

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
BIOMEDICAL ENGINEERING SOCIETY
CONSTITUTION**

Drafted (January 2007)

Legislated (2007)

Revised (2014-2015)

Article I. Purpose

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

Article II. Membership

1. Any member of the UIUC community is eligible for membership in the student chapter.
2. All members of the student chapter are subject to the Constitution and Bylaws of the Biomedical Engineering Society.
3. Only paid members are eligible to run for positions in elections, participate in EOH, and vote in elections.

Article III. Officers

1. This organization will have 11 officers, who comprise the executive board:
 - A. President
 - B. Vice President
 - C. Treasurer
 - D. Secretary
 - E. Industry Relations
 - F. Publicity
 - G. Social
 - H. Technical Director
 - I. Information Director
 - J. Outreach Chair
 - K. Graduate Liaison
2. All officers must be UIUC students and members of the chapter.
3. The officers of the chapter shall be elected in the manner prescribed by the Bylaws of the chapter. They shall hold office for a period of one year if possible.
4. Officers will have two unexcused absences (**board meetings**) per semester. In addition, officers must attend 75% of the executive board meetings (~12 a semester). If an officer does not do so, the executive board will vote on the removal of the officer in question. In addition, said officer will not be permitted to run in BMES elections for the upcoming year.
5. Officers may be removed by a two-thirds vote of the executive board with the approval of the faculty advisor. Impeachment proceedings may be undertaken by any member in the event that an officer fails to execute the duties of office.

6. A quorum for an executive board meeting is at least half the total number of officers.
7. The positions of President and Vice President are considered Core Positions, and only members with past experience on the executive board may run for those positions.

Article IV. Constitution and Bylaw Amendments

1. Amendments may be proposed by any member of the organization.
2. Amendments must be passed by a quorum of paid members present.
3. The Constitution and its Bylaws shall be reviewed at the beginning of every academic year by the executive board.

Article V. Appointed Positions

1. **In the event that an office becomes vacated during the year or has no petition submitted during elections, the executive board shall appoint an interim officer.**
2. **This appointment will be subject to approval by the board by a plurality vote.**
3. **Upon the completion of an interim period, the appointed officer may be elected by the executive board as a full officer.**

Article VI. Engineering Council

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

BYLAWS

Bylaws shall be established for the purposes of governing the operations and administration of the Society.

Article I. Dues

1. The annual dues for the national BMES for student members have been established at \$30.
2. The annual dues for the local UIUC-BMES chapter have been established at \$15.
3. Student applications for membership are evaluated at Society headquarters.

Article II. Elections

1. Elections of officers shall occur at the end of each spring semester.
2. Any member of this organization is eligible to apply to run for office.
3. If a large number of applications come in for a particular position, a faculty member along with graduating seniors on the executive board will evaluate applications and slate candidates who are deemed most qualified.
4. All elections shall be by secret ballot.
5. Members may vote by proxy or absentee ballot upon approval by graduating seniors on the executive board.
6. A majority vote of all members present shall be necessary to elect an officer. If a member is running unopposed, a majority vote of affirmation is still required. In this situation, if a majority vote is not achieved, a secondary election will be held the following semester.

7. If more than two members are running for a position and no one wins a majority, then the person with the fewest votes is dropped from the ballot and votes are recast.
8. If at the time of elections, no one has submitted an application for a particular position, a secondary election will be held the following semester.
9. The term of office runs from spring semester of the school year until the same time the following year. Officers are expected to hold regular correspondence over the summer.

Article III. Meetings

1. The chapter shall hold regular monthly meetings during the school year, with the exact dates determined by the executive board.
2. Meetings shall be presided over by the president, unless absent, in which case the vice president shall preside.
3. The executive board officers shall be present at all meetings unless excused.

