

Constitution of the
Undergraduate Biomedical Engineering Society of
Case Western Reserve University

Revised September 2005

Article I. Name and Purpose

Section 1 - Name

The name of this organization will be "the Undergraduate Biomedical Engineering Society," also referred to in this document as "BMES."

Section 2 – Affiliation

The Undergraduate Biomedical Engineering Society of Case Western Reserve University shall be affiliated with the national Biomedical Engineering Society.

Section 3 - Purpose

The purpose of this organization will be to:

- (1) prepare members to enter the profession of biomedical engineering by creating educational programs and promoting other opportunities for learning about the BME profession
- (2) enhance the academic experience of BME students and faculty at Case Western Reserve University by providing an environment for social interaction and exchange of ideas
- (3) follow the national BMES purpose, "to promote the increase of biomedical engineering knowledge and its utilization" by way of community involvement, industrial networking, and participation in engineering activities and student programs on campus.

Article II. Membership Requirements

Candidacy for membership will be open to all students of Case Western Reserve University, provided they are in good academic standing with the university. The Undergraduate Biomedical Engineering Society will not discriminate on the basis of color, course of study, creed, culture, disabilities, fraternal membership, gender, marital status, national origin, political affiliation, race, religious beliefs, or sexual orientation. There are no requirements for general membership, but recognition for distinguished participation may be given as deemed by the executive board.

Article III. Officers and Duties

Section 1 – Elected Officers

The elected officers and their order of election will be:

- a) President
- b) Vice President

- c) Treasurer
- d) Secretary
- e) Website Administrator
- f) Sophomore Representative
- g) Freshman Representative

Section 2 – Temporary Officers

Temporary positions may be created by a majority vote of the executive board. The board will solicit letters of intent for any open temporary positions, and the officer will be chosen by a majority vote of the executive board.

Section 3 – Committees

Committees and committee chairs may be created by the president as described in Article III, Section 2 of the bylaws.

Section 4 – Advisor

The advisor of BMES will be assigned to the organization by the Case Western Reserve University Department of Biomedical Engineering.

Section 5 - Duties

The duties of all officers and of the advisor shall be as stated in Article I of the Bylaws.

Section 6 - Selection of Officers

Officers shall be selected in the manner described in Article II, Sections 3 and 4 of the Bylaws.

Article IV. Amendments

Section 1

This Constitution may be amended by a 2/3 majority vote of the membership present at a general body meeting.

Section 2

All proposed amendments to this Constitution must be submitted to the executive board, in writing, at least one week prior to the meeting at which the vote is to be taken.

Article V. Bylaws

A set of bylaws will supplement this constitution, describing officer and advisor duties, selection procedures, and meeting procedures.

Bylaws of the
Undergraduate Biomedical Engineering Society of
Case Western Reserve University

Revised September 2005

This set of bylaws shall supplement the constitution of the Undergraduate Biomedical Engineering Society (BMES) of Case Western Reserve University.

Article I. Officer and Advisor Duties

Section 1 – President

- a) will serve as a voting member on the executive board
- b) will serve as presiding officer at general body meetings and executive board meetings
- c) will supervise the organization's business and activities
- d) will correspond with the BMES National Office
- e) will appoint committees to plan events, activities, or programs
- f) may assume any responsibilities not assigned to any other office, with the approval of the executive board

Section 2 – Vice President

- a) will serve as a voting member on the executive board
- b) will perform all presidential duties in the absence of the president
- c) will serve as the BMES representative to the Case Engineers' Council
- d) will create and maintain relationships with industrial contacts
- e) will ensure that all BMES proceedings follow the constitution and bylaws
- f) may assume any responsibilities not assigned to any other office, with the approval of the executive board

Section 3 – Treasurer

- a) will serve as a voting member on the executive board
- b) will create a budget each semester that must be approved by a majority vote of the executive board
- c) will coordinate the request of funds from the Undergraduate Student Government
- d) will coordinate the reimbursement of funds from the Undergraduate Student Government
- e) will arrange external fund-raising programs, if necessary
- f) will maintain records on all financial transactions
- g) may assume any responsibilities not assigned to any other office, with the approval of the executive board

Section 4 – Secretary

- a) will serve as a voting member on the executive board

- b) will keep a permanent record of all general body meetings and executive board meetings
- c) will maintain a current roster of BMES members
- d) will keep records on BMES events, activities, and programs, including attendance
- e) will send and receive all official BMES correspondence
- f) may assume any responsibilities not assigned to any other office, with the approval of the executive board

Section 5 – Sophomore Representative

- a) will serve as a voting member on the executive board
- b) will act as the mode of communication between the sophomore class and the executive board
- c) will announce BMES events in sophomore classes
- d) may assume any responsibilities not assigned to any other office, with the approval of the executive board

