

# **CONSTITUTION OF THE NEUROSCIENCE CLUB OF THE UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS**

## **Article I -Name**

The name of the organization is "The Neuroscience Club of the University of Toledo Health Science Campus."

## **Article II -Affiliation**

The organization is affiliated with the American Academy of Neurology. This can be changed by a majority vote of the membership.

## **Article III- Purpose**

The mission, purpose, and function of the organization is to foster and explore the research and professional interests of the medical and graduate students at the University of Toledo Health Science Campus in the neurological sciences.

## **Article IV-Membership**

Membership is open to every medical, graduate, or allied health student in good standing at the University of Toledo Health Science Campus. Annual roster will be established at the first business meeting of the academic year and can be amended throughout the year as needed

## **Article V-Officers**

The organization's leadership is composed of seven officers: President, Vice President, Treasurer, Secretary, Publicist, First-Year Medical Representative, Graduate School Liaison, and Risk Assessment Coordinator. The terms of office will be one academic year. Elections will take place according to OSL guidelines. Officers will be elected by confidential ballot and by a majority vote of the present members. Any positions may be created or removed by a majority vote of the current executive officers.

## **Article VI- Advisor**

The term of service of the advisor will be one academic year. At the end of the term the advisor may wish to be re-elected or step down. Election is by majority vote of the current executive board members. In the event that the position is open, the officers of the organization will seek a member from the University of Toledo Health Science Campus faculty, working in the neuroscience field to be the organization's advisor.

## **Article VII- Quorum**

A quorum will consist of at least ten eligible and active members, or as determined by a majority of the executive board.

## **Article VIII- Meetings**

Organizational meetings will be conducted at least twice each semester at a time and place determined by the executive board. Other meetings and organization sponsored events will be conducted as needed at a time and place determined by the executive board.

**Article IX- Referendum and Recall**

Referendum and recall procedures can be enacted by any member of the club in good standing with the approval of a majority of the attending membership and a minimum quorum of ten students.

**Article X- Amendments**

Amendments to the constitution may be proposed by any member in good standing and will be addressed at an organizational meeting, the time and place determined by the executive board. An amendment will require a two-thirds approval by the attending and active membership.

**Article XI- Ratification**

Ratification of the constitution will require approval by two-thirds of the attending and active membership.

## **By-Laws of The Neuroscience Club of the University of Toledo Health Science Campus**

### **A. Membership**

Membership is open to every medical, graduate, or allied health student in good standing at the University of Toledo Health Science Campus. Annual roster will be established at the first business meeting of the academic year and can be amended throughout the year as needed. Membership may be granted after the first business meeting upon request to an executive board member. Membership requires that each member is actively involved in the organization, attending at least half of the business meetings. Exemptions under special circumstances may be granted by the executive board.

### **B. Dues**

There are no dues required.

### **C. Duties of Officers**

President: Holds and directs meetings, coordinates club activities, and delegate's responsibilities for the organization.

Vice President: Assists the president in his/her duties and accepts the duties of the president in his/her absence.

Treasurer: Maintains financial records and meets financial obligations of the organization. Collects all receipts from meetings and fills out necessary financial paperwork.

Secretary: Takes attendance and minutes at all meetings, including typing and submitting them to the OSL. Completes necessary paperwork for upcoming events and business meetings.

Publicist: Responsible for advertising for the organization, specifically notifying for getting all advertising approved by OSL.

First year medical representative: Maintains communication with the first year medical class and relates the ideas and opinions of the first year medical class to the executive board.

Graduate liaison: Maintains communication with the graduate students and the membership of upcoming meetings and events. The publicist is responsible relates the ideas and opinions of the graduate students to the executive board.

Risk Assessment Coordinator: Responsible for determining the risk associated with all events sponsored by the neuroscience club and filling out necessary risk assessment paperwork and submitting to OSL.

### **D. Election process**

Elections will take place according to OSL guidelines. Officers will be elected by confidential ballot and by a majority vote of the present members. Nominations for first year medical representative will be taken at the first business meeting and elections held shortly after. All other offices will be filled through the normal election process at the final business meeting of the academic year.

**E.Procedures for filling unexpired terms of office and removal from office**

Open positions will be filled by the normal election process at a time and place specified by the executive board. Removal from office can be accomplished by a two-thirds vote of the current executive board.

**F.Executive board**

The executive board will consist of the elected officers of the organization.

**G. Committees**

Committees will be established as needed at the discretion of the executive board.

**H Order of Business**

Call to order, attendance, old business, new business, speaker if applicable, elections if applicable, and call to end.

**I. Voting procedures**

Only active and present members of the organization are permitted to vote. A quorum of ten active members is required to hold an election.