***ARTICLE I: NAME, PURPOSE, and NON-DISCRIMINATION/SEXUAL MISCONDUCT STATEMENT***

***Section I: Name***

Biomedical Engineering Graduate Student Association (**BMEGSA**)

***Section II: Purpose***

To address the academic, service, social, professional, and post-graduate interests of the Graduate Student body in the Biomedical Engineering Department at the Ohio State University.

***Section III: Non-Discrimination and Sexual Misconduct Statement***

This organization does not discriminate on the basis 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 bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, BMEGSA expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

***ARTICLE II: MEMBERSHIP: Qualifications and categories of membership***

***Section I:******Voting Members***

All current graduate students(MS and Ph.D.) in the Department of Biomedical Engineering at The Ohio State University are considered general members of BMEGSA. General membership includes the ability to participate in general body meetings, vote, and recommend organizational changes.

***Section II: Honorary and External Members***

Honorary and external membership is available to alumni of the Biomedical Engineering graduate program and to industry partners. Honorary and external members are invited to participate in events hosted by BMEGSA. Honorary and external members do not have voting privileges during elections.

***ARTICLE III: ORGANIZATIONAL LEADERSHIP***

Leadership within BMEGSA will be comprised of the President as the primary leader, Vice-President as the secondary leader, the Treasurer, and Faculty Advisor. The President, Vice-President, and Treasurer shall all be elected and serve 1-year terms. The potential for re-election is possible so long as the student is in good standing as defined by the university and remains a graduate student within the Department of Biomedical Engineering. The Faculty Advisor typically agrees to serve a 2-year term upon commitment, however, this may change as the advisor may step down or leave the university at any time. In such circumstances as the faculty advisor chooses to step down, the position will be filled by an interim advisor until election time upon which BMEGSA leadership will work with the department to identify a new advisor.

***ARTICLE IV: SELECTION/ELECTION AND REMOVAL OF ORGANIZATIONAL LEADERSHIP***

***Section I: Election***

Executive Committee members will be elected annually near the end of the Spring Semester. Only BMEGSA members are eligible for nomination and may self-nominate or be nominated by their peers. Nominees must notify the BMEGSA President of their acceptance of the nomination electronically or in writing, unless self-nominated. Following the nomination, the nominees will be allowed to submit a statement of no more than 500 words. Finally, the President shall distribute the statements and ballots to all members of BMEGSA. In the case of a tie for the most votes, runoff elections will be conducted for only those involved in the tie. Terms will begin on July 1st and end on June 30th. June 30th through the first day of the Fall Semester will be the Transition Period. The purpose of the Transition Period is to indoctrinate the incoming leadership to the practices and current state of the BMEGSA Executive Committee. At the beginning of the transition period, the outgoing Executive Committee will conduct a presentation to the incoming members on the progress made during the term, any hurdles encountered, how they were overcome, and any other pertinent information. President Emeritus shall make themselves available as a resource throughout the following term.

***Section II: Stepping Down***

In the case a member of the Executive Committee chooses to step down, they must submit their intention in writing, and must they be replaced expeditiously. If the President steps down, the Vice-President will become the President and the Vice-President’s role must be filled. In all other cases, the position that has been vacated is the position that will be filled. A call for nominations will be made for the position within one day of the member submitting their intention to step down and an interim from the EC will be named. Nominations will close 3 days later, and the remaining General Body will vote upon which nominee will fill the role. The advisors will oversee the process and can vote in case of a tie.

***Section III: Removal Criteria***

***Part I:* If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.**

***Part II:* Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.**

***Part III:* In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.**

***Section IV: Removal Process:***

In the case that a member of the Executive Committee conducts themself in a manner not propitious to the purpose of BMEGSA, the following process must take place.

***Part I***: The President, or Vice-President if the President is the officer in question, must schedule a meeting with the officer in question to try to reach a resolution. If a meeting cannot be scheduled in a timely manner or a resolution cannot be reached, the action proceeds to Step 2.

***Part II***: The President and the officer in question must meet with the Advisor to try to collectively reach a resolution. If a meeting cannot be scheduled in a timely manner or a resolution cannot be reached, the action proceeds to Step 3.

***Part III***: A written notice of action, with the signatures of the rest of the executive committee, must be submitted to the officer in question and the advisors. The notice serves as a formal acknowledgment of the conduct of the member and the failure to resolve the issue, not a vote to remove.

***Part IV***: The officer in question has the opportunity to formally plead their case by submitting a statement to the rest of the EC and the advisors.

