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Please send this Handbook to your successor or
to the SIVB Business office when your term expires.

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Society for In Vitro Biology

SIVB OPERATION PROCEDURES
BOARD/MEMBERSHIP



SOCIETY FOR IN VITRO BIOLOGY
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1.0 ORGANIZATION

ORGANIZATIONAL GROUPS

Pursuant to its mission (Article II), the Society for In Vitro Biology has developed an organization with interrelated responsibilities. Administrative authority and responsibility stem from the voting membership. The Board of Directors is the constitutional governing body and legal representative of the Society, which meets three times a year. The elected officers of the Society provide on-going leadership and oversee the day-to-day direction. These elected officers provide services without compensation as required by the Constitution.

A number of parallel groups engage in various Society functions and all are ultimately responsible to the Board of Directors. These groups include: (a) Branches with represent geographical groupings for scientific meetings and other functions; (b) Sections organized on a specific, categorical interest or other specification basis; (c) Standing Committees as defined by the Constitution; and *ad hoc* committees as requested by the Board of Directors.

1.1. MEMBERSHIP

The Constitution (Article III) provides for six classes of membership: Regular Members, Student Members, Emeritus Members, Honorary Members, and Sustaining Members.

1.2.1 Regular Members

A Regular Member is defined as any person who is interested in the mission of the Society. Any Regular Member who pays annual dues can enjoy all the privileges provided by the Constitution or specified by the Bylaws. Regular Members are located within the United States of America, North America, and numerous foreign countries. Foreign members pay the same dues and enjoy the same privileges as the domestic members. A candidate for regular membership is nominated in writing on an appropriate form. The form, including first year's dues, is sent to the Society Business Office. Upon receipt, the prepaid dues cover the calendar year of the application. Such dues shall entitle the member to receive online access to one journal, *In Vitro Cellular & Developmental Biology-Animal or Plant*; the *In Vitro Report*; reduced rates for using the Placement Service; and other benefits as determined by the Board of Directors. Members are eligible to purchase hard copy subscriptions at an additional cost.

Post Doctoral Members are included in this category; however, they are only eligible to receive an online version of the journal of their choice.

1.2.2 Student Members

Any regularly matriculating, full-time, undergraduate, or graduate student currently majoring in biological sciences or related fields will be eligible to become a student member. Student Members enjoy reduced annual dues; the *In Vitro Report*; and are entitled to receive online access to one journal, *In Vitro Cellular & Developmental Biology-Animal or Plant*, at reduced subscription rates. Student Members are ineligible to vote or to hold office.

1.2.3 Emeritus Members

Any regular member, in good standing for at least 10 consecutive years immediately preceding retirement, and who has made written application to the Business Office, shall be eligible for Emeritus status and so ratified by the Board of Directors. Emeritus Members pay no dues, but have all the rights of regular membership, including an online subscription to the journal, *In Vitro Cellular & Developmental Biology-Animal or Plant*; and the *In Vitro Report*. Members are eligible to purchase hard copy subscriptions at an additional cost. A renewal notice is sent each year to allow the Emeritus Member to update their membership record and an opportunity to order additional publications.

1.2.4 Honorary Members

Eminent investigators who have made significant contributions to *in vitro* biology may be entitled to the highest recognition within the power of the Society. Nominations are made to, and must be ratified by, the Board of Directors. Nominees' names are submitted to the Board of Directors. Nominees' names are submitted to the membership by mailed ballot. A nominee is elected Honorary Status if approved by the majority of members voting. There may be no more than five Honorary nominees voted upon by the membership in any given year.

1.2.5 Sustaining Members

Any person, commercial company, or organization interested in supporting the mission of the Society upon application and payment of Sustaining Members dues may be a Sustaining Member of the Society. Such a Sustaining Member shall be entitled to designate an individual to serve as Regular Member, with all the rights and privileges of a Regular Member. If a Sustaining Member pays for 10 or more Regular Memberships for their employees, they can request a special fee reduction for each member equivalent to the cost of one Society Journal. However, these Regular Memberships shall not receive personal copies of the Society journal.

1.2.6 Life Members

Any Regular Member in good standing shall become a Life Member upon payment of 10 years' Regular Membership dues in advance. Life Members receive the same rights and benefits as Regular Members.

1.2 BOARD OF DIRECTORS

The governing body and the ultimate authority of the Society is the Board of Directors. The Board of Directors consists of the six officers (as listed in Article IV of the Constitution), the Chair of the Publications Committee, Chair of the Public Policy Committee, the Chairs of the Program Committee for the next two Annual Scientific Meetings, and four Members at Large elected to four-year terms by the Regular Membership. Two Members-at-Large are elected during each general election (so that they serve overlapping terms of office).

1.3 OFFICERS

The Officers of the Society shall be President, President-Elect, Vice President, Past President, Secretary, and Treasurer. Each officer is elected for a term of two years. Officers exercise the usual functions of their respective offices. The President shall not be eligible to succeed himself. The President is the presiding officer of the Society and the Board of Directors.

1.4 COMMITTEES

The Society has numerous committees to carry out its programs and services. Some of the Standing Committees have been established by the Constitution (Article VI, A). Those Standing Committees charged with assisting the Board of Directors in the governance of the Society. These include the Nominating Committee, Membership Committee, Program Committee, Publications Committee, Public Policy Committee, Finance Committee, Development Committee, and Long Range Planning Committee.

Other Standing Committees that are key to the mission of the Society include the Awards Committee, Laboratory Materials and Bio-safety Committee, Education Committee, and the Constitution and Bylaws Committee, and others as specified in the Bylaws.

From Time to time, *ad hoc* committees are appointed by the Board of Directors to perform specific functions. An example of such an *ad hoc* committee is the Local Organizing Committee for each annual meeting.

The President is an ex officio member of all committees.

The composition of the Nominating, Membership, Program, Awards, Publications, Development, Finance, Education, Constitution & Bylaws, Public Policy, Laboratory Materials and Biosafety, and Long Range Planning Committees is stipulated by the Bylaws (Section 3C) and some committee membership is conferred automatically (ex officio) through the office which the respective individual holds in the Society. With these exceptions, appointments to committees are made by the President with approval of the Board of Directors. The term of service on the committee is two years with reappointment to the committee at the discretion of the President. For most committees, a rotation has been established whereby the terms of some members expire every other year and new members are appointed to replace them. A few committees are exempt from this rule because the particular function of the committee requires the continuation of experienced members.

Preliminary listing of committees is presented to the Board of Directors by the incoming President-Elect at the time of the Annual Meeting for approval. Individual committees are discussed in greater length below under the appropriate heading.

1.5 SECTIONS

Currently, the Society has two sections: In Vitro Animal Cell Sciences and Plant Biotechnology. Sections are groups of members of the Society with a specific categorical interest or other specifications. With the approval of the Board of Directors, any group of 10 or more Regular Members of the Society in good standing with a particular focused special field of interest in *in vitro* biology may be chartered by a Section. They elect their own officers; namely a Chair, Vice Chair and Secretary which are elected every two years by email ballot. The terms of office shall commence at the Board Meeting which occurs the day prior to the Annual Meeting or, if no Annual Meeting occurs in that year, then at the Board Meeting scheduled for June of that year. They shall hold office for two years or until a successor has been chosen.

The Chair of the Plant Biotechnology Section shall appoint a representative to be a member of the Program Committee. The In Vitro Animal Cell Sciences Section will elect a representative to be a member of the Program Committee. Each Section of the Society shall submit an annual report to the Board of Directors of the Society. The report shall include the status of membership; a report of elections, if any, held during the year; and a summary of activities of the Section. Any Section failing to maintain for two consecutive years a minimum of 25 members of the society in good standing shall be considered dissolved.

1.6 BRANCHES

Branches of the Society may be established by the Board of Directors in response to a request by at least 10 Regular Members of the Society in good standing. Each Branch must be separately incorporated in the state where it is established. Branch information will be on file at the Society's Business Office. Branches elect their own officers. Branches may assess dues; collect and manage their own funds; and make any rules for the governance, provided that all their acts and rules are consistent with the Constitution (Article IX) and Bylaws (Section 7). The Bylaws of each Branch shall be subject to approval by the Board of Directors.

Each Branch shall transmit to the Secretary of the Society the names of all its officers and Standing Committees within 30 days of their election and shall also promptly notify the Secretary of any change that may have taken place among the said officials. Any Branch may include in its membership persons who are not members of the Society, provided that such persons are not eligible to hold the office of presiding officer of the Branch or to serve as a representative to the Society. Any Branch failing to maintain for two consecutive years a minimum of 10 members of the Society in good standing shall automatically forfeit its charter rights as a Branch of the Society. Branches shall submit annual reports to the Board of Directors. The annual Branch report must state the total number of Society members who are also members of the Branch, as well as the total number within the Branch. There is a fifty dollar (\$50) per branch member assessment to partially support the *In Vitro Report*, which is due by December 31 of each year. Financial records for the year are required for the yearly audit. The Branch is required to send bank statements, cancelled checks, and detailed financial statements for the year to the Business Office. The Business Office will send Branch quarterly information, roster, and labels to the Branch Secretary/Treasurer. There currently are no branches of the Society.

1.7 REPRESENTATIVES TO OTHER ASSOCIATIONS

The Society for In Vitro Biology maintains liaison with several other scientific organizations. Generally, this is accomplished by appointment of a representative from the Society by the President, who may serve on the Board or Council of the respective organizations. At present, there are representatives to the Council for Agricultural Science and Technology and International Association for Plant Biotechnology.

2.0 ADMINISTRATION

2.1 OFFICIAL DOCUMENTS

Three documents provided the legal basis for the operation of the Society, namely, the Articles of Incorporation, the Constitution, and the Bylaws. Digital copies of these and digital and original copies of other documents are held by the Business Office.

2.1.1 Articles of Incorporation

The Articles of Incorporation state the name of the Society and include essential legal restraints to maintain our tax exempt status. The TCA was first incorporated in the District of Columbia on May 20, 1964. An Articles of Merger for a Maryland Corporation was approved on May 30, 1990. On July 27, 1994, an Articles of Amendment was processed to reflect the name change to the Society for In Vitro Biology.

The Society for In Vitro Biology, Inc., is tax-exempt under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

2.1.2 Amendments to the Constitution and Bylaws

All requests for amendments to the Constitution or Bylaws of the Society shall be referred to the Constitution and Bylaws Committee. This Committee will be responsible for periodic review of the Constitution and Bylaws and will report recommendations for amendments to the Board of Directors. It also will monitor any rules or regulations of the Society for conformity and compliance by Members of the Society.

Petitions for amendments may be presented, in writing, by at least 25 regular Members to the Constitution and Bylaws Committee any time during the calendar year. The Constitution and Bylaws Committee shall determine whether consultation with legal counsel is necessary prior to considering any suggested amendment.

After a report from the Constitution and Bylaws Committee to the Board, and with the Board's approval, any proposed amendment shall be promptly printed and sent to all Regular Members of the Society, together with a mail ballot. The Secretary shall tally the ballots returned to him/her within 60 days from the date of mailing the ballot.

Adoption of amendments to the Constitution of the Society requires an affirmative vote of the majority of the Regular Members voting. The Constitution and Bylaws Committee will report to the Board of Directors its opinion regarding any proposed amendment to the Bylaws and the Board will make a decision for or against voting on the proposed amendment. Adoption of amendments to the Bylaws of the Society requires a two-thirds, affirmative vote of the entire Board of Directors.

The results of a vote shall be announced by the Secretary in the next issue of the *In Vitro Report* and shall take effect upon the date of publication.

2.1.3 Minutes of the Board of Directors

During the meeting of the Board of Directors at the annual meeting and at other meetings of the Board as shall be deemed necessary by the President, complete minutes of the actions taken by this governing body are recorded by the Secretary. Such minutes represent official actions of the Board of Directors and a digital copy is maintained in the Business Office. Copies of these minutes are distributed to the members of the Board of Directors and approved final minutes are placed on the SIVB website. These formal actions express the evolving direction and policy of the Society and shall be incorporated into the Policies and Procedures Manual by the Business Office.

2.1.4 Administrative Calendar

There are a number of dates and deadlines to be remembered. Some are specified by the Constitution (e.g., nominations and elections of officers); and some are created by Committees to provide smooth and timely functions of the Association (e.g., program timetable for receipt of abstracts and publishing of same). Responsibility for maintaining an administrative calendar lies with the Business Office.

2.1.5 Policies and Procedures Manual

Since the operations of the Association have become more complex, and to ensure a smooth changeover with administrative shifts following elections, a Policies and Procedures Manual has been developed. It is the responsibility of the President-Elect and Business Office to maintain an updated file copy of the Policies and Procedures Manual and to replenish same when change in the Constitution, Bylaws, and or Minutes deem such changes necessary. The Policies and Procedures Manual is not an official document in the sense of the Constitution. However, it represents a collected record of the organization's functions and practices. The President-Elect's role in maintaining the update of the Handbook assures familiarity with its contents.

2.1.6 Parliamentary Rules

Parliamentary practice of the Society shall follow the rules contained in "Robert's Rules of Order-Newly revised," by Gen. Henry M. Robert, published by Scott, Foresman and Co., copyright 1970, as long as they are consistent with the Constitution and Bylaws of the Society. It is the prerogative of the President to appoint the Secretary and/or another member of the Society to serve as Parliamentarian at all meetings of the Board and the annual business meeting.

2.1.7 Annual Reports

Chairpersons of all Committees and Sections, as well as the President of the local Branches, report in writing to the Board of Directors at least 120 days prior to the time of the annual meeting. The reports are collated and incorporated into the Annual Report of the Society for in Vitro Biology. The Annual Report will be distributed with the Board packet at the Annual Meeting. Annual Reports should be prepared and emailed to the Business Office and board liaison by March 15. The Annual Report will be distributed to the general membership along with the April/June issue of the *In Vitro Report*.

2.2 MEMBERS

Any person interested in the mission of the Society for In Vitro Biology may become Member of the Society upon completion of an application and payment of dues to the Society's Business Office, with the exception of Honorary Members who have to be approved by the membership. The Bylaws will also set forth reasons and procedures for dropping a member from the Society (bylaws, Section Membership will be revoked for non-payment of dues in arrears for two consecutive years. Reinstatement requires reapplication and payment of dues).

Membership in the Society may be revoked for cause if a Member brings disrepute to the Society or has engaged in misconduct prejudicial to the interest of the Society. Misconduct includes serious failures to comply with the Code of Ethics. The Board of Directors shall have authority to revoke membership following accepted standards of due process to protect the individual. This process requires that the accused member shall have received at least thirty days written notice of the charges and time and place of a hearing by the Board of Directors and be given an appropriate opportunity to be heard. Following the hearing, a two-thirds vote of the entire Board of Directors is required to revoke membership.

2.2.1 Loss/Renewal of Membership

The Treasurer, in cooperation with the Business Office, is responsible for billing the membership for the upcoming calendar year early in September. If they do not renew their membership by the last day of December of the following year, they shall cease to be a Member of the Society. They may be reinstated as indicated in these Bylaws (Section 1, G, 1).

