



# Society for Neuroscience Chicago Chapter

## BYLAWS

### **Article I. Name**

The name of the organization shall be the Society for Neuroscience Chicago Chapter.

### **Article II. Mission**

The mission of the Chicago Chapter shall be to advance and promote our understanding of the peripheral and central nervous system in association with the affairs of the Society for Neuroscience through scientific and educational activities conducted within the Chicago metropolitan area. By providing an annual public forum, this organization will serve to facilitate: (a) promotional education in the neurosciences (b) networking among Chicago area scientists and (c) dissemination to the general public of cutting-edge research advancements in neuroscience-related disciplines.

### **Article III. Membership**

#### *Section 1. Regular Membership*

Regular membership in the Chicago Chapter shall be open to any person residing within the Chicago metropolitan area and holding advanced degree(s) in the biological sciences. Persons holding an advanced degree in a discipline other than the biological sciences may be eligible for Regular Membership in the Chicago Chapter if approved by a majority vote of the Council. Membership in the Chapter must be renewed annually. Regular members are eligible to vote for and/or serve as Council member, Treasurer, Secretary, or President of this organization.

#### *Section 2. Student Membership*

Student membership in the Chicago Chapter shall be open to any person enrolled in a Chicago metropolitan area undergraduate or graduate degree-granting institution of higher education. The eligible student must be sponsored by a Regular Member. Membership in the Chapter must be renewed annually.

Student members may vote for, but may not serve as, Council member, Treasurer, Secretary, or President of this organization.

#### *Section 3. Corporate Membership*

Organizations that have a commercial interest in the nervous system can become Corporate Members of the Chicago Chapter with the approval by a majority vote of the Council. Corporate Members are not eligible to vote for, or serve as, Councilors or Officers of the Chapter.

#### *Section 4. Chapter Dissolution*

The Chicago Chapter shall be considered inactive and dissolved with Chapter Office positions vacated within six (6) months following such time as having fewer than ten (10) regular Members registered for the Chicago Chapter Society for Neuroscience annual meeting. Upon dissolution decided by a majority vote of the Councilors and Officers, the Chapter's remaining assets shall be conveyed to a registered charitable non-profit organization qualified for exemption under Section 501 (c) (3) of the Internal Revenue Code of 1954.

#### *Section 5. Dues and Assessments*

Council shall set annual dues and special assessments for the Chapter members according to the needs of the Chapter.

### **Article IV. Councilors and Officers**

#### *Section 1. Election and Succession of Councilors and Chapter Officers.*

Only Regular Members of the Chicago Chapter shall be eligible to serve as Councilor or hold the office of President, President-Elect, Secretary, Secretary-Elect, Treasurer, or Treasurer-Elect. Councilors or Officers shall be elected by a majority vote of Regular and Student Members of the Chicago Chapter. The election process will be conducted at the time of the Chicago Chapter Society for Neuroscience annual meeting.



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The election will be organized by an Election Committee chaired by the Chapter Secretary and consisting of at least three Councilors, an Undergraduate Program Liaison, and the Past President. The Election Committee shall be responsible for recruitment of potential candidates, distributing or providing ballots, and tabulation of ballot results. Eligible candidates for Councilor or Chapter Office must agree to serve in writing prior to the annual meeting. The President shall formally accept and announce to the general membership the ballot results. Ballots shall be retained and available for examination by the membership for six months after each election. Eligible candidates for Councilor or Chapter Office must agree to serve in writing prior to the annual meeting.

Succession of Councilors and Chapter Officers will occur at the close of the annual meeting. The previous Office-Elect shall assume the respective Chapter Office. At the same time, the previous Chapter Officer shall become Past Chapter Officer. Former Presidential Officers shall not be eligible for re-election to the office of President. Past Officers, with the exception of the President, shall be eligible for re-election to the same or a different office. Past Presidential Officers shall not be eligible for re-election to the office of President.

## *Section 2. The President, President-Elect, and Past President*

The President shall serve a two-year term. The President shall be the chief executive of the Chapter, shall preside at meetings of Council and Business Meetings of the Chapter, shall be responsible for executing policies determined by Council, shall act as spokesperson for the Chapter, shall have signatory powers, and shall see that all Orders and Resolutions of Council are carried into effect. The President-Elect shall serve for a period of one year overlapping with the last year of the President's term. The Past President and the President-Elect shall assist the President, shall be members of Council, and shall substitute for the President when necessary with the Past President having seniority over the President-Elect in substituting for the President.

## *Section 3. The Secretary, Secretary-Elect, and Past Secretary*

The Secretary shall serve a two-year term. The Secretary will be responsible for everyday operations of the Chapter, record and distribute minutes of all Council, Business, and Special meetings, serve as Web Master for the Chapter's official Web site, assist in the organization of the annual meeting and interact when necessary with the parent Society for Neuroscience. At the discretion of the President, the Secretary shall be granted signatory powers. A Secretary-Elect shall serve a one-year term overlapping with the last year of the Secretary's term. The Secretary-Elect shall assist the Secretary with all operations of that office and shall substitute for the Secretary when necessary. The Secretary-Elect may not have signatory powers. The Secretary shall substitute for the President if neither the Past President nor President-Elect can serve. At the close of the Chicago Chapter Society for Neuroscience annual meeting, the previous Secretary shall assume the office of Past Secretary and the Secretary-Elect shall assume office as Chapter Secretary. The Past Secretary shall serve on Council for one year.

