

Note: the meeting minutes below are based on an original document and notes by Jenny Ross, DBIO chair. Additional notes by Vernita Gordon, DBIO secretary/treasurer, are interleaved in italics. These additions are not entirely in chronological order because I have grouped all the visitors from APS near the beginning of these notes. These visits actually occurred at three different times during the course of the meeting.

DBIO Executive Committee Meeting
March 4, 2019
Agenda – DRAFT

Weston Boston Waterfront Hotel BULFINCH ROOM

Requested attendance:

Chair: [Jennifer Ross](#) (04/18 - 03/19), University of Massachusetts Amherst
Chair-Elect: [Massimo Vergassola](#) (04/18 - 03/19), University of California, San Diego
Vice Chair: [Phil Nelson](#) (04/18 - 03/19), University of Pennsylvania
Past Chair: [Yuhai Tu](#) (04/18 - 03/19), IBM Thomas J. Watson Research Center
Vice Chair: [Margaret Gardel](#) (04/19 - 03/20), University of Chicago
Councilor: [William Bialek](#) (01/17 - 12/20), Princeton University
Secretary/Treasurer: [Vernita Gordon](#) (04/16 - 03/20), University of Texas at Austin
Member-at-Large: [Jeffrey Gore](#) (04/16 - 03/19), Massachusetts Institute of Technology
Member-at-Large: [Kandice Tanner](#) (04/16 - 03/19), National Institutes of Health
Member-at-Large: [Eva-Maria Collins](#) (04/17 - 03/20), Swarthmore College
Member-at-Large: [Alexandre Morozov](#) (04/17 - 03/20), Rutgers University, New Brunswick
Member-at-Large: [Erin Rericha](#) (04/18 - 03/21), Vanderbilt University
Member-at-Large: [MingMing Wu](#) (04/18 - 03/21), Cornell University
Member-at-Large: [Meredith Betterton](#) (04/19 - 03/22), University of Colorado, Boulder
Member-at-Large: [Moumita Das](#) (04/19 - 03/22), Rochester Institute of Technology

1. Approve Meeting Minutes from 2018-----Pages 2-3
2. Committee Reports, 2020 Assignments, and Descriptions
 - a. Program Committee: Massimo Vergassola-----Pages 4-16
 - b. Fellows Committee: Phil Nelson-----Pages 17-19
 - c. Thesis Prize Committee: Yuhai Tu-----Pages 20-22
 - d. Delbruck Prize Committee: Margaret Gardel-----Pages 23-24
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3. Membership report: Jenny Ross and Vernita Gordon-----Pages 28-29
4. Budget report: Vernita Gordon-----Pages 30-32
5. Fundraising report and discussion.
 - a. Delbruck Prize fundraising
 - b. Other needs
6. APS Engage demonstration, Stephan Addo, APS
7. Physical Reviews Research discussion, APS Publications, Matthew Salter
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2018 Meeting Minutes

Vernita Gordon, DBIO Sec/Tres

Francis Slakey spoke to us about recent success and changes in involving APS members in activism, largely attributed to success in partnering with units.

3 big wins: (1) Congress rejected Trump's proposed budget cuts to science; (2) Trump had proposed elimination of Title II STEM Ed – APS lobbied and got Congress to restore full funding; (3) Income tax on graduate student tuition – partnered with forum on graduate student affairs to lobby senate

New battles to fight:

“historic cuts” versus “historic increases” to programs – because released 2 budgets – 1st had huge science funding cuts, but the addendum talking about increases. Even with addendum, major eliminations and cuts. Want to keep arguing for general budget for science, not specific projects

Title II STEM Ed

H1B visas

Climate Change – frame as national security issue

Huge decreases in international graduate student applicants

Threat to pipeline, how will we recover?

NIST – funding under siege

Slakey leaves.

Invited from APS – Stephan Addo – presentation for Engage. Some unit leaders from other units wanted a place for their unit to coordinate and interact and have everything cataloged and archived. APS Engage has ways to archive materials, meeting minutes, awards, newsletters,... Right now only leaders, rollout to members later this year. “Workspace” allows collaborative work like Google Docs does. Engage.aps.org. Login using APS web credentials. Our unit space is already set up. Under “library” there is an upload tab. Jeff wants to be sure we get the documents up there and get people trained. Phil thinks it's really complicated. I (VG) am a unit admin – that means I can change, delete, add folders, run reports on membership, add or remove members. If you go to “unit leader” there is a webinar on how to do all the things in here.

Visitor from APS – publisher – Matthew Salter. Physical Review Research was launched last Thursday. This is a fully open access journal, covers all physics and science of interest to physicists – pitched at level of Phys Rev A-E. This is in response to push to publish in fully open-access journals. There were 3 existing APS open-access journals, this is a 4th, to meet broader selectivity and topic areas. Article Publication Charge will be roughly \$2200, in line with APCs for hybrid journals (subscription, open access optional). Want to prove that Phys Rev brand can be brought to open access and maintain high standards. Have not finalized editorial board yet –

would like input from biological physics community on this. Would welcome questions or comments. Will be online-only.

Yuhai:

Committees:

March Meeting program committee: Massimo (chair), Vernita Gordon, Phil Nelson, Massimo will decide other 2 people. (or more)

Ilya is writing up best practices for MM committee. Very important to represent every branch of DBIO in the program committee, as much as possible. Jenny thinks this year the committee wasn't big enough and we need people not on ExCom on committee. Jenny thinks Phil as well as Massimo should go to meeting at 2018 MM about how to run march meeting. Jenny also thinks should meet separately with GSOFT, DPOLY, SNP to co-organize and work together to share sessions. Yuhai thinks Forum on Industrial and Applied Physics is also good to work with. DCOMP also wants to work with DBIO, able to get slots.

Within no more than a month, email members to ask for invited and focus sessions.

MM this year – 647 abstracts. Massimo presents his report as this year's MM chair. There will be an algorithm starting next year – so far, allocation of invited sessions was based on numbers. Now, it will be more data-driven and "fair" – also allow for dynamics in case units grow. Algorithm will take into account contributed abstracts, attendance, and unit membership. Will send out details. 50/112 available sessions are distributed on a fixed basis. They will look at both increase of total meeting and rate of increase of division/group and use these as inputs to algorithm to determine allocation of invited sessions. It looks like next year DBIO will have 9 invited sessions rather than 8.

Thank you to old MM committee. Next year's committee is in Jenny's prepared document, which see. Jenny's document also summarizes duties, timeline for this committee – Phil has also gone through this. There is also an Operating Procedures document for this committee, and Bylaws. Phil also included things not to forget to do, also in Jenny's document.

Tutorial and Workshop committee: Jenny Ross (Chair), Massimo

This year we did a "short course" on robophysics as hands-on tutorial. Dan Goldman did this and it was good. \$100 for students, \$150 for members, ?\$300 for non-members. We made \$4600, but we need to pay back Dan Goldman because he paid for a lot of stuff out of his own pocket. So probably we will roughly break even.

Fellowship committee: Phil Nelson (chair) (fellow), Yuhai Tu (fellow), Ilya Nemenman (fellow), Jeff Gore, Bill Bialek (fellow), Mingming (fellow) – double-check for fellowship. One of these has to drop off, Phil will figure out which one.

Jeff suggests each member be responsible for soliciting 1 nomination for a female candidate.

Phil – Fellowships – many great candidates, collegial meeting, want to make DBIO look good. Want more good nominations, especially diverse people. We may need to solicit nominations

from department chairs because we can't give fellowships to people who haven't been nominated. Nominations are active for 2 years and then people have to be re-nominated. Bill reiterates we could use more good nominations – last year was good, the year before it was tough to find strong nominations. Bill thinks this should be difficult – everyone should be out there pushing for their colleagues. Last year we had 33 nominees and we get 5 Fellows slots. About half of the nominations were not competitive – the other half are very strong. There is a problem that some very strong people are not DBIO members – we should try to recruit them in so they can be nominated for Fellow. For international people, Bill will ask about reciprocal memberships. APS wants to increase number of foreign/international Fellows and other involvement. Have been things (like slots especially for foreign Fellows) to encourage that in past, not sure if these will happen again.

Next year's Fellowship committee composition is in the document Jenny sent out. APS wants to know these people in February so Jenny has already turned in this list of names. Timeline, Operating Procedures are in the document Jenny sent out. Committee members should encourage nominations but not nominate people themselves. Phil will send out list of eligible people to ExComm members. Should we ask new Fellows to give invited talks in Focus Sessions? Bill Bialek suggests this and a lot of people like this idea. Meredith suggests that new Fellows could also name and recruit abstract submission for their focus session (this is also maybe a way to rope them in to greater DBIO involvement).

Jenny wants to see a rubric/set of standards created before evaluating Fellowship applications and all other awards. *Jeff wants to be careful in setting rubric/standards to not have super-strong determiners that will strongly bias who gets the award. Meredith points out that rubrics reduce bias.*

Thesis Award committee: Yuhai (chair), (Yuhai will ask Eva-Maria Schoetz Collins), Erin Rericha. Yuhai will decide on composition and notify me.

Dissertation Prize Committee. This year we have 1 winner and 2 runners-up. We had very good candidates but a relatively small number of candidates (7). Very hard to choose between the top 3. Final tie-breaking because student's advisor passed away during her thesis work, so the work really was her own. Winner Jasmin is now a postdoc at Rockefeller. Also want to encourage other 2 among top-three people. Traditionally, winner gets invited talk. 2 runners-up will also give invited talk at this (2019) meeting. We will recognize winner and 2 runner-ups at DBIO business meeting tomorrow (Tuesday) night. This is the first time a woman has won this award, ever. There is both a winner and a runner-up who is a woman.

*Composition of next year's committee, Operating Procedures, bylaws are in the document Jenny sent out. **Our standard Operating procedures for this award are outdated and need to be revised to describe the way we do this.***

Travel Award committee: Jenny (chair), Jeff Gore, Alex, Mingming.

Ilya and Yuhai have both set some guidelines for how to assess. Priority for women and minorities, and more senior students. Make this criteria explicit when advertising award? This year we gave 23 travel awards. This is a lot of work with not as much information as we might like.

*Travel Award – report in Jenny’s document. Award has been \$400 in last several years – this is small, but allows us to give more awards. We should add financial need of advisor to the rubric. It should also be more clear how the different parts of the rubric should be scored. “diversity” is supposed to include geographic, type of institution. Remove “career stage” from rubric. Regular meeting attendance of the advisor or the student? Or remove regular meeting attendance altogether? Change rubric to add “impact of the award” – this would include career stage and diversity. **Add request that advisor letter discuss impact of the award on the student.***

Meredith is not on the Travel Award committee for next year – replace with Mo Das.

Nominating Committee: Yuhai (chair), Jeff Gore, Yuhai will send full list of committee members.

