

Constitution for BIG: Bioengineering Interest Group

APR 05 2007

- OFFICE OF
ACTIVITIES & PROGRAMS
- I. **Name:** BIG: Bioengineering Interest Group
 - II. **Object of the Group:** To create interest and explore the depths of the Biomechanical and Biomedical fields.
 - III. **Affiliation with any other group:** American Society of Biomechanics
 - IV. **Qualification/Criteria for selecting membership:** Full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group. Members are any full-time undergraduate student who attends at least 2 meetings/events a semester.
 - V. **Non-Discrimination Clause:** The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
 - VI. **Duties and privileges of membership:** Members have special privileges which include going on tours(off-campus) and other exclusive events. Members will also be able to vote during elections and other decision making processes.
 - VII. **List other types of non-voting or representing membership:** Any UD alumni, graduate student, or professor are able to attend our meetings and some events. However, these special members may not vote or distract the group.
 - VIII. **Absence Policies:** A sign-in sheet will be passed around at every event/meeting. If you want to vote during an election you must have attended at least one event/meeting prior to the election. Also, if you are absent during an election, you will surrender your vote. There are no absentee ballots.
 - IX. **Polices and Procedures for Disciplining/Removing Members:** A majority vote by the officers will allow the removal of a member. Members should only be removed if the individual is a distraction or nuisance to the group. The officers should pull the individual aside and talk to him. If the individual continues with his disrespectful behavior than the officers can deliberate (after giving 3 warnings) and vote to remove.
 - X. **Officers:**
 - a. **President-** This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization, including the End-of-the-Year, Mid-Year, and Start-of-the-Year packets, and Summer Contact Information. The President will receive all information from the Activities and Programs Office from an undisclosed email database. This information is to be used to help your RSO function, so please disseminate the information accordingly. The President will help to appoint all standing and special committees.

- b. **Vice-President-** The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.
- c. **Treasurer-** The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board.
- d. **Secretary-** The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. You may want to have the Secretary serve as the organizations historian with the goal of being able to pass on accurate records of what the groups has done over the past year and who was involved. The Secretary should also maintain the membership list and email database.
- e. **Webmaster-** The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.

XI. **Qualifications for Officers:** All Officers must be full time matriculated undergraduate students at the University of Delaware. Any potential officer must be able to complete a full calendar year. Officers also must attend more than half of the events/meetings of that academic year.

XII. **Election of Officers:** During the first week of April elections will be held. During this time there will be a meeting in which all members will have the opportunity to be nominated and vote. Members can nominate themselves or they can be nominated by others for a position. If someone is nominated for a position and they don't want it, than they can decline the nomination. After all the nominations have been made than there will be a silent vote. All members attending will simultaneously vote for the positions on a sheet of paper and hand it to the President. Current officers can vote too. Votes will be tallied and officers will be selected based on simple majority. These future officers will be announced at the next meeting. A person may have a position for two years if there are no nominees or if they get nominated and win the vote again. Two years is the maximum time for that position.

- a. **Procedure for Disciplining/Removal of Officers:** If an officer is unable to fulfill his duty or is a distraction to the club than executive measures may be taken. In this scenario, the other officers should have a meeting to discuss the options. To remove an officer, a majority vote by the other officers can relieve that officer of his duty. However, before a removal vote can be cast, the questioned officer has a right of fair hearing to hear his side of the story.


- b. **Resignations:** If an officer chooses to resign, they must give a weeks notice. A meeting will then be held to elect a new officer.
 - c. **Officer Transition:** Officers will be elected in the first week of April for the spring of the fall semester. A spring election will allow time for orientation to take place. By electing in the spring, the former officers will still be around to train new officers.
- XIII. **Meetings:** There will meetings once a week, every other week. About two meetings per month.
- XIV. **Dues:** No Dues for this organization.
- XV. **By-Laws:** The organization shall establish by-laws to carry out the policies set forth in this constitution. A 2/3 vote will be used to ratify a by-law.
- XVI. **Procedures for decision-making:** If there is a club decision than there will be vote and the club will decide as a whole. However, if it is a financial or logistical decision than the officers will take care of it.
- XVII. **Establishment of Committees:** Board establishes as needed.
- XVIII. **Advisors Duties:** To provide their opinions on club functions and activities. To make as many suggests as possible to make the club better. Try to attend a meeting or event once a month. Help get in contact with companies and hospitals for tours, volunteering, etc.
- XIX. **Disbursal of organizational assets should the group become defunct:** The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.
- XX. **Define a quorum:** If there is less than five people than the meeting will be canceled/postponed.
- XXI. **Rules for ratifying the Constitution:** 2/3 vote to ratify the constitution.
- XXII. **Rules for amending the Constituion:** 2/3 vote to ratify the constitution.

Signatures

President

Vice President

Activities & Programs Coordinator

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