

# **Society of Toxicology**

## **Graduate Student Leadership Committee Guidance Document**

### **Article I. Graduate Student Leadership Committee**

**Section 1. Definition.** The Graduate Student Leadership Committee <sup>1</sup>, hereinafter designated as the GSLC, is the committee responsible for graduate student activities within the Society of Toxicology (SOT). The GSLC is comprised of one graduate Student Representative from each SOT Regional Chapter (RC), Special Interest Group (SIG), and Specialty Section (SS). This body of Student Representatives is governed by the leadership of a GSLC Executive Board, (hereinafter designated as the Board; see Article II). The officers of the GSLC Executive Board include a GSLC Chair, GSLC Secretary, and three Subcommittee Chairs. The GSLC will meet at the SOT Annual Meeting and at other times as appropriate, and will maintain communication through ToXchange. Regional Chapter Representatives, Special Interest Group Representatives and Specialty Section Representatives will meet for teleconferences as needed for issues specific to those particular groups.

**Section 2. Objectives.** The objectives of the GSLC shall be to carry out SOT strategic goals, including

1. Facilitating the scientific and professional development of graduate students in SOT
2. Providing programming and opportunities for graduate students to establish connections with their scientific peers nationally and within component groups
3. Leadership development
4. Recruiting graduate students for membership and active involvement in SOT and RC, SIG, and SS
5. Facilitate communication between the student members of SOT and SOT Council

### **Section 3. Graduate Student Representatives**

**Eligibility.** Selection of Student Representatives and duration of their term is determined by each RC, SIG, and SS; these are also known as component groups. The President of the group will provide the name and contact information of the incoming representative to their SOT Headquarters staff liaison. Eligibility for membership in the GSLC requires:

1. The GSLC replaces the two component groups of the previous Student Advisory Committee: Regional Chapter/Special Interest Group Graduate Committee and the Specialty Section Graduate Committee.
2. The GSLC Executive Board replaces the former Student Advisory Committee and assumes the responsibilities of that body.

- Current enrollment in a M.S. or Ph.D. program related to toxicology
- Student membership in SOT
- Term of service from May 1-April 30. In the event that a GSLC member graduates before January 1, the Student Representative will resign and the group represented will designate a new representative. If graduation is after January 1, she or he will continue to serve until April 30
- A person may hold only one Student Representative position; this increases leadership opportunities for other students

**Selection.** In the absence of established protocols to select a graduate student representative in a given RC, SIG, or SS, the GSLC suggests the following:

1. The RC representative is currently enrolled in a graduate program located in the area served by, and is a member of, the Regional Chapter. The SIG representative is a member of that particular Special Interest Group. The SS representative is enrolled in a graduate program conducting research in the disciplinary area of the Specialty Section, and is a member of that Specialty Section.
2. Selection methods may include:
  - a. Nomination from within and election by the RC, SIG, or SS student membership (via ToXchange, E-mail, electronic or paper ballot, etc.)
  - b. Nomination and election by the RC, SIG, or SS professional membership and/or student membership
  - c. Appointment by the officers of the component group. Although a more representative approach is ideal, this method may be necessary if a Representative resigns midterm

**Responsibilities.** The responsibilities of each Representative include, but are not limited to:

1. Active involvement in his or her RC, SIG, or SS
2. Recruitment of graduate students into the RC, SIG, SS, and SOT
3. Maintain regular communications, programming, and networking in the larger SOT Membership and among the diverse disciplines of toxicology
4. Serve on a GSLC Subcommittee (see Article III) and actively participate on conference calls, in task forces, and during meetings
5. Commit to at least a 1-year term of service
6. Attend the SOT Annual Meeting and the GSLC business meeting held at that meeting

- a. To encourage participation in the GSLC and the SOT Annual Meeting, SOT will provide travel funding for each representative, half from SOT national and half from the group represented. All Student Representatives will receive the same amount of travel funding.
- b. Travel funds can be used towards flight arrangements and/or hotel accommodations for the annual meeting, as well as transportation in and around the city in which the annual meeting will be held.
- c. Should the Student Representative not be able to attend the meeting, the group represented may designate an alternate Student Member of SOT who may receive the funds.