Membership Committee: Phil Nelson (chair), Yuhai, Massimo, Jenny

Membership Committee – Jenny is happy to keep doing this – sit at the table all meeting, make the stickers. She enjoys doing this and will do it even if not on ExComm. Total membership is at 1996 – to stay even with last year we need to recruit about 250 people at this March Meeting. It is very difficult to add DBIO lifetime membership – we should print out form and have for life members to fill out at DBIO table. There are probably many APS members who should be DBIO members – many are students, this is why we lose some and add some every year. DBIO is about 4% of APS.

Fundraising committee: Jenny (chair), Yuhai

We should put more effort into getting money for the Delbruck prize. We put in \$100,000, but we are still short by \$100,000 from fully-funding annual prize. We should try fundraising among “members and friends.”

We should transfer small sums annually, not wait for a big lump sum, to start earning interest.

When people renew membership we can have extra line asking if they want to donate to Delbruck.

Can we reach out to biologists, biotech, Delbruck children?

Fundraising – Bill will chair Fundraising Committee. Plenty of people with PhDs in physics have money that could solve our problem or substantially help. Bill says first approach previous Delbruck award members, once have participation from them approach people with a lot of money. Bill seems to have learned a lot from the Princeton development office. We don’t want the same person being approached to do 2 things for the APS – is there someone at APS that we

could run names by to make sure we don't double-ask? Yes – Jenny has the name and will send it to Bill. Meredith points out could also go to equipment companies or journals. Yuhai and Mingming are willing to help Bill with this.

Goal is to fund the Delbruck and do the prize every year. We are not sure when the deadline is. Mail from Nick Bigelow found by Phil – possible 3-year window to raise necessary funds, but don't want to have multiple APS appeals to same person. Bill will talk with APS about this. What we DON'T want to do is downgrade to an award.

Delbruck committee: Bill Bialek (Delbruck awardee), Margaret Gardel, Daniel Fisher, Wilma Olson, Rob de Ruyter... – ask these 4 if they want to continue. At least one of these should not continue so better continuity in future years

Committee composition needs to be set by May 1.

Delbruck Committee – not that many nominations. Based on this, award probably doesn't need to be annual. The committee would like to see the award be annual but have a better pool of nominations. This award doesn't require the person to be a member of DBIO – should it? Committee thinks that the award winner should be a leader in a physics department and an APS member. Vernita doesn't think that the winner should have to be in a physics department. Upon discussion now we say that the person has to be an active APS member, not necessarily in a physics department. This means if you want to encourage nominations, don't contact all biophysicists, contact a more select group. Bill thinks we are not seeing a lot of the best people. There is a lot of excellent work in the field and we're just not seeing it. Meredith points out only one woman has ever won the prize.

Margaret thinks that prize description should be changed to include active APS membership if that's going to be a criterion. Should this decision be made by ExComm or within the committee? And if within the committee, does it vary year to year? Could we add a reminder to committee that awardee does not need to be APS member? There was a lot of discussion around this question. Jenny is not sure that DBIO has a lot of control over this. Neither is Margaret.

We do need to decide if we are going to give the Delbruck award next year. If not, we should tell APS. We do have a committee lined up for next year, as in Jenny's documents.

Discussion of how to award fellowships well, backlog of people who should have gotten fellowship long ago, new APS rules for eligibility (have to have been a member the year before the nomination). Also, how to get more women nominated for fellows. More important to put in nomination than to have perfect nomination. Solicit nominations esp for women.

Take list of travel award winners' advisors for last 6ish years, email to remind them to nominate for thesis awards.

Yuhai is nomination committee. Somehow this report is not in the packet. Contacted a lot of people highly qualified. Margaret is new chair-line person, it was easier to find MAL candidates. When do we vote on the next Councilor? Bill thinks his term runs through 12/2020.

*This year we may need to do a new Councilor. Definitely need new chair-line, 2 MAL, sec/treas. Biophysical Society is starting a new education journal called *The Biophysicist* – it would be ok to publicize this to DBIO members.*

APS is encouraging all Divisions to have junior members (grad students, postdocs) and explicit international members. APS wants units to change their bylaws to require this. Meredith says at Leadership Convocation many units did not like the idea of rigidly-enforced requirements.

Bill says maybe we should think more about how we hear from young people in our community, not sure we ask them to be on committees. Maybe we give small, well-defined tasks to students/postdocs, like organize sessions, or ask former travel grant awardees to serve on travel award committee.

Program committee:

Program Committee report 2019:

Massimo Vergassola, Committee Chair.

From APS:

	DBIO	Abstract Count	Oral	Poster	Percent
	Sub-Total	678	592	86	
04.00.00	04.00.00 Symposium Invited Speaker (Invitation Only)	0	0	0	0.00%
04.01.00	04.01.00 FOCUS SESSIONS (DBIO)	0	0	0	0.00%
04.01.01	04.01.01 Single Molecule Dynamics Inside and Outside of Cells (DBIO)	13	12	1	0.11%
04.01.02	04.01.02 Physics of Genome Organization: From DNA to Chromatin (DBIO, DPOLY, GSNP) [same as 01.01.33, 03.01.15]	18	16	2	0.15%
04.01.03	04.01.03 Phase Separation in Biological Systems (DBIO, DPOLY, GSNP, GSOFT) [same as 01.01.34, 02.01.36, 03.01.16]	11	11	0	0.09%
04.01.04	04.01.04 Physics of Proteins and Nucleic Acids: Structures, Dynamics, Interactions, and Energetics (DBIO, DPOLY) [same as 01.01.35]	52	44	8	0.42%
04.01.05	04.01.05 Physics of the Cytoskeleton across Scales (DBIO, GSOFT) [same as 02.01.38]	37	34	3	0.30%
04.01.06	04.01.06 Biomaterials: Structure, Function, Design (DBIO)	28	22	6	0.23%
04.01.07	04.01.07 Physics in Synthetic Biology (DBIO)	9	9	0	0.07%

04.01.08	04.01.08 Physics of Microbiomes and Bacterial Communities (DBIO)	19	17	2	0.15%
04.01.09	04.01.09 Statistical Physics of Large Populations of Cells: from Microbes to Tissues (DBIO, GSNP) [same as 03.01.17]	13	13	0	0.11%
04.01.10	04.01.10 Physics of intracellular transport (DBIO)	14	11	3	0.11%
04.01.11	04.01.11 Inference, Information, and Learning in Biophysics (DBIO, GSNP) [same as 03.01.18]	24	23	1	0.20%
04.01.12	04.01.12 Controlling Cells with Electric Fields (DBIO)	6	6	0	0.05%
04.01.13	04.01.13 Robophysics: Robotics Meets Physics (DBIO, GSOFT) [same as 02.01.39]	25	25	0	0.20%
04.01.14	04.01.14 Pattern Formation and Oscillations in Biology (DBIO, GSNP, GSOFT) [same as 02.01.37, 03.01.19]	13	11	2	0.11%
04.01.15	04.01.15 Physics of Development and Stem Cells (DBIO, GSOFT) [same as 02.01.40]	4	4	0	0.03%
04.01.16	04.01.16 Morphogenesis (DBIO, GSNP, GSOFT) [same as 02.01.09, 03.01.32]	30	30	0	0.24%
04.01.17	04.01.17 Physics of Biological Orientation and Navigation (DBIO, GSNP) [same as 03.01.21]	10	9	1	0.08%
04.01.18	04.01.18 Physics of the Brain: Structure and Dynamics (DBIO, GSNP) [same as 03.01.40]	19	15	4	0.15%
04.01.19	04.01.19 Evolutionary and Ecological Dynamics (DBIO, GSNP) [same as 03.01.20]	43	37	6	0.35%
04.01.20	04.01.20 Microbial and Viral Quantitative Evolution (DBIO)	9	9	0	0.07%

04.01.21	04.01.21 Emergent Self-Organization in Living and Active Matter (DBIO, GSOF) [same as 02.01.41]	29	28	1	0.24%
04.01.22	04.01.22 Building the bridge to exascale: applications and opportunities for materials, chemistry, and biology (DCOMP, DAMOP, DBIO, DCP, DCMP, DMP, DPOLY) [same as 01.01.25, 05.01.06, 06.01.09, 11.01.07, 16.01.02, 36.16.01.02]	1	1	0	0.01%
04.01.23	04.01.23 Exploring Free Energy Landscapes in Biology and Materials Science with Advanced Algorithms (DCOMP, DPOLY, DBIO, DMP, GSOF, GSNP) [same as 01.01.26, 02.01.35, 03.01.36, 16.01.07, 36.16.01.07]	2	2	0	0.02%
04.01.24	04.01.24 Polyelectrolyte Complexation (DPOLY, DBIO) [same as 01.01.04]	0	0	0	0.00%
04.01.25	04.01.25 Physical Properties of Sequence-Controlled Polymers, from Block Copolymers to Biomacromolecules (DPOLY, DBIO) [same as 01.01.10]	0	0	0	0.00%
04.01.26	04.01.26 Chirality in polymers and soft matter: from molecular to hierarchical scales (DPOLY, GSOF, DBIO) [same as 01.01.14, 02.01.31]	1	1	0	0.01%
04.01.27	04.01.27 Polymer-mediated structural transitions in soft materials (DPOLY, GSOF, DBIO) [same as 01.01.15, 02.01.32]	0	0	0	0.00%
04.01.28	04.01.28 Polymer and polyelectrolyte rheology (DPOLY, DBIO, DFD, GSNP) [same as 01.01.19, 03.01.28, 20.01.03]	0	0	0	0.00%
04.01.29	04.01.29 Smart and Responsive Polymers and Soft Materials (DPOLY, GSOF, DBIO) [same as 02.01.46, 01.01.22]	0	0	0	0.00%

04.01.30	04.01.30 Extreme deformation of polymers and soft materials (DPOLY, GSOF, DFD, DBIO, GSNP) [same as 01.01.23, 02.01.34, 03.01.27, 20.01.05]	0	0	0	0.00%
04.01.31	04.01.31 Polymers and Biopolymers in Very Strongly Confined Environments (DPOLY, DBIO, GSNP) [same as 01.01.16, 03.01.23]	4	4	0	0.03%
04.01.32	04.01.32 Advancing Polymer and Biopolymer Physics through Simulations and Theory (DPOLY, DCOMP, DBIO, GSNP) [same as 01.01.18, 03.01.24, , 16.01.22]	9	5	4	0.07%
04.01.33	04.01.33 Soft materials in disordered environments (GSOF, DPOLY, DBIO, GSNP) [same as 01.01.27, 02.01.01, 03.01.29]	0	0	0	0.00%
04.01.34	04.01.34 Soft Interface Mechanics (GSOF, DPOLY, GSNP, DBIO) [same as 01.01.28, 02.01.07, 03.01.31]	2	1	1	0.02%
04.01.35	04.01.35 Active Matter (GSOF, DBIO, GSNP) [same as 02.01.10, 03.01.33]	11	7	4	0.09%
04.01.36	04.01.36 Rheology of active fluids: from active polymers to living matter (GSOF, DPOLY, DBIO) [same as 01.01.29, 02.01.12]	5	5	0	0.04%
04.01.37	04.01.37 Hyperuniformity and optimal tessellations: structure, formation and properties (GSOF, DPOLY, DBIO, DMP, DCOMP, GSNP) [same as 01.01.31, 02.01.13, 03.01.34, 16.01.26, 36.16.01.26]	0	0	0	0.00%
04.01.38	04.01.38 Self-Propelled Active Enzymes and Nanoscale Active Matter (GSOF, DBIO, GSNP, DPOLY) [same as 01.01.30, 02.01.15, 03.01.35]	0	0	0	0.00%
04.01.39	04.01.39 Organization and Dynamics of Functional Liquid Crystals, Polymers, and Biological Assemblies (GSOF,	1	1	0	0.01%

