

Constitution of the Brain Awareness Council

PREAMBLE

The main goals of the Brain Awareness Council are to encourage neuroscience education in the surrounding community and to expand the community's overall familiarity with basic science research while cultivating a desire for higher learning in students of all ages. These said goals shall be carried out in accordance with the mission and purpose of Wake Forest University as stated in the Student Handbook.

ARTICLE I: NAME

The name of the organization shall be the Brain Awareness Council of Wake Forest University Graduate School of Arts and Sciences, herein abbreviated BAC.

ARTICLE II: MEMBERSHIP

Section 1: Full Membership

All enrolled graduate students of Wake Forest University Graduate School of Arts and Sciences shall be eligible for full membership in the BAC. An individual shall not be discriminated against on the basis of race, religion, age, disability, veteran status, handicapped status, national and/or ethnic origin, marital status, gender or sexual orientation.

Section 2: Associate Membership

Associate membership may be extended to interested undergraduate students of Wake Forest University and interested post-doctoral fellows associated with Wake Forest University or Wake Forest University Health Sciences. Associate members retain the right to vote on issues concerning the BAC.

Section 3: Volunteer Membership

Volunteer membership may be extended to any interested member of the community. The executive council shall reserve the right to collectively grant volunteer membership after a majority vote has been reached. A volunteer does not possess full standing in the BAC, therefore will not hold voting rights.

ARTICLE III: BRAIN AWARENESS EXECUTIVE COUNCIL

Section 1:

The Brain Awareness Executive Council shall consist of the executive officers, as defined in Article IV.

Section 2:

Any student enrolled at the Graduate School of Arts and Sciences and who is an active member of BAC is eligible to serve as an executive officer. Active membership shall be defined as volunteering in at least one school visit or BAW event during each calendar year.

Section 3:

The BAC shall elect executive officers before the end of each calendar year. An exception to this shall be made for the Brain Awareness Week Chair (see Article IV, Section 3a) in which case a new executive officer for this position will be elected within 14 days following Brain Awareness Week.

Section 4:

Each BAC member shall be entitled to one vote and may submit a written proxy or send an alternative representative in the event of an absence.

Section 5:

The term of office shall be for the period of one calendar year, commencing the last day of December.

ARTICLE IV: EXECUTIVE OFFICES**Section 1:**

There shall be eight elected officers on the executive board of the BAC. The elected officers shall consist of Brain Awareness Week Chair, Presentation Development Chair, Materials Management Chair, Financial Chair, Website Chair, Media Chair, School Visit Chair, and Volunteer Chair. In the event that there is more than one interested and qualified individual nominated for a position, co-chairs shall be named at the discretion of the elected executive officer for that position.

Section 2: Election of Officers

- a. Nominations for the election of executive officers shall be held open for entire month of November.
- b. Submission of nominations shall be made to the existing Brain Awareness Week Chair.
- c. Election to office shall be open to any student meeting the requirements aforementioned in Article III, Section 2 of this constitution.
- d. All full and associate members of the Brain Awareness Council shall be entitled to vote in the officer elections.
- e. Election to office shall require a simple majority vote of three-fifths of members.
- f. In the event of a tie, a run-off election shall be held between the tied candidates.
- g. If an elected officer vacates his/her position prior to the end of the term of office, the remaining Executive Board members shall nominate a replacement to be confirmed by the remaining members of the BAC by a simple majority vote of representatives present.

Section 3: Duties of the Officers

- a. The duties of the Brain Awareness Week Chair shall be:
 - i. To coordinate all events associated with Brain Awareness Week (e.g. planning public speakers and community presentations such as presentations at Sci-Works or the Children's Museum.)
 - ii. To coordinate activities and resources related to BAW from the University (e.g. faculty members and resources from the community such as our partnership with Targacept.)
 - iii. To work with the Media Chair to publicize the scheduled events.

