

The Neuroscience Graduate Student Organization Constitution

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Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1 - Name

The Neuroscience Graduate Student Organization (NGSO). Once the student organization has been in good standing with the Ohio State University for two years the committee may vote to change the name to include, "At the Ohio State University." This shall be treated as an amendment (*Article VII*).

Section 2 - Purpose

The Neuroscience Graduate Student Organization is a student organization whose primary purpose is to promote the advancement of its members in and out of the classroom. The committee will speak on behalf of its members, organize academic, career and social events and strive to improve the overall graduate experience within the Neuroscience Graduate Program. This student organization will serve as an opportunity for our students to connect and forge networks for personal and career interactions.

Section 3 - Non-Discrimination Policy

This organization and its members shall not discriminate against any individual(s) for reasons of age, ancestry, color, race, national origin, disability, gender identity or expression, religion, sex, sexual orientation, HIV/AIDS status, genetic information, or military or veteran status.

AMENDED 06/2021

Section 2 –Purpose replaced (10/10 votes yes) with:

"The Neuroscience Graduate Student Organization (NGSO) is a student organization whose primary purpose is to promote the advancement of its members in and out of the classroom. As a voluntary entity associated with (but separate from) the Neuroscience Graduate Program, NGSO will speak on behalf of its members, organize academic, career and social events and strive to improve the overall graduate experience of Neuroscience graduate students at OSU. This voluntary student organization will serve as an opportunity for students to connect and forge networks for personal and career interactions."

Article II - Membership: Qualifications and Categories of Membership.

Section 1 - Student Memberships

The Neuroscience Graduate Student Organization is open to all graduate students enrolled within the Neuroscience Graduate Program. Those students in good academic standing consisting of a grade point average no lower than 3.0 will have full voting rights within the program.

Section 2 - Honorary Memberships

The Neuroscience Graduate Student Organization will also hold two honorary memberships. These positions will be reserved for the Program Director and Program Coordinator of the Neuroscience Graduate Program. Honorary memberships allow the individuals to participate in

committee meetings and student events, but will not hold voting rights.

Article III - Organization Leadership: Titles, Terms of Office, Type of Selection, Qualifications and Duties of the Leaders.

The primary duty of all committee members is to work together in a collaborative environment for the benefit of the entire NGSO. The committee members are encouraged to think of themselves as equals in voting and idea generation.

Section 1 - President

Section A - Terms of Office

The president of the Neuroscience Graduate Student Organization is an annual term. A student may serve as president for a maximum of two terms. The presidential terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 7A.*

Section C – Qualifications

The president of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0. Finally, the student must have advanced to candidacy to be nominated for president.

Section D – Duties

The president will call meetings, initiate the next year's elections, sign appropriate paperwork, attend university training and vote on necessary matters. The president will attend and participate in committee meetings. The president is responsible for completing the annual paperwork required for the continued operation of the student organization within the Ohio State University. The president will actively participate in the recruitment of students and will serve as a mentor for first year Neuroscience Graduate Program students.

Section 2 - Vice President**Section A - Terms of Office**

The vice president of the Neuroscience Graduate Student Organization is an annual term. A student may serve as vice president for a maximum of two terms. The vice presidential terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 7A.*

Section C – Qualifications

The vice president of the Neuroscience Graduate Student Organization at The Ohio State University must be enrolled within the Neuroscience Graduate Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0. Finally, the student should have advanced to candidacy to be nominated for vice president.

Section D – Duties

The vice-president will attend and participate in committee meetings and fulfill the roles of the president if the latter is unable to perform those duties.

Section 3 – Treasurer**Section A - Terms of Office**

The treasurer of the Neuroscience Graduate Student Organization is an annual term. A student may serve as treasurer for a maximum of two terms. The treasury terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 7A.*

Section C – Qualifications

The treasurer of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0. Finally, the student should have advanced to candidacy to be nominated for treasurer.

Section D - Duties

The treasurer will balance, maintain and direct the finances of the student organization. This position will also attend and participate in committee meetings. The treasurer must attend university sanctioned training. The treasurer will request all funds and complete audit forms.

Section 4 – Secretary

Section A – Terms of Office

The secretary of the Neuroscience Graduate Student Organization is an annual term. A student may serve as secretary for a maximum of two terms. The secretarial terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 7B.*

Section C – Qualifications

The secretary of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0.

Section D – Duties

The secretary will attend and participate in all committee meetings. The secretary of the Neuroscience Graduate Student Organization will work with the committee members to schedule future meetings. The secretary will also take notes and send a follow up email to the committee summarizing the minutes of the meetings. The secretary will also help the president organize student elections.

Section 5 – Social Chair

Section A - Terms of Office

The social chair of the Neuroscience Graduate Student Organization is an annual term. A student may serve as social chair for a maximum of two terms. The social chair terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 7B.*

Section C – Qualifications

The social chair of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have maintained a grade point average no lower than 3.0.

Section D – Duties

The social chair will attend and participate in all committee meetings. The social chair will organize social events for the members of the Neuroscience Graduate Student Organization.

Section 6 – Advisor

Section A - Terms of Office

The advisor position of the Neuroscience Graduate Student Organization is an annual term. There is no restriction on the number of terms, consecutively or nonconsecutively, an individual may serve as advisor. The advising terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

The student committee, program director and program coordinator will compile a list of candidates for advisor during the month of July. These nominees will be discussed at a committee meeting and voted on by the elected students, program coordinator and program director. Once a unanimous vote has been recorded the committee will request the nominee to serve a one year term. If the individual refuses such offer, the voting and presentation will continue until the committee has found an advisor.

Section C – Qualifications

The advisor must attend university sanctioned training and be a current faculty or staff of the Neuroscience Graduate Program.

Section D – Duties

The advisor must attend university sanction training at least every three years, but may attend training annually if desired. The advisor will approve the organization's registration annually, approve all funding requests and serve as co-signer on the organization's bank account. The advisor will attend all committee meetings. If the advisor is not the NGP Director, he or she will coordinate with the director and treasurer to approve funding requests.

Section 7 – Election Procedure

Section A – President, Vice President and Treasurer

1. Nominations: In the first week of July, the president will initiate the selection procedure by requesting student nominations for the Neuroscience Graduate Student Organization president. Students may nominate themselves or another student that they feel exemplify the criteria and meet the constitutional qualifications.

2. Campaign Essays: After two weeks, the president and secretary will compile a list of all nominees and request each candidate to write a short essay describing why they are qualified to serve as the next Neuroscience Graduate Student Organization president. The essay should not exceed one page (Times New Roman, font size 11, single spaced with one inch margins). Candidates will have one week to complete their campaign page.

3. Voting: The secretary will organize these essays into a single document and email it to all voting members within the student organization. Students may cast one vote and have one week in which to do so. The students will not vote for vice president and treasurer.

4. Accepting Positions: The nominee receiving the most votes will be awarded the presidential position. If the student does not wish to serve as president he or she may defer to vice president or treasurer. The student receiving the second highest votes will be named vice president. He or she may defer their position to treasurer, or accept the presidential appointment if the position had been passed upon. The nominee receiving the third most votes shall be the next year's treasurer. The student may waive their right to serve on the committee, or may

accept the president or vice president position if they have been passed upon. The process will continue until all positions have been filled.

