

Biophysical Society Operational Handbook

Contents

Committees.....	10
Governance.....	3
Council.....	7
Executive Board.....	6
Nominations & Elections.....	9
Officers.....	3
Meetings.....	20
Annual.....	21
Business.....	21
Council.....	20
Executive Board.....	21
Reimbursement Policies.....	24
Meeting Support Guidelines	25
Membership.....	2
Dues.....	3
Membership Categories—Duties and Privileges.....	2
Society Purpose.....	2
Subgroups.....	27

Society's Purpose

Constitution, Article II: The purpose of the Biophysical Society is to encourage development and dissemination of knowledge in biophysics.

Membership

Constitution, Article III: Membership in the Biophysical Society shall be open to scientists who share the stated purpose of the Society and who have educational, research, or practical experience in biophysics or in an allied scientific field.

Bylaws, Article I: The Society shall consist of regular members (including charter members) and student members. It can admit to membership applicants eligible under Article III of the Constitution. Applicants must complete a Society membership form and submit it to the Society Office for approval.

Only regular members in good standing shall have the right to vote, to sponsor new members, or to hold office. Charter members are those who have been admitted to the Society and who have paid their dues for 1957. Provided that dues are paid as specified in Article III of the Bylaws, charter members continue as regular members of the Society without further application. Students pursuing a course of study in biophysics or in related sciences, can be admitted to student membership (for a period not exceeding five years) when sponsored by PI. Resignation shall be submitted to the secretary in writing.

Membership Classes—Duties and Privileges

All members receive free access to BJ Online, reduced rate for print version of BJ, monthly newsletters, a directory of members, privilege of submitting an abstract to the Annual Meeting, reduced registration rates, free candidate placement service, access to annual Business Meeting, reduced page charges when publishing in BJ, free online color figure publication in BJ.

Regular Members

- May hold elective office.
- May vote in Society elections.
- May vote at Annual Business Meeting.
- May serve on committees.
- May sponsor non-member abstracts submitted at annual meeting.
- May sponsor new member application.
- Eligible for Society Awards, unless serving on the Awards Committee.
- Pay reduced early career membership rate during first six years after receipt of first professional degree.
- Pay reduced rate for job advertisement in Placement Service.
- Eligible for Emeritus status at age 60 if retired and have paid regular membership for 10 consecutive years.

Student Members

- Pay undergraduate student rate for up to four years
- Pay graduate student rate for up to five years.
- May submit/sponsor own abstract.

- Eligible for Student Travel Awards.
- Eligible for SRAA competition.

Dues

Bylaws, Article III: The Fiscal year of the Society shall run from July 1 through June 30 of the subsequent calendar year. Membership will be by calendar year. Membership dues may be changed from time to time by the Council, subject to approval by a majority vote of the members at an annual business meeting. Annual dues are payable on October 1 for the subsequent calendar year. Members who have not paid will be notified and if they still have not paid will be dropped from the mailing and subscription lists on the first day of January. Prior to the following July 1, members will be reinstated upon payment of dues; if in arrears on that date, they will be dropped from membership. Members admitted prior to July will be billed for dues for the current calendar year; members admitted after July will begin paying dues and receiving privileges on the following January 1.

Expulsion of Members or Disciplinary Action for Ethical Violations

Language adopted in February 2006: A member in good standing may be dropped from membership for acts, conducts, or practices that tend to injure or adversely affect the reputation of the Society, or that are contrary to, or destructive of, the objectives of the Society, or for substantial errors or omissions subsequently discovered in the information filed with his/her application of membership. Expulsion of a member by the Executive Board shall be final and shall cancel all rights, interest, or privileges of such member in the services or resources of the Society.

Governance

The Society is governed by elected Officers and an elected Council and Executive Board. No financial or policy commitments may be made on behalf of the Society by any individual. Such commitments must be approved by the Board or Council and all communications confirming the commitments must be sent from the Society Office under appropriate signature.

Officers

Constitution, Article IV, states:

The officers of the Society shall be a president, a president-elect, a secretary, and a treasurer. The President-elect shall serve one year as such, followed by one year as president. No person shall ever be eligible for re-election to the presidency.

The secretary and the treasurer shall be elected to staggered terms of four years. No person may hold the office of secretary and/or of treasurer for more than one term. A new secretary-elect and/or treasurer-elect shall work with the incumbent secretary and/or treasurer for six months during the latter's terminal year in office before assuming the responsibilities of the office. The four-year term shall begin with the assumption of full duties of the office.

President

The President-Elect automatically becomes President for one year at the closing of the Annual Business Meeting, held each year at the Annual Meeting.

Duties of the President are:

- Presides over Annual Business Meeting and submits its agenda to Council for approval.
- Chairs the Council and Executive Board meetings.
- Handles all correspondence on major policy matters.
- Prepares agenda for Council and Executive Board meetings and invites participants.
- Names National Lecturer (does so while President-Elect).
- Presents name of Annual Meeting Program Chair to Executive Board for discussion and confirms selection (does so within two months of election to President-Elect).
- Chairs National Lecture and Awards Symposium at Annual Meeting.
- Submits names of all committee appointments, except nominating Committee, to Board and Council for approval. (Prepares list while President-Elect.)
- Serves as ex-officio, voting member on Awards, Finance, and Public Affairs committees.
- Notifies candidates of election results.
- Sends thank you letters to retiring council and committee members.
- Sends thank you letters to annual meeting speakers.
- Sends notification letters to newly appointed committee members.

President-Elect

Serves as president-elect for one year beginning at the close of the Annual Business Meeting, held each year during the Annual Meeting. He/she becomes President the following year at the close of the Business Meeting, or earlier if the President is unable to fulfill his/her term and commitments of office.

Duties of the President-elect are:

- Serves as voting member on Executive Board and Council.
- Serves as ex-officio voting member on the Awards Committee.
- Names National Lecture and Program Chair and prepares committee appointments for his/her year as President.
- Names Program Chair within two months of election (see above under Duties of the President).

Immediate Past-President

Serves as immediate past-president for one year beginning at the close of the Annual Business Meeting.

Duties of the Immediate Past-President:

- Serves as voting member on Executive Board and Council.
- Serves as ex-officio voting member on Awards and Nominating committees.

Treasurer

Bylaws, Article V: The Treasurer of the Society is responsible for overseeing the Society's finances, including budget and reserves. The treasurer-elect shall work closely with the incumbent to become familiar with the duties of the office.

Duties of the Treasurer are:

- Chairs the Finance Committee.
- Chairs the Exhibits Advisory Committee.

- Serves as voting member of Executive Board and Council.
- Serves as ex-officio non-voting member on Publications Committee.
- Presents reports on Society finances and activities of Finance Committee to the Board and Council.
- Presents annual audit and budget report to membership at annual Business Meeting.

