**CONSTITUTION**

**ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is Biomedical Engineering Society. This organization will use the acronym BMES in select materials and correspondence. Our chapter of Biomedical Engineering Society is affiliated with the national Biomedical Engineering Society and the Biomedical Engineering Department of UF.

**ARTICLE II. PURPOSE STATEMENT**

The purpose of the Biomedical Engineering Society is to provide networking opportunities, academic support, outreach opportunities, and additional resources to ultimately build community and benefit students interested in biomedical engineering.

**ARTICLE III. COMPLIANCE STATEMENT**

Upon approval by the Department of Student Activities and Involvement, Biomedical Engineering Societyshall be a registered student organization at the University of Florida. Biomedical Engineering Society shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

**ARTICLE IV. UNIVERSITY REGULATIONS**

Section A. Non-Discrimination

Biomedical Engineering Society agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

Biomedical Engineering Society agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.  Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. Hazing

Biomedical Engineering Society agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Biomedical Engineering Society becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

Section E. Officer Eligibility Biomedical Engineering Society understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy.

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office, or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. STUDENT ORGANIZATION ADVISOR**

6.1. Biomedical Engineering Society must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term.

6.2. The advisor and the Biomedical Engineering Department hold the responsibility to oversee the day-to-day functions and operations of Biomedical Engineering Society, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies.

6.3. Duties and responsibilities: The advisor may act as an intermediary between the department and student leaders. The advisor may speak at general body meetings, attend executive board meetings, and meet with the President individually.

6.4. Selection method (if appointed, by whom): The Faculty Advisor will be appointed by the Chapter/Department/University. The Faculty Advisor must be an associate member, member, or senior member of the Society.

* 1. Term: Continuous unless the advisor resigns or is expelled.

6.6. Process of replacing the organization’s student organization advisor: When an advisor leaves, the president of the society should contact the dean of the biomedical engineering department and request for a new advisor. Once the dean has appointed/approved the new advisor, the president must contact the division of student affairs and notify them of the change.

**ARTICLE VII: OFFICERS**

7.0. Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the Registered Student Organization Classification and Officer Eligibility Policy (See Article III). Along with this, the DEI Liaison is required per the department. The officers of the chapter will be elected in the manner prescribed by the Bylaws of the BMES chapter. Additional officer positions may be proposed by anyone and go into effect if the majority of the executive board approves.

7.1 The officers of the chapter will be the President, Vice President, Secretary, Treasurer, Director of Social Media, Director of Outreach, Director of Graphic Design, President of Academic Achievement, Diversity/Equity/Inclusion Liaison, Graduate Student Liaison, Vice President of Academic Achievement, Director of Internal Affairs, and Director of Recruitment.

7.2. The selection process for officers is outlined in ARTICLE VIII. The Graduate Student Liaison does not follow this policy. The Graduate Student Liaison is appointed by the Biomedical Engineering Department. The term of the Graduate Student Liaison is continuous unless the department states otherwise. In contrast, all other executive board members shall ideally hold office for a period of one calendar year. All officers will be up for reelection in April even if they joined the team during the middle of the year and held less than a year in office.

7.3. The President, as 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 will be responsible for public relations with other organizations within the University and will work with the Faculty Advisor. The primary duties of the President include coordinating and leading general body meetings while overseeing the budget/officer purchases. The President will craft a syllabus, ensure the constitution is updated, explain the CDR, and be involved with the RSO classification policy. The President may assist the Vice President and Treasurer in answering questions from the officers. The President and Vice President shall work together to host individual officer meetings with all officers. The President should create a form for the officers to provide end of semester feedback to the President and Vice President. The President and/or Vice President will approve the Secretary’s meeting notes.

7.4. The Vice President shall preside at meetings in the absence of the President. The Vice President’s primary responsibility will be to organize and lead executive board meetings. They should be the one primarily answering questions from the executive board, reminding the executive board to complete tasks, and providing feedback on their plans. The Vice President will register officers on GatorConnect. The Vice President and President shall work together to host individual officer meetings with all officers. The President and/or Vice President will approve the Secretary’s meeting notes.

