

2026/2027 Guelph Neuroscience Student Association Constitution

1. Name:

The name of this club is: Guelph Neuroscience Student Association (GNSA)

2. Purpose:

The purpose of this club is to:

- a) Create a means for students in different programs to network with other students about the topic of neuroscience in an interdisciplinary fashion.
- b) Create a community of students who share a common interest in neuroscience.
- c) Provide students with the opportunity to experience and learn about neuroscience research conducted by those within academia, both at the professional level and at the graduate level.
- d) Organize events and workshops pertaining to the field of neuroscience.
- e) Provide members with opportunities to get involved in neuroscience outreach and research.
- f) Provide members with mental wellness and networking activities during strenuous periods of the school year.
- g) Provide insight into future undergraduate courses offered at the University of Guelph and general graduate programs related to the field of neuroscience.

3. Membership:

- a) Membership is open to all students in the University of Guelph, including faculty, staff, and the general community, with a focus on CBS and Psychology students.
- b) Membership is open to all regardless of race, ancestry, colour, ethnic origin, place of origin, citizenship, creed/religion, gender, sexual orientation, disabilities, age, marital status, family status, record of offences, or receipt of public assistance.

4. Structure:

a) Co-Presidents

The Co-Presidents will:

- i. Chair all meetings, including all executive meetings.
- ii. Oversee the other members of the executive team in fulfilling their responsibilities.
 - Communicate with executives on a daily to weekly basis as needed regarding any upcoming events.
 - At weekly executive meetings, communicate with the executives on their tasks to be completed each week.
- iii. Ensure that the decisions made at meetings are in accordance with the club's interests and constitution.

- iv. Have signing authority.
- v. Be the primary contact for all academic-related questions or concerns of members.
- vi. Help and attend all events (either one or both Co-Presidents will attend).
 - Assist in the planning aspect of events, but do not perform required communications unless absolutely necessary, i.e., it is not your responsibility to contact individuals for materials, equipment, etc.
 - Absolute necessity is ruled compulsory when external representatives wish to speak with the Co-President(s) or when a signing authority is required.
- vii. Be responsible for all bookkeeping of the club.
 - Ensure that all documents, files, and spreadsheets used during the year are easily accessible via desktop folders.
 - Ensure that the above are made available during the Co-President role transition.
- viii. Attend all ASOC Meetings (either one or both Co-Presidents will attend).
- ix. Ensure that the appropriate student experience and risk management (SERM) form and assessment is done for all events 2 weeks in advance.
- x. Must have been an executive member for at least 1 year.

b) Events Coordinator(s)

The Coordinator(s) will:

- i. Oversee the planning and execution of both academic and social programming for the GNSA in collaboration with the Co-Presidents, ensuring all events align with the organization's mandate within the University of Guelph
 - Involves receiving approval from Hospitality at the University Centre and a food inspector to feature food at an event i.e., any event that does not include selling the food itself for fundraising.
- ii. Plan and organize all event materials and equipment.
 - Propose a budget for events to the co-presidents at the beginning of each semester.
 - Ensure that for every event, a list of required materials, food, and equipment with prices and locations for purchase is made.
 - Work with Co-Presidents to organize payment for supplies including receipts of all purchases
 - Communicate with Guelph Room Booking Services or Equipment Technician Booking Staff for events that require accommodations
 - Communicate and work with the Communications/Outreach team on all event details at least two weeks prior to the event date for promotion of the event
 - Includes booking Brass Taps (for Trivia), the CBSSC Club Lounge (for merchandise sales), the University Centre (for Bake-Sales), or any other required space for the purpose of an event or sale.
 - SERM and book a room for events 2+ weeks in advance.

iii. Organize and run meetings for the Events team to organize and plan events, ensure proper communication, collaboration, and dedication within the events team

- Report issues and concerns about team performance and conflicts to Co-Presidents as necessary

iv. **Internal Events only:** Organize and run all events for the GNSA executive team (e.g., bowling, team dinners, etc.), including booking locations, food services, and other equipment requirements.

- Work with Co-Presidents to organize events and funding for team-related events as needed
- Team events occur once a month or as decided by the coordinator and Co-Presidents

v. Reach out to speakers, students, faculty, or any outside guests or organizations that will be or plan to be part of academic events and other elements of the organization via the GNSA email in coordination with Communications executives

Conference Specific Tasks:

- Communicate with university professors, faculty, and staff, graduate students, or guest speakers if they are being invited to participate in the conference.
- Book a venue and ensure the SERM is submitted at least one month in advance.
- Communicate with the Co-Presidents any updates regarding the conference

c) Events Committee Executives

The Events Committee Executives will:

