

SOCIETY FOR ARAB NEUROSCIENTISTS

INITIAL DRAFT OF A CHARTER

ARTICLE I. Name

The name of this organization shall be “Society for Arab Neuroscientists”. Its abbreviation shall be “SfAN”.

ARTICLE II. Purpose and Mission

The purpose of the Society for Arab Neuroscientists (herein referred to as “SfAN”) shall be to serve Arab Neuroscientists and to promote neuroscience in the Arab World.

SfAN’s mission is three-fold:

- To promote professional networking and collaborations among Arab neuroscientists in academia and industry, as well as between Arab neuroscientists and the global neuroscience community
- To recognize excellence and innovation in the field of neuroscience by Arab scientists
- To advance neuroscience education and to leverage support for research and development in the Arab world

SfAN is strictly a Non-Profit, Non-Political and Non-Sectarian Organization. Our members include academic faculty, postdoctoral fellows and graduate students of Arabic descent pursuing neuroscience research throughout the world, as well as other members with interest in advancing neuroscience in the Arab world. SfAN will strive to serve in all aspects of the neuroscience profession (e.g. networking, socializing, career development and dissemination of information relevant to neuroscientists in general and to Neuroscience in the Arab World in particular), and to promote productive professional collaborations between Arab and Non-Arab neuroscientists worldwide. In doing so, greater net solidarity will be achieved through the interpersonal and organizational affiliations that SfAN shall foster.

ARTICLE III. Membership and Associateship

1. Membership shall be open to the public. Membership application should be completed on SfAN’s official website <http://www.arabneuroscientists.org>.
2. SfAN’s Membership Committee will confirm that membership applications meet the necessary requirements of showing commitment to SfAN’s mission. The Membership Committee, which will be elected or assigned by the executive board, reserves the right to revoke the membership of individuals who do not adhere to SfAN’s mission.
3. SfAN’s Membership Committee shall not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or political belief.

4. To retain status as an “Active Member” once membership has been established, SfAN members must pay any applicable yearly dues in a timely manner.
5. Only “Active Members” are entitled to vote in elections.
6. Any member may withdraw from membership at any time by emailing the Secretary General. Withdrawal shall become effective upon the date such notice is received.
7. An “associate” status is a designation for anyone interested in partnering with SfAN, but does not wish to be a member or does not fit membership criteria.

ARTICLE IV. Advisory Board

1. SfAN shall have an advisory board comprised of neuroscientists recognized as leaders in the field and who supports the Executive Board for more effective achievement of SfAN’s mission.
2. Three to five advisory board members shall be selected by a unanimous vote of the Executive Board (as defined in article V) for the first 5 years. Upon sustenance of the society as a non-profit organization, advisory boards will transition to an election basis.

ARTICLE V. Office Bearers

1. The officers of SfAN shall be a President, a Secretary General, a Treasurer, a Communications Officer and a Fundraising Officer. These officers shall be elected by a majority of “Active Members” vote.
2. The duties of the President shall be as usually pertain to the office he or she holds. The Secretary General shall execute the duties of the President should he or she becomes unable to fulfill them.
3. Only “Active Members” of SfAN are eligible to bear office.
4. The officers shall be elected for terms one year in length (renewable term up to 3 years).
5. The SfAN President must be a SfAN member for at least two years prior to assuming this role.
6. Officers need not be of Arab descent but must show commitment to SfAN’s mission as stated in Article II, and are expected to be knowledgeable of Arab culture and the current landscape of Neuroscience research and activities in the Arab world.

ARTICLE VI. Meeting

1. There shall be two kinds of meetings: Executive and General Body. Executive meetings shall be meetings of the Office Bearers. General Body meetings shall be an open meeting of Office Bearers, members, associates, and guests.

2. SfAN shall have at least one General Body Meeting per year, and as many Executive meetings as needed to serve SfAN's mission.
3. Additional meetings of either kind may be assigned according to the will of the Office Bearers.

ARTICLE VII. Elections

1. The members of the general body shall nominate the candidates for President, General Secretary, Treasurer, Communication Officer and Fundraising Officer in a General Body Meeting.
2. Votes shall be collected, either electronically or physically after nominations have been made and accepted. After counting the votes, the newly-elected officers shall be contacted and informed of their selection. Transition to online voting will be implemented once the logistics for this process are figured out.