7.5. If the upcoming week has events, the Secretary will send out 1 email on Monday/Tuesday listing all BMES events for the week and ideally include events for the following week. Prior to the day of the event or on the day of an event, the Secretary should send out a reminder email. The Secretary shall ensure BMES maintains accurate attendance records for all BMES events within a week of the event happening. The Secretary is responsible for maintaining a current roster of members and their activity status. The Secretary will be responsible for maintaining a continuous email address and checking it at least every week for correspondence. They may send emails to the department for additional advertising of BMES events. Additionally, the Secretary is required to draft meeting minutes for executive meetings that are not recorded. The meeting notes will be approved by the President and/or Vice President. Finally, the Secretary must create a calendar of all semester events and send it to the Director of Recruitment and the Director of Social Media for advertising.

7.6. The Treasurer will work with the President to negotiate a budget and allocate the funds to various officers. The Treasurer will ensure the financial records of the organization are updated by the first of each month. The primary responsibility of the Treasurer is working with the officers and the BME fiscal team to ensure the success of purchases. This includes tasks such as submitting purchasing requests, submitting requests for reimbursement, and answering financial questions from the officers. It is encouraged for the Treasurer to organize and lead one fundraiser per year.

7.7. The Director of Social Media is responsible for completing at least 5 Instagram posts, 5 Facebook posts, and 5 GroupMe posts per semester. By the first of each month, they must ensure the website is updated. To be more specific, the event attendance, member status, and event calendar must be updated by the first of each month. Aside from this, the Director of Social Media is tasked with posting the general body meeting PowerPoints to the website within a week of the event occurring. They should ensure the website as a whole is effective and aesthetic. After an election, they should update the “Meet the Officer's” page. The Director of Social Media should also take photos of events.

7.8. The Director of Outreach must organize and lead at least 3 community service events per semester. It would be encouraged for the Director of Outreach to lead a weekly volunteering event which would attract pre-med students needing community service hours. The Director of Outreach should provide documentation to those who participate in volunteering events. Given a budget, they may purchase beneficial materials or organize a banquet for the participants of Outreach events.

7.9. The Director of Graphic Design is responsible for crafting at least one flyer per officer with events per semester (for example, at least one internal event flyer, at least one recruitment flyer etc.). They will be expected to create 3 general body meeting flyers per semester. They may also be tasked with designing merchandise such as banners, hats, t-shirts, etc.

7.10. The President and Vice President of Academic Achievement must collaborate to create at least 5 drop-in study sessions per semester. Using Dr. Furtney’s research guidebook as a model, they should invent a guidebook for classes.

7.11. The Director of Diversity, Equity and Inclusion (DEI) must promote and attend at least 4 events by BME Idea per semester and acquire attendance for these events. They should revise all communication on the BMES website, social media, and internal documents to ensure BMES adheres to the principles of DEI. They should ensure all groups are heard and attend potential DEI conferences. Finally, they shall apply and enforce objective recruiting procedures for BMES positions.

7.12. The Graduate Student Liaison coordinates discussion or events between the Biomedical Engineering Society and graduate students.

7.13. The Director of Internal Affairs must organize and lead at least 5 social events per semester.

7.14. The Director of Recruitment should print and distribute at least 4 different flyers each semester. They must attend at least 2 tabling events per semester and lead at least 1 brief presentation in a STEM class (perhaps intro to BME and BME fundamentals) to recruit members. If they receive funding, they should facilitate the purchasing of merchandise or other beneficial recruitment materials.

7.15. Officers who organize events are required to attend all executive and general body meetings to present their events to the BMES members and officers. If an officer cannot attend these meeting, they must inform the president to be excused. Event organizers must attend their corresponding event and take attendance of each hosted event. These officers may be asked to provide reports on their work including attendance numbers, funds spent, etc. Officers who host events are expected to reserve their own rooms and permits.

7.16. Officers who do not host eventsare required to attend all executive meetings and must complete the points system to be considered an active BMES member.

7.17. Officer training occurs between May and the beginning of the fall semester.All executive officers have the right to resign.

7.18. 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 (BMES executive board) of the chapter, subject to review by the BMES national office.  In the case of impeachment, officer reelection process would be treated with the same manner as if an officer is resigning. In the event of ineligibility, the officer reelection process would be treated with the same manner as if an officer is resigning’ The President and Vice President reserve the rights to accomplish impeachment of any officer only during the officer’s training period.