	DPOLY, DBIO) [same as 01.01.32, 02.01.18]				
04.01.40	04.01.40 Physics of Bio-Inspired Materials (GSOFT, DBIO) [same as 02.01.20]	3	3	0	0.02%
04.01.41	04.01.41 Liquid phase separation in cellular processes (GSOFT, DBIO) [same as 02.01.21]	5	4	1	0.04%
04.01.42	04.01.42 Network Theory (G SNP, DBIO) [same as 03.01.02]	2	1	1	0.02%
04.01.43	04.01.43 Noise-driven dynamics in far-from-equilibrium systems (G SNP, DBIO) [same as 03.01.06]	4	4	0	0.03%
04.01.44	04.01.44 Scaling and phase transitions in the life sciences “ from proteins to tropical forests (G SNP, DBIO) [same as 03.01.09]	3	3	0	0.02%
04.01.45	04.01.45 Driving, Actuating, and Triggering Activity in Biopolymer Networks (GSOFT, DBIO) [same as 02.01.24]	3	3	0	0.02%
04.02.00	04.02.00 DBIO STANDARD SORTING CATEGORIES	0	0	0	0.00%
04.03.00	04.03.00 Quantum Phenomena in Biology	3	2	1	0.02%
04.04.00	04.04.00 Nanoscale biophysics	5	2	3	0.04%
04.05.00	04.05.00 Single-Molecule Techniques	10	9	1	0.08%
04.06.00	04.06.00 Instrumentation and Analysis Technique Development (hardware, software, machine learning, big data)	1	1	0	0.01%
04.07.00	04.07.00 Biopolymers (DNA, RNA, biocompatible, gels)	7	4	3	0.06%
04.08.00	04.08.00 Proteins (globular, enzymes, structured, unstructured)	5	5	0	0.04%
04.09.00	04.09.00 Membranes and channels	10	8	2	0.08%

04.10.00	04.10.00 Cytoskeleton (actin, microtubules, intermediate filaments, associated proteins and enzymes)	10	6	4	0.08%
04.11.00	04.11.00 Biomaterials (biological materials, biomineralization, gels, biomimetic, biocompatible materials)	6	5	1	0.05%
04.12.00	04.12.00 Genomes, Proteomes and Omics	3	2	1	0.02%
04.13.00	04.13.00 Systems and Synthetic Biology	9	8	1	0.07%
04.14.00	04.14.00 Biological Networks	3	3	0	0.02%
04.15.00	04.15.00 Population and Evolutionary Dynamics (DBIO, GSNP) [same as 03.13.00]	18	16	2	0.15%
04.16.00	04.16.00 Noise and Stochasticity in Biology	8	8	0	0.07%
04.17.00	04.17.00 Soft and Active Biomatter	3	2	1	0.02%
04.18.00	04.18.00 Fluids Dynamics in Living Systems	5	5	0	0.04%
04.19.00	04.19.00 Microbiological Physics (bacteria, viruses, fungi)	17	16	1	0.14%
04.20.00	04.20.00 Cellular Biophysics (structure, mechanics, dynamics)	17	11	6	0.14%
04.21.00	04.21.00 Physics of Cancer	13	11	2	0.11%
04.22.00	04.22.00 Physics of Neural Systems	21	17	4	0.17%
04.23.00	04.23.00 Physics of Tissues and Development	8	8	0	0.07%
04.24.00	04.24.00 Animal Behavior	13	11	2	0.11%
04.25.00	04.25.00 Environment-living systems interaction, Ecology	1	1	0	0.01%

Program Committee:

2018 committee:

Massimo Vergassola (Chair, March Meeting chair for DBIO 2019)
Philip Nelson (2020 chair)
Vernita Gordon (DBIO Sec/Tres)
Meredith Betterton
Eva-Maria S. Collins
Jeff Gore
Ilya Nemenman (past Program Chair, 2016)
Joshua Shaevitz

2019 committee:

Philip Nelson (Chair, March Meeting chair for DBIO 2020)
Margaret Gardel (2021 chair)
Vernita Gordon (DBIO Sec/Tres)
Meredith Betterton
Eva-Maria S. Collins
Jeff Gore
Moumita Das
Alexander Morovoz
Yuhai Tu (past Program Chair, 2017)

What does this committee do?

This is the committee that organizes the DBIO sessions at March Meeting. This includes soliciting the DBIO membership for ideas for invited and focus sessions, selecting the invited sessions, sorting the abstracts, and checking the program to make sure it is correct. Below, is the information as listed in our current Operating Procedures and Bylaws for DBIO. It is one of the most important and most involved committees in DBIO.

Typical Timeline:

March (year before the March Meeting you are programming)

March Meeting Year before APS has meetings for the next year's programming team.

- Plan to attend that meeting if you are the upcoming chair or chair in two years.
- Find out who is leading the programming for DPOLY, GSOFIT, and GSNP, so you can coordinate and co-program.
- APS will give you a timeline for when things are due. It is basically outlined below.

April

Get the online forms ready to send. In the past we have used either Word documents that people type in and submit for FOCUS or INVITED sessions. More recently, we have used Google Forms. The benefit of Google forms is that the spreadsheets are created automatically.

May

1. Send out message to DBIO membership to submit their FOCUS and INVITED session ideas by June 1-15.
2. Contact your programming committee with the timeline.

June

1. Collect submissions for FOCUS and INVITED sessions by mid-June.
2. Meet with the programming committee to select FOCUS sessions.
 - We typically accept all reasonable FOCUS sessions.
 - You should check with DPOLY, GSOF, and GSNP about overlap in FOCUS sessions.
 - FOCUS sessions that are very close should be combined.
 - Decide on INVITED session

July

1. Early July is a deadline for SORTING CATEGORIES to be sent to APS. These are typically the standard sorting categories for the non-FOCUS sessions. If there is overlap with a FOCUS session, you can remove the typical sorting category.
2. Have second meeting with program committee to select INVITED sessions.
 - a. Remember that you need to reserve one INVITED session for the Delbruck Prize session if it is being awarded.
 - b. Confer with DPOLY, GSOF, GSNP about invited sessions. Check for overlap. See if some topics could be co-sponsored. Sharing sponsorship allows DBIO to have higher impact. If they approach you about co-sponsoring a session, see if there is a session of ours they could co-sponsor.
3. Mid to late July is a deadline for FOCUS sessions title sent to APS.
 - a. There is a maximum number of INVITED sessions DBIO is allowed to sponsor, but there is no max on FOCUS sessions.
 - b. FOCUS sessions feature invited talks. Within each FOCUS session, an official quota of ≤ 2 invited talks (unofficially ≤ 3).
 - c. Construct FOCUS sessions broadly. That way, you will get enough cognate contributed abstracts to fission them into multiple focus sessions.
 - d. Invited session that cannot be accepted, but are interesting or have good diversity could be changed into FOCUS sessions. Inform the INVITED session organizers that you want to do this and see if they will help.
 - e. Inform FOCUS session organizers that their sessions have been selected. Let them know that they will need to advertise for abstracts.
4. INVITED session work:

- a. Inform the INVITED session organizers that their sessions have or have not been selected.
- b. For ones that were selected, they need to confirm their speakers. These speakers will be sent letters from APS directly.

August

Organize workshop. Will you have one? What will be the topic? Who will organize it?

September

1. Invited sessions information to APS. (This lag time is due to the way DCMP does their INVITED sessions. They do not have FOCUS sessions, and they have an odd nomination process for invited speakers.)
2. Remind FOCUS session organizers to send out advertisement to get abstracts to March Meeting for their sessions.

October

1. APS Conference Call to sort INVITED sessions. Check that sessions don't overlap.
2. Invitation letters sent to INVITED session speakers
3. Remind FOCUS session organizers to send out advertisement to get abstracts to March Meeting for their sessions.
4. DBIO Thesis prize and Delbruck prize awardees will be known. These award winners need to be given invited talks.
 - Thesis prize winner(s) can be given INVITED talks in FOCUS or INVITED sessions. Typically it is easiest for it to be a FOCUS session.
 - Delbruck prize winner(s) need to have an INVITED session. The winner is asked who should talk at their session. In a sense, they tend to organize the session themselves.

November

1. Abstract deadline for contributed talks and posters. Abstracts due early November.
2. Abstract deadline for INVITED talks and posters. Abstracts due a week after regular deadline.
3. Abstract sorting online. In addition to the program committee, ask a select group of FOCUS session organizers to sort abstracts.
4. Have people attend online training for online sorting software.
5. Specifically tell people which abstracts to sort. Limit their access, so that they can only see selected abstracts to sort.
6. After sorting is done by the sorters, double check the sorted sessions.
 - Check that each session is as filled as possible.
 - Check that the invited speakers of a FOCUS session are spaced so that people can go between sessions (slot 1, 4, 7, 10)
 - Does each session have a chair? Can the chair attend?

December

APS Sorters' meeting in early December

- Chair and next year's chair only need to go.
- If you haven't fully sorted or checked the sessions, you will have to do it there (see above).
- You will be assigned rooms for your sessions. Rooms hold certain numbers of people. Estimate, based on numbers of submitted abstracts, which sessions need big rooms and which need smaller rooms.
- Work with DPOLY, GSOFY, GSNP to reserve a time for the poster session without scheduled talks.
- Place the sessions on the big board at the right times and places. This helps to have the next year's chair there to see the process and to help place on the board.

January

Early January, APS will send out the preliminary schedule to check.

February

Probably people will back out or need to be replaced as INVITED speakers in INVITED or FOCUS sessions. They will contact you at this time. You will work with the session organizer to find a new speaker.

March

March Meeting.

- Check sessions. Are rooms big enough? Speakers showing up? Complaints?
- Send a survey to session chairs and organizers to ask them about the session.
 - Room size
 - Attendance
 - What worked? What didn't?

Operating Procedures for Program Committee:

1. A "Call for proposals" template file is attached here {link}.
2. FOCUS Sessions
 - a. The deadline to submit FOCUS session proposals is June 15.
 - b. The deadline was advanced so that organizers have more time to confirm high-demand speakers who may not normally attend the March Meeting.
 - c. We should remind the membership to submit focus session proposals a month before the deadline, two weeks before, and one week before.
 - d. Proposers should use the template file attached. The same instructions should go to all DBIO members by e-mail (template e-mail attached), and be posted on the DBIO web site. By posting them online, all users will be able to access the instructions and forms, even if they "lose" the email.
 - e. We should actively recruit people to form FOCUS sessions by emailing them directly.

