

Constitution

Biomedical Engineering Society – The Ohio State University Student Chapter

Article I. Name, Purpose and Non-Discrimination Policy

Section 1: Name

"Biomedical Engineering Society – The Ohio State University Student Chapter", hereinafter called the "chapter" which shall have been granted a charter by the Biomedical Engineering Society, hereinafter called "BMES".

Section 2: Purpose

The objectives of the chapter shall be to:

1. 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.
2. Foster networking opportunities between students, faculty and biomedical engineering professionals.
3. Cultivate an understanding of the engineering field in the community through outreach events.
4. Encourage membership in BMES and the chapter by acquainting the student body with the ideas, purposes, and objectives of BMES.

Section 3: Non-Discrimination Policy

This organization and its members shall not discriminate against any individual(s) for reasons of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis in accordance with The Ohio State University Organization Registration Guidelines.

Article II - Membership

1. Any person who is a registered student at The Ohio State University, regardless of race, gender, sexual orientation, or religion, interested in biomedical engineering, or pursuing a degree which will enhance professional competence.
2. After the payment of dues, membership in the student chapter of BMES will include membership to the national BMES organization.
3. All members of the chapter are subject to the Constitution and Bylaws of BMES and the chapter.

Article III. Officers

1. The executive officers of the chapter shall be President, Vice President, Secretary, and Treasurer. The executive officers must be members of BMES.
2. 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 IV. Executive Committee (Not needed)

Article V. Standing Committee (Not needed)

Article VI. Method of Selecting and/or Removing Officers and Members

1. Selecting of officers. Officers are selected via a majority vote which takes place during the month of March or April of Spring semester.
2. Removal of officers. Off majority vote of the general body.
3. Removal of members. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.
4. Dues. Members must only pay dues, which make them a member for the school year for which they paid. The price of dues may change each year and will be agreed upon by the officers of the chapter.

Article VII. Advisor Qualification Criteria

Advisor must be a member of the University faculty or Administrative and Professional staff. Advisor is responsible for signing or approving any measures that require an advisor, while also providing guidance to the organization.

Article VIII. Meetings of the Organization

General Body meetings must take place at least three times per semester. More meetings may be scheduled, but this minimum that must be met.

Article IX. Constitution Amendment

This Constitution may be amended by a 2/3 vote of chapter members present at any regular or special meeting, provided that written notification of the amendments has been emailed to all chapter members and posted on the chapter website / Facebook page at least seven days prior to the date of the meeting. Upon passage, the amendment should be submitted to BMES student chapter and the Ohio Union Student Organization website.

Article X. Method of Dissolution of Organization

The organization will only be dissolved if active paid membership falls to five members. Assets will be transferred over to the Biomedical Engineering department for holding / usage as the department sees fit. Debts will be paid in full before the organization can be dissolved; the executive board is responsible for overseeing this process.

Bylaws

Article I. Parliamentary Authority

The rules contained in Robert's Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Article II. Membership

Membership requires only that yearly chapter dues are paid, and that the member has an interest in Biomedical Engineering. Dues are valid for the school year in which they are paid. Dues will be set every year by the executive board prior to the first general body / recruitment meeting. Members may terminate their membership by notifying any executive officer; however, their dues are non-refundable.

Article III. Elections

Eligibility for President, Treasurer, or Vice President requires that one be a paid member of the organization and must be accepted into the Biomedical Engineering major or graduate program. Furthermore, the President must be a biomedical engineering major, whether undergraduate or graduate.

Eligibility for Secretary only requires that one be a paid member of the organization.

Eligibility for Chairs only requires that one be a paid member of the organization.

Self nominations are allowed, as well as nominations by any other member.

Elections take place in a "heads down, hands up" majority vote process, and must take place during the April of the Spring Semester of the academic year. The Executive Board (President, Treasurer, VP, and Secretary) must be elected. Chairs may be appointed by the President or Vice President.

Article IV. Duties of Executive Committee

1. The President, as Chief Executive of the organization, shall supervise the organization's affairs and activities. The President is the executive administrative, presiding and reporting officer. The President shall be responsible for public relations, publicity, and promotion of the organization's activities. The President will work with the Faculty Advisor and the BMES office in all matters relevant to the chapter. The President is responsible completing annual president training through the Ohio Union, for registering the chapter as a student organization with the Ohio Union, for keeping the chapter's information with the Union up to date, coordinating the creation of a yearly schedule, ensuring the scheduling and creation of OSBMEC and the BME Department Picnic, ensuring the scheduling of at least three General Body meeting a semester, maintaining the eligibility with BMES Nationals as a student chapter, mediating any conflicts that arise in a professional manner, and representing him/herself as the president of BMES at all times.
2. The Vice President, who shall preside at meetings in the absence of the President, shall also supervise membership promotion. The Vice President's primary responsibility will be program planning and execution. The Vice President is expected to assess the needs of the other elected board members and officers and to aid in their responsibilities.
3. The Secretary shall be responsible for posting notices of all regular and special meetings and shall keep a permanent record of minutes of such meetings, keeping a record of upcoming events and the communication of such events to the general body members and other officers, maintaining the listservs, email address and inbox, the BMES student chapter website (or recruiting someone with the abilities to do so), sending reminder emails before BMES sponsored events, working with the Treasurer to maintain a list of paid members, and to respond or to forward BMES emails to appropriate officers.
4. The Treasurer shall be responsible for the financial records of the organization, for the disbursement of funds at the direction of the membership and with the approval of the Faculty Advisor, and for reporting in detail when requested by the membership. Income will be received through income producing functions approved by the membership and Faculty Advisor. The treasurer is responsible for completing annual treasurer training through the Ohio Union, as well as completing any requested audits or fund requests.
- 5 The outgoing and incoming Presidents, in the case of transition years, will meet to discuss and decide on what the minimum requirements of the chairs will be for the following year. They will create a list of minimum requirements that each incoming officer will sign and date, in order to be accountable for their roles in the following academic year. All officers will be made aware of their minimum requirements, but will be encouraged to seek more responsibilities. The executive board will discuss the distribution of roles and responsibilities on an as needed basis.

Article V. Standing Committees (Not needed)

Article VI. Faculty Advisor

1. The Faculty Advisor shall be appointed annually by the Biomedical Engineering department.
2. The Faculty Advisor must be an Associate member, Member, or Senior member of BMES. He/she shall serve the chapter and BMES as an intermediary and resource person.

Article VII. Meeting Requirements

Meetings must take place at least three times a semester. At least 10 members (or all members, if the organization has less than 10 members) must be present to vote on any decision put forth to the general body. Out of those 10, at least a 2/3 majority is required to pass any decision.

Article VI. Bylaws Amendment

These Bylaws may be amended by a 2/3 vote of chapter members present at any regular or special meeting, provided that written notification of the amendments has been emailed to all chapter members and posted on the chapter website at least seven days prior to the date of the meeting. Upon passage, the amendment should be submitted to the BMES student chapter and the Ohio Union.