

# Constitution of CompNeuroSociety at FSU



## 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.

## **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 Internal Co-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/Strategic Planning:** Provide visionary leadership to guide the organization toward its goals and develop long-term plans in collaboration with officers and members (Internal Focus).
- **Meeting Oversight:** Preside over general and executive meetings on a shared basis with the External Co-President.
- **Mentorship:** Support and mentor other officers and members in their roles and projects.
- **Collaborative Project Management:** Oversee collaborative project planning, meetings, and progress.
- **Journal Club Management:** Oversee development of Journal Club meetings and reach for alignment with collaborative projects.
- **Officer Coordination:** Directs and organizes officers to make sure internal affairs are running smoothly.
- **Membership Retention:** Lead membership retention initiatives which could include but are not limited to: collaborative project feedback surveys, social outings.

## 2.

- **Representation:** Act as the primary liaison between CompNeuroSociety and external entities, including the university administration and other organizations.
- **Meeting Oversight:** Preside over general and executive meetings on a shared basis with the Internal Co-President.
- **Workshop Management:** Oversee workshop planning and execution.
- **Faculty Advisor Relations:** Fosters relationships with faculty that have overlapping research interests.
- **Graduate Student Relations:** Fosters participation from graduate students with overlapping research interests.
- **Publicity:** Oversees social media campaigns, affairs concerning recruiting new members, and makes sure events are well publicized.
- **Funding Oversight:** Oversees funds and proposes fundraising initiatives.

## 3. Vice President

- **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.

#### 4. 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.

#### 5. 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.

## 6. Project Manager

- **Project Oversight:** Oversee collaborative project planning, meetings, and progress, fulfilling the organization's purpose of "Facilitating projects that allow members to practically apply introductory concepts".
- **Resource Allocation:** Work with the Treasurer and officers to ensure projects have necessary resources.
- **Project Development Committee Chair:** Serve as the primary liaison and chair for the Project Development Committee.
- **Reporting:** Regularly report project status and member contributions to the Internal Co-President.

## 7. Journal Club Chair

- **Program Development:** Design and coordinate Journal Club sessions that highlight current research in computational neuroscience, neuroAI, and related fields.
- **Facilitation:** Lead discussions or recruit facilitators to ensure sessions are engaging, inclusive, and intellectually rigorous.
- **Integration with Projects:** Align Journal Club topics with ongoing collaborative projects to reinforce applied learning.
- **Member Engagement:** Encourage participation from both new and experienced members by selecting accessible yet thought-provoking papers.
- **Collaboration with Internal Co-President:** Work closely with the Internal Co-President to ensure Journal Club supports broader organizational goals.
- **Documentation:** Maintain a record of papers discussed, key takeaways, and member contributions for continuity and future reference.

## **8. Outreach Coordinator**

- **Community Engagement:** Build connections with other student organizations, research labs, and professional societies to expand CompNeuroSociety's network.
- **Recruitment:** Develop and implement strategies to attract new members, with a focus on inclusivity and diversity.
- **Event Promotion:** Collaborate with the External Co-President to publicize events across campus and online platforms.
- **Partnership Development:** Identify and pursue opportunities for joint events, guest speakers, or collaborative workshops with external groups.
- **Alumni Relations:** Maintain communication with alumni to foster mentorship opportunities and long-term support for the organization.
- **Feedback & Reporting:** Gather feedback from outreach initiatives and report outcomes to the executive team to refine strategies.

## **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 Voting Process:**

Elections shall be conducted via an anonymous eBallot application through NoleCentral 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.

- **This right is reserved, in part, for regular unexcused absences from general body meetings and executive meetings, though communication at least a day in advance is expected if absent.**

## **Section 2: Resignation:**

It is expected that officers who want to resign submit notice two weeks in advance if the resignation occurs in the middle of a semester. If the resignation is to notify that the officer 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, the position will be announced in the general body meeting that follows the vacancy, and applications will be opened 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.

## **Proposed Article VII-A: Advisory Board**

### **Section 1: Establishment and Composition**

The CompNeuroSociety shall maintain an Advisory Board to provide subject-matter expertise, advanced guidance, and institutional support. The Advisory Board shall be composed of **Faculty Members** from Florida State University with research interests overlapping with computational neuroscience and **Graduate Students** involved in relevant research or coursework.

## **Section 2: Purpose and Duties:**

**The Advisory Board shall serve to:**

- Provide strategic guidance to the officers on long-term goals and organizational direction.
- Offer expert feedback and advice regarding the content and quality of interactive workshops, journal clubs, and collaborative projects, ensuring they effectively supplement the education of members.
- Aid the External Co-President in fostering strong relationships between CompNeuroSociety and the wider FSU neuroscience and computational community.
- Support the organization's goals of enhancing knowledge and promoting computationally oriented thinking among undergraduates.

## **Section 3: Nomination and Selection**

- **Nomination:** The External Co-President shall oversee the nomination process for Advisory Board members, leveraging their role in fostering Faculty Advisor Relations and Graduate Student Relations.
- **Selection:** Prospective Advisory Board members shall be approved by a majority vote of the executive officers.

## **Section 4: Term and Authority**

- **Term:** Advisory Board members shall serve a term of one academic year, concurrent with the officer terms, and may be invited to renew their position for subsequent terms.
- **Authority:** Advisory Board members serve in a mentorship and advisory capacity only. They **shall have no voting rights** within the organization, mirroring the authority structure established for the organization's primary Advisor.

## **Section 5: Meetings and Communication**

The officers shall ensure that the Advisory Board is regularly updated on organizational activities. The External Co-President shall be primarily responsible for maintaining communication with the



Advisory Board, organizing consultations, or holding meetings at least once per semester to solicit input on programming and initiatives.

## **Article VIII: Meetings**

### **Section 1: General Body Meetings**

- **Schedule:** General body meetings shall be held monthly 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 monthly 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: Working Committees or Pods**

### **Section 1: Formation**

- **Creation:** Committees or Pods may be established by the Co-Presidents (Internal or External) 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 Pod**
- **Journal Club Planning Pod**

- **Project Planning Pod**
- **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.