



The Society for
Integrative &
Comparative
Biology

DIVISION OF NEUROBIOLOGY, NEUROETHOLOGY, AND SENSORY BIOLOGY BYLAWS

Adopted January 1998, Amended January 2000, June 2009, June 2016, September 2021, June 2022, August 2023

Article I: Name and Purpose

Section 1. Name. The official name of this division of SICB shall be “The Division of Neurobiology, Neuroethology, and Sensory Biology” hereafter called “Division.”

Section 2. Purpose. The study of neurobiology, neuroethology, and sensory biology is basic to theoretical and empirical biology. The purpose of this Division shall be to advance, coordinate and assist research and publication of these subjects, and to act as a liaison between workers in the various scientific fields involved.

Section 3. Organization. Election and terms of officers of the Division and the naming and administration of standing committees will be governed by the Constitution and Bylaws of SICB.

Article II. Membership

Section 1. Any member of SICB may become a member of the Division without payment of additional dues.

Article III. Administrative Organization

Section 1. Officers. The officers of the Division shall be a Chair, Chair-Elect, Secretary, Secretary-Elect, Program Officer, and Program Officer-Elect. The Officers plus the DNNSB representative on the SICB Student/Postdoctoral Affairs Committee shall comprise a Divisional Executive Committee. The Chair shall be elected for a term of three years and shall not be eligible for re-election. The Program Officer and Secretary shall be elected for a term of three years and shall be eligible for re-election. Elections for each of these offices shall occur individually. Once the Chair, Secretary, and Program Officer are elected, they will assume the Chair-Elect, Secretary-Elect, and Program Officer-Elect positions, respectively, for a term of one year, after which they will assume the corresponding Officer position (i.e., Chair, Secretary, or Program Officer, respectively).

In the circumstance that 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, shall appoint someone to serve until elections can be held to fill the position. If the office of Chair is vacant, the Divisional Executive Committee will appoint someone to serve as the interim Chair until an election can be held. If the office of Chair-Elect, Secretary-Elect, or Program Officer-Elect is vacated early, the office will remain unfilled until an election can be held.

Section 2. Elections. Election of officers shall be held by appropriately secure electronic ballots. The names of candidates for offices shall be published in advance of the electronic ballot, and a brief biography of each candidate shall be made available on the ballot. The term of office of all elected officers and appointed representative shall begin four weeks after the second SICB Executive Committee meeting at the Annual Meeting in the year the term is to begin, and shall end four weeks after the second SICB Executive Committee meeting at the Annual Meeting in the year the term is to expire.

Section 3. Nominations for Officer Positions. Nominations for the Officer positions will be solicited by a Nominating Committee appointed by the Chair in consultation with the Division Executive Committee. At least two candidates for the position should be named. Candidates for Officer positions must be members in good standing of SICB.

Section 4. Nominations by Petition. Candidates for elected offices may be nominated by petition. Candidates nominated by petition must be members in good standing of SICB. A petition for additional nominations for any office may be made in writing to the Secretary by 10 members of the Division at least two weeks before an election.

Section 5. Executive Committee. The management of the Division shall be vested in the Divisional Executive Committee consisting of the elected officers of the Division and the DNNSB representative on the SICB Student/Postdoctoral Affairs Committee.

Section 6. Newsletter. The members of the Divisional Executive Committee shall prepare materials regularly for the *SICB Newsletter*.

Section 7. Committees. Special committees may be authorized by the Executive Committee and shall be appointed by the Chair for one year. The Executive Committee should review the need for such committees as appropriate.

Section 8. Finances. The necessary expenses of the Division shall be disbursed from the treasury of the SICB, but in no year shall the total expenses of the Division exceed the amount specified by SICB. The Division budget shall be prepared and submitted by the Chair in consultation with the DNNSB Program Officer and the Executive Officer of the SICB.

Article IV. Duties of the Officers

Section 1. Chair. The Chair shall preside at the business meeting of the Division, shall be responsible for the program and meetings of the Division, and shall promote in every practical way the interests of the Division. The Chair shall represent the Division on the Executive Committee of SICB.

Section 2. Chair-Elect. The Chair-Elect shall assume the duties of the Chair after the Chair's three-year term has been completed, as well as when the Chair is unable to act. The Chair-Elect shall assist the Chair with the duties described in Article IV, Section 1.

Section 3. Secretary. The Secretary shall keep the records of the Division, request and prepare materials for SICB Newsletters, and shall perform such other duties as may be necessary and/or assigned. The Secretary shall assume the duties of the Chair whenever that person and the Chair-Elect are absent or unable to act.

Section 4. Secretary-Elect. The Secretary-Elect shall assume the duties of the Secretary after the Secretary's three-year term has been completed, as well as when the Secretary is unable to act. The Secretary-Elect shall assist the Secretary with the duties described in Article IV, Section 3.

Section 5. Program Officer. The Program Officer shall solicit and arrange programs for meetings of the Division and shall coordinate special programs with the Program Officer of SICB. The Program Officer shall substitute for the Chair in the event that the Chair, Chair-Elect, and Secretary are unable to act.

Section 6. Program Officer-Elect. The Program Officer-Elect shall assume the duties of the Program Officer after the Program Officer's three year term has been completed, as well as when the Program Officer is unable to act. The Program Officer-Elect shall assist the Program Officer with the duties described in Article IV, Section 5.

Section 7. Student/Postdoctoral Affairs Committee Representative. The Chair, acting in consultation with the Divisional Executive Committee, shall suggest potential representatives to serve 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 V. Meetings of the Division

Section 1. Business Meeting. A business meeting of the Division shall be held at least once a year in conjunction with the SICB Annual Meeting.

Section 2. Special Meetings. Division meetings may be held at other times and places on call of the Chair or when requested in writing by petition by 10 Division members in good standing. Notice shall be sent to each member of the Division sixty (60) days in advance of any such meeting.

Article VI. Best Student Presentation Awards

Section 1. Two awards will be made for Best Student Presentation at each Annual Meeting, one for the best oral presentation and one for the best poster presentation. Each awardee will receive a certificate and a monetary prize. Eligibility will include undergraduate students and graduate students who have not yet been awarded the PhD, as well as new PhDs who have received the degree within the 12 months prior to the meeting. The work must be original and must have been carried out primarily by the student presenting it prior to the awarding of the PhD. Each award can be given only once to any student, and each student competing must be a member of the Division. The Chair shall be responsible for organizing a committee of judges to review the presentations.

Article VII. Amendments to the Bylaws

Section 1. Proposed amendments to the Division Bylaws may be originated by the Executive Committee or by the members of the Division. Division Bylaws may be amended by at least two-thirds vote of the members of the Division present at any Annual Meeting of the Division

or by at least two-thirds votes of the members responding to an electronic ballot. Proposed amendments receiving at least two-thirds votes in the affirmative become effective 15 days after the ballots are counted.

Article IX. Cooperation

Section 1. The Division shall make every effort to coordinate its programs and activities with those of the Society for Neuroscience whenever such coordination and cooperation is in the best interests of the field of neurobiology and therefore of both SICB and the Society for Neuroscience.