

Article I

Name of the Organization

The Organization shall be known as the Carleton Neuroscience Society, and hereinafter shall be referred to as the Organization.

Article II

Purpose of the Organization

The organization shall work towards holding extracurricular events for students who are interested in neuroscience. Our society is a great opportunity to get involved with people in neuroscience-related programs at Carleton.

Article III Structure

The General Membership shall be the legislative body of the organization and shall be composed of all members. The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership.

Article IV Membership

There shall be one level of membership within the organization: general membership.

The general membership will be given to students who are actively involved in the society and volunteer with a specific team(s). One will gain general member status upon joining our member list. These members will be allowed to vote for executive positions.

Membership in the organization shall be valid from September to April of the year in question.

In the event that a member of the organization violates the organization's Constitution or CUSA's Constitution and disciplinary action is being considered, the Executive shall report it to the Clubs and Societies Commissioners.

Article V Executive

President- The president has a responsibility to oversee all projects undertaken by the society. The president is in charge of organizing and hosting grand member meetings, running the society expo table, overseeing the spring elections, inspiring other teams to engage the neuroscience students, attending necessary team meetings, looking after the club money box and flag, facilitating communication between teams, communicating with the neuroscience faculty, and attending as many social events as possible. The president is also responsible for delegating tasks to VPs and their respective teams.

VP Admin- The VP Admin is responsible for overseeing the society bank account, budgeting society events, and keeping books on all the money coming into and out of the society in the event of an audit. The Admin team is also responsible for reaching out to potential sponsors or other sources of funding for society-related events. The VP Admin is also responsible for assisting with the communication with faculty regarding engagement and event attendance. The VP Admin is also responsible for communicating with CUSA and CASG where appropriate to discuss policy. The VP Admin is expected to attend all meetings and take minutes for said meetings (virtual and in-person).

VP Events- The VP Events is responsible for coming up with ideas for events to run within the society and executing these events. Most notable is the organization of the Brain Ball in the Spring, which includes contacting venues, caterers, DJs, photographers, etc. The VP Events communicates closely with all other VPs to plan events. The VP Events also should be holding monthly meetings with the volunteers for the events team, to brainstorm events and delegate tasks to host them. Typically, the events team holds 2-4 events a semester, such as neuroscience trivia, paint night, coffee with neuroscience profs, etc. The VP Events is also responsible for delegating tasks to directors and volunteers within the events team.

VP Fundraising- The VP Fundraising is responsible for organizing events that raise money for the society or for mental-health-related charities. These events could be something such as our headshot fundraiser, bottle drives, etc. The VP could also be responsible for organizing raffles to be displayed at other CNS events. The VP Fundraising is also responsible for delegating tasks to directors and volunteers within the fundraising team. The Fundraising team is also responsible for reaching out to potential sponsors or other sources of funding for society-related events.

VP Communications- The VP Communications is responsible for communicating events to the neuroscience students. This involves a huge social media presence, and advertising events on Facebook, Instagram, Discord, etc. This team is responsible for making posters/ event pages on social media platforms for RSVPs. The VP is also responsible for communicating with the undergraduate chair when emails regarding events are to be sent out to the students in the program. The VP Communications is also responsible for organizing the announcement of events to neuroscience classes and trying to engage first years. The VP Communications is also responsible for delegating tasks to directors and volunteers within the communications team.

VP Merchandise- The VP Merchandise is responsible for creating and overseeing the sales of CNS merchandise. This involves finding vendors to collaborate with, approve designs/products, collaborate with the admin and fundraising team to determine sales prices, holding meetings/events with fundraising/communications in order to develop and distribute quality Neuroscience oriented merchandise.

Director Events- The Director(s) Events are responsible for aiding the VP Events in any and all tasks they need assistance with. They are also responsible for engaging volunteers in the team and collaborating with volunteers to plan events.

Director Fundraising- The Director(s) Fundraising are responsible for aiding the VP Fundraising in any and all tasks they need assistance with. They are also responsible for engaging volunteers in the team.

Director Communications- The Director(s) Communications are responsible for aiding the VP Communications in any and all tasks they need assistance with. They are also responsible for engaging volunteers in the team.

Director Merchandise- The Director(s) Merchandise are responsible for aiding the VP Merchandise in any and all tasks they need assistance with. They are also responsible for engaging volunteers in the team.

Article VI Meetings

Meetings are called at the discretion of the executive in charge of the team. Notice should be given approximately a week prior to the meeting and an effort should be made to survey the entire team for

which time works best. Meetings will be advertised within the team's Discord server/email chain and will be open to anyone who wishes to be a part of the specific team.