- Be responsible for helping to plan and organize large events where the expected number of people in attendance is between 20 to 60, plan and help organize all events, including locations, dates, equipment, speakers, etc.
- Work together in coordination with the Events Coordinators to book rooms and obtain any electrical equipment required
- Discuss with the Co-Presidents what the budget is, ways to make money from the event, and whether the money goes to a donation or our club's bank account
- Approve all events with the Co-Presidents at least one month in advance of the expected event
- Be in direct contact with the Communications executives to discuss ways and a plan of action to advertise the big event at least two weeks in advance
 - Posters
 - Class talks
 - Social media

- vi. Communicate with Guelph Room Booking Services or Equipment Technician Booking Staff for events that require accommodations
 - Communicate and work with the Communications/Outreach team on all event details at least two weeks prior to the event date for promotion of the event
- iii. Organize and run meetings for the Academic Events team to organize and plan events, ensure proper communication, collaboration, and dedication within the events team
 - Report issues and concerns about team performance and conflicts to Co-Presidents as necessary
- iv. Reach out to speakers, students, faculty, or any outside guests or organizations that will be or plan to be part of academic events and other elements of the organization via the GNSA email in coordination with Communications executives

Conference Addendum:

The following list of responsibilities is specific to the organization of the annual GNSA Neuroscience Conference:

- i. Be responsible for planning and organizing the details of GNSA's large Neuroscience conference, with a theme, if decided to have one, to be decided each year by the executive team as a whole.
- ii. Will communicate with the Outreach Executives and the Co-Presidents with regard to reaching out to potential guest speakers for the conference that will be selected by the whole GNSA executive team.
- iii. Work together with the Co-Presidents to determine a budget for the event and coordinate with the Fundraising Committee Executives to determine potential ways to fundraise for the event within the first semester.
- iv. Be responsible for all administrative aspects of the event, including: booking a room or location for the event, completing the SERM form for the event, catering, guest speakers, day-of-event organization and facilitation, and creating a signup form for all students attending the event.
- v. Be responsible for all advertising for the event in collaboration with the Communications Executives for creating social media posts and physical advertisements, such as posters to display around campus.
- vi. Be responsible for reaching out to professors to ask them to post the details of our event on their courses' Courselink announcements.
- vii. Organize the event room and PowerPoint presentation, including the information given by guest speakers for the portion of their presentation.

d) Communications Coordinator(s)

The Communications Coordinator(s) will:

- i. Organize and run meetings with the Communications Executive team to ensure all posts and emails are sent out/published within deadlines
 - Create schedules and deadlines for team members, including delegating all posts, emails, and content creation evenly among members throughout the semester, and consult with Co-Presidents to include deadlines in the TimeTree
- ii. Aid in fulfilling all expectations of Communications Executives (see section e)
- iii. Check email regularly for important Academic Event contacts and discuss all important correspondence with the Co-Presidents

e) Communications Executive(s)

The Communications Executive(s) will:

- i. Check the Instagram inbox frequently to answer any impending questions about membership, future events, merchandise sales, etc.
 - If questions require the knowledge of the Co-Presidents, communicate the concern with either one of them so that they can respond appropriately.
- ii. Update members on what events are taking place with both a social media post and an update on the General Member Teams channel.
 - Ensure that event posts are posted at least 2 weeks in advance with a subsequent reminder, so students remain well informed.
- iii. Advertise the club at school events.
- iv. If required, print out posters and get approval from the CSA to put up posters around the school
- v. Design and get posters approved for all events in conjunction with Events Coordinators and Co-Presidents
 - Communicate with the Events Coordinators and Co-Presidents about location, date, and time to be included on event posters.
 - Ensure there is consistency between posters and all other forms of advertisement for the association e.g., font, GNSA logo, etc.
- vi. Reach out to speakers, students, faculty, or any outside guests or organizations that will be or plan to be part of academic events and other elements of the organization via the GNSA email (**exception**: conference emails will be sent out by Events team members and coordinated with one or two Communications executives).
- vii. Organize classroom talks if required to advertise academic events, will create a schedule for those to volunteer and talk to classrooms on behalf of the club, as coordinated with the Events team

- viii. Manage the organization's email alongside the Co-Presidents, reaching out and responding to relevant individuals as needed, including emailing the designed listserv for individuals who signed up for notifications about upcoming events

f) Fundraising Coordinator

The Fundraising Coordinator will:

- i. Organize and run meetings with the Fundraising Executive team to ensure all fundraisers and contacts pertaining to fundraising events are maintained and planned within deadlines
- ii. Aid in fulfilling all expectations of Fundraising Executives (see section g)
- iii. Coordinate all proceeds and payments directly with the Co-President responsible for the club bank account.
- iv. Responsible for all events associated with fundraising.
 - Involves acting as an events coordinator when the event involves sales.
- v. Coordinate all correspondence related to fundraisers with outside fundraising partners directly via the club email.
- vi. Book required rooms/spaces and equipment for all fundraising events, as the only member of the team with access.

g) Fundraising Committee Executives

The Fundraising Committee Executives will:

- i. Organize club fundraisers in accordance with the club's Constitution's mandate within the University of Guelph, along with the Co-Presidents.
 - Involves receiving approval from Hospitality at the University Centre and a food inspector to sell food at an event, i.e., any event that includes selling the food for fundraising purposes, as well as completing appropriate SERM forms associated with the event.
- ii. Communicate with the Co-Presidents about an appropriate profit to make on each item, whether it be clothing merchandise or baked goods.
 - Propose a budget for any fundraising events to the Co-Presidents at the beginning of each semester.
 - Ensure that for every fundraiser, a list of required materials, food/ ingredients, or equipment with prices and locations for purchase is made.
- iii. Communicate with the Communications Executive team about what sales are taking place, where, and when at least two weeks in advance so that they can advertise accordingly.
- iv. Coordinate shift times for executives to be present at sales.
 - Use a messenger poll and have executive's sign-up for shifts.

h) Merchandise Coordinator(s)

The Merchandising Coordinator will:

- i. Organize and run meetings with the Merchandising Executive team to ensure all fundraisers and contacts pertaining to merchandise and orders are maintained and planned within deadlines
 - Create schedules and deadlines for when designs are due and coordinate with the University of Guelph bookstore or other merchandisers, and add to the TimeTree in coordination with the Co-Presidents
- ii. Aid in fulfilling all expectations of Merchandise Executives (see section g)
- iii. Coordinate all payments and order deadlines directly with the Co-President responsible for the club bank account.
- iv. Responsible for all events associated with merchandise.
- v. Be responsible for designing the merchandise items in collaboration with the rest of the GNSA executive members
 - . Determine and plan what merchandise items GNSA will be selling (i.e. hoodies, t-shirts, crewneck sweaters, etc.)
- vi. Be responsible for organizing the purchasing and distribution of merchandise
- vii. Reach out to potential vendors/wholesalers to get different quotes for merchandise
- viii. Completing the SERM form and sales and solicitation forms associated with merchandise
- ix. Work closely with the Fundraising Committee Executives and the Co-Presidents to determine the price of each merchandise item
- x. Work closely with the Co-Presidents, who will help collect all the money fundraised from the sales of merchandise

5. Meetings

a) Executive Meetings

- i. Shall be called by the Co-Presidents or by any of the executives.
- ii. Shall be held on a biweekly to weekly basis, as needed, with a minimum of 1 per month in person.
- iii. Will be used to discuss upcoming events, fundraisers, or any concerns the executives may have.
- iv. All executives must be in attendance; if one is not able to come, they must contact the Co-Presidents.

b) General Meetings

- i. Shall be called by the Co-Presidents, or by any of the executives.
- ii. Notice of such meeting shall be given to the members at least 1 week before the meeting date.
- iii. At least one general meeting shall be held every month, excluding the summer semester.

- iv. Decision making shall be by simple majority vote.

6. Financial Procedures

- a) All expenses greater than \$85 shall be approved by 50% of the executive members.
- b) The financial year shall be defined as September 1st to May 1st, or August 31st if operating in summer as well.
- c) Expenses over and above the budgeted amount approved at the beginning of the semester shall be allowed only with the consensus of the whole executive.
- d) All revenue, including donations and profit made from fundraising initiatives, shall be used for event planning.

7. Applications for Executive Positions

- a) Applications for executive positions will be available to all members as executive positions become available near the beginning of the summer semester, with positions to be assigned by Co-Presidents during August of the summer semester.
- b) The application form for available positions will be advertised via our social media platforms wherein students will have a 4-week period to fill in the document. They will detail the position(s) in which they are applying for and answer a select few questions that the current Co-Presidents have formulated.
- c) Our decision will be on the basis of previous volunteer experience, a members' demonstrated dedication, commitment and interest to GNSA over the past year, as well as why they think they will serve as a good candidate for the position in which they are applying.
- d) All positions will be available for application, with the exception of Co-Presidents in which an individual must serve as an executive for one full year before applying. Thus, only executives will have the ability to apply for the presidency.
- e) If an executive member is not fulfilling their role as defined by this constitution, the Co-Presidents may exercise the right to remove them if they see fit.

7. Applications for Coordinator Positions

- a) Applications for Coordinator positions will be available to all members as coordinator positions become available near the beginning of the summer semester, with positions to be assigned by Co-Presidents during August of the summer semester.
- b) The application form for available positions will be advertised via our social media platforms, wherein students will have a 4-week period to fill in the document. They will detail the position(s) in which they are applying for and answer a select few questions that the current Co-Presidents have formulated.
- c) Our decision will be on the basis of previous volunteer experience, a member's demonstrated dedication, commitment and interest to GNSA over the past year, as

well as why they think they will serve as a good candidate for the position in which they are applying.

d) The Co-Presidents will hold Zoom interviews for coordinator positions.

8. Amendment of Constitution

a) The constitution can only be amended by approval of both the Co-Presidents.