- f. FOCUS session organizers should be encouraged strongly to attend the sorting meeting, so they can sort the contributed abstracts into cohesive, FOCUS session.
 - g. Suggest that each focus session should include 2-3 invited speakers. (this also appears in the template proposal file)
 - h. Each focus session needs at least 1 invited speaker. If a FOCUS session is very popular and gets split into several sessions, the focus session organizer may determine who to elevate to an invited talk at the sorting meeting, after communication with APS and the ExCom at the sorting meeting.
3. INVITED Sessions
- a. The deadline to submit INVITED session (colloquially referred to as “symposia”.) proposals is June 15.
 - b. The date is greatly increased to facilitate high demand speakers participation at the March Meeting, especially biological scientists.
 - c. If an organizer of an INVITED Session has a biologist who is used to being aid to travel, that should be noted on the proposal.
 - d. We should remind the membership to submit invited proposals a month before the deadline, two weeks before, and one week before.
 - e. Use the template file attached, and post it online as well. All relevant details are in that file.
 - f. Note that INVITED sessions are colloquially referred to as “symposia”. Avoid using this word, as it does not appear in any official documents from APS, hence it is to be considered a spoken-word only.
4. The Vice-Chair (to be Chair-Elect the following year) must attend and participate in the programming meeting in October and the sorting meeting in December to (A) get experience one year before he/she will run the sorting meeting and (B) meet DBIO members and APS staff.
5. The Program Chair (Chair-Elect of DBIO) must remind invited speakers to submit their abstracts.
6. DBIO Chair organizes the Tutorial/Workshop.
- i. New idea to invite members to propose tutorials/workshops
 - ii. “Invite” the ExCom to also propose tutorial/workshop.
 - iii. If no good tutorial/workshop is proposed, the members of the ExCom will give tutorial talks themselves on their research field.
 - iv. Dates for organization: The tutorial should be organized in the summer before March Meeting, if expected to occur at the start of the meeting.

BYLAWS:

The Program Committee shall consist of the Chair-Elect, the Chair, the Vice-Chair, the Secretary-Treasurer, and three Members-at-Large appointed by the Chair, upon the recommendation of the Chair-Elect, to staggered three-year terms. The Chair-Elect shall serve as Chair of the Program Committee, with the Vice-Chair as co-Chair (with fewer responsibilities). The Program Committee shall have the responsibility of assisting the Executive Officer, or his or her designate, in arranging the meetings of the Society. This activity shall include (i) solicitation and selection of focus sessions, which combine invited and contributed talks; (ii) solicitation and selection of invited sessions; (iii) sorting contributed papers for oral and poster presentations; (iv) coordinating with other divisions

and groups to co-sponsor invited sessions and focus sessions; and (v) scheduling DBIO invited, focus, contributed, and poster sessions. In addition, the Program Chair shall (vi) stimulate submission of contributed abstracts as talks in DBIO focus sessions, and (vii) remind invited speakers to submit their abstracts. The DBIO Chair-Elect and the Vice-Chair shall attend the APS Unit Convocation and the Program Committee Meeting. The Chair-Elect will organize and Chair the Sorters Meeting, which the Vice-Chair and Secretary-Treasurer will both attend. The DBIO Chair will solicit proposals for DBIO tutorials or workshops from DBIO members and the executive committee, then organize or co-organize one such satellite meeting to be held on the Sunday before the March Meeting.

Addendum: Helpful Information and Best Practices for Program Committee Chair

IN FALL:

There is a maximum number of INVITED sessions DBIO is allowed to sponsor, but there is no max on FOCUS sessions. FOCUS sessions feature invited talks. Within each FOCUS session, an official quota of ≤ 2 invited talks (unofficially ≤ 3). So what you want is to construct FOCUS sessions broadly. That way, you will get enough cognate contributed abstracts to fission them into multiple focus sessions, and in that way place more of the suggested invited talks from proposed invited sessions that you couldn't accept!!

=====

ABSTRACT SORTING: PRE-MEETING

Partition the abstracts according to the submitter's choice of category/subcategory and parcel the categories/subcategories out to program committee members for sorting. APS will take care of assigning ownership to the committee member you designate. Keep in mind that some the committee members will blow off this job and you'll have to do it for them.

Tell the sorters if they find it helpful, they can see the submitted category and subcategory of submissions:

- hover over any column header until triangle appears
- click triangle, hover on "Columns," click "Category" and "Subcategory" to reveal desired info about each abstract.

Remember! each session is 180 minutes.

- A contributed session is 15 x 12-min talks = 180min.
- A FOCUS session can have 1 (or secret, 2 is allowed) invited talks, each of which 36 min, i.e. each costs 3 contributed talk slots.
- An invited is up to 5 x 36-min talks = 180 min.

As Program Chair of the program committee, make sure you (Chair) also co-owns every abstract and session, so you can make changes in anything needed.

Making sessions:

- Each committee member can create as many sessions as needed to accommodate all abstracts assigned to them.
- They should assign co-ownership of each created session to Program Chair.
- They should initially use the names of FOCUS Sessions chosen by the proposers.
- The Program Chair will suggest names of regular (contributed) sessions based on last year's names (due in July to APS), but committee members can adjust those.
- If a committee members renames ta session, you must tell the Program Chair!!

=====

SORTING: MEETING

Prior to the in-person sorters meeting at APS:

- Walk in knowing exactly how many sessions you have constructed.
- When we are told how many sessions each room will hold throughout the week (e.g. 14 sessions for each room in 2019), divide to find how many rooms DBIO will need.
- APS will lump DBIO with GSOFTE and others, so immediately claim DBIO's quota of rooms and seize good rooms (e.g. physically proximate) within the overall allocation (i.e. before GSOFTE et al seize them).
- APS will tell you capacity of each room, so get a mix of small and big.
- Use the information on the number of abstracts submitted to decide on which rooms should be big or small. Few abstracts should be a smaller room.

Once all sessions are firmly formulated, if there are 2 open 12-min slots in a session you can upgrade one of the contributed talks to invited in a FOCUS session.

+++++

AFTER SORTING

APS has made changes without asking. Be extra vigilant about checking the program you set with what APS does. There is a moment when they tell organizers "here's the draft program" and that's when we need to say "no," if they do something wrong.

Fellows Committee Report 2019

Phil Nelson, Chair

Fellows Committee:

2018 committee:

Phil Nelson (chair)
Yuhai Tu (1)
Ilya Nemenman (1)
Jeff Gore (2)
Bill Bialek (3)
Mingming Wu (1)

2019 committee:

Margaret Gardel (chair)
Phil Nelson (2)
Mingming Wu (2)
Kandice Tanner (1)
Jie Yan (1)
Aihua Xie (1)

What does this committee do?

Fellowship committee is responsible for evaluating and selecting the APS Fellows that DBIO will sponsor for the next year. APS general will solicit the fellowships, although the committee is encouraged to identify good candidates to encourage them to get packets assembled and submitted by others. The committee's recommendations are sent to APS who will send them to APS Council for approval.

Typical Timeline:

February

DBIO chair sends committee selection to the APS
Committee receives charge from APS
APS sends list of eligible and possible candidates to help

March-May

Encourage nominations, but do not organize them yourself.
Make sure that women and under-represented groups are being nominated

June

Fellowship nominations are due June 3, 2019 to APS

APS will send the nomination packets to the committee.
Committee members read packets and rank based on pre-determined set of standards.
Hold video conference calls to discuss nominations and ranking based on standards

July-August

Send ranked list of Fellowship nominees from DBIO to APS for approval by Council.

September

Council considers and votes to approve (or not) nominees from each division at APS.

October

New APS Fellows are announced

Chair and ExComm send congratulations to Fellows and invite them to DBIO Business Meeting during March Meeting the following March.

February

Chair sends reminder emails to new APS Fellows inviting them to be recognized and receive certificates and pins from DBIO at the Business Meeting

March

APS brings certificates and pins to March Meeting

New Fellows are honored at March Meeting during DBIO Business Meeting Tuesday night.

Operating Procedures:

1. The fellowship committee is led by the Vice-Chair.
2. At least two members of the fellowship committee should be APS Fellows
3. At least two members of the fellowship committee should be ExCom members.
4. This means there will be UP TO 5 people on the committee, but since ExCom members can also be fellows, there could be fewer than 5.
5. The Fellowship Committee members shall solicit nomination of candidates for fellowship via email to the membership by May 1. They shall review and rank the qualifications of all candidates using pre-established criteria, shall themselves not be candidates, and shall report their rankings and recommendations to the Chair and the Sec/Tres who will in turn report to the Executive Committee for the Division's final recommendations and submission to the Executive Officer of the Society by June 15. If there is a lack of candidates, the date can be extended by 1 month to June 1, but this change needs to be approved by APS.
6. It was noted that if a division nominates at least two foreign fellows, it gets one extra fellowship slot, and if it nominates at least four, it gets two extra slots. ("Foreign" refers to institution, not nationality.)
7. Nominations are good for two years.

BYLAWS:

The Fellowship Committee shall consist of the Vice-Chair and four other members appointed by the Chair, upon recommendation of the Executive Committee, to staggered two-year terms. At least two members shall be Members-at-Large. At least two of the four members shall be APS Fellows. The Vice-Chair shall serve as Chair of the Fellowship Committee. The Fellowship Committee shall promote the nomination of candidates for Fellowship, shall review and rank the qualifications of candidates using pre-established criteria, shall themselves not be candidates, and shall report its rankings and recommendations to the Chair and the Secretary-Treasurer who will in turn report to the Executive Committee for the Division's final recommendations and submission to the Executive Officer of the Society.

Dissertation Prize Committee Report 2019

Yuhai Tu, Chair

Committee Members: Eva-Maria Collins (Swathmore College), Erin Rericha (Vanderbilt University), Kandice Tanner (NIH), Yuhai Tu*(IBM T. J. Watson Research Center)
(*Chair)

- (I) **Winner: Jasmine Nirody** (PhD from UC, Berkeley; currently Postdoc in Oxford University/Rockefeller University)

Citation: Outstanding thesis work on investigating the molecular mechanism underlying the dynamics of bacterial flagellar motor by using both computational modeling methods and single-molecule experiments.

Rationale: The committee members are very impressed by the independent thesis studies of Dr. Nirody on an important and difficult problem in biophysics -- her PhD adviser was ill during the later stage of her thesis study. We are impressed by the originality of her work -- some directly challenges the existing understanding of the bacterial flagellar motor (BFM) dynamics. We are also impressed by her versatility and strong drive – she did both theory/modeling and experiments during her PhD study focusing on elucidating the molecular mechanism of how ion (H^+ and Na^+) flux drives the mechanical rotation of BFM.

- (II) **Two Runner-ups: 1. Ricard Alert** (PhD from University of Barcelona, currently Postdoc in Princeton); **2. Monika Scholz** (PhD from University of Chicago, currently Postdoc in Princeton).

