



## BIOMEDICAL ENGINEERING SOCIETY

We the students, faculty, and staff of the University of Rochester hereby establish the Biomedical Engineering Society Student Chapter – hereinafter referred to as BMES – of the University of Rochester and enact this constitution for its government. Failure to follow this constitution could result in revocation of Students' Association recognition of this organization.

### Article I. Purpose of Organization/Mission Statement

The goal of Biomedical Engineering Society (BMES) is 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. BMES encourages student interaction and collaboration and allows the students to come together under a common banner. The Vision of the BMES is to serve as the lead society and professional home for biomedical engineering by:

- Fostering translation of biomedical engineering and technology to industrial and clinical applications through enhancing interactions with industry and clinical medicine.
- Holding top-quality scientific meetings and publishing newsletters informing students about local and national biomedical engineering pursuits and functions.
- Promoting the education, diversity, and professionalism of the next generation of biomedical engineers, providing guidance for their career paths.
- Enhancing the impact of biomedical engineering on economy and human health and maximizing the performance of the discipline through:
  - Promotion of diversity in biomedical engineering.
  - Recruitment of members.
  - Increase in recognition of biomedical engineering as a critical discipline in health by the government, the media and the public.

### Article II. Membership

#### *Section A. Membership*

1. Eligibility – All Students' Association 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 University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership. All members and associate members shall be listed on the organization's Campus Club Connection site.
2. Definition of active member – All members must be national BMES members, pay the local dues, and be on our e-mail list. Executive Board members must

attend 90% of meetings. Active members must attend half of the meetings and events.

3. Definition of associate member – Must attend at least one meeting per semester and be on the e-mail list. An associate member cannot vote in elections.

### **Article III. Meetings and Voting**

*Section A.* A meeting shall be valid if a quorum, plus one officer is present. Quorum is defined as half of BMES' s active membership.

#### *Section B. Voting*

1. Voting on any issue shall be official only if the meeting is valid.
2. All members shall have equal voting power.
3. 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 IV. Officers and Qualifications**

#### *Section A. Officer Positions*

1. President
2. Vice President
3. Business Manager
4. Secretary
5. Webmaster
6. Social Chair
7. Public Relations Chair
8. Newsletter/Fundraising Chair
9. Class Representatives

#### *Section B. Duties of Officers*

1. All officers shall be members of the Students' Association.
2. All officers shall promote active recruitment of new members.
3. All officers shall enforce this constitution.
4. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
5. The Business Manager will be responsible for maintaining all finances and keep detailed records of all transactions.
6. President – A majority elected President will preside at all meetings of the Biomedical Engineering Society 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 the purposes set forth above. The president will also represent the club. S/he will provide members with an appropriate agenda. S/he will also focus on long-term goals. S/he will also ensure that the chapter is renewed, both nationally and at the University of Rochester.
7. Vice President – The Biomedical Engineering Society shall elect a vice-president by majority vote. The vice-president's duties shall be to preside at

- all meetings and functions that the President cannot attend. S/he shall assist the president in all matters and may ask for assistance from any officer or member. S/he is in charge of short-term goals and day-to-day activities.
8. Business Manager - The Biomedical Engineering Society shall elect a Business Manager by majority vote. S/he will work with the President and the head of the Biomedical Engineering Department to create the budget for the year early in September. S/he will keep the list of dues paying members, handle all dues, accounts, expenditures, and any perform other duty relegated to the position of Business Manager as outlined in the Business Manager's Manual. In addition, s/he will provide a monthly statement for the officers and be in charge of implementing new and old fundraisers.
  9. Secretary - The Biomedical Engineering Society shall elect a Secretary by majority vote. S/he shall schedule all meetings and contact club members as to place and time for the meeting. S/he will record all the minutes of the general and executive board meetings. S/he will handle all paper work and membership information such as Name, Address, Phone Number, E-mail, and student status. In addition, the secretary will be responsible for maintaining a copy of this constitution open to inspection by all members of this society, Senate and all members of the Students' Association.
  10. Webmaster - The Biomedical Engineering Society shall elect a Webmaster by majority vote. S/he shall create and maintain the website. S/he shall post minutes, events, and newsletters on the website. S/he will also work with the secretary to keep the Campus Club Connection (CCC) updated and will renew the CCC annually.
  11. Social Chair - The Biomedical Engineering Society shall elect a Social Chair(s) by majority vote. The number of social chairs will be determined by a majority vote of the officers at the meeting prior to the election. S/he/they plan social events both on and off campus, and with other groups on campus. S/he/they will actively communicate with other Biomedical Engineering students to find what events interest them.
  12. Public Relations Chair - The Biomedical Engineering Society shall elect a Public Relations Chair(s) by majority vote. S/he/they will promote the society on campus by creating and distributing club publications (posters, flyers, etc). S/he/they will also be responsible for creating Upcoming Events handouts, etc... which can be distributed to students in classes, with permission of professors.
  13. 9. Newsletter/Fundraising Chair - The Biomedical Engineering Society shall elect a Newsletter/Fundraising Chair by majority vote. S/he will be responsible for creating 1 or 2 newsletters per semester, as determined by the Executive Board. S/he will find people to write articles, create an electronic copy of the newsletter, and make paper copies for mailings when necessary. S/he will also work with the Executive Board to plan and implement one fundraiser per semester.
  14. 10. Class Representatives - The Biomedical Engineering Society shall elect a Class Representative for the next senior, junior, and sophomore class by a majority vote. The number of class representatives will be determined by a majority vote of the officers at the meeting prior to the election. A/the class

