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# Constitution of the Neuroscience Club

**Preamble:** The Neuroscience Club is an organization that serves to support undergraduate students in their exploration of neuroscience, including course material, research, and future career choices. Through interactions with graduate students, full time neuroscience professors, fellow undergraduate students, and the community, members of the organization are able to enhance their understanding of the field. The mission of the club is to initiate recognition of the field of neuroscience by exposing undergraduate students to neuroscience by: having meetings discussing topics of interest, lab sessions, and contacting labs on the Indiana University campus. The Neuroscience Club also seeks to enhance the understanding of neuroscience by providing a resource for neuroscience information.

## ARTICLE I: MEMBERSHIP

Participation within this organization will disregard restrictions based on characteristics of age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

*Limitations of Membership:* Each member involved in the Neuroscience Club must be an enrolled undergraduate or graduate student of Indiana University. There will be no limitations on the number of students able to join the organization under member status.

*Classes of Membership:* The executive council of the Neuroscience Club will feature a President, Vice President, Treasurer, Secretary, Volunteer Coordinator(s), and multiple Advertisers. All other students involved with the organization will be considered members. Full Membership is earned following completion of a written application and attendance of one lab meeting. Prior to this, individuals will be considered New Members. Classes of membership are subject to change according to growth of the organization and number of members.

*Responsibilities:* The responsibilities of the Neuroscience Club and its members, as a group and individually, include but are not limited to the following:

- I. *Responsibilities of General Members:*
  - A. Club members must attend at least 80% of the semester's meetings.
  - B. Club members must have a signed release form on file before entering any of the research facilities.
  - C. Club members must pay \$5 at entry of the club.

D. Club members must attend at minimum 2 volunteer events per school year (1 per semester) in order to be a general member.

*II. Exceptions to General Member Responsibilities:*

In the event that any member is studying abroad, experiences a semester absent from school, or is involved in an internship or any other academic group that hinders their involvement in the Neuroscience Club, they may maintain their membership in the organization.

*III. Accountability:*

Members must maintain the reputation of the organization by respecting all research facilities and campus property. Members must also respect the time of participating advisors.

*Neuroscience Club Application Protocol:*

- I. A meeting will be organized at the beginning of every semester in order to invite new members and explain the purpose of the organization (Call Out Meeting).
- II. All interested members will fill out an application, including a brief overview of their academic history and future career goals.
- III. New members will be notified of all organizational events, including research shadowing opportunities and guest speaker events via email and facebook.

## **ARTICLE II: UNIVERSITY COMPLIANCE**

The organization shall comply with all university regulations, and state, local, and federal laws.

## **ARTICLE III: EXECUTIVE BOARD**

The executive board is made of executive members. All executive members will maintain their term for one year unless deemed unfit by the Judicial Code for executive members written below. Executive members are required to attend 80% of executive meetings and 80% regular member meetings. One executive member must go to a Student Organization Orientation meeting per year in order to maintain status as a student organization through Indiana University.

*Responsibilities of the President:*

- Share responsibility with Vice President of communicating with professors and departments on campus as well as outside organizations, for purposes of securing of funding and business partnerships.
- Monitor activity (with Vice President) of other executive board members including a team of advertisers, secretary, treasurer and volunteer coordinators to increase efficiency.

- Collaborate with Vice President for the creation of presentations at club meetings, and meeting layout.
- Share responsibility with Vice President of reserving rooms for club events.
- Arrange and lead club and exec meetings- planning content of meetings.
- President of the Club must maintain the beINvolved page in order to keep members accountable and to provide substantial information for interested members.
- Register club for Student Involvement Fair each semester.
- Create tentative semesterly calendar with collaboration of entire exec board.
- Ensure the proper documentation of any member borrowing a piece of Neuroscience Club equipment.