Secretary

Bylaws, Article V: The secretary of the Society shall and carry out duties that usually pertain to this office. The secretary-elect shall work closely with the incumbent to become familiar with the duties of the office.

Duties of the Secretary are:

- Serves as voting member of Executive Board and Council.
- Serves as ex-officio non-voting member on Membership, Public Affairs, and Finance Committees.
- Chairs Subgroup Chairs meetings and conference calls and serves as subgroup liaison with Board and Council.
- Conducts elections for Executive Board and Nominating Committee members.
- Member of the Board who provides continuity and coordination among committees. The Secretary serves as a liaison to the membership, public affairs, and finance committees and chairs the Member Services Committee and Subgroup Chairs meetings.

Executive Board

Constitution, Article VI: There shall be an Executive Board, responsible to the Council, which shall have general charge of the affairs of the Society in the interval between council meetings. It shall consist of the four officers, the past president, and four members elected by New Council. Each year the New Council shall elect two of its members for two-year terms, which can extend beyond their Council terms.

Bylaws, Article VII: Duties of the Executive Board

- Conducts the affairs of the Society in accordance with the policies determined by the Council.
- Meets at least two times each year, once during the Annual Meeting.
- Plans scientific meetings.
- Authorizes the expenditure of Society funds.
- Obtains an annual audit of Society finances.
- Reports to Council.
- Reports to the Membership on behalf of Council.
- Appoints Executive Officer.
- Undertakes such other duties as may be delegated to it by the Council, or as are not otherwise assigned.

Council

Constitution, Article V: There shall be a council responsible for the fulfillment of the scientific and business obligations of the Society.

The officers, the immediate past-president (non-voting), and 21 elected members shall constitute this Council. The elected councilors shall be chosen by the membership of the Society for three-year terms, seven to be elected each year. No elected member of the Council shall be eligible for reelection until one year after the expiration of a full three-year term.

Bylaws, Article VI: Duties of the Council

- Makes all major policy decisions relevant to Society activities consistent with the Constitution and Bylaws. Detail work is done by committees and the Executive Officer, all of whom are responsible to Council.
- Elects two of its members each year to serve on the Executive Board for two-year terms and fills any vacancies that may occur.
- Elects members of the Nominating Committee and selects its Chair.
- Elects members of the Publications Committee and its Chair.
- Approves all committee appointments.
- Approves Annual Meeting program.
- Approves other meeting programs.
- Approves all editor and editorial board appointments recommended by the Publications Committee.

Additional Duties not Stipulated in Bylaws:

- Elects four of its members to the Program Committee on rotating three-year terms.
- Sorts Annual Meeting abstracts and platform sessions.
- Reviews Annual Meeting program for conflicts.
- Each member of Council evaluates an assigned-committee report and determines if any item needs to be placed on the agenda for further discussion.

Fiduciary Responsibilities of Board and Council Members (adopted July 2006):

1. Determine the organization's mission and purpose. It is the Board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. Select the chief executive. Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. Provide proper financial oversight. The Board must assist in developing the annual budget and ensuring that proper financial controls are in place. The Board will ensure that the Society has a sound business mode to ensure that it can continue into the future.
4. Ensure adequate resources. One of the Board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
5. Ensure legal and ethical integrity and maintain accountability. The Board is ultimately responsible for ensuring adherence to legal standards and ethical norms.

6. Ensure effective organizational planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
7. Recruit and orient new board members and assess board performance. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.
8. Enhance the organization's public standing. The Board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
9. Determine, monitor, and strengthen the organization's programs and services. The Board's responsibility is to determine which programs are consistent with the organization's mission and to monitor their effectiveness.
10. Support the chief executive and assess his or her performance. The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.

Nomination and Election of Officers and Council

The Society Bylaws, Article IX specify: Nominations for offices to become vacant shall be made by the nominating committee. Nominations for secretary and treasurer shall be made one year prior to the end of the term of the incumbent. Nominations will also be received by petition.

The election of Council members shall follow the same schedule as for the election of officers. The slate of the nominating committee shall contain at least five more names than the number of vacancies for both full and unexpired terms. Additional nominations to the Council may be made by petition. Each petition must be signed by 0.5% of regular members and must contain a written statement of willingness, if elected, to serve and to attend Council meetings as described in Article VIII.

The final list of nominees arranged as a ballot shall be mailed to the members by June 15 and the ballots must be returned to the Secretary before August 1. In order that the names of persons nominated by petition appear on the ballot, the petitions must be received by the secretary by October 1 the year before the election. The candidate for each office receiving the highest number of votes will be elected.

Terms

Bylaws, Article IX specifies: With the exception of the treasurer and secretary, all officers and Council members shall take office at the end of the annual business meeting. The treasurer and secretary shall take office at the beginning of the fiscal year immediately following the election. However, all officers shall continue until relieved by their successors. The secretary-elect and treasurer-elect shall begin learning the duties of the offices immediately upon notice of election.

Interim Vacancies

Bylaws, Article IX specifies: Interim vacancies on the Council (including those created by inability to serve and by election of a Council member to an office or as editor) shall be filled in the order of votes received by those on the slate but otherwise failing of election, at the last regular election. Interim vacancies in the offices of the treasurer or of secretary shall be filled by the Council until the completion of the next regular election. An interim vacancy in the presidency shall be filled by advancement of the president-elect; however, in the event that there is no president-elect to advance, the Council shall elect one of its number as acting president to serve until completion of the next regular election.

Nomination and Election Procedures for Executive Board

Procedure

Constitution, Article VI: Each year, the Council shall elect two of its members for two-year terms, which can extend beyond their Council terms. When there is a secretary-elect and/or treasurer-elect the person(s) should attend the meetings of the Executive Board but shall not vote until the official term begins.

Committees

Biophysical Society Committees may be chartered in the Bylaws, established by the Council or Executive Board as standing committees, or as ad hoc committees. Standing or ad hoc committees may be dissolved by a majority vote of Council. The history of the establishment, membership and charge for each committee below has been documented where possible by cross-reference to minutes and other documents.

Appointment of Chairs and Members

Except as indicated in the Bylaws [Nominating (Articles VI and VIII) and Publications (Article VI) Committees], Committee chairs and members are appointed and charged by the President upon approval by the Executive Board (Bylaws, Article V) and Council (Committee on Committee Report, in action: e.g., New Council, 1984, 1996). Committee chairs are chosen from Council (Bylaws, Article VI), but the restriction may be waived by a majority vote of Council (waived 1999-2009; waived permanently in 2009 as an unsustainable rule). Committee members are appointed by the President, often upon recommendation by the Committee Chair. Initial appointments are for a maximum of three years, and may be renewed once (Executive Board, September, 1995). Terms begin July 1 following approval by Council.

