

Constitution of CompNeuroSociety at Florida State University

Preamble

In recognition of the growing intersection between neuroscience and computational technology, we established CompNeuroSociety at Florida State University. Our mission is to foster a community that supplements the education of those curious about computational neuroscience through interactive workshops, engaging journal clubs, and collaborative projects. By providing these opportunities, we aim to increase the confidence of our members in the field of computational neuroscience, preparing them for future endeavors in this innovative field, while also giving space to discuss interests in the field.

Article I: Name

The official name of this organization shall be **CompNeuroSociety at Florida State University**, herein referred to as **CompNeuroSociety**.

Article II: Purpose

CompNeuroSociety is dedicated to:

1. **Educational Supplementation:** Enhancing knowledge in computational neuroscience through programming.
2. **Professional Development:** Assisting members in building confidence and experience in computational neuroscience.
3. **Collaborative Projects:** Facilitating projects that allow members to practically apply introductory concepts.
4. **Community Building:** Creating a network of students that are interested in computational neuroscience.

5. **Innovation Encouragement:** Promoting computationally oriented thinking to undergraduates in the field of neuroscience at Florida State University.

Article III: Membership

Section 1: Eligibility

- **Open Membership:** All currently enrolled students at Florida State University with an interest in computational neuroscience are eligible for membership.
- **Zero Hazing Policy:** No hazing or discrimination will be used as a condition of membership in this organization. Information regarding hazing can be found at <https://hazing.fsu.edu/>.
- **Non-Discrimination:** Membership shall not be denied based on race, color, religion, national origin, gender, sexual orientation, age, disability, or veteran status.

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Section 2: Membership Responsibilities

- **Active Participation:** Members are expected to attend meetings, participate in events, and contribute to projects.
- **Code of Conduct:** Members must adhere to the university's policies and uphold the integrity of CompNeuroSociety.

Section 3: Revocation of Membership

Membership in CompNeuroSociety may be revoked for reasons including, but not limited to, non-participation, misconduct, failure to adhere to the organization's Code of Conduct, or violations of Florida State University policies. The member in question will receive a written notification at least 72 hours before the vote regarding the potential revocation. The member will have the opportunity to present their case to the organization before a final decision is made. Membership can only be revoked upon a two-thirds (2/3) majority vote of active members present at the meeting. Revoked membership will remain in effect for at least one full academic semester, after which the individual may reapply for membership.

Section 4: Appeal Process

A revoked member has the right to appeal within seven (7) calendar days of receiving the revocation notice. The appeal must be submitted in writing to the President and Secretary, detailing any relevant information not previously presented. Upon submission, an Appeals Committee—comprising three (3) executive board members and two (2) general members—will review the case. The committee will convene within seven (7) calendar days of receiving the appeal to discuss and vote on reinstatement. A two-thirds (2/3) majority vote by the Appeals Committee is required for reinstatement. The decision of the Appeals Committee is final.

Article IV: Officers

Section 1: Titles and Duties

The leadership of CompNeuroSociety shall consist of the following positions:

1. President

- **Leadership:** Provide visionary leadership to guide the organization towards its goals.
- **Meeting Oversight:** Preside over all general and executive meetings.
- **Strategic Planning:** Develop long-term plans in collaboration with officers and members.
- **Representation:** Act as the primary liaison between CompNeuroSociety and external entities, including the university administration and other organizations.
- **Mentorship:** Support and mentor other officers and members in their roles and projects.
- **Workshop Development:** Contribute to workshop development in all capacities.

2. Vice President

- **Assistance to President:** Support the President in executing their duties and step in during their absence.
- **Operational Management:** Oversee the day-to-day operations of the organization.

- **Event Coordination:** Assist in planning and organizing workshops, journal clubs, and events.
- **Member Engagement:** Foster a welcoming environment to encourage active member participation.
- **Feedback Integration:** Collect and implement feedback from members to improve organizational activities.
- **Workshop Development:** Contribute to workshop development in all capacities.

3. Treasurer

- **Financial Management:** Maintain accurate records of all financial transactions.
- **Budget Preparation:** Develop an annual budget in collaboration with other officers.
- **Funds Allocation:** Oversee the allocation and disbursement of funds for events and projects.
- **Fundraising Initiatives:** Propose and manage fundraising activities to support CompNeuroSociety's initiatives.
- **Workshop Development Participation:** Actively engage in workshop development sessions, providing financial insights and feedback to enhance workshop quality.