Section B – Secretary and Social Chair

1. Nominations: In the first week of July, the president will initiate the selection procedure by requesting student nominations for the Neuroscience Graduate Student Organization secretary and social chair. Students may nominate themselves or another student that they feel exemplify the criteria and meet the constitutional qualifications.

2. Campaign Essays: After two weeks, the president and secretary will compile a list of all nominees and request each candidate to write a short essay describing why they are qualified to serve as the next Neuroscience Graduate Student Organization secretary or social chair. The essay should not exceed one page (Times New Roman, font size 11, single spaced with one inch margins). Candidates will have one week to complete their campaign page.

3. Voting: The secretary will organize these essays into a single document and email it to all voting members within the student organization. Students may cast one vote for each position and have one week in which to do so.

4. Accepting Positions: The nominees receiving the most votes for secretary and the most votes for social chair will serve on the following year's committee in that capacity.

Section C – Extraneous Positions

It shall not be in the best interest of the committee to turn willing students away from participation. Students who have been nominated, but not selected to serve on the committee will be offered the title, "Committee Member." These students are encouraged to attend and participate in committee meetings.

AMENDED 09/2017

Section 2 - Vice President

Section A - Terms of Office

The vice president of the Neuroscience Graduate Student Organization is an annual term. A student may serve as vice president for a maximum of two terms. The vice presidential terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 7A.*

Section C – Qualifications

The vice president of the Neuroscience Graduate Student Organization at The Ohio State University must be enrolled within the Neuroscience Graduate Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0.

Section D – Duties

The vice-president will attend and participate in committee meetings and fulfill the roles of the president if the latter is unable to perform those duties.

Section 3 – Treasurer

Section A - Terms of Office

The treasurer of the Neuroscience Graduate Student Organization is an annual term. A student may serve as treasurer for a maximum of two terms. The treasury terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 7A.*

Section C – Qualifications

The treasurer of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0.

Section D - Duties

The treasurer will balance, maintain and direct the finances of the student organization. This position will also attend and participate in committee meetings. The treasurer must attend university sanctioned training. The treasurer will request all funds and complete audit forms

Section 9 – Website Development Chair

Section A - Terms of Office

The website development chair of the Neuroscience Graduate Student Organization is an annual term. A student may serve as chair for a maximum of two terms. The chair terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 7B.*

Section C – Qualifications

The social chair of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have maintained a grade point average no lower than 3.0.

Section D – Duties

The website development chair will attend and participate in all committee meetings. They will help maintain an online presence through the NGSO website. They will primarily maintain the accuracy and professional nature of the website. This will include collecting information from students and presenting it on the website in an appropriate manner.

AMENDED 06/12/2019

The leadership positions and associated election procedures in Article III are replaced with the following:

The primary duty of all committee members is to work together in a collaborative environment for the benefit of the entire NGSO. The committee members are encouraged to think of themselves as equals in voting and idea generation.

Section 1 - President

Section A - Terms of Office

The president of the Neuroscience Graduate Student Organization is an annual term. A student may serve as president for a maximum of two terms. The presidential terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10A.*

Section C – Qualifications

The president of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0. Finally, the student must have advanced to candidacy to be nominated for president.

Section D – Duties

The president will call meetings, initiate the next year's elections, sign appropriate paperwork, attend university training and vote on necessary matters. The president will attend and participate in NGSO meetings. The president is responsible for completing the annual paperwork required for the continued operation of the student organization within the Ohio State University. The president will actively participate in the recruitment of students and will serve as a mentor for first year Neuroscience Graduate Program students.

Section 2 - Vice President

Section A - Terms of Office

The vice president of the Neuroscience Graduate Student Organization is an annual term. A student may serve as vice president for a maximum of two terms. The vice presidential terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10A*.

Section C – Qualifications

The vice president of the Neuroscience Graduate Student Organization at The Ohio State University must be enrolled within the Neuroscience Graduate Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0.

Section D – Duties

The vice-president will attend and participate in NGSO meetings and fulfill the roles of the president if the latter is unable to perform those duties. The vice-president will also maintain records for the student organization which may include attendance and records of events.

Section 3 – Treasurer

Section A - Terms of Office

The treasurer of the Neuroscience Graduate Student Organization is an annual term. A student may serve as treasurer for a maximum of two terms. The treasury terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10A*.

Section C – Qualifications

The treasurer of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0.

Section D - Duties

The treasurer will balance, maintain and direct the finances of the student organization. This position will also attend and participate in NGSO meetings. The treasurer must attend university treasurer training. The treasurer will request all funds and complete audit forms.

Section 4 – Secretary

Section A – Terms of Office

The secretary of the Neuroscience Graduate Student Organization is an annual term. A student may serve as secretary for a maximum of two terms. The secretarial terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10A*.

Section C – Qualifications

The secretary of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have completed his/her entire first year of

study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0.

Section D – Duties

The secretary will attend and participate in all NGSO meetings. The secretary will also take notes and send a follow up email to the NGSO summarizing the minutes of the meetings. The secretary will also help the president organize student elections.

Section 5 – Webmaster

Section A - Terms of Office

The Neuroscience Graduate Student Organization webmaster position is an annual term. A student may serve as chair for a maximum of two terms. The chair terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10A*.

Section C – Qualifications

The Neuroscience Graduate Student Organization webmaster must be enrolled within the Neuroscience Graduate Program. The student must have maintained a grade point average no lower than 3.0.

Section D – Duties

The webmaster will attend and participate in all NGSO meetings. They will help maintain an online presence through the NGSO website. They will primarily maintain the accuracy and professional nature of the website. This will include collecting information from students and presenting it on the website in an appropriate manner.

Section 6 – Social Chair

Section A - Terms of Office

The social chair of the Neuroscience Graduate Student Organization is an annual term. A student may serve as social chair for a maximum of two terms. The social chair terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10A*.

Section C – Qualifications

The social chair of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have maintained a grade point average no lower than 3.0.

Section D – Duties

The social chair will attend and participate in all NGSO meetings. The social chair will organize social events for the members of the Neuroscience Graduate Student Organization.

Section 7 – Fundraising Chair

Section A - Terms of Office

The fundraising chair of the Neuroscience Graduate Student Organization is an annual term. A student may serve as fundraising chair for a maximum of two terms. The fundraising chair terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10A*.

Section C – Qualifications

The fundraising chair of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have maintained a grade point average no lower than 3.0.

Section D – Duties

The fundraising chair will attend and participate in all NGSO meetings. The fundraising chair will organize fundraising events to benefit the Neuroscience Graduate Student Organization and will therefore work with the NGSO Treasurer to coordinate funds.

Section 8 – NewN Chair

Section A - Terms of Office

The NewN chair of the Neuroscience Graduate Student Organization's peer mentorship program is an annual term. A student may serve as NewN chair for a maximum of two terms. The NewN chair terms will begin on the first of January and will terminate on the thirty-first of December.