General Responsibilities

The Chair of each Committee is charged with preparing reports for the Executive Board and Council at least annually, and upon request by an Officer or Executive Officer (Executive Board, May and September, 1995). Each committee report must be submitted in writing four weeks before the annual meeting of Council, and must include an accounting and evaluation of its activities and of its budget. Each Chair is responsible for submitting a budget to the Finance Committee prior to October 15 for the following fiscal year, to allow development of a budget for approval by the Board and Council at the Annual Meeting (Executive Board, February, 1995). Committees and their activities will be evaluated by the Board and Council based on how well they support the Society's stated purpose. Committee members who do not actively participate in their committees may be removed. No financial or policy commitments may be made on behalf of the Society by any committee or program chair. Such commitments must be approved by the Board or Council and communications confirming the commitments must be sent from the Society Office under appropriate signature.

Awards Committee

Establishment: Council, February 9, 1992. Modified Executive Board, 1997 and 1998; New Council, February 1999.

Membership: The Awards Committee will consist of the Chair, President, President-elect, Immediate Past-President, and three-to-four members chosen so that the full committee adequately covers the breadth of the Society. The areas requiring representation are: proteins, nucleic acid, supramolecular assemblies, channels, receptors, electrophysiology, photophysics, cell biophysics, and contractility, membranes. Committee members are ineligible for awards while serving on the committee, and they cannot resign or recuse themselves from the committee so that they can be considered.

Charge: To select award winners. The Chair has the same right to vote as all other committee members. The Committee will judge all awards, including the Fellows Award.

- Follows all General Responsibilities for committees, noted above.
- The Committee is charged with soliciting nominations for all awards to ensure a broad range of high-quality nominees for each award.
- The Committee will solicit nominations from Council, subgroup chairs, committee chairs, and general membership.
- The Committee is empowered to make nominations when necessary.
- The rotation cycle for judges (other than officers) will be staggered, three-year terms. All terms begin and end on date of Annual Business Meeting of year in question.
- Nominations for the awards will be sought in fall and winter with a deadline of May 1.
- Judging for awards occurs in the spring.
- The Chair will write the award citations for all awardees. Those citations will be published in the Newsletter, in BJ, and on award plaques.

Biophysical Society Thematic Meetings Committee

History prior to 2007:

Establishment: by the Executive Board, September 11, 1976, as an ad hoc committee to develop a meeting format proposal along the lines of the Faraday Society Symposia. Combined Council, February 1977, the proposal was endorsed. The “Committee,” with Adrian Parsegian as Biophysical Discussions Editor, functioned until a formal procedure was approved by Council on February 8, 1992. Disbanded, but reconstituted by Council on February 17, 2001, with Roger Cooke, Chair. Reconstituted with new committee charge in February 2003. Renamed Thematic Meetings Committee with a new charge in 2009.

Membership: Appointed by President, approved by Executive Board and Council. Membership shall consist of the Chair, and other members as deemed necessary, for rotating three-year terms.

Charge: To solicit topics for annual Thematic meetings, solicit and select a topic, organizers, and submit complete proposal to the Executive Board and Council for final approval. Meetings should foster collaboration among research areas, may be held in conjunction with other groups and outside the US.

Early Careers Committee

Establishment: Organized following a panel discussion at the Annual Meeting in 2001 at which time a steering committee was established. Changed its name to Early Career Committee in November 2002 to better reflect its members and the issues it addresses.

Membership: Chair and committee members appointed by the President, approved by Executive Board and Council, each for rotating three-year terms. Chair and committee members should be in an early stage of their careers and are appointed by the President, approved by the Executive Board and Council, each for rotating three-year terms.

Charge: (approved by Executive Board, November 2001 and Council, February 2002). To guide and promote the Society’s career development activities, including the organization of informational panels and presentations at the Annual Meeting and articles in the Society’s newsletter. In addition, the Committee is responsible for increasing the involvement of early career (graduate student, postdoctoral, or newly independent scientists) members in Society affairs.

Duties:

- Follows all General Responsibilities for committees, noted above.
- Chair serves on Member Services Committee.
- Organizes the Postdoctoral and Graduate Student Breakfasts at the Annual Meeting
- Oversees Meet & Greet at the Annual Meeting Opening Session.
- Coordinates early career programs for Annual Meeting.
- Produces articles and features for the Newsletter.
- Oversees Placement Service, which is organized by Society Office staff.
- Works on outreach programs with other Member Services committees.

Education Committee

Establishment: no information. The membership of the committee was listed as early as the 1971 Directory.

Membership: Appointed by President, approved by Executive Board and Council.

Charge: (From the Committee on Committees report.) The Education Committee is responsible for providing materials and ideas to be used in advertising biophysics to the general public and particularly to students. The Committee plans and executes brochures and educational programs at the Annual Meeting, and at other opportunities. A program involving students and teachers from local high schools and colleges should be organized at each annual meeting (1988, first Student Symposium).

Duties:

- Follows all General Responsibilities for committees, noted above.
- Chair serves on the Member Services Committee.
- Oversees Education webpage.
- Organizes Student symposium program.
- Organizes educational programs at Annual Meeting.
- Oversees SRAA program.
- Periodically updates the Careers in Biophysics booklet.
- Organizes and judges Student Travel Award program.
- Works on outreach programs with other Member Services committees.

Finance Committee

Establishment: As a standing committee by Council on February 12, 1995; replaced the *ad hoc* Finance Committee

Membership: Treasurer (Chair), Secretary, President, four members appointed by the President and approved by the Executive Board and Council, and Publications Committee Chair (*ex-officio*, non-voting).

Charge: To provide advice to the Executive Board and Council on the finances of the Society. The Committee will review the fiscal health of the Society and, with the Executive Officer, prepare and recommend an annual

budget for approval by the Executive Board and Council at the Annual Meeting. The draft budget must be prepared in time to be circulated two weeks prior to the Annual Meeting.

Duties:

- Oversees annual audit.
- Develops fiscal-year budget.
- Oversees Society reserves.

International Relations Committee

Establishment: 1995 when the Committee on International Freedom and Human Rights of Scientists was disbanded by the Executive Board.

Membership: Chair, and six-to-eight members, appointed by President, approved by Executive Board and Council.

Charge: To enhance communication with the international biophysics community by (1) attracting international members, (2) interacting with foreign biophysical societies, (3) initiating scientific activities in biophysics around the world, (4) interacting with IUPAB. In addition, the committee will be expected to watch for international human rights issues and report them to Council as they arise.

Duties:

- Follows all General Responsibilities for committees, noted above.
- Chair also serves on Member Services Committee.
- Oversees International Travel Awards.
- Holds annual International Travel Awardee Luncheon.
- Evaluates requests for International Meeting Support.
- Monitors effectiveness of reduced membership to less affluent countries identified by the World Bank.
- Works on outreach programs with other Member Services committees.

Membership Committee

Establishment: The Committee, a standing committee described in the Committee on Committees report as a committee of one (the Secretary), was reorganized and its reorganization approved by the Executive Board in May 1995.