ARTICLE VIII. Nominations

1. All nominations for office must include the following:
 - a. The name of the office for which the candidate is being nominated.
 - b. The nominee's name, printed.
2. A nomination must be accepted by the nominee in order to be deemed valid.

ARTICLE IX. Duties of the Office Bearers

The duties of the Office bearers shall be as follows:

A. President

1. Responsible for the general management of all SfAN activities according to the provisions of the Charter.
2. Holding Executive Board Meetings every 3 months, developing an agenda for each meeting, and facilitating each meeting.
3. Keeping up to date on all aspects of SfAN and its committees and any existing sub-committees. Coordinating all of these aspects and activities so as to achieve maximum efficiency, maintain direction of the entire organization, and to achieve the overall purpose and goals of SfAN.
4. Maintaining links with all external affairs of SfAN and acting as the representative, spokesperson and correspondent for SfAN.
5. Holding the Executive Board and any existing committee chairs responsible for all of their duties.

6. Handling and dealing with all emergency problems and situations as they arise in accordance with the charter.
7. Overseeing major affairs of SfAN.

B. Secretary General

1. Fill in for President in the absence of the President.
2. Keep track of member and associate information.
3. Advise the President and assist in decision-making.
4. Take minutes at all meetings and forward to all SfAN office bearers.
5. Send emails to members and office bearers.
6. Handle issues related to member and associate information.
7. Advise the President and assist in decision-making.

C. Treasurer

1. Receive and record any applicable dues.
2. Complete necessary financial transactions on behalf of SfAN.
3. Participate in fundraising efforts and opportunities.
4. Attend all budget meetings and submit funding requests in accordance with non-profit financial requirements.

D. Communications Officer (duties to be assigned during interim transition phase)

E. Fundraising Officer (duties to be assigned during interim transition phase)

ARTICLE X. Duties of the Executive Board

1. Advise the Office Bearers when making decisions.
2. Advise the Office Bearers on member and advisor issues.
3. Advise the Office Bearers during public and internal conflicts.

ARTICLE XI. Executive Board

1. The Executive Board shall consist of the president, secretary general, treasurer, communications officer, and fundraising officer defined in article V.
2. The Executive Committee is responsible for the strategy and policies of SfAN, and sets goals for the year in a way that promotes the SfAN's mission (Article II), deals with the administration and management, and strives to act honestly and with integrity in all its dealings.
3. The Executive Board shall hold at least one General Body Meeting (GBM) per year, consisting of "Active Members". All members should be informed of a GBM at least 60 days prior to the meeting and allowed to participate in person, via conference call, or via online medium. The Executive Board shall decide the format (physical assembly or online forum), the location and the time of the GBM.
4. Decision in any matter requires a two-thirds majority of the members present.

ARTICLE XII. Finances

1. Any applicable yearly dues shall be paid to SfAN's PayPal account by individuals seeking renewed membership in SfAN, in return for a written receipt.
2. Waiver of dues may be issued if the member gives a legitimate reason for their inability to pay. The Executive Board shall determine the merit of such waivers on a case-by-case basis.
3. The Executive Board may accept any help (monetary or other forms of unrestricted gifts) from any legitimate source consistent with the mission and purpose of SfAN.
4. Money shall not be paid to members or associates in return for their services provided to SfAN, excluding money for reimbursement of materials needed for SfAN events and activities.
5. Financial statements for SfAN accounts will be made available to members upon request and a report will be presented at the SfAN meetings.

ARTICLE XIII. Amendments to the Charter and Preemption

1. Any proposed amendment must be presented to the Secretary General of SfAN in writing.
2. The Executive Board shall thoroughly examine the proposed amendment and shall notify the members of SfAN in the GBM that an amendment to the constitution has been submitted.
3. The proposed amendment shall be debated in the GBM and be voted upon. In order to be adopted, majority vote of the assembled members in favor of the amendment must be acquired.
4. SfAN must comply with all local, state, and federal laws.