The Secretary shall send a notice of the delinquency to all persons in arrears by no later than the first day of April of the current year. All members of the Society, upon payment of their dues for the year, shall receive all issues of the Journal published during the current year.

Hardcopy issues missed because of delinquency may be purchased by the Member at the Membership rate as determined by the Business Office.

2.3 BOARD OF DIRECTORS

As the governing board of the Society, the Board is structured to reflect the interests of the total membership. The membership in 1996 approved the ratification of amendments of the Constitution and Bylaws to streamline the governance of the Society. Currently, the governing body consists of the six officers (as listed in Article IV of the Constitution), the Chair of the Publications Committee, Chair of the Public Policy Committee, the Chairs of the Program Committee for the next two Annual Scientific Meetings, and four Members at Large elected to four-year terms by the

Regular Membership. Two Members-at-Large are elected during each general election (so that they serve overlapping terms of office).

<u>Elected Members</u>	<u>Terms/Years</u>
President	2*
President-Elect	2
Past President	2
Vice President	2
Secretary	2
Treasurer	2
Members-at-Large (4)	4
Publications Committee Chair	2
Public Policy Committee Chair	2
Program Committee Chair (current year)	2
Program Committee Chair (following year)	2

Ex Officio Member
Managing Director, Business Office

The Board of Directors meets at the direction of the President, usually twice a year--once in the fall (usually October/November), in the winter (February/March). In addition, the Board will convene during the Annual Meeting, usually prior to the meeting. At the discretion of the President, a special meeting of the Board of Directors may be called if a problem arises. Members are informed of the Board of Directors' actions through minutes placed on the website.

2.4 OFFICERS

Elected by ballot on or before January 5 of the year of the assumption of office, the newly elected officers are announced at the Annual Meeting and take responsibility for their office immediately after the Annual Business Meeting. The Secretary informs all nominated candidates of the outcome of the election by telephone, email, or by mail as soon as the tellers provide a report to the Secretary.

Except for the President and the President-Elect, all officers may succeed themselves if elected to the position again. Election of the President-Elect actually reflects the contest for the President's office. The duties of the Secretary and the Treasurer are such that it is in the best interest of the Society that they usually be renominated for at least two 2-year terms.

The Constitution states the duties of the officers shall be those that usually pertain to the office as well as any other duties that the Board of Directors may assign. In practice, certain duties and responsibilities of the several officers have become established, partly through directives and partly through custom.

2.4.1 President

The Presidency is the highest office of the Society, but it is more than simply an honorary post. Traditionally, the President is the spokesman, chief executive, and presiding officer of the Society during their term of office. Among the more important of their duties, the President:

- is a member of, and presides at, meetings of the Board and at the Annual Business Meeting.
- is an *ex officio* member of all standing and *ad hoc* committees.
- participates in all major policy decisions of the Society; makes interim policy decisions or interpretations as necessary.
- signs official documents, usually with the Treasurer on behalf of the Society.
- appoints members of committees with advice and consent of the Board.
- is responsible for the preparation of the President's Report of the Annual Report and the agenda of the Board Meetings.
- represents the Society for other organizations and functions.
- writes courtesy or official letters on behalf of the Society. To help their successor become familiar with the Society affairs, the President includes the President-Elect and Vice President on copies of all pertinent correspondence.
- acts as liaison between Board and Branches and Sections.

2.4.2 President-Elect

During the term of office; the primary concern of the President-Elect will be to learn as much as possible about the Society affairs. If the office of the President should become vacant between elections, the President-Elect will preside. To this end, the President should share all copies of all pertinent correspondence with the President-Elect.

In preparation for their term as President, the President-Elect shall primarily be responsible for supervising, reviewing, and updating the *Handbook of Policies and Procedures*. Another important function of the President-Elect is to line up committee appointments that become effective when taking office as the President. Planning should begin several months before succeeding the Presidency. In this attempt, one should seek the advice of committee chairpersons since these individuals are most likely to be closely acquainted with people who are interested in the activities of their committees. Constitutionally, these appointments are made with the advice and consent of the Board.

A list of proposed appointments should be completed in ample time to have it distributed to the Board at the Annual Meeting preceding the assumption of office. Following the assumption of office at the close of the Annual Meeting, copies of all official letters of appointment and acceptance should be sent to the Secretary to provide a double check on the final list of appointments for publication in the *In Vitro Report*. In their capacity as President-Elect, they will take special responsibility as Chair of the Strategic Long Range Planning Committee.

2.4.3 Vice President

The Vice President is traditionally responsible for the fundraising of the Society. They serve as Chair of the Development Committee. They also serve on the Program Committee and assist in all the coordinating of funds for the Annual Meeting.

2.4.4 Secretary

The Secretary is encouraged to remain in office for two terms to become acquainted with every aspect of the Society's affairs. Many of the duties of the Secretary are conducted through the Business Office. Currently, the Secretary has numerous and varied duties and responsibilities. Among them, the Secretary:

- is a member of the Board.
- is responsible for recording and preparing the Minutes of the Board Meeting and the Annual Business Meeting.
- through the Business Office provides all officers and chairpersons, information of current policies through distribution of the *Handbook* and by letter following Board meetings.
- cooperates with the President and Treasurer and various committee chairpersons in the preparation of the Annual Report.
- through the Business Office is the official depository for Society documents.
- through the Business Office arranges for elections and for voting on questions submitted to the members of the Society.
- may serve as parliamentarian and constitutional authority.
- through the Business Office notifies by letter or email the results of the elections.
- through the Business Office informs members in writing the results of the elections.

2.4.5 Treasurer

The Treasurer of the Society is the Chief Financial Officer. As such, the Treasurer is responsible for the preparation, administration, and disbursement of all funds and, in concert with the Business Office, prepares the annual budget. The Treasurer has custody of all funds, securities, books, and accounts of the Society. Moreover, the Treasurer is authorized to sign all checks upon receipt of properly validated vouchers. The Treasurer through the Business Office is expected to deposit Society funds in established financial institutions; that is, commercial banks, savings bank, or in United States Treasury bills.

The Treasurer is authorized to transfer Society funds for purchase of various stocks, bonds, or other financial loans and withholdings upon receiving approval of such action from the majority of members of the Board. The

Treasurer is responsible for continuing internal audit of the Society funds based on the annual budget adopted by the Board and responsible/or transmitting the external auditors report to the Board/or approval.

Among other duties and responsibilities, the Treasurer:

- is the Chair of the Finance Committee
- is a voting member of the Board and an *ex officio* member of the Publications Committee;
- directs the management of investments and deposits from Society financial reserves;
- prepares an annual report of financial status of the Society; and
- acts as liaison to the Board and the Business Office.

In all of these operations, the Treasurer may delegate one or more of these functions to the Business Office or comptroller or other persons and they may designate. However, the responsibility for all of these operations lies solely with the Treasurer (Bylaws 2C3).

In collaboration with the Treasurer, the Business Office is expected to mail dues notices for the next calendar year to all members by November 1.

The Treasurer with the Business Office shall establish accounting procedures and policies for payment including billing procedures, travel vouchers, etc.

2.4.6 Past President

Upon completion of the term of service as President, this individual serves a two-year term on the Board of Directors and also chairs the Nominating Committee. In addition, they function as an advisor to the current President for the duration of this term.

2.5 DUES

1. Records are kept in the Business Office for all Regular, Student, Sustaining, Honorary, Life and Emeritus Members, noting month and year of application.
2. Payments for dues, publications, and contributions are recorded on a cash receipts report, reconciled to the bank deposit, and are posted to the appropriate account(s) as directed by the Business Office.
3. New members joining after September 1 should be notified that an option is available. They may be paid up for the current year or credited to the next year's dues. New members receive all applicable back issues of publications.
4. New addresses of members: The address changes, resignations, etc., must be kept current at the Business Office. Any changes received must be forwarded to the Business Office.
5. When problems arise concerning payment of dues, it is the responsibility of the Treasurer/Business Office to follow them up. Some of these problems are: returned checks, payment of current dues when in arrears for prior year, partial payment of dues, and uncertainty as to specific purposes of checks.
6. Files of members who do not pay dues for one year are put in an inactive file; after two years they are placed in a delinquent file and are no longer considered members.
7. Before the Annual Meeting, an alphabetized list of all members is prepared by the Business Office. The Business Office will verify if membership has been paid in order to register as a member. Also, we have provided a special category for registrants who want to register for the meeting and pay for membership at the same time.

2.6 ADDRESS CHANGE

Any address changes, resignations, etc., should be sent to the Business Office. The address records of the Business Office need to be kept current for publications and for the Membership Directory.

2.7 ELECTIONS AND APPOINTMENTS

The election of officers and the voting on questions submitted to the Members are conducted by electronic ballot. Occasionally, an additional mail vote or poll is required.

2.7.1 National Elections

The election of officers involves three steps: 1) the nomination of candidates by the Nominating Committee and by petition, 2) submission of the ballot by email to members of the Association, and 3) a tally of the votes by the Presidentially appointed Tellers.

2.7.2 Nominating Committee

The Nominating Committee shall be composed of the Immediate Past President (Chair), President, President Elect, Chairs of the Sections, and, if desired, two additional at-large members appointed by the Chair. The Nominating Committee shall make two or more nominations for each office (after securing willingness of the prospective nominees to service) and the Chair should obtain biographical sketches from the nominees for President-Elect, Vice President, Secretary, and Treasurer, as well as for the two Member-at-Large positions up for election in that year (for four year terms). In alternating elections, the nominees for President-Elect will be 1) members of the Plant Biotechnology Section or 2) members of the In Vitro Animal Cell Sciences Section. On or before the first day of August of the year preceding the year in which the election is to be held, the Nominating Committee shall certify the nominations to the Board of Directors.

2.7.3 Balloting

On or before November 5, the year preceding the assumption of office, the Secretary/Business Office is required to distribute by email the final ballot bearing the names of all the nominees for the offices (both those provided by the Nominating Committee and by petition), including biographical sketches, to all members of the Society. The same ballot should include any nominations for Honorary membership or for proposed changes in the Constitution or Bylaws of the Society. The ballots will be completed online through an agreed-to electronic platform.

Votes are collected through the online platform through the next succeeding fifth day of January of the year of assumption of office. The Business Office will verify the membership list of the Society of all Members voting, removing members who are in arrears in the current year in payment of dues, and report final results to the Board of Directors upon ballots rejected.

The results are then reported to the Secretary in writing, who with the help of the Business Office will inform all candidates of the results of their specific election or non-election and who will announce the results in the next *In Vitro Report*.

The candidates who receive the highest number of votes for the offices of President-Elect, Vice President, Secretary, Treasurer, and Members-at-Large, respectively, shall be declared elected. In the case of a tie vote, majority of the Board of Directors shall decide between the candidates who are tied. A candidate for Honorary Membership shall be declared elected if affirmed by four-fifths of the votes cast.

2.8 EDITORIAL OFFICES

1. The scientific Editor-in-Chief of each respective journal (*In Vitro Cellular and Developmental Biology – Animal* and *- Plant*) invites, accepts, and rejects papers based on accepted peer-review standards. The Editors-in-Chief work closely with their Associate Editors in choosing reviewers and developing journal content.
2. Manuscripts are submitted into the online manuscript tracking system provided by the Publisher and are given automated manuscript numbers. Matrix categories are selected by the authors.
3. Through the online manuscript submission software, Editors-in-Chief will send an email to each corresponding author submitting a manuscript for consideration and let the author know their paper is entering the peer review system.
4. The Editors-in-Chief contact associate editors knowledgeable about the research submitted. Reviewers (usually two) are selected to review the manuscript and notified by email of this request.
5. The reviewers are provided with access to the manuscript submission with a due date for return noted.
6. By the end of two weeks, if the paper has not been returned, the reviewer is notified and requested to return it as quickly as possible with comments. Once the paper is returned to the office, the Editor-in-Chief makes the final decision on its worthiness for publication and either accepts or rejects the paper based on the merits.
7. If the paper is simply rejected, the entire paper and all artwork are sent back to the author who is free to submit it to another Publication.
8. If the paper is accepted based on revisions, the paper is returned to the author for revision and then returned to the Editor-in-Chief. The Editor-in-Chief may wish to share the revision with the Associate Editor who called for the revisions.
9. Once a paper has been accepted, the Editor-in-Chief forwards it directly to the Production Office through the online manuscript submission system.

10. The Business Office is responsible for assuring that the author has submitted a completed copyright transfer form by mail or emailed as a pdf file.
11. The Managing Editor works with the Production Editor of SpringerNature and Editor-in-Chief to develop each issue from the bank of completed papers being held for publication. This is done with thought to a reasonable mix of articles while still attempting to publish by the date received. The Editor-in-Chief and Managing Editor are sent a complete copy of the front and back matter page proofs with contents page and page numbers in place for each issue. Pages are to be checked within that same working day, paying close attention to the agreement of title listed on contents page with actual title on paper and proper format of the Table of Contents. As quickly as possible, the Editor-in-Chief and Managing Editor need to provide approval or changes to SpringerNature's Production Editor.

3.0 COMMITTEES

3.1. CONSTITUTIONAL COMMITTEES

3.1.1 Constitution and Bylaws Committee

The Constitution and Bylaws Committee shall consist of an elected Chair plus appointed members. Its responsibility is to periodically review the Constitution and Bylaws of the Society and recommend changes as necessary to the Board of Directors for Society action. The Committee shall review the Constitution and Bylaws at least once a year and report annually to the Board of Directors.

All requests for amendments to the Constitution and Bylaws of the Society shall be referred to this Committee. Petitions for amendments may be presented in writing by at least 25 Regular Members to this Committee any time during the calendar year. The Committee will determine whether consultation with legal counsel is necessary prior to considering any suggested amendment. The Chair of the Committee, with the consent of the Board of Directors, shall be authorized to consult an attorney to secure information and advice regarding legal requirements of the SOCIETY providing that the cost incurred is within the Committee's budget.

After a report from the Constitution and Bylaws Committee to the Board is submitted, and with the Board's approval, any proposed amendment shall be promptly disseminated by email ballot to all Regular Members of the Society. The Secretary shall tally the ballots returned to them within 60 days from the date of dissemination. Amendments to the Constitution or Bylaws require approval of the majority of the Regular Members voting by email ballot. The results of a vote shall be announced by the Secretary in the next issue of the In Vitro Report.

3.1.2 Education Committee

The Education Committee shall consist of an elected Chair, the two elected Student and Post-Doc Affairs Committee Chairs, plus appointed members. It is charged with furthering the educational goals and activities of the Society which may include both in-person and web-based educational activities. The Chair will oversee the Student Program at the Annual Meeting and ad hoc sub-committees created by the Education Committee to address specific educational needs of SIVB.

The obligations of the Education Committee include:

1. Development of an educational policy and definition of educational objectives and goals;
2. Recommendation of specific educational programs to the Board of Directors for approval or rejection;
3. Development of Educational programs to be provided during the Annual Meeting;
4. Submission to Board of Directors a detailed annual report on all educational programs endorsed by the Society.