Membership: Chair and members appointed by President, approved by Executive Board and Council; Secretary an ex-officio, non-voting member.

Charge: To assess changes in membership of the Society and, based on those assessments, develop plans to recruit new members and to retain existing members by being responsive to the member needs. The Membership Committee will not be involved in the approval of membership applications. (July 2006.)

Duties:

- Follows all General Responsibilities for committees, noted above.
- Chair serves on Member Services Committee.
- Hosts New Member Welcome at Annual Meeting.
- Hosts table at Graduate Student Institution Fair to recruit new members and provide information about Society.
- Reviews and evaluates member benefits.
- Designs membership surveys, analyzes results, and makes recommendations based on the data.
- Works on outreach programs with other Member Services committees.
- Oversees Networking Mini-Grants program.

Minority Affairs Committee

Establishment: On record as of February 1987; no details on establishment. 1986-87 first Minority Students Program organized by Martha Farmer.

Membership: Chair and members appointed by President, approved by Executive Board and Council. Members serve three-year staggered terms.

Charge: (Taken from September 1988 letter from Dixie Goss to Bob Stroud, President): To increase the number of minority biophysicists and enhance the visibility and career opportunities of present minority biophysicists, and to involve them in Society affairs. A major focus is to reach minority students and beginning investigators and interest them in biophysics via the Annual Meeting.

Duties:

- Follows all General Responsibilities for committees, noted above.
- Chair also serves on Member Services Committee.
- Oversees summer course.
- Applies for MARC grant.
- Judges MARC and Society minority travel grant applications.
- Coordinates judging of SACNAS, ABRCMS, and NoBBCH poster awards.
- Oversees Minority Affairs website.
- Coordinates Annual Meeting minority affairs activities.
- Works on outreach programs with other Member Services committees.

Nominating Committee

Establishment: Articles VI and VIII of the Bylaws.

Membership: Stipulated by the Bylaws. At least five members, two of whom are not members of Council. The members include the Past-Committee Chair, who serves as a non-voting consulting member (1996 Executive Board decision), two members of Council, and two non-Council members. The Chair is chosen from among the four newly elected members. The Committee is elected for a period of one year. The Immediate Past-President is a member (voting). The Council elects the members of the Nominating Committee and selects its Chair at its first annual meeting (New Council). This election, however, traditionally

takes place at the (Joint) Council meeting but only members of the New Council may vote and only members of New Council are eligible for the Council positions.

Charge: To prepare a list of nominees for Council, President-Elect, and Treasurer or Secretary when necessary, determine the willingness of the candidates to run, and report its list to the Executive Board and Council for approval the year following the Committee's election.

Duties:

- Select at least 14 candidates for council, including petition candidates, who, if elected, will complement existing council and officers to reflect the demographic and scientific diversity of Society membership.
- Select 2 candidates for President-Elect.
- Select 1-2 candidates for Treasurer and 1-2 for Secretary every four years when alternating terms end.
- For guidelines, procedures, and timeline, see Nominating Committee Instructions and Guidelines.
- Committee Chair presents slate of candidates to Executive Board at the Annual Meeting. If approved, the Chair presents the slate to Council for final approval.

Member Services Committee

Establishment: By Council on February 20, 2001, as a standing committee.

Membership: The chairs of the CPOW, Education, International Relations, Minority Affairs, Membership, Public Affairs, and Early Career Committees.

Charge: The Committee is charged with coordinating the activities of its member committees to ensure that the Society resources are used effectively and that the diverse human resource needs of the membership are met. The Secretary serves as Chair. The President or President's designee attends the spring face-to-face meeting of the Committee as an ex-officio, non-voting member.

Professional Opportunities for Women (CPOW)

Establishment: By Council in February 1972 as a standing committee. Codified by Council in February 2000 to function like other committees.

Membership: (as proposed by Joyce Jentoft, February 1996): Chair, Program Chair, Past Chair, three other members appointed by President, approved by Executive Board and Council. Modified 2000 to follow same term and nominating procedures as other committees.

Charge: (February 2004, approved by Council). The mission of CPOW is: To promote science education for girls and women; to promote the advancement and retention of women and minorities in biophysics; to raise awareness of the scientific contributions of women in biophysics; to recognize the importance of balancing a career and family; to promote fair and equitable treatment and improve the climate for women in biophysics at all stages of their careers

Duties:

- Follows all General Responsibilities for committees, noted above.

- Chair serves on Member Services Committee to coordinate activities.
- Organizes annual meeting programs.
- Oversees CPOW website.
- Oversees CPOW Travel Awards program.
- Produces articles for newsletter.
- Works on outreach programs with other Member Services committees.

Program Committee

Establishment: Executive Board, September 1998 as an ad hoc committee; reviewed and approved as a standing committee by the Board on February 2001 and ratified by Council on February 17, 2001. Charge modified in 2002, 2004 and 2005. Makeup changed in 2005.

Membership: Six members (including Chair), four serving three-year staggered terms. Members include the Program Chair and Past-Program Chair, and four members from Council. Additional one-year appointments may be made by the Program Chair each year, their names presented to the Board at its fall meeting, or before if necessary. All members shall be selected to assure that the Program Committee members represent the range of interests and concerns of the Society membership.

Charge: (Modified 2005). The Program Committee shall assist and advise the Program Chair in organization of the Annual Meeting. The program must respond to and serve the needs of the membership, which represents diverse scientific, technical, educational, and demographic constituencies. The Annual Meeting should accommodate conferees' desires to share their results with their colleagues; to meet and discuss matters of interest to themselves and their colleagues; to learn about important advances in other areas of biophysics; and to advance their technical, analytical, and other skills needed for their career development goals. Special attention needs to be given to the experiences of junior members of the Society who may be attending a national meeting for the first time.

Committee members are expected to familiarize themselves with summations of previous annual meetings, including submission and attendance statistics. The Program Chair is expected to present the proposed program for approval to the New Council and Board at the Annual Meeting prior to the one he/she is planning. The program must be made available to Joint Council two weeks before its meeting.

Program Chair Responsibilities:

To ensure continuity and communication between the Program Chair and Society governance, the current year and incoming year program chairs will be asked to attend the November Executive Board meeting and present a report. In order to allow for this schedule, the President-Elect is required to name the Program Chair within two months of his/her election.

The current year Program Chair's report should include:

- Summary of submissions, the sort process, minisymposia and any other issues that arose.
- Leftover topics for new chair to consider or that could be developed into smaller, thematic meetings.
- Any feedback he/she has received to date.

The incoming Chair report should include:

- Planned course of action.
- List of one-year appointees for discussion by Board.
- Summary of the committee's first conference call (held prior to Board meeting).

