

Constitution of “University of Toronto Mississauga Neuropsychology Club”

Article 1: Name and Acronym

The official name of this recognized campus group is “*University of Toronto Mississauga Neuropsychology Club*”

The acronym or abbreviation of this group is: UTM NPC

Article 2: Purpose and Objectives

The UTM Neuropsychology Club is dedicated to exploring contemporary findings in neuropsychological research, providing students with valuable insights that enhance their academic and professional growth. The purpose, objectives, mission and/or mandate of the organization is outlined here:

- Our goal is to analyze the function of the brain relative to behaviour in a clinical and research-based context while presenting current developments in neuropsychological study to students, contributing to a more informed student body.
- We approach the examination of behaviour through mediating factors such as cognitive faculties, physiological and epigenetic elements, social structures, etc.
- We aim to empower marginalized groups in academic settings by upholding diversity and cultural differences within our organization, while providing an educational environment, free of judgement, for passionate and inquisitive individuals.
- We will hold bi-weekly meetings in which new and groundbreaking research will be presented and discussed among members to ensure a positive educational element in our community.
- We will invite professors and experts to lead scheduled talks and discussion panels, offering students deeper insight into neuropsychological research.
- To contribute to the betterment of UTM students, we will hold informational workshops on the topic of research paper authorship and contribution along with social events to allow for networking among students with similar academic interests.
- Club advertising will primarily be done through tabling and social media efforts to maximize student engagement.

Article 3: Membership Details

Membership in UTM Neuropsychology is open to the tri-campus UofT community (students, staff, faculty, and alumni). This applies to both full-time and part-time students. All members are welcome to participate in group activities.

Membership Fee

The annual membership fee is \$0, ensuring accessibility for all individuals interested in participating.

Non-University of Toronto Members

The group is open to non-University of Toronto members. However, these members do not hold voting rights. Members must register with a designated executive by submitting their full name and a valid email address.

Article 4: Executive List and Duties

The executive committee shall be composed of ten (10) elected officers. This will include Co-Presidents - Social Team (2x), Co-Presidents - Event Team (2x), Vice-Presidents (2x), Social Media Coordinators (2x), Event Coordinators (2x), Research Coordinators (2x), and Outreach Coordinators (2x).

Co-Presidents (2x) - Social Team, Co-Presidents (2x) - Event Team shall:

- Oversee the overall management and operations of the club.
- Uphold responsibility for the club's overall success, growth, and sustainability.
- Serve as the primary spokespersons for the club in all official capacities.
- Maintain active communication with fellow clubs, student organizations, and University of Toronto faculty members.
- Lead weekly executive meetings to provide updates on club matters, including event planning, social initiatives, managerial concerns, and strategic development.
- Address and resolve social and managerial concerns within the club to ensure a positive and efficient working environment.
- Foster collaboration and maintain consistent communication with Vice-Presidents to ensure smooth operations.
- Hold signing and financial authority alongside the Vice-President - Treasurer.
- *Note.* The Co-Presidents responsible for the Social team will oversee the tasks of Social Media Coordinators and the Co-Presidents responsible for the Events team will oversee the tasks of Event Coordinators. All Co-Presidents share equal authority and no individual Co-President may unilaterally override the decisions of the others.

Vice-President (1x) - Treasurer, Vice-President (1x) - Secretary shall:

- Assist the Co-Presidents in overseeing club operations and decision-making.
- Address social concerns among club members and foster an inclusive environment.
- Take a leadership role in formal meetings for elected officials.
- Respond to inquiries and concerns from general members.

- Maintain accurate records of club activities, decisions, and documentation.
- *The Vice-President – Treasurer* is responsible for recording all financial transactions, maintaining a budget of income and expenses (with receipts), and preparing both an annual budget and event-specific budgets.
- *The Vice-President – Secretary* is responsible for maintaining an updated list of registered members, taking meeting notes, and managing official club correspondence.
- All Vice-Presidents share equal authority, and no individual Vice-President may unilaterally override the decisions of the other.

The Social Media Coordinator shall:

- Inform members of upcoming meetings and events.
- Manage and maintain the club's social media accounts across various platforms.
- Respond to comments, messages, and inquiries in a timely manner.
- Schedule regular posts and updates to ensure a consistent online presence.
- Develop and implement strategies to increase engagement, attract followers, and expand the organization's reach.

The Event Coordinator shall:

- Plan, organize, and oversee all club-related outreach and community events.
- Secure locations, equipment, and any materials necessary for events.
- Assign roles and delegate tasks to club members for event participation.
- Lead meetings to brainstorm, strategize, and coordinate upcoming events.
- Maintain a calendar of events and deadlines to keep the club organized.
- Track event participation and gather feedback for future improvements.

The Research Coordinator shall:

- Stay up to date with recent, relevant, and engaging research in the club's field(s) of interest
- Work closely with the Social Media Coordinator to create informative posts about current or emerging research topics, breakthroughs, or debates.
- Curate and simplify complex research findings into accessible content for general members.