3.1.3 Membership Committee

The Membership Committee chaired by a member (Regular, Emeritus or Life) appointed by the President and approved by the Board, has the responsibility for recommending programs, the intent of which will be to increase the satisfaction and the size of the Society's membership. The structure and organization of the Membership Committee may be determined by the current Chair, but should include the IVACS Section Chair, IVACS Section Vice Chair - Membership, PB Section Chair and PB Section Vice-Chair. The permanent organization may benefit by having members serve overlapping terms of 3 to 4 years in order to maintain continuity of goals and programs. The committee has responsibility for recommending programs, the intent of which will be to increase the satisfaction and the size of the Society's membership.

If the Chairperson is not the Secretary, the Chairperson should be invited to Board Meetings as direct action and consideration of membership programs by the Board are likely to be beneficial.

The Membership Committee is charged with the responsibility of developing membership goals and an ongoing membership program to attract new members and retain current ones.

The Membership Committee should meet at the Annual Meeting, if possible, to develop plans for the next 2-3 years. Various groups, regular, post doc, and students need to be targeted for increased membership. The Membership Committee should be proactive in recruitment.

Statement of Goals (years) (examples):

1. Increase student membership by x%.
2. Increase regular membership by x%.
3. Implement review of Membership types to enhance their interaction with the Society for In Vitro Biology.
4. Identify new benefits and services for members.
5. Identify and evaluate current member benefits and services.

Obligations of the Membership Committee also include submission to the Board of Directors of a detailed annual report on all membership activities made on behalf of the Society.

3.1.4 Nominating Committee

The Nominating Committee shall be composed of the Immediate Past President (Chair), President, President Elect, Chairs of the Sections, and, if desired, two additional at-large members appointed by the Chair.

The Nominating Committee shall make two or more nominations for each office (after securing willingness of the prospective nominees to service and obtaining biographical sketches from the nominees for President-Elect, Vice President, Secretary, and Treasurer, as well as for the two Member-at-Large positions up for election in that year. Members-at-Large run for four-year terms. In alternating elections, the nominees for President-Elect will be 1) members of the Plant Biotechnology Section or 2) members of the In Vitro Animal Cell Sciences Section.

Procedures and Calendar for Nomination

The following timetable is appropriate for the committee activities that must be undertaken.

- Jan. 15th, odd years-Chairperson solicits names of prospective candidates for each of the offices from committee members.
 - If more than two candidates are identified for a single office, the Chairperson prepares a composite list in alphabetical order of those persons proposed as candidates for each office.
 - The Chairperson contacts Committee members for their votes on the listed names and tallies votes. All candidates must be members in good standing. The person with the highest score, thus becomes the first choice of the committee, and he will be the first person asked to stand for the nomination. Since at least two candidates are to be nominated for the same office, the person with the next highest score also is asked to accept the nomination. In the event that one or both refuse the nomination, the Chairperson proceeds down the list until he has the necessary acceptances.

Nominee Acceptance

Chairperson should notify selected candidates and seek their acceptance of the nomination. Ideally, the candidates will receive a description of the activities that the position entails to help them have a realistic picture of their responsibilities.

Notification

When the Chairperson has obtained acceptance from the full slate of candidates, he should advise the committee of the completed slate.

- August 1, odd years- the Nominating Committee shall certify the nomination slate to the Board of Directors. The Secretary, Business Office, and the Chairperson will solicit biographical sketches from the candidates to be included in a ballot to be disseminated by email.
- September 15, odd years- Petitions for candidates not included in the slate must be received by October 15.
- November 5, odd years-Ballots are sent to members by November 5 and must be returned by January 5 of the following year.

Problems and Interpretations

In dealing with potential placement of candidates who are being considered for multiple offices, the Chairperson will consider the rank of the offices in the following order: President-Elect, Vice President, Secretary, Treasurer, and Members-at-Large. If, for example, Dr. A.B. Abel's name appeared on the slate for President-Elect, as well as on the one for Treasurer, the Chairperson will first request that the candidate stand for President-Elect. Only after the candidate has declined this nomination shall they be asked to accept the nomination for Treasurer. If they accept the

nomination for President-Elect, their name will be removed from the list of candidates for Treasurer, and the next person being considered will be asked to run for Treasurer.

Committee Obligations

An additional obligation of the Nominating Committee shall include submission to the Board of Directors of a detailed annual report on all committee activities made on behalf of the Society.

3.1.5 Program Committee

The Program Committee: The Chairs of the Committees for the next two Annual Scientific Programs are appointed by the Board of Directors. One serves as Chair of the first Annual Scientific Program while the second serves as Vice-Chair. Every subsequent year, a new Vice-Chair is appointed and, simultaneously, the Chair for the previous Program is rotated off the Committee after the Annual Scientific Meeting and the former Vice-Chair rotates into the position of Program Committee Chair. The newly appointed Vice-Chair takes office at the beginning of the Annual Meeting prior to which he/she will function as Vice-Chair. The Committee shall consist of a Chair and Vice-Chair, one representative from each Section of the Society, and three or more other Members. Subject to instructions from the Board of Directors, the Program Committee shall maintain general supervision of the scientific programs presented at the Annual Meeting of the Society. Concomitant with the designation of the city in which an Annual Meeting will be held, the President, with the advice and consent of the Board of Directors, may appoint a Chair or two Co-chairs of a Local Organizing Committee who will assist with outreach and advertising of the Annual Meeting to others in the local and nearby states.

The formal portions of the program, such as the Keynote Speaker for the Annual Meeting should be projected at least one year in advance.

In order to prepare for the Annual Meeting, a proposed skeleton schedule for the Program Committee will be provided. The Program Committee selects the topics for the formal Symposia. Once they have been selected, the Program Committee provides adequate publicity in the *In Vitro Report* and elsewhere with progressively more details as the deadline for the Annual Meeting approaches. The Program Committee should interact with the Social Engagement Committee to ensure that the Annual Meeting receives additional visibility through all possible mechanisms.

In addition, the Program Committee should call for abstracts, review abstracts received, select those for presentation and assign them to sessions. As part of its responsibility, the Program Committee should provide all conveners and speakers with a list of instructions as provided by the Business Office. These instructions must cover all matters regarding the program including publication requirements, financial arrangements, etc. The Program Committee reports directly, through its Chairperson, to the Board of Directors. The Committee receives general guidelines for operations from the Board and submits an Annual Report by the first of March to the Board of Directors via the Program Chairperson.

Responsibilities for the Program Committee Chair, Program Committee Vice Chair, Section Program Chairs, and instructions for symposium/workshop conveners are provided below.

Program Committee Chair will:

- Attend the Board of Directors Meetings.
- Maintain supervision of the scientific programs presented at the Annual Meeting of the Society
- Interact with the Social Engagement Committee to ensure that the Annual Meeting receives additional visibility through all possible mechanisms
- Identify keynote speaker for the Annual Meeting at least one year in advance (while they are Vice Chair)
- Works with the Section Program Chairs to develop the Plenary and Joint Symposia topics
- Meets with committee to assure that Program Chairs and Conveners have the information needed to complete their program.
- Follows up with those who have not completed tasks or assigns Section Program Chairs to follow up as necessary.
- Writes the Program Committee Annual Report the year after the conclusion of their event.

Program Committee Vice Chair

- Attend the Board of Directors Meetings.
- Assists the Program Committee Chair in fulfilling their duties while shadowing them to learn how to accomplish these tasks in the next year when they take over the Chair position.
- Identify keynote speaker for the next year's Annual Meeting.

In Vitro Animal Cell Sciences Committee Chair:

The IVACS Program Chair position is filled by the elected position of IVACS Vice-Chair (Program) – They are responsible for all aspects of the IVACS scientific and social program for the annual meeting and will appoint a committee to assist in session development and fundraising. The IVACS Program Chair will convene preliminary planning at the annual meeting and coordinate sessions, conveners and speakers for symposia, plenary and poster sessions. They will coordinate activities of other program committee members to attract sponsorship for sectional symposia and to implement other fund-raising activities. The IVACS Program Chair will work with the IVACS Chair to plan the IVACS annual meeting and with the Plant Biotechnology counterpart to plan the SIVB social event.

Plant Program Committee Chairs:

The Plant Biotechnology Section provides their own Program Chair, Sr. Co-Chair, and Jr. Co-Chair. This is a 3-year commitment in which the person participates as the Jr. Co-Chair in the first year, the Sr. Co-Chair in the second year, and the Plant Program Chair in the third year.

In year 1 as Jr. Co-Chair, the individual will be responsible to:

- Coordinate fundraising efforts for the section and the SIVB in general outreaching to corporations and other organizations.
- Help review and place abstracts in support of the Plant Program Chair
- Assist the Plant Program Chair with organizing sessions, following up on missing information as directed, and assisting in helping organize Moderators for lightning talks, contributed paper sessions, etc. as directed.
- Observe and learn the activities of the Plant Program Chair and Sr. Co-chair in advance of taking on those positions.

In year 2, as Sr. Co-Chair, the individual will be responsible to:

- Coordinate fundraising efforts for the section and the SIVB through identifying and working with the Business Office and grant coordination team to prepare appropriate grant applications for the Plant and SIVB programs including all follow-up requirements. .
- Help review and place abstracts in support of the Plant Program Chair
- Assist the Plant Program Chair with organizing sessions, following up on missing information as directed, and assisting in helping organize Moderators for lightning talks, contributed paper sessions, etc. as directed.
- Observe and learn the activities of the Plant Program Chair in advance of taking on those responsibilities.

In year 3, as Plant Program Chair, the individual's responsibilities will include:

- Coordinate the full Plant program (convene preliminary planning at the annual meeting, choosing sessions, confirming conveners, placing sessions in the program, etc.).
- Follow up with conveners who are missing information, conveying determinations whether or not to approve requests to exceed the budgets set by the Plant Program Convener Guidelines, and guiding conveners regarding general questions.
- Oversee the efforts of both the Jr. and Sr. Plant Program Co-Chairs. This includes making sure sessions are chosen for the program that will support potential grant applications
- Place all plant abstract submissions in the program based on feedback from the Co-chairs.
- Communicate with the SIVB Program Chair and Business Office regarding all session changes and updates

An invitation to publish papers is provided by the Editor-in-Chief of both journals, *In Vitro Cellular & Developmental Biology -- Animal* and – *Plant* to the Business Office to be disseminated by email. In addition, all conveners will reach out to nonmember speakers after the meeting to invite them to join the Society.

3.1.6 Publications Committee

The Publications Committee shall consist of an elected Chair plus the Treasurer, the Editors-in-Chief of all Society journals, and other publications, one Associate Editor of each journal, one Member-at-Large from each section from the Board of Directors, and one or more Regular Members. This committee is responsible for journal management, including electronic publications, and coordination with the Society's Business Office. The Publications Committee is charged with coordinating the Editorial Policies of all publications of the Society and advising the Board of Directors on matters relating to publication. The charge is rather broad and not precisely defined. In its activities, the Publications Committee must anticipate future publication requirements as they relate to Society needs and services and recommend appropriate action on policies. Currently, the Society has three major publications: *In Vitro Cellular & Developmental Biology-Animal* (published monthly with a combined July/August issue and a combined November/December issue); *In Vitro Cellular & Developmental Biology-Plant* (published bi-monthly with 4 issues published by SIVB and 2 issues published by IAPB); and the *In Vitro Report* newsletter (published quarterly).

Obligations of the Editors in Chief and Publications Committee Chair also include submission to the Board of Directors of a detailed annual report on all publication activities made on behalf of the Society.

3.1.6.1 *In Vitro* Journals

In Vitro Cellular & Developmental Biology-Animal and *Plant*. The periodical, *In Vitro*, was initiated in 1965 as an annual publication of the symposium held in conjunction with the Annual Meeting. Initially edited by Dr. Clyde J. Dawe, this was the first time that the Society accepted the financial and scientific responsibility for the publication. Prior to that time, the symposia were published through the National Cancer Institute as separate volumes or as monographs. References to these earlier publications are available in Volume I of *In Vitro*. Volume 5 (1970) consisted of invited reviews and was named *Advances in Tissue Culture*. Starting with Volume 6 in 1971 under Dr. Charity Waymouth as Editor-in-Chief, *In Vitro* became a bimonthly journal. Assisting Dr. Waymouth in this endeavor were LCDR Vernon P. Perry and Mr. Monroe M. Vincent. Dr. Waymouth resigned as Editor-in-Chief on July 1, 1975, and LCDR Perry was named Editor-in-Chief. Beginning with Volume 12, January 1976, *In Vitro* was published as a monthly journal. In January 1985, the title was altered to *In Vitro Cellular & Developmental Biology*. The title remained unchanged until January 1994 when, during a redesign of the cover, the word *Animal* was added to the title, separating it from *In Vitro Cellular & Developmental Biology-Plant*. Currently, *In Vitro Cellular & Developmental Biology-Animal* is published monthly with a combined July/August issue (started in 1995) and with a combined November/December issue (beginning in 1996). *In Vitro Cellular & Developmental Biology - Animal* remains unique in its focus on in vitro biology in animals. This peer-reviewed journal reports results of research in cellular, molecular, and developmental biology that employ or are relevant to organs, tissue, tumors, and cells in vitro. Coverage includes biotechnology; cell and tissue models; cell growth, differentiation, apoptosis; cellular pathology/virology; cytokines/growth factors/adhesion factors; signal transduction; toxicology/chemical carcinogenesis; product applications, stem cells, and more.

In January 1991, the journal *In Vitro Cellular & Developmental Biology-Plant* was launched as a quarterly publication. The first issue was noted as Volume 27P, Number 1. In 1999, the SIVB partnered with the International Association of Plant Biotechnology (IAPB, formerly the IAPTC&B, International Association for Plant Tissue Culture and Biotechnology) to publish *In Vitro - Plant* bimonthly. *In Vitro Cellular & Developmental Biology - Plant* is the only journal devoted solely to worldwide coverage of in vitro biology in plants. Its high-caliber original research and reviews make it required reading for anyone who needs comprehensive coverage of the latest developments and state-of-the-art research in plant cell and tissue culture and biotechnology from around the world. Each year, four issues from the Society for In Vitro Biology (SIVB) cover cellular, molecular and developmental biology research using in vitro grown or maintained organs, tissues or cells derived from plants. Two special issues from the International Association for Plant Biotechnology (IAPB, formerly International Association for Plant Tissue Culture & Biotechnology) focus on plant tissue culture, and molecular and cellular aspects of plant biotechnology. The IAPB and SIVB maintain separate, independent editorial review boards for their issues. Coverage extends to a range of topics, including Biotechnology/genetic transformation; Developmental biology/morphogenesis; Micropropagation; Functional genomics; Molecular farming; Metabolic engineering, and more. Editorial decisions are the responsibility of an Editorial Board consisting of the Editors-in-Chief and Associate Editors of their respective journals. The Editorial Board is assisted in their actions by a large

group of assistant editors who aid in the review of manuscripts. Both Editors-in-Chief have the opportunity to appoint the Assistant Editors to provide scientific representation.