- iv. To act as primary contact person for media coverage of BAW events.
- v. To coordinate the nomination and election of each year's executive council.
- b. The duties of the Presentation Development Chair shall be:
 - i. To facilitate the development of new centers, presentations, lesson plans, and handouts.
 - ii. To continue to develop new presentations of relevant information, to improve established presentations, and to ensure that information in presentations remains current.
 - iii. To encourage the development of new centers by graduate students with different specialties and to ensure that all presentations and handouts are understandable, appropriately documented, and have a professional, uniform layout.
 - iv. To ensure that all of the presentations and handouts are collected in one folder and/or CD that is accessible and appropriately backed up.
- c. The duties of the Materials Management Chair shall be:
 - i. To manage supplies for centers.
 - ii. To ensure that the centers are stocked with supplies (e.g. pipe cleaners for neurons, gloves for brain anatomy.)
 - iii. To ensure that supplies are brought to schools and returned to the appropriate place for future use.
- d. The duties of the Financial Chair shall be:
 - i. To act as treasurer.
 - ii. To seek new funding sources by interacting with businesses in the community to solicit their support through monetary or in-kind contributions.
 - iii. To work with the University to manage assets in a BAC account.
 - iv. To follow up with contributors to let them know how their involvement has benefited the community.
- e. The duties of the Website Manager Chair shall be:
 - i. To ensure that the website works and is up to date.
 - ii. To post pictures from visits (when available and legal.)
 - iii. To update the volunteer sign up area.
 - iv. To continue to improve the web site and BAC services on the web.
- f. The duties of the Media Chair shall be:
 - i. To use media resources to inform the community about BAC activities.
 - ii. To make contact with local media resources to advertise for major upcoming events.
 - iii. To communicate with other relevant organizations in the community (e.g. informing the school system of upcoming BAC activities that may interest teachers and students and informing the Senior Services Center about activities relevant to older adults.)
- g. The duties of the School Visit Chair shall be:
 - i. To coordinate with teachers to schedule classroom visits.
 - ii. To coordinate with the Volunteer Chair and Website Manager Chair to communicate the number of volunteers that will be needed for each visit.
 - iii. To communicate with the school about needs for the presentations (e.g. power point projectors or a sink.)
- h. The duties of the Volunteer Chair shall be:
 - i. To organize volunteers for BAC events.
 - ii. To act as primary contact for volunteers.
 - iii. To ensure that the appropriate number of volunteers is arranged for each visit.
- iv. To email directions, contact numbers, information about what presentations will be presented and by whom to the volunteers.
- v. To work with the Materials Management Chair and School Visit Chair to make certain that volunteers have the resources they need for their presentations.

ARTICLE V: GENERAL MEETINGS

Section 1:

The Brain Awareness Council shall meet publicly during the academic year as deemed necessary by the Chairs.

ARTICLE VI: FINANCES

Funds to the Brain Awareness Council are allocated, maintained, and managed by the Graduate School of Arts and Sciences. Allocation of funds will be subject to the rules and restrictions mandated by the Graduate School of Arts and Sciences.

ARTICLE VII: AMENDMENT

Section 1:

Any graduate student of the Graduate School of Arts and Sciences may propose an amendment to this Constitution by writing to a Chair on the executive council.

Section 2:

Upon receipt of the proposed amendment, the Chair shall review it for clarity of language and shall present it to the BAC as received. The Chair shall also present those sections of the Constitution affected by the proposal.

Section 3:

Each BAC member shall be entitled to one vote and may submit a written proxy or send an alternative representative in the event of an absence. Amendments can be voted on in the context of a physical meeting, or an alternative voting mechanism may be used (e.g., interoffice mail of ballots, email).

Section 4:

Voting to ratify an amendment shall not take place earlier than the second joint Council meeting after which the proposal is raised.

Section 5:

The approval of three-fifths of members shall be necessary for ratification of the amendment.

Section 6:

An amendment shall become effective fourteen days, excluding holidays, after its publication, unless contested by graduate students demanding a referendum. The chairs shall conduct a referendum within thirty days, excluding holidays, after the BAC's receipt of a petition signed by five percent of the graduate students. To be lawful and binding, a referendum must be supported by the votes of at least twenty percent of the graduate students of the Graduate School of Arts and Sciences.

ARTICLE VIII: RATIFICATION

Section 1:

The approval by three-fifths of members shall be necessary for ratification of this Constitution.

Section 2:

This Constitution shall become effective fourteen days, excluding holidays, after its publication, unless contested during this fourteen-day period by graduate students calling for a referendum. This petition must be signed by at least five percent of the enrolled graduate students.

Section 3:

The executive council shall conduct a referendum within thirty days, excluding holidays, after the BAC's receipt of the aforementioned petition. To be lawful and binding, a referendum must be supported by the votes of at least twenty percent of the graduate students of the Graduate School of Arts and Sciences; otherwise, the petition for referendum gets voided.