The Outreach Coordinator Shall:

- Initiate and maintain partnerships with other student clubs, campus departments, and external organizations.
- Represent the club at inter-club meetings, conferences, and networking events.
- Reach out to potential guest speakers, workshop facilitators, and sponsors.

- Coordinate co-hosted events and collaborative initiatives with partner groups.

The co-presidents may appoint directors or coordinators for various committees such as social committee, publicity committee, and so on. However, while these positions do not inherently hold executive decision-making authority, they may be granted such authority through a unanimous vote by the Co-Presidents.

Article 5: Elections

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members of the committee to conduct and hold elections in March. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The SEO Election Officer shall accept nominations only from executive group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions before the beginning of March. Candidates have to be members in good standing and be part of the group for at least 30 days prior to the nomination period.

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

The SEO shall provide each voting member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box. In the case of a tie, another vote will be held.

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

Elections for Co-presidents may be only called once a year. Additionally, elections for Co-Presidents shall occur only when a vacancy arises due to resignation. A Co-President's resignation must be made voluntarily, in writing, and free from coercion or pressure from any member of the organization. Any candidate for the position of Co-President must have previously served as a Vice-President in an official capacity prior to the election.

Terms of executive positions shall be from May 1st to April 30th.

Article 6: Finances

The Vice-President - Treasurer shall keep records of all income and expenses. The Vice-President - Treasurer shall present the group's financial health at the presidential meetings. The

president's committee will vote on expenditures of over \$50.00 by majority vote ($\frac{2}{3}$) at a presidential meeting.

The group's executive or general 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.

Article 7: General, Executive, and Presidential Meetings

General Meetings

The group will hold general meetings on a weekly basis throughout the semester. These meetings will alternate between journal reviews and discussions on relevant topics, and formal sessions dedicated to evaluating group progress, initiatives, and outreach efforts.

To accommodate varying schedules, all members will collectively decide on an appropriate time for the meetings. A majority vote will determine the final schedule, taking into account potential scheduling conflicts.

All meetings will be recorded to ensure accessibility for those unable to attend. Attendance is flexible, and members are not required to provide a reason for absences.

Executive Meetings

The ten elected officers will convene bi-weekly to discuss the group's progress, address key organizational matters, and ensure smooth operations. These meetings will provide a space for leadership to strategize, review initiatives, and assess upcoming responsibilities.

Attendance at executive meetings will be recorded each week, and officers who miss a meeting are encouraged to review the meeting notes and follow up on any action items. While flexibility is allowed for extenuating circumstances, regular engagement is essential for effective leadership and skill-building.

Presidential Meetings

The Co-Presidents and Vice-Presidents will hold regular weekly joint meetings to ensure alignment in club management, financial decision-making, and long-term strategy. All president members are encouraged to be present. For conflicting topics, a formal vote may be called which may be anonymous. All motions require a $\frac{2}{3}$ majority to be passed.

Meeting Announcements and Time

All members will be asked to download slack, which will be used for communication and organization. All meetings—general, executive, and presidential—will be announced with a minimum of two weeks' notice to allow ample preparation time. Subject to particular contingencies, a presidential meeting may be called with one week notice. This ensures all members and officers are informed in advance and can plan accordingly.

Attendance will be recorded at every meeting and will be virtual and/or in-person. Members are expected to actively participate by contributing new ideas and engaging in discussions.

Article 8: Termination of Members

Termination Process

A termination meeting must be called by an executive member to initiate the termination process. A two-thirds majority of the Executive Committee ($\frac{2}{3}$) is required to approve any motion to revoke membership. Any member facing removal shall have the right to appeal the decision of the Executive Committee and will be given one week to prepare their defence. In the event of an unsuccessful appeal, the member will be removed from the club's membership and will lose any privileges associated with membership in the club.

Executive members, apart from Co-Presidents, 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.

Termination of General Members

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. A vote to revoke membership must be held at a meeting of the Executive Committee.

Termination of Executive Members

An executive member, excluding Co-Presidents, within the club may be terminated under the following conditions:

- (1) Accumulating more than three absences from required meetings.
 - (a) Absences will not be counted if the member notifies a Co-President/Vice-President in advance. While members are expected to provide notice, they are not required to disclose a reason.

- (2) 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.
 - (a) Any action that harms the club's reputation, involves the harassment of members or overall well-being.
 - (b) The member up for removal shall have the right to defend his/her actions.
- (3) Failure to adhere to the constitution, including but not limited to voting and election procedures, may result in the member being subject to removal.

Termination of Co-Presidents

A Co-President can only be removed from their position through a yearly election vote as described in Article 5. Co-Presidents cannot remove one another.

Article 9: Constitutional Amendments

Only Executive members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at executive meetings.

All executive members must be present at the time of the vote with the constitutional amendments requiring a $\frac{2}{3}$ majority to be passed at the executive meetings. If members are unable to make it to the meeting, the vote shall be rescheduled to the next available day. If the absentee is unable to reschedule within 14 days, their vote will be void. The vote shall be anonymous via a paper ballot and placed in an enclosed box. Constitutional amendments affecting Co-presidents or Vice-presidents roles or responsibilities require a 7-day review period before implementation.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, etc) within two (2) weeks of its approval by executive members.