In 2024, online access is provided to all members and a print copy is provided to any: Regular, Life, Emeritus, and Honorary Members (upon request) as part of their membership dues. Beginning in 2025, all members are provided with online access to a copy of either the Animal or Plant journal and may be given the opportunity to purchase the print version of the journal for \$50.00. The Board of Directors also approved a special rate for Members who may elect to receive both journals by paying an additional journal fee of \$50 as of 2023.

Currently, there are no page charges or 4-color image charges to publish in either journal; however, there is a fee for Open Access charged by the Publisher, SpringerNature, if requested by the author.

The Publications Committee is responsible for recommending policy regarding business and fiscal matters as they relate to the *In Vitro* journals. The Publications Committee is responsible for reviewing all potential monographs as suggested by the Editor and/or author(s). Such monographs shall be submitted to the full Publications Committee in manuscript form. Critiques by Board members shall be circulated among the Committee members, and final approval shall require assent by at least five members of the Committee, including the Editor(s)-in-Chief. Monographs, selectively derived from reprints of the journal, may be published and sold at 100% mark-up to cover distribution and storage costs.

3.1.6.2 *In Vitro* Report

The *In Vitro Report* is a quarterly newsletter that originates from the Business Office. This publication, initiated in 1967 as the *TCA Report* by Dr. Richard L. Sidman, represents an important source of communication between members of the Society. The deadline for receipt of information from all Committees, Sections, and Members is the 15th of every first month of production. Notices requesting news from these groups are mailed 2 weeks before news is due to be received by the Editors-in-Chief. This date allows the Publications Office approximately two weeks to prepare, design and disseminate the *In Vitro Report*.

All issues contain information about the members and their activities, including Section and Committee news, along with other general information.

A Call for Award Nominations should be included in the October/December issue of the publication. The Annual Report is to be included as part of the in the April/June issue.

The April/June issue should include the final announcements about the Annual Meeting. In addition to the normal information that should be included, the July/September issue of the *Report* should also include a message of thanks to sponsors and exhibitors.

A timeline and list of items to be included in each issue will be provided to the Editors-in-Chief from the Business Office's Publications Department.

3.1.6.3 Membership Directory

Each year, the Society disseminates a Membership Directory via email as a value-added benefit for its members. All names, affiliations, and section data are included. The following information is no longer included due to GDPR compliance: mailing addresses, telephone and fax numbers, and e-mail addresses. The Directory provides historical verification of an individual's membership in the Society.

3.1.6.4 Handbook of Policies and Procedures

The Business Office with the support of the President-Elect should be responsible for the organization and dissemination of the *Handbook of Policies and Procedures* while the President-Elect keeps this document updated and current.

3.1.6.5 sivb.org Website

The Business Office with the support of the Publications Committee maintains the official website for the Society (<https://sivb.org>). This includes securing hosting, URL renewal, content, and daily updates to the content on the site. Requests for changes to the sites should be sent to the Business Office for review and update.

3.1.6.6 Placement Service/Job Board

The Placement Service was initiated by Dr. Agnes N. Stroud early in the 1950s. The object was to provide communication between those seeking positions and those seeking personnel to fill vacancies. The Placement Committee handled openings for both technical and professional staff. A fee for this service partially covered the cost of operating the Placement Service.

The Placement Service was reinstated in 1993, and guidelines were revised in 1995. In 2006, the Society contracted Job Target (now Community Brands) to manage and maintain a job board on our behalf. The Society provides this service as an accommodation for its members. However, a small fee is imposed for prospective non-member employers who are not current members to post positions or to purchase resumes from the bank of materials available.

Individuals seeking employment and prospective member employers can post resumes and jobs at no cost to themselves. During the year, members employers may contact the Business Office to receive a coupon code to post jobs for free or access the resume service at a special discounted rate.

3.1.7 Long Range Planning Committee

The Strategic Long Range Planning Committee is chaired by the President-Elect with committee members appointed by the President during their first month in office. Obligations of the Long Range Planning Committee also include submission to Board of Directors of a detailed annual report on all activities made on behalf of the Society.

3.1.8 Development

The Development Committee is chaired by the Society's Vice President. The sole mission of this committee is to assist the Vice President in performing their fundraising duties.

3.1.9 Awards

The Awards Committee shall consist of an elected Chair, Section Chairs, PB Vice Chair and IVACS Vice Chair - Membership plus additional committee members, appointed by the Chair so that the Committee, as a whole, is broadly representative of the various Sections of the Society. The Committee shall recommend to the Board of Directors nominations for all of the Society's awards. After ratification by the Board of Directors, awards will be presented during the Society's Annual Meeting and shall be acknowledged in the Society's Newsletter, when appropriate,

3.1.10 Finance

The Finance Committee, chaired by the Treasurer, functions as advisory to the Treasurer. Members of the committee are appointed by the Chair so that the Committee, as a whole, is broadly representative of the various Sections of the Society.

3.1.11 Public Policy

The Public Policy Committee shall consist of an elected Chair plus members appointed by the Chair so that the Committee, as a whole, is broadly representative of the various Sections of the Society. This Committee shall recommend to the Board of Directors actions designed to assist the general public to obtain a better understanding of In Vitro Biology and its research process and progress. When appropriate, the Committee will prepare officers of SIVB prior to their meeting with Members of Congress and other governmental officials for the purpose of giving advice on funding priorities and other matters relevant to In Vitro Biology.

3.1.12 History and Records Committee

The History and Records Committee is a separate and external entity of the History Society, established in 1979 at the Tissue Culture Association (TCA) meeting. The History and Records Committee supports the mission of the Society for In Vitro Biology (SIVB) to preserve significant historical information concerning the growth, maintenance and in vitro experimental use of mammalian animal cells, tissues and organs contributing to the

development of biomedical technology. The committee chair and members represent emeritus scientists and in vitro biology pioneers that oversee historical contributions to the SIVB archives in the main library of the University of Maryland, Baltimore, MD.

3.1.13 Laboratory Materials and BioSafety Committee

The Laboratory Materials and Biosafety Committee (LMBC) is a separate and external entity that provides a mechanism within the Society for In Vitro Biology (SIVB) to promote laboratory standards and biotechnology practices of biological levels 1-4 agents associated with mammalian in vitro biotechnology methodology. The LMBC committee members represent national/international scientists, government, academia, private industry members that interact with other professional groups and manufactures regarding standards, potential hazards and risk assessment associated with the cell culture process and handling of biological agents.

3.2 AD HOC COMMITTEES

In addition to the committees defined constitutionally, the Society has a number of committees whose longevity and importance to the Society warrant considering them as *ad hoc*. Some *ad hoc* committees are charged with a specific task and are asked to make a final report to the President when said task is completed. Each plays an important role in the Society.

3.2.1 Social Engagement Committee

Appointed by the President during their first month in office and with the advice and consent of the Board of Directors the Social Engagement Committee is charged with maintaining a public image of the Society via current social media platforms. This can be accomplished by the means of postings of appropriate announcements, and Society news to ensure that the Annual Meeting and papers presented receive national recognition and that the role of the Society for In Vitro Biology in the advancement of science is publicized.

The Social Engagement Committee should interface with other Committees, such as the Program Committee and the Publications Committee, and the Business Office, in order to obtain directions as to what form the public communiques should take as it relates to specific events or information the Society wants to convey.

3.2.2 Terminology Committee

In view of the rapid development in tissue culture and the variety of scientists who have entered the field, in 1961 the Society established an Ad Hoc committee on Nomenclature under Dr. R.S. Chang. The initial report from this committee in 1964 entitled "Tissue Culture Terminology" consolidated thinking and pinpointed areas where considerable disagreement existed. In 1964, a small committee chaired by Dr. S. Federoff was charged to further study the problems of terminology to analyze the reasons for controversy on some terms and to propose a generally acceptable terminology. The report of this committee was accepted by the Association (June 1966) and subsequently published in *IN VITRO* (Vol. 2:155-159). The most recent major revision took place in 1976, *TCA Manual* (Vol. 4:779-782) and was subsequently published in *IN VITRO* (Vol. 15:649-653). Continuous updating of terminology is the responsibility of the Terminology Committee and reports of this process should appear from time to time in the *In Vitro Report*. Every five years, the current Committee will undertake any major revisions in the total terminology, incorporating any changes which have appeared in the intervening years and which have withstood the test of time. These will be published in *In Vitro Cellular and Developmental Biology*, and in any other pertinent journals.

3.2.3 Student Awards Committee

DESCRIPTION TO BE WRITTEN/ADDED

4.0 BRANCHES AND SECTIONS

4.1 BRANCHES

In order to provide and exchange information among members in particular geographic areas, the concept of geographic branches was developed. In essence, these branches all have their own offices and Constitution and provide a local milieu for presentation of papers and discussion. Most importantly, the geographic branch provides the graduate student with ready access to professional members of the Society. Currently, there are no branches in existence. A Branch must have a minimum of 50 members to remain an official branch of the Society.

Branches of the Society may be established by the Board of Directors in response to a request to that effect signed by at least 10 Regular Members of the Society in good standing. Each Branch must be separately incorporated in the state where it is established.

Branches shall elect their officers. Branches may assess dues; collect and manage their own funds; and make any rules for their governance, provided that all their acts and rules are consistent with the Constitution (Article IX) and the Bylaws. The Bylaws of each Branch shall be subject to approval by the Board of Directors.

Each Branch shall transmit to the Secretary of the Society the names of all its officers and Standing Committees within 30 days of their election and shall also promptly notify the Secretary of any change that may have taken place among the said officials.

Any Branch may include in its membership persons who are not members of the Society, provided that such persons shall not be eligible to hold the office of presiding officer of the Branch or to serve as a representative to the Society.

Any Branch failing to maintain, for two consecutive years, a minimum of 10 members of the Society in good standing shall automatically forfeit its charter and rights as a Branch of the Society.

Branches shall submit annual reports to the Board of Directors. The annual Branch report must state the total number of Society members who are also members of the Branch, as well as the total number within the Branch.

Any Branch may be dissolved by the Board of Directors for good and sufficient reasons.

4.2 SECTIONS

The concept of a Section was to provide people with similar research interests with a means of communication. For the most part, the Sections play an important role in communication via the *In Vitro Report* and through communication to members of the Section. Currently, there are two Sections in the Society: Plant Biotechnology (PB) and In Vitro Animal Cell Sciences (IVACS). Each Section may arrange special sessions at the Annual Meeting.

Sections of the Society may be chartered by the Board of Directors in response to a request to that effect signed by 10 Regular Members of the Society in good standing. Sections of the Society shall consist of members with a particular focused special field of interest in *in vitro* biology.

Regular Members in good standing of the Society can be members of more than one Section.

Each Section shall elect its own officers and their representatives to the Board of Directors and shall establish rules for its governance that are not inconsistent with the Constitution and Bylaws of the Society. The Bylaws of each Section shall be subject to approval by the Board of Directors.

A Chair, Vice Chair, and Secretary/Treasurer of the PB Section and a Chair, Vice Chair – Membership, Vice Chair - Meeting, and Secretary of the IVACS Section shall be elected every two years by mail ballot. Such Officers shall take office at the close of the Annual Meeting at which they shall have been elected. They shall hold office for two years, or until their successors have been duly chosen. All elections to office and changes in office shall be certified by the Chair of the Section to the Secretary of the Society.

The Chair of each Section shall appoint a representative to be a member of the Program Committee as provided by Bylaws, 3, C, 1b.

Each Section of the Society shall submit an annual report to the Board of Directors of the Society. The report shall include a status of membership; a report of elections, if any, held during the year; and a summary of the activities of the Section.

Any Section failing to maintain, for two consecutive years, a minimum of 25 members of the Society in good standing, shall be considered dissolved.

5.0 BUSINESS MANAGEMENT

5.1 BUSINESS OFFICE MANAGEMENT

5.1.1 Appointment

There shall be a SIVB Business Office presided over by the Managing Director of SIVB, appointed by the President with the advice and consent of the Board of Directors. The Managing Director reports directly to the Board of Directors, but is also authorized to interact directly with the members of the Society.

5.1.2 Duties

The duties of the Managing Director, SIVB, include:

1. Informs the Board, members, and others on the conditions of the Society and its subsidiaries on all important factors influencing them.
2. Executes all decisions of the Board, except when assignment is specifically allocated to a member of the Board.
3. Attends all meetings of the Board and is responsible for the preparation of the Annual Report of the Business Office in addition to regular reports to the Board.
4. Is available to the Board, upon request, to provide counsel or carry out additional directives as prescribed by the Board.
5. Refers all issues, problems, financial questions, operations matters, or ancillary considerations that may arise exceeding their level of authority to the Board.
6. In cooperation with the Treasurer, develops, recommends, and, upon approval, operates within the annual budget. Ensure that all funds, physical assets, and other property of the Society are appropriately safeguarded and administered, and is responsible for financial management, including planning, purchase, receipts, disbursements, reports, and analyses.
7. In cooperation with the Program Committee and others, recommends, coordinates, and operates the Annual Meeting of the Society within a budget.
8. For purposes of day-to-day administration, develops specific policies, procedures, and programs to effectively and efficiently implement the general policies established by the Board.
9. Provides the necessary liaison and staff support to the Board and Committees to enable them to properly perform their functions. Sees that the Committees' decisions and recommendations are submitted to the Board.
10. Carries out such other general responsibilities as may be delegated by the Officers and Board.

5.1.3 Budget

Should the Society decide to maintain their own Business Office, the Managing Director shall present the budget for the Business Office to the Treasurer and Board of Directors. The budget for operation of the SIVB Business Office will be approved annually by the Board of Directors.

If the Society continues to utilize a consulting company to maintain their Business Office, the Managing Director will provide a contract with a budget for review and approval by the Board approximately nine months prior to the conclusion of the current contract.

In fulfillment of their administrative duties, the Managing Director shall submit an annual report to the President covering all activities for which they are responsible.

5.1.4 Policies and Benefits

Should the Society decide to maintain their own Business Office, the Managing Director shall be responsible for preparing job descriptions for all of the Society's employees, and preparing documents describing personnel policies and benefits which shall be made available to all employees of the Business Office. These policies and benefits shall be subject to approval by the Board of Directors and reviewed annually. The Managing Director shall prepare for the SIVB Business Office Policies and Procedures and Calendar which outlines all the procedures of the different departments within the Business Office. The SIVB Business Office Policies and Procedures will be maintained at the Business Office. Procedures on all tasks performed at the Business Office are included.

5.2 FINANCIAL

Many of the financial duties of the Business Office can be found in Section 2.5.5 (Treasurer) and have been delegated by the Treasurer.

5.3 ADMINISTRATIVE

Many of the administrative duties of the Business Office can be found in Section 2.5.4 (Secretary) and 3.1.3 of the Membership Committee. The Business Office exists as the administrative arm of the Society and as such provides administrative support to all officers, committees, board members, and designated groups.

5.4 ANNUAL MEETING

All the registration, financial, exhibit, hotel site, and meeting arrangements have been delegated to the Business Office by the Board of Directors. The Business Office will work with the Program Committee and Local Organizing Committee Chair for a successful meeting. The volunteer members of the Local Organizing Committee are the key to ensuring a successful meeting by means of their local social arrangements, knowledge of attractions, etc.

