

## **CONSTITUTION**

### **Preamble**

We the members of the Biomedical Engineering Society, University of California, San Diego Chapter, and subscribing to the regulations and policies of the University of California, San Diego, establish this Constitution to govern the matters within our organization.

### **ARTICLE I: Name**

#### **Section I:**

This organization shall be known as the Biomedical Engineering Society (BMES) Student Chapter at the University of California, San Diego, hereinafter called BMES, which shall have been granted a charter by the Biomedical Engineering Society at the University of California, San Diego.

#### **Section II:**

The BMES Chapter is associated with the National Biomedical Engineering Society, the professional society for biomedical engineering and bioengineering.

### **ARTICLE II: Mission**

#### **Section I:**

Our mission, as BMES, shall be to promote 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. The chapter will also: (a) promote student research awareness, (b) identify job opportunities and options, (c) aid fellow students in technical elective selection, and (d) promote student/faculty interaction.

#### **Section II:**

The Biomedical Engineering Society at the University of California, San Diego is a non-profit student organization.

#### **Clause I:**

The Employer Identification Number (EIN), will be held by the organization's Executive Board of Officers. And the holder of the Vice-President Finance position shall take every measure to ensure that the EIN is valid.

### **ARTICLE III: Membership**

#### **Section I:**

In accordance with the University of California, San Diego Associated Students policy, only a person who is a registered student and an undergraduate student enrolled at UC San Diego is eligible for membership in the student chapter.

#### **Section II:**

All members of the student chapter are subject to the Constitution and Bylaws of the Biomedical Engineering Society.

**Section III:**

Members and non-members shall be welcome and encouraged to attend any chapter events. Undergraduate, lower division, pre-engineering candidates shall be encouraged to attend BMES general body meetings and/or events.

**ARTICLE IV: Nondiscrimination**

**Section I:**

Membership and all privileges, including voting and officer positions, will be extended to all students without regard to academic major, age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.

**ARTICLE V: Officers**

**Section I:**

The Executive board officers of the chapter shall be: President, Vice-President Internal, Vice-President External, and Vice-President Finance. At least the President shall always be registered yearly as principal members with Associated Students.

**Section II:**

An individual shall be eligible to apply for a position on the officer board if they are a registered general member of the chapter that has paid the amount of local dues detailed in the Bylaws. Additionally, it is highly recommended that individuals running for an executive board position have served at least one academic year, three quarters, as a previous BMES officer.

**Section III:**

The officers of the chapter shall be elected in the manner prescribed by the Bylaws of the Chapter.

**ARTICLE VI: Constitution**

**Section I:**

This Constitution may be amended by a three-fourths vote of the members present at any regular or special meeting. Upon passage, an amendment should be submitted to the Society headquarters.

**ARTICLE VII: Risk Management**

**Section I:**

The Biomedical Engineering Society at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.

**Section II:**

The Biomedical Engineering Society at UCSD understands that the University does not assume legal liability for the actions of the organization.

**Section III:**

The Biomedical Engineering Society at UCSD is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). The Biomedical Engineering Society will develop plan(s) for activities and events where members

will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

**Section VI:**

The Biomedical Engineering Society at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, The Biomedical Engineering Society at UCSD will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

**Bylaws**

**ARTICLE I: Provisions for Membership**

**Section I:**

Student membership from the National Biomedical Engineering Society is encouraged but not required of members, and is required for all officers.

**Section II:**

Each prospective member will be required to pay local dues equal to \$25.00 which thus enables them access to any perks or benefits membership that the local chapter enjoys. Students, however, will not be required to be a member to attend non-specialized events including general body meetings, etcetera.

**Section III:**

Student applications for membership are evaluated at Society headquarters. Students will individually be notified of their acceptance for BMES membership.

**Section IV:**

A student member displaying behavior inappropriate for a professional representative of the society may be expelled from the chapter by a three-fourths vote of the membership if said behavior has not ceased after three written warnings have been submitted by the chapter officers to the student in question.

**ARTICLE II: Officers**

**Section I:**

Elections for executive board positions shall be held in April at a special Elections meeting, during the first weeks of spring quarter.

**Clause I:**

*Elected positions are filled in the order listed in Article V, Section I of the Constitution. Nominees are taken from the voting body by the current President, including self-nominations and write-in candidates. Short speeches establishing willingness and capability are to be given by candidates in order of nomination in addition to a question and answer session with members present at the special elections meeting.*

**Clause II:**

*A majority vote of all members present shall be necessary to elect an officer, with all candidates removed from the room during voting, which is to be conducted by open counting.*

**Section II:**

New officers shall take office at a Transition Banquet approximately one month after elections.

**Clause I:**

*In the event of any vacancies between the selection of the new officers and the Officer Transition Banquet, then the new officer will assume the responsibilities of their designated position before the transition.*

**Section III:**

Special meetings shall be called to elect new officers to fill any vacancies which may occur, provided that written notice of this meeting, its purpose, and office to be filled has to be publicized appropriately at least ten days prior to the date of such a meeting.