Section 6 – Website Administrator

- a) will serve as a voting member on the executive board
- b) will create and/or maintain the BMES webpage, with frequent updates
- c) may assume any responsibilities not assigned to any other office, with the approval of the executive board

Section 7 – Freshman Representative

- a) will serve as a voting member on the executive board
- b) will act as the mode of communication between the freshman class and the executive board
- c) will announce BMES events in freshman classes
- d) may assume any responsibilities not assigned to any other office, with the approval of the executive board

Section 8 – Temporary Officers

- a) will have their duties assigned by the executive board

Section 9 – Advisor

- a) will act as the mode of communication between the Case Western Reserve University Department of Biomedical Engineering and the BMES
- b) will cast the tie-breaking vote in the event of a tie in executive board decisions
- c) will hear and investigate any charges of impeachment, as described in Article II, Section 5 of the bylaws

Article II. Selection of Officers

Section 1 – Eligibility

- a) Any member may run for the offices of President, Vice President, Treasurer, Secretary, and Website Administrator
- b) Only members planning on registering for EBME 201 may run for Sophomore Representative
- c) Only members currently enrolled in EBME 105 may run for Freshman Representative

Section 2 – Nominations

- a) Nominations for the offices of President, Vice President, Treasurer, Secretary, Sophomore Representative, and Website Administrator will open one week before the election and will close just before the start of the election of the office in question.
- b) Nominations for the office of Freshman Representative will open one week before the first general meeting of the fall semester and will close just before the start of the election for that office.

Section 3 – General Election Procedures

- a) General elections will be held for the offices of President, Vice President, Treasurer, Secretary, Sophomore Representative, and Website Administrator at the BMES Town Hall meeting.
- b) The order of elections will be as stated in Article III, Section 1 of the constitution.
- c) For each office, nominations will close, and each candidate will be given time to speak and answer questions from the electorate.
- d) While a candidate is speaking, the other candidates for that office will not be present.
- e) After all candidates for an office have been given a chance to speak, they will leave the room and the electorate may briefly discuss the merits of the candidates.
- f) Voting will include the candidates running and will be done by secret ballot.
- g) A majority of all votes cast is required to elect a candidate. In the event that no candidate receives a majority of the votes, a runoff vote will be conducted between the top two vote-receivers.
- h) Members must be present to vote. Absentee voting or proxy voting is not permitted.
- i) The outgoing president, and/or any other outgoing officer, will tally the votes, provided that the officer is not running for a position in the election.

Section 4 – Election of Freshman Representative

- a) Election of the Freshman Representative will be held at the first general meeting of the fall semester.
- b) The election procedures will follow those for the general elections, as described in Article II, Section 3.

Section 5 – Impeachment

- a) If any member feels that an elected officer is not fulfilling the duties of the office, that member will bring his charge of impeachment to the advisor.
- b) If, after investigation, the advisor does not find merit in the charges, he will inform the accuser of his findings, and the charges will be dropped.
- c) If, after investigation, the advisor finds merit in the charges, he will inform the accused and the executive board of his findings.
- d) At the executive board meeting immediately following the advisor's notification, the board will discuss the charges and vote. The accused may attend the executive board meeting and participate in the discussion but may not vote. A majority vote is required for the charges to be brought before the general body. If a majority vote is not obtained, the charges will be dropped.
- e) If the executive board votes to bring the charges before the general body, a discussion will be held at the general body meeting immediately following the vote. The accused may attend the general body meeting and participate in the discussion but may not vote. A 2/3 majority vote of membership present at a general body meeting is necessary to remove the accused from office.
- f) All voting on charges of impeachment will be done by secret ballot.

Article III. Meetings

Section 1 – Executive Board Meetings

- a) will be held weekly, or at the discretion of the executive board
- b) will be open to all members; however, only the following officers will be voting members of the executive board: President, Vice President, Treasurer, Secretary, Sophomore Representative, Website Administrator, and Freshman Representative

Section 2 – General Body Meetings

- a) General body meetings will be held monthly, or at the discretion of the executive board.
- b) At general body meetings, the president may appoint committees and committee chairs to plan events, activities, and programs. A committee chair may be an elected officer or any member.
- c) If more than one member wishes to serve as committee chair for a particular position, a quick election will be held, following general election procedures as described in Article II, Section 3.

Section 3 – Committee Meetings

- a) All appointed committees are expected to meet frequently, at the discretion of the committee chair, to coordinate execution their assigned event, activity, or program.
- b) A designated member of the committee, which may or may not be the committee chair, will keep a record of the meeting and promptly send the minutes to the president.

Section 4 – Rules of Order

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

Article IV. Amendments

Section 1

The bylaws may be amended by a 2/3 majority vote of the membership present at a general body meeting.

Section 2

All proposed amendments to the bylaws must be submitted to the president, in writing, at least one week prior to the meeting at which the vote is to be taken.