5.5 PUBLICATIONS

All manuscript production of *In Vitro Cellular & Developmental Biology – Animal* and – *Plant* are handled through the Business Office after the manuscript has been accepted by the Editor-in-Chief of the respective journal. All areas such as advertising and other publication needs that arise from time to time are handled through the Business Office. Any questions on publications can be answered by the Business Office. More information can be found in Section 2.7 (Editorial Procedures).

6.0 NATIONAL SIVB CONSTITUTION AND BYLAWS

6.1.1 NATIONAL CONSTITUTION

ARTICLE I (NAME)

The organization shall be known as the SOCIETY FOR IN VITRO BIOLOGY (SOCIETY).

ARTICLE II (MISSION)

A. The Society for In Vitro Biology fosters exchange of knowledge of the in vitro biology of cells, tissues, and organs from both plants and animals (including humans). The focus is on biological research, development, and applications of significance to science and society and is accomplished through publications; national and local conferences, meetings, and workshops; and through support of teaching initiatives in cooperation with education institutions.

ARTICLE III (MEMBERSHIP)

A. The SOCIETY shall consist of Regular Members, Student Members, Emeritus Members, Honorary Members, and Sustaining Members, see Bylaws, Article 1 (MEMBERSHIP-ELIGIBILITY AND CLASSES).

B. Only Regular Members are eligible to vote and to hold office in the SOCIETY. Emeritus Members may vote but may not hold elective office.

C. All members in the SOCIETY are expected to comply with the SOCIETY's Code of Ethics.

ARTICLE IV (OFFICERS OF THE SOCIETY)

A. The Officers of the SOCIETY shall be President, President-Elect, Vice President, Secretary, Treasurer and Past President.

B. The duties of the Officers shall include:

President The President is the Chief Executive Officer of the SOCIETY and represents the SOCIETY before public and private bodies including testimony before Congress. The President presides over the SOCIETY's Board of Directors, and Annual Business Meeting, and calls meetings of the Board of Directors three times per year. The President acts for the Membership to monitor all activities of the Business Office. The President performs additional duties as defined in the Bylaws or delegated by the Board of Directors. The President serves a two-year, nonrenewable term of office preceded by election and service for two years as President-Elect.

President-Elect Upon election by a majority of the Regular Members voting, this individual serves a two-year term on the Board of Directors, as Chair of the Strategic Long Range Planning Committee and performs other duties as assigned by the President.

Vice President Upon election by a majority of the Regular Members voting, this individual serves a two-year term on the Board of Directors. His/her duties include Vice President of the Board of Directors as well as Chairing committees responsible for the SOCIETY's fund-raising (e. g. the Development Committee) and serving as Editor of the SOCIETY's Newsletter.

Secretary Upon election by a majority of the Regular Members voting, this individual serves a two-year term on the Board of Directors. His/her duties include, in consultation with the President: preparing the Agenda for and recording the Minutes of the Board of Directors and Annual Business Meetings; presiding over the Teller's Committee for all SOCIETY elections; and performing other duties as assigned by the Board of Directors or specified by the Bylaws.

Treasurer Upon election by a majority of the Regular Members voting, this individual serves a two-year term on the Board of Directors. The Treasurer is responsible for the financial wellbeing of the SOCIETY and serves as Chair of the SOCIETY's Finance Committee. For details of financial responsibilities, see Bylaws.

Past President Upon completion of the term of service as President, this individual serves a two-year term on the Board of Directors and also chairs the Nominating Committee.

C. The terms of office shall be for two years or until a successor shall have been duly chosen.

ARTICLE V (GOVERNANCE OF THE SOCIETY)

A. Board of Directors

1. The governing body and ultimate authority of the SOCIETY is the Board of Directors.
2. The Board of Directors shall include the officers listed in Article IV above, Chair of the Publications Committee, Chair of the Public Policy Committee, the Chairs of the Program Committee for the next two Annual Scientific Meetings and four Members at Large elected to four year terms by the Regular Membership. Two Members-at-Large are elected during each general election (so that they serve overlapping terms of office).
3. The Board of Directors will be the incorporating body and will be responsible for the policies, finances, and property of the SOCIETY.

ARTICLE VI (COMMITTEES)

A. There shall be two classes of Standing Committees of the SOCIETY:

1. Those Standing Committees charged with assisting the Board of Directors in the governance of the SOCIETY. These include the Nominating Committee, Membership Committee, Program Committee, Publications Committee, Public Policy Committee, Finance Committee, Development Committee, and Long Range Planning Committee.
2. Other Standing Committees that are key to the mission of the SOCIETY. Examples of these include the Awards Committee, Laboratory Materials and Bio-safety Committee, Education Committee, and the Constitution and Bylaws Committee, and others as specified in the Bylaws.

B. The President may appoint ad hoc committees whose terms will expire with that of the appointing President.

ARTICLE VII (MEETINGS)

A. As approved by the Board of Directors there shall be a general meeting of the Members of the SOCIETY for the transaction of business and exchange of new scientific information. This shall be called the Annual Meeting. Scientific reports, symposia, workshops, and demonstrations will constitute the scientific portion of the Annual Meeting. The program will be organized by the Program Committee.

B. At the Annual Business Meeting, reports by the Officers and the Standing Committees will be given to Regular Members in attendance, and an opportunity for discussion will be provided.

ARTICLE VIII (PUBLICATIONS)

The SOCIETY may publish scientific communications (journals, newsletters, books, audio and visual tapes, etc.) as a means to further its objectives, or it may enter into agreements with others to disseminate the research results of its members and contributors.

ARTICLE IX (BRANCHES)

A. Various regions or areas of the U.S. having local organizations of scientists and technicians interested in the SOCIETY'S objectives may affiliate with the SOCIETY through the formation of Branches.

B. Membership in such Branches does not confer Regular Membership nor voting status in the SOCIETY.

C. Branches of the SOCIETY have full autonomy in their organization and activities, provided that these do not conflict with the provisions of this Constitution and Bylaws. Each Branch will be solely responsible for its own financial affairs.

D. The Constitution and/or Bylaws proposed by each Branch must be approved by the SOCIETY'S Board of Directors prior to enactment.

ARTICLE X (SECTIONS)

A. Sections are groups of members of the SOCIETY with a specific, categorical interest or other specification. Sections may be formed to support the needs of specialized fields of interest to the Membership.

B. Relationship of these Sections to the governance of the SOCIETY shall be determined by the Bylaws.

ARTICLE XI (AMENDMENTS TO THE CONSTITUTION AND BYLAWS)

- A. All requests to or by the Board of Directors for amendments to the Constitution or Bylaws of the SOCIETY shall be referred to the Constitution and Bylaws Committee. This Committee will be responsible for periodic review of the Constitution and Bylaws and will report recommendations for amendments to the Board of Directors. It also will monitor any rules or regulations of the SOCIETY for conformity and compliance by Members of the SOCIETY.
- B. Petitions for amendments also may be presented, in writing, by at least 25 Regular Members to the Constitution and Bylaws Committee anytime during the calendar year.
- C. The Constitution and Bylaws Committee shall determine whether consultation with legal counsel is necessary prior to considering any suggested amendment.
- D. After a report from the Constitution and Bylaws Committee to the Board, and with the Board's approval, any proposed amendment to the Constitution shall be promptly voted upon by the Regular Members of the SOCIETY. The Secretary shall tally the ballots returned to him/her within 60 days from the first date of voting.
- E. Adoption of amendments to the Constitution of the SOCIETY requires an affirmative vote of the majority of the Regular Members voting.
- F. The Constitution and Bylaws Committee will report to the Board of Directors its opinion regarding any proposed amendment to the Bylaws and the Board will make a decision for or against voting on the proposed amendment.
- G. Adoption of amendments to the Bylaws of the SOCIETY requires a two-thirds, affirmative vote of the entire Board of Directors.
- H. The results of a vote shall be announced by the Secretary in the next issue of the In Vitro Report and shall take effect upon the date of publication.

ARTICLE XII (TERMINATION OF ACTIVITY)

In the event of liquidation, dissolution, termination, or winding up of the SOCIETY (whether voluntary, involuntary, or by operation of law), the total assets of the SOCIETY, after payment of debts and bills, shall be distributed by the Board of Directors provided that none of the property or assets of the SOCIETY shall be made available in any way to any individual, corporation or other organizations, except to one or more corporations or other organizations, which qualify as exempt from Federal Income Tax under Section 501(c)(3) of the U.S. Internal Revenue Code of 1954, as the same may be from time to time amended, or to one or more corporations or other organizations, contributions to which are deductible under Section 170(c)(1) or (2) of said code, as the same may be from time to time amended. Article X (Sections)

6.1.2 NATIONAL BYLAWS

1. MEMBERSHIP ELIGIBILITY AND CLASSES

- B. Regular
 - 1. Any person interested in the mission of the SOCIETY may become a Regular Member upon application and payment of annual dues.
 - 2. Regular Members receive one journal, the In Vitro Report, the right to submit two reports for presentation at the Annual Meeting, reduced rates for using the Placement Service, and other benefits as determined by the Board of Directors.
- C. Emeritus Members

Any Regular Member, in good standing for at least 10 consecutive years immediately preceding retirement, and who has made written application to the Business Office, shall be eligible for Emeritus status and so named by ratification of the Board of Directors.
- D. Life Members
 - 1. A Regular Member in good standing shall become a Life Member upon payment of 10 years' Regular Membership dues in advance.
 - 2. Life Members receive the same rights and benefits as Regular Members.
- E. Student Members
 - 1. Any regularly matriculating, full time, undergraduate, or graduate student shall be eligible for Student Member status. Annual proof of student status is required. Such proof shall be a letter either by the student's advisor or the Chair of the student's major department.

2. Student Members receive the In Vitro Report, one of the SOCIETY's journals, and a reduction in Annual Meeting registration fees, in addition to the reduced membership fee as determined by the Board of Directors.
 3. Student Members may not hold office or vote but may serve on relevant committees.
- F. Honorary Members
- Any eminent investigator who has made significant contributions to in vitro biology may be nominated to become an Honorary Member of the SOCIETY. Nominations are made to, and must be ratified by, the Board of Directors. Nominees' names are submitted to the Membership on a ballot. A nominee is elected to Honorary status if approved by a majority of Members voting. There may be no more than five Honorary nominees voted upon by the Membership in any given year.
- G. Sustaining Members
1. Any person, commercial company, or organization interested in supporting the mission of the SOCIETY upon application and payment of Sustaining Member dues may be a Sustaining Member of the SOCIETY.
 2. Each Sustaining Member shall be entitled to designate an individual to serve as Regular Member, with all the rights and privileges of a Regular Member.
 3. If a Sustaining Member pays for 10 or more Regular Memberships for their employees, they can request a special fee reduction for each Member equivalent to the cost of one SOCIETY journal. However, these Regular Memberships shall not receive personal copies of the SOCIETY journals.
- H. Revocation of Membership
1. Membership in the SOCIETY will be revoked for non payment of dues in arrears for two consecutive years. Reinstatement requires re-application and payment of dues for the current year.
 2. Membership in the SOCIETY may be revoked for cause if a Member brings disrepute to the SOCIETY, or has engaged in misconduct prejudicial to the interest of the SOCIETY. Misconduct includes serious failures to comply with the Code of Ethics. The Board of Directors shall have authority to revoke membership following accepted standards of due process to protect the individual. This process requires that the accused member shall have received at least thirty days written notice of the charges and time and place of a hearing by the Board of Directors and be given an appropriate opportunity to be heard. Following the hearing, a two thirds vote of the entire Board of Directors is required to revoke membership.
- I. Resignation
- A Member in good standing may resign his/her membership with notification to the Secretary of the SOCIETY.

2. FINANCES

A. General

The financial and business affairs of the SOCIETY shall be conducted on an annual basis or during such other periods as may be determined by the Board of Directors. All dues for membership are due on the first day of January, and all Members who shall have paid their dues in the current year will be considered Members in good standing and will receive all the rights and benefits of membership in the SOCIETY.

B. Annual Budget

1. Each activity (Committee, Publications, Business Office, etc.) shall submit a proposed budget for its activity to the Treasurer according to the procedure and time limit defined by the Board of Directors.
2. The Annual Budget of the SOCIETY, prepared by the Treasurer after advice from the Finance Committee and then in consultation with the Business Office, shall be submitted to the Board of Directors for their approval.

C. Financial Responsibility

1. No Member of the SOCIETY may authorize, commit, or otherwise financially obligate the SOCIETY except as authorized by the Board of Directors.
2. The Treasurer of the SOCIETY shall have the care and custody of all funds, securities, books of account, and financial records of the SOCIETY, and he/she shall cause all funds of the SOCIETY to be

deposited with such depositories as the Board of Directors from time to time may determine. He/she shall have power to endorse for deposit to the credit of the SOCIETY or for the collection of all notes, checks, drafts, and other commercial paper payable to it. He/she shall be responsible for keeping accurate books of the accounts relating to the funds and financial affairs of the SOCIETY, and shall render an accurate account of such funds and affairs whenever so required by the Board of Directors.

3. The Treasurer may delegate one or more of the functions outlined in (2) above to the SOCIETY's Business Office or to such other persons as he/she may designate; however, responsibility lies solely with the Treasurer.
4. The financial records shall receive an appropriate financial review or be audited annually by a registered accounting firm. Each year the Finance Committee will recommend to the Board of Directors which type of review of the financial records is required.
5. The Treasurer Chairs the Finance Committee and uses this Committee in an advisory capacity.

D. Dues and Subscriptions

1. Dues

- a. Annual dues in the SOCIETY shall be fixed by the Board of Directors in accordance with the needs of the SOCIETY.
- b. Any person in arrears for dues on the first day of January of the current year shall be placed on the inactive list. Such a Member may be reinstated upon payment of dues within the current year. If he/she does not do so by the last day of December of the following year, he/she shall cease to be a Member of the SOCIETY. He/she may be reinstated as indicated in these Bylaws (Section 1, G, 1).
- c. The Secretary shall send a notice of the delinquency to all persons in arrears by the first day of April of the current year.
- d. Members who are in arrears shall not receive their chosen journal and upon payment of dues, after the first day of April, shall receive only subsequent issues of the journal published during the current year. Issues missed because of delinquency may be purchased by the Member at the Membership rate as determined by the Business Office.
- e. All new Members of the SOCIETY, upon payment of their dues for the first year, shall receive all issues of the Journal published during the current year.

