



**Neuroscience Association for Undergraduate Students
(NAUS):
Student Union Constitution**

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Article I. Introduction

1. General

- 1.1. The official designation of the association shall be “The Neuroscience Association for Undergraduate Students (NAUS)”.
- 1.2. The Neuroscience Association for Undergraduate Students is a student organization of the Human Biology Program at the University of Toronto. It is subject to the typical university authorities. It is bound by the ASSU Constitution.
- 1.3. NAUS’ purpose is to enrich the undergraduate neuroscience experience, fostering a vibrant and diverse community by offering a wide range of academic, social, and career-focused opportunities.
- 1.4. NAUS is an organization responsible for:
 - a. Organizing events, both social and academic, for undergraduate neuroscience students and the general undergraduate population interested in neuroscience
 - b. Providing, upon request, consultation for students in matters concerning the Human Biology Program
 - c. Assisting the Human Biology Program with various aspects of Fall Campus Day and other events throughout the year as needed

Article II. Membership

1. Overview

- 1.1. NAUS represents all undergraduate students enrolled in any core neuroscience courses including, but not limited to: PSY100, HMB200, HMB300, CJH332, HMB320, HMB310, JHA410
- 1.2. NAUS is comprised of two governing bodies:
 - a. Executive Committee
 - b. General Committee

2. Executive Committee

- 2.1. The Executive Committee shall consist of:
 - a. Two Co-Presidents
 - b. One Vice President of Finance
 - c. Two Vice Presidents of Academic Affairs
 - d. Two Vice Presidents of Social Affairs
 - e. Two Vice Presidents of Communications
 - f. One Secretary
 - g. Two Graduating Year Representatives
 - h. Two Third Year Representatives
 - i. Two Second Year Representatives
 - j. Two Graphic Designers

3. General Committee

- 3.1. General members may fall under one or more of the following categories:
 - a. Members of the Executive Committee
 - b. Enrolled in a core neuroscience course (*see Article II, 1.1*)
 - c. Enrolled in a Neuroscience program of study (*see Article III, 1.1*)
- 3.2. General members must be full time students of the Faculty of Arts and Science
 - a. If part-time, students must pay a fee to ASSU

Article III. Executive Committee

1. Eligibility and Notes

- 1.1. At the time of their election, the member must be enrolled in a Neuroscience Program of Study or enrolled in a core neuroscience course (*see Article II, 1.1*):
 - a. Neuroscience Major
 - b. Neuroscience Specialist (inclusive of ASIP Stream)
- 1.2. All Executive Committee members must be full time students of the Faculty of Arts and Science (*if part time, see Article II, 3.2a*)
- 1.3. All Executive Committee members shall not hold more than one position
- 1.4. For all Executive Committee positions with two members, both members are considered of equal rank, standing, and responsibility

2. Co-Presidents (2)

- 2.1. Shall be responsible for the overall organization and running of the Executive Committee
- 2.2. Shall supervise the general administration of the union and oversee all its undertakings
- 2.3. Shall supervise the preparation of the budget and ensure that all grants received from ASSU and the Human Biology Program are used appropriately for the purposes of NAUS. The co-presidents will act as two of three signing officers on financial transactions
- 2.4. Shall call and Chair at least two General Committee Meetings per term
- 2.5. Shall be responsible for organizing all elections unless a conflict of interest (as deemed by the Executive Committee) arises. In such a case, the responsibility will fall under a Co-President and/or Vice Presidents
- 2.6. Shall coordinate the activities of all NAUS members
- 2.7. Shall listen to all student grievances and act as a liaison between undergraduate students and the Human Biology Department
- 2.8. Shall attend all ASSU Meetings and adhere to ASSU policy when unable to attend
- 2.9. Shall be ultimately responsible for ensuring that NAUS acts in accordance with the ASSU Constitution and all other University regulations
- 2.10. In the event of an absent Co-President, a Vice President (as chosen by a Co-President) shall assume their responsibilities

3. Vice Presidents (7)

3.1. Vice Presidents of Finances (1)

- a. Shall prepare budget requests for funding from both ASSU and the Human Biology Program
- b. Shall act as one of three signing officers on financial transactions and will keep detailed records of such
- c. Shall be responsible for ensuring that all NAUS funds are used appropriately for the purposes of NAUS. All unused ASSU funds must be returned to ASSU and all unused fundraising money and grants received from the Human Biology Program must remain in the NAUS bank account for the next NAUS year
- d. Collaborate with the Secretary or the Vice Presidents of Communications based on the financial nature of the sponsorship to manage and track agreements, ensuring proper documentation, follow-ups, and fulfillment of sponsorship commitments (e.g., WizePrep, OzTREKK, Guru)

