



The Society for
Integrative &
Comparative
Biology

DIVISION OF COMPARATIVE PHYSIOLOGY & BIOCHEMISTRY BYLAWS

As amended December 28, 1986; December 1988; September 1990; December 1993; March 1995; December 1995; January 2002; January 2004; January 2009; July 2011; September 2021, June 2022

Article I. Organization

The name of this division shall be the Division of Comparative Physiology and Biochemistry of the Society for Integrative and Comparative Biology. It shall be governed in accordance with the Constitution and Bylaws of the Society.

Article II. Membership

Membership in the Division is open to all classes of members of the SICB. It is acquired by registration with the SICB business office.

Article III. Purpose

The purpose of the Division shall be to facilitate communication among comparative physiologists and biochemists.

Article IV. Officers

Officers of the Division shall be a Chair, a Chair-Elect, a Past Chair, a Program Officer and a Secretary. Elections of officers shall be held by appropriately secure electronic ballots. A brief biography of each candidate shall be made available on the ballot. The term of office of all elected officers and appointed representatives shall begin at the end of the second SICB Executive Committee meeting at the Annual Meeting in the year the term is to begin and will end at the adjournment of the second SICB Executive Committee meeting at the Annual Meeting in the year the term is to expire. The Officers plus the Student/Postdoctoral Representative shall constitute an Executive Committee responsible for divisional affairs.

In the circumstance where an elected officer is unable to complete their term of office, the following provisions are made: If the office of Secretary or Program Officer is vacated early, the Chair, in consultation with the Divisional Executive Committee, will appoint someone to serve until elections can be held to fill the position. If the office of Divisional Chair is vacant, the Divisional Executive Committee, in consultation with the SICB President, will appoint someone to be the interim Chair until an election is held.

Article V. Chair

The Chair shall preside at business meetings of the Division, and shall represent the Division on the Executive Committee of the Society. Each year the Chair shall appoint a Nominating Committee composed of the Past Chair and two divisional members and such other committees or representatives to committees as may be desirable to promote affairs of the Division in the Society. All proposals submitted on behalf of the Division to granting agencies shall be signed by the Chair or be delegated by the Chair for approval by the Chair-elect. The Chair shall serve a term of two years and shall not be eligible for reelection within three years.

Article VI. Chair-Elect

The Chair-Elect shall assume the duties of the Chair whenever that person is unable to act, and shall succeed the Chair. Election shall be for a term of one year, beginning with the second year of the Chair term.

Article VII. Past Chair

The Past Chair shall assist the Chair and other members of the divisional Executive Committee in handling divisional affairs. The Past Chair assumes this position upon completion of a term

as chair and shall serve for two years. The Past Chair shall serve as a member of the Nominating Committee. The Nominating Committee will present two candidates for each office and certify to the Secretary that each candidate has declared a willingness to run for office, and to serve if elected.

Article VIII. Program Officer

The Program Officer shall arrange programs for meetings of the Division, which shall include coordination of joint or special programs with the Program Officer of the Society for Integrative and Comparative Biology and with the program officers or secretaries of other divisions or societies when desirable. Election shall be for a term of two years. The Program Officer shall not be eligible for reelection within two years.

Article IX. Secretary

The Secretary shall keep divisional records, coordinate the production of the biannual Divisional newsletter, and conduct business affairs in consultation with the Executive Director, the Society for Integrative and Comparative Biology. The term of elective office shall be two years and alternate with the term of the Program Officer. The Secretary shall not be eligible for reelection within two years.

Article X. Student/Postdoctoral Affairs Committee Representative

The Chair, acting in consultation with the Divisional Executive Committee, shall suggest members to serve as the Division's representative on the society-wide Student/Postdoctoral Affairs Committee (SPDAC). Appointment shall be made by the SICB President for a term of up to three years and shall be renewable. The Student/Postdoctoral Affairs Committee representative must be a member in good standing of SICB. The Student/Postdoctoral Affairs Committee representative will serve on the Divisional Executive Committee as a non-voting member.

Article XI. Finances

Necessary expenditures of the Division shall be paid from the treasury of the Society within the limits set by the Executive Committee of the Society in the annual budget. Expenditures in support of international societies of which the Division is a member will be paid from an assessment levied annually on Division members, in addition to SICB dues. The amount of the assessment will be determined by the DCPB Executive Committee. Assessment funds will

accrue across years, and be managed through the management company, and disbursed with authorization by the Chair, upon the recommendation of the Executive Committee of the Division. The Chair shall authorize all disbursements, and coordinate financial procedures with the Executive Director of the Society.

Article XII. Meetings

A business meeting of the Division shall be held annually, normally concurrent with meetings of the Society for Integrative and Comparative Biology. Notice of this and other meetings shall be sent at least thirty (30) days in advance to all members of the Division.

Article XIII. Awards

A. Best Student Presentation Awards

Two awards will be given in the Best Student Presentation competition at the Annual Meeting, one for the best oral presentation and one for the best poster presentation. Each year the award will be titled in honor of a deceased distinguished comparative physiologist or biochemist. The name of the honored person will be selected by the DCPB Executive Committee. Each award will include a certificate and monetary prize. Undergraduate students and graduate students who have not yet been awarded the PhD are eligible for the award, as are new PhD's who have received the degree no more than 12 months prior to the meeting. The work must be original and must be carried out principally by the student presenting the paper or poster. A student who applies must be a member of the Division of Comparative Physiology and Biochemistry. In any one year, a student can enter either the oral or poster competition. A student awarded either the top DCPB poster or talk prize is not eligible for future DCPB student presentation contests. The DCPB Chair will appoint a DCPB member to chair the student competition and, in consultation with that member, will select the other judges.