3. GOVERNANCE OF THE SOCIETY

A. Officers

The Officers of the SOCIETY shall be a President, a Past President, a President-Elect, a Vice President, a Secretary, and a Treasurer. Each Officer shall be elected for a term of two years. The President shall not be eligible to succeed himself/herself. The Officers of the SOCIETY and their basic duties are as defined in the Constitution, Article IV, A and B. Other duties may be assigned by the Board of Directors

B. Board of Directors

2. The governing body of the SOCIETY is the Board of Directors.
3. The permanent membership of the Board of Directors is as described in the Constitution (Article V, A, 2). These include the officers of the SOCIETY, elected Chairs of certain Standing Committees, and Members-at-Large.
4. Members-at-Large, who serve a four year term of office, shall begin their terms at the same time as the Officers (Constitution, Article IV, C). Chairs of Standing Committees, who serve on the Board of Directors, are listed in the Constitution (Article V, A, 2). The Chairs of Standing Committees shall begin their terms at the same time as the Officers (Constitution, Article IV, C) and serve a two year term of office.
5. If the President is absent, the President-Elect shall preside. If both are absent, the Vice President shall preside.
6. The terms of office shall commence at the Board Meeting which occurs the day prior to the Annual Meeting or if no Annual Meeting occurs in that year then at the Board Meeting scheduled for June of that year. The terms of office shall continue for two years or until a successor shall have been duly chosen.
7. The Board of Directors shall be the legal representative of the SOCIETY and shall meet at least three times each year. A majority of the Board constitutes a quorum for the transaction of business except in the case of amending the Bylaws (see Constitution, Article XI,G). Each member of the Board of Directors shall be notified in writing by the President at least 14 days prior to the meeting stating time,

place, and agenda. The Board of Directors shall have, hold, and administer all the property, funds, and affairs of the SOCIETY in trust for its uses, in conformity with the Constitution and Bylaws, and with the Act of Incorporation of the SOCIETY under the Statutes of the State of Maryland.

8. The Chairs of ad hoc Committees, Branches, and such other Members of the SOCIETY as the Board of Directors may invite from time to time to their meetings, shall have the privileges of the floor but not the right to make or second a motion or to vote.
9. The Board of Directors shall have the power to hold hearings that may lead to revocation of office of any elected official of the SOCIETY (Officer of the SOCIETY, Member-at-Large, or Chair of a Standing Committee) following accepted standards of due process to protect the individual.

Written and signed charges may be brought by any member of the Board of Directors on his/her own initiative or after receiving a written petition citing serious failures to comply with the SOCIETY's Code of Ethics, and signed by ten members in good standing of the SOCIETY. This process requires that the accused elected official shall have received at least thirty days written notice of the charges and time and place of a hearing by the Board of Directors and be given an appropriate opportunity to be heard. Following the hearing, a two thirds vote of the entire Board of Directors is required to dismiss the elected official from office and begin the process of replacing that official (see Bylaws 4, F). The Board of Directors also has the power to conclude (by two-thirds vote) that the offenses are serious enough to result in revocation of membership (see Bylaws 1, G).

C. Committees

1. There shall be Standing Committees of the SOCIETY charged to assist the Board of Directors in the management of the SOCIETY. The Standing Committees shall be the Nominating Committee, Membership Committee, Program Committee, Publications Committee, Education Committee, Constitution and Bylaws Committee, Public Policy Committee, Finance Committee, Development Committee, Awards Committee, Laboratory Materials and Bio-safety Committee, and Long Range Planning Committee. The Chairs of all Standing Committees, with the exception of the Program Committee, the Laboratory Materials and Bio-safety Committee and those committees which are chaired by Officers, are elected to two year terms of office by a majority of the Regular and Emeritus Members voting. The terms of office shall commence at the same time as the terms of office for Officers of the Board (Bylaws, Section 3,B,5). Committee composition is developed by the SOCIETY President, in conjunction with the Committee Chair on behalf of the Board of Directors, except where Committee composition is specified elsewhere in these Bylaws and/or the SOCIETY's Constitution.
 - a. The Nominating Committee shall be composed of the immediate Past President who will serve as Chair, the chairs of the Sections, and, if desired, two additional at large members appointed by the Chair. The Nominating Committee shall make two or more nominations for each office, after announcing, in the SOCIETY's Newsletter, a call for applications to become a nominee for one of the elected positions. In this application, respondents are requested to supply a brief career resume, including a list of any previous service to the SOCIETY, and a statement of the applicant's platform. From this panel of applicants, plus any additional individuals requested to apply by the Nominating Committee, the Nominating Committee makes its selections of at least two nominees for each position and secures written willingness of the prospective applicants to serve as nominees, for President-Elect, Vice President, Secretary, and Treasurer, Chairs of all elected Standing Committees, as well as for the two Member-at-Large positions up for election in that year (for four year terms). In alternating elections the nominees for President-Elect will be 1) members of the Plant Biotechnology Section or 2) members of the In Vitro Animal Cell Sciences Section. The Nominating Committee must submit the final slate of nominees for all positions to the Board of Directors at or before the fall meeting of the Board occurring in the year of an election. The Board must ratify the slate of nominees no later than at the fall meeting. If the Nominating Committee fails to present a full and balanced slate of candidates by the fall Board of Directors meeting, the President, at his or her discretion, can select an ad hoc committee to finalize the slate. The ad hoc committee must submit the final full and balanced slate to the Board within twenty (20) days of receiving commissioning.
 - b. The Program Committee: The Chairs of the Committees for the next two Annual Scientific Programs are appointed by the Board of Directors. One serves as Chair of the first Annual Scientific Program while the second serves as Vice-Chair. Every subsequent year, a new Vice-Chair is

appointed and, simultaneously, the Chair for the previous Program is rotated off the Committee after the Annual Scientific Meeting and the former Vice-Chair rotates into the position of Program Committee Chair. The newly appointed Vice-Chair takes office at the beginning of the Annual Meeting prior to which he/she will function as Vice-Chair. The Committee shall consist of a Chair and Vice-Chair, one representative from each Section of the SOCIETY, and three or more other Members. Subject to instructions from the Board of Directors, the Program Committee shall maintain general supervision of the scientific programs presented at the Annual Meeting of the SOCIETY.

- c. The Publications Committee shall consist of an elected Chair plus the Treasurer, the Editors-in-Chief of all SOCIETY journals, and other publications, one Associate Editor of each journal, one Member-at-Large from the Board of Directors, and one or more Regular Members. This committee is responsible for journal management, including electronic publications and coordination with the SOCIETY's Business Office.
- d. The Membership Committee chaired by a member (Regular, Emeritus or Life) appointed by the President and approved by the Board, has the responsibility for recommending programs, the intent of which will be to increase the satisfaction and the size of the SOCIETY's membership.
- e. The Education Committee shall consist of an elected Chair, the two elected Student and Post-Doc Affairs Committee Chairs, plus appointed members. It is charged with furthering the educational goals and activities of the SOCIETY which may include both in-person and web-based educational activities. The Chair will oversee the Student Program at the Annual Meeting and ad hoc sub-committees created by the Education Committee to address specific educational needs of SIVB.
- f. The Constitution and Bylaws Committee shall consist of an elected Chair plus appointed members. Its responsibility is to periodically review the Constitution and Bylaws of the SOCIETY and recommend changes as necessary to the Board of Directors for SOCIETY action. The Chair of the Constitution and Bylaws Committee with the consent of the Board of Directors shall be authorized to consult an attorney to secure information and advice regarding legal requirements of the SOCIETY providing that the cost incurred is within the Committee's budget.
- g. The Long Range Planning Committee is chaired by the President-Elect with committee members appointed by the President during his/her first month in office.
- h. The Public Policy Committee shall consist of an elected Chair plus appointed members. This Committee shall recommend to the Board of Directors actions designed to assist the general public to obtain a better understanding of In Vitro Biology and its research process and progress. When appropriate, the Committee will prepare officers of SIVB prior to their meeting with Members of Congress and other governmental officials for the purpose of giving advice on funding priorities and other matters relevant to In Vitro Biology.
- i. The Laboratory Materials and Bio-safety Committee shall consist of a Chair appointed by the President plus appointed members. This Committee is charged with providing a mechanism to promote laboratory standards and bio safety in in vitro biology and biotechnology in facilities in academe, government and private industry. To accomplish these goals, the Committee shall provide a forum for publicizing bio-safety information via sponsorship of Roundtables at SIVB annual meeting and/or other venues; keep SIVB Board of Directors apprized of changes in Federal and state government regulations; and develop recommendations in this area for consideration by the Board of Directors. The committee shall include members from academe, government and private industry.
- j. The Awards Committee shall consist of an elected Chair plus additional committee members, appointed by the Chair so that the Committee, as a whole, is broadly representative of the various Sections of the SOCIETY. The Committee shall recommend to the Board of Directors nominations for all of the SOCIETY's awards. After ratification by the Board of Directors, awards shall be announced in the SOCIETY's Newsletter and, when appropriate, awards presented during the SOCIETY's Annual Meeting.
- k. The Development Committee is chaired by the SOCIETY's Vice President. The sole mission of this committee is to assist the Vice President in performing his/her fund raising duties.
- l. The Finance Committee, chaired by the Treasurer, functions as advisory to the Treasurer.

2. The President shall appoint ad hoc committees as may be necessary to aid in the management of the SOCIETY. All committee appointments shall be made for a term coincident with that of the President unless otherwise provided in the Constitution or Bylaws.
3. The Chairs of all Standing and ad hoc Committees of the SOCIETY shall report, in writing, to the Board of Directors at least 75 days prior to the time of the Annual Meeting. The Committee Reports shall be submitted to the Board of Directors liaison for that Committee.

4. **NOMINATIONS AND ELECTIONS**

- A. A final slate of candidates is developed by the Nominating Committee [see Bylaws 3, C, a]. Additional nominations for office may be made to the Secretary, by petition, over the signatures of at least 10 Regular Members in good standing. These petitions must be received by the Secretary on or before the next succeeding first day of October. Information on Section formation is on file in the SOCIETY's Business Office.
- B. The Secretary shall send to all Regular and Emeritus Members of the SOCIETY, no later than the fifth day of November, a final ballot bearing all nominations for office (whether made by the Nominating Committee or by petition), including biographical sketches. The ballot shall also include nominations, if any, directed by the Board of Directors for Honorary Membership, and any proposed changes to the Constitution and/or of the SOCIETY.
- C. Each member shall transmit his/her ballot in a manner to properly maintain secrecy to the Secretary. In order to be counted, a ballot must be received by the Secretary on or before the next succeeding fifth day of January of the year of the assumption of office.
- D. The Secretary shall verify the eligibility of all members voting, and deliver all valid sealed ballots to the tellers. The tellers should count the ballots and report to the Secretary who shall notify the nominees and the Board of Directors of the results and shall announce the results in the SOCIETY's newsletter.
- E. The candidates who receive the highest number of votes in each contested office, shall be declared elected. In case of a tie vote, majority of the Board of Directors shall decide between the candidates who are tied. A candidate for Honorary Membership shall be declared elected if affirmed by four fifths of the votes cast.
- F. If a member is elected to a Society office and is also elected as Chair of a Section, and if the member does not feel it is feasible to fulfill both roles simultaneously, the Section will determine a replacement to fill the position of Chair by appointing the runner-up candidate for Section Chair from the preceding election. Neither the President or President-Elect of the Society shall simultaneously serve in the capacity of Chair of a Section.
- G. If the Office of the President becomes vacant between elections, the President-Elect shall fill the vacancy.
- H. Vacancies occurring between elections in any office or among Members-at-Large shall be filled by appointment by a majority of the Board of Directors voting.

5. **SECTIONS OF THE SOCIETY**

- A. Sections of the SOCIETY may be chartered by the Board of Directors in response to a request to that effect signed by 10 Regular Members of the SOCIETY in good standing. Sections of the SOCIETY shall consist of members with a particular focused special field of interest in in vitro biology.
 1. Regular Members in good standing of the SOCIETY can be members of more than one Section.
- B. Each Section shall elect its own officers and their representative to the Board of Directors and shall establish rules for its governance that are not inconsistent with the Constitution and Bylaws of the SOCIETY. The Bylaws of each Section shall be subject to approval by the Board of Directors.
- C. A Chair, Vice Chair(s), and Secretary of each Section shall be elected every two years. Such Officers shall take office at the beginning of the Annual Meeting following the election. They shall hold office for two years, or until their successors shall have been duly chosen. All elections to office and changes in office shall be certified by the Secretary of the Section to the Secretary of the SOCIETY.
- D. The Chair of each Section shall appoint a representative to be a member of the Program Committee as provided by Bylaws, 3, D, 1.b.
- E. Each Section of the SOCIETY shall submit an annual report to the Board of Directors of the SOCIETY. The report shall include a status of membership; a financial report; a report of elections, if any, held during the year; and a summary of the activities of the Section.
- F. Any Section failing to maintain, for two consecutive years, a minimum of 25 members of the SOCIETY in good standing, shall be considered dissolved.

6. MEETINGS

A. Annual Business Meeting

1. Once each year there shall be a general meeting of the SOCIETY for the transaction of business. This meeting shall be known as the Annual Business Meeting. Special meetings may be called at the discretion of the Board of Directors. In the event of very grave emergency, the Board of Directors may suspend such an annual meeting and the SOCIETY will transact the necessary business by mail or electronically.
 - a. The Board of Directors, with the advice of the Business Office, will select the time and place of each Annual Business Meeting, which will be approved by the Board of Directors prior to being fixed. Notice of the same shall be sent by the Secretary to each Member of the SOCIETY at least six months prior to the date of said meeting.
 - b. At the Annual Business Meeting of the SOCIETY, the Order of Business shall be determined by the Board of Directors.
 - c. At any Annual Business Meeting of the SOCIETY, five percent of the voting Membership, or one hundred, whichever is smaller, Regular Members present shall constitute a quorum for the consideration of business.

B. Scientific Meeting

1. A scientific program will be held as dictated by the Board of Directors but typically annually at the same time and place as the Annual Business Meeting. Subject to instructions from the Board of Directors, the Program Committee shall maintain general supervision of the scientific program of the Meeting.
2. The time and place of the Meeting shall be decided upon by the Board of Directors. The program of the scientific portion of the meeting shall be arranged by, and be subject to, the approval of the Program Committee.
3. Concomitant with the designation of the city in which a Scientific Meeting will be held, the President, with the advice and consent of the Board of Directors, may appoint a Chair of a Local Committee. A Local Committee Chair can function as liaison with the Program Committee and the Business Office.
4. The accepted abstracts for the Meeting shall be printed in one of the SOCIETY's journals.
5. Members of the SOCIETY are eligible to submit two abstracts of papers to be presented from the platform.
6. Abstracts considered unsuitable for the Program by a majority of the Program Committee shall be rejected. The decision of the Program Committee shall be final. The Chair of the Program Committee shall notify, without delay, all authors of the disposition of their abstracts on the Program.
7. The SOCIETY is not responsible for statements and opinions advanced by individuals in papers or discussions at its meetings.
8. Any paper, although announced in the final Program, may be excluded at any time prior to delivery by order of the President of the SOCIETY.

C. Rules of Order

1. The rules contained in the Rules of Order, by Henry M. Robert, shall determine the parliamentary practice of the SOCIETY on all cases to which they apply, and when they are not inconsistent with the Constitution and Bylaws of the SOCIETY.
2. The Secretary or a Member of the SOCIETY may be appointed by the President to serve as Parliamentarian at all meetings of the Board of Directors and at the Annual Business Meeting.

