

Constitution of
The Neuroscience Undergraduates of McGill

Title I

The Society

Article 1: Name

- 1.1 The name of the society shall be Neuroscience Undergraduates of McGill, abbreviated as NUM.

Article 2: Goals

- 2.1 To represent all undergraduate Neuroscience students at McGill University.
- 2.2 To organize academic and social activities for undergraduate Neuroscience students that foster growth, community -building and education.
- 2.3 To develop and implement programs and services that support the well-being and best interests of the undergraduate Neuroscience students.
- 2.4 To promote Neuroscience Undergraduate **Honours**, Major and Minor programs at McGill.

Article 3: Membership

- 3.1 Members of the Neuroscience Undergraduates of McGill will be all students registered in the Undergraduate Neuroscience **Honours**, Major **or Minor Program**

Article 4: Finance

- 4.1 The fiscal year of NUM will follow the same dates as the McGill University Academic year.
- 4.2 The accounts of NUM shall be maintained according to standard accounting procedures and shall remain public documents at all times.
- 4.3 NUM shall maintain a positive account balance.
- 4.4 Validity of revenue statements may be reviewed by the VP Finance. If any discrepancies are found, the members of the NUM Executive Committee may review the statements and determine the necessary censure, if any.

Title II

Organization of Society

Article 5: Members of the Executive Committee

5.1 The Executive Committee shall be responsible for governing the students of the Neuroscience Undergraduates of McGill.

5.2 The Executive Committee shall be composed of the following positions:

- i) President
- ii) Chief Executive Officer
- iii) Vice President Academic
- iv) Vice President External
- v) Vice President Internal
- vi) Vice President Fundraising
- vii) Vice President Finance
- viii) Vice President Communications
- ix) Vice President Secretary
- x) Graduating Class Representative
- xi) U2 Representative
- xii) U1 Representative (x2)

5.3 Each member of the Executive Committee shall have one vote per motion.

Article 6: Meetings of the NUM Executive Committee

6.1 No member of NUM may hold more than one position in the Committee.

6.2 Executive meetings will be held once every week during the academic year with the exception of December and April.

6.3 Quorum of the executive meetings shall be 7 members.

6.4 All executives must be present at all meetings unless extenuating circumstances arise. In case of absence, members must contact the President or Chief Executive Officer *prior* to the meeting and shall be expected to accept any decisions made by Council, provided quorum is reached. If the member fails to contact the President or Chief Executive Officer, or does not give a valid reason for their absence twice during their mandate, the individual will be asked to resign from the NUM Executive Committee.

- 6.5 Notice of meetings, Executive Committee minutes from the previous meeting, and the agenda for the upcoming meeting shall be sent out at least one day prior to the meeting.
- 6.6 All amendments passed will require the simple majority vote of committee members.
- 6.7 All members of the Executive Committee must be notified and provided a letter of resignation by any member who resigns.
- 6.8 If an Executive Position is not filled, the President must fulfill the responsibilities of that position until there is a permanent replacement. The President may also delegate these responsibilities to other members of the Executive Committee, provided this decision is supported by a simple majority vote. The CEO will coordinate the advertising and selection process for all unfilled positions on the Executive Committee.
- 6.9 Upon election of the new Executive Committee, a mandatory transitional meeting must be held before the end of the academic year. The Executive Committee of the previous year will brief their respective successors on the specific duties and responsibilities entailed in each position.

Article 7 - Responsibilities of the Executives

Whether the position is elected or appointed, the person fulfilling the position shall be responsible for the following duties:

7.1 President:

- Chair and coordinate meetings of the Executive Committee
- Represent the Executive Committee at Faculty of Science and President Committee Meetings
- Ensure that all Executive members fulfill their responsibilities
- Serve as a liaison to the Neuroscience Department
- Delegate, coordinate and assist with the organization of NUM events, activities and services

7.2 Chief Executive Officer:

- Provide advice and guidance to the Executive Committee
- Organize elections for Executive positions in March or April (should the Chief Executive Officer be eligible to and wish to run in the elections, they will appoint another member of council who is not running for a position to coordinate the election process)

- Coordinate the advertising and selection process for all unfilled positions on the Executive Committee
- Fulfill the President's duties in case of absence
- Assist with general administrative and organizational duties relating to the constitution, other NUM documents, and council events

7.3 Vice President, Academic:

- Address all educational and curricular concerns of NUM
- Represent NUM at Academic Committees and any other relevant academic meetings.
- Promote the academic success of the Neuroscience program through dialogue with program administrators, advisors and faculty
- Organize relevant academic events and programming.