Program Chair Duties:

- Report to Board and Council (see above).
- Seek broad input for topics and speakers from the membership, subgroup chairs, committee chairs.
- Include the Program Committee in the planning process.
- Review abstract topics for any necessary changes.
- Assign topics to sorters and provide instructions.
- Program sessions. Rotate Wednesday poster and platform sessions each year.
- Circulate to Council the list of proposed topics, chairs, and speakers at least two weeks prior to the meeting of New Council. This will allow members of Joint Council time to provide feedback that can be incorporated into the proposed program before its presentation to New Council for approval.
- Seek input during Annual Meeting and report back to New Council.
- Sort late abstracts.
- Serve on Thematic Meeting Committee during planning year.

General guidelines:

Symposia: Cover timely topics of impact presented by widely recognized leaders in the field who are polished speakers. Speakers may be non-Society members.

- 70-80% of the symposia should appeal to the major constituencies that represent the membership. Those can be determined from abstract submissions and session attendances in past few years.
- Remaining 20-30% should rotate between new/emerging topics and smaller constituencies
- Topics must be different from those of last year. Speakers cannot have spoken in prior two years.
- Symposia should consist of comprehensive talks that present something new in the field.
- Where appropriate, both sides of controversial topics should be presented.

Workshops: These differ from symposia in that workshop are technique-oriented. They cover emerging methods presented by widely acknowledged developers and experts who help the participants gain a working knowledge of new technologies. They are held on Sunday and Tuesday nights only.

- To avoid overload, workshops will be limited to 2-3, from 7:30-9:30, on Sunday and Tuesday nights.
- Only the Co-chairs and topics need to be selected and presented to Council for approval.
- No travel reimbursements will be provided for workshop speakers and chairs. Funds saved from this action may be used to provide additional travel awards for more young members to attend the meeting. Complimentary registration and membership are provided.
- A maximum of four speakers per workshop.
- Approximately ½ time for presentations and ½ for discussion, with the format a highly interactive panel discussion.

Minisymposia (eliminated in 2011, after planning of 2012 Annual Meeting): Provide a mechanism for meeting participants to be selected for symposium presentations and cover topics that cannot otherwise be covered by the symposia in a given year.

- Topics and co-chairs selected/named by the Program Committee and topics announced in call for papers. Co-chairs are non-speaking and receive complimentary registration but no travel reimbursement.
- Topics should extend symposia topics, fill in for topics not covered, give visibility to new areas.
- Co-chairs may invite 1-2 big names to submit abstracts, but others must be chosen from the submitted abstracts.
- Will run concurrently with symposia and platforms during second AM session each day.
- Differ from platforms in that they will have 6 speakers, each with 20-minute talks (15 talk; 5 q/a).
- Preference in selecting speakers given to younger people.
- Topics should encourage controversy and discussion. Where appropriate, all scientific aspects should be presented.

Platform Sessions: Provide a mechanism for members, particularly more junior scientists, to present their work before an audience.

- All presentations must be selected from submitted abstracts.
- Selections based on scientific merit and distribution of submissions.
- Some categories may be combined to ensure that categories with few submission are not always precluded from platform presentations.
- Efforts should be made to ensure that same topics/same speakers are not selected in consecutive years.

Member-Organized Sessions: Provide a mechanism for members working on the same topic/area that is not already represented among the abstract topics to present a platform-like session.

- All member-organized session proposals must be submitted to Society Office at least one week before abstract deadline.
- All abstracts must be submitted by abstract deadline.
- Presenters cannot be from same institution, lab, or research group.
- Member-organized sessions vie for same slots as platforms in the most-related abstract category.
- Same sessions will not be considered if selected in prior year.
- Speakers must not have spoken in prior year.

Publications Committee

Establishment: Article VI of the Bylaws.

Membership: Stipulated by the Bylaws. Chair and five members elected by Council for staggered, three-year terms so that two members retire at the end of each fiscal year. Committee members are ineligible for consideration for Editor-in-Chief position while serving on the Committee. Publications Committee Chair is precluded from serving on the Executive Board while serving as Committee Chair. Chair serves ex-officio, non-voting on Finance Committee.

Charge: The Publications Committee is responsible for managing publications of the Society. It appoints all editors and editorial boards; such appointments to be approved by Council. The Committee is also responsible for developing a Journal budget for approval by the Executive Board and Council.

Duties:

1. The Committee Chair reports annually orally and in writing to the Council and Executive Board. The report must include:
 - a. An evaluation of the business models for each publication and their comparison to the marketplace.
 - b. An evaluation of the operational procedures for each publication.
 - c. An update or monitoring of Society policies on author ethical guidelines to ensure they are current.
 - d. An update on additional issues discussed and any related recommendations.
2. In consultation with the editor-in-chief of each publication, the Committee annually develops and recommends fiscal policies and budgets to the Finance Committee and Executive Board.
3. Approves Editorial Board and Associate Editor recommendations and submits them to the Executive Board for approval.
4. Conducts search for editors-in-chief and submits recommendations to Executive Board and Council for approval.
5. Responsible for overseeing and evaluating performance of editors-in-chief.

Editor-in-Chief

Establishment: Board Motion, October 1992 when Journal oversight was moved from Rockefeller Press to the Biophysical Society (July 1, 1993). Decision ratified by Council 1993. The Editor-in-Chief will serve one non-renewable five-year term.

Duties:

- Reports annually orally and in writing to the Publications Committee, Executive Board and Council
- Chairs Editorial Board meetings.
- Submits Editorial Board and Associate Editor nominations to Publications Committee. Editorial Board and terms are staggered, three-year terms, renewable once. Associate Editors are appointed for three-year terms, renewable once.
- Takes leadership role in formulating and recommending editorial policies with the Publications Committee.
- Works with Publications Committee on fiscal policy.

Conflict of interest issues:

1. To avoid real or perceived conflict of interest, no member of Council or the Executive Board may also serve as Editor-in-Chief. If a member of the Board or Council is named Editor-in-Chief, that person must resign from the Board or Council.
2. Members of Council and the Executive Board may serve as Associate Editors and/or on the Editorial Board.
3. An Editor-in-Chief may publish in the publication over which he/she serves, but the process needs to ensure anonymous peer-review and the conflict needs to be disclosed. If a conflict does arise, the Publications Committee is the body charged with resolving the issue.

Biophysical Journal

The purpose of the Journal is to encourage development and dissemination of knowledge in biophysics.

The Journal achieves its purpose by maintaining a balance among its goals, which are to:

- 1) Establish a standard of excellence in biophysics as the top journal in every field it covers.
- 2) Provide revenue and support to the Society.
- 3) Provide services to Society membership.
- 4) Serve as a vehicle for evolution of the field and the Society.

See Editorial Handbook for Editorial Board guidelines.

Public Affairs Committee

Establishment: in 1971 by Fred M. Snell, President as the Committee on Scientific Public Policy. By 1975 it was named the Public Science Policy Committee (1975 Newsletter). It was re-organized by the Executive Board, May 1995 and name changed to Public Affairs Committee.