Ricard Alert – The committee members are very impressed by the deep theoretical works (done in close connection with experiments) made by Ricard in an important area of biophysics – mechanical forces and motion in cells and tissues. The quality of Ricard's outstanding thesis work is exemplified by his many high impact publications published during the course of his PhD study.

Monika Scholz – The committee members are impressed by the breadth and depth of Monika's work – from molecular motor dynamics to animal behaviors. The committee members are also impressed by her versatility from modeling to developing data analysis tools to doing actual experimental measurements.

Thesis Award Committee:

2018 committee:

Yuhai Tu (Chair)
Eva-Maria Schoetz Collins (2)
Kandice Tanner (3)
Erin Rericha (1)

2019 committee:

Jenny Ross (Chair)
Eva-Maria Schoetz Collins (3)
Erin Rericha (2)
Meredith Betterton (1)

Typical Timeline:

February/March:

Committee formed
APS will give instructions to committee

April/May:

APS sends notices to APS community for nominations

June:

Deadline for Thesis Award
Thesis award committee meets/discusses the rubric for evaluating candidates before receiving candidate packets.

July:

APS sends nominees for award to committee chair
Thesis award committee scores candidates using pre-determined rubric
Thesis Award committee needs to meet to decide on the Thesis Award winner
Inform APS who is awarded the Thesis Prize.

October:

Thesis Award winner announced.
Notify DBIO Ex Comm who the winner is, so we can offer congratulations and invite to the DBIO Business Meeting in March.
Chair notify March Meeting Program Committee chair about getting thesis award winner an INVITED talk at March Meeting

February:

Send notice to thesis award winner that he/she will be honored at DBIO Business meeting on Tuesday evening of the March Meeting, so they will know to attend!

March:

Thesis award winner gives an invited talk at March Meeting

Thesis award winner is honored at DBIO Business Meeting

Operating Procedures

Award for Outstanding Doctoral Thesis Research in Biological Physics Committee:

1. Sec/Tres will send out 2 announcements: May and August to generate applications.
2. Nominations will be due October 1 to Sec/Tres.
3. Thesis committee selects the winner and two runners up by November 10.
4. Deadline for submission of thesis is Oct. 1st, selection must be done by Nov. 10th.

Updated version (APS already updated it). We need to update the operating procedures online.

All APS Awards are due the first non-weekend day in June.

Secretary/Treasurer will send an announcement to remind the membership to nominate their recently awards PHD students for the award.

APS will gather the nominations in their online system and send the nominees to the thesis award committee.

The thesis award committee will create a rubric, meet to discuss, and select the awardee.

BYLAWS:

Selection Committee for the Outstanding Doctoral Thesis Research in Biological Physics Award. The Chair will appoint four members to form the Selection Committee for the Outstanding Doctoral Thesis Research in Biological Physics Award. These will include the Secretary-Treasurer, the Vice-Chair, one Member-at-Large and another DBIO member not on the Executive Committee.

Delbruck Committee Report 2019

Margaret Gardel, Chair

2018 committee:

Margaret Gardel (Chair), (2)
Daniel Fisher (2)
Bill Bialeck (2017 Delbruck Winner), (1)
Wilma Olson, (2)
Chao Tang (1)

2019 committee:

Chao Tang (Chair, year 2)
Ken Dill (2018 Delbruck Winner) (vice chair, year 1)
Jose Onuchic (2018 Delbruck Winner) (year 1)
Bill Bialeck (2017 Delbruck Winner) (year 2)
Zuzanna S. SIWY (year 1)
Reka Albert (year 1)

Notes on committee:

Committee members serve 2-year terms.
One committee member is asked to be Chair (in year 2)
One committee member is asked to be Vice Chair (in year 1) with assumption they will move up to be the chair in their second year.

Typical Timeline:

February

DBIO chair sends committee selection to the APS
Committee receives charge from APS
APS sends list of eligible and possible candidates to help

March-May

Encourage nominations, but do not organize them yourself.
Make sure that women and under-represented groups are being nominated

June

Delbruck Prize nominations are due June 3, 2019 to APS
APS will send the nomination packets to the committee.
Committee members read packets and rank based on pre-determined set of standards.
Hold video conference calls to discuss nominations and ranking based on standards

July-August

Send selection for Delbruck Prize recipient from DBIO to APS for approval by Council.

September

Council considers and votes to approve (or not) prize winners from each division at APS.

October

Delbruck winner is announced.

Chair of committee needs to let the DBIO March Meeting chair know who the winner is, so that the invited session honoring the Delbruck winner can be organized ASAP.

Chair and ExComm send congratulations to Delbruck winner and invite them to DBIO Business Meeting during March Meeting the following March.

February

Chair sends reminder emails to Delbruck winner inviting them to be recognized at DBIO at the Business Meeting

March

Delbruck winner speaks in special invited session.

Delbruck winner is honored at March Meeting during DBIO Business Meeting Tuesday night.

Operating Procedures

BYLAWS:

Travel Award Committee Report 2019:

Jenny Ross, Chair

For the 2019 March Meeting, we solicited for student travel awards with the abstract submission.

We received 34 submissions for travel awards. Of the 34 submissions, 9 were women (26%). It was harder to tell if students were under-represented.

Students were scored on

- Scientific Merit
- Diversity
- Career Stage
- Regular attendance at APS

Each category was scored on a scale of 0 – 3.

0	unacceptable
1	fair
2	good
3	excellent

We funded 22 awards. Of the 22 awards, 7 went to women (32%).

They will be presented tomorrow at the DBIO Business Meeting.

Travel Award Committee (Postdoc and Grad Students)

2018 committee:

Jenny Ross (Chair),

Jeff Gore (2)

Alex Morozov (1)

Mingming Wu (1)

2019 committee:

Massimo Vergassola (Chair)
Alex Morozov (2)
Mingming Wu (2)
Meredith Betterton (1)

Typical Timeline:

September:

Chair and Sec/Tres decide on process for collecting travel award submissions. In the past we have used a word document form. Inform APS about method, so they can update their website. The submission packet comes from faculty sponsor for student research. Will APS receive? Or Sec/Tres?

October:

Send out email reminder to the DBIO membership about the travel award along with reminder to submit abstracts.

November:

Deadline for travel award submissions is the same day as regular APS March Meeting abstracts. Nominations are sent to Sec/Tres who distributes them to Travel Grant Committee chair.

December:

Travel grant committee chair creates a rubric to evaluate students. Decide on importance of gender and racial diversity, science, and geographic location. Travel award committee chair creates spreadsheet with the rubric for evaluating students to the committee. Committee members evaluate students based on rubric. Send their individual scores to chair.

Chair reconciles the scores to look for obvious cut-off bar. Consults with Sec/Tres about finances for the award to determine how many and how much can be awarded.

Chair sends the suggested cut-off with list to the committee members for approval. If the committee doesn't approve, the committee will meet to discuss to come to a consensus or compromise.

Chair send selection of students to Sec/Tres to notify students that they have been awarded the travel award or not.

January:

Sec/Tres send forms to student award winners for APS to be able to cut checks. Sec/Tres informs APS how to distribute checks to students (typically pick up at March meeting to hand out at Tuesday DBIO Business Meeting).

February:

Sec/Tres informs students how they will be able to pick up checks (typically at March meeting).

March:

Sec/Tres picks up checks from registration at APS.

Sec/Tres prints and signs certificates and adds checks into certificates for award winners to be distributed at Business Meeting (Tuesday).

Tuesday, DBIO Business Meeting, students are recognized at DBIO Business Meeting and given certificates and checks.

Operating Procedures for Travel Award Committee:

1. Qualifications:
 - a. Student must be the first author of contributed papers (talks or posters) in sessions sponsored by DBIO at the March Meeting. Applicants will be chosen on the basis of the quality of their work as evidenced by the abstract of the paper, a letter of support from their thesis advisor and the travel distances. The committee should take into account the minority status of the applicant.
 - b. Both student and advisor, domestic or foreign, must be members of DBIO, not just of the APS. New members can sign up and are encouraged to do so before Dec. 31 for verification purposes (it is only \$8 for APS members to become also DBIO members!).
 - c. Use an application (linked online as pdf or MS Word). No more than 2 students from one advisor may apply.
2. Committee Should:
 - a. The deadline for the travel award should coincide with the abstract submission deadline for the annual APS March Meeting. Solicitations will be made by the Sec/Tres with reminders about submitting abstracts.
 - b. Applications will be sent to Sec/Tres who will check DBIO status of student and advisor.
 - c. Eligible applications will be sent to committee Dec 1.
 - d. Travel Award committee will determine the winners by January 1

BYLAWS:

The Chair will appoint three members to form the Selection Committee for the Shirley Chan Travel Award. These will be selected among the longest serving Members-at-Large.

Membership Committee Report 2019

Jenny Ross, Chair

Number signed up at March Meeting in 2018: 167

Total number as of March Meeting (today): 1996

DBIO

Year	Total Number of Members	Percentage of APS Total
2014	2025	4.0%
2015	2034	3.9%
2016	2089	3.9%
2017	2025	3.7%
2018	2165	3.9%
2019	2185	4.0%

Membership Committee

2018 committee:

Phil Nelson (Chair),
Yuhai Tu,
Massimo Vergassola,
Jenny Ross

2019 committee:

Margaret Gardel (Chair)
Phil Nelson
Massimo Vergassola,
Jenny Ross

Typical Timeline:

February

Make DBIO stickers
Make sign-up sheet (in case)
Download App onto iPads for badge scanning
Ask APS to provide a table and two chairs near DBIO rooms
Google drive tabling sign-up send to ExComm and students

March

Bring scissors, punches, sign-up sheets, stickers, iPads, tape

Make sure there is a table present for membership sign-up
 Check that people are sitting at the table during their slots

April

Collect the names, badge numbers and send to APS to sign up new members.

