

# BIO MEDICAL ENGINEERING SOCIETY

## Constitution

### ARTICLE I – NAME

#### Section I

This organization shall be known as the Texas A&M University Biomedical Engineering Society (BMES), hereinafter called the “chapter” which shall have been granted a charter by the Biomedical Engineering Society.

### ARTICLE II – PURPOSE & GOALS

#### Section I

The object of the chapter should be to promote the profession of biomedical engineering through the organized effort of this group in study, research, and discussions 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 ideas, purposes, and objectives of the society.

### ARTICLE III – MEMBERSHIP

#### Section I

Any person who is a registered student enrolled in an undergraduate college curriculum in engineering, engineering technology, or pre-medicine, which culminates in the a bachelor’s or associate’s degree, or in any graduate level degree program which will enhance professional competence, 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

Disciplinary actions will be taken for unruly members who disrupt meetings. A maximum of three warnings will be given to the individual by either the officers or the advisor. After a third time, a vote will be taken with the general assembly in concern with removing the member from BMES. A quorum of fifty percent plus one must be present at the meeting and a 2/3 vote must be obtained in order to remove the individual from BMES.

#### Section IV

Any officer having two unexcused absences a semester may be removed from his/her officer position within the organization. Officers may also be removed from membership if they fail to fulfill their duties as outlined within the constitution. The officer in question is to be informed in advance of these expectations. In addition to specific duties, all officers are required to attend two social meetings and 80% of the general meetings each semester. These requirements apply only to unexcused absences; the President determines whether any absence is excused and the Vice-President is in charge of enforcing accountability of the officers. Should an officer’s position be reviewed for possible removal, he/she will be given an opportunity to account for their situation to the remaining executive officer team. These officers will review the situation after hearing from the officer in question. A decision will be made expeditiously and the officer will be contacted as to the outcome of the situation. A quorum of fifty percent plus one must be present at the meeting and a 2/3 vote must be obtained in order to remove the officer from his/her position.

### ARTICLE IV – OFFICERS

#### Section I

The officers of the chapter shall be: President, Vice President, Secretary, Treasurer, Company Liaison, and others created by a majority vote of the officers’ council.

#### Section II

The officers of this organization must meet the following requirements:

- (a) Have a minimum grade point ratio (GPR) as stated below and meet that minimum GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.
- 1) For undergraduate students, the minimum GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio *prior* to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).
  - 2) For graduate level students the minimum GPR is a 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio *prior* to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.
- (b) Be in good standing with the university and enrolled:
- 1) at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and
  - 2) 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.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).”

### **Section III**

The duties of the officers shall consist of the following:

- President: Shall preside over regular and executive meetings, coordinate group activities, and communicate with the officers and advisor on all matters.
- Vice President: shall assist president and preside over meetings in the absence of the president.
- Secretary: shall record minutes at all business meetings, check attendance at functions, and receive and review excuses for absences.
- Treasurer: shall collect dues, pay bills, oversee other monetary transactions including fund raising and social activities, and prepare and maintain the annual budget.
- Company Liaison: shall contact companies and alumni to coordinate industry speakers for meetings.

### **Section IV**

Elections for all officer positions shall be held at the last general meeting of the spring semester. An additional election can be held as necessary at the last general meeting of the fall semester for vacated positions. A quorum must be present and a simple majority vote will win. Voting will be sequential (all votes for President are counted before Vice-President, etc). One candidate can run for multiple offices; however, each person must declare the office(s) he/she seeks to fulfill at the beginning of the elections, and each person may only hold one office. All terms end in late spring unless an election is not held. Voting will take place at a regular meeting with two weeks advance notice; preferably a 'non-group specific' meeting with only a faculty member speaking. Newly elected officers shall take office on June 1/Jan 1 and continue through their elected term(s).

Positions vacated or open may be filled throughout the year by elections except those covered by Article IV, Section V.

### **Section V**

In the event that the president steps down or is removed from office during the semester, the new interim president will be the vice president. If there is no vice president, the new president shall be the secretary. If there is not a secretary then the office of president will be held by the treasurer. If there is not a treasurer, the position will be filled by the company liaison. If there are no officers, the advisor will appoint a president or preside over an election for the president. The interim president will serve until the conclusion of the semester when a formal election will be held as outlined in Section IV. In the event another officer steps down or is removed from office during the semester, the president will appoint an interim officer. If there is not an advisor, then BMES must obtain an advisor or disband.

## **❧ ARTICLE V– FACULTY ADVISOR ❧**

### **Section I**

The Faculty Advisor shall be appointed annually by the Chapter/Department/University.

### **Section II**

The following is expected of the Faculty Advisor:

- The advisor shall be a Texas A & M University employee as defined by the Human Resources Department. The advisor will be willing to obtain an appropriate level of experience, resource information and knowledge related to the mission, purpose and activities of the club.
- The advisor will regularly attend executive and general meetings. They will be available for consultation outside of these meetings.
- The advisor will assist the organization with the development of goals and objectives for the academic year. The advisor will also assist the organization with event planning and facilitation. When necessary, the advisor will be willing to attend events when necessary as identified through the planning process.
- The advisor will be aware of the University Student Rules and will assist the organization with adherence to these expectations.

## **❧ ARTICLE VI– MEETINGS ❧**

### **Section I**

The chapter shall hold meetings at least once a month during the school year, with the exact date determined by the officers.

## **❧ ARTICLE VII– FINANCES ❧**

### **Section I**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.

## **❧ ARTICLE VIII– AMENDMENTS & RATIFICATION ❧**

### **Section I**

This constitution may be amended at any time by a two-thirds vote of the active membership, subject to the approval of the Department of Student Activities.

### **Section II**

This document is to be reviewed every year and resubmitted to the Department of Student Activities.

## **❧ ARTICLE IX– OFFICERS COUNCIL ❧**

**Section I**

The officers council will meet weekly and approve meetings, meeting leaders, agendas, votes, and any expenditures.

**Section II**

The president will preside over the council and break any ties.

**∞ ARTICLE X– REMOVAL OF OFFICERS/MEMBERS ∞****Section I**

In the event that an officer/member is involved in any illegal activity, sexual harassment, and/or discrimination, an investigation will occur to determine if removal is necessary.

**Section II**

The first step in the removal process is to provide notice to the member/officer being charged and the faculty advisors. Next, the member/officer will present their case to the faculty advisor and the non-involved officers. An anonymous vote will then take place to determine if removal is necessary. A simple majority vote is cause for removal. Advice from the Office of Student Affairs will be sought throughout the removal process.

