership.

Individuals who so qualify and are approved by the Executive Committee shall have all the privileges of membership, including the right to vote and hold office, and shall be assessed annual dues. Full members shall receive the journal, the newsletter and other STP mailings.

2. Associate Member-Any person with an interest in toxicologic pathology.

Associate Members shall have all the privileges of membership, including committee membership but cannot vote or hold office. Associate members shall be assessed annual dues and shall receive the journal, the newsletter, and other STP mailings.

3. Student Members-Students who apply must be enrolled full time or part time in a professional Veterinary or medical degree, or graduate degree, residency or postdoctoral training program.

Student members shall have most of the privileges of membership, including committee membership, but cannot vote or hold office. Student members shall be assessed annual dues, and shall receive the newsletter, web-based access to the journal, and other STP mailings. A hard copy subscription to the journal is available to student members at additional cost. Both the initial application and subsequent renewal of student membership must be accompanied by a communication, either electronic or hardcopy, from the student's supervisor or advisor to verify eligibility for continued student membership.

4. Emeritus Member-Any Full Member who has retired may be designated an Emeritus member by the Executive Committee at the member's request. Application for Emeritus status will include a statement that the member is fully retired and is not engaged for profit

in toxicology or toxicologic pathology, including full-time or part-time professional consultation. It is incumbent upon members designated Emeritus to inform the Society if he or she resumes income producing work in the field of toxicology or toxicologic pathology. Should that occur, the member would revert to Full Member status, with requisite dues and privileges. Emeritus Members will be exempt from financial responsibility to the Society.

Emeritus members shall have all privileges of members, including committee membership, except the right to vote or hold office. Emeritus Members receive web-based access to the journal, the STP newsletter and other STP mailings. The print journal will be available to emeritus members at additional cost.

5. Honorary Members selected prior to June 2012 will have many of the privileges of membership including committee membership, the right to vote, electronic access to Toxicologic Pathology, the STP newsletter and website, and other STP mailings on a continuing basis. Honorary Members may not hold elected office.
6. Change in Membership Status-Associate Members may request a change in membership status upon fulfillment of the requirements for the Full Membership class by reapplication to the Executive Committee, accompanied by documented statements in support of Full Membership requirements.

Article IV – Annual Business Meeting

Section A The annual business meeting shall be held at such time as shall be determined by the Executive Committee.

Article V – Elections

Section A A slate of officer and councilor candidates for election shall be prepared by the Nominations Committee. Election shall be by electronic ballot before the annual meeting. Election shall be by plurality vote of all those responding by ballot. For each vacancy, there shall be no less than two candidates for election.

Section B The Nominations Committee will be a special committee as defined in Article VI, Section Number 2 of the Bylaws.

Section C The Nominations Committee shall be comprised of three members: the Past-President, serving as Chairperson, and two members selected from the general membership, giving broad representation to the occupational interests of the membership such as private individuals, government agencies, academic institutions and industry.

Section D The election procedure will commence immediately following the annual meeting with a slate of candidates to be presented by the Nominations Committee to the Executive Committee for consideration at their Fall Meeting.

Section E Nominations for the next year's election will be opened to the membership at the annual meeting. Additional nominations from the membership will be accepted by the Secretary-Treasurer not later than 6 months prior to the next scheduled annual meeting. These nominations shall consist of a written endorsement supported by at least 5% of the active Full Membership, to be placed on the election ballot.

The endorsement could consist of written signatures or e-mails that are sent from the member's e-mail

address of record with STP to the initiator of the petition. E-mails should clearly state the senders' support for a specific nominee for a specific elected office.

Article VI – Committees

- Section A The objectives of this Society, as set forth in Article II of the Constitution, shall be implemented by standing and special committees established by the Executive Committee.
1. Standing committees will be established to carry out continuing programs of the Society such as: committees for membership, training, symposium, journal, external affairs, and issues of public significance, standard nomenclature and others deemed necessary.
 2. Special committees, including the Nominations committee, will be established to study and/or act upon specific objectives or problems which are not continuing programs of the Society.
- Section B The Executive Committee shall charge each committee with its purpose, authority, limitations and budget at the time it is established and at such time as these charges are changed by action of the Executive committee. The Executive Committee shall appoint and dissolve each committee and shall appoint one of the members of each committee as its chairperson.
- Section C Committee chairpersons may recommend members of the Society to the Executive Committee for consideration for appointment to their committee. Any member of the Society may be appointed to one or more committees, either as committee member or chairperson, to best serve the objectives of the Society.
- Section D Functions of the committees shall be carried out by correspondence, discussion groups, workshops or any other means under the guidance of the committee chairpersons. All committee chairpersons shall be responsible to the Executive Committee and shall report the progress of their groups to the Executive Committee during the year. Chairpersons may not issue public statements regarding their activities without the explicit approval of the Executive Committee. Committee chairpersons shall prepare progress reports at the end of each year for presentation at the annual meeting.

Article VII – Affiliation

- Section A The Society shall seek, enter into or withdraw from agreements, cooperatives or affiliations with other Societies, organizations or groups in pursuit of the fulfillment of its objectives. Prior to formalization, such activities must be approved by two thirds of the Executive Committee members.

Article VIII – Dues

2. Section A The annual membership dues of the society shall be fixed by the Executive Committee and shall be payable in advance. Special membership dues structures (e.g. student membership dues) may be established by the Executive Committee. Members who have not paid dues by the required deadline will not receive the journal by mail. Prior to cancellation of journal mailing, at least one attempt will be made to contact members who owe dues. Members who have not paid dues 3 months after the deadline will lose membership privileges, including access to the Members Only portion of the STP web site, the right to vote, and the eligibility to register for meetings at a reduced member rate. Individuals who are at least 6 months late in paying dues may be removed from the membership and member directory at the discretion of the Executive Committee. Individuals who pay late dues in full

within one year of the deadline will be automatically reinstated as members. Those who do not pay dues within one year must reapply for admission as a new member.

Article IX – Amendment to Bylaws

Section A Amendments to the Bylaws may be proposed by the Executive Committee or by any voting member of the society. Amendment proposals from the membership must be presented to the Executive Committee in writing and be supported and signed by at least 6 additional voting members of the Society. For approval, amendments must receive affirmative votes from two-thirds of the Executive Committee members. Noticed of these amendments shall be promptly communicated to the full membership, but shall not require affirmation by the membership.

Article X – Disciplinary Action and Appeals

- Section A Conduct deemed detrimental to the Society include (1) a violation of the Society's Constitution or these Bylaws, (2) a conviction or equivalent guilty plea in any court of competent jurisdiction and (3) any disqualification, restriction or prohibition of the member from participating before or submitting research or work product to any state, federal, or international governmental agency.
- Section B In cases of detrimental conduct, an *ad hoc* Hearing Panel appointed by the Executive Committee shall have the authority to censure, suspend, expel, place on probation, or exonerate Society members.
- Section C The member accused of conduct detrimental to the Society shall have an opportunity to hear the evidence, and present additional materials to refute the charge. If desired, the implicated member has the right to appear before the Hearing Panel in person.
- Section D An unfavorable decision by the Hearing Panel may be appealed by the affected person to the Executive Committee. The appeal must be made in writing and received within 90 days of the adverse decision. The grounds for the appeal will be that the Hearing Panel (1) disregarded stated Society procedures in rendering its decision, and/or (2) failed to consider relevant documentation presented by the accused. The Executive Committee will decide the appeal in writing within 120 days after receiving the petition.