

Constitution of
The Neuroscience Undergraduates of McGill

Title I
The Society

Article 1: Name

1. The name of the society shall be Neuroscience Undergraduates of McGill, abbreviated as NUM.

Article 2: Goals

1. To promote Neuroscience undergraduate major and minor programs.
2. To organize educational, cultural, environmental, and social activities and services in order to provide opportunities for Neuroscience students to gather,
- 3.
4. provide opportunities for Neuroscience students to gather, know and support each other by organising educational, cultural, environmental, and social activities and services for the Neuroscience Undergraduate.
5. NUM shall be recognized by its members and the Science Undergraduate Society of McGill University as representative of all undergraduate Neuroscience students at McGill University.

Article 3: Membership

1. Members of the Neuroscience Undergraduate Major Program will be all students registered in the Undergraduate Neuroscience Major or Neuroscience Minor.

Article 4: Finance

- 4.1 The financial year of NUM will follow the same dates as the McGill University Academic year.
- 4.2 The accounts of the Neuroscience Undergraduates of McGill shall be maintained according to standard accounting procedures and shall remain as public documents at all times.
- 4.3 Validity of revenue statements may be reviewed by the VP Finance. If any discrepancies are found, the members of the NUM executive committee may review the statements and determine the necessary censure, if any.
1. NUM shall keep a positive account balance, except in its first year of

inception.

Title II Organization of Society

Article 5: Members of the Executives Committee

- 5.1 The Executive Committee shall be responsible for governing the students of the Neuroscience Undergraduates of McGill. Organizing meetings and events for NUM will be the main objective and will thus benefit all Neuroscience students and be the primary goal.
- 5.2 The Executive Committee shall be composed of the following positions:
- i) President
 - ii) Vice President Academic
 - iii) Vice President External
 - iv) Vice President Internal
 - v) Vice President Finance
 - vi) Vice President Communications
 - vii) Vice President Secretary
 - viii) Chief Executive Officer
 - ix) U1 Representative
 - x) U2 Representative
 - xi) Graduating Class Representative
- 5.3 Each member of the Executive Committee shall have one vote on the composition of the Executive Committee

Article 6 – Meetings of the NUM Executive Committee

- 6.1 No member of NUM may hold more than one position in the Committee.
- 6.2 Executive meetings will be held once every week during the academic year with the exception of December and April,
- 6.3 Quorum of the executive meetings shall be a minimum of 7 members.
- 6.4 All executives must be present at all meetings unless extenuating circumstances arise. The member must contact the President prior to the meeting and shall be expected to accept any decisions made by Council. If the executive fails to contact the President or Chief Executive Officer or does not give a valid reason for their absence, and this, twice during the executive's mandate, they will be asked to leave NUM council.

- 6.5 Notice of meetings, Minutes report of the previous meeting, and agenda for upcoming meeting shall be sent out 3 days prior to the meeting and will be given to all members of Executive Committee at the meeting.
- 6.6 Minutes must be taken by the Secretary for executive meetings and must be submitted before the next council meeting.
- 6.7 All amendments passed will require the majority vote of committee members.
- 6.8 Resignation of any position must be amended and passed through the council.
- 6.9 If an Executive Position is not filled in, the president must fulfill the responsibilities of that position until there is a permanent replacement.

Article 7 - Responsibilities of the Executives

Whether the position is elected or appointed, the person fulfilling the position shall be responsible for the following duties:

- 7.1 President:
- Coordinate and organize social affairs for NUM
 - Act as the General Coordinator for the Council
 - Ensure that all Executive members fulfill their responsibilities
 - Be responsible for representation of the Executive Committee at Faculty of Science and President Committee's Meetings
 - Serve as liaison to the Neuroscience Department
- 7.2 Vice President, Academic:
- Be responsible for all educational and curricular concerns of NUM
 - Represent NUM at the Faculty and Academic Committees
 - Organize and coordinate the Annual Science Undergraduate Society Charity Fair
- 7.3 Vice President, External:
- Represent NUM to individuals outside bodies
 - Be responsible for dealing with matters that interact and establish inter-relationships between individuals outside of NUM
 - Be responsible for organizing social and cultural affairs for bodies that are outside of NUM
 - Attend the General Council meeting and represent NUM
 - Serve as liaison to the Science Undergraduate Society
- 7.4 Vice President, Internal:
- Represent NUM to individuals who are within NUM
 - Establish relations between departments and executive committees
 - Be responsible for organizing social affairs for students in NUM

- In conjunction with Vice President, Communications, publicize and promote social events

7.5 Vice President, Finance:

- Provide financial account statements on financial matters to NUM
- Provide financial advice to the Executive Committee
- Be responsible for all financial matter for NUM
- Maintain proper records of Financial Regulations and Services
- Prepare a year-end financial statement by May 1st of the academic year
- Be responsible for prompt and proper completion of tax and insurance papers

7.6 Vice President, Communications:

- Be responsible for providing proper publicity to NUM about all all social events
- Coordinate volunteers for NUM's Services and Events
- Be responsible for editing any publish documents

7.7 Vice President, Secretary:

- Take Minutes of Report for every Executive Meetings
- Provide and keep records of Minutes for each Executive Meeting

7.8 Chief Executive Officer:

- Provide advice to the Executive Committee
- Be responsible for organizing elections for executive positions
- Shall replace the President's duties in case of absence
- Be responsible for all the administrative work

7.9 U1 Representative:

- Take opinions and concerns from other individuals within NUM and present them to Executive Meetings
- Promote social activities in collaboration with the VP Communications
- In conjunction with the VP Internal, organize and supervise social events

7.10 Graduating Class Representative:

- In conjunction with the VP Internal, organize and supervise social events specifically for graduating Neuroscience students
- In conjunction with Vice President, Communications, publicize and promote social events for graduating Neuroscience students
- Take opinions and concerns from graduating Neuroscience students within NUM and present them to Executive Meetings
- Act as an academic advisor for graduating Neuroscience students, to offer advice on courses and see that they graduate

Article 8: Executive Committee's Responsibilities

8.1 The *Neuroscience Undergraduates of McGill* is entitled for the following duties:

- i) Make decisions on behalf of NUM
- ii) Represent NUM to the general public
- iii) Adopt NUM's Annual Budget
- iv) Establish new Committees of Council when it is necessary

8.2 The term of office for members of the Executive Committee shall start from May 1st to April 30th of the following year.