4. Secretary

- **Record Keeping:** Document minutes of all meetings and maintain organizational records.
- **Communication:** Manage internal communications, including meeting notices and information dissemination through social media platforms including GroupMe and NoleNetwork.

- **Membership Records:** Keep an updated roster of active members and attendance records.
- **Administrative Support:** Assist with scheduling and logistical arrangements for events.
- **Workshop Development Participation:** Contribute to workshop development sessions by offering administrative perspectives and constructive feedback.

Article V: Selection of Officers

Section 1: Eligibility to Vote

- Only active and registered members in good standing who regularly attend meetings are eligible to vote and hold office.

Section 2: Nomination Process

- Members who are active and registered may nominate themselves or others for officer positions.

Section 3: Election Process

- **Voting:** Elections shall be conducted via an anonymous eBallot application such as ElectionBuddy during the last general meeting of the spring semester.

Section 4: Terms of Office

- **Duration:** Officers shall serve a term of one academic year, commencing after the election results are announced.
- **Re-election:** Officers may be re-elected for subsequent terms.

Article VI: Officer Vacancies

Section 1: Impeachment of Officers

The board members reserve the right to remove officers from their executive positions with a majority vote

- Regular unexcused absences from general body meetings and executive meetings. If absent, communication *at least* a day in advance is expected.

Section 2: Resignation

It is expected that the officers who want to resign to submit notice two weeks in advance if it is in the middle of a semester. If the resignation is to notify that they would not return the following semester, notice is expected *at least* a month in advance in order to announce, nominate, and elect new individuals for the role.

Section 3: Officer Vacancy Procedures

In the event of a vacant position, we will announce the position in the general body meeting that follows the vacancy and open the applications to nominate individuals to fill the position. The election within the executive body will be held two weeks after the position has been announced to the eligible student body.

Article VII: Advisors

Section 1: Nomination and Role

The advisor shall be selected by the officers of this organization. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights. The advisor position has no term limit other than he/she must be a current FSU faculty or staff member.

Section 2: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization to relate to members any relevant defense prior to the voting for removal. Upon a 2/3 majority vote of eligible members the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 30 calendar days.

Article VIII: Meetings

Section 1: General Body Meetings

- **Schedule:** General body meetings shall be held bi-weekly during the academic semester.
- **Agenda:** General body meetings will include updates related to the organization, introductions by current executive board members, elections dates, and future event dates.

Section 2: Executive Meetings

- **Attendance:** Required for all officers to discuss organizational strategies and address any issues.
- **Frequency:** Executive meetings will be held bi-weekly to strengthen communication among board members, and regular updates on how each officer has been fulfilling their responsibilities.

Section 3: Special Meetings

- **Calling a Meeting:** Can be initiated by any officer or by a petition of at least 25% of active members.
- **Notice:** Members must be notified at least 48 hours in advance.

Article IX: Committees

Section 1: Formation

- **Creation:** Committees may be established by the President or by a majority vote of officers to address specific needs or projects.
- **Membership:** Open to all members interested in contributing to the committee's objectives.

Section 2: Types of Committees

- **Workshop Planning Committee**
- **Journal Club Coordination Committee**
- **Project Development Committee**
- **Appeals Committee**

Article X: Financial Management

Section 1: Fiscal Responsibility

- **Budget Approval:** The annual budget must be approved by a majority vote of the officers.
- **Expenditure Authorization:** All expenses require the Treasurer's approval, with expenses over a predetermined amount requiring additional officer approval.

Section 2: Fundraising

- **Activities:** Fundraising efforts should align with the organization's values and comply with university regulations.
- **Allocation of Funds:** Funds raised shall support workshops, projects, events, and necessary operational costs.

Article XI: Amendments

Section 1: Proposal

- **Submission:** Amendments to the constitution may be proposed by any active member.
- **Notice:** Proposed amendments must be submitted in writing to the Secretary at least one week before they are to be voted on.

Section 2: Adoption

- **Voting:** Amendments require a two-thirds majority vote of active members present at a general meeting.
- **Implementation:** Approved amendments take effect immediately unless otherwise specified.

Article XII: Dissolution

Section 1: Procedure

- **Decision:** Dissolution of CompNeuroSociety requires a unanimous vote of the officers and a two-thirds majority vote of active members.
- **Asset Distribution:** Upon dissolution, any remaining funds or assets shall be transferred to Florida State University.

Article XIII: Ratification

This constitution shall become effective upon approval by a two-thirds majority of active members present at a general meeting and recognition by the appropriate university authorities.