7. BRANCHES OF THE SOCIETY

- A. Branches of the SOCIETY may be established by the Board of Directors in response to a request to that effect signed by at least 10 Regular Members of the SOCIETY in good standing. Each Branch must be separately incorporated in the state where it is established. Branch information is on file at the SOCIETY'S Business Office.
- B. Branches shall elect their officers. Branches may assess dues; collect and manage their own funds; and make any rules for their governance, provided that all their acts and rules are consistent with the Constitution (Article IX) and these Bylaws. The Constitution and/or Bylaws of each Branch shall be subject to approval by the Board of Directors.

- C. Each Branch shall transmit to the Secretary of the SOCIETY the names of all its officers and Standing Committees within 30 days of their election, and shall also promptly notify him/her of any change that may have taken place among the said officials
- D. Any Branch may include in its membership persons who are not Members of the SOCIETY, provided that such persons shall not be eligible to hold the office of presiding officer of the Branch or to serve as a representative to the SOCIETY
- E. Any Branch failing to maintain, for two consecutive years, a minimum of 10 Members of the SOCIETY in good standing shall automatically forfeit its charter and rights as a Branch of the SOCIETY
- F. Branches shall submit annual reports to the Board of Directors. The annual Branch report must state the total number of SOCIETY Members who are also Members of the Branch, as well as the total number within the Branch.
- G. Any Branch may be dissolved by the Board of Directors for good and sufficient reasons.

8. AMENDMENTS TO THE BYLAWS

See Constitution Article XI.

9. INDEMNIFICATION

- A. Every Board of Directors member, officer, editor of publications, or employee of the SOCIETY shall be indemnified by the SOCIETY against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon him/her in connection with any proceedings to which he/she may be made a party, or in which he/she may be involved by any reason of his/her being or having been a Board of Directors member, officer, editor of publications, or employee of the SOCIETY, or any settlement thereof, whether or not he/she is a Board of Directors member, officer, editor of publications, or employee of the SOCIETY at the time such expenses are incurred, except in such cases wherein the Board of Directors member, officer, editor of publications, or employee of the SOCIETY is adjudged guilty by the Board of Directors of willful misfeasance, or malfeasance in the performance of his/her duties. Provided, however, that in the event of a settlement, the indemnification herein shall apply only when the Board of Directors approved such settlement and reimbursement as being for the best interest of the SOCIETY.
- B. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which such Board of Directors member, officer, editor of publications, or employee of the SOCIETY may be entitled.

6.2 PLANT BIOTECHNOLOGY SECTION BYLAWS

Article I (Name)

The name of the organization shall be the Plant Biotechnology Section of the Society for In Vitro Biology.

Article II

No rule, bylaw, or operation of the Section shall be inconsistent with the Constitution of the Society for In Vitro Biology.

Article III (Objectives)

The objectives of the Section shall be identical with those of the Society for In Vitro Biology with the restriction that the Section shall consider biotechnology as applied to plants as its primary concern. Plant biotechnology may be defined as the application of knowledge obtained from study of the life sciences to provide technological benefit to plant biology. Plant biotechnology includes all forms of plant tissue culture, biochemistry, and molecular biology, and genomic methodologies applied to the plant sciences, including the study of whole plants derived from plant tissue culture and/or molecular techniques.

Article IV (Membership)

1. Any member of the Society for In Vitro Biology in good standing and who is interested in the objectives of the Section may become a member of the Section.
2. Any person who pays a fee set by the Officers of the Section shall be eligible to receive the communications of the Section.

Article V (Officers of the Section)

1. The Officers of the Section shall be a Chairperson, a Vice Chair, a Secretary, and any other, that these shall appoint subject to the approval by the membership voting at the next Annual Meeting of the Section. The officers shall hold office for two years, beginning their terms at the close of the Society's Annual meeting held in even years. Officers may not succeed themselves more than once.
2. The Officers of the Section shall manage and be responsible for the affairs of the Section and each shall keep appropriate records. The duties of the officers are defined as follows:
 - a. The Chair of the Section shall call and preside over meetings of the Section as outlined in Article VIII and shall appoint committees as defined under Article VI. The Chair shall prepare a report annually to be submitted to the Society.
 - b. The Vice Chair of the Section shall oversee the financial affairs of the Section, and work with the Program Cochair(s) in fundraising activities. In the absence of the Chair, the Vice Chair shall preside over meetings of the Section.
 - c. The Secretary of the Section shall record and distribute minutes of the Section meetings and solicit nominations and coordinate elections as described in Article VII. In the absence of the Chair and Vice Chair, the Secretary shall preside over meetings of the Section.
3. Officers shall report their activities to the Section at the Annual Meeting of the Section.

Article VI (Committees and Officials)

The Chair shall appoint such committees as may be necessary to aid in the management of the Section. Committees shall be appointed for a term coincident with the Chair's term of office.

Article VII (Nomination and Election of Officers)

1. The Secretary of the Section will solicit nominations for the Officers of the Section by mail (including e-mail) on or before the succeeding first day of September of the year (odd years) preceding an election of Officers. The Secretary shall advise the Officers of the Section of the names of those members who have received five or more nominations for office. The existing Officers of the Section may add to those names any persons whom a majority of the existing officers nominate for office. Upon approval of the Officers, the Secretary shall send to the Secretary of the Society, no later than the first day of October, a final list bearing all nominations for office (whether made by nomination or by the Officers), including biographical sketches.

2. The election of Officers from those nominated shall occur as provided for in the Bylaws of the Society for In Vitro Biology.

Article VIII (Meetings and Quorums)

1. The Annual Meeting of the Section will be held at the same time and in the same place as the General Meeting of the Society as provided for in Article VII(A) of the Constitution of the Society for In Vitro Biology.
2. The Section may also meet from time to time with other groups as may be decided by the membership.
3. A business meeting of the Section will be held during the Annual Meetings of the Section. The quorum for this meeting shall be 5% of the membership of the Section. A simple majority of members voting shall decide on any motion moved and seconded by members at the business meeting.

Article IX (Amendments to the Bylaws)

Any proposal to amend the rules or bylaws of the Section must be presented in writing to the Officers of the Section by five members of the Society at least two months before the Annual Meeting of the Section. If approved by members voting at the Annual Meeting of the Section, the proposal shall be promptly sent to all members of the Section with a ballot. From the ballots returned within 45 days of the mailing date, the Secretary of the Section shall determine if two thirds of the members voting approve the amendment. If approved, the Secretary shall transmit the amendment to the Board of the Society for In Vitro Biology for its approval and shall notify the members of the Section of the result of the ballot and the Board's decision.

6.3 IN VITRO ANIMAL CELL SCIENCES SECTION BYLAWS

Operating Charter

Purpose for Existence

IVACS exists as a section because it represents the research emphasis of a significant segment of the overall society membership. We believe the scientific experience of its membership will be enhanced through appropriate programmatic balance between the need to investigate significant traditional and emerging topics in depth with the insightful perspectives that emerge from leveraging the diversity of our interests.

Mission

The mission of the IVACS is to communicate and reinforce the science, applications and technologies of cultured animal cells to its current and prospective membership and to the public. We will fulfill this mission by adhering to the following principles and mechanisms:

Operating Principles and Mechanisms

Our fundamental operating principles include:

- Balanced scientific program focus to embrace diversity of interests
- Balanced recognition for traditional interests and achievements and awareness of emerging techniques and applications
- Balanced coverage of basic and applied animal cell research and of applications of animal cell technology to significant diagnostic and therapeutic needs
- Informal collegiality that encourages interaction among established and junior investigators
- Mutually beneficial interaction between scientific membership and sponsoring organizations and vendor corporations
- Solid fiscal foundation, free of political infighting, to ensure a scientific legacy for future generations of animal cell culture scientists

To achieve our targeted outputs consistent with these operating principles, we will operate according to the following mechanisms:

- We will invite an equitable representation among elected and appointed sectional and society officers from former segments (e.g., vertebrate, invertebrate, cellular toxicology).
- We will strive for equitable distribution among diverse scientific interests in developing the scientific program, nominating awards and recognitions, and committing fiscal resources.
- We will promote quality scientific interactions through an innovative variety of activities and strive to balance traditional and emerging technologies and basic and applied research.
- We will cultivate mutually beneficial relations with vendors and sponsoring organizations.
- We will promote scientific and social activities and harmonize operating procedures with our colleagues in the Plant Biotechnology section to optimize alignment, synergy and collegiality for the betterment of the overall society.

Organizational Structure

Based on current requirements and consistent with our operating principles, we believe that the IVACS organizational structure should include the following elected officers and designated duties, with a term of office as prescribed in the society by-laws. (Note: Wherever willing and capable candidates are available, it is desirable that all three former segments be represented among the Chair and two Vice-Chair positions. The composition of program and membership committees will involve delegates from the primary research interests of IVACS membership):

- Chair – The Chair is responsible for general administration of the IVACS section and coordinates with the SIVB Board of Directors. Additionally, the Chair will represent IVACS on the SIVB Finance, Development, Nominating and Long Range Planning Committees and will coordinate the IVACS annual meeting.
- Vice-Chair (Program) – The Vice-Chair (Program) is responsible for all aspects of the scientific and social program for the annual meeting and will appoint a committee to assist in session development and fund-raising. The Vice-Chair (Program) will convene preliminary planning at the annual meeting and coordinate

sessions, conveners and speakers for symposia, plenary and poster sessions. The Vice-Chair (Program) will coordinate activities of other program committee members to attract sponsorship for sectional symposia and to implement other fund-raising activities. The Vice-Chair will work with the Chair to plan the IVACS annual meeting and with the Plant Biotechnology counterpart to plan the SIVB social event.

- Vice-Chair (Membership) – The Vice-Chair (Membership) is responsible for all sectional activities designed to sustain, recruit and recognize its membership. Specific duties include working with the SIVB Secretariat to ensure accurate contact information for IVACS members, with the Education and Membership committees to advocate and implement programs to recruit new members and to enhance student relations, with the Awards and Recognition Committee to nominate IVACS meritorious candidates, and with the editors to SIVB reports to communicate sectional issues to the IVACS membership.
- Secretary – The Secretary functions in both recording and corresponding functions. The Secretary is responsible for recording minutes from the IVACS annual meeting and communicating them to the IVACS membership. The Secretary is also responsible for IVACS communications, such as sectional inputs to SIVB reports and other activities to ensure that membership is informed of recent and upcoming activities.

Targeted Outputs

As an integral section within SIVB, we will work jointly with our colleagues in Plant Biotechnology to achieve the following principal short term and longer term objectives:

Shorter horizon objectives:

- Attractive, informative scientific sessions with superior speakers and quality formal and informal interaction among scientific attendees.
- Scientific journal to publicize quality papers of focused upon traditional and emerging animal cell culture technologies. Sustained initiatives to attract junior scientists through membership incentives, targeted sessions and mentoring interactions during the annual meeting, committee participation, and focused recognition.
- Diverse communication options to encourage member awareness of issues and opportunities and to solicit active participation and ownership of the section and the society.

Longer horizon objectives:

- Section and society membership recognized for their dynamic science, emphasis on practical application of innovative cell culture techniques, and effective level of collaboration, collegiality and participation.
- Expanded base of member participation and longer term strategy to develop topical themes, recruit superior conveners and speakers, consider innovative formats, and implement planning for plenary and sectional symposia and other scientific sessions.
- Synergy with international and interdisciplinary societies to enhance membership interactions, strength and diversity of scientific program, and fiscal foundation.
- Clear identity for section and society to facilitate membership, programmatic, sponsorship and long range planning activities.
- Through cultivation of mutually-beneficial relationships with vendors and sponsors, maintaining scientific program quality, enhancing participatory membership and prudent fiscal management, strengthen the financial stability of the section and the society.

The IVACS Operating Charter, and any succeeding revisions, will be communicated to the IVACS membership prior to the annual meeting for feedback. The membership present at the annual meeting will constitute a voting quorum and will be enabled to approve or disapprove the Operating Charter. Any minor revisions resulting from discussion at the annual meeting may be incorporated into an approved Operating Charter. Material revisions will be communicated to the IVACS membership for feedback prior to approval and implementation.

7.0 STUDENT AWARDS

All student awards, with the exception of the Philip White Award, require the following items as part of their submission:

1. An Official Abstract Submission (to be submitted online) and completed online Student Registration.
2. A 4-page (maximum) letter indicating award(s) applying for, and narrative of methods, results, and supporting figures/tables as appropriate.
3. Research director/supervisor certification that the work was performed by the student applicant.

7.1 WILTON R. EARLE AWARD

Wilton R. Earle was Head of the Tissue Culture Unit of the National Cancer Institute from 1937 until his death in 1964, but his interests and work in cell cultivation date back to his college days and to his earlier employment in the Hygienic Laboratory of the Public Health Service. Dr. Earle and his associates at the National Cancer Institute were the chief pioneers of modern tissue culture methods. Their efforts led to the development of monolayer cultures of the type now so widely used, to suspension cultures, to means of accurately preparing replicate cultures and of quantifying cell populations, and to isolating single cells and producing clonal strains of cells. In addition to these major areas of technological development, Dr. Earle's research over the years contributed substantially to present knowledge of *in vitro* biology and, in particular, to carcinogenesis *in vitro*.

Dr. Earle was a member of the Tissue Culture Commission, which preceded the present Society, and was one of the founding members of the Tissue Culture Association, of which he was an active member until the time of his death. He served the Association in many ways, including a term as Vice President.

During his many years of active research, Dr. Earle encouraged and aided many young people as well as established investigators to become interested in cell culture and to employ it in pursuit of their research activities. It is particularly fitting, therefore, that an award in honor of Dr. Earle be presented by the Society for In Vitro Biology to students or other young investigators demonstrating a degree of excellence in their early research efforts.

7.1.2 Purpose

The Earle Award is offered by the SIVB as encouragement, primarily to young scientists, to undertake laboratory studies with cultured cells and tissues, and to attend and report their findings at the Annual Meeting of the Society. The Award consists of a prize of \$300.00 and travel expenses up to \$500.00. This award is open to students working in all areas of *in vitro* biology. An estimate of travel expenses must be submitted with the abstract. Students are evaluated on the basis of experimental design, clarity of presentation, and validity of interpretation.

7.1.3 Eligibility

A. General - Undergraduate, graduate, or professional students, are eligible.

B. Specific Rules – To be eligible for the award, the investigation to be reported in the paper must have been done by the candidate and must be presented by the student at the Annual Meeting. The candidate's faculty advisor, department head, or other appropriate professional person to whom the candidate is responsible, must certify that the investigation was done by the candidate. It shall be the duty of the Student Awards Committee to judge the general eligibility of the papers for the SIVB Annual Meeting.

7.2 CELLULAR TOXICOLOGY AWARD

The Cellular Toxicology Award is presented annually to a selected full-time graduate student presenting an oral presentation or poster in the field of cellular toxicology at the Annual Meeting of the Society for In Vitro Biology. Cellular Toxicology presentations address the harmful effects of agents and the cellular, biochemical, and molecular mechanisms responsible for those effects on living organisms and biological systems. The award consists of a travel grant of up to \$500.00 to attend the Annual Meeting and a certificate. Selection is made on the basis of need, originality, relevance to cellular toxicology, and a letter of recommendation from a faculty member.