Section B – Selection

See *Election procedures in Article III, Section 10B*.

Section C – Qualifications

The NewN chair of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have maintained a grade point average no lower than 3.0.

Section D – Duties

The NewN chair will facilitate the Neuroscience Graduate Student Organization's peer mentorship program called "NewN: Peer Mentorship for New Neuroscientists." The NewN chair will attend and participate in all committee meetings.

Section 9 – Advisor

Section A - Terms of Office

The advisor position of the Neuroscience Graduate Student Organization is an annual term. There is no restriction on the number of terms, consecutively or nonconsecutively, an individual may serve as advisor. The advising terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

The NGSO advisor will be the program coordinator unless otherwise requested by the members of the student organization. If requested, the NGSO student members will compile a list of candidates for advisor during the month of July. These nominees will be discussed at a monthly meeting and voted on by the student body. Once a unanimous vote has been recorded the student organization will request the nominee to serve a one-year term. If the individual refuses such an offer, the voting and presentation will continue until the organization has found an advisor.

Section C – Qualifications

The advisor must attend university advisor training and be a current faculty or staff of the Neuroscience Graduate Program.

Section D – Duties

The advisor must attend university training at least every three years, but may attend training annually if desired. The advisor will approve the organization's registration annually, approve all funding requests and serve as co-signer on the organization's bank account. The advisor will attend meetings as requested by the NGSO student leaders. If the advisor is not the NGP Director, he or she will coordinate with the director and treasurer to approve funding requests.

Section 10 – Election Procedure

Section A – President, Vice President, Treasurer, Secretary, and Webmaster; and Social, Professional Development, and Fundraising Chairs

1. Nominations: One week prior to the June monthly meeting, the president will initiate the selection procedure by requesting student nominations for the Neuroscience Graduate Student

Organization leadership positions listed above. Students may nominate themselves or another student that they feel exemplify the criteria and meet the constitutional qualifications. If nominated by someone other than themselves, students must accept or decline any nominations they may receive. These nominations will be made during the June meeting. Anyone who would like to make a nomination but will not be able to attend the meeting may email their nomination to the President within that one week window leading up to the June meeting. If positions receive no nominations, the standing president will make nominations to fill open seats.

2. Campaign Essays: The president and secretary will compile a list of all nominees and request each candidate to write a short essay describing why they are qualified to serve as the next Neuroscience Graduate Student Organization officer or chair of their choice. The essay should not exceed one page (Times New Roman, font size 11, single spaced with one inch margins). Candidates will have one week to complete their campaign page.

3. Voting: The secretary will organize these essays into a single document and email it to all members of the Neuroscience Graduate Program. The Secretary will organize an online anonymous poll for each student to cast their votes a single time. Voting will close after one week. In the case of a tie, the secretary will notify the current President to cast their vote as a tiebreaker for the position. If the position with a tie includes the student who is currently serving as President as a candidate, the tie-break vote will go to the Vice President.

4. Accepting Positions: The nominee receiving the most votes will be awarded the leadership position. If elected to more than one of the President, Vice President, or Treasurer positions, the candidate must accept only one position, and the candidate with the next-highest number of votes will be awarded the other position. The election results will be emailed out to the Neuroscience Graduate Program student body by the secretary the day after voting closes.

Section B – NewN Chair

1. Nominations: One week prior to the November monthly meeting, the president will initiate the selection procedure by requesting student nominations for the Neuroscience Graduate Student Organization NewN committee chair position. Students may nominate themselves or another student that they feel exemplify the criteria and meet the constitutional qualifications. If nominated by someone other than themselves, students must accept or decline any nominations they may receive. These nominations will be made during the November meeting. Anyone who would like to make a nomination but will not be able to attend the meeting may email their nomination to the President within that one week window leading up to the November meeting. If the NewN committee chair position receives no nominations, the standing president will make nominations.

2. Campaign Essays: The president and secretary will compile a list of all nominees and request each candidate to write a short essay describing why they are qualified to serve as the next Neuroscience Graduate Student Organization NewN committee chair. The essay should not exceed one page (Times New Roman, font size 11, single spaced with one inch margins). Candidates will have one week to complete their campaign page.

3. Voting: The secretary will organize these essays into a single document and email it to all members of the Neuroscience Graduate Program. The Secretary will organize an online anonymous poll for each student to cast their votes a single time. Voting will close after one week. In the case of a tie, the secretary will notify the current President to cast their vote as a tiebreaker for the NewN chair position. If tie includes the student who is currently serving as President as a candidate, the tie-break vote will go to the Vice President.

4. Accepting Positions: The nominee receiving the most votes will be awarded the chair position. The election results will be emailed out to the Neuroscience Graduate Program student body by the secretary the day after voting closes.

Section C – Extraneous Positions

It shall not be in the best interest of the committee to turn willing students away from participation. Students who have been nominated, but not selected to serve as a committee chair will be encouraged to attend and participate in organization meetings, committee events and their planning.

AMENDED 05/2020

Current Section 9 of Article III above will become Section 10 and Section 9 of Article III above is replaced with the following:

Section 9 – Diversity & Inclusion Chair

Section A - Terms of Office

The Diversity & Inclusion chair of the Neuroscience Graduate Student Organization is an annual term. A student may serve as the Diversity & Inclusion chair for a maximum of two terms. The Diversity & Inclusion chair terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10B*.

Section C – Qualifications

The Diversity & Inclusion chair of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have maintained a grade point average no lower than 3.0.

Section D – Duties

The Diversity & Inclusion chair will advocate and program for the diverse needs of the students of the Neuroscience Graduate Program. The Diversity & Inclusion chair will attend and participate in all committee meetings.

Article IV - Standing Committees: Names, purposes, and composition.

Section A – Recruiting Committee

The Neuroscience Graduate Student Organization will participate in recruitment each year. All elected members that serve on the committee will be required to serve on the recruitment committee. The President, Vice-President, treasurer and secretary of the Neuroscience Graduate Student Organization will also enlist the help of any student from NGP willing to participate. The role of this committee will be to create and distribute posters promoting the program, volunteering during recruitment weeks, and may be asked to visit local colleges and universities.

Section B – Career Day Committee

The Neuroscience Graduate Student Organization will participate in the Life Science Career Day every other year. The president and treasurer will be required to participate in meetings and act as a liaison between the NGP director, students and the Career Day Committee.

Section C – Interdisciplinary Graduate Program Symposium Committee

The Neuroscience Graduate Student Organization will participate in the annual Interdisciplinary Graduate Program Symposium. The president and treasurer will be required to participate in meetings and act as a liaison between the NGP director, students and the Integrated Graduate Program Committee.

AMENDED 9/2017

The previously described committees are revised to those stated below:

Section A – Fundraising Committee

The Neuroscience Graduate Student Organization will host fundraising events throughout the year to raise money for the annual budget. These funds will support events sponsored by the organization, including social gatherings and professional development opportunities. The role of this committee is to create and coordinate such fundraising events with the goal of hosting at least four events per year.