B. Bartholomew Award

An annual prize may be given to an early career investigator for distinguished contributions to comparative physiology and biochemistry or to related fields of functional and integrative biology. The formal title for this award is "The George A. Bartholomew Award." Eligible candidates are those who are members of the SICB and who have completed their doctorate within the past seven years. The Chair of the Division shall appoint an Award Committee consisting of at least three divisional members with diverse interests to serve as judges. The Chair of the Division will designate one of the members as the chair of the Award Committee.

Committee members will normally serve for no more than three years, with at least one member being replaced each year. Candidates may apply directly or be nominated, but both types of candidates will be evaluated equivalently. Applicants shall submit to the Chair of the Award Committee a short description of their work, selected reprints, and curriculum vitae; and also request three letters of recommendation. Nominators must arrange for these same materials (except that only two additional letters of recommendation are required) to be submitted to the Committee. The Committee may recommend for approval one candidate to the Chair of the Division. Each year's winner will be invited to present a special address at the annual meeting. The Chair of the Division may authorize reimbursement of appropriate expenses incurred by the winner in attending the meeting. The Chair may also authorize a cash prize. The awardee will be presented with a certificate signed by all current Divisional officers.

Article XIV. Publications

The Division (DCPB) sponsors two research journals: a) *Comparative Biochemistry and Physiology (CBP)*; and b) *Physiological and Biochemical Zoology (PBZ)*. The terms of the relationships between DCPB and these journals are:

- a) This section recognizes that the DCPB of the Society for Integrative and Comparative Biology is one of several societies that sponsor the journal *Comparative Biochemistry and Physiology (CBP)*.

- i) *CBP* will have up to nine Associate Editors, which will expand to 12 in the future, and 36 Editorial Board Members. The terms of service of the Associate Editors will be three years, non-renewable until at least three additional years have passed. The Editors, however, following a timely third year review of the performance of the Associate Editors carried out in consultation with the DCPB Executive, may renew the appointment of an Associate Editor if the Editors determine that this is in the best interests of *CBP*. Such a reappointment will be for only one additional three year term. The terms of service of the Editorial Board Members will be three years, non-renewable until at least three additional years have passed. The Editors, however, following timely third year reviews of the performance of an Editorial Board member carried out in consultation with the DCPB Executive, may renew the appointments of Editorial Board for one additional three year term if the Editors determine this is in the best interest of *CBP*. No individual will be appointed for more than two consecutive terms. In the event that either an Associate Editor or one or more of the Editorial Board members resigns or is otherwise unable to complete their term, the Editors will follow the regular nomination and appointment processes to find replacements. These replacements will then serve regular three-year terms.

- ii) In the appointment of the Associate Editors and the Editorial Board, the Editors will attempt to achieve a balance of international and regional representation. There will normally be two Associate Editors representing DCPB. These appointments are made by the Editors from a list of candidates nominated by the DCPB Executive. All candidates on these lists must be mutually acceptable to both sides. Associate Editors must be active members of DCPB. The DCPB will be represented by six (6) appointments to the Editorial Board.
 - iii) One of the Associate Editors or their designated representative will present annual oral and written reports on the activities of the journal at the Business Meetings of DCPB.
 - iv) The overall intent of this section is that all aspects of the relationship between DCPB and *CBP* will be carried out on the basis of full and open consultation, shared responsibility and collegiality.
- b) The Editor of *PBZ* is appointed by the Board of University Publications, University of Chicago (BUPUC) based on the recommendation of the DCPB Executive. The Editor shall serve for a term of five years, with reappointment for only one additional term permissible. The Editor may request the appointment of an associate editor(s). The appointment(s) of Associate Editor(s) will be made by the BUPUC with the approval of the DCPB Executive. The Editorial Board of *Physiological and Biochemical Zoology* shall be appointed by the Editor, following consultation with the DCPB Executive. Early in the fifth year, the DCPB Executive will review the performance of the Editor and recommend to BUPUC whether or not the Editor should be appointed to a second five-year term. In the event that the editor resigns early or is otherwise unable to complete his/her term, the BUPUC will consult with the DCPB Executive and appoint a mutually agreeable replacement, who will then serve a five-year term and be eligible for an additional term. The term of office of the Associate Editor(s) will be coterminous with that of the editor.

The Associate Editor(s) shall serve for a term of five years, with reappointment for one additional term permissible; members of the Editorial Board shall serve for terms of three years, with reappointment for one additional term permissible. No individual will be appointed for more than two consecutive terms.

The Editor or their designated representative will present annual oral and written reports on the activities of the journal at the Business Meetings of DCPB.

The overall intent of this section, excluding the business aspects of journal operations that are the purview of BUPUC, and the day-to-day editorial matters that are the purview of the

editorial staff, is that all aspects of the relationship between BUPUC, the editorial staff and DCPB will be carried out on the basis of equal authority, shared responsibility and collegiality.

Article XV. Annual Report

The Division shall report in writing to the Secretary, the Society for Integrative and Comparative Biology, in advance of the annual meeting of the Society. Its official notices and voted actions shall be included in the records of the Society.

Article XVI. Amendments

The Bylaws may be amended at any annual meeting by a two-thirds vote of those present provided that notice has been given to all members at least thirty (30) days in advance or by at least two-thirds vote of the members responding to an electronic ballot. In either case, it is the responsibility of the Executive Committee to assure that opportunities for discussion, either verbal or written, occur before a ballot is taken.
