

Constitution of "NeurotechUofT"

1. Name

The official name of this recognized campus group is "NeurotechUofT"

The acronym or abbreviation of this group is: neUTek

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

The purpose of NeurotechUofT is to facilitate undergraduate neurotechnology innovation by providing resources or references to external resources, and by organizing events and initiatives that encourage neurotechnology innovation. Implementation of our goals may include, but is not limited to, running a neurotechnology design and testing lab aimed primarily for use by undergraduate students, online and offline information collections, and planning and hosting conferences, hackathons, and workshops.

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni). Members will not be discriminated against due to age, gender, sexual orientation, race etc.

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year. However, a membership fee can be introduced if necessary through a general vote for constitution amendment.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

When members (or non-members) are using the resources and/or services of NeurotechUofT, their utilization of these services and resources is governed by the NeurotechUofT Terms of Use, rather than by this constitution. Refer to the NeurotechUofT Terms of Use for more information.

4. Executive List and Duties

The executive committee shall be comprised of 4 elected officers. These include a President, and three Vice Presidents: two general Vice Presidents, and one Officer of Records.

The President shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Officer of Records for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

Additional responsibilities may be included over time.

The Vice-Presidents shall:

- Assume duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

Additional responsibilities may be included over time.

The Officer of Records shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Be the contact person for the group: report all concerns/issues and/or feedback/comments to the President, respond to emails and messages received and/or forward to respective executives, confirm room bookings and reservations, and manage communications between University of Toronto and the group
- Make and maintain a contact list of all registered members
- Record notes and motions for meetings

Additional responsibilities may be included over time.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

For any vacant positions for directors of committees, the executive committee may vote to appoint a member of NeurotechUofT to the position. The process to appoint directors may use applications to select a suitable candidate. If a position is vacant, the duties of the position shall be taken by member(s) of the executive committee.

Termination of Executives or General Members:

Membership with NeurotechUofT comes with certain responsibilities. Members of NeurotechUofT will run the organization, and ensure it can provide the resources and services according to the club's semester goals and plan. One does need to be a member of NeurotechUofT to use the services and resources it provides, but being a member means that the member should fulfill their assigned responsibilities with reasonable quality and punctuality.

To remain a member of NeurotechUofT, the member must make active contributions to the execution of the group. If a member refuses to actively contribute to the organization, their membership (and its rights) may be revoked. Active contributions include actively participating in the running of a committee under NeurotechUofT with a reasonable amount of punctuality. Losing membership due to not being able to actively contribute is not necessarily permanent; membership may be given back (depending on the circumstances), and the former member is allowed to use the resources provided by NeurotechUofT, and is allowed to participate in NeurotechUofT's activities.

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. Depending on the severity of the incident, they may also be banned from participating in NeurotechUofT's activities or using NeurotechUofT's resources.

To decide on revoking membership, a vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favour of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st of a given year to April 30th of the following year.

6. Finances

The Officer of Records shall keep records of all income and expenses. The Officer of Records shall present the group's financial health at the annual general meetings. On behalf of NeurotechUofT, the Officer of Records must also declare the group's banking information to the university. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by the club's general members.

NeurotechUofT Terms of Use

The following document details how the services of NeurotechUofT can be used. Most of these principles are general common sense.

1. Don't do anything illegal. This includes national (Canadian), provincial (Ontario), and municipal (Toronto) law, as well as violating any bylaws and policies of the University of Toronto. Examples include violating copyright, vandalism or theft of our resources, abuse, etc. If you do perform an illegal action, only you are responsible; NeurotechUofT holds no responsibility over your actions.
2. Equipment
 - a. In order to use NeurotechUofT equipment, unless otherwise stated, you must sign out the equipment with a NeurotechUofT supervisor at the event.
 - b. Circuit boards and other materials may be available for rent. If they are, the lease that comes with renting the material applies.
 - i. Generally, you are allowed to rent these materials until you are done developing your project.
 - ii. Once you are done, please return all equipment in the original state they were given to you.
 - iii. If rented equipment is damaged, the equipment's monetary value must be replaced in full, as stated in the lease.
 - c. Equipment that is not for rent must not leave the premise of the event.
 - d. When you are done with the equipment, or if the event is over, sign in all unrented equipment to the NeurotechUofT supervisor at the event.
 - e. Report any issues with equipment to NeurotechUofT as soon as you encounter them.
 - i. Please be careful when using our equipment. These resources are costly, and it is very hard for us to acquire this equipment. If equipment is stolen or excessively damaged, we may have to impose stricter regulations on the use of equipment.
3. Safety
 - a. Read our Safety Manual and understand it well. Apply all Safety Manual procedures when using equipment and when inside (temporary or permanent) lab space.
4. Works
 - a. All intellectual property (ie: ideas, designs, etc) are yours, and yours only. NeurotechUofT does not claim any ownership over your intellectual property.
 - b. NeurotechUofT services are meant to be used for idea hatching, prototyping, and testing; it is not meant for distribution. You can use our services to design and test commercial or non-commercial products. However, you may not use our services once your product is ready to be deployed to market. If you need resources for production, ask us and NeurotechUofT may be able to direct you to other groups that can provide financial or other assistance.
5. Harassment and abuse will not be tolerated. Please refrain from any sort of physical, verbal, or sexual harassment or abuse (or other forms of harassment and abuse), and please don't use racial, homophobic, and other sorts of discriminatory language and actions. This does not include legitimate criticism (but remember to be nice and courteous when offering criticism).
 - a. If an incident does occur, please report the incident to NeurotechUofT. We will do everything in our power to deal with the issue at hand.
 - b. If you are found to harass others, or encourage harassment, or use discriminatory language or actions, NeurotechUofT may give you a maximum of three strikes (depending on the

severity of the incident). On the next incident, you will be suspended from all NeurotechUofT activities and resources for 30 days. If another incident happens, you will be permanently expelled from participating in any NeurotechUofT activities or using any of our resources.

6. Testing and Ethics

- a. Neurotechnology applications generally go two ways: writing data to the body, and reading data from the body. All experiments must be approved by NeurotechUofT before being conducted.
 - b. All experiments requiring invasive methodologies require approval by the U of T Ethics Board.
 - i. Any methodologies that requires entering a bodily orifice, or requires penetrating the skin or any other part of the body of any severity is defined as invasive.
 - c. Reading Data
 - i. Generally, experiments that require reading data can be performed without conducting the ethics process first, as long as the method of reading data is noninvasive. However, you must obtain written and signed permission of the participants using forms we provide.
 - d. Writing Data
 - i. Any experiments that require writing data MUST be first approved by the U of T Ethics Board.
 - ii. Perform experiments at your own risk. NeurotechUofT does not hold liability for any injuries or deaths as a result of your experiments.
 - iii. In general, try to avoid experiments that require writing data, as the outcomes of these experiments may be dangerous.
7. The Terms of Service may be updated at any point in time. We will do our best to notify you, but we are not obligated to ensure that you know about the update.
8. If you do not follow these rules, you may be banned from using our resources and coming to our events.

I have read and understood the Terms of Use, and I pledge to follow them when participating in NeurotechUofT events, and when using NeurotechUofT resources.

Signature

Date

I have read and understood the Safety Manual

Signature

Date