***Part V***: The Advisors have 1 week to respond with their decision. The member will be removed if the Advisors unanimously decide that this is the best course of action, or through the acquiescence of the Advisors.

If a resolution is reached in Steps 1 or 2, but the resolution is later broken or if the same problem recurs, the process continues at Step 2 or 3, respectively. If the member is not removed in Step 5, then the President will, if necessary, contact the Ohio Union to procure conflict resolution services. If the member is removed, they will be replaced as described in the “Stepping Down” section. If the grievance is a breach of the non-discrimination statement, the process begins at Step 3.

***ARTICLE V: EXECUTIVE COMMITTEE***

The Executive Committee shall consist of the Faculty Advisor, President, Vice-President, Treasurer, and Chairs for Communications, Outreach, Professional Development, Social, and Wellness.

***President***

The President shall complete the prescribed training and fulfill all requirements mandated by the OSU Student Union. The President shall serve as the primary contact for the organization. The President shall call, set the agenda for, and lead meetings of the organization.

***Vice-President***

The Vice-President will assist the President with their responsibilities, as needed, and will assume the responsibilities of the President in their absence. The Vice-President will be a liaison between BMEGSA and the BME Graduate Studies Council. Additionally, the Vice-President will work to ensure communication between BMEGSA and BMES is on-going and ensure collaboration between the groups. Finally, the Vice-President will work with the President to oversee all committees and to ensure each initiative is working to meet the goals and vision of the administration.

***Treasurer***

The Treasurer shall complete the prescribed annual training and fulfill all requirements mandated by the OSU Student Union. The Treasurer shall oversee all monetary transactions, keep an accurate and up to date account of organizational finances, head all funding request initiatives, complete the end of the year Operating Funds audit by May 1 of every academic year and, when necessary, interface with departmental administrative staff in fiscal-related matters.

***Chairpersons***

The chairpeople will be responsible for coordinating their individual initiatives. The planned initiatives include communications, outreach, professional development, social, and wellness. The communications chairperson is primarily responsible for coordinating the organization's website, creating flyers for events, and distributing notices for events to the department. The outreach chairperson will work to ensure there is a presence of BMEGSA in the community through working with local schools and organizations to demonstrate the strengths of the department and expose youth to the potentials of biomedical engineering. The professional development chairperson will be responsible for organizing events that advance professional preparedness such as but not limited to, industry speaker panels, etiquette dinners, and professional speaking engagements. The social chairperson is responsible for coordinating social engagements (*i.e.* welcome week event, holiday party) within the organization. Lastly, the wellness chairperson is responsible for planning and coordinating events geared towards addressing emotional and mental health as well as the physical health of the students in the department. While each chairperson is responsible for ensuring the individual initiative meet their goals, these initiatives are not fundamentally separate and collaboration is greatly encouraged.

***Article VI.—Advisor(s) or Advisory Board: Qualification Criteria.***

A maximum of three (3) core faculty and/or staff members from the Biomedical Engineering Department may be chosen as advisor and co-advisor(s) for the graduate student group. The faculty/staff advisor chosen must complete the advisor training prescribed by the OSU Student Union. They will serve as a reference for the departmental rules and regulations, provide an objective opinion in the organizational ruling, and maintain final decision-making power.

The advisor will commit to a two-year term with the organization and reserves the right to part with the organization at the completion of their term. Incoming executive committee members hold the right to invite the preceding advisor for another term of service or to choose a new advisor.

***Article VII - Meetings of the Organization: Required meeting and their frequency.***

The general body and executive committee will meet, at minimum, once a month. All other meetings will be held as needed. To be considered a member in good standing, a member must attend at least two meetings in the Fall and Spring terms. Attendance at events is optional but can be used in place of attending general body meetings.

***Article VIII - Amendments***

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. To prevent the Constitution from being amended easily or frequently, amendments will require screening by the advisory board prior to being passed to the organization for voting. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a (2) subsequent general meetings and votes will be taken at the 3rd general meeting following when the amendment was proposed. Amendment approvals will require a two-thirds majority from the Executive Committee and a simple majority of the entire voting membership of the organization. Notice of the amendment adoption or rejection shall be recorded in the minutes of the meeting during which the vote takes place.***ARTICLE IX - FIRST YEAR REVIEW***

At the conclusion of the first term, the inaugural Executive Committee will review the constitution and have the option to bypass the amendment process in order to make changes to the constitution, limited to Article V and general typos and grammar. Members will be notified of changes. This article must be removed during the Review.