Executive meetings will be called by the president and will be open to all executive members of the CNS. Executive meetings are essential for the weekly tasks of the team to work towards the goals/objectives of the club.

Meetings of the General Membership:

1. Meetings of the General Membership may be called:
 - a. At the request of the President, with no less than a week's notice until the meeting
 - b. At the request of an Executive, with no less than a week's notice until the meeting
 - c. At the request of any five members of the Carleton Neuroscience Society, with no less than a week's notice until the meeting

Meetings of the Executive Committee:

1. Meetings of the Executive Committee:
 - a. Are to be held at regular intervals and are for the purpose of running the club
 - b. Votes by the Executive Committee on club business shall be declared by a simple majority

Article VII Elections

The executive elections will be held each spring prior to the completion of the winter semester (to take effect in the following fall semester). These elections will be organized by the Succession Officer, a general or executive member who is not running for an executive position for the following year. The Succession Officer may be any one of the following individuals:

- A neutral party to all elections being held within the club
- A member of the Clubs Oversight Committee
- A member of the CUSA Clubs Office
- A club member or an external student non-member

A Succession Officer should be appointed on a consensus basis. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer.

The Carleton Neuroscience Society will work with the Succession Officer to set the date of the final voting membership purchase, campaign start and end, voting start and end.

Students-at-large will have the opportunity to join the club before the start of voting.

Every voter has the right to cast their ballot in private.

During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.

Appeals, complaints, or conflicts may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.

Timeline:

- Day 1- Announcement of campaign, voting, and results announcement dates.
- Day 7- Start of campaign.
- Day 14- End of campaign.
- Day 15- Start of voting.
- Day 20- End of voting.
- Day 21- Results announced.

The Carleton Neuroscience Society will run a *first past the post*-style election to elect the executive positions of President, VP Administration, VP(s) Events, VP(s) Fundraising, VP(s) Merchandise, VP(s) Communications, Director(s) of Events, Director(s) of Fundraising, Director(s) of Merchandise, Director(s) of Communications. All executive positions will be voted upon at the same time. Usually the application period will be open for ~2 weeks and the election period will be open for ~5 days. Any undergraduate student is welcome to run for an executive position. The application and elections will be done online via google forms. When only one candidate runs for a position they will automatically obtain that position. If one of the executive positions becomes vacant, the club will hold a by-election within 30 days. Up to two director positions can be filled for each team.

- Candidates on the electronic ballot will be organized alphabetically by last name, with a box to be marked for a single option candidate.
- Any ballot with multiple boxes clearly marked will be disregarded as “spoiled”.
- Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

Article VIII

Impeachment

IF an executive member is failing to fulfill their duties (hosting meetings, communicating with volunteers, etc.) or violate the constitution in any other way, then their position is open to impeachment. In the event of this happening, the club will consult the CUSA Clubs Membership Removal Committee (MRC). The CUSA Clubs MRC will advise on the next steps for the club. Should the CUSA Clubs MRC advise that the club proceed with membership removal, the following steps will take place:

Impeachment for Removing an Executive Role:

1. Grounds for impeachment include:
 - a. Any violation of the Constitution;
 - b. Any violation of the governing documents of CUSA;
 - c. Committing an act (or acts) which negatively impacts and/or harms the interest of the Carleton Neuroscience Society and its members;
 - d. Failure to fulfill executive member duties.
2. Any member can bring forward the request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing the complaint forward and the accused will be given time to speak.
3. A vote for impeachment with the general membership will be conducted. The accused executive will not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.

Impeachment for Removing a General Member:

1. Grounds for impeachment of a club member include:
 - a. Any violation of the Constitution;
 - b. Any violation of the governing documents of CUSA;
 - c. Committing an act (or acts) which negatively impacts and/or harms the interest of the Carleton Neuroscience Society and its members.
2. Any member can bring forward the request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing the complaint forward and the accused will be given time to speak.
3. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

Article IX Amendments

If amendments are to be made to the Organization's constitution, they must be approved by the current general members within the society. Any member can propose an amendment to the constitution. This will be presented to general members at the first meeting of each fall term. Implementation of suggestions will be voted on by the whole Society body. The majority of the body must be in agreement of change in order for the suggestion to take effect and be added/removed/changed from the constitution.

Article X

Dissolution of the Organization

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to CUSA, The Royal Ottawa Foundation for Mental Health, and/or the Rideauwood Mental Health and Family Services Centre.