Membership: Appointed by President, approved by Executive Board and Council. To include one member of the Executive Board, preferably the President or Past-President, Society member(s) not on Council.

Charge: (1) To ensure appropriate support for biophysics at the federal funding agencies; (2) to support biophysics through public outreach and education; (3) to develop special initiatives and responses, as

appropriate, to matters of public policy that impact on biophysics and biophysicists; and (4) to advise the president and council on matters of public affairs. (Approved by Council February 2006.)

Duties:

- Follows all General Responsibilities for committees, noted above.
- Develops budget for public affairs.
- Oversees Public Affairs webpage.
- Produces Newsletter articles.
- Plans Annual Meeting programs.
- Public Affairs Representative serves on the Member Services Committee.

Meetings

Council Meetings

The Society Bylaws specify, Article VI: The Council shall meet, at the call of the President, at least twice a year, first after the annual business meeting (New Council meeting), and again shortly before the next such meeting (Joint Council meeting). At the first meeting (New Council) it shall elect two of its members to the Executive Board and elect the nominating committee and name its chair. A new Council may conduct business before, but its actions become effective only after the newly elected members take office.

At the second regular meeting (Joint Council) it shall consider changes in dues, amendments to the Constitution and Bylaws, and proposals for affiliation, and set the agenda for the business meeting. Newly elected Council members and officers who have not yet taken office are expected to attend this meeting, but may not vote on issues that do not fall under New Council purview. The Council shall have power to conduct other business by means of mail vote.

New Council

The New Council is traditionally held on the Tuesday after the Annual Business Meeting at the Society's Annual Meeting. New Council consists of the incoming class and continuing classes of councilors.

The agenda for the New Council meeting includes:

- Election of Board members and Nominating Committee (these items have been moved to Joint Council when a larger number of new councilors are in attendance, but only New Council members are eligible for the Council positions and only New Council members may vote).
- Approval of Program for following year's Annual Meeting.
- Meetings issues.
- Committee requests that require decisions before the spring meeting of the Board.
- Proposals for special meetings that have already been vetted by Executive Board.
- Approval of new committee appointments.

Joint Council

The Joint Meeting of Council is traditionally held on the Friday and Saturday prior to the Annual Business Meeting. New, incoming members of Council are required to attend and vote on certain issues (Board and Nominating Committee elections, as required by the bylaws).

The agenda for the Joint Council meeting includes:

- Presentation of Audit and Budget.

- Selection of new Board Members (moved from New Council agenda; only New Council members are eligible and may vote; votes become effective at Business Meeting).
- Selection of Nominating Committee (moved from New Council agenda; only New Council members are eligible and may vote and positions become effective at Business Meeting).
- Changes in dues, amendments to the Constitution & Bylaws, and affiliations.
- Proposals for affiliations.
- Approval of slate of candidates for next election.
- Approval of Business Meeting agenda.

Executive Board Meetings

The Society bylaws specify, Article VII: The Executive Board conducts the affairs of the Society in accordance with the policies determined by the Council. For this purpose, it shall meet at least twice a year, once at the time of the Annual Society Meeting and once approximately at midyear. Additional meetings may be called at the request of the President or of any two Executive Board members.

Spring Board Meeting

This meeting is held in May or June. Discussions include:

- Future meetings sites.
- Changes to the Annual Meeting.
- Report on actions of the Member Services committee by Secretary.
- Other broad topics related to Society goals and structure.

Fall Board Meeting

This meeting is held in late October, early November. The major agenda items are:

- A review of the past fiscal year's audit.
- Discussion of a proposed following fiscal year budget.
- Reports from current and incoming Program chairs.
- Reviews subgroup chair reports.
- Reports on any new budget requests.

Winter Board Meeting

This meeting is held on the Friday before the start of the Annual Meeting. The major agenda items are:

- Finalization and approval of the budget that will be presented to the Council.
- Approval of Nominating Committee's slate.
- Discussion of Committee appointments.

Annual Meeting

Society bylaws specify, Article II: The Biophysical Society is authorized to hold scientific meetings, international, national, and regional. See Program Committee, Council, and Reimbursement Policies for additional information regarding Annual Meeting.

Business Meeting

Society bylaws specify, Article II: There shall be held, at least annually, a business meeting in connection with a major scientific meeting of the Society. Parliamentary procedures to be followed in the business meeting shall be those specified in "Robert's Rules of Order, Revised." Five percent of the regular members, or 50, whichever is smaller, shall constitute a quorum.

Biophysical Discussions (discontinued in 2008/2009)

The Biophysical Discussions are held over a period of three days in a location conducive to discussion rather than presentations. The Discussions are scheduled over a weekend in the fall, September – November, to avoid overlap with preparation of the Annual Meeting. The meeting site may change, but each site selection will optimize a discussion atmosphere. The meetings are planned to attract 175-200 participants, including speakers. Non-speaker participants must apply to attend.

General

- The Biophysical Discussions are intended to provide a unique opportunity to highlight emerging areas and ongoing controversies in biophysics.
- The focus of Discussions will be the discussion of ideas.
- Desired outcomes of Discussions include: 1] generating new ideas or directions for a field; 2] meshing related, but formerly separated, research areas; 3] exposing students to the excitement of controversy and debate in their field; 4] creating new and unlikely collaborations or contacts.
- They should be held regularly, at approximately 2-year intervals, so that they establish a reputation.
- Discussions meetings should be advertised nationally and internationally through appropriate societies.

Organization and Format

- Discussions should differentiate themselves from other meetings, such as Gordon Conferences, by focusing on topics in which there is controversy or a need for direction and by providing more time for discussion and audience participation than for formal presentations.
- Presentations should be short, emphasize ideas, and contain sparse detail on data. Speakers should distill what are the key questions in the field. The number of presentations and the time allotted for each must be very limited to ensure that a significant portion of the program consists of discussion.
- The Organizer will have the responsibility of recruiting Session Chairs who understand these charges and who can assemble participants willing to participate under the guidelines outlined herein. The Organizer and Session Chairs constitute a Program Committee that presents a draft Program to the Discussions Committee for feedback. Once the Program Committee and the Discussions Committee agree upon the Program, no substantial changes should be made without feedback from the Discussions Committee.

Selection of Topic and Organizer

- Calls for proposals will be made in the Society Newsletter and on the website
- The Biophysical Discussion Committee will solicit ideas and proposals
- Potential Organizers will submit a proposal for a potential Biophysical Discussion meeting to the Discussions Committee and thereby to Council by 12-18 months in advance of the meeting date under consideration.
- Proposals should include a paragraph on why a BPD is advantageous, a tentative list of sessions, any special events under consideration, such as plenary lectures, and a preliminary financial plan.
- The Discussions Committee and any other Council members will present proposals to Council by 12-18 months before the meeting date under consideration.
- Council will choose among the proposals.