## *Section 4. The Treasurer, Treasurer-Elect, and Past Treasurer*

The Treasurer shall serve a two-year term. The Treasurer will be responsible for overseeing all moneys and valuable effects in the name and to the credit of the Chapter, and for overseeing full and accurate accounting of receipts and disbursements in books belonging to the Chapter. The Treasurer, with full signatory powers, shall render to the President and Council at its regular meetings, or when Council so requires, an account of the financial transactions and status of the Chapter. A Treasurer-Elect shall serve a one-year term overlapping with the last year of the Treasurer's term. The Treasurer-Elect shall assist the Treasurer and shall substitute for the Treasurer when necessary. At the close of the Chicago Chapter Society for Neuroscience annual meeting, the previous Treasurer shall assume the office of Past Treasurer and the Treasurer-Elect shall assume office as Chapter Treasurer. The Past Treasurer shall serve on Council for one year.

## *Section 5. Councilors and Undergraduate Program Liaison*

Chapter Councilors shall serve a two-year term, renewable for an additional year by majority vote of the



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Council. Councilor may not continue to serve unless they are elected Officers of the Chapter. Outgoing councilors may run again for a seat on the council following a 2 year respite. Councilors are eligible to run for the office of President, Treasure or Secretary at any point in their tenure. At the close of the Chicago Chapter Society for Neuroscience annual meeting, the newly elected Councilor shall assume office as Chapter Councilors.

The Undergraduate Program Liaison shall be appointed by majority vote of the council and shall serve a three-year term, renewable for additional years by majority vote of the Council. Preferences will be given to individuals serving as full-time faculty at major undergraduate institutions. The Undergraduate Liaison will be responsible for promoting the mission of the Chicago Chapter by recruiting, mentoring, and facilitating undergraduate student participation at the annual meeting.

## *Section 6. Postdoctoral and Student -Councilors*

Postdoctoral and Student councilors will be appointed by majority vote of Chapter Officers. Preferences will be given to students and postdoctoral fellows that have actively participated in the Graduate Student Symposium and Postdoctoral poster competition, respectively, during the annual meeting. Positions will be held for two years. Postdoctoral and student councilors will assist Chapter councilors and Officers execute and promote the mission of the Chicago Chapter.

## *Section 7. Transition Period*

During the implementation of the Secretary-Elect and Treasurer-Elect positions, the above-noted processes will be slightly different. A new Secretary will be elected to Office at the 2010 Chicago Chapter Society for Neuroscience annual meeting as anticipated. The current secretary will assume the newly created Past Secretary office and will assist the 2010-elected Secretary during the first year. This change effectively extends the current Secretary's tenure by one-year and maintains the staggered composition of the Office of President and Secretary. A new position, Treasurer-Elect, will appear on the 2010 ballot to assist the 2009-elected Treasurer. At the 2011 meeting, the position of Secretary Elect will appear on the ballot to complete this transition and this section will sunset and be removed from the Bylaws permanently.

## **Article V. Meetings and Quorum**

### *Section 1. Annual Meeting*

The Chapter membership shall meet annually at a place and time designated by Council. Council may also call special meetings of the membership.

### *Section 2. Business Meetings*

The Chapter President, through the Secretary, may call a business meeting at any time, specifying the place and time of the meeting and the purpose for which the business meeting is called. Such notice of Business Meetings shall be distributed not less than seven (7) days before the date of the meeting.

Meetings may be conducted in person or by telephone or other form of remote communication. Council may also conduct business by mail or email but in such cases any vote must be unanimous of all voting members of Council.

### *Section 4. Non-Business Meetings.*

Meetings for the purpose of scientific presentations or discussions may be sponsored by the Chapter after they have been approved by majority vote of the Council. It is the duty of the Secretary to notify all members of the Chapter in advance of Chapter-sponsored non-business meetings.

### *Section 3. Quorum*

A quorum of Council shall consist of not less than 50 percent of the total number of Council members serving.



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## **Article VI. Amendments**

Amendments to the Chapter Bylaws must be submitted in writing to the President who will disseminate copies of the proposed amendment to Council no less than one month before holding a Special or Annual Business Meeting. The amendment is to be discussed at a meeting where a quorum of the total number of Council members is present. Not more than one (1) week after the amendment has been discussed shall the President conduct, by ballot, a vote on the proposed amendment. The amendment will be adopted if it receives an affirmative vote by two-thirds of the Council.

## **Article VII. Fiscal Year**

The fiscal year of the Chapter shall be the academic year commencing on the 1<sup>st</sup> day of July and ending on June 30<sup>th</sup> of the following year.