

**Case Western Reserve University  
Biomedical Engineering Graduate Student Association  
Constitution**

Article I. Name of the Organization

The name of the organization shall be the Biomedical Engineering Graduate Student Association, hereafter referred to as the BME-GSA.

Article II. Purpose

In the belief that an organization dedicated is necessary to the development of biomedical science, to further that education through friendship, community, and activity, and to bond future colleagues, the BME-GSA is formed.

Article III. Membership

All graduate students enrolled in the biomedical engineering graduate program at Case Western Reserve University, without regard to any other factors, shall be deemed members of the BME-GSA. Further, the BME-GSA shall accept applications from graduate students outside the department for membership in the BME-GSA based on genuine interest. All graduate students of the CWRU community shall be eligible for membership.

Article IV. Administration

A. Officers

1. The officers of the BME-GSA shall be a President, Vice-President, Graduate Student Senate Representatives, Graduate Education Committee Representative(s), Faculty Representative(s), Biopotential Editor(s), Social Chair(s), an Intramural Chair(s), and a First Year (Graduate Student) Representative.
2. BME-GSA officers shall be elected annually by the membership as set forth in the bylaws.
3. The BME-GSA officers shall perform such duties as are specified in the bylaws.

B. Committees of the Senate

The BME-GSA shall have no standing committees but shall create committees as deemed necessary.

Article V. Meetings

- A. It is intended that a regular BME-GSA meeting shall be held each month of the academic semester, but no less than two (2) meetings shall be held each semester.

B. All meetings shall be conducted under the direction of the President, or the Vice-President if the President cannot attend.

#### Article VI. Amendments to this Constitution

A. Any member may propose an amendment to this constitution.

1. The proposed amendment shall be submitted to the President at least two (2) weeks before it can be considered.

2. The President shall distribute copies of the proposed amendment to the BME-GSA members within one (1) week of its receipt.

B. Any amendment to this constitution shall require approval at a society meeting by a two-thirds (2/3)-majority vote of the quorum.

C. Any amendment which receives approval shall become effective immediately after adjournment of the meeting at which it is adopted, unless the motion to amend specifies a time that the amendment shall take affect.

#### Article VII. Quorum

A quorum shall be considered one-quarter of all eligible members.

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Biomedical Engineering Graduate Student Association

### BYLAWS

#### Article I. BME-GSA Members

A. Qualifications, Election, and Term of Members

Each member shall:

1. Be an enrolled full or part-time graduate student in the biomedical engineering department;

2. Or a full or part-time graduate student from any other campus department interested in the sciences and disciplines collectively known as biomedical engineering.

#### Article II. Officers

A. Officer Positions

The BME-GSA will elect from its members the following officers, by a simple majority vote, at the last regular meeting of the academic year:

President

Vice-President

Graduate Student Senate Representatives - 2 primary & 2 alternates

Graduate Education Committee Representatives - 1 primary & 1 alternate

Faculty Representatives - 1 primary & 1 alternate

Biopotential Editor

Social Chairs - 1 primary & 1 alternate

Intramural Chairs - 1 primary & 1 alternate

These officers shall take duty immediately and serve until the following election

#### B. General Duties of the Officers

All of the BME-GSA officers shall be responsible for the following:

1. Setting BME-GSA goals and implementing specific actions based on the directives of the membership;
2. Communicating these directives, goals and actions to the graduate student body, university administrators, faculty and the community at large;
3. Reporting to the membership on progress made toward achieving these directives.
4. Provide written information or responsibilities and how they were handled to newly elected officers

#### C. Duties of the President

1. The general role of the President shall be to act as the official spokesperson for BME-GSA.
2. Specific duties of the President shall be to:
  - a. Call, establish the agenda for, and preside over meetings;
  - b. Maintain final authority on issues until they can be brought to the attention of the membership. When immediate action is necessary, the President shall solicit assistance from the other officers
  - c. Ensure that action is taken on resolutions of the BME-GSA.
  - d. Organize and direct the BME-GSA officer meetings, society meetings, and orientation bar-be-que
  - e. Prepare semesterly budget and control disbursement of funds
  - f. Advertise meetings and arrange for meeting facilities
  - g. Distribute announcements and information to members

#### D. Duties of the Vice-President

1. The general role of the Vice-President shall be to assist the President in his or her duties.
2. Specific duties of the Vice-President shall be to:
  - a. Discharge the duties of the President in the President's absence and assume the duties of the President in the event that the President vacates office;
  - b. Assist President on preparation of semesterly budget and disbursement of funds
  - c. Update BME-GSA bulletin board with recent announcements and agendas
  - d. Order and pick up pizza and pop for officer and general meetings

#### E. Duties of the Graduate Student Senate Representative

1. The responsibilities of the GSS Rep. include attending the GSS meetings as a representative of the graduate students in the Biomedical Engineering Department and informing the BME grads of issues discussed during the GSS meetings via BME-GSA meetings and articles in the BioPotential.

#### F. Duties of the Graduate Education Committee Representatives

1. The GEC Rep. responsibilities include attending the GEC meetings as a representative of the graduate students in the Biomedical Engineering Department and informing the BME grads of issues discussed during the GEC meetings via GSA meetings and articles in the BioPotential.

#### G. Duties of the Faculty Representatives

1. The Faculty Rep. responsibilities include attending the Faculty meetings as a representative of the graduate students in the Biomedical Engineering Department and informing the BME grads of issues discussed during the Faculty meetings via GSA meetings and articles in the BioPotential.

#### H. Duties of the BioPotential Editor

1. The BioPotential Editor shall organize the gathering of articles, editing, publishing, and circulation of the BioPotential in either web page or paper format

2. The BioPotential Editor shall put together an editorial board to assist in the duties if desired

#### I. Duties of the Social Chair

1. The Social Chair will organize social events for BME grads to participate in as a means to get to know one another as well as any faculty which might attend, and to provide a much needed break from the daily lab/class routine. The Social Chair will keep BME grads informed via GSA meetings and articles in the BioPotential.

#### J. Duties of the Intramural Chair

1. The IM Chair helps keep BME grads informed of upcoming Case IM events as well as organize teams for BME grads to participate. The IM Chair can also keep the students informed of sporting activities off campus and aid in developing interlab challenges. The IM Chair will keep BME grads informed via GSA meetings and articles in the BioPotential.

#### K. Duties of the First Year Representative

1. The First Year Representative helps bring to the attention of the GSA issues which concern or are of special interest to first year graduate students. The First Year Representative also proposes what solutions or courses of action he or she feels best represents the opinion of the first year graduate students.

### Article III. Meetings and Conduct of Business

#### A. Regular Meetings

1. It is intended that a regular BME-GSA meeting shall be held each month of the academic semester, but no less than three meetings shall be held each semester.
2. The President shall send written notice to all members via email of the time and place of each regular meeting at least ten (10) days prior to the meeting and display announcement of the meeting in such University publications as deemed appropriate.

#### B. Voting

1. Regular motions presented at a meeting shall require for passage an affirmative vote by a simple majority of those members present.
2. Proxy votes are allowed if submitted to the President.

#### C. Conduct of Meetings

1. Meetings of the BME-GSA shall be chaired by the BME-GSA President or Vice-President.