Section B – Professional Development Committee

The Neuroscience Graduate Student Organization will participate in professional development experiences throughout the year. The role of this committee is to coordinate professional development events and opportunities. These should allow members to hone their skills as professionals and as graduate students, including workshops in networking, presentation skills, grant writing, and mentorship.

Section C – Social Committee

The Neuroscience Graduate Student Organization will participate in social events throughout the year to foster connections among members. These events will include trips to sporting events, happy hours, and dinners. The role of this committee is to coordinate these social events, with the goal of hosting at least one event per month.

Section D – Community Service Committee

The Neuroscience Graduate Student Organization will participate in community outreach and service events. The goal of this committee will be to organize and coordinate such events, particularly those with a neuroscience focus. Members will have the option of participating in such events.

AMENDED 05/08/2019

The previously described committee in Article IV, Section D is revised to what is stated below:

Section D – NewN Committee

The Neuroscience Graduate Student Organization will provide peer mentorship for incoming students in the Neuroscience Graduate Program (NGP) through the committee NewN: Peer Mentorship for New Neuroscientists. Each incoming student will be paired with a current first- or second- year student in the NGP in order to facilitate the transition into graduate school and provide social and professional support for students throughout their first year of graduate school. Members will have the option to participate as a peer mentor, with preference given to those members in those first and second years.

AMENDED 07/2020

Article IV will be amended to include Section E listed below:

Section E - Diversity & Inclusion Committee

This committee will work to create resources and provide support for all students by students to fit the needs of the program at that time. This committee will be dedicated to supporting and enforcing the non-discrimination policy in Article I, section 3 of the NGSO constitution with team-based dialogue and actionable solutions

Article V – Method of Removing Officers and Members.

Section A – Removing Officers and Advisors

Officers and advisors will remain active on the committee assuming they remain in good academic standing, represent the student organization positively, and regularly attend and participate in committee meetings and events. If a student serving on the committee allows his or her grade point average to drop below a 3.0, he or she will lose voting privileges for the following quarter. If the student is in poor academic standing for two consecutive quarters, attends less than half of the committee meetings, or fails to promote and represent the student organization in a positive light, he or she may be removed permanently from the committee. In order for such action, the entire voting committee (officers, coordinator and advisor) must unanimously agree on the individual's removal. Once a committee member has been removed from office, they may not run in future elections for any position.

Section B – Removing Members

Members of Neuroscience Graduate Student Organization will only be removed under the most serious offences. Removing members from the organization will be dealt with on a case by case basis and will require a unanimous vote from all committee members and honorary members. If a student is removed from the program they may reenroll one year later, but their reentry will likewise require a unanimous vote from the committee. During said dissolution, the student will not be allowed to participate in program events.

Section C-Self Removal from the Committee

If a committee member wishes to step down at any point during their term their request will be granted. If the committee member steps down after the first of April the position will remain unfilled until the July elections of that year. If a student wishes to be removed prior to the first of April, his or her position will be filled by hierarchy within the committee. That is, the vice president may fulfill the presidential role, the treasurer may fulfill the vice-presidential role, the secretary may serve as treasurer and the social chair may serve as secretary. The current students may maintain their original position if desired, in which case the next hierarchical position may fill the role. Once the committee has promoted within, a midterm election will be conducted to fulfill any unoccupied positions. The committee will follow the same protocol outline in *Article III, Section 7, Section A*.

AMENDED 05/2021

Article V: Section C—Self Removal from the Committee is amended to include (i.e. below was added to the section):

“Vice President must have advanced to candidacy to assume the President position; otherwise, a special election will be held to fill the position by the next regular NGSO meeting. If the next regular meeting is within 2 weeks of the President's initial removal, the election will be held at the 2nd meeting following the removal. The Vice President will fulfill President duties until the President position is filled.”

Article VI – Meetings of the Organization: Required meetings and their frequency.

The Neuroscience Graduate Student Organization will meet every other month. Meetings may be cancelled, or extra gatherings may be called as necessary. The president of the organization is responsible for calling the meetings which will be scheduled by the secretary. These meetings will be required for committee members to remain in good standing.

Article VII – Method of Amending Constitution: Proposals, notice, and voting requirements.

Section A – Initial Proposal to Amend the Constitution

In the event that a committee member, advisor or program coordinator wishes to amend the constitution they should verbally announce their proposal at an official committee meeting. The secretary will make a note of such request. If the request comes from a student within the organization, they must present it to a committee member, who will present it to the committee. The student initiating such request is encouraged to attend the meeting.

Section B – Written Proposal to Amend the Constitution

The committee will ask the committee member (and student member if appropriate) initiating the request to type and present a one page document detailing the merits of his or her position. The document should not exceed one page (Times New Roman, font size 11, single spaced with one inch margins.) At the next meeting the committee will receive the proposal; it will be read out loud by the student initiating it. The committee will have from that date to the date of the next meeting to take the proposal under advisement.

Section C – Voting

At the next meeting, the committee will vote on the proposed amendment. A committee member may vote one of three ways: “In favor”, “against”, or “majority vote by the student organization body.” The results of this vote must be unanimous. If the committee remains divided, there will be no amendment to the constitution. If the voting is deferred to the student body organization, the vice president will contact the student organization and hold voting, which will last for one week. The students shall receive a copy of the written proposal to take under advisement. The students will vote “in favor” or “against.” Under these circumstances the proposal will be approved if 50 % +1 of the student organization votes and 50 % + 1 vote “in favor.” If the majority of the organization fails to report for voting, or less than half of the students vote “in favor” the constitution will not be amended. If a proposal is rejected, the topic may not be voted on for at least one year from the final voting date.

Section D – Amending the Constitution

Only Article IX of the constitution may be rewritten or amended. If a proposal passes, it will be outlined and dated in Article IX. The language should be clearly written and the constitutional article it addresses should be clearly referenced. Amendments to the constitution should themselves be difficult to amend in the future.

AMENDED 06/12/2019

Section A – Initial Proposal to Amend the Constitution

In the event that an executive officer, committee chair, or advisor wishes to amend the constitution they should verbally announce their proposal during a monthly organization meeting and may also present a written proposal to amend the constitution at that time. The secretary will make a note of such request. If the request comes from a student within the organization, they must present it to an executive officer or committee chair, who will present it to the committee. The student initiating such request is encouraged to attend the meeting.

Section B – Written Proposal to Amend the Constitution

At the initial proposal or at a subsequent meeting, the person presenting the amendment should provide a written proposal with the exact language for the amendment along with a copy of the portion of the constitution they are proposing be amended. During the meeting the proposal will be read out loud by the student initiating it. The organization will have from that date to the date of the next meeting to take the proposal under advisement.

Section C – Voting

At the next meeting, the student organization will vote on the proposed amendment. An eligible voting member may vote one of two ways: “in favor”, or “against.” The proposal will be approved if 50 % +1 of eligible voting members of the student organization vote and of those, 50 % + 1 vote “in favor.” If the majority of the organization fails to report for voting, or less than half of the students vote “in favor”, the constitution will not be amended. If a proposal is rejected, the topic may not be voted on for at least one year from the final voting date.

