THE BRAIN AND COGNITIVE SCIENCES SOCIETY CONSTITUTION

2004-2005 Academic Year

Article I: Purpose

The purpose of the Brain and Cognitive Sciences Society is to serve as the official undergraduate association for MIT students majoring or minoring in Brain and Cognitive Sciences (Course 9). This includes providing academic information and career-related resources such as Course 9 classes and requirements, graduate school options, career development strategies and MIT resources as a whole. We extend beyond the scope of a mere information source by actively uniting those within the Brain and Cognitive Sciences Department, including professors, post-doctoral researchers, graduate students and undergraduates. The aim is to create a cohesive, student-run support system for Course 9 undergraduates in hopes of improving the quality of the undergraduate experience in Brain and Cognitive Sciences.

Article II: Membership

1. Any member of the MIT community is eligible to become a member of the Brain and Cognitive Sciences Society. One is considered a member of the Brain and Cognitive Sciences Society in any given academic term if s/he meets the following conditions:

   A. declares Brain and Cognitive Sciences as a major or as a minor
   B. is or has been enrolled in Course 9 classes and demonstrates an interest in the organization
   C. expresses an interest in joining the organization and is added to the mailing list

2. MIT community members may become members of the Brain and Cognitive Sciences Society at any time by fulfilling the above conditions.

3. At all times, the membership of the Brain and Cognitive Sciences Society shall include at least 5 MIT students, and more than half of current members shall be MIT students.


5. Only MIT undergraduates shall constitute the voting body.
Article III: Officers

1. The Brain and Cognitive Sciences Society shall have the following officers:

   A. President

   1) The president must be an active member of the Brain and Cognitive Sciences Society for at least one school year prior to her/his election.
   2) The president shall be the official representative of the group to other organizations and to MIT.
   3) The president shall preside over all meetings and distribute an agenda at the start of such meetings. In the event that the president is unable to attend a meeting, the vice president will preside at that meeting.
   4) The president is responsible for scheduling meetings and for notifying the group in advance of such meetings.
   5) The president, along with the vice president, shall be responsible for communicating with the Brain and Cognitive Sciences Department.
   6) The president, together with the vice president and treasurer, shall be responsible for the allocation of the Brain and Cognitive Sciences Society funds.
   7) The president shall monitor and coordinator the functioning of the organization, this includes delegating duties and responsibilities.

   B. Vice President

   1) The vice president shall assist the president in fulfilling her/his duties.
   2) The vice president may preside at official meetings in the event that the president is unable to attend. Such an arrangement must be announced at the beginning of said meeting.
   3) The vice president, together with the president and treasurer, shall be responsible for the allocation of the Brain and Cognitive Sciences Society funds.
   4) The vice president, along with the president, shall be responsible for communicating with the Brain and Cognitive Sciences Department.

   C. Treasurer

   1) The treasurer, together with the president and vice president, shall be responsible for the allocation of the Brain and Cognitive Sciences Society funds.
   2) The treasurer shall be responsible for keeping track of the finances of the group. It shall be the treasurer’s responsibility to ensure appropriate communication with organizations that provide funding for the Brain and Cognitive Sciences Society.
3) The treasurer is required to coordinate the group’s financial transactions including check-signing and reimbursement.
4) The treasurer shall be responsible for creating and monitoring the budget.

D. Secretary

1) The secretary shall be responsible for taking minutes at Brain and Cognitive Sciences Society meetings
2) The secretary shall be responsible for distributing said minutes to the organization.
3) The secretary shall maintain records and documentation of meetings, events and correspondence with other groups.

E. Activities Coordinator

1) The activities coordinator shall be responsible for coordinating large events.
2) The activities coordinator shall reserve rooms for given events and ensure that the necessary permission is obtained.
3) The activities coordinator shall make necessary arrangements for catering or any outside service that is provided for the event.
4) The activities coordinator will serve as the liaison between the organization and any invited guest speaker.

F. Publicity Chair

1) The publicity chair shall be responsible for advertising events and disseminating information to the organization.
2) The publicity chair shall be expected to coordinate advertising in various media including emails, posters, announcements, etc.
3) The publicity chair shall organize the distribution of the group’s publications.

G. Webmaster

1) The webmaster is a position that shall be made by appointment.
2) The webmaster shall monitor and update the organization’s website.
3) The webmaster shall be responsible for posting information and documents on the group’s website.