*Responsibilities of the Vice President:*

- Share responsibility with President of communicating with professors and departments on campus as well as outside organizations, for purposes of securing of funding and business partnerships
- Monitor activity (with President) of other executive board members including a team of advertisers, and volunteer coordinators to increase efficiency.
- Arrange lab meetings with professors and other professionals for club members.
- Collaborate with President for the creation of presentations at club meetings, and meeting layout.
- Responsible for providing refreshments at club meetings (i.e. pizza and drinks).
  - Be in collaboration with the Neuroscience Dept, Psychology Dept, or other departments on campus for funding of refreshments.
  - Maintain business partnership with Avers Pizza (North Location: [812-339-6555](tel:812-339-6555)) for: six 14" cheese/1-topping pizzas for \$5.86/each (we are tax exempt) if you can pick them up, or \$6.26/each if you want them delivered. Orders must be placed the morning of the meeting either by VP or by funding department (usually the department will use a departmental credit card and will need to place the order themselves- in which case, the individual must be contacted the day before the meeting). Upon receiving the pizza, you must obtain an itemized receipt with headcount of student and faculty attendance which must be given to the treasurer or the funding department.
- Share responsibility with President of reserving rooms for club events.
- Ensure the proper documentation of any member borrowing a piece of Neuroscience Club equipment.

*Responsibilities of the Treasurer:*

- Work with President and Vice President to create a semesterly budget for the club and contact IUSA with budget proposal at the beginning of each semester (if necessary).
- Handle all major transactions, receipts, payments, and reimbursements done within the term.
- Coordinate with exec board to plan fundraising opportunities including within club events (i.e. bake sale, car wash, etc) and collaborations with outside organizations.

*Responsibilities of the Secretary:*

- Record meeting minutes- a summary of what happened at member meetings (including the topic of discussion, head count of students and faculty) and exec board meetings. Meeting minutes are necessary for telling outside organizations what our club does (effective for funding and collaborations). Minutes should be uploaded onto club website and email drive within one (1) week of the meeting.
- Maintain and organize club calendar and make sure that it is current on the website (<https://sites.google.com/site/neuroscienceclubiu/>)
- Each Monday, must send out a clear and concise email by 2:00 PM regarding club and department events/news including, but not limited to, regular club meetings, lab meetings, volunteer events, department events, research opportunities, etc.
- Post strictly club information (regular club meetings, lab meetings, volunteer events) on the Facebook page the Monday before the event.
- Send a reminder email and Facebook post by 2:00 PM on the day of the club event.
- Contact Psychology building secretary about posting club information on the Department of Psychology website.

*Responsibility of the Volunteer Coordinator(s):*

- Find ways to become involved in the community
- Plan Volunteer events- including an assortment of activities (minimum of 3 per semester) involving schools, retirement communities, community organizations, etc.
- Contact other clubs and other organizations for volunteer opportunities
- At least one volunteer coordinator must be present at each event (outside of extraneous circumstances)
- Must plan transportation for events
- There must be an equal distribution of responsibility between the volunteer coordinators

*Responsibility of the Advertisers:*

- Advertisements include but are not limited to, posters, chalking, flyers, IDS PR, and update of club bulletin board outside of Psy-101.
- Head Advertiser (1) creates and implements an effective system for development and distribution of advertisements following the suggested timeline, but also finding the most effective method for the group.
- All Advertisers are responsible for distribution of flyers around frequented campus areas including Jordan Hall, Chemistry, Myers Hall, Ballantine Hall, Psychology- and any other buildings deemed appropriate by the Head Advertiser.
- All Advertisers must either have experience with Adobe Photoshop and InDesign or gain proficiency throughout their term.
- Every advertiser must create an equal amount of advertisements that are approved by the Head Advertiser/Vice President/President.

*Judicial System of Executive Board:*

A 3 strike policy OR a direct executive board consultation and an executive vote to force resignation of the unfulfilling executive member when deemed appropriate. An executive board consultation will examine the unfulfilling executive member as a whole, and ask if the executive member wishes to continue being on the executive board. The end of the meeting will close with a vote to see if the unfulfilling executive member will remain on the board. The vote must be a majority vote in order to force the unfulfilling member to resign.