Participant Application Process

- Participation in a Biophysical Discussion will be by application.
- The Organizing Committee has responsibility for establishing the selection criteria, which should take into account the goals of the Society to foster the highest quality science and to promote biophysics among young scientists and scientists from other disciplines. A draft procedure for selecting participants should be presented to the Discussions Committee at the time that the draft Program is presented.

Venue

The Society office will determine the venue and make all arrangements and contractual agreements on behalf of the Organizing Committee.

Discussion Proceedings

It is suggested that a final product be somehow published as a supplement to BJ as an online only or print product. Free access should be provided to Society members, while maintaining access control for non-members. The exact means for accomplishing this is left to the Discussions Committee.

Discussion Committee

- A Society member with commitment to this type of meeting will be appointed by the Executive Board to lead a Discussions Committee that will oversee the topic selection and provide liaison between the Organizers and the Society officers and staff.
- The Committee will, develop in conjunction with past organizers and the Society office staff, a Workbook for Organizers, including procedures, deadlines, and suggestions.
- The Committee will solicit proposed topics from members and will receive proposals from members at large.
- The Committee will assist and encourage potential Organizers in preparing the topic proposal and preliminary financial plan.
- The Committee and the Society Office will communicate to Organizers, in addition to the Workbook, the intended format, and financial and administrative expectations.
- The Committee will have the responsibility of ensuring that the Discussions format is clearly communicated to the Organizer, the Session Chairs and the speakers. The Discussions Committee will review a draft Program to ensure that it meets these guidelines and does not drift.

Financial Issues

Maintaining an appropriate balance between the Society's scientific, educational and financial goals against the professional fulfillment, service and effort of the Organizer is one of the most sensitive aspects of maintaining an ongoing, successful program. The Society Office will provide the Organizer with an estimated budget based on venue and past Discussions experience. The Organizer will discuss the budget with the Discussions Committee and present to the Office a detailed budget including all proposed items of expense and intended sources of revenue, intended applications to funding agencies and potential corporate supporters to cover these, which will be forwarded to the Board.

Once the budget is approved by the Board, the Organizer must abide by this budget, within constraints imposed by uncertainty of funding applications.

General guidelines:

- The Discussions should aim to approach revenue neutrality. In order to achieve this, registration fees will be charged, and the Organizer is expected to seek outside funding, such as federal grants, funds from corporate sponsors, and fees from exhibitors.
- Organizers should accept responsibility at the outset to make timely and good faith efforts to secure extramural funding for the meeting.
- The Society will provide services to assist the organizer in all application processes and contacts with potential sponsors and exhibitors. All applications for financial support from federal and private agencies, and corporate sponsors, and all commitments of meeting funds, will be made officially through the Society Office.
- Contact from the Executive Officers of the Society to potential donors will be available.
- An unrestricted fund of \$10,000 will be made available from the Society Budget for initial support of the meeting. This fund can be used for matching fund purposes for outside applications.

Reimbursement Policy for Board and Council Meetings

Annual Meetings

Because it is assumed that members of the Board and Council should attend the Annual Meeting, travel costs for meetings held during the Annual Meeting are not reimbursed and registration is not complimentary. The current bylaws require that candidates for Council, including Officers who are members of Council, agree to attend the meetings of Council without reimbursement. Officers are provided with complimentary hotel accommodations.

Spring and Fall Executive Board Meetings

Because spring and fall Executive Board meetings are held outside the Annual Meeting, the Biophysical Society reimburses all Board meeting attendees for lodging, meals, mileage, and lowest economy fare for air and train.

Reimbursement Policy for Committee Chairs and Committee Meetings

Annual Meeting: Committee Chairs are invited to attend the Joint and New Council meetings. Because it is assumed that committee chairs will attend the Annual Meeting, travel costs are not reimbursed and registration is not complimentary. Reimbursements are not provided for committee meetings, which meet during the Annual Meeting when it is assumed all members are in attendance.

Additional Committee Meetings: Should a committee chair and committee decide it is necessary to have an additional committee meeting during the year, and has obtained approval from the Executive Board, the Society will reimburse the chair and members for their lodging, meals, and the lowest priced economy airfare/train/mileage. Biophysical Society staff is responsible for arranging housing and meals during the meeting.

Policy Governing Payment of Expenses of Symposia

The Society's policy governing the use of administrative funds for the payment of expenses for symposia and workshop speakers:

- Travel reimbursement is limited to costs not exceeding coach airfare plus ground transportation to and from airports. Lodging is not reimbursed.
- Based on the number of speakers and their location and the approved budget, letters are sent from the Society Office describing the maximum amount allowed for reimbursement expenses. The approximate range of reimbursement guidelines have been \$100-\$200 for local, \$300-\$400 for US, and \$600-800 for non US.
- Annual meeting invited speakers (member and non-member) receive complimentary registration and waived abstract handling fees.
- Non-member invited speakers are given a one-year complimentary membership to the Society.
- Workshop chairs and speakers receive complimentary registration only.

Guidelines for Society's Meeting Support

1. Consideration Process

Written proposals requesting support, sponsorship, or endorsement for meetings should be sent to the Biophysical Society Office. Proposals should be received at least nine months prior to the meeting for which support is requested. Proposals must provide a description of the meeting including the title, purpose, venue, speakers (if known, indicating whether invited or confirmed), and expected attendance. If attendance is selective, the selection criteria should be included. Organizers should indicate the kind of support being sought; if financial, a tentative budget should be included. The proposals will be forwarded to the Executive Board for consideration at its next regularly scheduled meeting (June/July, October/November, February/March) and, if necessary, to Council (February/March).

2. Levels of Society Support

The Executive Board may determine that the proposal is worthy of Society support, or it may choose to decline to offer support on behalf of the Society. To be considered for any support, a meeting must first meet the basic criteria that it 1) encourages development and dissemination of knowledge in biophysics and 2) encourages participation of young scientists. If the Board feels the request warrants further review, one of three levels will be considered:

- A. Assistance
- B. Endorsement
- C. Sponsorship

Specific criteria for assigning the various levels of Society support, and the responsibilities and benefits associated with each level, follow:

- A. **Assistance** can be provided in the form of advice about the substance and/or organization of the meeting, and in the form of promotion. If a meeting is approved for Assistance, the Society will advertise the meeting in the BPS Newsletter and on its Website, subject to management discretion and space availability. When Assistance only is provided, the organizers may not invoke the Society's name or logo in association with the meeting, and no direct financial contribution will be provided by the Society.
- B. **Endorsement** may be considered where a proposed meeting is found to be novel and/or exceptional. In addition to support in the form of Assistance (above), organizers of a meeting selected for Endorsement may choose, but are not required, to acknowledge the endorsement of the event by the BPS in its financial solicitations, speaker recruitment, public advertising, or however they wish. When a meeting is endorsed by the Society, it is the responsibility of the Society to serve in an advisory (though not supervisory) role throughout the planning process to ensure that the actual event meets the criteria anticipated from the proposal; acceptance of Endorsement by the organizers assumes their agreement to engage the Society in this advisory capacity. The Society retains the right to withdraw its Endorsement if the final program does not meet the Society's criteria (per 3 below) as determined by the Executive Board and/or Council. If Endorsement is offered by the Society, it may be declined by the meeting organizers in favor of Assistance instead, if the organizers so wish. Endorsement provides no direct financial contribution by the Society.
- C. **Sponsorship** imposes all the requirements and provides for all the privileges of Endorsement, but also includes a limited financial contribution to the event. Sponsorship

must be recommended by the Board, and may also need to be considered and approved by Council. If Sponsorship is provided, the terms of Endorsement (above) apply, but the organizers must additionally recognize the support of the Society. In addition, organizers must, after the meeting, provide a report of the meeting that includes how the Society-provided funds were distributed. If Sponsorship is offered by the Society, it may be declined by the meeting organizers in favor of Endorsement or Assistance instead, if the organizers so wish. If the Board or Council agrees to provide financial support, it is recommended that such support be used only for staff support through the Society Office and/or travel for young investigators, postdoctoral fellows and students.

3. Criteria for Sponsorship

The Biophysical Society budgets a limited amount for the purpose of sponsoring meetings other than those organized by the Society itself (mainly the Annual Meeting and Thematic meetings); meetings are evaluated on a first-come, first-evaluated basis. Sponsorship is considered only for meetings organized by members. Requests for sponsorship will be evaluated based on the following guidelines:

A. Quality and balance

1. The Program should represent high quality biophysics, consistent with the nature of the meeting and the reputation of the Biophysical Society.
2. There should be a reasonable gender, race and seniority mix among program speakers.
3. The program should be of appropriate density, i.e., substantive, but with few enough speakers to provide ample time for informal interactions, e.g., at breaks, at meals, and at poster sessions.
4. Logistical arrangements should be reasonable.
5. The meeting dates should not significantly overlap with those of the Society's Annual Meeting.
6. Meeting speakers and/or attendees should reflect some overlap with the Biophysical Society membership.

B. Accessibility

7. Sufficient lead time to ensure proper organization and promotion should be required.
8. If meeting attendance is selective, the selection criteria should be appropriate and clearly stated.
9. Young investigators should be amply included.
10. Provisions for ensuring the participation of underrepresented minorities should be made.
11. If there is a registration fee, it should be reasonable.

Subgroups

Society Bylaws (Article XI) specify: The Council may upon petition by at least 100 regular members, form within the Society a Group of members charged with the advancement and dissemination of knowledge of a specific area of biophysics. Accompanying the petition shall be the bylaws of the proposed Group. [*Note: Society Office can provide example of bylaws that best allow subgroups to meet their obligations to the Society.*]

The senior officer of the Group shall be elected by the members constituting the Group, and will be known as Group Chair. This chair shall report the activities and needs of the Group to the Executive Board of the Society.

Council will consider on a yearly basis termination of any group not maintaining 50 members or not presenting a scientific program at the Annual Meeting.

Society Office Responsibilities:

Each year, the subgroups organize symposia that are held on the Saturday before the start of the Annual Meeting. The Society Office provides the following operational support to all subgroups.

- Collects and processes individual subgroup dues
- Financial support
- Maintains restricted accounts for each subgroup
- Oversees audit of subgroup finances
- Prepares all financial reports and filings on behalf of subgroups
- Disburses funds according to subgroup's instructions
- Provides all logistical support for subgroups' annual symposia
- Maintains individual subgroup listservs, mailing lists, and web pages.
- Provides a meeting room and security for subgroups' annual symposia.
- Maintains electronic historic repository.
- Sends all newly elected subgroup officers the name of a subgroup staff contact person and a summary of subgroup responsibilities, i.e., the portion of operations procedures pertaining to subgroups.

Subgroup Responsibilities:

- Establish a procedure for election of officers that provides continuity of leadership (e.g., three-member committee composed of past-chair, chair-elect, and chair) and identify new officers to the Society Office within two weeks of their election.
- Set their annual dues and notify the Society Office by June 30 of each year.
- Additional financial support: Subgroups fund their activities from revenue received from subgroup dues and money provided by the Society. Subgroups may seek additional funds through corporate sponsors. Such funds are to be submitted and distributed by the Society office through the subgroup accounts.
- Determine speaker reimbursement policies and notify office by April 30 of each year.
- Communicate to Society Office names of newly elected officers and all logistical instructions for meeting.
- Set annual budget in summer of each year for the subsequent fiscal year.
- Send fund disbursement instructions to office.

- Organize annual symposium and provide symposium program information (at least topic and title) to Society Office by June 1 each year.
- Pay for all av, speaker, and meal functions for their symposia.
- Subgroup officers need to provide input to Program Chair when member-wide email call for annual meeting suggestions is sent each November so as to represent the interest of their subgroup.
- The Society provides \$1,000 per year to each subgroup and allocates to each subgroup an additional pro-rated amount based on total number of paying subgroup members.
- The Society's financial support of each subgroup is contingent on that subgroup's adherence to its responsibilities, as enumerated above.
- Subgroup Chair provides a list of Student Research Achievement Awards judges to the Society Office by January 15 of each year.
- Subgroup Chair or other Subgroup Officer attends the Annual Subgroup Chairs Meeting, which is chaired by the Society Secretary at the Annual Meeting, and participates in the Chairs conference call later in the year.
- Subgroup officer responsible for previous annual meeting program submits a written report of the past year's activities to Executive Board at its spring meeting.

Sponsorship/Disbursement Policies

Subgroups are encouraged to seek outside sources of funding to offset their symposia costs. Subgroup sponsors will be recognized in all subgroup signage and subgroup program descriptions, but will not be included in the regular Annual Meeting sponsorship signage and acknowledgements. Sponsors are not allowed to display or sell products, features reserved for exhibitors on the exhibit floor.

Sponsor checks should be made payable to the Biophysical Society and sent to 9650 Rockville Pike, Bethesda, MD 20814, with a note indicating the name of the subgroup being supported. The funds will be placed in the subgroup's Society account.

No disbursement of subgroup funds will be made without written authorization from the subgroup.

Regional Chapters

The bylaws (Article XII) provide: The Council may, upon petition by at least 50 members, form within the Society a Regional Chapter of members charged with the advancement and dissemination of knowledge of biophysics within that region. Accompanying the petition shall be the bylaws of the proposed Regional Chapter and a statement of its aims. The senior officer of the Regional Chapter shall be elected by the members constituting the Chapter and shall be known as the Chapter Chair. This chair shall report the activities of the Chapter to the Executive Board of the Society when and where the Board suggests. Any Regional Chapter may be dissolved at the discretion of the Council.

