

Constitution and Bylaws for the University of Alberta Neuroscience Graduate Students Association (NGSA)

CONSTITUTION

Article 1. Name

1.1 This organization shall be known as the University of Alberta Neuroscience Graduate Students Association, hereinafter called the 'NGSA'.

Article 2. Purpose

2.1 The purpose of the NGSA shall be to promote neuroscience within the graduate student population at the University of Alberta. As well, it shall serve as the organizational body for social and sport events for neuroscience graduate students.

Article 3. Membership

3.1 Membership shall be limited to graduate students in the Neuroscience program at the University of Alberta.

Article 4. Student Association

4.1 The NGSA shall be recognized by and subject to the regulations of the University of Alberta's Student Union as an official on-campus organization.

Article 5. Officers

5.1 The Officers of the NGSA shall be President, Vice President Secretary, Vice President Treasurer, Vice President Social, Vice President Sports Director, Vice President Communications, NGSA GSA member (2), and PONS Editor.

5.2 To be eligible for Office, a candidate must be a current graduate student in the Center for Neuroscience.

5.3 Executive positions include President, Vice President Secretary, Vice President Treasurer, Vice President Social, Vice President Sports, and Vice President Communications.

5.4 The President, Vice President Secretary, and Vice President Treasurer executive position must be filled, however all other positions can remain open.

5.5 The Officers of the NGSA shall be elected in the manner prescribed by the Bylaws of the NGSA. They shall hold office for a period of one (1) year.

Article 6. Constitution

6.1 This Constitution may be amended by a two-thirds majority of the received votes of the NGSA membership.

6.2 Amendments must be proposed at least one meeting prior to the time of voting, and NGSA membership must be informed of the impending vote at least 2 weeks prior to the vote date.

6.3 Voting on amendments can be cast by email but must be received prior to the meeting during which the voting will take place.

6.4 Upon passage, an amendment becomes effective.

BYLAWS

Article 1. Nominations

- 1.1 An NGSA member may make nominations.
- 1.2 Nominations, nomination speeches, elections, and officer installation shall all take place at the normally scheduled election meeting.

Article 2. Elections

- 2.1 Election of officers for the following year shall be held no later than the last meeting of each year.
- 2.2 The term of office shall be one (1) year.
- 2.3 Special meetings will be called to elect new officers to fill any vacancies which may occur.
- 2.4 No officer may hold a particular office for more than two years unless the candidate runs unopposed.
- 2.5 A majority vote of all members present at the yearly graduate students meeting shall be necessary to elect an officer.
- 2.6 All ballots must be cast in person.
- 2.7 All elections shall be by secret ballot. Ballots shall be counted by a member of the outgoing officers.
- 2.8 The newly elected officers shall take office immediately after the election.

Article 3. Meetings

- 3.1 The NGSA shall hold meetings at least monthly.
- 3.2 Notice of all meetings shall be delivered via email at least one week prior to the meeting date, with the agenda for the meeting attached to the email.
- 3.3 Any activities which are illegal, potentially dangerous, or prohibited by the University of Alberta, are strictly forbidden.

Article 3A. Special Meetings

- 3A.1 Special Meetings are to deal with contentious issues which cannot be resolved, i.e. if no consensus is reached at the regular monthly meetings.
- 3A.2 Special Meetings can be requested by any general member of the NGSA.

Article 4. Chapter Year

- 4.1 The Chapter year shall be from January to December of a given year.

Article 5. Programs

- 5.1 Professor Lunches shall be designed to allow members to meet with and talk to visiting professors about their work, and science in general. The NGSA shall pay for a portion of the tab, which will include the entire meal and beverage of the visiting professor.
- 5.2 The NGSA shall have teams in various campus rec events throughout the year.
- 5.3 The NGSA shall host an Annual Neuroscience Research Day event at the University of Alberta during the month of November, to promote neuroscience within the graduate student and academic population. The NGSA shall be responsible for the cost of the entire event, unless subsidized voluntarily by other individuals or university departments.

Article 6. Duties of Officers

6.1 The President, as Chief Executive of the NGSA, shall supervise the NGSA's affairs and activities. The President is the executive, administrative, presiding and reporting officer. The President shall be responsible for public relations, publicity and promotion of the NGSA's activities, and shall assume all other executive duties not otherwise delegated. The President is responsible for the organization of Neuroscience Research Day.

6.2 The Vice President Secretary's primary responsibility will be program planning and execution. The Secretary shall keep a permanent record of all meetings and activities of the NGSA. The Secretary shall be responsible for providing minutes of each meeting to the Officers as well as the Graduate Secretary, Graduate Program Coordinator, the Center for Neuroscience Coordinator and the entire NGSA membership. In the absence of the President, the Vice President Secretary shall preside at meetings and perform all other functions of the President.

6.3 The Vice President Treasurer shall be responsible for the financial records of the organization, for the disbursement of funds at the direction of the membership (by vote) and for reporting in detail when requested by the membership. They are responsible for providing an estimated budget available for major events supported by a funding agency (e.g. AHFMR, GSA, ANNAE) and must also be responsible for claiming the expenditures from that same grant application. They shall also be responsible for petty cash. Income may be received through Neuroscience Professor donations, grants from the GSA, SU, AHFMR and/or from the sale of chocolate bars.

6.4 The Vice President Social shall be responsible for the visiting professor lunches and any other social events funded and/or organized by the NGSA.

6.5 The Vice President Sports shall be responsible for the organization of NGSA sports teams and informing the members of those teams of games and/or practices.

6.6 The NGSA GSA members will be the voice of the NGSA at all GSA meeting and shall report to the NGSA on things occurring within the GSA and at GSA meetings.

6.7 The Vice President Communications shall be responsible for the NGSA's official website.

6.8 The PONS Editor shall be responsible for completing the NGSA's official newsletter. There shall be a minimum of 2 issues per year, including one in September for the incoming Graduate Students, and one to promote the NGSA Research Day.

6.9 Building Representatives shall be required only if all buildings in which neuroscience graduate students work are not represented within the other officers. Their role shall be to voice concerns specific to their building and vote on any motions during meetings.

Article 7. Annual Report

7.1 The NGSA shall forward an Annual Report to the incoming officers. This report shall include a Financial Statement and Activity Summary for the year.

Article 8. Amendment

8.1 These Bylaws may be amended by a two-thirds majority of the received votes of the NGSA membership. Proposed amendments must be made at least one meeting prior to

the time of voting, and provided to the NGSAs membership at least one week before voting. Upon passage, an amendment becomes effective.

Article 9. Authority and Financial Obligation

9.1 The President, Vice President Secretary and Vice President Treasurer shall all have signing authority. Two signatures will be required for every cheque.

Drafted by: Rhiannon Noble Winter 2004

Revised by: Robin Clugston and Rhiannon Noble December 2005

Discussed: NGSAs meeting Jan 10th, August 1st 2006, and June 4th 2010

Revised by: Rhiannon Noble Jan 10th 2006 based on discussion

Revised by: Bernice Sist June 24th 2010 based on discussion