The 3 strike policy will be:

Gaining 2 strikes will require a, executive board consultation, and any strike beyond that, the unfulfilling executive member will be asked to resign.

A strike will be defined as:

- A "no show" to an executive meeting, or to regular member meeting (of course within norms- if a executive member is sick, have an exam, etc., the member does not have to come) if absence goes beyond the allotted 20% (must say that you are NOT coming). It is a requirement that executive members are required to attend 80% of executive meetings and 80% regular member meetings. Failing to do so result in an executive board consultation and vote.
- Failing to communicate that you are not coming to a meeting. you must tell either the Vice President or President that you are not coming and why (again within norms- if an executive member going to the hospital, etc., they are not required to immediately alert the Vice President or President)
- Failing to carry out duties as determined by the executive member's position listed above or failing to carry out reasonable direct orders from the Vice President or President.

#### **ARTICLE IV: ADVISOR**

The Neuroscience club will have at least one advisor who is a full time professor in the department of Neuroscience at Indiana University. The first advisor will be Dr. Joseph Farley (Psychological and Brain Sciences). This position will be held by Dr. Joseph Farley until another full time professor requests the position and Dr. Farley consents to relinquish his position as advisor. The second advisor appointed was Dr. James Goodson (Biology). The advisor's responsibilities include:

- I. Host a welcome meeting for New Members at the beginning of each semester.
- II. Have bi-monthly meetings with the Neuroscience Club president to evaluate New Member and Full Member progress.
- III. Oversees all fiscal and overall progression of the Club

#### **ARTICLE V: MEETINGS**

- I. An orientation meeting will be organized at the beginning of every semester in order to invite new members and explain the purpose of the organization.
- II. Neuroscience Club member meetings will define meetings open to new members and club members. Speakers can include members, community activists, political activists, and/or faculty members. If a non-executive member wishes to present a topic, it must be approved by the Vice President of the President.

- III. Neuroscience Club members will be encouraged to attend the Psy Chi, Psychology Club, and SOCS meetings and vice versa.

#### **ARTICLE VI: ELECTIONS**

##### *Executive Elections:*

- IV. Executive elections should be held between March and April during the second semester of every year.
- V. Executive members must have completed at least one semester of laboratory research within any field of science and must have completed 15 credits in the sciences.
- VI. Executive members should be chosen by the previous executive council based on interviews.

#### **ARTICLE VII: ANTI-HAZING RULES**

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

#### **ARTICLE VIII: FINANCES**

All finances shall be organized through the Student Organization Account office (run by Indiana University). Duplicate financial forms should be sent to both the Student Organization Account office and Indiana University Student Association to verify that all funds are being spent appropriately. If under any circumstances the organization dissolves, the treasurer shall decide the fate of organizational funds.

#### **ARTICLE IX: PERSONAL GAIN CLAUSE**

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

#### **ARTICLE X: EQUIPMENT**

If a general member or executive member wishes to borrow any equipment belonging to the Neuroscience Club, it must be approved and documented by the Vice President or President in order to be borrowed. Any member that loses and equipment will solely be held accountable for that equipment, and will be asked to repay the cost of that equipment if deemed necessary by the

executive board. Equipment includes, but it not limited to, brain models, chemicals, real brains, video camera, light microscope, simple USB microscope, volunteering materials, etc.

#### **ARTICLE XI: AMMENDMENTS**

Proposed amendments to the constitution will be presented to the President during group meetings. These amendments may be implemented by a 75% vote of the club present at a meeting where at least 75% of club members are in attendance.

#### **ARTICLE XII: RATIFICATIONS**

If more than a majority of those present is desired to ratify this constitution, then the article must be included.

#### **ARTICLE XIII: CHILDREN**

When working with children, all members of the club will abide by the rules and regulations given by the specific organization in which we volunteer for and compose ourselves in a respectful manner in order to maintain the club and Indiana University's prestige reputation.