3.2. Vice Presidents of Academic Affairs (2)

- a. Shall be responsible for organizing at least one (1) non-collab academic event per semester (“A event”) to ensure compliance with ASSU regulations and maintain eligibility for funding
- b. Shall serve as the primary coordinators for NAUS’ Annual Everything Neuroscience (ΣN) Conference, ensuring its continuity, organization, and academic excellence
- c. Shall collaborate with the Vice Presidents of Social Affairs on at least one (1) event per academic year that qualifies as both an academic and social event (“B event”), ensuring a balance between professional engagement and student networking
- d. Shall assist with any other events of an academic nature

3.3. Vice Presidents of Social Affairs (2)

- a. Shall be responsible for organizing NAUS social events
- b. Shall be responsible for contacting, obtaining permission(s) from, and working with the necessary organizations, such as the Human Biology Program, Campus Beverage Services, etc.
- c. Shall ensure that all NAUS events adhere to the regulations and restrictions of the Human Biology Program
- d. Shall be responsible for organizing at least one (1) social event per semester to maintain a balanced event calendar and meet funding requirements
- e. Shall serve as the primary coordinators for NAUS’ Annual Formal, ensuring its continuity and organization
- f. Shall collaborate with at least one (1) other student union for a social event per year
- g. Shall collaborate with the Vice Presidents of Academic Affairs on at least one (1) event per academic year that qualifies as both an academic and social event (“B event”), ensuring a balance between professional engagement and student networking

3.4. Vice Presidents of Communications (2)

- a. Shall be responsible for managing and updating NAUS’ digital presence, including the website, social media accounts (e.g., Facebook, Instagram, Discord), and all other communication channels between NAUS and the undergraduate community
- b. Shall be responsible for reaching out to other associations over Instagram to promote our posts/advertising our events
- c. Shall oversee the dissemination of important announcements, event promotions, and engagement strategies to ensure clear and effective communication with the student body
- d. Shall manage the general member recruitment and attendance record
- e. Shall collaborate with other executive members to maintain a cohesive and professional brand image for NAUS across all platforms
- f. Shall facilitate internal communication within the executive team by organizing and maintaining official communication channels alongside the Secretary (e.g., Slack, email lists, or other messaging platforms) to ensure streamlined coordination and efficient information sharing
- g. Shall be responsible for contacting professors and program mailing lists to announce academic and or social events in lectures, Quercus, any other different servers

4. Year Representatives (6)

4.1. Year Representative Responsibilities

- a. Shall keep classmates informed about NAUS
- b. Shall advertise special events to students of their designated core course(s) at least one (1) week in advance and with permission of the course administrator

- c. Shall inform students of their designated core course(s) of NAUS elections and by-elections at least two (2) weeks in advance
- d. Shall relay any complaints, comments and concerns made by students through a NAUS-Neuroscience Feedback Form of their designated core course(s) between NAUS and the Human Biology Program
- e. Shall organize at least one event that caters to students in their respective year they represent

4.2. Graduating Year Representatives (2)

- a. Must be graduating or intend to graduate in the regular academic session in which they shall serve in their capacity as Graduating Year Representative
- b. Shall assume all responsibilities held by Year Representatives (*see Article III, 4.1*)
- c. Shall liaise with neuroscience alumni (e.g., maintain a list of alumni, hold an alumni event)
- d. Shall assist the Vice Presidents of Academic Affairs in NAUS' Annual Everything Neuroscience (Σ N) Conference as they see fit

4.3. Third Year Representatives (2)

- a. Must be in their third year of a Neuroscience Program at the time of their election
- b. Shall be responsible for their designated core course(s) for the duration of the academic year including, but not limited to: HMB300, CJH332, HMB320
- c. Shall assume all responsibilities held by Year Representatives (*see Article III, 4.1*)
- d. Shall assist the Vice Presidents of Social and Academic Affairs in the organization of NAUS social and academic events as they see fit
- e. Shall organize at least one (1) event per semester catered to third-year students (inclusive of course review sessions)

4.4. Second Year Representatives (2)

- a. Must be in their first year of the neuroscience program (or, in exceptional cases, if there are not two first year neuroscience students running, (a) second year neuroscience program student(s) may fill the position(s))
- b. Shall be responsible for their designated core course(s) for the duration of the academic year including, but not limited to: HMB200
- c. Shall assume all responsibilities held by Year Representatives (*see Article III, 4.1*)
- d. Shall assist the Vice Presidents of Social and Academic Affairs in the organization of NAUS social and academic events as they see fit
- e. Shall organize at least one (1) event per semester catered to second-year students (inclusive of course review sessions)

5. Secretary (1)

- 5.1. Shall assist the initiation and maintenance of collaborations with student clubs, academic organizations, and external partners to support NAUS events and initiatives
- 5.2. Shall keep records of all General and Executive meetings and carry related correspondence for NAUS
- 5.3. Shall oversee the NAUS email account, handling sponsorship communications, external outreach, and general inquiries
- 5.4. Shall assist the Co-Presidents and other Vice Presidents in the general administration of NAUS, including organizational logistics and event coordination, NAUS' calendar, Discord channels
- 5.5. Shall aid in the facilitation of internal communication within the executive team to ensure efficient coordination and streamlined outreach efforts

