**BYLAWS**

**Ames, IA Chapter**

**Society for Neuroscience**

**Bylaw I. Name.**

The name of this organization shall be the Ames, IA Chapter of the Society for Neuroscience. This organization is a student club at Iowa State University.

**Bylaw II. Purpose.**

The purpose of the Ames, IA Chapter shall be a) to advance the understanding of nervous system by bringing together scientists of various backgrounds and by facilitating the integration of research directed at all levels of biological organization; b) to promote education in the neurosciences; and c) to inform the general public of the results and implications of current research in this area.

**Compliance**.

Our Ames, IA Chapter of the Society for Neuroscience agrees to annually complete President’s Training, Treasurer’s Training, and Advisor Training (if required). Our organization agrees to abide by Iowa State University rules and policies as well as State and Federal laws and local ordinances or regulations.

**Non-Discrimination Statement**

Ames, IA Chapter of the Society for Neuroscience does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran.

**Bylaw III. Membership.**

Section I. Regular Membership.

Regular membership in the Iowa State University Chapter shall be open to any person, residing in the State of Iowa, who is interested in the nervous system. Membership shall be open to all registered students at Iowa State University.  Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, sex, gender identity, marital status, disability, or status as a U.S. Veteran. Membership in the Chapter must be renewed annually.

Section II. Student Membership.

Student membership in the Iowa State University Chapter shall be open to all registered students at Iowa State University or other Universities and/or Colleges within the state of Iowa. Membership in the Chapter must be renewed annually. Student members may hold office in the chapter; however, they cannot hold the office of President, Secretary, Treasurer, or Advisor.

Student officers: 1) must be at least half-time students (6 credit hours/semester—unless fewer credits are required to graduate or fewer credits are required as defined by the Continuous Registration Requirement) and have a minimum cumulative GPA of 2.00 in the semester immediately prior to the election/appointment and during the term of their office. 2) must be in good standing with the university. And 3) will be ineligible to hold an office should the student fail to maintain the requirements as prescribed in a and b.

Section III. Partner Membership.

Individuals and organizations that have an interest in the nervous system may become Partner Members, with the approval of the Council. Partner Members do not have the right to vote or become Officers or Councilors of the Chapter. Membership in the Chapter must be renewed annually.

Section IV. Dissolution of the Chapter.

The Iowa State University Chapter shall be dissolved after a maximum period of one (1) year immediately following such time as it may have fewer than ten (10) Regular members of the national organization “Society for Neuroscience”. Upon dissolution of the Chapter any remaining assets shall be used to support the purposes stated in Bylaw II through scholarships and/or travel awards or will be conveyed to a registered charitable organization decided by the majority vote of the members.

Section V. Eligibility to Hold Office.

Both Regular and Student members of the Chapter are eligible to hold office in the Chapter and to represent it in the affairs of the Society for Neuroscience. However, only Regular members who hold the rank of assistant professor or above are allowed to hold the office of President, Treasurer, or Advisor.

**Bylaw IV. Officers.**

Section I. President.

The President shall be the chief executive of the Chapter, shall preside at meetings of Council and Business Meetings of the Chapter, shall be responsible for executing policies determined by Council, shall act as spokesperson for the Chapter, and shall see that all Orders and Resolutions of the Council are carried into effect. The President shall also serve as chairperson of the Nominating Committee. At any time, if the votes are 50-50 and a swing vote needs to be cast, the president shall be responsible to cast the aforementioned vote.

Section II. Coordinating Secretary & Treasurer.

The Coordinating Secretary, to be appointed by the President with approval of the Council, shall be responsible for everyday operations of the Chapter, arrangements for visiting speakers, seminars and contacts with the Society for Neuroscience. The Secretary shall take notes at the annual meeting for the chapter and create the chapter’s annual report (based on activities of that meeting). The annual report will be given to the president for approval and the president will distribute the report to SFN. The secretary will serve as the risk management chair and will oversee all risk management responsibilities.

Duties of the Risk Management Chair: 1) to recommend risk management policies to Ames, IA Chapter of the Society for Neuroscience, 2) to submit documentation to ISU’s Risk Management Office, and 3) to ensure that Ames, IA Chapter of the Society for Neuroscience’s Risk Management Policy is implemented at all events.

The Treasurer, to be appointed by the President with approval of the Council, shall be responsible for all moneys and valuable effects in the name and to the credit of the Chapter and for full and accurate accounting of receipts and disbursements in books belonging to the Chapter and any other duties assigned by the President. The Treasurer shall have signatory powers, shall disburse the funds of the Chapter as may be ordered by the President, shall render to the President and Council at its regular meetings or when Council so requires, an account of the financial transactions and status of the Chapter.

