

Biomedical Engineering Society, UW-Madison Chapter Student Chapter Constitution

Constitution

Article I – Chapter Name

- 1.1. This organization shall be known as the Biomedical Engineering Society, UW-Madison Chapter, hereinafter called the “chapter” which shall have been granted a charter by the Biomedical Engineering Society.

Article II – Chapter Objectives

- 2.1. The object of this chapter shall be to promote the profession of Biomedical Engineering through organized study, research, social, and industry immersed activities. These activities will work to further the dissemination of information on the topic and profession of biomedical engineering, as well as its interaction with the other science disciplines. 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 or graduate school curriculum in engineering, engineering technology, or pre-medicine, who is also a student member of BMES is eligible for membership in the student chapter.
- 3.2. All members of the student chapter are subject to the Constitution and Bylaws of the Biomedical Engineering Society.

Article IV – Officers

- 4.1. The officers of the chapter shall be elected in a manner that coincides with the Bylaws that are put forth by the chapter.
- 4.2. The following are the officer positions which shall be elected on an annual basis: President, Vice President, Treasurer, Secretary, Outreach Chair, Industry Relations Chair, Social Chair, Department Relations Chair, Campus Involvement Chair, Webmaster, C.R.U.I.S.E. Chair, Diversity Chair, Freshmen Representative,

Communications Chair. Each position shall be held for one year, not withstanding extenuating circumstances.

- 4.2.1. **President:** The President is the executive administrative, presiding, and reporting officer. As chief executive, the President will supervise the chapter's affairs and activities, and he/she will be responsible for public relations and promotion of the chapter's activities. The President will work with the College of Engineering and Biomedical Engineering Department at UW-Madison, the faculty advisors, and the BMES National office in all chapter and society matters.
- 4.2.2. **Vice President:** The Vice President serves as the chapter's chief officer in the absence of the President. His/her primary responsibility is communication amongst the Executive Committee, and serving as the liaison between the Executive Committee and the President. The Vice President provides help and guidance for the officers, aids in function planning and execution, and works with the President on miscellaneous administrative activities.
- 4.2.3. **Treasurer:** The Treasurer is responsible for the management of chapter finances and for the disbursement and documentation of funds. Since final approval of a project may depend on the finances available, it is imperative that all records be kept current and as accurate as possible. The Treasurer must also aid the President in the completion of the budget proposals to be given to Polygon. He/she will also be responsible for fundraising in conjunction with the Industry Relations Chair.
- 4.2.4. **Secretary:** The Secretary is responsible for keeping minutes of all general and business meetings and for putting these minutes into a format that is accessible to all members of the organization. Also among the Secretary's responsibilities is the organization of the spring and fall banquet, and maintenance of the membership registry.
- 4.2.5. **Outreach Chair:** The Outreach Chair will organize all events that involve the participation of the chapter in community service and volunteer activities, whether it is within the College of Engineering, the University of Wisconsin-Madison, the community of Madison, or elsewhere.
- 4.2.6. **Industry Relations Chair:** The Industry Relations Chair is responsible for developing contacts within industry and pursuing developing partnerships with related corporations. He/she schedules industry visits, research visits, and speakers for the chapter's general meetings. He/she shall also pursue sponsorships from industry partners and share fundraising responsibilities with the Treasurer.
- 4.2.7. **Social Chair:** The Social Chair is responsible for organizing all social events for BMES, as well as to provide publicity for all of the general meetings and any special event that the chapter has scheduled.
- 4.2.8. **Department Relations Chair:** The Department Relations Chair is responsible for maintaining professional relationships with the department faculty and graduate students and for organizing Lab of the Month. He/she shall also serve as a liaison between BMES and BME-GSA.
- 4.2.9. **Campus Involvement Chair:** The Campus Involvement Chair is responsible for coordinating events with other UW student organizations, organizing intramural

- teams for the chapter, leading UW athletic sporting event trips, and fostering any necessary connections between the chapter and other facets of the university outside of the biomedical engineering department. Also, the Campus Involvement Chair will be responsible for creating and organizing the biannual Engineering EXPO exhibit and organizing chapter participation in the annual Engineering Week competition.
- 4.2.10. **Webmaster:** The Webmaster maintains the chapter website and provides technological assistance to other officers and members as is necessary. He/she shall also manage and build upon the BMES database.
- 4.2.12. **C.R.U.I.S.E. Chair:** The C.R.U.I.S.E. (Counseling and Resources for Undergraduates in Science and Engineering) Chair is responsible for developing a program which offers counseling for underclassmen members. His/her ultimate goal is to foster strong relationships between underclassmen and upperclassmen which help them succeed academically and professionally.
- 4.2.13. **Diversity Chair:** The Diversity Chair is responsible for organizing academic and social events to celebrate the diversity of the BME department and enhance the experience of underrepresented minority BME students. The Diversity Chair serves as the chair of the BME Diversity Committee, which works in conjunction with BMES and the BME department to hold various events. The committee should consist of other interested BME students, or other members of BMES.
- 4.2.14 **Freshmen Representative:** The Freshmen Representative serves as a liaison between the officer board and the freshmen class. He/She will provide a voice for freshmen and will work to offer events and programs which specifically target freshmen members.
- 4.2.15. **Communications Chair:** The Communications Chair is responsible for keeping the outside world informed of BMES and its activities and events. This will be primarily accomplished through the coordination of a newsletter and by serving as the group photographer and historian.