Section D – Amending the Constitution

Only Article IX of the constitution may be rewritten or amended. If a proposal passes, it will be outlined and dated in Article IX. The language should be clearly written and the constitutional article it addresses should be clearly referenced. Amendments to the constitution should themselves be difficult to amend in the future.

AMENDED 09/2019

Article VII above is amended to read as follows:

Section A – Initial Proposal to Amend the Constitution

In the event that an executive officer, committee chair, or advisor wishes to amend the constitution they should verbally announce their proposal during a monthly organization meeting and may also present a written proposal to amend the constitution at that time. The secretary will make a note of such request. If the request comes from a student within the organization, they must present it to an executive officer or committee chair, who will present it to the committee. The student initiating such request is encouraged to attend the meeting.

Section B – Written Proposal to Amend the Constitution

At the initial proposal or at a subsequent meeting, the person presenting the amendment should provide a written proposal with the exact language for the amendment along with a copy of the portion of the constitution they are proposing be amended. During the meeting the proposal will be read out loud by the student initiating it. The organization will have from that date to the date of the next meeting to take the proposal under advisement.

Section C – Voting

At the next meeting, the student organization will vote on the proposed amendment. An eligible voting member may vote one of two ways: “in favor”, or “against.” The proposal will be approved if (1) 50 % +1 of eligible voting members of the student organization in attendance vote and of those, (2) 50 % + 1 vote “in favor.” If the majority of the members in attendance fail to vote, or less than half of the voting members vote “in favor”, the constitution will not be amended. If a proposal is rejected, the topic may not be voted on for at least one year from the final voting date. If fewer than 10 members are in attendance when a vote is called for, the vote shall be tabled until the next meeting.

Section D – Amending the Constitution

Only Article IX of the constitution may be rewritten or amended. If a proposal passes, it will be outlined and dated in Article IX. The language should be clearly written and the constitutional article it addresses should be clearly referenced. Amendments to the constitution should themselves be difficult to amend in the future.

AMENDED 06/2021

Section C—Voting replaced (10/10 votes yes) with:

“From the time of the proposal until the end of the following meeting, the proposal may be adjusted according to feedback received. Once the second meeting has concluded, the proposal has entered the voting stage and may no longer be altered. Voting will occur by email survey, similar to the election voting procedures. An eligible voting member may vote one of two ways: “in favor”, or “against.” The proposal will be approved if (1) a minimum of 15 eligible voting members of the student organization vote and of those, (2) 50 % + 1 vote “in favor.” If less than half of the voting members vote “in favor”, the constitution will not be amended. If a proposal is rejected, the topic may not be voted on for at least one year from the final voting date. If fewer than 15 members respond to a vote, the vote shall be tabled until the next meeting (but without further adjustment to the proposal).”

Article VIII – Method of Dissolution of Organization

Section A – Dissolution of the Organization

Dissolution of the student organization shall be approved as a constitutional amendment and will undergo the same protocol.

1. Initial Proposal to conclude the Neuroscience Graduate Student Organization:

In the event that a committee member, advisor or program coordinator wishes to close the program they should verbally announce their proposal at an official committee meeting. The secretary will make a note of such request. If the request comes from a student within the organization, they must present it to a committee member, who will present it to the committee. The student initiating such request is encouraged to attend the meeting.

2. Written Proposal to conclude the Neuroscience Graduate Student Organization:

The committee will ask the committee member (and student member if appropriate) initiating the request to type and present a one page document detailing the merits of his or her position. The document should not exceed one page (Times New Roman, font size 11, single spaced with one inch margins.) At the next meeting the committee will receive the proposal; it will be read out loud by the student initiating it. The committee will have from that date to the date of the next meeting to take the proposal under advisement.

3. Voting: At the next meeting, the committee will vote on the proposed amendment. A committee member may vote one of three ways: "In favor", "against", or "majority vote by the student organization body." The results of this vote must be unanimous. If the committee remains divided, there will be no dissolution of the program. If the voting is deferred to the student body organization, the vice president will contact the student organization and hold voting, which will last for one week. The students shall receive a copy of the written proposal to take under advisement. The students will vote "in favor" or "against." Under these circumstances the proposal will be approved if 50 % +1 of the student organization votes and 50 % + 1 vote "in favor." If the majority of the organization fails to report for voting, or less than half of the students vote "in favor" the program will not be terminated. If a proposal is rejected, the topic may not be voted on for at least one year from the final voting date.

4. Amending the Constitution: If the dissolution amendment has passed, the president will file the appropriate paperwork to terminate the student organization with the university. The committee will be disbanded and relieved of their duties.

Section B – Assets and Debt

1. Assets: If the Neuroscience Graduate Student Organization is terminated while still possessing assets, those assets will be donated to a student organization within the Ohio State University. The committee will vote which program(s) and how to distribute said funds. A onetime majority vote will be used within the committee.

2. Debts: All financial decisions must be approved by the Neuroscience Program Advisor. As such, the Neuroscience Graduate Program will be responsible for settling any and all debts accrued by the Neuroscience Graduate Student Organization.

Article IX – Constitutional Amendments

*Constitutional amendments must be written in the same formatting as the original constitution and should begin below this text. **Changed so that the amendments are ALSO listed within their appropriate section, for ease of reading*

09/2017

The previously described committees are revised to those stated below:

Article IV - Standing Committees: Names, purposes, and composition.

Section A – Fundraising Committee

The Neuroscience Graduate Student Organization will host fundraising events throughout the year to raise money for the annual budget. These funds will support events sponsored by the organization, including social gatherings and professional development opportunities. The role of this committee is to create and coordinate such fundraising events with the goal of hosting at least four events per year.

Section B – Professional Development Committee

The Neuroscience Graduate Student Organization will participate in professional development experiences throughout the year. The role of this committee is to coordinate professional development events and opportunities. These should allow members to hone their skills as professionals and as graduate students, including workshops in networking, presentation skills, grant writing, and mentorship.

Section C – Social Committee

The Neuroscience Graduate Student Organization will participate in social events throughout the year to foster connections among members. These events will include trips to sporting events, happy hours, and dinners. The role of this committee is to coordinate these social events, with the goal of hosting at least one event per month.

Section D – Community Service Committee

The Neuroscience Graduate Student Organization will participate in community outreach and service events. The goal of this committee will be to organize and coordinate such events, particularly those with a neuroscience focus. Members will have the option of participating in such events.

The leadership positions listed below have been revised as follows:

Article III - Organization Leadership: Titles, Terms of Office, Type of Selection, Qualifications and Duties of the Leaders.

Section 2 - Vice President

Section A - Terms of Office

The vice president of the Neuroscience Graduate Student Organization is an annual term. A student may serve as vice president for a maximum of two terms. The vice presidential terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 7A.*

Section C – Qualifications

The vice president of the Neuroscience Graduate Student Organization at The Ohio State University must be enrolled within the Neuroscience Graduate Program. The student must have

completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0.

Section D – Duties

The vice-president will attend and participate in committee meetings and fulfill the roles of the president if the latter is unable to perform those duties.