OFFICIAL 2019 UNIT MEMBERSHIP STATISTICS

UNIT NAME	2014	2015	2016	2017	2018	2019	2014	2015	2016	2017	2018	2019
DIVISIONS												
Atomic, Molecular & Optical	3,091	3,045	3,109	3,228	3,297	3,185	6.1%	5.9%	5.9%	6.0%	6.0%	5.8%
Astrophysics	2,681	2,899	3,034	3,088	3,049	3,007	5.3%	5.6%	5.7%	5.7%	5.5%	5.5%
Biological Physics	2,025	2,034	2,089	2,025	2,165	2,185	4.0%	3.9%	3.9%	3.7%	3.9%	4.0%
Computational Physics	2,665	2,686	2,879	2,979	3,170	3,208	5.3%	5.2%	5.4%	5.5%	5.7%	5.8%
Condensed Matter Physics	5,978	5,839	6,046	6,379	6,739	6,694	11.8%	11.3%	11.4%	11.8%	12.2%	12.1%
Chemical Physics	1,711	1,682	1,678	1,683	1,625	1,599	3.4%	3.3%	3.2%	3.1%	2.9%	2.9%
Fluid Dynamics	3,132	2,910	3,307	3,159	3,378	3,255	6.2%	5.6%	6.2%	5.8%	6.1%	5.9%
Gravitation	1,146	1,584	1,634	1,693	1,697	1,730	2.3%	3.1%	3.1%	3.1%	3.1%	3.1%
Polymer Physics	1,451	1,417	1,456	1,495	1,523	1,554	2.9%	2.8%	2.7%	2.8%	2.8%	2.8%
Laser Science	1,374	1,356	1,316	1,381	1,550	1,314	2.7%	2.6%	2.5%	2.6%	2.8%	2.4%
Materials Physics	2,977	2,934	3,077	3,203	3,318	3,264	5.9%	5.7%	5.8%	5.9%	6.0%	5.9%
Nuclear Physics	2,713	2,707	2,722	2,715	2,688	2,633	5.4%	5.3%	5.1%	5.0%	4.9%	4.8%
Physics of Beams	1,111	1,052	1,193	1,125	1,203	1,189	2.2%	2.0%	2.2%	2.1%	2.2%	2.2%
Particles & Fields	3,537	3,447	3,548	3,588	3,513	3,491	7.0%	6.7%	6.7%	6.6%	6.3%	6.3%
Plasma Physics	2,448	2,437	2,545	2,614	2,618	2,573	4.8%	4.7%	4.8%	4.8%	4.7%	4.7%
Quantum Information	1,304	1,360	1,627	1,831	2,140	2,398	2.6%	2.6%	3.1%	3.4%	3.9%	4.3%
TOPICAL GROUPS												
Energy Research & Applications	564	554	556	544	523	502	1.1%	1.1%	1.0%	1.0%	0.9%	0.9%
Few Body Systems	319	335	346	370	353	353	0.6%	0.7%	0.7%	0.7%	0.6%	0.6%
Fundamental Constants	453	449	474	478	505	533	0.9%	0.9%	0.9%	0.9%	0.9%	1.0%
Hadronic	498	482	488	476	467	445	1.0%	0.9%	0.9%	0.9%	0.8%	0.8%
Instrument & Measure Science	560	541	562	564	540	510	1.1%	1.1%	1.1%	1.0%	1.0%	0.9%
Magnetism	953	908	979	1,091	1,131	1,178	1.9%	1.8%	1.8%	2.0%	2.0%	2.1%
Medical Physics	N/A	N/A	N/A	302	477	525	N/A	N/A	N/A	0.6%	0.9%	1.0%
Physics of Climate	606	583	580	562	573	526	1.2%	1.1%	1.1%	1.0%	1.0%	1.0%
Physics Education Research	427	531	564	592	578	590	0.8%	1.0%	1.1%	1.1%	1.0%	1.1%
Plasma Astrophysics	426	420	414	415	399	387	0.8%	0.8%	0.8%	0.8%	0.7%	0.7%
Shock Compression of Cond Matter	378	331	425	376	472	354	0.7%	0.6%	0.8%	0.7%	0.9%	0.6%
Soft Matter	N/A	668	1,278	1,533	1,885	1,952	N/A	1.3%	2.4%	2.8%	3.4%	3.5%
Statistical & Non-Linear	992	984	1,134	1,261	1,386	1,449	2.0%	1.9%	2.1%	2.3%	2.5%	2.6%
FORUMS												
Early Career Scientists	N/A	N/A	N/A	162	2960	4009	N/A	N/A	N/A	0.3%	5.3%	7.3%
Education	4,492	4,456	4,449	4,440	4,267	4,305	8.9%	8.6%	8.4%	8.2%	7.7%	7.8%
Graduate Student Affairs	4,910	4,969	5,602	6,106	6,431	6,497	9.7%	9.6%	10.6%	11.3%	11.6%	11.8%
History of Physics	3,527	3,493	3,518	3,496	3,302	3,385	7.0%	6.8%	6.6%	6.5%	6.0%	6.1%
Industrial & Applied Physics	6,871	6,797	7,173	7,292	7,067	6,835	13.6%	13.2%	13.5%	13.5%	12.8%	12.4%
International	3,779	3,712	3,983	4,284	4,186	4,179	7.5%	7.2%	7.5%	7.9%	7.6%	7.6%
Outreach & Engaging the Public	1,350	1,525	1,781	1,886	1,965	2,110	2.7%	3.0%	3.4%	3.5%	3.5%	3.8%
Physics & Society	5,803	5,676	5,785	5,906	5,782	5,770	11.5%	11.0%	10.9%	10.9%	10.4%	10.5%
SECTIONS												
Far West	2,735	2,655	2,543	2,683	2,996	2,994	5.4%	5.2%	4.8%	5.0%	5.4%	5.4%
Four Corners	1,998	1,896	1,829	1,808	1,893	1,809	4.0%	3.7%	3.4%	3.3%	3.4%	3.3%
Mid-Atlantic	1,218	1,408	1,595	1,692	1,747	1,702	2.4%	2.7%	3.0%	3.1%	3.2%	3.1%
New England	2,490	2,409	2,626	2,599	2,553	2,667	4.9%	4.7%	4.9%	4.8%	4.6%	4.8%
New York State	2,524	2,405	2,638	2,811	2,809	2,799	5.0%	4.7%	5.0%	5.2%	5.1%	5.1%
Northwest	1,222	1,242	1,283	1,283	1,311	1,253	2.4%	2.4%	2.4%	2.4%	2.4%	2.3%
Ohio Region	1,498	1,520	1,521	1,596	1,619	1,551	3.0%	3.0%	2.9%	3.0%	2.9%	2.8%
Prairie	952	974	994	1,037	1,095	1,059	1.9%	1.9%	1.9%	1.9%	2.0%	1.9%
Southeastern	2,638	2,598	2,587	2,593	2,589	2,498	5.2%	5.0%	4.9%	4.8%	4.7%	4.5%
Texas	1,531	1,671	1,707	1,609	1,685	1,583	3.0%	3.2%	3.2%	3.0%	3.0%	2.9%

Topical Group on Gravitational Physics came a Division in 2016 Topical Group on Quantum Information became a Division in 2017*

Official 2019 APS Membership - 55,158

2018 - 55,368

2017 - 54,029

2016 - 53,099

2014 - 50,578

2014 - 50,578

Budget and Finances for DBIO

Report from Vernita Gordon, Sec/Tres of DBIO

2019 budget report

The most recent financial statement available from APS is from December 2018. It shows us with total assets of \$104,642.00. Our total income was ~\$34,000.00. Our main sources of income have been dues (~\$10,000) and our share of last year's (2018's) March Meeting registration (~\$17,000). Our total expenses were ~\$32,000. Our biggest expenses have been travel grants (~\$9000) and non-staff travel (~\$8000). Much of the "non-staff travel" is for the DBIO short course that year. The short course did bring in \$4,550.00 in income.

For comparison, I take the budget report for FY 2017. That year ended with total assets of \$101,680.00. In the previous year (2016) we had had total assets of ~\$180,000, but in 2017 we transferred \$100,000 of that for the Delbruck Prize. In 2017 our total income was ~\$38,000.00, so very similar to 2018. One notable difference is that in 2017 and 2016 we had gotten each year a donation of \$10,000; this did not happen in 2018. In 2017 our total expenses were ~\$19,000, so about 2/3 of our 2018 expenses. In 2017 we had actually offered slightly more in the way of travel grants than in 2018 (~\$11,000.00 vs ~\$9,000.00). The biggest difference was made by the non-staff travel funded in 2018, which we did not do in 2017.

Smaller differences arose from the refreshments in New Orleans (2017 March Meeting) being less expensive than refreshments in Los Angeles (2018 March Meeting) due to higher and additional charges by the Los Angeles convention center. As the March Meeting grows in size and is therefore more limited in what venues can take us, I think we can likely anticipate that this expense will continue to grow unless we want to cut back on the scope of refreshments offered at the Business Meeting.

In 2018 we also had an expense of \$2000 for travel for the DBIO Thesis Award winner, which we had not had in 2017. We also had an expense of \$1,735.04 for stationary and supplies, which was for the short course, and which we also had not had in 2017. In short, we made slightly more money than we spent in the last year. This is fine in terms of maintaining an equilibrium operation. In terms of trying to fully fund the Delbruck Prize and make it annual, this is clearly problematic.

The above are facts. Below is Vernita Gordon's opinion:

I think that funding student travel grants is more important, and will produce more long-term benefit to the biological community, than fully-funding the Delbruck Prize or making it annual. I say this because people who win the Delbruck prize are already very successful. They don't need our help in kick-starting their career. Winners of the student travel grants are very early in their career, and I think that a small travel grant could potentially make a big difference in their likelihood of persisting in science and in

biological physics specifically, and in boosting their career trajectory. I don't have any research-based evidence to back this up. I also think it's relevant that for the amount of money spent on one Delbruck award we can help and encourage an order of magnitude more young scientists who are at more of a tipping point in their career.

I would rather reduce the amount of the Delbruck prize, or make it less frequent, in order to be able to offer more student travel grants.

I have more mixed feelings about funding for more senior speakers, who are typically invited speakers and non-physicists who would not normally come to March Meeting. It is true that in the areas of biology with which I'm familiar, it's very standard to cover all or most of the expenses for invited speakers. If bringing biologists to March Meeting really does help promote long-term, significant interactions with the DBIO community, and if supporting their travel costs is essential for getting them to come, then I think this is a good idea. I would like to see that this is working because I am not convinced. For some overseas physicists we have also supported their travel costs because they wouldn't have been able to come otherwise. This has mostly been a smaller total expense and so I'm not as concerned about this.