2. All officers of the Brain and Cognitive Sciences Society must be distinct persons and MIT students.

3. The Brian and Cognitive Sciences Society executive board shall include all current officers.
4. Any member of the executive board may

5. Elections:
   A. Elections of officers shall occur at the end of the fall term.
   B. Only members of the Brain and Cognitive Sciences Society may vote at elections.
   C. Any member of the Brain and Cognitive Sciences Society is eligible to run for office.
   D. Any member is elected if he or she wins a majority of the votes at the time of the elections. Abstentions shall not be considered in the calculation of a majority.
   E. If more than two people are running and no one wins a majority, then the person with the fewest votes is dropped from the ballot and votes are recast.
   F. Elections must be held during an official meeting. Voting may be held by show of hands or by secret ballot, as determined by the executive board at the time of the elections.

6. Each officer’s term of office shall extend from the beginning of the Independent Activities Period (IAP) following the meeting at which s/he is elected until the end of the following fall term. Outgoing officers shall collaborate with incoming officers following elections to ensure a smooth transition between executive boards.

7. The executive board may appoint members to additional positions, including but not limited to a historian, undergraduate member at large, and graduate student liaison. Members appointed to such positions shall not be officers and shall not form part of the executive board.

8. Removal from office:
   A. If an officer does not fulfill her/his duties, s/he may be removed from office.
   B. A member of the executive board or a group of five (5) Brain and Cognitive Sciences Society members must recommend the removal of such officer, and removal must further be approved by two-thirds of the executive board. Abstentions shall not be considered in the calculation of a majority. Only executive board members may vote on an officer's removal from office.
   C. The officer in question shall be notified at least twenty-four (24) hours before such vote.
   D. A vote for the removal of an officer shall be held by secret ballot at an official meeting.
   E. Executive Board members who are unable to attend such a meeting shall be given the opportunity to cast their vote by e-mail within twenty-four (24) hours of the official meeting at which the vote was held. All e-mailed votes shall be sent to one officer who must not be the officer affected by the vote and
who shall be named in advance. Such officer shall be responsible for counting
all e-mailed votes, for ensuring their confidentiality, and for reporting the
results to the executive board.
F. The results of such a vote shall be made public to the group within 48 hours
of the vote.
G. In the event that an officer is removed from office, the executive board
shall appoint a new officer in her/his place. The new officer shall remain in
office until the next regularly scheduled elections.

**Article IV: Meetings**

1. Executive Board meetings shall be held at least once a month.

2. Meetings shall be presided over by the president. If the president is unable to
attend, the vice president shall preside.

3. All decisions shall be made by a simple majority vote of all members present.
Abstentions shall not be considered in the calculation of a majority.

4. Quorum for a meeting shall be one-half of the members of the executive board.

**Article V: Amendments**

1. Amendments to the Brain and Cognitive Sciences Society constitution may be
proposed by any member.

2. Any member who wishes to propose an amendment must secure the consent of the
president or vice president in advance of such proposal. After receiving the president
or vice president’s consent, the proposing member(s) must notify all Brain and
Cognitive Sciences Society executive board members of the proposed amendment and
of the date of the meeting at which it will be presented for a vote.

3. The proposing member(s) must be present at the meeting during which the
amendment is presented for a vote.

4. The president and vice president must be notified of all proposed amendments. The
president must be present at any meeting in which an amendment is presented for a
vote. If the president cannot attend such a meeting, s/he may appoint the vice
president to preside.

5. Amendments must be passed by a two-thirds majority of the members present.
Abstentions shall not be considered in the calculation of a majority. Only members
may vote on a proposed amendment.

6. Quorum for amending this constitution shall be two-thirds of Brain and Cognitive
Sciences Society executive board members.
Article VI: Miscellaneous

1. The Brain and Cognitive Sciences Society agrees to abide by the rules and regulations of the Association of Student Activities and its executive board. This constitution, amendments to it, and the by-laws of the Brain and Cognitive Sciences Society shall be subject to review by the ASA Executive Board to ensure that they are in accordance with the aforementioned rules and regulations.

2. Allocation of funds
   
   A. Only executive board members may request Brain and Cognitive Sciences Society funds.
   B. Allocation of funds must benefit the Brain and Cognitive Sciences Society members.
   C. Any member may suggest uses for the Brain and Cognitive Sciences Society funding. Suggestions must be e-mailed to the treasurer and must include all relevant information (including, but not limited to, proposed use of funds, projected cost to the group, benefit to the group, date(s) applicable, and exclusion criteria).

3. Mailing list

   A. Both members and interested non-members may be on the Brain and Cognitive Sciences Society mailing list.
   B. Members are not required to be on the mailing list. If a member chooses not to be on the mailing list, s/he is responsible for acquiring any information that may be sent to the mailing list, including but not limited to meeting times and dates, proposed activities, proposed amendments, and general announcements.
   C. A member of the Brain and Cognitive Sciences Society executive board shall be responsible for administering the mailing list. The executive board may decide to appoint a non-officer member to this position.