Article V – Executive Committee

- 5.1. The Executive Committee is the governing and policy-making body of the chapter. It will be composed of all elected officers, as well as the chapter's advisor.
- 5.2. The Executive Committee must abide by the Biomedical Engineering Society, UW-Madison Chapter Constitution and all of its Bylaws.
- 5.3. As the governing body of the chapter, the Executive Committee will have final approval of proposed policy and activity initiatives. For this purpose, each elected officer is allocated one vote for use in approval/disapproval of proposed initiatives.

- 5.4. The passing of a suggested policy, activity, or spending initiatives will occur upon a simple majority basis. Chapter committees and singular members may suggest initiatives, but may not vote.

Article VI – Constitutional Amendments

- 6.1. Amendments to the Biomedical Engineering Society, UW-Madison Chapter Constitution can and will take place upon a 2/3 vote of the chapter's members at any general or business meeting. Written notice of the proposed change must be posted no later than one week before the vote is to take place.

Bylaws

Article I – Dues

- 1.1. The chapter will collect a \$35 annual fee, \$30 of which will be submitted to the national BMES for an annual student membership. The remaining \$5 will be used to fund chapter functions.
- 1.2. Students may contribute additional funds directly to the chapter treasury for use by the chapter in its operations and activities.

Article II – Elections

- 2.1. Elections for the officer positions other than Freshmen Representative shall be held at the end of the spring semester. Freshmen Representative shall be elected at the beginning of the fall semester.
- 2.2. The Executive Committee will construct a list of nominees no less than one week prior to the election date. This list will contain a minimum of one nominee for each officer position, and will be distributed to all chapter members *prior* to the election date. Additional nominations may be added until the time of election.
- 2.3. Chapter members may be nominated for more than one officer position per election. If an instance occurs where a position remains unfilled after the initial tabulation, unselected nominees may then seek to fill the open position.
 - 2.3.1. Members not selected for an officer position are granted permission to run for other officer positions as elections progress.
 - 2.3.2. Officer positions will be filled in the following order: President, Vice President, Treasurer, Secretary, Outreach Chair, Industry Relations Chair, Social Chair, Department Relations Chair, Campus Involvement Chair, Webmaster, C.R.U.I.S.E. Chair, Diversity Chair, Freshmen Representative, Communications Chair
- 2.4. The elected positions shall have a term lasting the duration of the school year

- 2.4.2. The freshmen representative position will hold elections at the beginning of the fall semester allowing an active freshman member to join the board for a full one year term.
- 2.5. In the case of officer position vacancies, special elections may take place; so long as there is written notice of the intent, purpose, and date of this special election 10 days prior to the selected date.
- 2.6. No chapter member may be considered for an officer position if the named person is to graduate before completing at least one half year of studies while holding the position.
- 2.7. No officer may hold a particular office for more than one year with exception to the webmaster.
- 2.7.1 An officer may be granted permission to run for the same position the following year with a 2/3 vote of the Executive Committee.
- 2.8. All elections must be done by written, secret ballot.
- 2.9. Impeachment of an officer may occur upon presentation of a just reason to the Faculty Advisor. If this evidence elicits approval from the Faculty Advisor, a 2/3 vote by all chapter members is needed for the removal for the person in question from office. The national BMES will review the decision of the chapter.

Article III – Meetings

- 3.1. The chapter will attempt hold two general meetings, and two business meetings per month. The Executive Committee will determine the dates at the beginning of the academic year.
- 3.2. The predetermined dates of all the meetings will be publicized no less than 10 days prior to selected date.

Article IV – Award Opportunities

- 4.1. The chapter shall encourage its members to submit applications to the national BMES for the Young Investigator Award, Graduate Student Awards, and Undergraduate Design Awards.
- 4.2. The chapter shall recognize individuals showing strong participation in a variety of activities with the title of Distinguished Member. The criteria for achieving such Distinguished Membership per semester is as follows:
 - A. Be a paid member of the Biomedical Engineering Society, UW-Madison Chapter.
 - B. Attend at least four general meetings in the semester.
 - C. Do at least one of the following:

Attend at least 2 events in 3 of the 4 following categories for a total of 6 events:

1. Social Events
2. Outreach Events (ie. Science Olympiad, Girl Scout Badge Day, River Food Pantry)
3. CRUISE and Department Relations Events (ie. Career Fair Preparation, Class Advising, Professional Development, Lab of the Month)
4. Fundraiser/Engineering Events (ie. Career Fair Volunteering, Pizza Sales, E-Week)

Or

Attend at least 12 BMES events.

Special Circumstances

1. If the Habitat for Humanity trip in January is attended, this will count as one outreach event for the fall semester and one outreach event for the spring semester since it occurs in the middle of the school year.
2. All industry, medical school, and graduate school trips serve as 2 "wild card events" of your choice.
3. Multiple shifts in pizza sales count as one event.

Article V – Committees

- 5.1. In addition to the Executive Committee, each officer should attempt to have a committee devoted to the workings of the position.
- 5.2. These committees will work to disseminate the work of the officer position with which they are associated, as well as aid in determining further policy changes for the position and the chapter.

Article VI – Faculty Advisor

- 6.1. The Faculty Advisor shall be selected annually by the university, and subsequently accepted by the chapter.
- 6.2. The Faculty Advisor must be an Associate member, Member, or senior member of the BMES. The Advisor shall serve as an intermediary and resource person for the chapter, university and the BMES.

Change Log

Nov-2013: Condense Industry/Research Co-Chairs into one position.

Mar-2014: Combine Industry/Research Chair and Industry Relations Chair responsibilities into one officer, herein referred to as the Industry Relations Chair.

Introduce the Diversity Chair. Minor grammatical revisions.