## **Article II. The GSLC Executive Board**

**Section 1. Membership.** The GSLC Executive Board shall consist of five members, the GSLC Chairperson, the GSLC Secretary, and three Subcommittee Chairpersons (see Article III). Election procedures are defined in Article IV.

**Section 2. Responsibilities.** The Board will be responsible for determining and directing strategic activities for the GSLC, delegating responsibilities, coordinating student initiatives of the GSLC Subcommittees, communicating with the SOT Council, and managing the GSLC budget. The Board will communicate regularly via E-mail, conference calls, and ToXchange in addition to meeting during the SOT Annual Meeting in order to conduct GSLC business. The Board takes formal action on recommendations of designated subcommittees. Decisions may be made by consensus, or in case of formal proceedings, by majority vote.

**Section 3. Chairperson.** The responsibilities of the GSLC Chairperson include, but are not limited to:

1. Coordinating and managing all meetings of the GSLC Executive Board and the GSLC, via teleconference or in person, ideally with a minimum of seven days prior notice of the meeting date given to Board Members
2. Oversight of the performance and progress of Subcommittees
3. Developing the budget request and managing the budget
4. Voting only in the case of a tie
5. Performing other such duties as may be directed by the Board or SOT Council

6. Attending the SOT Annual Meeting and presiding over the GSLC business meeting held at that meeting
  - a. Travel funding to SOT Annual Meeting: For the GSLC chairperson, SOT will provide all of the travel funding to the Annual Meeting because the Chair is not a Student Representative of a component group

**Section 4. Secretary.** The GSLC Secretary's responsibilities include, but are not limited to:

1. Being familiar with these Guidelines and procedures of the GSLC
2. Keeping an accurate record of all transactions and meetings of the GSLC and GSLC Board
3. Maintaining a library of all relevant files and documents on ToXchange
4. Performing other such duties as may be directed by the GSLC and GSLC Executive Board
5. Attending the SOT Annual Meeting, and assisting the GSLC Chair at the GSLC business meeting by recording all minutes
  - a. Travel funding to SOT Annual Meeting: As the GSLC Secretary is a Student Representative of a component group, his or her travel funding for the Annual Meeting will be provided half from SOT Headquarters and half from the group represented by the Secretary.

### **Article III. GSLC Subcommittees**

**Section 1:** All members of the GSLC will serve on one of the three GSLC Subcommittees, which are the Communications, Professional Development, and Programming Subcommittees. At the beginning of the officer year, the GSLC Chair will send a communication to all current Student Representatives describing each Subcommittee and asking for a rank of their Subcommittee preference. The Student Representative will return their rank preferences to the GSLC Chair as soon as possible at the beginning of the officer year. The GSLC Chairperson will consider the preferences of each Student Representative and assign representatives such that ~30% of the Representatives are on the Communications Subcommittee, ~30% of Representatives are on the Professional Development Subcommittee, and ~40% of Representatives are on the Programming Subcommittee. Student Representative assignment to Subcommittees will be completed as soon as possible after preferences are recorded. Each Subcommittee will coordinate a particular set of strategic activities for GSLC and may establish task forces to carry out specific strategic objectives. A task force has a specific function and serves a specified and limited term. Subcommittee members will serve on at least one task force under the

assigned subcommittee. Each subcommittee will communicate regularly via E-mail, conference calls, and ToXchange. Conference calls shall be held at the discretion of the respective chairperson or the GSLC Chairperson, ideally with at least seven days notice of the date.