Section 3 – Treasurer

Section A - Terms of Office

The treasurer of the Neuroscience Graduate Student Organization is an annual term. A student may serve as treasurer for a maximum of two terms. The treasury terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 7A.*

Section C – Qualifications

The treasurer of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0.

Section D - Duties

The treasurer will balance, maintain and direct the finances of the student organization. This position will also attend and participate in committee meetings. The treasurer must attend university sanctioned training. The treasurer will request all funds and complete audit forms

Section 9 – Website Development Chair

Section A - Terms of Office

The website development chair of the Neuroscience Graduate Student Organization is an annual term. A student may serve as chair for a maximum of two terms. The chair terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 7B.*

Section C – Qualifications

The social chair of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have maintained a grade point average no lower than 3.0.

Section D – Duties

The website development chair will attend and participate in all committee meetings. They will help maintain an online presence through the NGSO website. They will primarily maintain the accuracy and professional nature of the website. This will include collecting information from students and presenting it on the website in an appropriate manner.

05/08/2019

The previously described committee in Article IV, Section D is revised to what is stated below:

Article IV - Standing Committees: Names, purposes, and composition.

Section D – NewN Committee

The Neuroscience Graduate Student Organization will provide peer mentorship for incoming students in the Neuroscience Graduate Program (NGP) through the committee NewN: Peer Mentorship for New Neuroscientists. Each incoming student will be paired with a current first- or second- year student in the NGP in order to facilitate the transition into graduate school and provide social and professional support for students throughout their first year of graduate school. Members will have the option to participate as a peer mentor, with preference given to those members in those first and second years.

06/12/2019

The leadership positions and associated election procedures in Article III are replaced with the following:

Article III - Organization Leadership: Titles, Terms of Office, Type of Selection, Qualifications and Duties of the Leaders.

The primary duty of all committee members is to work together in a collaborative environment for the benefit of the entire NGSO. The committee members are encouraged to think of themselves as equals in voting and idea generation.

Section 1 - President

Section A - Terms of Office

The president of the Neuroscience Graduate Student Organization is an annual term. A student may serve as president for a maximum of two terms. The presidential terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10A*.

Section C – Qualifications

The president of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0. Finally, the student must have advanced to candidacy to be nominated for president.

Section D – Duties

The president will call meetings, initiate the next year's elections, sign appropriate paperwork, attend university training and vote on necessary matters. The president will attend and participate in NGSO meetings. The president is responsible for completing the annual paperwork required for the continued operation of the student organization within the Ohio State University. The president will actively participate in the recruitment of students and will serve as a mentor for first year Neuroscience Graduate Program students.

Section 2 - Vice President

Section A - Terms of Office

The vice president of the Neuroscience Graduate Student Organization is an annual term. A student may serve as vice president for a maximum of two terms. The vice presidential terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10A*.

Section C – Qualifications

The vice president of the Neuroscience Graduate Student Organization at The Ohio State University must be enrolled within the Neuroscience Graduate Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0.

Section D – Duties

The vice-president will attend and participate in NGSO meetings and fulfill the roles of the president if the latter is unable to perform those duties. The vice-president will also maintain records for the student organization which may include attendance and records of events.

Section 3 – Treasurer

Section A - Terms of Office

The treasurer of the Neuroscience Graduate Student Organization is an annual term. A student may serve as treasurer for a maximum of two terms. The treasury terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10A*.

Section C – Qualifications

The treasurer of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0.

Section D - Duties

The treasurer will balance, maintain and direct the finances of the student organization. This position will also attend and participate in NGSO meetings. The treasurer must attend university treasurer training. The treasurer will request all funds and complete audit forms.

Section 4 – Secretary

Section A – Terms of Office

The secretary of the Neuroscience Graduate Student Organization is an annual term. A student may serve as secretary for a maximum of two terms. The secretarial terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10A*.

Section C – Qualifications

The secretary of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have completed his/her entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0.

Section D – Duties

The secretary will attend and participate in all NGSO meetings. The secretary will also take notes and send a follow up email to the NGSO summarizing the minutes of the meetings. The secretary will also help the president organize student elections.

Section 5 – Webmaster

Section A - Terms of Office

The Neuroscience Graduate Student Organization webmaster position is an annual term. A student may serve as chair for a maximum of two terms. The chair terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10A*.

Section C – Qualifications

The Neuroscience Graduate Student Organization webmaster must be enrolled within the Neuroscience Graduate Program. The student must have maintained a grade point average no lower than 3.0.

Section D – Duties

The webmaster will attend and participate in all NGSO meetings. They will help maintain an online presence through the NGSO website. They will primarily maintain the accuracy and professional nature of the website. This will include collecting information from students and presenting it on the website in an appropriate manner.

Section 6 – Social Chair

Section A - Terms of Office

The social chair of the Neuroscience Graduate Student Organization is an annual term. A student may serve as social chair for a maximum of two terms. The social chair terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10A*.

Section C – Qualifications

The social chair of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have maintained a grade point average no lower than 3.0.

Section D – Duties

The social chair will attend and participate in all NGSO meetings. The social chair will organize social events for the members of the Neuroscience Graduate Student Organization.

Section 7 – Fundraising Chair

Section A - Terms of Office

The fundraising chair of the Neuroscience Graduate Student Organization is an annual term. A student may serve as fundraising chair for a maximum of two terms. The fundraising chair terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10A.*

Section C – Qualifications

The fundraising chair of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have maintained a grade point average no lower than 3.0.

Section D – Duties

The fundraising chair will attend and participate in all NGSO meetings. The fundraising chair will organize fundraising events to benefit the Neuroscience Graduate Student Organization and will therefore work with the NGSO Treasurer to coordinate funds.

Section 8 – NewN Chair

Section A - Terms of Office

The NewN chair of the Neuroscience Graduate Student Organization's peer mentorship program is an annual term. A student may serve as NewN chair for a maximum of two terms. The NewN chair terms will begin on the first of January and will terminate on the thirty-first of December.

Section B – Selection

See *Election procedures in Article III, Section 10B.*

Section C – Qualifications

The NewN chair of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have maintained a grade point average no lower than 3.0.

Section D – Duties

The NewN chair will facilitate the Neuroscience Graduate Student Organization's peer mentorship program called "NewN: Peer Mentorship for New Neuroscientists." The NewN chair will attend and participate in all committee meetings.

Section 9 – Advisor

Section A - Terms of Office

The advisor position of the Neuroscience Graduate Student Organization is an annual term. There is no restriction on the number of terms, consecutively or nonconsecutively, an individual may serve as advisor. The advising terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

The NGSO advisor will be the program coordinator unless otherwise requested by the members of the student organization. If requested, the NGSO student members will compile a list of candidates for advisor during the month of July. These nominees will be discussed at a monthly

meeting and voted on by the student body. Once a unanimous vote has been recorded the student organization will request the nominee to serve a one-year term. If the individual refuses such an offer, the voting and presentation will continue until the organization has found an advisor.

Section C – Qualifications

The advisor must attend university advisor training and be a current faculty or staff of the Neuroscience Graduate Program.

