

Article I: Name

Boston University Women In Neuroscience

Article II: Aim/Purpose

To empower women in neuroscience and encourage diversity in the field by providing mentorship, guidance, and an abundance of resources.

Article III: Membership

Both undergraduate and graduate students, whether part-time or full-time students, are eligible to be members of our student group. In accordance with University policies, there will be no discrimination on the basis of race, religion, political views, sexual orientation, nationality, handicap, sex, etc. Eligible students can become members through attendance at a certain number of meetings in a year. The secretary will keep the official roster of the student group.

Article IV: Meetings

The E-board will meet once a week, and the group will convene once a month. In the mentorship program, pairs can schedule biweekly meetings outside of group meetings. The President will convene these meetings by creating and sharing a Zoom link. Special meetings can be called by anyone on the E-board.

Article V: Executive Board Structure

President

- ❖ Organize and plan executive board and general meetings
- ❖ Delegate roles and responsibilities within the E-Board
- ❖ Plan timeline of club events
- ❖ Serve as a liaison between executive board and SAO, club adviser, and graduate mentorship chair

Vice President

- ❖ Assist in planning meetings and events
- ❖ Assist in administrative duties such as working with SAO
- ❖ Track and manage executive board progress

Secretary

- ❖ Manage mailing list
- ❖ Take meeting minutes at executive board and general meetings
- ❖ Take attendance at executive board and general meetings
- ❖ Organize group's shared Google Drive

Treasurer

- ❖ Work with SAO in managing club funds
- ❖ Manage payment accounts (Venmo)
- ❖ Oversee fundraisers

PR Director

- ❖ Primary manager of social media
- ❖ Work with Upperclassmen Representatives to publicize events
- ❖ Work with Upperclassmen Representatives to reach out to other organizations, professionals, graduate students, etc.

Upperclassman Representative

- ❖ Lead mentorship program within club
- ❖ Assist in outreach
- ❖ Communicate with potential guest speakers and panelists
- ❖ Brainstorm and lead new club initiatives

A student studying abroad cannot serve on the group's E-board due to the amount of time and commitment the positions require. Students also cannot hold multiple positions on the E-board.

Article VI: Executive Board Elections

The order of succession, should an officer resign or be dismissed, is Vice President, Secretary, Treasurer, and finally, PR Director. Where elections for the next academic year are concerned, the entire E-board will be governing the election, and the validity of the election will be determined through voting. Elections will be held towards the end of the spring semester. The only requirement that comes with standing for any E-board position is at least 60% attendance. In order to make their candidacy known, members must submit an online form, for which the link will be provided by the existing E-board. The E-board will review the application for candidacy and the winner will be decided based on a

majority vote by the E-board. The new E-board will take office the following academic year.

Article VII: Student Group Advisor

The advisor's responsibilities include giving advice to the E-board about ongoing or future student group activities, as well as helping with external connections, such as guest speakers. The President and Vice President will be liaisons to the advisor.

Article VIII: Amendments

Anyone on the existing E-board can suggest changes to this constitution. These changes will take effect if $\frac{2}{3}$ of the E-board support the change.