

TERATOLOGY SOCIETY

PROPOSED AMENDMENTS TO CONSTITUTION AND BYLAWS 2002

Changes and/or deletions to the Constitution and Bylaws are proposed for your consideration. These changes will be discussed at the Annual Business Meeting on June 26, 2002.

Proposed Amendments to the Constitution

Proposed Amendment No. 1: Mechanism for Disseminating Information and Casting Votes.

Information pertaining to the business of the Society shall be distributed in person, by mail, or electronically, at the discretion of Council. All members with voting privileges shall be able to cast votes in person, by mail, or electronically. In addition to these options, members of Council and standing committees may also vote on Society business by telephone with a roll call during a conference call.

Sections of the Constitution and Bylaws that are affected by these changes include:

Constitution:

Article III, Section 2 and 3. Electronic and Qualifications. Vacancies

Article IV, Section 3. Vacancies.

Article VI, Section 1. Nominations Committee.

Article VII. Amendment of Constitution and Bylaws.

Bylaws. Article I, Section 6

Reason for Change: To expand the modality by which information is disseminated and by which members of the Society can cast their votes to efficiently utilize the communication options available. This change would be included throughout the Constitution and Bylaws everywhere voting and information sharing by mail is referenced.

Proposed Amendment No. 2: Article VI, Section 10. Website Committee.

Website Committee. The Website Committee shall be responsible for development of policy governing the Teratology Society Website as well as for oversight of the Website's content and implementation. The Committee shall report at least annually to Council regarding the current status of the Website and make recommendations to Council regarding enhancements in the Website's content, supporting technology and policies. The Committee shall be composed of a Chairperson and 4 other members appointed by the President and approved by Council. Each member shall serve a five-year term.

Reason for Change: Insert language to make the Website Committee a standing committee rather than an ad hoc committee. This will provide continuous and standing support for oversight of the Teratology Website in recognition of the importance, value, and sustained contributions of this committee.

Proposed Amendment No. 3: Article II, Section 5. Associate Membership.

Associate membership in the Society shall be open to persons who do not have publications in the field of teratology or direct scientific involvement in teratology. Active professional interest in teratology is to be documented by two ~~letters~~ signatures of support from regular members on the membership application or in a separate correspondence referencing the associate membership application.

Reason for Change: The criteria for a person to apply for associate membership is changed from requiring two letters of support from regular members to two signatures of support from regular members.

Proposed Amendment No. 4: Name change of journal.

The name of the journal will be changed from "Teratology" to "Birth Defects Research" everywhere it appears in the Constitution and Bylaws.

Reason for change: To reflect throughout the Constitution and Bylaws the new name of the official Journal of the Society. Each reference in the Constitution and Bylaws will be identified on the ballot.

Proposed Amendment No. 5: “Editor-in-Chief” of the journal.

The term "editor-in-chief" will be changed to "editors" or “editor of each part” as appropriate everywhere it appears as related to the journal in the Constitution and Bylaws.

Reason for Change: The new structure for the Teratology journal, to be changed to Birth Defects Research journal, will have separate editors of Part A, Part B, and Part C. Based on this change, the “Editor-in-Chief” will be replaced with three independent “Editors” of equal status.

Proposed Amendment No. 6: Article IV – Council, Section 1

Control and Administration of the Society. The control and administration of the Society shall be vested in a Council whose voting members consist of the Officers, including the most recent Past President of the Society, who will serve on the Council for one year, and three elected members of the Society. The ~~Editor-in-Chief (to be changed to Editors)~~ of TERATOLOGY and the chairpersons of the Publication Committee and the Public Affairs Committee, and the Executive Director shall be ex-officio members of the Council. The Officers of the Society shall serve on the Council during their terms of office. The remaining members of the Council shall serve for a term of three years and shall not be eligible for reelection to the same post for two years after retiring from office. The President of the Society shall be chairperson of the Council.

Reason for Change: It is proposed by the President that it would not be appropriate to have three “Editors” on Council, and having only one is not appropriate since all three have equal status. The Chairperson of the Publication Committee would represent the Editors on Council.

Proposed Amendment No. 7: Article V, Section 2. Publication Policy.

Publication Policy. ~~TERATOLOGY~~BIRTH DEFECTS RESEARCH shall publish ~~primary original~~ reports of studies in all areas of abnormal development and related fields.