7.19. If an officer vacancy should occur, the executive board must open an application cycle within 2 weeks of the date the officer vacancy began. If a Graduate Student Liaison vacancy should occur, the President should contact the faculty advisor within 2 weeks of the date the vacancy began. The faculty advisor should let the President know how the next liaison will be appointed.

7.20. Officers with budget are expected to devise plans regarding the intent to spend the funds**.**

**ARTICLE VIII. ELECTIONS**

8.1. Elections will be held during the month of April.

8.2. New officers will take office on May 1st and continue through April 28th of the following year.

8.3. The core executive board consisting of the President, Vice President, Treasurer, and the DEI liaison must preside and attend the election meetings. Election meetings to select new officers to fill any vacancies are encouraged to be attended by all the officers of the executive board. All the officers of the executive board are required to attend and vote when selecting the positions for the core executive board.

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

8.5. An officer may hold a particular office for more than one year if re-elected.

8.6. To be considered for nomination, a potential candidate should submit their online application by the stated deadline.

8.7. The core executive board along with existing officers will review all applications and offer interviews to the most qualified candidates.

8.8. The executive board will interview selected candidates. If multiple candidates are running for the same position, they should exit the room when their competitors are being interviewed.

8.9. After all candidates have interviewed for one position, the executive board should select and assess the finalists. The core executive board along with existing officers should ask any candidates running for a position to step out of the room when assessing the best candidate for thatposition. After discussion, the majority vote will be necessary to elect an officer. If no candidate receives the majority of votes, then the candidate with the least votes would be eliminated from the election, while the remaining candidates enter another voting round. This process would continue until one candidate receives the majority of the votes. When the voting for a position is occurring, the candidates running for that position should not be in the room.

8.10. All members within the society are eligible to run for an executive position, as long as they satisfied article 8.4 and qualify as an active BMES member.

**ARTICLE IX. FINANCE**

9.1. Members are not required to pay dues but may optionally purchase a national $30 annual membership through the national Biomedical Engineering Society.

9.2. The BMES chapter at the University of Florida is required to have at least ten members with purchased memberships. These ten individuals should belong to the executive board, and they should not pay for the memberships themselves. Rather, the annual memberships should be paid using the organization’s funding.

9.3. Funding is primarily provided by the Biomedical Engineering Department. Fundraisers conducted by the Society allow for additional funding.

9.4. The funding assigned to the Society should be utilized to promote, support the mission, and execute the goals and activities of the Society.

9.5. If Biomedical Engineering Society does have a fundraiser, members would be invited to participate in the event.

9.6. Biomedical Engineering Society will not apply for Student Government Funding unless its classification formally changes.

**ARTICLE X. DISSOLUTION OF ORGANIZATION**

In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to the American Cancer Society.

**ARTICLE XI. BY LAWS FOR BIOMEDICAL ENGINEERING SOCIETY**

Most student organizations benefit from creating a separate document to outline additional organizational procedures. Any articles the organization wishes to include to clarify the group’s policies and procedures not included in previous articles may be maintained in a separate bylaws document to outline the day-to-day operations of the organization. A student organization’s bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state and federal laws, as well as University of Florida regulations, policies, and procedures, and its SAI approved constitution. It is the sole responsibility of the student organization and its sponsoring University unit to maintain and transition documents to new leadership. Amendments to bylaws shall follow the amendment process set forth within the constitution and must be produced should it be required by university staff. There is no limit on the number of additional articles that may be included in bylaws or other guiding documents and will not be required as part of registration. Should the organization transition leadership all bylaws and guiding documents ought to be transitioned to new organization leaders and/or advisor(s).

Biomedical Engineering Society may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the SAI constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the SAI approved constitution on file and SAI’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). Biomedical Engineering Society agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any university of Florida student, faculty, or staff upon request.

**ARTICLE XII. AMENDMENTS TO CONSTITUTION**

12.1. Amendments to this constitution may be made if deemed beneficial. 12.2. Any active BMES member may propose amendments. 12.3. The core executive board along with existing officers impacted by the change must agree to proceed with the changes for them to take effect. Alterations are subject to final approval by the Department of Student Activities and Involvement. 12.4. SAI has established a process through which constitutions may be amended, reviewed and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes. Please contact the SAI Desk at SAI@ufsa.ufl.edu for instructions on how to have your amendments reviewed and updated on GatorConnect.