Article 9: Elections and Voting

9.1 The Executive Committee may establish new committees as it sees fit to carry out NUM's objectives.

9.2 All members of NUM are eligible to become a member of the Executive Council. Exceptions:

- i) U1/U2 Representatives must be students in the academic year they represent
- ii) Graduating Class Representative must be a member of the graduating class
- iii) The positions of President and CEO may only be filled by those students serving on the Executive Committee for more than one year.

9.3 All members in NUM are eligible to vote in an election.

9.4 Elections shall be run in accordance to the Constitution and by-laws.

9.5 Election methods:

- i) When the membership for the Neuroscience Society is less than or equal to 75 students, positions outlined in Article 7 will be appointed by members of the Executive Committee. Members of NUM can apply for whichever positions they desire, and their applications will be reviewed by all members of the Executive Council before any decision is made. Decision shall be made by a simple majority within the Executive Committee.
- ii) When the membership for the Neuroscience Society exceeds 75 students, elections shall be done through the Voting-Ballot method. Nominees for an executive position must adhere to the Neuroscience Campaigning Guide, failure to do so will lead to disqualification.

9.6 Elections for Executive Positions will be held every year in March, with a one day duration polling period. Elections shall be won by a simple majority.

9.7 Elected individuals must remain members of NUM throughout the academic year, otherwise resignation will be required.

- 9.8 All members of the Executive Committee will be eligible for re-election to their former position or another position on the council.

Article 10: Referenda

1. Every member of NUM shall be eligible to vote in NUM referenda.
2. Referenda may only be held during the months of November and March.
3. Initiating referenda:
 - i. When NUM membership is less than or equal to 75 students, referenda may only be initiated by the Executive Committee. Referenda may only be initiated by a resolution pass by 75% of the Executive Committee.
 - ii. In the case where NUM membership exceeds 75 students, referenda may be initiated by a petition signed by at least 50 members of NUM.
4. When a referendum is initiated by the Executive Committee the wording of the question must be made available to all members of NUM 14 days before the polling period.
5. When a referendum is initiated by NUM members all signatures must be submitted to the president at least 28 days before the polling period. The president will than be held responsible for making the question available to other members of NUM.
6. Referenda shall be passed by a simple majority.
7. A passed referendum will take immediate effect.

Article 11: The Juridical Board

- 11.1 Members of NUM may consult the judicial board of the Students' Society of McGill University (SSMU), which shall be the final authority on:
 - i. the interpretation of the Constitution of NUM
 - ii. the interpretation and legality of any motion passed by Council
 - iii. the interpretation and legality of referenda
 - iv. the legality of any action taken by any member of NUM
1. Upon hearing and appeal, the Judicial Board shall have the power to declare invalid any act of NUM or decisions of the Executive Committee which derogate

from the Constitution and of NUM.

2. All decisions of the Judicial Board shall be binding for all involved parties.
3. All members of NUM shall have the right to petition the Judicial Board on matters falling within its authority set out herein.

Article 12: Removal from Office

1. Any member of the Executive Committee may be removed from office for impropriety, violation of the provisions of this Constitution and by-laws, delinquency of duties, or misappropriation of funds.
 1. A motion to remove a member of the Executive Committee must be presented in writing to the President (or the CEO in the case that the President is to be removed) and signed by at least 50% of the members of the Executive Committee.
 2. A motion to remove a member must be distributed to all members of Executive Council at a regular meeting of the Executive Committee. The motion to impeach will then be included on the agenda of the next regular meeting.
- 12.4 Quorum for a motion to remove someone from office shall be two-thirds of the Executive Committee.
- 12.5 Passage of a motion to impeach shall require a two-thirds majority vote of those present.
- 12.6 Anyone removed from office shall have the right to appeal to the Judicial Board.
 1. In the event of a vacancy in the Executive Committee, the position will be filled by the President (or CEO in the case that the President is removed) until the Council appoints a new person to fill the role according to Article 9.

Article 13: Miscellaneous Provisions

1. English and French are the Official Languages of the NUM.
2. All documentation of NUM may be in either official language, and all Executive Council meetings may be conducted in either official language.
3. All documentation of the NUM Council shall be public.
4. Requests to see all minutes and documents shall be addressed to the VP Communications and Secretary.

Title III

The Constitution

Article 14: Language of the Constitution

- 14.1 The Constitution shall respect the principal of gender and sex neutrality.
- 14.2 The English and French (if requested) texts of this Constitution are equally authoritative.

Article 15: Amendments to the Constitution

- 15.1 The Constitution is subject to change as new scenarios (ie: increase in student body) arise that will require changes to be made throughout the academic year.
- 15.2 Changes to the Constitution must be amended through the majority of the Executive Committee members.
- 15.3 The Constitution will be in effect October 10th, 2007.
- 15.4 All amendments to this Constitution shall be adopted in both official languages.