Section D – Duties

The advisor must attend university training at least every three years, but may attend training annually if desired. The advisor will approve the organization's registration annually, approve all funding requests and serve as co-signer on the organization's bank account. The advisor will attend meetings as requested by the NGSO student leaders. If the advisor is not the NGP Director, he or she will coordinate with the director and treasurer to approve funding requests.

Section 10 – Election Procedure

Section A – President, Vice President, Treasurer, Secretary, and Webmaster; and Social, Professional Development, and Fundraising Chairs

1. Nominations: One week prior to the June monthly meeting, the president will initiate the selection procedure by requesting student nominations for the Neuroscience Graduate Student Organization leadership positions listed above. Students may nominate themselves or another student that they feel exemplify the criteria and meet the constitutional qualifications. If nominated by someone other than themselves, students must accept or decline any nominations they may receive. These nominations will be made during the June meeting. Anyone who would like to make a nomination but will not be able to attend the meeting may email their nomination to the President within that one week window leading up to the June meeting. If positions receive no nominations, the standing president will make nominations to fill open seats.

2. Campaign Essays: The president and secretary will compile a list of all nominees and request each candidate to write a short essay describing why they are qualified to serve as the next Neuroscience Graduate Student Organization officer or chair of their choice. The essay should not exceed one page (Times New Roman, font size 11, single spaced with one inch margins). Candidates will have one week to complete their campaign page.

3. Voting: The secretary will organize these essays into a single document and email it to all members of the Neuroscience Graduate Program. The Secretary will organize an online anonymous poll for each student to cast their votes a single time. Voting will close after one week. In the case of a tie, the secretary will notify the current President to cast their vote as a tiebreaker for the position. If the position with a tie includes the student who is currently serving as President as a candidate, the tie-break vote will go to the Vice President.

4. Accepting Positions: The nominee receiving the most votes will be awarded the leadership position. If elected to more than one of the President, Vice President, or Treasurer positions, the candidate must accept only one position, and the candidate with the next-highest number of votes will be awarded the other position. The election results will be emailed out to the Neuroscience Graduate Program student body by the secretary the day after voting closes.

Section B – NewN Chair

1. Nominations: One week prior to the November monthly meeting, the president will initiate the selection procedure by requesting student nominations for the Neuroscience Graduate Student Organization NewN committee chair position. Students may nominate themselves or another student that they feel exemplify the criteria and meet the constitutional qualifications. If nominated by someone other than themselves, students must accept or decline any nominations they may receive. These nominations will be made during the November meeting. Anyone who would like to make a nomination but will not be able to attend the meeting may

email their nomination to the President within that one week window leading up to the November meeting. If the NewN committee chair position receives no nominations, the standing president will make nominations.

2. Campaign Essays: The president and secretary will compile a list of all nominees and request each candidate to write a short essay describing why they are qualified to serve as the next Neuroscience Graduate Student Organization NewN committee chair. The essay should not exceed one page (Times New Roman, font size 11, single spaced with one inch margins). Candidates will have one week to complete their campaign page.

3. Voting: The secretary will organize these essays into a single document and email it to all members of the Neuroscience Graduate Program. The Secretary will organize an online anonymous poll for each student to cast their votes a single time. Voting will close after one week. In the case of a tie, the secretary will notify the current President to cast their vote as a tiebreaker for the NewN chair position. If tie includes the student who is currently serving as President as a candidate, the tie-break vote will go to the Vice President.

4. Accepting Positions: The nominee receiving the most votes will be awarded the chair position. The election results will be emailed out to the Neuroscience Graduate Program student body by the secretary the day after voting closes.

Section C – Extraneous Positions

It shall not be in the best interest of the committee to turn willing students away from participation. Students who have been nominated, but not selected to serve as a committee chair will be encouraged to attend and participate in organization meetings, committee events and their planning.

Article VII above is amended to read as follows:

Article VII – Method of Amending Constitution: Proposals, notice, and voting requirements.

Section A – Initial Proposal to Amend the Constitution

In the event that an executive officer, committee chair, or advisor wishes to amend the constitution they should verbally announce their proposal during a monthly organization meeting and may also present a written proposal to amend the constitution at that time. The secretary will make a note of such request. If the request comes from a student within the organization, they must present it to an executive officer or committee chair, who will present it to the committee. The student initiating such request is encouraged to attend the meeting.

Section B – Written Proposal to Amend the Constitution

At the initial proposal or at a subsequent meeting, the person presenting the amendment should provide a written proposal with the exact language for the amendment along with a copy of the portion of the constitution they are proposing be amended. During the meeting the proposal will be read out loud by the student initiating it. The organization will have from that date to the date of the next meeting to take the proposal under advisement.

Section C – Voting

At the next meeting, the student organization will vote on the proposed amendment. An eligible voting member may vote one of two ways: "in favor", or "against." The proposal will be approved if 50 % +1 of eligible voting members of the student organization vote and of those, 50 % + 1 vote "in favor." If the majority of the organization fails to report for voting, or less than half of the students vote "in favor", the constitution will not be amended. If a proposal is rejected, the topic may not be voted on for at least one year from the final voting date.

Section D – Amending the Constitution

Only Article IX of the constitution may be rewritten or amended. If a proposal passes, it will be outlined and dated in Article IX. The language should be clearly written and the constitutional article it addresses should be clearly referenced. Amendments to the constitution should themselves be difficult to amend in the future.

09/2019

Article VII above is amended to read as follows:

Article VII – Method of Amending Constitution: Proposals, notice, and voting requirements.

Section A – Initial Proposal to Amend the Constitution

In the event that an executive officer, committee chair, or advisor wishes to amend the constitution they should verbally announce their proposal during a monthly organization meeting and may also present a written proposal to amend the constitution at that time. The secretary will make a note of such request. If the request comes from a student within the organization, they must present it to an executive officer or committee chair, who will present it to the committee. The student initiating such request is encouraged to attend the meeting.

Section B – Written Proposal to Amend the Constitution

At the initial proposal or at a subsequent meeting, the person presenting the amendment should provide a written proposal with the exact language for the amendment along with a copy of the portion of the constitution they are proposing be amended. During the meeting the proposal will be read out loud by the student initiating it. The organization will have from that date to the date of the next meeting to take the proposal under advisement.

Section C – Voting

At the next meeting, the student organization will vote on the proposed amendment. An eligible voting member may vote one of two ways: "in favor", or "against." The proposal will be approved if (1) 50 % +1 of eligible voting members of the student organization in attendance vote and of those, (2) 50 % + 1 vote "in favor." If the majority of the members in attendance fail to vote, or less than half of the voting members vote "in favor", the constitution will not be amended. If a proposal is rejected, the topic may not be voted on for at least one year from the final voting date. If fewer than 10 members are in attendance when a vote is called for, the vote shall be tabled until the next meeting.

Section D – Amending the Constitution

Only Article IX of the constitution may be rewritten or amended. If a proposal passes, it will be outlined and dated in Article IX. The language should be clearly written and the constitutional article it addresses should be clearly referenced. Amendments to the constitution should themselves be difficult to amend in the future.