**Section 2.** The officers of each Subcommittee shall consist of a Chairperson and a Secretary.

The responsibilities of the Subcommittee Chairperson include, but are not limited to:

1. Coordinating all meetings of the Subcommittee, with ideally a minimum of seven days prior notice given to all Subcommittee members
2. Reporting progress and recommendations for action to the GSLC Board
3. Appointing task forces as are deemed necessary
4. Performing other such duties as may be directed by the GSLC Executive Board
5. Preparing reports on the activities of the subcommittee for the GSLC Executive Board as needed for annual and other reports to the SOT Council
6. Serving as a member of the GSLC Executive Board
7. Attending the SOT Annual Meeting and the GSLC business meeting held at that meeting
  - a. Travel funding to SOT Annual Meeting: For each Subcommittee Chairperson, SOT will provide all of the travel funding to the Annual Meeting because the Chair is not a Student Representative of a component group

The Secretary's responsibilities for the respective Subcommittee include, but are not limited to:

1. Being familiar with these Guidelines and procedures of the GSLC Subcommittees
2. Keeping an accurate record of all transactions and meetings of the designated Subcommittee
3. Maintaining a library of all relevant files and documents on ToXchange
4. Sending announcements of the meetings to the members of the Subcommittee
5. Performing other duties as may be directed by the Subcommittee
6. Attending the SOT Annual Meeting and the business meeting held at that meeting
  - a. Travel funding to SOT Annual Meeting: As the Subcommittee Secretaries are Student Representatives of a particular component group, their travel funding for the Annual Meeting will be provided half from SOT Headquarters and half from the group represented by the Secretary.

**Section 3.** The Communications Subcommittee is charged with, but not limited to, developing student newsletters, surveys, communications through ToXchange, the Specialty Section Student Communication published throughout the year; the Annual SOT Meeting Student Event Planner; and written sections for various SOT documents.

**Section 4.** The Professional Development Subcommittee is charged with, but not limited to, developing student-oriented webinars, career development programs, and scientific session proposals.

**Section 5.** The Programming Subcommittee is charged with, but not limited to, developing activities such as Lunch with an Expert, Lunch with a Graduate Student, and the Student/Postdoctoral Mixer.

#### **Article IV. GSLC Election Procedures**

Eight individuals (GSLC Chair, GSLC Secretary, Communications Subcommittee Chair and Secretary, Professional Development Subcommittee Chair and Secretary, and Programming Subcommittee Chair and Secretary) will be elected every year for a one year term from May 1- April 30.

For all positions, candidates will prepare a narrative statement including a brief biographical sketch and reasons why the candidate would like to hold that particular office. These statements will be submitted to the GSLC Chair by February 15<sup>th</sup> to be posted on ToXchange for GSLC Student Representatives review before the election at the Annual Meeting.

**Section 1. The GSLC Executive Board.** Each member of the GSLC Executive Board may hold only one officer position.

##### **Chairperson**

**Eligibility.** To be eligible for the office of GSLC Chairperson, the candidate must be serving on the Executive Board. In addition, the candidate should plan to be a graduate student throughout the term as Chairperson. The GSLC Chairperson will not serve as a Student Representative during his or her term.

**Elections.** The current Executive Board will vote for the incoming GSLC Chair. The election of the GSLC Chair will take place at the Annual Meeting in March. If there are two candidates, the four Executive Board members excluding the GSLC chair will vote

by secret ballot. In the event of a tie, the GSLC Chair will vote. If there is only one name submitted for a position, no written vote will be required; rather a motion can be made and approved by acclamation

**b. Secretary**

**Eligibility.** To be eligible for the office of GSLC Secretary, the candidate need not have served on the Executive Board the previous year prior to elections. The position is open to all members of the GSLC.

**Elections.** All attempts will be made to elect the GSLC Secretary at the SOT Annual Meeting. If there are two candidates, the GSLC members will vote by secret ballot and the candidate receiving the majority of the votes will win the election. In the event of a tie, the GSLC Chair will vote. If there is only one name submitted for a position, no written vote will be required; rather a motion can be made and approved by acclamation. In the event of a tie, the GSLC Chair will vote.

**c. Subcommittee Chairpersons**

**Eligibility.** To be eligible for a Subcommittee Chairperson position, the candidate need not have served on the Executive Board the previous year prior to elections. Student Representatives are eligible for election to Subcommittee Chairperson positions if they are members of their respective subcommittee. Chairpersons shall not be active RC, SIG or SS Representatives during their Chairperson term.