6. Graphic Designers (2)

- 6.1. Shall be responsible for creating advertising materials for all applicable events (e.g., poster design, conference materials, promotional graphics)
- 6.2. Shall have access to NAUS social media accounts to assist the Vice Presidents of Communications in managing and maintaining visual content, ensuring consistent branding and engagement
- 6.3. Shall provide additional support to the Vice Presidents of Communications during high-demand periods by assisting with content creation, scheduling, and social media updates

7. Resignation of an Executive Committee Member

- 7.1. In the event of resignation or any form of unfitness to perform a position, the responsibilities of the member will be shared among the Executive Committee until a new member is appointed through an additional by-election (*see Article IV, 1.6*)
- 7.2. If an executive member is deemed unfit for their role, they may be removed from their position after an executive meeting is held with a majority anonymous vote in favor of their removal

Article IV. Election

1. Election Procedure

- 1.1. The Executive Committee shall be elected annually, within the final 4 weeks of classes in the second semester, by the General Committee and those eligible for the General Committee (*see Article II, 3*)
- 1.2. Third Year Representatives and Graduating Year Representatives shall be elected within the final 4 weeks of classes in the second semester, concurrently with the election of the Executive Committee
- 1.3. The Graphic Designer shall be hired within the final 4 weeks of classes in the second semester. The Graphic Designer must receive half +1 of the votes of the current executive council to be hired.
- 1.4. The 2nd year Representatives shall be selected from a pool of students in their first year of the Neuroscience program and shall be elected in a by-election held within three (3) weeks of the start of the Fall session of the regular academic year
- 1.5. Successful appointment of the Executive Committee and Year Representatives will be determined by a majority vote unless the position is lacking other candidates, in which case it is granted on a voluntary basis
- 1.6. If any position is not filled or an elected member of NAUS cannot maintain their position, this position will be filled through an additional by-election, as called at the discretion of the Executive Committee
- 1.7. All roles on the voting ballot must be run as individuals, with the exception of Co-Presidents who may run as a pair
- 1.8. Candidates may choose to initiate a social media campaign during the election period. If wanted, candidates can campaign in conjunction with each other, even if their voting ballots are as individuals

Article V. Meetings and Communications

1. Communication

- 1.1. A communication platform (e.g., Discord, Slack, WhatsApp) will be chosen by the Co-Presidents prior to the start of the the academic year
- 1.2. All members of the Executive Committee must download and join this communication platform to ensure proper and efficient communication
- 1.3. All members of the Executive Committee must check the platform at least once every 48 hours and must respond within this time frame unless they notify the team and/or Co-Presidents otherwise (*emergency situations exempted*)

2. Meetings

- 2.1. Meeting Details
 - a. The Executive Committee shall meet twice a month to plan upcoming events. These meeting dates will be decided by the Co-Presidents at the beginning of each academic term, based on 1) the course timetables of each member and 2) regular time commitments reported by each member
 - b. Notification of monthly Executive Committee meetings shall be made by preferred mode of communication at least two (2) weeks prior to the planned date
 - c. Additional Executive Committee meetings can be called with one (1) week's notice to assist in the preparation of an event
 - d. Notification of General Committee meetings shall be made by posters, online advertisements, class announcements, and/or email at least two (2) weeks prior to the planned date
- 2.2. Exceptions to Meeting Mandate
 - a. If a scheduled event is to occur during a month, a General Committee meeting does not need to be held

Article VI. Procedure for Amendments

1. Amendments to the NAUS Constitution that are put to motion must be in accordance with the ASSU Constitution
2. For any motion to be passed, quorum is required. Quorum shall consist the General Committee
3. Any member of the General Committee can request a by-law amendment but must do so at least one (1) week prior to a General Committee meeting for discussion. The amendment shall be voted on by the General Committee two (2) weeks after the meeting, with a $\frac{2}{3}$ majority passing the amendment

Article VII. Procedure for Policy Decisions

1. The Co-Presidents of NAUS, if present, will be considered the Chair.
2. The Co-Presidents may pass the responsibility of Chair to another member of the Executive Committee if they are unable to attend a meeting
3. Notice of a General Committee meeting must be given to the General Committee at least two (2) weeks in advance, in order that all members have the chance to attend
4. A simple majority vote of members present at the meeting is required for a motion to pass, if quorum is met
5. The Chair will not be considered a voting member except in the case of a tie, in which case the Chair may then cast the deciding vote
6. Votes will be open unless a request for closed voting is made by 5% of members present, in which case a ballot vote will occur