

Subgroups

The Society's subgroups allow members to meet and interact within more focused areas in smaller groups at the annual meeting. Subgroups hold scientific symposia and business meetings each year at the Annual Meeting. Membership to the Society's subgroups is open to all members. New subgroups may be formed by petition to the Board of Directors at any time. The Society's subgroups will receive support to partially sponsor speakers' participations in the subgroup symposia at the Annual Meeting.

Upon petition by at least 30 regular members, the Board of Directors may form a Group of members charged with the advancement and dissemination of knowledge of a specific area of mathematical biology within the Society. Accompanying the petition shall be the bylaws of the proposed Group.

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

On a yearly basis, the Board of Directors will consider termination of any group not maintaining 30 regular members or not presenting a scientific program at the Annual Meeting. The total number of sub-group will be determined by the Board of Directors based of relevance to the Society's mission, and available financial resources.

Society Responsibilities:

Each year, the subgroups organize symposia that are held during the Annual Meeting. The Society will provide the following operational support to all subgroups:

- Collects and processes individual subgroup dues
- Provides partial financial support for subgroup activities
- Maintains restricted accounts for each subgroup
- Oversees auditing of subgroup finances
- Disburses funds according to subgroup's instructions
- Updates individual subgroup mailing lists and web pages following subgroup's instructions
- Maintains electronic historic repository
- Sends all newly elected subgroup officers a summary of subgroup responsibilities, i.e., the portion of operation procedures pertaining to subgroups.

Subgroup Responsibilities:

- Establish a procedure for election of officers that provides continuity of leadership (e.g., three member committee composed of past-chair, chair-elect, and chair) and identify new officers to the Society Office within two weeks of their election.
- Set their annual dues and notify the Society Treasurer by May 30 of each year.
- Additional financial support: Subgroups fund their activities from revenue received from subgroup dues and money provided by the Society. Subgroups

may seek additional funds through corporate sponsors. Such funds are to be submitted and distributed by the Society office through the subgroup accounts.

- Determine speaker reimbursement policies and notify office by April 30 of each year.
- Communicate to Society Office the names of newly elected officers and all logistical instructions for meeting.
- Set annual budget in the summer of each year for the subsequent fiscal year.
- Send fund disbursement instructions to Society Office.
- Work with Annual Meeting organizers to set up logistical support for subgroups' annual symposia
- Organize annual symposium and provide symposium program information to Annual Meeting organizers
- The Society provides up to \$1,500 per year to each subgroup and allocates to each subgroup an additional pro-rated amount based on the total number of paying subgroup members.
- The Society's financial support of each subgroup is contingent on that subgroup's adherence to its responsibilities, as enumerated above.
- Subgroup Chair or other Subgroup Officer attends the Annual Subgroup Chairs Meeting, which is chaired by the Board of Directors at the Annual Meeting, and participates in the Chairs conference call later in the year.
- Subgroup officer responsible for previous annual meeting program submits a written report of the past year's activities to the Board of Directors.
- Develop and update content for individual subgroup mailing lists, and web pages.

Sponsorship/Disbursement Policies

Subgroups are encouraged to seek outside sources of funding to offset their symposia costs. Subgroup sponsors will be recognized in all subgroup signage and subgroup program descriptions. They might be included in the regular Annual Meeting sponsorship signage and acknowledgements. Sponsors are not allowed to display or sell products, features reserved for exhibitors at the annual meeting. Sponsor checks should be made payable to the Society for Mathematical Biology and sent to the SMB Treasurer. The funds will be placed in the subgroup's Society account. No disbursement of subgroup funds will be made without written authorization from the subgroup.

Example of bylaws for a subgroup:

Article 1. Name: The name of this Society for Mathematical Biology Group is the Biochemical Kinetics Group.

Article 2. Objective: The objective of the Group is to provide a forum for the dissemination of information in the area of biochemical kinetics, modeling of biochemical reactions, signaling pathways and metabolism.

Article 3. Membership: The Group shall consist of members and voting members. A member is any person who shows an interest in biochemical kinetics by attending a

Group meeting, submitting his name to the Group chairman, or other assenting action. A voting member is any person who is both a member of the Group and of the Society for Mathematical Biology in good standing.

Article 4. Dues: Dues may be assessed to cover the necessary expenses related to operation of the Group. The amount and means of collection must be specified by a by-law adopted by the Group.

Article 5. Operation: The Group will be operated by the Group Chairman, Secretary/Treasurer and three advisory committee members. Duties of the Group Chairman are to organize and conduct group meetings, to advise the Biophysical Society of the activity and needs of the Group and to carry on any other activities, which the chairman deems to be beneficial to the Group and to the Society. Duties of the Secretary/Treasurer shall include the keeping of adequate records of membership and working with the chairman on organizational and financial matters relating to the Group. Duties of the Advisory Committee are to advise the Group Chairman and Secretary/Treasurer on the organization of group meetings and to make nominations for their successors. Nominations may originate with any voting member but will be made via the Advisory Committee.

Article 6. Terms of Office: The Group Chairman will serve for two years and will be eligible for re-election after vacating the office for one year. The Secretary/Treasurer and members of the advisory committee shall be elected for a term of two years.

Article 7. Eligibility for Office: Only voting members can be candidates for office in the Group.

Article 8. Nominating Committee: The nominating committee shall consist of the members of the operation of the group listed in Article 5. Nominations will also be received from the floor at the annual business meeting. Nominees will accept their nomination prior to being placed on a ballot.

Article 9. Elections: Elections shall be held at a business session of the annual group meeting. Only voting members are eligible to vote in elections. The candidate for each office receiving the highest number of votes will be elected. Officers will take office at the end of the annual business meeting held in conjunction with the annual meeting of the Society for Mathematical Biology.

Article 10. Meetings: There shall be at least one meeting per year, the annual meeting at the time designated for group meetings by the Council of the Biophysical Society. Elections must be held at the annual meeting. Other business may be transacted by the Group at the Annual Meeting. Adequate written notice of the annual meeting such as publications in the Newsletter must be given.

Article 11. Quorum: There will be no quorum. The voting members attending an Annual Meeting can transact Group business by a simple majority vote.

Article 12. Amendments to the Bylaws: These Bylaws can be amended by a simple majority of all voting members present at a regular meeting or by a majority of voting members responding to a mail ballot.