**Elections.** The Subcommittee Chairs will be elected at the Annual Meeting in March. If there are two candidates for the position, GSLC members will vote by secret ballot and the candidate with the majority vote will win the election. In the event of a tie, the GLSC Chair will vote. If there is only one name submitted for a position, no written vote will be required; rather a motion can be made and approved by acclamation. In the event of a tie, the GSLC Chair will vote. If the position cannot be filled at the Annual Meeting, elections can be held after the Annual Meeting through a confidential electronic poll. Chairpersons have a term limit of one year. In the event that there are no candidates for the position, the outgoing chairperson is eligible for election for a second term.

## **Section 2. Subcommittee Secretaries**

**Eligibility.** To be eligible for a Subcommittee Secretary position, the candidate need not have served on the Executive Board the previous year prior to elections. The position is open to all members of the GSLC; there is not a requirement for prior experience as a member of a particular Subcommittee.

**Elections.** All attempts will be made to elect the Subcommittee Secretaries at the Annual Meeting in March. If there are two candidates, GSLC members will vote by secret ballot and the candidate receiving the majority vote will win the election. In the event of a tie, the GSLC Chair will vote. If there is only one name submitted for a position, no written vote will be required; rather a motion can be made and approved by acclamation. In the event of a tie, the GSLC Chair will vote. If the position cannot be filled at the Annual Meeting, elections can be held after the Annual Meeting through a confidential electronic poll.

**Section 3.** In the event the GSLC Chairperson cannot fulfill his or her duties, the new Chair would be elected from among the Subcommittee Chairs. The election must be held within two weeks of the announcement of the vacancy. Elections can be conducted electronically or can be held by voice vote on a conference call. For Board members other than the GSLC Chairperson, if he or she graduates before their term has ended, the following rules shall apply:

1. She or he is allowed to finish the term of the position if he or she graduates on or after January 1 of their officer term
2. In the event that the GSLC Secretary graduates prior to January 1 of his or her term, the GSLC Chair will post the vacant position on ToXchange and ask for a GSLC member to self-nominate or nominate a candidate for election. The GSLC members will elect a new Secretary from the pool of applicants.
3. In the event that a Subcommittee Chair graduates prior to January 1 of his or her term, the GSLC Chair will post the vacant position on ToXchange and ask for a member that particular Subcommittee to self-nominate or nominate a candidate for election. The GSLC members in that particular Subcommittee will elect a new Chair from the pool of applicants.

**Section 4.** Members who are considering candidacy for a Board position should be aware of the following commitments:

1. Officers are expected to participate in all conference calls and to attend the SOT Annual Meeting
2. The member must be willing to commit to at least a two-year term of service if she or he is considering the position of GSLC Chairperson
3. GSLC members elected as Subcommittee Chairpersons should be aware that they also become members of the GSLC Executive Board and have responsibilities therein, described in Article III

## **Article V. Appointment of Representatives to SOT Committees**

**Section 1.** In order to communicate student perspective, an important function of GSLC is to appoint representatives to SOT Committees at the invitation of the Chair of the respective committee, which may include Committee on Diversity Initiatives, Continuing Education, Career Resources and Development, Education, Membership, and Communications. The GSLC Chairperson will announce open positions as soon as possible at the start of the officer year in May. Interested Student Representatives will submit to the Chairperson by E-mail a statement including qualifications and reasons for seeking the position on the SOT committee of choice. Representatives may submit more than one statement, but each representative may only serve on one of these committees. The Board will review all statements and make assignments to the SOT Committees as soon as possible at the beginning of the officer year.

**Section 2.** Once selected for the position, representatives will remain on these committees for the length of their representative term, or no longer than two years.

## **Article VI. Amending the GSLC Guidance Documents and Policies**

**Section 1.** Changes to the GSLC Governance Document may be proposed by any member of the GSLC. Amendments shall be proposed in writing and should be presented to the GLSC Chairperson a minimum of 30 days prior to a scheduled meeting of the GSLC Board. The GLSC Chairperson shall distribute an electronic version of the proposed amendment to the GLSC Executive Board prior to the meeting. If approved by the Board, the proposed amendment(s) shall be presented to the GSLC Student Representatives. A majority vote in favor is required to proceed with changes, which will be submitted for SOT Council review.

