IOWA STATE UNIVERSITY

NEUROSCIENCE GRADUATE STUDENT ORGANIZATION

Constitution

Article I: Name

The name of this organization shall be Neuroscience Graduate Student Organization at Iowa State University.

Article II: Purpose

The purpose of this organization is to allow the Neuroscience graduate students to become more involved in the community by organizing outreach efforts and educational presentations. This organization is designed to provide an enriching environment for interaction amongst graduate students and the public through social and educational activities. We will work with the Science Center of Iowa and Ames Chapter of the Society for Neuroscience to achieve these goals.

Article III: Statement of Compliance

The Neuroscience Graduate Student Organization abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Neuroscience Graduate Student Organization agrees to annually complete President’s Training, Treasurer’s Training, and Adviser Training (if required).

Article IV: Non-Discrimination Statement

Iowa State University and the Neuroscience Graduate Student Organization do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

Article V: Membership

The Neuroscience Graduate Student Organization is for members of the neuroscience graduate program at Iowa State University; this includes majors and minors. Voting rights and officer positions are strictly reserved for Neuroscience graduate students. Membership will be granted to all interested individuals affiliated with Iowa State University who attend a Neuroscience Club activity and request membership. Students will be removed from the organization upon graduation from Iowa State University. Membership will be revoked by ½ vote of the officers plus ¾ vote from the general membership if actions are deemed inappropriate by the membership.

Article VI: Risk Management

The role of the risk management officer is to a) help minimize potential risks for club activities, b) recommend risk management policies or procedures to the Neuroscience Graduate Student Organization, c) to submit documentation to ISU’s Risk Management Office, d) to ensure that Iowa State University policies are followed at all of the organization’s events, and e) to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Article VII: Officers

The officers of this organization are expected to serve a one-year term and may be expected to serve as the committee for the Ames Chapter of Society for Neuroscience. All officers must meet the following requirements:

1. Be a graduate student in the Interdepartmental Neuroscience program, in good standing with the university and enrolled: at least half time (four or more credits) as a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
2. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For graduate students, the minimum GPA is 3.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

*Officer Duties and Term of Service*:

The Neuroscience Graduate Student Organization will have the following officers:

1. President
	1. Preside over all meetings
	2. Represent organization on campus
	3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
	4. Maintain communication with organization adviser
	5. Coordinate educational events
2. Vice president
	1. Preside over meetings in the absence of the President
	2. Schedule meetings/events with appropriate University offices
	3. Coordinate social events
	4. Email members of the community for upcoming events
3. Treasurer
	1. Maintain an accurate record of organization transactions
	2. Develop organization budget and present to membership for ¾ vote
	3. Cosign organization checks along with the Adviser
	4. Solicit additional funding if needed from the Student Government Association in conjunction with the President
4. Secretary
	1. Maintain an accurate record of all organization meetings and post for members
	2. Maintain membership directory
	3. Correspond when necessary with University administration and other recognized organizations
	4. Post upcoming events on the NGSO and SfN webpage
	5. Post announcements on the student organization website

*Method of election of officers*:

Elections will include nominations and hand vote after nominees have left the room. Simple majority will decide winner of election.

*Date of election of officers*:

Officer elections will take place at the annual Society for Neuroscience meeting in the fall, at Neuroscience Research Day.

*Impeachment/removal of officers*:

 Officers may be removed from office by ½ vote of the other officers and ¾ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. If said officer is removed from his/her position, there will be a special election of the membership to elect a new officer to fill the position. Examples of impeachment offenses include the failure to uphold one’s duties, continually missing meetings/activities, or any occurrence in which an officer is disobeying the rules of NGSO as stated in the constitution. Any occurrence which involves an inappropriate action performed by an officer may be brought to the attention of the adviser and may lead to impeachment; this will be handled on a case by case basis.

*Replacement of Officers*:

 Should an officer position require filling due to absence, the current organization officers will meet to determine who would best fill the vacancy or nominations for officer positions will be received by membership. Officers serve a one-year term in their position, but may be re-elected to their current or a new position. If an officer graduates without fulfilling their one-year commitment, the membership will convene to elect an interim officer to complete the term. Members hoping to serve as President should first serve as Secretary, Treasurer, or Vice President for a full year, but exceptions may be made in special circumstances. New officers will be elected at the next monthly NGSO meeting by hand vote; simple majority will decide winner of election.

*Minimum Cumulative GPA for Officers*:

All officers must maintain a minimum cumulative GPA of 3.0.

Article VIII: Adviser

*Adviser Duties*:

1. The adviser will be expected to
	1. Maintain communication and meet with officers as needed
	2. Sign all expenditures made by the organization
	3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

*Method of election/selection of adviser(s)*:

 The adviser will be nominated by a member of our organization and voted upon at an organized meeting, with a simple majority deciding the vote.

*Adviser(s) Term of Service*:

 Our adviser will serve at his/her leisure while at Iowa State University and may decide to step down from the position or new requests for an adviser may be brought up by members of the Neuroscience Graduate Student Organization. New adviser requests will be subjected to a vote by members in attendance at a meeting, with a simple majority deciding the vote.

*Impeachment/Removal of Advisers*:

 Should the adviser be impeached by members of our organization, he/she will be contacted by the President and/or Vice President to bring up the claims. The adviser is allowed to speak and be present at the impeachment vote if they so choose. The adviser for the organization may be removed from his/her duties if deemed necessary by a unanimous vote of the officers. The adviser will be replaced by a special election amongst The Neuroscience Graduate Student Organization officers requiring a ¾ vote for acceptance of a new adviser. Impeachment offenses may include inability of the officer/members to get in touch with the adviser, failing to uphold the duties as stated in this constitution, or misrepresenting the organization.

*Replacement of Advisers*:

 The replacement of an adviser will occur at a scheduled meeting during which time the members of our organization will be asked for adviser nominations. A simple majority vote will decide the winner and the elected adviser will be contacted to accept their term of service. If they neglect, we will reach out to the second voted individual.

Article IX: 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 (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment. Dues will not be collected from members. The treasurer will be responsible for maintaining an accurate record of organization transactions and formulating a yearly budget.

Article X: Constitution Amendments & Ratification

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, Secretary, and Treasurer. Members will be given one week to consider amendments. Ratified amendments to this Constitution must be submitted to the Student Activities Center within (10) days.