7.4 Vice President, External:

- Represent NUM to individuals and groups external to NUM
- Attend the Science Undergraduate Society General Council meeting on behalf of NUM
- Organize and coordinate NUM's involvement with the Annual Science Undergraduate Society Charity Fair in collaboration with VP Fundraising
- Serve as a liaison to the Science Undergraduate Society
- Update the Executive Committee on matters relating to individuals and groups external to NUM

7.5 Vice President, Internal:

- Establish and develop relationships between departments and executive committees
- Organize and implement social events for NUM students
- Publicize and promote social events in conjunction with the Vice President, Communications

7.6 Vice President, Fundraising:

- Organize and implement fundraising activities for NUM
- Coordinate with the Vice President, Finance to address the financial needs of NUM
- Uphold the expectations of external sponsors and donors
- Update the NUM Executive Committee on fundraising efforts and outcomes on a regular basis
- Organize and coordinate NUM's involvement with the Annual Science Undergraduate Society Charity Fair in collaboration with VP, External

7.7 Vice President, Finance:

- Provide financial advice and updates to the Executive Committee
- Prepare budgets and income statements for both semesters
- Evaluate cost-effectiveness of expenditures and provide reimbursements in a timely manner
- Manage bank account, money box, bookkeeping and cheque books
- Remove excess funds when the money box balance exceeds \$150 CAD
- Maintain a positive NUM account balance
- Provide monthly updates to the Science Undergraduate Society with bank statement, cashflow statement and bank reconciliation

7.8 Vice President, Communications:

- Publicize and advertise all NUM events, activities and services
- Obtain and utilize the NUM listserv
- Create and edit NUM-related documents and announcements prior to publishing
- Maintain and update the NUM website and its content
- Utilize relevant social media to promote NUM programming and activities.

7.9 Vice President, Secretary:

- Document detailed and accurate meeting minutes for every Executive Meeting and other discussions, when appropriate
- Distribute and maintain records of minutes for each Executive Meeting

7.10 Graduating Class Representative:

- Represent the graduating class of Neuroscience students
- Gather opinions and feedback from graduating Neuroscience students to present to Executive Meetings
- Organize and implement social and academic activities and services specifically for graduating Neuroscience students, in conjunction with the Vice President, Internal (minimum 1 per semester)
- Publicize and promote social and academic activities and services for graduating Neuroscience students in collaboration with the Vice President, Communications

7.11 U2 Representative:

- Represent the U2 class of Neuroscience students
- Gather opinions and feedback from other individuals within NUM to present to Executive Meetings
- Organize and implement social and academic activities and services applicable to the U2 class of Neuroscience students in collaboration with the Vice President, Internal (minimum 1 per semester)

- Publicize and promote social and academic activities and services in collaboration with the Vice President, Communications

7.12 U1 Representatives:

- Represent the U1 class of Neuroscience students
- Gather opinions and feedback from other individuals within NUM to present to Executive Meetings
- Organize and implement social and academic activities and services applicable to the U1 class of Neuroscience students in collaboration with the Vice President, Internal (minimum 1 per semester)
- Publicize and promote social and academic activities and services in collaboration with the Vice President, Communications
- Edit, distribute and sell NTCs (note-taking clubs) for NSCI 200 and NSCI 201.

Article 8: Executive Committee Responsibilities

8.1 The *Neuroscience Undergraduates of McGill Executive Committee* is responsible for the following duties:

- Make decisions on behalf of NUM
- Represent NUM to the general public
- Maintain the annual budget for NUM
- Establish subcommittees when necessary

8.2 The term of office for members of the Executive Committee shall begin on May 1st and continue until April 30th of the following year.

8.3 The Executive Committee must coordinate all purchases on behalf of NUM with the Vice President, Finance. All expenditures must be documented with an original receipt to be eligible for reimbursement.

Article 9: Elections and Voting

9.1 The Executive Committee may establish subcommittees as deemed necessary to carry out NUM's objectives.

9.2 All members of NUM are eligible to become a member of the Executive Council provided they meet the following expectations:

- U1/U2 Representatives must be students in the academic year they represent, unless the majority of their classes over the academic year are traditionally U1/U2 classes, respectively.
- Graduating Class Representative must be a member of the graduating class.

iii) The positions of President and CEO may only be filled by those students who have served on the Executive Committee for at least one year.