**Clause I:**

*The purpose of these meetings will be to notify the membership of a vacancy, and provide ample time for individuals to submit an application for open positions they may desire to attain. Appointments of new officers will be at the discretion of the remaining officer board of the organization.*

**Section IV:**

No student shall be elected to office if graduating before completing at least one quarter in office.

**Section V:**

Impeachment of any officer may be accomplished only upon presentation of just and reasonable cause for such action to the Faculty Advisor of the chapter and, upon the Faculty Advisor's approval, with a two-thirds vote of all enrolled members of the chapter.

**Section VI:**

The addition or removal of officer positions anywhere on the BMES board will be conducted at the discretion of the acting Executive Board.

**Section VII:**

Selection of the additional officers, including committee chairs, shall be made at the discretion of the Executive officers following a group interview and individual interview process.

Clause I:

Selection of the Lab Expo Co-Chairs will occur by a slightly different process. After the completion of Lab Expo during winter quarter of the current year, the current Executive officers will select two Lab Expo Interns via the same group and individual interview process as described above. These interns will work under the current Lab Expo chairs to begin the planning of the following year's Lab Expo. If these interns meet this set of guidelines by the end of Week 5 of Spring Quarter, they will transition into becoming the Lab Expo Co-Chairs for the following year. If they are unable to meet these deadlines, the Lab Expo chairs will be chosen through the same vetting process as above at the same time as other officers are selected. Lab Expo interns will not be allowed to apply for any officer positions for the following year.

**Section VIII:**

Creation of a committee for any officer position shall be completed at the discretion of both the Executive officers in addition to the appointed committee chair(s).

**Section IX:**

Impeachment of any officer may be accomplished only upon presentation of just and reasonable cause for such action to the Faculty Advisor of the chapter and, upon the Faculty Advisor's approval, with a two-thirds vote of all enrolled members of the chapter.

**ARTICLE III: Meetings**

**Section I:**

The chapter shall hold general body meetings (GBMs) twice each quarter, with the dates to be determined by the officers during the previous quarter, as soon as class schedules are available. General body meetings shall be devoted primarily to the profession of biomedical engineering, or the fostering of bonding between members, and may be accomplished in connection with food or refreshments.

Clause I:

A field trip, industry night, graduate student panel, or graduate student workshop may be scheduled in lieu of a regular general body meeting.

**Section II:**

Publicity for the meetings through means decided by the officers shall be done at least ten days prior to the date of the meeting.

**Section III:**

The chapter shall hold officer meetings at least once every week, at a regularly scheduled time of mutual convenience made by the acting executive board. Attendance by non-officers is at the discretion of the President.

## **ARTICLE IV: Duties of Officers**

### **Section I:**

The President is the chief executive of the chapter and supervises all chapter's affairs and activities. The President organizes officer meetings and represents BMES at events such as Admit Day, Welcome Week Orientation, etc. The President must attend the quarterly dinners with the Dean and the Triton Engineering Student Council (TESC) Leadership Meeting; in the event that the President is unable to attend these meetings, they shall find a replacement from any of the individuals on the existing officer board. The President works with the faculty advisor and the officers in planning and coordinating events for each quarter and for the academic year. It is recommended that the candidates for the position of President have prior experience in BMES.

### **Section II:**

The Vice-President Internal is responsible for (i) publicly posting permanent record (minutes) of all regular and special meetings, (ii) for handling all transactions related to chapter membership, (iii) for maintaining a current roster of members, and (iv) for creating the Chapter Development Report, which is submitted to the National BMES annually.

### **Section III:**

The Vice-President External is in charge of developing and maintaining relations with alumni, industry, and other local organizations. The VP External will manage the industry tours program, sponsorship, and other industry-related programs. The VP External will also be responsible for setting up, at a minimum of, one Distinguished Lectures Program per year known as BE Inspired. Additionally, the VP External will serve as a representative in the Student Industrial Relations Committee (SIRC), which organizes the annual Bioengineering Job Fair. As a representative of BMES, the VP External is expected to attend SIRC meetings and follow the necessary requirements for upholding BMES' role in the SIRC. Another officer or member may be selected as the representative instead of the VP External if a meeting is held. The candidate needs three fourths vote or more in order to be elected as the representative.

### **Section IV:**

The Vice-President Finance is responsible for the financial records of the chapter, for disbursement of funds, and for reporting in detail at the fiscal meetings with the Bioengineering department, which occurs twice a year (Fall and Spring Quarter). The allocations of these funds are to be made available to the membership. The VP Finance also is responsible for filling out Associated Students (AS) and the Bioengineering department funding request forms, or helping other officers on the board complete these documents.

### **Section V:**

The duties of any additional officer positions that are created shall be prescribed by the acting Executive board.

## **ARTICLE V: Faculty Advisor**

### **Section I:**

The Faculty Advisor shall be appointed annually by the Chapter. For the 2020-2021 school year, Dr. John Watson will serve as community advisor.

**Section II:**

The Faculty Advisor must be a national member of BMES.

**ARTICLE VI: Bylaws**

**Section I:**

These Bylaws may be amended by a three-fourths vote of the members present at any regular or special meeting. Upon passage, an amendment as well as the updated Constitution should be submitted to the National Biomedical Engineering Society headquarters.