Article IV. Duties of Officers

1. President
 - A. The President, as Chief Executive of the organization, shall supervise the organization's affairs and activities.
 - B. The President shall be the official representative of the group to any other organization and to UIUC.
 - C. The President shall preside over meetings and shall delegate tasks to other officers.
 - D. The President shall be responsible for submitting the annual Chapter Development Report to National BMES.
2. Vice President
 - A. The Vice President, who shall preside at meetings in the absence of the President, shall also be responsible for organizing general meetings.
 - B. The Vice President shall be responsible for communicating with corporate sponsors and representatives.
 - C. The Vice President will be responsible for establishing and maintaining relationships with corporate sponsors.
 - D. The Vice President is responsible for planning all National and Regional Conference Trips.
3. Treasurer
 - A. The Treasurer shall maintain a detailed record of the chapter's financial transactions.
 - B. The Treasurer shall be responsible for drafting a yearly budget at the beginning of each academic year.
 - C. The Treasurer shall be responsible for collecting membership dues and maintaining a list of paid members.
 - E. The Treasurer shall be responsible for selecting and leading a committee.
 - F. The Treasurer shall be responsible for reporting committee actions to the executive board.
4. Secretary
 - A. The Secretary shall send out the weekly email newsletter.
 - B. The Secretary shall track attendance at all events.

- C. The Secretary shall take minutes at all BMES chapter and executive board meetings.
- D. The Secretary shall be responsible for overseeing a master calendar and event archive.
- 5. Industrial Relations Chair
 - A. The Industrial Relations Chair shall be responsible for organizing professional and career development events.
 - B. The Industrial Relations Chair shall be expected to work with the Vice President in the maintenance and establishment of corporate relations with a focus on corporate involvement.
 - C. The Industrial Relations Chair shall be expected to set-up industry presentation at general meetings.
- 6. Publicity
 - A. The Publicity Chair shall coordinate all advertising efforts and work to raise the profile of BMES on campus.
 - B. The Publicity Chair shall submit information about BMES events to other media outlets (e.g. Engineering Update, ECE Current, Health Careers Weekly, etc.).
 - C. The Publicity Chair shall attend all EC general meetings. If unable to attend, the Publicity Chair is responsible for finding a replacement.
 - D. The Publicity Chair shall communicate EC updates and events to the executive board.
 - E. The Publicity Chair shall maintain the UIUC BMES LinkedIn community.
- 7. Social
 - A. The Social Chair shall be responsible for planning and executing social events for members.
 - B. The Social Chair shall be responsible for selecting and leading a committee.
 - C. The Social Chair shall be responsible for reporting committee actions to the executive board.
 - D. The Social Chair shall coordinate activities with other societies on campus, as well as other external organizations.
- 8. Technical Director
 - A. The Technical Director shall coordinate all EOH project efforts.
 - B. The Technical Director shall set up technical peer-led workshops.
 - C. The Technical Director shall select and lead the Technical Committee.
 - D. The Technical Director shall not lead an EOH project.
- 9. Information Director
 - A. The Information Director shall maintain and update the BMES website.
 - B. The Information Director shall maintain and update the BMES wiki space.
 - C. The Information Director shall explore and propose new web-based resources for members.
 - D. The Information Director shall maintain and update the BMES attendance tracker.
- 10. Outreach
 - A. The Outreach Chair shall coordinate service, educational and volunteering events for BMES members to participate in.
 - B. The Outreach Chair shall be responsible for selecting and leading a committee.
 - C. The Outreach Chair shall be responsible for communicating committee actions to the

executive board.

11. Graduate Liaison

- A. The Graduate Liaison shall promote and represent BMES to the community of graduate students at the University.
- B. The Graduate Liaison shall contribute to the planning of BMES activities involving faculty members or graduate students.
- C. The Graduate Liaison shall be present at all GradBMES meetings.

Article V. Committees

Committees shall be organized to provide a forum for student input and activities.

Committee participation shall be open to paid members, undergraduate and graduate, actively pursuing a degree at the University of Illinois at Urbana-Champaign.

Article VI. Faculty Advisor

- 1. The Faculty Advisor shall be appointed by the Chapter/Department.
- 2. The Faculty Advisor must be an Associate member, Member, or Senior member of the Society. He/she shall serve the chapter and the BMES as an intermediary and resource person.