***Biomedical Engineering Society At ISU Constitution***

**Article I. Name**

This organization shall be known as the Iowa State University BMES Student Chapter, hereinafter called “Biomedical Engineering Society at ISU” or “BMES at ISU” which shall have been granted a charter by the Biomedical Engineering Society (BMES).

**Article II. Objectives**

2.1. The objective 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 field of biomedical engineering.

2.2 The chapter shall promote membership in Biomedical Engineering by acquainting the student body with the ideas, purposes, and objectives of BMES.

2.3. The chapter shall provide students an opportunity to network with students, professors, and professionals within the Biomedical Engineering industry.

2.4. The chapter plans to attend BMES conferences and competitions.

**Article III. Membership**

3.l. Membership is open to any undergraduate or graduate student interested in pursuing and benefiting from the field of Biomedical Engineering.

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

3.3. All members must sign any required documents set forth by the club prior to participating in any of the desired club activities.

3.4. Members may be removed from the club if any violation of the expectations upheld and required of all club members. They may also be removed at the discretion of a three quarters vote by the officer team due to conflicts directly related to club activities.

3.5. Iowa State University and Biomedical Engineering Society at Iowa State University do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

**Article IV. Student Council**

4.1. The chapter is classified as a professional organization and is registered with Iowa State University. The chapter is directly represented in the Engineering Student Council and Council decisions shall be binding upon this organization as long as they are not in any way conflicting with the BMES Constitution and Bylaws.

4.2. Biomedical Engineering Society at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

**Article V. Officers**

5.l. The officers of the chapter shall be President, Vice President, Treasurer, Professional Representative, Communications Chair and will be elected in this order.

5.2. Biomedical Engineering Society at Iowa State University agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training.

5.3. The officers of this organization must meet the following requirements:

(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

 (b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

 (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

 (d) An officer will be removed from office if they fail to complete the duties given, acts in such a way that hurts the image of the team, or fails to attend two cabinet meetings without valid excuses. Whether an act warrants removal from office is up to the discretion of the remaining officers and requires a unanimous decision. The officer will be removed of his position and another officer will be elected to fill the position based on a nomination and voting process identical to the one used to elect officers each year. It will be the removed officer’s responsibility to inform the newly elected officer of everything that needs to be done to fill the position.

**Article VI. Adviser**

6.1. The Faculty Advisor must be a BMES Member or Fellow in good standing. He/she shall

serve the chapter and the BMES as an intermediary and resource person.

6.2. The adviser’s duties consist of: Maintaining communication with officers, ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center and to help maintain and suggest possible corporate relationships.

6.3. The adviser’s term of service will be for however long they feel they are able to positively contribute to the society. The adviser must give a 3 month notice before ending their term of service.

6.4. An adviser will be impeached if they fail to establish contact with officers for a period of 2 months, fail to maintain a professional image for the society, or are no longer a member of BMES nationally.

6.5. Adviser election in the case that there is a vacancy will be held during an executive board meeting. Adviser nominations will be taken one meeting in advance. Adviser election will need to be passed by a majority secret ballot vote.

**Article VII. Finances**

7.1. All money belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and must conduct all financial matters in a responsible manner. All funds must be deposited within 48 hours after collection.

**Article VIII. Amendments & Ratification**

8.1. This Constitution may be amended by a three-fourths vote of the members present at any regular or special meeting, provided written notice of the amendments have been posted at least ten days prior to the date of the meeting. Upon passage, an amendment should be submitted to the BMES headquarters.

**Bylaws**

**Article I. Dues**

l.l. The annual dues for the national BMES for Student members have been established at $30.

l.2. Student applications for membership are evaluated at Society headquarters. Students will

individually be notified of their acceptance for BMES membership.

l.3. The BMES as ISU chapter will have semester dues for chapter members which have been established at $10.

**Article II. Nominations**

2.l. Nominations must be submitted at least 3 days prior to the election meeting through an electronic form.

**Article III. Elections**

3.1 Elections will be held during a special meeting after Thanksgiving break and before Dead Week.

3.2 Officer candidates will give speeches individually

3.3 After all speeches have been given all candidates will leave the room

3.4 The society will have a period for discussion

3.5 After discussion the vote will be held as a secret ballot

3.6 Candidate with the majority will take office

3.7 Officers take office in January

3.8. Special meetings will be called to elect new officers to fill any vacancies which may occur, provided written notice of this meeting, its purpose, and office to be filled has been posted on the Biomedical Engineering Bulletin Board at least l0 days prior to the date of such a meeting.

3.9. No student shall be elected to office if graduating before completing at least one-half year in office.

3.10. A majority vote of all members present shall be necessary to elect an officer.

3.11. All elections shall be by secret ballot unless a motion is given to vote by unanimous consent.

3.12. 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, subject to review by the BMES national office.

**Article IV. Meetings**

4.l. The chapter shall hold regular meetings during the school year, with the exact date determined by the officers.

4.2. Notice of all meetings shall be posted at least ten days prior to the date of the meeting, and may be further publicized in any manner the Communications Chair deems necessary and proper.

**Article V. Programs**

5.l. Regular meetings shall be devoted primarily to the profession of biomedical engineering.

5.2. A field trip may be scheduled in lieu of a regular meeting.

5.3. At least one field trip shall be scheduled each academic year and must be supervised by the Faculty Advisor.

5.4. Social functions may not be scheduled in lieu of regular meetings.

**Article VI. Duties of Officers**

President

* Chief Executive of the organization, shall supervise the organization’s affairs and activities.
* The President is the executive administrative, presiding and reporting officer.
* The President shall be responsible for public relations, publicity, and promotion of the organization’s activities.
* The President will work with the Faculty Advisor and with BMES in all council and Society matters.

Vice President

* Shall preside at meetings in the absence of the President
* Supervise membership promotion.
* Primary responsibility will be program planning and execution.
* Organize and hold events at Iowa State.
* Work with the Treasurer to finance events.

Treasurer

* Shall be responsible for the financial records of the organization.
* Disbursement of funds at the direction of the membership (by vote).
* Income will be received through income producing functions approved by the membership and Faculty Advisor.

Communications

* Maintain the organizations websites.
* Contact and organize events with companies of interest to BMES at ISU
* Update the group rosters for email lists.
* Establish an advertisement and media campaign to promote the club.
* Acquire financial sponsorship from companies.

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* In charge of leading a team of undergraduate students in working on a project that develops an innovative solutions to an unmet health and clinical problem.
* Organize meetings and lab work with the society

**Article VII. Awards Program**

7.1 The chapter shall encourage its qualified members to apply for the Young Investigator Award, Graduate Student Awards, and Undergraduate Design Awards, sponsored by the Biomedical Engineering Society.

**Article VIII. Committees**

8.l. The Student Chapter may create committees as needed to enhance the activities of the Chapter.

8.2. The committees shall consist of from two to five members of the chapter.

8.3. The President shall appoint the Chair of any committee, and, with the approval of the Chair, shall appoint the members of the respective committees.

8.4. The President shall determine and appoint any additional committees deemed necessary and proper to fulfill the objectives of the organization.

**Article IX. Rules of Order**

9.1. *Robert’s Rules of Order, Revised,* shall govern the proceedings of all meetings for the organization and its committees.

**Article X. Amendment**

10.1 These Bylaws may be amended by a three-fourths vote of the members present at any regular or special meeting, provided written notice of the proposed amendment has been posted on the Biomedical Engineering Bulletin Board at least ten days prior to the meeting. Upon passage, an amendment should be submitted to the BMES.