Reason for Change: To modify the current publication policy such that it will include review articles as well as primary original reports.

Proposed Amendment No. 8: Article VI, Section 1. Nominations Committee.

At each Annual ~~Business~~ Meeting the incoming President, with the advice and consent of the majority of the members of Council of the Society, shall appoint a Nomination and Elections Committee made up of five Society members including a Past President, who shall serve until the next Annual Meeting.

For regular elections:

Completed ballots shall be valid if received at least thirty-five (35) days prior to the Annual Business Meeting and ~~for ballots cast by mail, if the member's signature is on the outside of the sealed envelope containing the ballot~~ are in compliance with voting instructions.

For run-off elections in the event of a tie:

Completed ballots returned to the Executive Director shall be valid if received at least seven (7) days prior to the Annual Business Meeting and ~~for ballots cast by mail, if the member's signature is on the outside of the sealed envelope containing the ballot~~ are in compliance with voting instructions.

Reason for Change: To clarify that appointments to this committee occur during the annual meeting, not specifically during the Business meeting. To reflect the acceptable modality of casting votes and to provide criteria for a valid ballot.

Proposed Amendment No. 9: Article VI, Section 4. Editorial Office.

Editorial Office. The Editorial Office for each part of the journal shall be composed of the Editor, and the Associate and Section Editors, if any, of that part. The Editor of each part has the final responsibility for selection of manuscripts and their preparation for publication in that part of the journal. He/she is expected to submit each manuscript to at least two appropriate reviewers. The Editor of each part of the journal shall be a member of the Society and shall be appointed by Council for a period of five years.

~~Associate Editors and Section Editors are recommended by Publications Committee each Editor, subject to review by with the advice and approval of the Editor in Chief Publication Committee and to approval by the~~

Proposed Amendment No. 16. Article V, Section 1. The Journal.

Subscription to ~~TERATOLOGY~~ BIRTH DEFECTS RESEARCH shall be considered an integral part of active (regular and combined), student, and sustaining membership. Council shall determine which parts and which printed and electronic versions of the journal shall be included in a standard subscription.

Reason for Change: With the new structure of the journal including three parts, Council shall determine which parts of the journal are included in the subscription with the membership dues.

Proposed Amendment No. 17: Article V, Section 4. Publication Committee.

Publication Committee. The Publication Committee shall be responsible for quality assurance and quality control of all parts of the journal, BIRTH DEFECTS RESEARCH and for assuring that all of the Editorial Offices cooperate effectively. The Committee shall review manuscript submissions, timeliness of reviews, quality of the peer review process, manuscript handling, rejection rates, workflow, and editorial and advertising policies of each part of the journal, and report its findings to Council at least annually. The Publication Committee shall also report to Council annually on the effectiveness of interactions among the various editorial offices and of the coordination of their activities. The Committee will recommend to Council any changes that are necessary to improve the function or activities of the journal.

Publication Committee. ~~The policies requiring annual review by the Publication Committee include, but are not limited to: quality of manuscripts to be accepted, rejection rate for manuscripts submitted, advertising policy, relations with authors, interval between submission and notification of editorial action, and interval between editorial action and publication. Subject to Council approval, the Publication Committee is responsible for establishing and clarifying all matters of policy regarding journal operation. The duties and responsibilities of the chairperson of the Publication Committee include calling a meeting of the Committee before the first annual meeting of the Council each year, preparing the agenda and conducting the meeting, maintaining contact and communication with the members of the Publication Committee throughout the year, presenting reports on publication policy to the Council and to the Society at their meetings, serving as a liaison between the Publication Committee and the Publisher's representative(s), and performing other duties as assigned by the Council.~~

Reason for Change: The language describing the roles and responsibilities of the Publication Committee has been modified for clarity. The first paragraph is proposed to replace the current wording shown in the second paragraph above.

Proposed Amendment No. 18: Article VI - Dues

Each member, as specified in the Constitution, shall pay to the Society annual dues of such amount as recommended by Council and approved by the membership present at the most recent Annual Business Meeting. Dues shall include the cost of a standard subscription to the journal BIRTH DEFECTS RESEARCH. Members who are in default of payment of dues shall not receive the journal BIRTH DEFECTS RESEARCH.

Reason for change: To clarify that the amount of the dues will be approved by membership present at the meeting to vote and what the dues will cover with regard to the journal.