

Biomedical Engineering Society UCSB Student Chapter Constitution and Bylaws

Constitution

Article I. Name

1.1 This organization shall be known as the Biomedical Engineering Society UCSB Student Chapter, hereinafter called the "chapter" which shall have been granted a charter by the national Biomedical Engineering Society (BMES).

Article II. Objectives

2.1 The objective of the chapter shall be to promote the profession of biomedical engineering through the organized effort of this group in study, research, and discussion of the fields of biomedical engineering and the dissemination of knowledge thereby gained. The chapter shall promote membership in the BMES by acquainting the student body with the ideas, purposes, and objectives of BMES.

Article III. Membership

3.1. Any person who is a registered student enrolled in an undergraduate college curriculum in science, engineering, engineering technology, or pre-medicine, which culminates in a bachelor's or associate's degree, who is also a Student member in good standing of BMES is eligible for membership in the student chapter.

3.2 Any graduate level degree program which will enhance professional competence, and who is also a Student member in good standing of BMES is eligible for membership in the student chapter.

3.3. All members of the student chapter are subject to the Constitution and Bylaws of the Biomedical Engineering Society.

Article IV. Officers

4.1. The officer positions of the chapter shall be:

- Executive Board (Liam Dow, Jenny Walker, Luke Patterson, Brian Dincau)
- Historian (Liam Dow)
- Treasurer (Scott Smith)
- Med Ventures Representative (Brian Dincau)

4.2. Descriptions of the officer positions are:

- Executive Board

- Leads meetings, sets goals for the club, acts as a representative for the club at related events, and manages organization of the calendar of events/events themselves/etc.
- Is in charge of promoting BMES events and improving membership numbers
- Communicate with club members through slack, email, and chapter website.
- Historian
 - Takes meeting minutes and maintains the BMES box
 - Submits yearly CDR to the nationwide BMES
- Treasurer:
 - Create a yearly budget and maintain the club finances (reimbursements, payments, etc.)
 - Manages the finances for the club and aids in making event decisions based on funding.
 - Will be responsible for collecting money for BMES merchandise like t-shirts, and also handles reimbursements for other members in the club

4.3. The officers of the chapter shall be elected in the manner prescribed by the Bylaws of the chapter. They shall hold office for a period of one year if possible.

Article V. Constitution

This Constitution may be amended by any current members of the BMES Executive Board or declared incoming members of the Executive Board. The Constitution is subject to change annually during the spring of each school year . Upon passage, an amendment should be submitted to the BMES headquarters.

Bylaws

Article I. Dues

I.1. Student applications for membership are evaluated at Society headquarters. Students will individually be notified of their acceptance for BMES membership.

I.2. To maintain status as a nationally recognized student chapter, 10 members each year must pay membership dues (\$30).

I.3. All Executive Board members will be required to pay dues and be a nationally recognized BMES member.

Article II. Nominations

2.1. At least three weeks prior to the scheduled election date, an email will be sent out to members asking if they would like to run for any open Executive Board positions. Members will nominate themselves.

Article III. Elections

- 3.1. Elections shall be held no later than May.
- 3.2. Newly elected officers shall attend at least one Executive Board meeting before the end of the year.
- 3.3. Newly elected officers will have a one-on-one meeting with the previous officer of their position.
- 3.4. No student shall be elected to office if graduating before completing at least one-half year in office.
- 3.5. A majority vote of all Executive Board members shall be necessary to elect an officer.
- 3.6. All elections shall be by secret ballot.

Article IV. Meetings

- 4.1. The chapter shall hold regular meetings during the school year, with the exact date determined by the officers.
- 4.2. Notice of all meetings shall be posted on the BMES Slack and the BMES Google Calendar at least ten days prior to the date of the meeting, and may be further publicized in any manner the Public Relations officer deems necessary and proper.
- 4.3. General body meetings at least once every month of the school year.
- 4.4. Executive Board meetings monthly.
- 4.5. General members must attend at least three meetings/events to be considered an official member.
- 4.6. Executive Board members can miss maximum three meetings (general and executive board) per semester.

Article V. Programs

- 5.1. Regular meetings shall be devoted primarily to the profession of biomedical engineering, academia, social events, or philanthropy.
- 5.2. Minimum of 1 events per quarter.
- 5.3. A field trip or event may be scheduled in lieu of a regular meeting.

Article VI. Awards Program

- 6.1. The chapter shall encourage its qualified members to apply for the Young Investigator Award, Graduate Student Awards, and Undergraduate Design Awards, sponsored by the Biomedical Engineering Society.

Article VII. Committees

7.1. The Student Chapter may create committees as needed to enhance the activities of the Chapter.

7.2. The committees shall consist of two to five members of the chapter.

7.3. The President and Executive Board shall appoint the Chair of any committee, and, with the approval of the Chair, shall appoint the members of the respective committees.

7.4. The President and Executive Board shall determine and appoint any additional committees deemed necessary and proper to fulfill the objectives of the organization.

Article VIII. Faculty Advisor

8.1. The faculty advisor of the chapter is Beth Pruitt.

8.2. Executive Board members will meet with the faculty advisor at least once a month to discuss goals, events, and progress of the chapter.

Article IX. Annual Requirements

9.1. At the end of each year, Executive Board members must submit a Chapter Development Report (CDR) to the national BMES organization.

9.2. The Executive Board will be responsible for registering the chapter as an official chapter of the national BMES organization.