9.3 All members in NUM are eligible to vote in an election.

9.4 Elections shall be run in accordance to the Constitution.

9.5 Election methods and appointed positions:

i) Elections shall be done through the online voting method. Nominees for an executive position must adhere to the Neuroscience Campaigning Guide, as outlined on a yearly basis by the CEO. Failure to do so will lead to disqualification.

ii) If only one individual is running for an executive position, a simple majority vote of confidence from NUM is required for that individual to be elected.

iii) If, during the term of office, a position is not filled, the Executive Committee may appoint an individual to fill that position. If there is more than one individual who applies for the position, interviews will be held to assess qualifications of the applicants. The position must be advertised to NUM, and all members of NUM are eligible to apply (requirements for President and CEO must be maintained). All applications will be reviewed by the Executive Committee and a decision shall be made by a simple majority vote.

9.6 Elections for Executive Positions will be held every year in March or April, with a two- day duration polling period. Elections shall be won by a simple majority.

9.7 Elected individuals must remain members of NUM throughout the academic year, otherwise resignation will be required. Students who know they will not be a member of NUM for the entirety of the following academic year (ex. Exchange semester, Graduation midway through the year) are ineligible to run for elections.

9.8 All members of the Executive Committee are eligible for re-election to their former position or another position on the council.

Article 10: Referenda

10.1 Every member of NUM shall be eligible to vote in NUM referenda.

- 10.2 Referenda may only be held during the months of November and March.
- 10.3 Initiating referenda:
- i. Any member of NUM may initiate a referendum.
 - ii. Referenda initiation requires that each question or proposed change is substantiated by at least 25 signatures of support by current members of NUM.
- 10.4 When a referendum is initiated by the Executive Committee the wording of the question must be made available to all members of NUM 14 days before the polling period.
- 10.5 When a referendum is initiated by NUM members all signatures must be submitted to the president at least 28 days before the polling period. The President will then be held responsible for making the question available to other members of NUM.
- 10.6 Referenda shall be passed by a simple majority using an online voting system. Quorum for a referendum vote will be 50 people.
- 10.7 A passed referendum will take effect immediately after the voting period is over.
- 10.8 Departmental associations are not accredited student associations recognized under Quebec law. Therefore, departments do not hold any legislative power to implement a strike or mandatory boycott for students in the department. With regards to voting on striking, NUM will recognize and adhere to the decisions made by the Science Undergraduate Society.

Article 11: Judicial Processes

- 11.1 For all issues beyond the scope of Article 12, NUM shall follow the procedures outlined by the Science Undergraduate Society.

Article 12: Removal from Office

- 12.1 Any member of the Executive Committee may be removed from office for impropriety, violation of the provisions of this Constitution, delinquency of duties, or misappropriation of funds.
- 12.2 A letter requesting the removal a member of the Executive Committee must be presented in writing to the President (or the CEO in the case that the President is to be removed) and signed by at least 50% of the members of the Executive Committee. A motion to impeach the Executive member will take place at the next weekly meeting.

12.3 Quorum for a motion to remove someone from office shall be 9 members of the Executive Committee.

12.4 Passage of a motion to impeach shall require a two-thirds majority vote of those present.

12.5 Anyone removed from office shall have the right to appeal to the Judicial Board.

12.6 In the event of a vacancy in the Executive Committee, the position will be filled by the President (or CEO in the case that the President is removed) until the Council appoints a new person to fill the role according to Article 9.

Article 13: Miscellaneous Provisions

13.1 The official language of NUM is English.

13.2 Every member of NUM has the right to submit documentation, applications and questions in either English or French.

13.3 All Executive Council meetings shall be conducted in English.

13.4 All documentation of the NUM Council shall be available to the public.

13.5 Requests to see all minutes and documents shall be addressed to the Vice President, Communications and Vice President, Secretary.

Title III

The Constitution

Article 14: Language of the Constitution

14.1 The Constitution shall respect the principle of gender and sex neutrality.

14.2 The English and French texts of this Constitution are equally valid.

Article 15: Amendments to the Constitution

15.1 The Constitution is subject to change throughout the academic year.

- 15.2 Changes to the Constitution must be amended through a simple majority vote of the Executive Committee members.
- 15.3 The Constitution will be in effect April 6th, 2016.
- 15.4 All amendments to this Constitution shall be adopted in both official languages.