

The Neuroscience Association for Undergraduate Students

Constitution Index

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PREAMBLE

We, the students enrolled in any core neuroscience course, hereby adopt the following Constitution:

INTRODUCTION

Article I:

- A) The official designation of the association shall be “The Neuroscience Association for Undergraduate Students (NAUS)”.
- B) The Neuroscience Association for Undergraduate Students is a student organization of the Human Biology Department at the University of Toronto. It is subject to the normal university authorities. In particular, it is bound by the ASSU Constitution.
- C) NAUS is an organization responsible for:
 - S1) Organizing events, both social and academic, for undergraduate neuroscience students;
 - S2) Providing, upon request, consultation for students in matters concerning the Human Biology Department;
 - S3) Assisting the Human Biology Department with various aspects of “U of T Day”; and

- S4) Assisting ASSU and the Human Biology Department administer and complete the necessary course evaluations at the end of each term as required for the Anti-Calendar.

MEMBERSHIP

Article II:

- A) NAUS represents all undergraduate students enrolled in any core neuroscience courses.
- B) NAUS is comprised of two governing bodies:
- S1) Executive Committee: The Executive Committee shall consist of two Co-Presidents, four Vice-Presidents (one Finance, two Social Affairs, one Academic), and one Secretary; and
- S2) General Committee: The General Committee shall consist of the NAUS Executive, all elected Year Representatives, Spirit Committee members, Webmaster, Graphic Designer and all students enrolled in the neuroscience specialist or major programs or any core neuroscience courses.

EXECUTIVE COMMITTEE

Article III:

- A) All Executive Committee members shall not hold more than one position
- B) The Executive Committee shall consist of:
- S1) Two Co-Presidents, who:
- ssa) Shall be responsible for the overall organization and running of the Executive Committee. S/he shall supervise the general administration of the union and oversee all of its undertakings;
- ssb) Shall supervise the preparation of the budget and ensure that all grants received from ASSU and the Human Biology Department are used appropriately for the purposes of NAUS. S/he will act as one of three signing officers on financial transactions;
- ssc) Shall call and Chair at least two General Committee Meetings per term;
- ssd) Shall be responsible for organizing all elections;
- sse) Shall coordinate the activities of all NAUS members;
- ssf) Shall listen to all student grievances and act as a liaison between undergraduate students and the Human Biology Department;

- ssg) Shall be responsible for ensuring that all necessary course evaluations are administered properly by the Executive Committee as required by ASSU and the Human Biology Department. S/he is responsible for ensuring that all comments for the Anti-Calendar pertaining to neuroscience courses are properly completed as required by ASSU and the Human Biology Department and that these comments adequately reflect the opinions of the student majority;
- ssh) Shall attend all ASSU Meetings and adhere to ASSU policy when unable to attend; and
- ssi) Shall be ultimately responsible for ensuring that NAUS acts in accordance with the ASSU Constitution and all other University Regulations.

S2) Four Vice Presidents, who:

- ssa) Shall assist the President in the general administration of NAUS; and
- ssb) Shall assume the President's responsibilities in the President's absence.

S3) One Vice President of Finances, who:

- ssa) Shall prepare budget requests for funding from both ASSU and the Human Biology Department;
- ssb) Shall act as one of three signing officers on financial transactions and will keep detailed records of such; and
- ssc) Shall be responsible for ensuring that all NAUS funds are used appropriately for the purposes of NAUS. All unused or inappropriately used ASSU funds must be returned to ASSU and all unused or inappropriately used fundraising money and grants received from the Human Biology Department must remain in the NAUS bank account for the next NAUS year.

S4) One Vice President of Academic Affairs, who:

- ssa) Shall be responsible for hosting and organizing at least one academic seminar per semester
- ssb) Shall assist with any other events of an academic nature

S5) Two Vice Presidents of Social Affairs, who:

- ssa) Shall be responsible for organizing NAUS social and academic events;
- ssb) Shall be responsible for contacting, obtaining permission(s) from, and working with the necessary organizations, such as the Human Biology Department, Campus Beverage Services, Marriott Foods, etc., for said events;
- ssc) Shall ensure that all NAUS events adhere to the regulations and restrictions of the Human Biology Department; and
- ssd) Shall be responsible for the administration of the Social

Committee.

- S6) One Secretary, who:
 - ssa) Shall assist the President and the Vice-Presidents in the general administration of NAUS;
 - ssb) Shall keep records of all General and Executive meetings and carry related correspondence for NAUS;
 - ssc) Shall be responsible for the maintenance of the office space; and
 - ssd) Shall attend all New College meetings and adhere to NC policy when s/he is unable to attend.

3rd YEAR AND GRADUATING YEAR REPRESENTATIVES:

Article IV:

- A) One Third Year Representative:
 - S1) Shall keep classmates informed about NAUS;
 - S2) Shall advertise special events to students of his/her designated core course(s) at least two (2) weeks in advance and with permission of the course administrator;
 - S3) Shall inform students of his/her designated core course(s) of NAUS elections and by-elections at least three (3) weeks in advance;
 - S4) Shall inform students of his/her designated core course(s) about availability of notes, old tests and further ensure their distribution;
 - S5) Shall ensure that course evaluations are completed;
 - S6) Shall relay any complaints, comments and concerns made by students of his/her designated core course(s) between NAUS and the Human Biology Department; and
 - S7) Shall be responsible for his/her designated core course(s) for the duration of the academic year.
 - S8) Shall organize at least one event that caters to students in the respective year s/he represents.