representative(s) for the freshmen class will be elected in September once classes have started. S/he/they shall be elected by a majority vote. All class representatives will be responsible for making announcements to their respective class, assisting the executive board with functions, and assisting the social chair(s). One class representative should be responsible for updating the Biomedical Engineering Society Events Board.

***Section C. Nominations and Elections***

**1. Nomination and Elections Procedure -**

- a. All nominees must be nominated at or before the day of the election. A nominee can be nominated by any member including his/her self. The nomination must be seconded by a different member. Nominees for President and Vice President must be executive board members. Nominees for President must have been on the executive board for at least two years.
  - b. All officers shall be elected by a majority of eligible voting members of the University of Rochester Biomedical Engineering Society.
  - c. All voting shall be done by secret ballot to be collected and tabulated by the Secretary.
- 2. Timing of Elections -** All elections will be held on an annual basis by April 1<sup>st</sup>. Those elected will hold their positions for one year only. Authority of position is effective of April 1<sup>st</sup>.
- 3. Term of Office -** Officers can hold their positions for a maximum of four terms unless they are dismissed by a two-thirds majority vote. The exception to this is the President who can only hold the position for two years.

***Section D. Vacancies, Resignations, and Removals***

1. Any officer of the University of Rochester Biomedical Engineering Society in violation of the organization's purpose or constitution or University policies may be removed from office after two violations (documented in writing by the Secretary) by the following process:
2. At the valid meeting following a vacancy of an office, the position is to be filled by the same manner described in the Nominations and Elections Procedure.
3. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the active membership to pass the motion.
4. If a vote of no confidence on any officer is to take place, it must be given an official meeting's notice. Any member of an organization can call for a vote of no confidence.
5. An office shall be declared vacant as the result of a vote of no confidence.
6. Should an officer resign or be removed, a special election will be held one week after written notification to all voting members. A majority vote of the executive board will elect the new officer.

***Section E. Provisions of the Advisor***

1. The Faculty Advisor shall be appointed annually by the Chapter/Department/University.

2. The Faculty Advisor must be an Associate member, Member, or Senior member of the Society. He/she shall serve the chapter and the BMES as an intermediary and resource person.

**Article V. Finances**

*Section A.* Students' Association members shall receive priority at SA-funded events conducted by this organization.

*Section B. Funding*

BMES shall be eligible for SA funding.

1. Dues Structure

- a. Dues will be collected at the beginning of each academic year, or as a new member joins.

2. Fund Raising

- a. The chapter membership shall be authorized to suggest a voluntary contribution to the chapter treasury; beyond the amount collected as national dues. This amount shall not be remitted by the chapter members to the national Society, but shall be given directly to the chapter treasury for use by the chapter.

3. Donations and Gifts

- a. Donations and gifts of funds, equipment, and services are considered as such as long as the party does not wish to be advertised in connection with the Biomedical Engineering Society.

**Article VI. Classification**

*Section A.* BMES shall be classified as an: Academic Council

- A. Academic Council - An academic council shall be any SA-recognized organization that works with, is advised by or is run in conjunction with an academic department related to a specific major, certificate or concentration program.

**Article VIII. Adoption of the Constitution**

*Section A.* Two-thirds of the active membership, or more if the organization decides, must approve the constitution.

*Section B.* This constitution will be ratified upon approval of the Senate and the signature of the Speaker.

*Section C.* This constitution shall not conflict with the Students' Association constitution or by-laws.

**Article IX. Amendments**

*Section A.* Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

**Article X. By-laws**

**Section A.** At least a 2/3 majority of the active membership must approve the by-laws and any amendments.

- a. These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
- b. Upon passage, an amendment should be submitted to the Society headquarters.


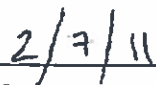
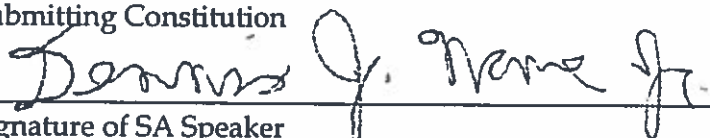

**Section B.** By-laws should not conflict with this constitution or the SA constitution or by-laws.

**Article XI. Hazing Policy**

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the BMES. 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 XII. Discrimination Policy**

The BMES of the University of Rochester does not discriminate against any individual or organization of individuals on the basis of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation.

	
Signature of Officer Submitting Constitution	Date
	
Signature of SA Speaker Granting Recognition	Date