Date: 02/19/19
 Time: 15:25
 Level: Div. of Biological Physics
 Person Responsible: Vernita Gordon
 10-UNIT

Div. of Biological Physics
 Financial Statements

Account Unit: DBIO-SUMMARY

	YTD 12/31/18	Full Year 2017	Full Year 2016	Full Year 2015	Full Year 2014	Full Year 2013
BALANCE SHEET						
1605-0000 Funds Available from APS	\$104,642.05	\$101,680.96	\$182,270.46	\$170,726.74	\$144,283.62	\$119,399.30
Total Assets	\$104,642.05	\$101,680.96	\$182,270.46	\$170,726.74	\$144,283.62	\$119,399.30
2751-0000 Deferred Meeting Revenue	\$450.00	\$400.00				
2760-0000 Deferred Sponsor Revenue				10,000.00		
*Total Liabilities	\$450.00	\$400.00		\$10,000.00		
3100-0000 Retained Earnings	\$101,280.96	\$182,270.46	\$160,726.74	\$144,283.62	\$119,399.30	\$106,036.76
3190-0000 Board Designated Transfer		(100,000.00)				
Current Period Earnings (2,911.09	19,010.50	21,543.72	16,443.12	24,884.32	13,362.54
*Total Net Assets	\$104,192.05	\$101,280.96	\$182,270.46	\$160,726.74	\$144,283.62	\$119,399.30
Liabilities and Net As	\$104,642.05	\$101,680.96	\$182,270.46	\$170,726.74	\$144,283.62	\$119,399.30

YEAR-TO-DATE INCOME STATE						
4230-0001 Dues-APS Divisions/Top Gr	\$10,615.00	\$10,125.00	\$9,757.00	\$9,626.00	\$9,565.00	\$9,970.00
4250-0000 Contributions		10,000.00	10,000.00		10,000.00	
4420-0000 Meeting-Tutorial Income	4,550.00					
4430-0000 Credit Card Fees	(138.00)	(11.40)				
4500-0000 March Meeting-Share of Me	16,935.00	14,639.00	15,771.00	15,034.00	16,215.00	16,029.00
4550-0000 Sponsorships			10,000.00	10,000.00		
4890-0000 Allocated Investment Inco	2,510.52	2,923.70	4,534.47	4,590.67	3,999.07	3,387.82
Total Revenue	\$34,472.52	\$37,676.30	\$50,062.47	\$39,250.67	\$39,779.07	\$29,386.82
5229-0000 Audio Visual Expense	\$438.00		\$367.25	\$273.00	\$356.97	\$360.75
5235-0000 Exposition Management Ser	42.68			39.00		
5254-0000 Reception Expense	1,646.43	3,864.00	2,702.84	2,103.24	1,385.51	1,769.80
5255-0000 Meeting-Alcoholic Beverag	1,205.23					
5256-0000 Other Food & Beverage	2,430.48	777.91	1,096.43	502.00	1,167.93	
5420-0000 Programs-Honorariums			1,500.00	2,000.00	400.00	
5422-0000 Programs-Travel Assist	2,000.00				709.80	
5423-0000 Programs-Travel Grants	8,800.00	11,150.00	7,300.00	4,000.00	3,200.00	3,600.00
5426-0000 Programs-Mtg Fee Waivers	430.00		1,415.00	1,875.00	1,875.00	1,080.00
5490-0000 Prizes & Awards-Stipends	1,500.00	1,500.00	100.00	1,500.00	1,500.00	1,500.00
5492-0000 Prizes & Awards-Certifica	503.54	230.00	215.12			
5494-0000 Prizes & Awdgs-Travel Reci	2,000.00		500.00	500.00		722.10
5910-0000 Stationery and Supplies	1,735.04					
5931-0000 Priority Mail	18.28	18.84				
5960-0000 Committee Meetings-Meals	566.88			6.11	7.32	50.14
5962-0000 Non-Staff Travel	7,752.67		10,638.61	7,993.06	2,494.40	5,838.57
5965-0000 Sorters Travel	492.20	1,125.05	2,683.50	1,471.90	997.00	1,102.92
5994-0000 Miscellaneous				242.22	800.82	

Report Generation

Date: 02/19/19
 Time: 15:25
 Level: Div. of Biological Physics
 Person Responsible: Vernita Gordon
 10-UNIT

Div. of Biological Physics
 Financial Statements

Account Unit: DBIO-SUMMARY

	YTD 12/31/18	Full Year 2017	Full Year 2016	Full Year 2015	Full Year 2014	Full Year 2013
Total Expenses	\$31,561.43	\$18,665.80	\$28,518.75	\$22,807.55	\$14,894.75	\$16,024.28
Net Revenue(Expense)	\$2,911.09	\$19,010.50	\$21,543.72	\$16,443.12	\$24,884.32	\$13,362.54

Meetings & Responsibilities of Executive Committee

Regular Meeting

One meeting of the Division, to be known as the Regular Meeting, shall be held annually at such time and place as shall be ordered by the Executive Committee. This meeting with scientific program is held at the APS Annual March Meeting.

Executive Committee Meetings

The Executive Committee shall meet at least once each year. This meeting shall be held during the March Meeting of the Division. Any member of the Executive Committee unable to attend a meeting may name a nonvoting alternate to represent him or her, subject to the approval of the Chair. The Chair of the Division shall preside over the Executive Committee meetings. A majority of the voting members, including at least two Officers, shall constitute a quorum.

Annual Business Session

Each year the Division shall hold a Business Session which shall be a session of the March Meeting. This Business Session shall be devoted exclusively to the reports of officers and committees, election results, and the transaction of business affairs. No scientific program of the Division shall be presented simultaneously with the Business Session.

Officer Responsibilities

► [View Officers](#)

Chair

The Chair shall preside at all meetings of the Executive Committee and Business Sessions of the Division at which his or her attendance is possible. The member elected as Vice-Chair shall serve in that office for one year, then for one year as Chair-Elect, and then for one year as Chair. The Chair shall not be eligible for the office of Vice-Chair for two years following his or her term of office. The Chair and Chair-Elect shall serve as co-Chairs of the Program Committee.

Chair-Elect

The Chair-Elect shall act in place of the Chair if the latter is unable to perform his or her duties. The Chair-Elect shall perform such other functions as may be explicitly provided in the Bylaws. The member elected as Vice-Chair shall serve in that office for one year, then for one year as Chair-Elect, and then for one year as Chair. The Chair and Chair-Elect shall serve as co-Chairs of the Program Committee for the March Meeting.

Vice-Chair

The Vice-Chair shall act in place of the Chair-Elect if the latter is unable to perform his or her duties. The Vice-Chair shall perform such other functions as may be explicitly provided in the Bylaws. The member elected as Vice-Chair shall serve in that office for one year, then for one year as Chair-Elect, and then for one year as Chair. The Vice-Chair will Chair the Tutorial Sessions for the March Meeting and will Chair the Fellowship Committee.

Secretary/Treasurer

The Secretary-Treasurer shall maintain the records of the Division including minutes of Executive Committee meetings and Business Sessions, Division activities, and membership lists. The Secretary-Treasurer shall notify the Executive Committee of matters requiring the decision of said Committee and shall prepare the agenda of Executive Committee meetings and Business Sessions. The Secretary-Treasurer shall prepare minutes of Executive Committee meetings and Business Sessions and shall submit these minutes to each member of the Executive Committee and to the Executive Secretary/Executive Officer within four weeks after each meeting. Following elections, such minutes are to include the results of the election and a roster of the current Executive Committee membership.

The Secretary-Treasurer shall keep the Council and Executive Secretary Executive Officer of the Society informed of the activities and needs of the Division.

The Secretary-Treasurer shall have responsibility for all funds in the custody of or placed at the disposal of the Division and shall authorize disbursements from such funds for expenses in a manner that is consistent with the general policies of the Society and the Division. Financial records shall be kept on an annual basis consistent with the fiscal policies of the Society. The Secretary-Treasurer shall present a financial report at each meeting of the Executive Committee and at the annual Business Session of the Division.

Past-Chair

The Past-Chair will Chair the Nominating Committee for elections.

Division Councillor

The Division Councillor(s) shall serve as liaison between the Council of the Society and the Executive Committee of the Division. Following each Council meeting, the Division Councillor(s) shall report to the Chair and the Secretary-Treasurer regarding Council actions that affect the status and operations of the Division. Reports shall be made to the entire Executive Committee during their regularly scheduled meetings.

Bylaws

Sent to be Approved by Council: 11/15/2012

Approved by Council: 11/30/2012

Sent to be Ratified by Division Membership: 11/05/2013

Ratified by DBIO membership: 12/01/2013

(In the following text, “Society” shall signify the American Physical Society, “Council” and “Executive Board” shall signify the Council and the Executive Board of the Society, respectively; “Executive Officer” shall signify that Officer of the Society; and “Regular Meeting” shall signify the principal meeting held once a year by the Division.)

ARTICLE I — NAME

This Division of the American Physical Society shall be called the Division of Biological Physics and abbreviated as DBIO.

ARTICLE II — OBJECTIVE

The objective of the Division shall be the advancement and diffusion of knowledge of biological systems and of other aspects of the relationships between physics and biology.

ARTICLE III — ENABLING CONSTITUTIONAL PROVISION

Article VIII of the Constitution of the Society, as said Article may be subsequently revised or amended, is hereby incorporated in these Bylaws by reference.

ARTICLE IV — MEMBERSHIP

The members of the Division shall consist of members of the Society who have indicated in accordance with procedures established by Council their desire to join the Division and who retain membership from year to year by the payment of designated dues or by other method established by Council.

ARTICLE V — EXECUTIVE COMMITTEE

1. **Governance.** The Division shall be governed by an Executive Committee, which shall have general charge of the affairs of the Division.
2. **Composition.** The Executive Committee shall consist of the Officers of the Division, the most recent Past Chair, the Division Councillor, and six Members-at-Large elected to staggered three-year terms.

3. **Executive Committee Meetings.** The Executive Committee shall meet at least once each year. This meeting shall be held during the Regular Meeting of the Division. The Chair of the Division shall preside over the Executive Committee meetings. A majority of the voting members, including at least two Officers, shall constitute a quorum.

ARTICLE VI — OFFICERS AND DIVISION COUNCILLOR

1. **Officers.** The Officers of the Division shall be a Chair, a Chair-Elect, a Vice-Chair, and a Secretary-Treasurer.
2. **Duties of the Chair.** The Chair shall preside at all meetings of the Executive Committee and Business Session of the Division when possible.
3. **Duties of the Chair-Elect.** The Chair-Elect shall act in place of the Chair if the latter is unable to perform his or her duties. The Chair-Elect shall perform such other functions as may be explicitly provided in the Bylaws.
4. **Duties of the Vice-Chair.** The Vice-Chair shall act in place of the Chair-Elect if the latter is unable to perform his or her duties. The Vice-Chair shall perform such other functions as may be explicitly provided in the Bylaws.
5. **Duties of the Secretary-Treasurer.** The Secretary-Treasurer shall maintain the records of the Division including minutes of Executive Committee meetings and Business Sessions, Division activities, and membership lists. The Secretary-Treasurer shall notify the Executive Committee of matters requiring the decision of said Committee and shall decide with the Chair, the agenda of Executive Committee meeting and Business Session. The Secretary-Treasurer shall prepare minutes of Executive Committee meetings and Business Sessions and shall submit these minutes to each member of the Executive Committee within eight weeks after each meeting, and publish the Business Session minutes in the DBIO Newsletter. Following elections, such minutes are to include the results of the election and a roster of the current Executive Committee membership.

The Secretary-Treasurer shall keep the Council and Executive Officer of the Society informed of the activities and needs of the Division.

The Secretary-Treasurer shall have responsibility for all funds in the custody of or placed at the disposal of the Division and shall authorize disbursements from such funds for expenses in a manner that is consistent with the general policies of the Society and the Division. Financial records shall be kept on an annual basis consistent with the fiscal policies of the Society. The Secretary-Treasurer shall present a financial report at each meeting of the Executive Committee and at the annual Business Session of the Division.

6. **Duties of the Division Councillor.** The Division Councillor shall serve as liaison between the Council of the Society and the Executive Committee of the Division. Following each Council meeting, the Division Councillor shall report to the Officers

regarding Council actions that affect the status and operations of the Division. Reports shall be made to the entire Executive Committee during their regularly scheduled meetings.

