

# Student Organization Constitution

## Biomedical Engineering Society – The Ohio State University Student Chapter

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### ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be the “**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.”

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### ARTICLE II. ORGANIZATION PURPOSE

The objectives 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.
  - **Foster** networking opportunities between students, faculty, and biomedical engineering professionals.
  - **Cultivate** an understanding of the engineering field in the community through outreach events.
  - **Encourage** membership in BMES and the chapter by acquainting the student body with the ideas, purposes, and objectives of BMES.
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### ARTICLE III. UNIVERSITY REGULATIONS

#### Section A. Harassment and Discrimination, including Sexual Misconduct

BMES agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.

#### Section B. Hazing

BMES agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin’s Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

#### Section C. Bylaws

BMES retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University’s regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student

Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

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## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility**

Any registered student at The Ohio State University interested in biomedical engineering or a related field may become a member.

### **Section B. Member Selection**

Membership is granted upon payment of dues. Payment includes membership in the national BMES organization.

### **Section C. Membership Timeline**

Membership is valid for the academic year in which dues are paid.

### **Section D. Member Removal**

Members may be removed if they act in a manner detrimental to the organization or violate the OSU Student Code of Conduct. Removal may occur by:

1. Majority vote of voting members, or
2. Unanimous vote of officers with advisor consultation.

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## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

The advisor must be a university faculty or staff member and serves as a guide, resource, and approver for required organizational actions.

### **Section B. Advisor Term**

The advisor serves on an annual basis.

### **Section C. Advisor Selection**

The advisor is selected through the following process:

1. The executive board (Co-Presidents, Vice Presidents, Secretary, and Treasurer) serves as the decision-making body.
2. The executive board will identify potential advisors by reaching out to Biomedical Engineering faculty or staff members and discussing interest and availability.
3. Candidates may be evaluated based on their willingness to support the organization, familiarity with the Biomedical Engineering program, and ability to fulfill advisor responsibilities.
4. The advisor is confirmed by a majority vote of the executive board, and then approved by the BME Department.

## Section D. Advisor Replacement

An advisor may be removed and replaced under the following conditions:

- **Establishing Cause:** Grounds for removal include, but are not limited to, failing to fulfill advisor responsibilities, not maintaining regular communication, violation of university policies, or behavior that is detrimental to the organization.
- **Decision Maker(s):** The executive board is responsible for initiating and carrying out the removal process.
- **Consensus/Margin of Approval:** Removal of an advisor requires a two-thirds (2/3) majority vote of the executive board.
- If removal occurs, the organization will follow the advisor selection process outlined in Section C to appoint a new advisor.

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## ARTICLE VI. ORGANIZATION LEADERSHIP

### Section A. Officer Positions

Executive officers include:

- Co-Presidents
- Internal Vice President
- External Vice President
- Secretary
- Treasurer

### Responsibilities:

- **President(s):** Oversee all operations, represent the organization, coordinate events, maintain compliance, and lead meetings.
- **Vice Presidents:** Support the President(s), oversee programming, and assist with member engagement and operations.
- **Secretary:** Manage communications, meeting minutes, records, and member lists.
- **Treasurer:** Manage finances, dues, budgeting, and reporting.

### Section B. Officer Eligibility

- Must be a paid member of the organization.
- Must previously have been an officer (for President).
- Must be part of the Biomedical Engineering program (for President, VP, Treasurer).
- Secretary and Chairs must be paid members.

### Section C. Officer Selection Process

Executive officers are elected via majority vote during March or April. Elections follow a “heads down, hands up” voting format. Other officers/chairs are selected via application and chosen by the incoming executive board.

### Section D. Officer Removal

Officers may be removed from their position under the following conditions:

- **Establishing Cause:** Grounds for removal include, but are not limited to, failure to fulfill assigned responsibilities, failure to attend required meetings, violation of the Student Code of Conduct, misuse of organizational funds, or conduct deemed detrimental to the organization's mission and values.
- **Decision Maker(s):** The executive board is responsible for reviewing and initiating the removal process.
- **Consensus/Margin of Approval:** Removal of an officer requires a majority vote of the executive board.

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## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

The organization will be dissolved if active paid membership falls below five members.

### **Section B. Dissolution Procedures, including Assets and Debts**

1. All debts must be paid before dissolution.
2. Remaining assets will be transferred to the Biomedical Engineering department.
3. The executive board oversees the dissolution process.

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## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

This constitution may be amended by a two-thirds (2/3) vote of members present at a meeting, provided that:

1. Members are notified at least seven days in advance.
2. Notification is sent via email and posted publicly.