- B) One Graduating Year Representative:
 - S1) Must be graduating or intend to graduate in the regular academic session in which they shall serve in their capacity as Graduating Year Representative;
 - S2) Shall assume all of the responsibilities described in article IV, section A;
 - S3) Shall liaise with neuroscience alumni (e.g., maintain a list of alumni)

2nd-year Spirit Committee

Article V:

- A) The Spirit Committee:
 - S1) Shall consist of three elected members in their first year of the neuroscience program (or, in exceptional cases, if there are not three first-year neuroscience students running, (a) second year neuroscience student(s) may fill the position(s));
 - S2) Shall assist the Vice-Presidents of Social Affairs in the organization of NAUS social and academic events; and
 - S3) Shall organize at least one event catered to second-year students.

WEBMASTER AND GRAPHIC DESIGNER

Article VI:

- A) One Webmaster and Online Presence Facilitator
 - S1) Shall be responsible for maintenance of the NAUS website and social media pages;
 - S2) Shall be responsible for maintenance of the Canadian Universities Life Sciences Challenge (CULSC) website;
 - S3) Shall be responsible for maintaining a neuroscience listserv; and
 - S4) Shall be responsible for sending out monthly newsletters that highlight upcoming NAUS events and other relevant events of interest to the neuroscience community.
- B) One Graphic Designer
 - S1) Shall be responsible for creating advertising materials for all applicable events (e.g. poster design and conference materials)

ELECTIONS

Article VII:

- A) The Executive Committee shall be elected annually, within the final 4 weeks of classes in the second semester, by the General Committee.
- B) The 2nd-year Spirit Committee shall be selected from a pool of students in their first year of the Neuroscience program and shall be elected in a by-election held within three (3) weeks of the start of the Fall session of the regular academic year.
- C) Third Year Representatives and Graduating Year Representatives shall be elected within the final 4 weeks of classes in the second semester, concurrently with the election of the Executive Committee.
- D) Successful appointment of the Executive Committee and Year Representatives will be determined by a majority vote of all those belonging to NAUS (voting

membership) unless the position is lacking other candidates, in which case it is granted on a voluntary basis.

- E) If any position is not filled or an elected member of NAUS cannot maintain his/her position, this position will be filled through an additional by-election, as called at the discretion of the Executive Committee.
- F) The calling of an election or by-election shall constitute a General Committee meeting.

MEETINGS

Article VIII:

- A) The Executive Committee, Year Representatives, Spirit Committee, Webmaster and Graphic Designer shall meet twice a month to plan upcoming events. These meeting dates will be decided by the Presidents at the beginning of each academic term, based on 1) the course timetables of each member and 2) regular time commitments reported by each member.
- B) Notification of monthly Executive Committee meetings shall be made by email at least two (2) weeks prior to the planned date.
- C) Additional Executive Committee meetings can be called with one (1) week's notice to assist in the preparation of an event.
- D) Notification of General Committee meetings shall be made by posters, online advertisements, class announcements, and email at least two (2) weeks prior to the planned date.
- E) If a scheduled event is to occur during a month, a general membership meeting does not need to be held.
- F) General Committee meetings shall be held:
 - S1) Once within three (3) weeks of the start of the Winter term in order to elect the Second Year Representative;
 - S2) Once within the last four (4) weeks of the academic year in order to elect the Executive Committee and Year Representatives for the following academic year; and
 - S3) Additionally at the discretion of the Executive Committee.

PROCEDURE FOR AMENDMENTS

Article IX:

- A) Amendments to the NAUS Constitution that are put to motion must be in accordance with the ASSU Constitution.

- B) For any motion to be passed, quorum is required. Quorum shall consist of 10 members of the General Committee.
- C) Any member of the General Committee can request by-law amendment but must do so at least one (1) week prior to a General Committee meeting for discussion. The amendment shall be voted on by the General Committee two (2) weeks after the meeting.

PROCEDURE FOR POLICY DECISIONS

Article X:

- A) The Co-President(s) of NAUS, if present, will be considered the Chair.
- B) The Co-President(s) may pass the responsibility of Chair to another member of the Executive Committee if s/he is unable to attend a meeting.
- C) Notice of a General Committee meeting must be given to the General Committee at least two (2) weeks in advance, in order that all members have the chance to attend.
- D) Motions must be submitted in writing to the Co-President(s) at least two weeks before the meeting at which the motion is to be discussed.
- E) A simple majority vote of members present at the meeting is required for a motion to pass, provided that quorum is met.
- F) The Chair will not be considered a voting member except in the case of a tie, in which case the Chair may then cast the deciding vote.
- G) Votes will be open unless a request for closed voting is made by 5% of members present, in which case a ballot vote will occur.