7.3 HONOR B. FELL AWARD

Dame Honor Bridget Fell (1900 – 1986) was a British scientist and zoologist. She was in every sense a pioneer, but especially in the field of tissue culture applied to embryogenesis. As Director of the Strangeways Research Laboratory in Cambridge, England at the age of 27, she at once became a leader in the cultivation of embryonic organs (limb buds, knee joints, mandibular skeletal tissue). Besides her work on bone rudiments, she made important contributions through her studies of skin and mucous membranes. Dame Honor was a leader in European as well as British cell and organ culture, and her influence was strong in North America.

The Honor B. Fell Award was established in recognition of the achievements of the late Honor B. Fell. The award recognizes graduate student research accomplishments in the general field of animal organ culture, as demonstrated by presentation of papers at the Annual Meeting of the Society for In Vitro Biology. The award consists of a cash prize of \$150.00.

7.4 HOPE E. HOPPS AWARD

Hope E. Hopps (1926-1988) was a specialist in infectious diseases, immunology, cell biology and vaccine development. Among Hope's notable scientific contributions were development of a continuous grivet monkey kidney cell line, which was critical for determining the safety of live poliovirus vaccines, and her discovery of the ability of rickettsiae to produce interferon. She was the co-developer of the first subhuman primate cell lines suitable for vaccine production and of the first practical procedure for wide-scale evaluation of rubella immunity. Her efforts to support risky projects and young investigators aided a number of individuals who became renowned cell biologists.

The Hope E. Hopps Award was established in memory of Hope E. Hopps, a member of the Society for In Vitro Biology for many years who was a vital force in the expansion of the Society, as an active member, officer, member of the governing board, and as an Honorary Member. The purpose of the award is to recognize a quality student presentation at the Annual Meeting. The \$200.00 award is open to students working in all areas of in vitro biology.

7.5 JOSEPH F. MORGAN AWARD

Joseph F. Morgan, (1918 – 1976), a long-time member of the SIVB, was a Canadian scientist who contributed significantly to the art and science of in vitro biology. He pioneered research in the fields including defined media, cryobiology, amino acid and carbohydrate metabolism, the growth of viruses in vitro and the initial understanding of the post-World War II miracle – antibiotics. Although he missed being a founding member of the Tissue Culture Association by one year, his contributions to the SIVB (TCA), both personal and scientific, were lifelong.

The Joseph F. Morgan Award provides travel funds for Canadian students to attend the Annual Meeting of the Society for In Vitro Biology in the amount of \$100.00.

7.6 PHILIP R. WHITE AWARD

Philip R. White (1901-1968) was the first to establish indefinite growth of isolated roots and of tumor tissues of plants. His 1930s and 1940s was groundbreaking and played a critical role in the development of modern plant biotechnology and the production of biotech crops. White was one of the best known and most influential figures of his generation in plant cell culture research.

The Philip White Memorial Award is a study award made in honor of Dr. Philip R. White, an eminent pioneer, teacher and researcher in plant cell and tissue culture techniques. The fund is to be used to supplement expenses for a student to further study plant tissue culture by acquiring specialized training in a plant-tissue-culture related technique not available at his/her home institution, by traveling to another laboratory. A stipend of up to \$650 is awarded yearly for travel to, and training at, an institution of the awardee's choice. It should not be used to supplement living expenses at a home institution. The award can be used to supplement other awards or scholarships, provided such other awards are not total payment for training. It must be used for direct training in a technique that involves plant tissue culture. Applicants for the award must substantiate that the training will extend their ability to perform research and/or development in a field which requires plant tissue culture.

Applicants must be able to demonstrate interest and scholastic achievement. Please note that this is not restricted to U.S. residents.

In years where there are no applications for training support, this award may be allocated to a student to support their expenses to attend and participate in the SIVB Annual Meeting.

7.7 JOHN S. SONG AWARD

John S. Song from Magenta Corporation in Illinois patented the Plant Culture container and Plant tissue culture vessel and filter wherein the base and cover include means for adjustably setting the gas exchange rate between the interior of the vessel and the ambient, and means for selectively defining a loose or tight fit between the cover and the base. In 1986, he wanted to provide a number of scholarships to promote and stimulate plant cell biology graduate student participation at the Annual Tissue Culture Association (now SIVB) meetings.

The John S. Song Award covers the travel expenses of students working in plant cell biology. The students must submit a one-page resume of professional training and publications, an estimate of travel expense to meeting, and a letter of recommendation from research advisor, along with abstract submission.

7.8 STUDENT TRAVEL AWARDS

SIVB realizes that travel funds are not always available to allow students to take full advantage of the opportunities provided by the Society. To assist those students who wish to present their research at SIVB's Annual Meeting, the Society created the SIVB Student Travel Award. This award is presented to a select group of students based on review of their abstract submissions and provides financial support to attend the meeting and present their research. The SIVB Student Travel Awards are open to students working in all areas of in vitro biology. The awards provide travel support up to \$500 to attend the Annual Meeting. An estimate of travel expenses must be submitted with the abstract.

The SIVB Student Travel Awards are open to students working in all areas of in vitro biology. The awards provide travel support up to \$500.00 to attend the Annual Meeting. An estimate of travel expenses must be submitted with the abstract.

7.9 GORDON SATO AND WALLY MCKEEHAN AWARD

The Gordon Sato and Wally McKeehan Award was established by former students Drs. Gordon Yan and Gloria Zhang, founders of Biovision Inc., to honor their mentors. Both Dr. Sato (1927-2017) and Dr. McKeehan were long time members of the SIVB serving in governing leadership positions, Editors-in-Chief of *In Vitro Cellular and Developmental Biology – Animal* and recipients of the SIVB Lifetime Achievement Award. Dr. Sato and Dr. McKeehan are best known for innovations in mammalian tissue culture including defined media required for discovery and understanding hormones, growth factors and nutrients that mediate cell to cell communication in the tissue microenvironment in health and disease. Dr. Sato was elected to the US National Academy of Sciences in 1984. Dr. Sato and Dr. McKeehan mentored numerous students who rose to leadership positions in academics, industry, medicine and mentoring internationally.

The purpose of the award is to support student participation in the annual SIVB meeting. A \$500 award is open to two students annually working with vertebrate or invertebrate cells in vitro. The SIVB Student Award Program provides recognition and financial support for students who have contributed and made outstanding achievements in the field of in vitro biology.

7.10 MARIETTA WHEATON SAUNDERS AWARD

The Marietta Wheaton Saunders Award was established in 2023 to honor Marietta Wheaton Saunders (1954-2023), Managing Director of the Society for In Vitro Biology (SIVB) from 1993 – 2023. Mrs. Saunders was passionate about the research of the members of the Society.

The goal of this award is to inspire African American and Hispanic students to contribute to the innovative science that is a trademark of the in vitro biology and biotechnology fields. Through this support, the awardee will have the opportunity to:

- (1) present his/her research to an audience of senior scientists at the annual meeting of the SIVB,
- (2) socialize with researchers actively working in his/her area of interest,

- (3) connect with members, often well known in the field, with the potential for development of a mentoring relationship, and
- (4) become an active participating member of the SIVB.

The Marietta Wheaton Saunders Award is presented annually to an African American or Hispanic undergraduate or graduate student in the amount of \$750 plus eligibility to receive the SIVB Travel Award up to an additional \$500. This award is granted to one (1) student/year with the purpose of providing assistance to support their professional career development in the field of in vitro biology and/or biotechnology. The SIVB Student Award Program provides recognition and financial support for students who have contributed and made outstanding achievements in the field of in vitro biology. The students must submit a letter of recommendation from research advisor and 750-word essay highlighting both their intent for professional career in the field of in vitro biology or biotechnology and any challenges this opportunity will help them overcome, along with abstract submission.

8.0 AWARDS

8.1 LIFETIME ACHIEVEMENT AWARD

The Society for In Vitro Biology established the Lifetime Achievement Award in 1989 to recognize outstanding late-career scientists who have made significant contributions to the field of in vitro biology and/or in the development of novel technologies that have advanced in vitro biology. This award can only be received once. A nomination application must be submitted to the awards committee by **January 15 of the application award year**. Applications may be submitted by email to michele@sivb.org. A nomination packet is valid for two consecutive years provided the nominee meets the award criteria. After the second year, if the nominee was not awarded but still meets the criteria, a new nomination packet is required and may be submitted

Award Eligibility

- a. Nominee has completed his/her terminal degree at least 30 years prior to the award date or approaching retirement;
- b. Nominee has been a member of SIVB for at least 10 years;
- c. Nominee is a current active SIVB member;
- d. Nominee is living. (The award committee is able to waive the requirements if a candidate becomes incapacitated at a time when their current trajectory shows they would likely have qualified later on, but for the infirmity.)

Award Criteria

- a. Nominee must have made significant contributions to the development and/or understanding of in vitro biology that historically has and will continue to distinguish their scientific work;
- b. Nominee demonstrated a consistent track record of significant and original basic and applied research contributions in the area of in vitro biology;
- c. Nominee has an excellent record of publications including peer-reviewed journal papers, review articles and/or issued patents;
- d. Nominee had successful mentoring of graduate students, postdocs, staff members, visiting scientists, peers, etc.; or successful management record.

Award

- a. A plaque.
- b. All expenses covered for awardee to attend the Annual Meeting to receive the award (valued at approximately \$1,500) and reception held in their honor (valued at \$1,500).
- c. Up to one per section per year.

Fundraising

A total amount \$3,000 to cover all expenses of awardee to attend the Annual Meeting must be raised to receive the award. This amount includes \$1,500 for the awardee's travel and expenses and an additional \$1,500 for a reception held in their honor.

Should the recipient be located outside of the country or at location that would require significant additional funds to support the awardee's travel, the amount required to be raised to support the award may be raised commensurately with the expected costs to support their travel to the meeting.

These funds must be raised by those submitting the nomination or those designated as a fundraiser by those submitting the nomination and confirmation of commitment to supply these funds must be included in the nomination packet.

Nomination Procedures

Nomination packet should include:

1. Completed [award nomination form](#) signed by two nominators (at least one nominator must have active SIVB membership);
2. Two additional supporting letters from qualified members of the scientific community who are familiar with the nominee's contribution;
3. Nomination letter including statement of commitment to raise \$3,000 in sponsorship to support the award;
4. Complete vitae of the nominee including all professional achievements especially in the field of in vitro biology.

8.2 DISTINGUISHED SCIENTIST AWARD

The Society of In Vitro Biology established the Distinguished Scientist Award in 2014 to recognize outstanding mid-career scientists who have made significant contributions to the field of in vitro biology and/or in the development of novel technologies that have advanced in vitro biology. This award can only be received once. A nomination application must be submitted to the awards committee by **January 15 of the application award year**. Applications may be submitted by email to michele@sivb.org. A nomination packet is valid for two consecutive years provided the nominee meets the award criteria. After the second year, if the nominee was not awarded but still meets the criteria, a new nomination packet is required and may be submitted.

Eligibility

- a. Nominee has completed his/her terminal degree at least 15 years prior to the award date;
- b. Nominee has been a member of SIVB for at least 5 years;
- c. Nominee is a current active SIVB member;
- d. Nominee is living.

Award criteria

- a. Nominee demonstrated significant and original basic and/or applied research contributions in the area of in vitro biology;
- b. Nominee has excellent record of publications including peer-reviewed journal papers, review articles and/or issued patents;
- c. Nominee had successful mentoring of graduate students, postdocs, staff members, visiting scientists, peers, etc; or successful management record.

Award

- a. A plaque.
- b. Recipient will be eligible to receive reimbursement of expenses up to \$1,000 to attend the Annual Meeting to receive the award. Award can only be offered when section has funds to cover expenses.
- c. Up to one per section per year.

Nomination Procedures:

Nomination packet should include:

- a. Completed [award nomination form](#) signed by two nominators (at least one nominator must have active SIVB membership);
- b. Two additional supporting letters from qualified members of the scientific community who are familiar with the nominee's contribution;
- c. Nomination letter;
- d. Complete vitae of the nominee including all professional achievements especially in the field of in vitro biology.

8.3 FELLOW AWARD

The Society for In Vitro Biology established the Fellow Award in 2004 to recognize Society members who have provided outstanding service in helping the Society develop and carry out its program over a long and sustained period of time. A nomination application must be submitted to the awards committee by **January 15 of the application award year**. Applications may be submitted by email to michele@sivb.org. A nomination packet is valid for two consecutive years provided the nominee meets the award criteria. After the second year, if the nominee was not awarded but still meets the criteria, a new nomination packet is required and may be submitted.

Eligibility

- a. Nominee must have been an active member of SIVB for at least 10 years;
- b. Nominee is a current active SIVB member;
- c. Nominee is living.

Award criteria

- a. Nominee has outstanding contributions in their area(s) of specialization to include: research, teaching or administration in the area of public, government, or private service sectors;
- b. Nominee has demonstrated active involvement with Society activities, programs, other venues.

Award

- a. A plaque;
- b. Limited to two individuals per section per year at the discretion of the awards committee.

Nomination Procedures

Nomination packet should include:

- a. Completed [award nomination form](#) signed by two nominators (at least one nominator must have active SIVB membership);
- b. Two additional supporting letters from qualified members of the scientific community who are familiar with the nominee's contribution;
- c. Nomination letter;
- d. Complete vitae of the nominee including all professional achievements especially in the field of in vitro biology and services to the Society.

8.4 EARLY CAREER AWARD

The Society for In Vitro Biology established the Early Career Award as the Young Scientist Award in 2009 to recognize outstanding early-career scientists who have made significant contributions to the field of in vitro biology and/or in the development of novel technologies that have advanced in vitro biology. This award can only be received once. A nomination application must be submitted to the awards committee by **January 15 of the application award year**. Applications may be submitted by email to michele@sivb.org. A nomination packet is valid for two consecutive years provided the nominee meets the award criteria. After the second year, if the nominee was not awarded but still meets the criteria, a new nomination packet is required and may be submitted.

Eligibility

- a. Nominee has completed his/her terminal degree preferably no more than 10 years prior to the award date;
- b. Nominee is a current active SIVB member;
- c. Nominee is living.

Award criteria

- a. Nominee demonstrated significant and original or basic and/or applied research contributions in the area of in vitro biology;
- b. Nominee has excellent record of publications including peer-reviewed journal papers, review articles and/or issued patents;
- c. Nominee had successful mentoring of graduate students, postdocs, staff members, visiting scientists, peers, etc; or successful management record.

Award

- a. A plaque;
- b. In-kind monetary award which will include current year meeting registration to attend and accept the award, and free membership in the next calendar year. This award will be covered by the sponsoring section;
- c. Up to one per section per year;

Nomination Procedures

Nomination packet should include:

- a. Completed [award nomination form](#) signed by two nominators (at least one nominator must have active SIVB membership);
- b. Two additional supporting letters from qualified members of the scientific community who are familiar with the nominee's contribution;
- c. Nomination letter
- d. Complete vitae of the nominee including all professional achievements especially in the field of in vitro biology;
- e. Nominations cannot be made by the nominee's major professor/sponsor.