07/2020

Article IV will be amended to include Section E listed below:

Section E - Diversity & Inclusion Committee

This committee will work to create resources and provide support for all students by students to fit the needs of the program at that time. This committee will be dedicated to supporting and enforcing the non-discrimination policy in Article I, section 3 of the NGSO constitution with team-based dialogue and actionable solutions.

Current Section 9 of Article III above will become Section 10 and Section 9 of Article III above is replaced with the following:

Section 9 – Diversity & Inclusion Chair

Section A - Terms of Office

The Diversity & Inclusion chair of the Neuroscience Graduate Student Organization is an annual term. A student may serve as the Diversity & Inclusion chair for a maximum of two terms. The Diversity & Inclusion chair terms will begin on the first of August and will terminate on the thirty-first of July.

Section B – Selection

See *Election procedures in Article III, Section 10B*.

Section C – Qualifications

The Diversity & Inclusion chair of the Neuroscience Graduate Student Organization must be enrolled within the Neuroscience Graduate Program. The student must have maintained a grade point average no lower than 3.0.

Section D – Duties

The Diversity & Inclusion chair will advocate and program for the diverse needs of the students of the Neuroscience Graduate Program. The Diversity & Inclusion chair will attend and participate in all committee meetings.

05/2021

Article V: Section C—Self Removal from the Committee is amended to include (i.e. below was added to the section):

“Vice President must have advanced to candidacy to assume the President position; otherwise, a special election will be held to fill the position by the next regular NGSO meeting. If the next regular meeting is within 2 weeks of the President’s initial removal, the election will be held at the 2nd meeting following the removal. The Vice President will fulfill President duties until the President position is filled.”

06/2021

Article 1: Section 2 –Purpose replaced (10/10 votes yes) with:

“The Neuroscience Graduate Student Organization (NGSO) is a student organization whose primary purpose is to promote the advancement of its members in and out of the classroom. As a voluntary entity associated with (but separate from) the Neuroscience Graduate Program, NGSO will speak on behalf of its members, organize academic, career and social events and strive to improve the overall graduate experience of Neuroscience graduate students at OSU. This voluntary student organization will serve as an opportunity for students to connect and forge networks for personal and career interactions.”

Article VII: Section C—Voting replaced (10/10 votes yes) with:

“From the time of the proposal until the end of the following meeting, the proposal may be adjusted according to feedback received. Once the second meeting has concluded, the proposal has entered the voting stage and may no longer be altered. Voting will occur by email survey, similar to the election voting procedures. An eligible voting member may vote one of two ways: “in favor”, or “against.” The proposal will be approved if (1) a minimum of 15 eligible voting members of the student organization vote and of those, (2) 50 % + 1 vote “in favor.” If less than half of the voting members vote “in favor”, the constitution will not be amended. If a proposal is rejected, the topic may not be voted on for at least one year from the final voting date. If fewer than 15 members respond to a vote, the vote shall be tabled until the next meeting (but without further adjustment to the proposal).”

NEURO amendment, incorporated into NGSO by unanimous committee vote November 2023

Article I

Section 1:

Neuroscience Education for Urban and Rural Outreach (NEURO) an affiliate of the Society for Neuroscience Central Ohio Chapter

Section 2:

It is NEURO’s mission to

1. Use neuroscience research to promote the understanding of scientific discovery and inquiry
2. Advance knowledge of the brain and nervous system
3. Provide accessible educational opportunities to the general public

Section 3:

It is the policy of NEURO and its members that discrimination against any individual(s) for reasons of age, color, creed, handicap, national origin, religion, sex, sexual orientation or veteran

status will not be tolerated.

Article II

Section 1: Membership

Membership in NEURO is limited to individuals who possess an interest in neuroscience and a desire to promote neuroscience literacy. The Executive Committee will review the status of each member as needed and may remove any member for inactivity or inappropriate behavior. To become a member in good standing, individuals are required to pay membership dues (amounts will be determined by the Executive Committee).

Section 2: Voting Status

All members in good standing who are currently enrolled as students of The Ohio State University shall be granted voting status. Members, who are not enrolled as students, will not have voting privileges and shall be considered associates of NEURO.

Article III

Section 1: Officers

A. President

Moderates all meetings and serves as spokesperson for all external and public matters.

B. Treasurer

Oversees all financial matters related to the operation of NEURO and maintains an organized record of all account receivable and payable.

C. Vice President

Keeps and distributes a record of minutes from all NEURO meetings and documents all NEURO activities and its participants.

D. Committee Chairpersons - The President may establish ad hoc or standing committees as needed. Upon their formation, each committee will report to the general membership at all meetings.

E. Elections - Elections to one-year terms shall be held for all officers annually during the spring quarter. Only voting members are eligible to hold office. Individuals may only hold one elected position at a given time. No term limits for any position shall be imposed.

F. Officer removal/Impeachment - If any member of NEURO feels an officer is not fulfilling their duties they may call a meeting to discuss officer removal. At this meeting issues with the officer will be presented and the officer will be allowed the opportunity to defend their position. A vote will then take place and if a two-thirds majority is achieved the officer will be removed. The NEURO Advisor will preside over this meeting and have the power to veto officer removal if they feel there is undo discrimination against the officer for reasons of age, color, creed, handicap, national origin, religion, sex, sexual orientation or veteran status.

Article IV.

Section 1: Advisor(s)

At all times, NEURO will maintain a minimum of one Faculty Advisor. This position will be filled by a full-time member of the University faculty or the Administrative & Professional staff. Advisor will attend meetings and provide support as needed, but will not have voting privileges. A new advisor, in the case one is needed, will be named by the current sitting advisor before transition. In the case that the advisor transitioning out of the position is not available to name a replacement advisor, the executive board members will nominate faculty, hold a vote, and ask the faculty advisor with majority vote.

Article V.

Section 1: Meetings

NEURO will hold meetings for its members as needed. All meetings shall be called by the President and information distributed through the NGP list-serv. A quorum of half the voting membership, or all three officers and the faculty advisor, is required to enact any new business.

Section 2: Events

NEURO will hold events for the Columbus Metropolitan Libraries branches once a month for the entire academic year. NEURO will add other events with the Center of Science and Industry (COSI) and public-school systems as available.

Section 3: Events with minors

Events with minors, online or otherwise, need to be registered with the university through The appropriate measures. Adult students that will engage with minors will need to

complete online training and registration as necessary, per each event with minors.

Article VI.

Section 1: Amending the Constitution

Amendments to the constitution shall be submitted in writing to the general membership, proposed during a general meeting for purposes of discussion and tabled until the next scheduled meeting. At that time, the amendment shall be read at least once for purposes of discussion prior to a call for question. All amendments require a three-quarters affirmative vote among the voting membership to be ratified.

Article VII.

Section 1: Dissolution of NEURO

Should events arise that necessitate the dissolution of NEURO, a general meeting shall be called by the President. The details of the situation will be presented to the membership and a vote of the elected officers called. If all three officers and the faculty advisor affirm the dissolution it shall proceed. The Treasurer and faculty advisor shall oversee the payment of any outstanding debts, the resolution of any standing contracts, and the transfer of all organizational assets to the Central Ohio Chapter of the Society for Neuroscience.