ARTICLE VII — ELECTION AND TENURE OF THE OFFICERS, EXECUTIVE COMMITTEE MEMBERS, AND DIVISION COUNCILLOR

1. **Qualifications.** Officers, Division Councillor, and Members-at-Large of the Executive Committee must be members of the Division for at least two years prior to nomination.
2. **Ballot.** The Vice-Chair, Secretary-Treasurer, Division Councillor, and Members-at-Large of the Executive Committee shall be elected by paper or electronic ballot as hereinafter provided.
3. **Nomination and Election of the Vice-Chair, Secretary-Treasurer, and Executive Committee Members.** Each year the Nominating Committee shall nominate at least two candidates for the office of Vice-Chair, for Secretary-Treasurer during the final year of the term of the current Secretary-Treasurer, for the Division Councillor during the final year of the term of the current Division Councillor, and for each open position of Member-at-Large of the Executive Committee. The Nominating Committee shall provide the Secretary-Treasurer with a list of candidates not later than sixteen weeks before the Regular Meeting. The Secretary-Treasurer shall inform the Division members of the nominations made and shall invite these members to suggest candidates for the various offices and Executive Committee positions. If as many as five percent of the total Division membership determined on 31 December of the year preceding the election suggests the same person for the same office, that person shall be deemed to have been nominated.

The Secretary-Treasurer shall poll the Division membership by paper or electronic ballot, stating a closing date at least three weeks prior to the Regular Meeting. Ballots shall be returned to and counted by the Secretary-Treasurer or his or her designate. Election shall be decided by a plurality of those voting. If there is a tie, the Executive Committee shall decide the election, with the Chair voting only in the case of a tie among the other Executive Committee members. The Secretary-Treasurer shall communicate the results of the election to the Chair and to the Executive Officer at least two weeks prior to the Regular Meeting and shall publish the results in a manner designated for official announcements.

4. **Selection of Appointed Associates of the Executive Committee.** The Chair may appoint other non-voting Executive Committee Associates as needed, with the approval of the Executive Committee. These Associates should include the Newsletter Editor and the Web Site Coordinator, who shall serve a one-year term each. These Associates may be re-appointed without term limits.
5. **Official Year.** The official year shall extend from the close of one Regular Meeting to the close of the next Regular Meeting.

6. **Vice-Chair, Chair-Elect, and Chair.** The member elected as Vice-Chair shall serve in that office for one year, then for one year as Chair-Elect, and then for one year as Chair. The Chair shall not be eligible for the office of Vice-Chair for two years following his or her term of office on the Executive Committee.
7. **Terms of Office.** The terms of office of the Officers and Members-at-Large of the Executive Committee shall begin at the close of the Regular Meeting of the Division following their election. The Secretary-Treasurer shall serve for a term of four years. The tenure of a Member-at-Large of the Executive Committee shall terminate in the event of his or her assumption of a post as an elected Officer of the Division, and the unexpired portion of his or her term shall be filled as hereinafter provided for a vacancy.

The term of office of a Division Councillor shall begin at the beginning of the calendar year following his or her election. The Division Councillor shall serve for a term of four years and may not serve more than two consecutive terms unless otherwise specified by Council.

8. **Vacancies in Offices.** If a vacancy occurs in the office of Chair, the Chair-Elect shall succeed and complete the term and shall serve as Chair also in the following year. The Vice-Chair shall serve simultaneously as Chair-Elect during the remainder of the term and shall continue to serve as Chair-Elect in the following term.

If a vacancy occurs in the office of Chair-Elect otherwise than through advancement to Chair, the Vice-Chair shall become Chair-Elect. In this case, and also if the office of Vice-Chair becomes vacant for other reasons, the office of Vice-Chair shall remain vacant for the remainder of the term. In the next scheduled election, candidates for both Chair-Elect and Vice-Chair shall be nominated.

If vacancies occur in the offices of both the Chair and the Chair-Elect, the Vice-Chair shall become Chair and shall complete the term. In this case a special election shall be held to fill the offices of Chair-Elect and Vice-Chair. The members so elected shall continue to serve as officers in the normal succession order.

Vacancies in any other elected office shall be filled (or left unfilled) by the Executive Committee until such time as the vacancy can be filled by regular election procedures.

ARTICLE VIII — APPOINTED COMMITTEES

1. **Nominating Committee.** The Past DBIO Chair shall chair the committee. The Nominating Committee shall consist of three members appointed by the DBIO Chair to staggered three-year terms and one member appointed by the Executive Officer for a one-year term. The DBIO Chair shall provide the Executive Officer with the names of two candidates for the one-year-term appointment, and the Executive Officer will select one. Not more than two members of the Nominating Committee shall be members of the Executive Committee. The Nominating Committee shall prepare a slate of candidates for the positions of Vice-Chair, Secretary-Treasurer,

Division Councillor, and Members-at-Large of the Executive Committee according to Article VII.3 of these Bylaws. The Nominating Committee shall advise the Chair on suitable candidates for Society committees, including relevant Society Prize and Award committees, and on candidates for Society offices. The Nominating Committee shall perform such other duties as described in the Bylaws.

2. **Program Committee.** The Program Committee shall consist of the Chair-Elect, the Chair, the Vice-Chair, the Secretary-Treasurer, and three Members-at-Large appointed by the Chair, upon the recommendation of the Chair-Elect, to staggered three-year terms. The Chair-Elect shall serve as Chair of the Program Committee, with the Vice-Chair as co-Chair (with fewer responsibilities). The Program Committee shall have the responsibility of assisting the Executive Officer, or his or her designate, in arranging the meetings of the Society. This activity shall include (i) solicitation and selection of focus sessions, which combine invited and contributed talks; (ii) solicitation and selection of invited sessions; (iii) sorting contributed papers for oral and poster presentations; (iv) coordinating with other divisions and groups to co-sponsor invited sessions and focus sessions; and (v) scheduling DBIO invited, focus, contributed, and poster sessions. In addition, the Program Chair shall (vi) stimulate submission of contributed abstracts as talks in DBIO focus sessions, and (vii) remind invited speakers to submit their abstracts. The DBIO Chair-Elect and the Vice-Chair shall attend the APS Unit Convocation and the Program Committee Meeting. The Chair-Elect will organize and Chair the Sorters Meeting, which the Vice-Chair and Secretary-Treasurer will both attend. The DBIO Chair will solicit proposals for DBIO tutorials or workshops from DBIO members and the executive committee, then organize or co-organize one such satellite meeting to be held on the Sunday before the March Meeting.
3. **Fellowship Committee.** The Fellowship Committee shall consist of the Vice-Chair and four other members appointed by the Chair, upon recommendation of the Executive Committee, to staggered two-year terms. At least two members shall be Members-at-Large. At least two of the four members shall be APS Fellows. The Vice-Chair shall serve as Chair of the Fellowship Committee. The Fellowship Committee shall promote the nomination of candidates for Fellowship, shall review and rank the qualifications of candidates using pre-established criteria, shall themselves not be candidates, and shall report its rankings and recommendations to the Chair and the Secretary-Treasurer who will in turn report to the Executive Committee for the Division's final recommendations and submission to the Executive Officer of the Society.
4. **Terms of Office of Appointed Committee Members.** The terms of committee members appointed or recommended by an incoming Chair shall commence at the beginning of the year in which he or she assumes office.
5. **Selection Committee for the Shirley Chan Travel Award.** The Chair will appoint three members to form the Selection Committee for the Shirley Chan Travel Award. These will be selected among the longest serving Members-at-Large.
6. **Selection Committee for the Outstanding Doctoral Thesis Research in Biological Physics Award.** The Chair will appoint four members to form the

Selection Committee for the Outstanding Doctoral Thesis Research in Biological Physics Award. These will include the Secretary-Treasurer, the Vice-Chair, one Member-at-Large and another DBIO member not on the Executive Committee.

7. **Ad Hoc Committees.** The Chair shall appoint other ad hoc committees as necessary, which shall serve only during his or her term as Chair.

ARTICLE IX — MEETINGS

1. **Regular Meeting.** One meeting of the Division, to be known as the Regular Meeting, shall be held annually at such time and place as shall be ordered by the Executive Committee, subject to approval by the Executive Officer. Whenever it shall be feasible and not to the disadvantage of the members of the Division, the Executive Committee may order this or any other meeting to be held conjointly with a Meeting of the Society or of another society, conference, or group, so long as such joint meeting does not conflict importantly with the schedule of Meetings of the Society as determined by the Executive Officer. The registration fee for the Regular Meeting, when not held jointly with a Meeting of the Society, shall be fixed after consultation with the Executive Officer. Non-members of the Society shall pay a surcharge to be set each year by the Executive Board.
2. **Annual Business Session.** Each year the Division shall hold a Business Session which shall be a session of the Regular Meeting. This Business Session shall be devoted exclusively to the reports of officers and committees, election results, and the transaction of business affairs. No program of the Division shall be presented simultaneously with the Business Session. The Secretary-Treasurer shall notify the Division members of the agenda for the Business Session no later than three weeks prior to the Regular Meeting.
3. **Other Meetings.** Meetings of the Division, other than the Regular Meeting, may be initiated by the Executive Committee or by petition of twenty percent of the members of the Division, subject to approval by the Executive Officer. Special conferences may be sponsored in whole or in part by the Division, subject to the rules and regulations specified in the Society Constitution and Bylaws.
4. **Papers at Meetings.** Programs of meetings of the Division may provide for the inclusion of both invited and contributed papers. When a meeting of the Division is held in conjunction with a meeting of the Society, the rules of the Society shall apply to submitted papers. When a meeting of the Division is not held in conjunction with a meeting of the Society, the Executive Committee shall prescribe the subject and character of the meeting, which may include limitations on the subject matter of submitted papers. The Secretary-Treasurer shall fix the deadline date for receipt of titles and abstracts in consultation with the Executive Officer and shall designate the place to which they should be sent. The amount of time to be allowed for the presentation of a paper at the Regular Meeting shall be determined by the Program Committee, except as otherwise directed by the Executive Committee. These allotments of time shall be consistent with the Constitution and Bylaws of the Society and with regulations of Council.

ARTICLE X — DUES

Dues for maintenance of membership in the Division shall be established by Council.

ARTICLE XI — OFFICIAL ANNOUNCEMENTS

Official announcements shall be made in the *APS News* and in such other publications as the Executive Committee may direct.

ARTICLE XII — PROCEDURE OF AMENDMENT OF BYLAWS

Proposal of an Amendment to these Bylaws may be made by the Council, by the Executive Committee, or by a petition to the Chair signed by not fewer than ten percent of the members of the Division. If the proposed amendment originates within the Division, it must be approved by Council before further action can be taken. Following Council approval, the Secretary-Treasurer shall distribute copies of the proposed Amendment to all members of the Division not less than three weeks before the Regular Meeting and opportunity shall be given for discussion during the Business Session. Unless a special election is scheduled, the Secretary-Treasurer shall again distribute copies of the proposed Amendment to the membership at the next regularly scheduled election with adequate information regarding acceptable voting procedures. Adoption of the Amendment shall require a two-thirds vote by those voting.