Section III. Election and Succession of the President. The President shall be elected for a two year term and may be re-elected for another term. Election shall be by simple plurality of votes. All Regular and Student Members are eligible to vote. The Council will serve as Nominating Committee; candidates may also be proposed by the members of the Chapter.

Section IV. Composition of the Council.

Chapter affairs shall be conducted through a Council consisting of elected Councilors, the President, the Secretary, and Treasurer. The council will also select a faculty advisor to serve as a Councilor. The Council can appoint up additional Councilors in order to assure appropriate representation across the Chapter. At least one of the appointed Councilors shall be a Student Member.

Section V. Election of Councilors.

The Councilors shall be elected for a two-year term and may be re-elected for another term. During the duration of the two-year term, shall it be deemed necessary by either a majority vote of the all members or a majority vote of the councilors or supervisory committee, an emergency election can be held to replace one or more councilors.

Section VI. Nomination of Councilors.

A slate of Regular, Student Member, and Partner Member candidates for Councilor positions shall be prepared by the Nominating Committee. Additional candidates for Councilor may be nominated by letter to the President by Regular, Student Members, and Partner Members.

Section VII. Advisor.

The advisor will serve with the president and treasurer as a third faculty voice for the governance of the chapter. The individual will take on all rolls of president if the president is unable to assume their roll at any point in time during the year. The advisor shall be appointed by the Council for a 2 year term. They will be ratified by a 2/3 majority vote by Council members (excluding the Advisor). The Council will appoint the advisor at a council meeting on the day of the annual business meeting.

Impeachment/Removal of Advisors—Requests for advisor impeachment can be given to the Council. A special council meeting will be conducted to determine whether this action is in the best interests of the chapter. If impeachment is necessary, members will be informed and allowed to vote. Impeachment will be ratified by a 2/3 majority vote by the members. The advisor will be allowed to speak at the council meeting, and address the members before the vote.

Replacement of Advisors—If an advisor vacancy occurs, the President will assume the responsibilities of the advisor until the Council appoints a new Advisor. Note: Our President is required to be a faculty member.

Section VIII. Voting.

Councilors shall be elected by a simple plurality of votes. Nominations and elections will proceed during the annual business meeting of the chapter.

Section IX. Removal procedures

If a member or officer does not conduct themselves in a professional manner or fails to meet the criteria listed above, they shall be removed from office and/or the membership roster by either a majority vote or executive decision from the Council.

Section X. Replacement of officers/councilors.

If a vacancy occurs in either officer and/or councilor positions during the middle of a year, the council will elect and appoint a person for the position. This person will fulfill the rolls of the position until the next annual business meeting. At that time the position will be opened up for elections and voting of the entire membership as stated above.

**Bylaw VI. Meetings and Quorum.**

Section I. Annual Meeting

The Chapter shall hold an annual business meeting at a place and time designated by the Council.

Section II. Special Meetings.

A special business meeting may be called at any time by the President, or in case of his/her absence or disability, by the Council or at the request of at least five (5) members. A notice specifying the purpose of such a meeting shall be sent to each member at least ten (10) days previously thereto.

Section III. Quorum.

A quorum shall consist of not less than ten (10) regular members or 25% of membership, whichever is greater, at the business meetings of the Chapter, but in the absence of a quorum any number of attendees shall be sufficient to move adjournment to a fixed date.

Section IV. Non-business meetings.

Meetings for the purpose of scientific presentations or discussions may be sponsored by the Chapter after they have been approved by the Program Committee. It is the duty of the Secretary to notify all members of the Chapter in advance of non-business meetings.

**Bylaw VII. Committees.**

Section I. Activities Committee.

(1) The Activities Committee, composed of at least four regular and/or student members appointed by the Council shall be responsible for the planning chapter activities. Activities must be approved by either the council or President before action is taken unless pre-approval has been given. The Activities Committee shall elect its own chairperson.

Section II. Special Committees.

Committees as necessary for the proper operation of the Chapter shall be established by the President and ratified by the Council.

**Bylaw VIII. Responsible Conduct.**

All members shall abide by Iowa State University rules and regulations as well as all state and federal laws.

**Bylaw IX. Amendments.**

A proposed amendment to the Bylaws must be submitted in writing to the President who will furnish all members of the Chapter with copies of the proposed amendment at least one month before either special or annual business meetings at which the amendment is to be discussed. Not more than one (1) week after the amendment has been discussed by the members at the business meeting, the President shall conduct a ballot of members. The amendment will be adopted if it receives an affirmative vote by two-thirds of the members voting.

**Bylaw X. Finances.**

Section I. Fiscal Year.

The fiscal year of the Chapter shall be the academic year commencing on the 1st day of July and ending on the 30th day of the following June.

Section II. Finances.

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office. All funds must be deposited within 2 business days after collection. The Faculty Treasurer to this organization must approve and sign each expenditure before payment.

Section III. Dues and Assessments.

No dues are required at this time.