



NeuroSphere

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish NeuroSphere (NEUROSPHERE) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

NeuroSphere empowers students to engage in volunteering with traumatic brain injury survivors, promote brain health awareness via creative content creation, and build inclusive communities that support people affected by neurological conditions.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's CCC site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - Active members must participate in at least 50% of scheduled meetings and participate in at least one club-sponsored event each semester.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as 2/3 of the active membership plus one officer.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. **Co-Presidents (2)** – Must have been an active member of the club for at least one semester and served on executive board previously, unless no one else is qualified.
- B. **Secretary (1)** – Must have been an active member of the club for at least one semester, unless no one else is qualified.
- C. **Directors of Events & Programming (2)** – Must have been an active member of the club for at least one semester, unless no one else is qualified.
- D. **Directors of Marketing & Outreach (2)** – Must have been an active member of the club for at least one semester, unless no one else is qualified.
- E. **Director of Membership Management (1)** – Must have been an active member of the club for at least one semester, unless no one else is qualified.
- F. **Business Manager (1)** – Must have been an active member of the club for at least one semester, unless no one else is qualified.

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The **Co-Presidents** shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above. In addition, the Co-Presidents shall represent the club to the Students' Association and maintain a positive working relationship with the partnering NGO, Bridges for Brain Injury.

- F. The **Business Manager** shall be responsible for maintaining all finances and keep detailed records of all transactions. In addition, the Business Manager shall prepare budgets, oversee fundraising activities, and provide regular financial updates to the membership.
- G. The **Secretary** shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.
- H. The **Secretary** shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
- I. **Directors of Events & Programming** – Shall plan and execute events and programs that promote the club's mission, coordinate logistics, and ensure events run smoothly.
- J. **Directors of Marketing & Outreach** – Shall manage publicity and social media, create promotional materials, and build connections with campus and community partners to increase visibility.
- K. **Director of Membership Management** – Shall maintain membership records, welcome new members, encourage member engagement, and oversee communication with the general membership.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Elections Procedure - Leadership positions shall be filled through an open nomination process followed by a majority vote of active chapter members.
- B. Term of Office - Officers shall serve one-year terms, beginning immediately after elections. Outgoing officers are responsible for providing materials, guidance, and training to incoming officers to ensure continuity of leadership and effective functioning of the organization.
- C. Timing of Elections - Elections shall be held at least two weeks prior to the last day of classes each spring semester.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a $\frac{2}{3}$ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The NeuroSphere of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the NeuroSphere. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The NeuroSphere abides by the nondiscrimination policy of the University of Rochester.

Signature of Confirmation
Ray Sze
President, NeuroSphere

Regis Sze

Date October 1st, 2025

Ryan Lin

2/10/26

Signature of Approval
Ryan Lin
Chair, Student Organization Administration & Review Committee

Date