

Constitution of “Memory, Insight & Neurodegenerative Disorders Student Association”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Memory, Insight & Neurodegenerative Disorders Student Association”
- 1.2. The official acronym or abbreviation of the group is “MIND UofT”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to empower research in neurodegenerative diseases by fostering dialogue and education. The association hosts regular journal clubs exploring current research, promotes a holistic understanding of molecular and clinical aspects—including associated psychopathology. The association also organizes events connecting undergraduates with researchers and clinicians to bridge gaps in research engagement and awareness for neurogenerative diseases.

2. Article Two – 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. The membership fee will be \$0 per year.

3. Article Three – Rights of Members

- 3.1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of 7 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 (4) position or ten per cent (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.

5. Article Five - Executive Committee Composition and Duties

5.1. The President shall:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.1.2. Oversee the operations, management, and success of the group
- 5.1.3. Serve as spokesperson for the group
- 5.1.4. Hold signing and financial authority along with the Vice President of Finance
- 5.1.5. Preside over meetings of the Executive Committee and/or members
- 5.1.6. Ensure a transition of office from one year to the next
- 5.1.7. May voluntarily serve in an advisory role to the executive committee following their term
- 5.1.8. Act as Primary/Secondary contact for the group (or delegate designations to another member of the executive team as required)

5.2. The Vice-President shall:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.2.2. Assume duties of the President in their absence
- 5.2.3. Ensure activities of the club comply with policies of the University of Toronto
- 5.2.4. Coordinate organizational recruitment efforts

5.3. The Vice-President of Internal Affairs shall:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.3.2. Actively organize executive meetings
- 5.3.3. Maintain a list of group members
- 5.3.4. Maintain the group website and member contact list
- 5.3.5. Record notes and motions for executive meetings
- 5.3.6. Address all internal affairs alongside the President/Vice-President
- 5.3.7. Check in with executive members about project progress
- 5.3.8. Coordinate organizational recruitment efforts

5.4. The Vice-President of Academics shall:

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee
- 5.4.2. Actively organize journal meetings collaborating with the Event Coordinators
- 5.4.3. Ensure accurate communication regarding scientific topics
- 5.4.4. Collaborate with the Media team to ensure scientific content accuracy across platforms

- 5.4.5. Oversee academic programming and educational initiatives
- 5.4.6. Coordinate with faculty and academic partners for guest speakers and content
- 5.5. The Vice-President of Media and Marketing shall:**
 - 5.5.1. Be eligible to cast votes at meetings of the Executive Committee
 - 5.5.2. Manage all communication material across different platforms
 - 5.5.3. Establish and drive a multichannel communication strategy
 - 5.5.4. Develop contacts with other clubs' executives and faculty
 - 5.5.5. Supervise and delegate to Media Coordinators as required
 - 5.5.6. Oversee brand consistency and messaging across all channels
 - 5.5.7. Coordinate promotional campaigns for events and initiatives
- 5.6. The Vice President of Finance shall:**
 - 5.6.1. Be eligible to cast votes at meetings of the Executive Committee
 - 5.6.2. Record all financial transactions of the group
 - 5.6.3. Hold signing and financial authority along with the President
 - 5.6.4. Maintain a budget of income and expenses
 - 5.6.5. Advise members on the financial position of the group
 - 5.6.6. Prepare an annual budget for the group
 - 5.6.7. Prepare documents for funding reimbursements
 - 5.6.8. Oversee financial compliance and reporting requirements
- 5.7. The Vice-President of Logistics shall:**
 - 5.7.1. Be eligible to cast votes at meetings of the Executive Committee
 - 5.7.2. Collaborate to develop an annual strategic plan for a roster of events
 - 5.7.3. Work with the VP of Media and Marketing to implement marketing and promotional materials
 - 5.7.4. Supervise and delegate to Event Coordinators
 - 5.7.5. Organize and facilitate events through the academic year
 - 5.7.6. Make required bookings for event spaces
 - 5.7.7. Assist the VP of Internal Affairs in organizing all journal club meetings
 - 5.7.8. Coordinate logistics for all organizational activities and initiatives
- 5.8. The Vice-President of Outreach shall:**
 - 5.8.1. Be eligible to cast votes at meetings of the Executive Committee
 - 5.8.2. Pursue outreach efforts with local medical/clinical institutions for
 - 5.8.3. volunteering/outreach initiatives
 - 5.8.4. Build and maintain relationships and partnerships to advance the organization's goals
 - 5.8.5. Plan collaborative efforts with other student organizations
 - 5.8.6. Collaborate with the VP of Media and Marketing to recruit speakers and student leaders for events held by the association
 - 5.8.7. Collaborate with the VP of Finance for funding opportunities with internal and external organizations as required to fund the events held by the association
 - 5.8.8. Develop community engagement strategies and partnerships
- 5.9. Event Coordinators shall:**
 - 5.9.1. Report directly to the Vice-President of Logistics
 - 5.9.2. Assist in planning, organizing, and executing all organizational events
 - 5.9.3. Coordinate event setup, logistics, and on-site management
 - 5.9.4. Collaborate with other executive members to ensure event success

- 5.9.5. Maintain event documentation and post-event evaluations
- 5.9.6. Support the VP of Logistics in developing event timelines and schedules
- 5.9.7. Assist with venue coordination and vendor management
- 5.9.8. Help facilitate journal club meetings and academic events

5.10 Media Coordinators shall:

- 5.9.9. Report directly to the Vice-President of Media and Marketing
- 5.9.10. Create and curate content for social media platforms and communication channels
- 5.9.11. Assist in implementing the multichannel communication strategy
- 5.9.12. Support promotional campaigns and marketing initiatives
- 5.9.13. Maintain brand consistency across all media outputs
- 5.9.14. Collaborate with academic teams to ensure accurate scientific communication
- 5.9.15. Monitor and analyze social media engagement and performance
- 5.9.16. Assist with graphic design, photography, and multimedia content creation

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.8. 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)
- 6.9. The President may elect an executive team member upon their discretion or when there are extenuating circumstances that leave an executive role empty for an extended period.

7. Article Seven – Finances

- 7.1. The Vice President of Finances shall keep an active record of income and expenses.
- 7.2. The Vice President of Finances shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.
- 7.8. The group must view all financial information as confidential, and members must be immediately dispensed if acting otherwise.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet bi-weekly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. 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.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.
- 8.4. Members must attend all meetings, unless excused by administrative staff.
- 8.5. Members must present legitimate reasons for absence which must be supported by evidence if required by the administrative staff.

9. Article Nine - Termination of Membership

- 9.1. 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. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. To revoke a membership, either a two-thirds majority of the Executive Committee and/or the President's approval is required.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. 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.
- 9.6. 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.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting or executive meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. 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.

- 10.4. 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.