

Constitution of the Tulane University Neuroscience Association (TUNA)

PREAMBLE

The Tulane University Neuroscience Association seeks to promote, educate, and conduct activities that aid the Tulane community in gaining a better understanding of the field of neuroscience. The Tulane University Neuroscience Association also seeks to specifically serve undergraduate neuroscience majors through both academic support and social means.

ARTICLE I: NAME

The name of this organization shall be the Tulane University Neuroscience Association, hereinafter referred to as TUNA.

ARTICLE II: PURPOSE

The purpose of TUNA shall be to create an opportunity for neuroscience majors and those interested in neuroscience to come together, to provide an organized forum to address the concerns of neuroscience majors and to arrange lectures and other events for the University and community.

ARTICLE III: MEMBERSHIP

Section 1: Eligibility:

All faculty, staff, and students of Tulane University shall be eligible for membership, regardless of race, religion, color, sex, national origin, handicap, major, or sexual orientation.

Section 2: Active Membership:

Multiple tiers:

- A. Tier 1: Primary members shall be defined as a member who has paid his or her dues to the club.
 - 1. Voting status shall be limited to these members.
- B. Tier 2: Secondary members are members who attend TUNA events on a regular basis.
- C. Tier 3: Associate members are faculties and staffs that are interested in joining the club.

ARTICLE IV: DUES

The membership fees per academic year for members shall be decided upon by the “executive board.” The dues shall be collected by the treasurer.

ARTICLE V: MEETINGS

Section 1: Meetings:

Regular meetings shall be held at least once a month and as called by the president or executive board.

Section 2: Quorum:

Quorum shall be set as ten members of the total active membership.

ARTICLE VI: OFFICERS

Section 1: Executive Board:

The executive board shall consist of the President, Vice-President External, Vice-President Internal, Secretary, Treasurer, Public Relations Officer, Historian, Webmaster, and Chairs of the three committees.

Section 2: Duties of Officers:

A. The President shall:

1. Presides over all meeting of TUNA and facilitate meeting of the “executive board.”
2. Oversees and monitor the performance of the organization in according to Article II.
3. Approves financial expenditures.
4. Appoints any committee/officer deemed necessary.
5. Schedules meetings.
6. Plan a retreat for the executive board each year

B. The Vice-President External shall:

1. Presides over meetings of TUNA in which the president is unable to attend or preside over.
2. Aids the president in monitoring the performance of the organization in accordance to Article II.
3. Monitor the performance of the Chairs (Social, Outreach, Synapse, and Glia)
4. Fulfills the duties of the president in his or her absence along with the vice-president internal.
5. Will be present at most, if not all, of TUNA events

6. Oversees collaboration with other organizations
 7. Oversees all TUNA social events.
- C. The Vice-President Internal shall:
1. Presides over meetings of TUNA in which the president and the vice-president external are unable to attend or preside over.
 2. Aids the president in monitoring the performance of the organization in accordance to Article II.
 3. Monitor the performance of Treasurer, Public Relations, Historian, and Webmaster.
 4. Fulfills the duties of the president in his or her absence along with the vice-president external.
 5. Oversees all paperwork and reservations.
 6. Oversees all TUNA academic events.
- D. The Secretary shall:
1. Keep all non-financial records up to date, including all minutes of TUNA meetings.
 2. Serve as the chief correspondent between the officers and the general body.
 3. Take attendance at each meeting.
 4. Keep the member list and listserv up-to-date.
 5. Works closely with the president.
 6. Keep the members updated with TUNA events via the listserv email.
- E. The Treasurer shall:
1. Keep financial records and budget up-to-date.
 2. Bring financial expenditures to the resident for approval.
 3. Collect dues from the members.
 4. Formulate (with the assistance of the executive board) the budget for TUNA.
 5. Take charge of all fundraising activities of the organization.
 6. Works closely with the vice-president internal.
- F. The Public Relations shall:
1. Serve as the chief correspondent between TUNA, the campus, and the New Orleans community.
 2. Facilitate the promotion of TUNA sponsored events.
 3. Assists the Treasurer in coordinating all fundraising events.
 4. Keep the FaceBook up-to-date
- G. The Social Chair shall:
1. Attend executive board meetings.
 2. Facilitate and organize all social activities.
 3. Organized at least one social event each month.
 4. Work closely with the vice-president external.
 5. Carry out tasks assigned by the president and/or vice-presidents
- H. The Outreach Chair shall:

1. Attend executive board meetings.
 2. Facilitate and organize all academically oriented activities and volunteer opportunities.
 3. Must hold at least one volunteering event each semester.
 4. Carry out tasks assigned by the president and/or the vice-presidents
- I. The Synapse Chair shall:
1. Attend executive board meetings.
 2. Must have a publication each semester.
 3. Assists other board members.
 4. Carry out tasks assigned by the president and/or the vice-presidents
- J. The Historian shall:
1. Attend executive board meetings.
 2. Take pictures at all events.
 3. Upload the pictures onto FaceBook and the website.
 4. Carry out tasks assigned by the president and/or the vice-presidents.
- K. The Webmaster shall:
1. Attend executive board meetings.
 2. Create/maintain and keep the website up-to-date.
 3. Carry out tasks assigned by the president and/or the vice-presidents
- L. The Glia Chair shall:
1. Represents the freshman class
 2. Assists other board members.
 3. Fulfills ongoing responsibilities of other officers.
 4. Carry out tasks assigned by the president and/or the vice-presidents

Section 3: Terms of Office:

- A. Officers shall be elected annually in early April.
- B. Each officer is to serve until subsequent elections are held.
- C. Officers may be re-elected to the same office.

Section 4: Removal of Officers:

An officer shall be removed in the event of not fulfilling the responsibilities of the office or not acting in a manner befitting of the office. The officer in question will be notified two weeks in advance of his or her charges, in writing, and will be given an opportunity to answer any questions. A vote will then be taken among the E-Board. With at least half of the E-Board consent, the officer in question will be veto off the board, and the E-Board shall appoint anyone they seem fit to replace the vacant position. In the event that the president is veto off the Board, the vice-president external shall take over the president position and a new vice-president will be appoint by the new president.

Sections 5: Addition of Officers:

The president has the power to create a new position with over half of the executive board approval. Once the new position is created, the executive board must determine the title, duties, and requirements for the new position. The constitution must be revised immediately to include the new position.

ARTICLE VII: Elections

Section 1: Officers:

TUNA shall elect from the active membership a President, Vice-President External, Vice-President Internal, Secretary, Treasurer, Public Relations, Outreach Chair, Social Chair, Synapse Chair, Historian, Webmaster, and Glia Chair(s).

Section 2: President Requirements

In order to run for the president position, the following requirements must be met:

1. The candidate must have at least one year of executive board experience.
2. The candidate must be a rising Junior or above.

In the event where no candidate can meet the above requirements, the president position shall be open to all Tulane students.

Section 3: Vice Presidents Requirements

In order to run for the vice president position, the following requirements must be met:

1. The candidate must have at least one year of executive board experience.
2. The candidate must be a rising Junior or above.

Section 4: Other E-Board Positions Requirements

Any Tulane student can run for Secretary, Treasurer, Public Relations, Outreach Chair, Social Chair, Synapse Chair, Historian, and Webmaster positions.

Section 5: Glia Chair Requirements

In order to run for the Glia chair position, the following requirements must be met:

1. The candidate must be either a freshman or a new transfer student.
2. The number of Glia chair is determined by the executive board.

Section 6: Regular Elections:

Elections are to be held in early April so the new officers can be train.

Section 7: Method of Elections:

The elections shall take place in the form of nomination and secret ballot (or in any other form of the President choices) at the meeting. Nominations will be closed at the start of the meeting. Elections shall be decided by the simple majority of quorum.

ARTICLE VIII: FACULTY ADVISOR(S)

The faculty advisor(s) shall be appointed by the Neuroscience major steering committee. The advisor(s) shall advise the organization in planning and coordinating events and, if necessary, shall act as a liaison to the greater New Orleans community. The faculty advisor(s) is encouraged to attend TUNA executive and general body meetings.

ARTICLE IX: AMENDMENTS

Section 1: Procedure:

The proposed amendment should be submitted to the executive board at least 48 hours before the next general meeting, and the board will discuss it before presenting it to the general body.

Section 2: Ratification:

A two-thirds vote of quorum in favor of the amendment will ratify the amendment. After the amendment as been made, the TUNA constitution will be submitted to the SBAC for approval.

ARTICLE X: REVIEW OF CONSTITUTION

The SBAC will review the constitution every two years, but reserves the right to review the constitutions at any time.