

BRAIN CHANGES INITIATIVE STUDENT CHAPTER AT THE UNIVERSITY OF TORONTO

2024-2025

University of Toronto

Preamble:

The Brain Changes Initiative (BCI) Student Chapter at the University of Toronto is a chapter of a larger organization dedicated to promoting brain health education and funding for Traumatic Brain Injury (TBI). The Brain Changes Initiative, founded by Dr. Matthew Galati after his own experience with TBI, seeks to promote advocacy and support for TBI victims through education, events, and programs. The University of Toronto chapter of BCI is committed to raising funds for TBI research and enhancing the standard of care for TBI victims. By engaging students and spreading awareness about brain health, the chapter aims to make a significant impact in the field of TBI.

Article I - Name and Objective

1.1 The official name of this organization shall be Brain Changes Initiative Student Chapter at the University of Toronto, hereinafter referred to as BCIUofT

1.2 Brain Changes Initiative Student Chapter at the University of Toronto exists for the following purposes and objectives:

1. To create and provide a community for all, including but not limited to, University of Toronto students in relevant majors or specialist programs, focused on building relationships, making connections, and inspiring a pursuit of neurology and neurogenesis studies.
2. To spread awareness and education on Traumatic Brain Injuries (TBI) and the brain's natural ability to heal and grow through neurogenesis.
3. To encourage and incorporate cardiovascular exercise into the daily lifestyle of individuals in the community to promote and maintain brain health.
4. To raise funds and proceeds for groundbreaking research aimed at improving the standard of care for Traumatic Brain Injury recovery.

Article II - Membership and Membership Fee

2.1 The group shall maintain a list of group members.

2.2 Voting membership is open to all registered students of the University of Toronto.

2.3 Voting membership is open only to registered students of the University of Toronto.

2.4 Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

2.5 There will be no membership fee to join the club, and no admission fees will be required for participation in meetings or club activities, excluding fundraising-based marathons or other specific events.

2.6 Membership includes the following categories:

1. General Membership: this involves attending and participating in group meetings and activities.

2. Executive Membership: this includes all the duties and responsibilities required to maintain the orderly functioning of the club and its initiatives, in addition to the responsibilities of general members.

2.7 All club members may be assigned temporary duties and responsibilities to assist with any club-related activities or events.

2.8 Membership criteria

1. All club members must be affiliated with the University of Toronto as either a Student, Staff, faculty, or Alumni.
2. All club members must be registered with BCI@UofT through the Acorn website.
3. All members can assume an executive role only when they are associated with BCI@UofT for a minimum of 1 year, and a minimum of 1 year as an executive for Presidential and Vice-Presidential positions.

Article III - Rights of Members

3.1 All voting members have a right to attend all general meetings of members.

3.2 All voting members have a right to cast votes at all general meetings of members.

3.3 All voting members have the right to stand for election as long as they meet all requirements specified in Article VI.

3.4 All voting members have a right to cast votes in all group elections and referendums.

3.5 All voting members have a right to propose and vote on amendments to this constitution.

3.6 The rights prescribed in Article III are not awarded to non-voting members as described in Article II.

Article IV - Executive Committee

4.1 The term for all positions on the Executive Committee shall be from April 1st to May 30th. However, for the 2024-25 school year, the Executive Committee members will be pre-appointed prior to the start of the club.

4.2 The Executive Committee shall be comprised of 9 voting members.

4.3 All voting members of the Executive Committee must be currently registered students of the University of Toronto.

4.4 Non-voting members may hold only non-voting positions on the Executive Committee.

4.5 The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten percent (10%) of the positions on the Executive Committee, whichever is greatest.

4.6 Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

4.7 No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

4.8 The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

Article V - Executive Committee Composition and Duties

5.1 President:

1. Serves as the primary representative and connection from BCI Student Chapter UofT to the Brain Changes Initiative parent organization and all other organizations.
2. Arrange and attend all meetings with the parent organization (BCI) and sponsors.
3. Serves as the primary overseer of all club activities and executive responsibilities as well as providing aid and input.
4. Book all events, meetings, and applicable club facilities.
5. Initiate all meetings and discussions amongst all present executive and general club members.
6. Plan and coordinate a general yearly timetable to ensure well-ordered execution of club goals and plans.
7. Oversee all elections and recruitment of executive members.
8. Oversee all constitution interpretations and revisions along with the Vice President to all other executive and general members.
9. Provide approval of all executive club decisions and activities and provide a tie-breaker to any or all split decisions.
10. Assume or aid in all executive duties and responsibilities if said member is unable to complete their tasks due to extraneous circumstantial events.
11. Manage and operate club social media accounts and posts.
12. Administrate social communications applications.
13. Take and organize photos and videos of all club-related events and marathons.
14. Create, confirm, and distribute all club-related posters and flyers for promotion.
15. Creation and distribution of email newsletters.

