

BIOMEDICAL ENGINEERING SOCIETY CONSTITUTION

ARTICLE I – Biomedical Engineering Society

Section 1. Title: Biomedical Engineering Society (BMES)

Section 2. Authorization: BMES-CSU is the student chapter of the national organization.

ARTICLE II – PURPOSE

BMES is a professional society for students interested in the vast field of bioengineering. Our goal is to connect students with industry members, research opportunities, and one another.

ARTICLE III – MEMBERSHIP

Section 1. Active Members: Active membership is **open to all CSU students with the right to vote and hold office.**

Section 2. Associate Members: Associate membership is open to faculty and interested people outside the University setting, for example, Fort Collins community; **they may not vote or hold office.**

Section 3. Alumni Members: Alumni membership is open to former CSU students who were members of the organization; **they may not vote or hold office.**

Section 4. Membership Rules of Order: All members should have a general interest in bioengineering and/or biomedical engineering. **Colorado State University's recognized student organizations shall not deny membership to any student based on race, age, color, religion, national origin, gender, disability, sexual orientation, or veteran status.**

Section 5. Duties of Members: Members are expected to be enthusiastic, and are encouraged to attend any meetings that they find interesting.

Section 6. Dues: All local, active members are expected to pay dues of \$15 every semester. This money is used to cover food at meetings, as well as other operational expenses, including but not limited to room reservations, transportation, and equipment costs. In addition, national dues are \$30 per year. We encourage all local members to also be members in the national organization.

Section 7. Removal of Members: Any member can be removed from the student organization with a majority vote from the voting membership of the student organization. A legitimate reason for removal must also be presented and approved by the organization adviser. All removal procedures should follow due process, including adequate written notice (**7 days minimum**), the right to speak on one's behalf, and right to an appeal. The removal proceedings will occur at regularly scheduled meeting.

ARTICLE IV. – ELECTED OFFICERS

Section 1. Officers: Officer positions will include a president, vice-president, treasurer, secretary/social media ambassador, development officer, internal affairs officer, external affairs officer, Engineering College Council (ECC) representative, and student body representatives(s). This executive board will consist of only active CSU student members. **A minimum of two officers is required.**

Section 2. Duties of Officers:

- *President:* The president is responsible for organizing officer meetings and creating agendas for meetings when appropriate. The president will be responsible for overseeing any event,

unless otherwise delegated, to ensure the events run smoothly and to represent the face of the organization. The president will also be in charge of organizing the event schedule for the semester/year, as well as delegating necessary tasks.

- *Vice President:* The VP will run meetings when the president is unable to attend. The VP will also be responsible for assisting in the organization of any event, and organizing the event schedule for the semester/year.
- *Treasurer:* The treasurer is responsible for collecting dues and managing the bank account(s). At the beginning of the treasurer's term, they will transfer the off-campus bank account information into their name. The treasurer will oversee coordinating the purchases made for each event, and documenting all financial information. The treasurer is also in charge of any budgets that need be made, including but not limited to the full semester/year budget, gain/loss budgets, and budget proposals. The treasurer will also oversee the budget made for traveling to the BMES National Conference, if it so applies.
- *Secretary/Social Media Ambassador:* The secretary/social media ambassador is responsible for taking organized meeting minutes for each meeting, and distributing them promptly to each officer. The secretary/social media ambassador is also responsible for paperwork necessary for members to register for the national organization, as well as any extraneous paperwork that may be required for an event. The secretary/social media ambassador oversees the social media accounts for the club, including but not limited to Facebook, Instagram, and Twitter, as well as the email account for the club (through Google – gmail).
- *Development Officer:* The development officer will oversee/manage present sponsorship of the organization, as well as actively seek further sponsorship from the school (CSU), industry officials/businesses, and private sponsors, among others. The development officer will work in conjunction with the treasurer to organize any financial donation the organization receives. The development officer will also oversee seeking volunteer events that the society can participate in, as well as paid-volunteer events in which officer involvement provides monetary return that goes to the organization. The development officer may oversee creating or maintaining a sponsorship package for any of the above sponsors.
- *Internal Affairs Officer:* The internal affairs officer will oversee any affairs that occur within the school (CSU), including but not limited to room reservations, connections with professors/faculty, and any other reservations or paperwork that may be required for events.
- *External Affairs Officer:* The external affairs officer will oversee any affairs that occur outside the school (CSU), including but not limited to contacting presenters/speakers from industry or outside businesses, scheduling the events that involve outside individuals, and maintaining contact with these individuals so significant bonds may be formed and kept between the organization and these individuals with the purpose of being able to contact them again in the future for any prospective events.
- *Engineering College Council (ECC) Representative:* The engineering college council representative is the connecting voice between the ECC and the organization. The ECC representative will speak during ECC meetings on behalf of the organization, and will relay information after ECC meetings. The ECC representative will oversee the biannual funding presentation made to the ECC on behalf of the organization, with the purpose of obtaining funding from ECC for the organization's events each semester.
- *Student Body Representative(s):* A student body representative is responsible for presenting information about meetings and events to classrooms in which a class related to bioengineering/biomedical engineering/engineering is being held. If he or she is unable to

present in each classroom, he or she is thus responsible for scheduling other officers to do this task. He or she will reach out to students to be the connecting voice between the officers of the organization and the student body, to determine and communicate the expectations of the student body, including but not limited to gauging interest on current events, prospective events, and new event ideas.

Section 3. Election of Officers: At the end of the academic year (i.e. in October or November), officer elections will be held. Students can nominate themselves or be nominated by a fellow student for any position. The winners of the elections will be determined by a majority vote by all other members. This vote will simply be a voice vote.

Section 4. Removal of Officers: Any officer can be removed from the student organization with a majority vote from the voting membership of the student organization. A legitimate reason for removal must also be presented and approved by the organization adviser. All removal procedures should follow due process, including adequate written notice (**7 days minimum**), the right to speak on one's behalf, and right to an appeal. The removal proceedings will occur at a regularly scheduled meeting. After removal of officer, the individual will no longer represent the organization in any way shape or form.

ARTICLE V – MEETINGS

Section 1. Business Meetings: Business meetings will be held when necessary. The dates of these meetings will be determined by the president.

Section 2. Executive Board Meetings: Officer meeting will be held when necessary. The dates of these meeting will be determined by the president.

ARTICLE VI – ADVISOR

Section 1. Election: Clearly explain the election process, including when elections are held, length of position, how the election will take place (e.g. secret ballot, showing of hands), and required votes for election.

Section 2. **The advisor must be a CSU faculty/staff member or graduate student (with a consent form from their academic advisor) who has an interest in serving as an advisor.**

Section 3. Duties: The adviser is encouraged to attend meetings. **The advisor may not vote but can offer advice to the organization.**

ARTICLE VII – AMENDMENTS

This constitution may be amended at any regular business meeting of the organization by two-thirds vote of active membership, provided that the amendment has been submitted to the membership in writing at least one week prior to the business meeting.