Women in Neuroscience

Drafted on: July 30th, 2012

Article One Name of Organization

* The name of this organization shall be “Women In Neuroscience” (W.I.N.).

# Article Two Purpose of Organization

* The purpose of W.I.N. is to explore and use tools of modern technology, including video conferencing, to research, contact and consult with women and men who are leaders in the field of neuroscience. We will research and organize excursions, both local and non-local, to further explore various events and arenas in the field of neuroscience, as well as produce social events and arrange for visiting neuroscience expert speakers on the George Mason campus.

# Article Three Membership

* Membership in this organization will not be restricted on the basis of race, color, religion, national origin, disability, sexual orientation, veteran status, sex or age.
* General membership is open to interested undergraduate neuroscience students or those interested in neuroscience. The club is open to men and women.
* Active Members will be considered those currently enrolled at GMU taking undergraduate classes. Members do not have to be a neuroscience major.
* Active Members are attendees who are officers or attending regular members of the club. Regular attendance is defined as attending meetings at least once a month.
* Active Members have the right to vote at elections and apply for approved individual or group conference / activity funding.

## Article Four Officers

* The W.I.N. president shall attend and oversee all meetings as possible.
* The president shall be responsible for the mailing list for the club and promote (with the assistance of vice-president and secretary) regular correspondence, announcements and updates for all members.
* The vice-president shall attend all meetings as possible and assist the president in managing the necessary protocol and smooth operation of the club. In the case of the president being absent or unavailable, the vice-president shall assume duties of the president for the absent meeting. The vice-president shall also take meeting notes, conduct all votes, elections and maintain order during elections and meetings. The vice-president will also manage collegiate link.
* The treasurer, upon election, shall certify for the position through the Office of Student Activities then oversee, apply for and distribute club funds throughout the school term/ year. The treasurer must pledge to abide by established ethics and protocol as established in the OSA handbook.
* The secretary shall manage and oversee paperwork, including club correspondence, brochures/ flyers and events planning. Meeting notes will be published on club website immediately after each meeting and preferably taken during the meeting. The secretary may also serve as OSA liason and keep club members informed of any changes and/or advances in OSA services or club requirements. The secretary will also take role during meetings.
* All officer’s terms are for one academic year (Fall – Spring).
* An officer may be removed from their position with a ¾ total member vote with a 4-week voting notice to all active members.

**Advisor**

* The primary advisor shall be a member of the faculty or staff at George Mason University.
* Dr. Nadine Kabani will serve as the 2012-2013 advisor.
* The advisor shall be nominated and selected during spring elections and confirmed by majority vote of active members.
* Advisor may not have a vote in club elections but may offer advice, guidance and professional connections which shall be taken in good faith and acted upon by members through majority vote or consensus.

## Article Five Elections

* Club elections shall take place in April for the following Term (Fall).
* All active members, including current officers shall participate in voting through collegiate link.
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* The nominees will submit a paragraph or more listing their qualifications for the position, a brief history, why they wish to run for said office and their vision (if any) for improved purpose or mandate for the position. Nominees must have attended at least five meetings within the past year.
* In case of a tie, there will be an announcement for lagged voters, recount and another vote if necessary.
* The last week of classes and the first week of Fall classes shall serve as an interim “shadow” period where new officers shall familiarize with operating procedures and necessary paperwork. This shall be worked out on a case by case basis as best serves schedules of incoming/outgoing officers.

## Article Six Meetings

* Meetings shall be held every other week on the George Mason campus. The president presides at the meeting. Other officers assist in guiding the various segments of business and agenda. Active members will contribute as per needs of club agenda and their own initiative (bring their ideas to the club).
* The executive board may have meetings either in person or via internet as needed or deemed necessary beyond a initial Fall planning meeting which should (ideally) occur before the first general meeting.
* Members are considered active if they attend one meeting per month.
* Quorum (majority vote) shall consist of simple majority plus one officer.
* Special meetings shall be called via email with at least 2 days notice.

Article Seven **Finance**

* Any expenses above and beyond those covered by dues (special events, visiting speakers, field trips) shall be submitted to the treasurer OSA funding OR extra fundraising to be arranged as warranted, if at all.
* Arrangements for extra costs shall be determined on a case by case basis.

Article Eight **Amendments**

* Amendments to this constitution must be discussed by all active members and officers of club, given a 3-week review and discussion period, then voted upon with a ¾ majority before submission to OSA for approval.

The Office of Student Involvement must review all amendments in the same manner as a completely new constitution.

Article Nine **Ratification**

* The constitution will be ratified after a discussion by all active members and officers of club, given a 3-week review and discussion period, then voted upon with a ¾ majority before submission to OSA for approval**.**