5.2 Vice President

1. Serve as the secondary overseer of all internal club activities and executive responsibilities as well as provide aid and input for the club initiatives.
2. Assume the duties and responsibilities of the President in their absence during club meetings, events, and runs.
3. Documents and oversees all club and member activities, occurrences, and transactions.
4. Collect and evaluate all executive member documentation and monthly reports in association with the Secretary.
5. Organize and initiate all club meetings and events in coherence with the President.
6. Oversee all constitution interpretations and revisions along with the President to all other executive and general members.
7. Ensure the proper registration, initiation, and addition to the mailing list of new club members.

5.3 Secretary

1. Attend at least 2 monthly executive and general club meetings as well as any meetings with other organizations.
2. Create documentation and recordings of all meetings and events for future use and records.

3. Manage and respond to all incoming and outgoing emails with club members and foreign parties.
4. Manage and respond to all Q&A forums.
5. Take and document the attendance of all participating club members, while reporting any attendance-related concerns to the President or Vice-President.
6. Alert all members of the executive or general meetings 24-48 hours prior to the meeting.
7. Receive, analyze, and organize all incoming executive documents, which will then be reported to the Vice President.

5.4 Financial & Technician Officer

1. Provided secondary authority, below President and Vice president, to manage and oversee all finances for BCI UofT.
2. Finance and document club budget based on meeting and event needs.
3. Complete and document all school-related funding forms.
4. Manage and organize all financial documents.
5. Organize and document all fundraised acquired proceeds.
6. Report and provide all monthly documents to the secretary and Vice President.
7. Maintain social communications applications.
8. Provide technical support and setup for any or all hardware or software applications utilized by the club members and executives.
9. Use Microsoft Office software to create and organize engaging club material.
10. Book, set up, and operate all equipment utilized during club meetings and events.

5.5 Program Coordinator

1. General organization and structuring of all educational materials utilized by club members during meetings and activities hosted by BCI Student Chapter UofT, depending on their PC responsibilities.
2. Finds and organizes guest speakers and presentations, relaying information with help from the Secretary and VP.
3. Program Coordinators organize and execute cross-country run meets while setting goals for club members and aiding in their achievements.

5.6 Ambassador and Public Relations Officer

1. Promoting the club throughout campus-wide events, tabling, and within different lecture halls at the beginning of classes.
2. Will attend and maintain the club table at table events within the campus, whilst promoting the club to University of Toronto students, staff, and faculty.
3. Creating relations and connections between different faculties, colleges, and other organizations throughout the University.

5.7 Outreach Coordinator

1. Collaborating with the executive team to identify outreach goals and strategies.
2. Coordinating and leading events, workshops, or presentations to promote the club's activities and recruit new members.
3. Establishing and nurturing connections with other student organizations, local community groups, and relevant external partners.
4. Managing the club's presence on social media and other platforms to maximize visibility and engagement.
5. Tracking and reporting on outreach efforts to ensure alignment with the club's objectives and to assess impact.

5.8 Junior Ambassador and Public Relations Officer

1. Attending club events and meetings to stay informed about upcoming activities and goals.
2. Actively engaging with students to promote membership and participation in the club's events.
3. Assisting in spreading awareness through word of mouth, social media posts, and participation in campus activities.
4. Providing feedback from members and non-members alike to help improve the club's presence and offerings.
5. Supporting the Outreach Coordinator in executing community engagement initiatives.

5.9 Junior Program Coordinator

1. Assisting the Program Coordinator or executive team with the development and implementation of club events, workshops, and meetings.
2. Helping with logistics such as booking venues, managing event schedules, and coordinating materials or guest speakers.
3. Contributing ideas to enhance programs and actively participating in event execution.
4. Gathering feedback from members and participants to improve future programs.
5. Learning and developing leadership skills in preparation for potential senior roles within the club.

Article VI – Elections

6.1 Election Conditions

1. All voting positions on the Executive Committee shall be filled through an annual election.
2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)

Article VII – Finances

7.1 Financial Roles

1. The Secretary shall keep an active record of income and expenses.
2. The Secretary shall present the group's updates on the group's financial position at annual general meetings.
3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
4. The group may not engage in activities that are essentially commercial in nature.
5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
7. The group will not pay salaries to any of its officers.

Article VIII – Meetings

8.1 Executive Member Meetings

1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
2. The Executive Committee must organize and announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

8.2 General Member Meetings

1. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.

Article IX - Termination of Membership

9.1 Conditions of Termination

1. The Executive Committee may revoke the membership of 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.

9.2 Process of Termination

1. A vote to revoke membership must be held at a meeting of the Executive Committee.
2. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
3. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
4. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
5. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
6. Executive Committee members are subject to the same termination of the membership process as general members.

Article X – Amendments

10.1 Process of Amendments to the Constitution

1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
2. All voting members may propose and vote on amendments to the constitution.
3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.

Article XI - Constitutional Authority and Interpretation

11.1 The President and Vice President shall be the sole authorities for all determinations and interpretations of the constitution for the members of the Brain Changes Initiative at the University of Toronto.

11.2 The constitution of the Brain Changes Initiative at the University of Toronto shall be the supreme law governing all executive and general club members and activities.

11.3 No executive member, including the President and Vice President, is exempt from the club's constitution and by-laws.

