

Preamble:

We, the students at the University of Delaware, hereby form the organization the Biomedical Engineering Interest Group at the University of Delaware for the purpose of expanding local knowledge of Biomedical Engineering.

Articles:

- I. **Name of the Organization-** The organization shall be known as the Biomedical Engineering Society at the University of Delaware or BMIG for short.

- II. **Object of the Organization-** The objective of this organization to expand knowledge of Biomedical Engineering here at the University of Delaware among students including, but not limited to, those interested in Biomedical Engineering as an academic major/minor. Furthermore, the Biomedical Engineering Interest Group at this University (BMIG) plans to explore and delve into the world of Biomedical Engineering through practical, hands-on activities, the involvement of outside experts in Biomedically related fields, and the connection of students interested in Biomedical Engineering with faculty that are currently doing Biomedical research.

- III. **Affiliation with outside organizations-** The Biomedical Engineering Interest Group will not be founded with any affiliation to outside organizations.

- IV. **Qualification/Criteria for selecting membership-** While the BMIG welcomes all who are interested in the club to attend its meetings, the BMIG formally recognizes the following criteria as the minimum requirements for official membership: membership with the national Biomedical Engineering Society, attendance of two meetings per semester, and all members must be full-time, matriculated, undergraduate students at the University of Delaware.

- 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-** It is expected that all members of this organization regularly attend general club meetings; to be consider a member, he/she must be a member of the national Biomedical Engineering Interest Group as well as a full-time, matriculated, student at the University of Delaware and he/she must attend no less than two

meetings per semester. Members are given voting privileges as well as priority consideration for events that the organization sponsors that are limited in capacity.

- VII. Other types of membership-** As the Biomedical Engineering Interest Group at the University of Delaware recognizes that not all students may not be able meet all stipulated requirements for membership, the organization recognizes non-voting members (hence forth known as honorary members) as any who are interested in the organization and its mission. These honor members are welcome to general meetings, and furthermore, they will be allowed to take part any events the organization sponsors, but voting members will be given priority over honorary members.
- VIII. Absence Policies-** Members who do not meet the minimum requirements for membership (attendance of 2 meetings per semester as well as membership in the national Biomedical Engineering Society) will have their voting privileges revoked, and they will become honorary members.
- IX. Policies and Procedures for Disciplining/Removing members-** Should the executive board, with consultation from the faculty advisor, believe that a member is disruptive, disrespectful, or contrary to meetings and/or members of the organization shall be removed from the club. Such circumstances include, but are not limited to, talking while silence is necessary and asked for tampering with election results, disrespecting guest speakers, disrespecting members, slandering the organization, or slandering parties, including members, affiliated with the club. In order to be considered as violating these conditions, the evidence against any member must be present to the executive club, and the executive club must come to a 2/3rd vote on the matter. Should the accused believe that he/she is not in violation of these conditions, he/she will be a given a chance to plead his/her case to the executive board and call a re-vote of the executive board. Anyone who violates these circumstances will be warned of the possible consequences of their actions by the executive board, and should he/she not cooperate with the requests of the executive board, he/she shall be asked to leave the club by the executive board.
- X. Qualifications for Officers-** Any executive board member must meet the following conditions: he/she must be a full-time, matriculate, undergraduate student at the University of Delaware with a minimum GPA of 2.25, he/she must have member status within the club, and any executive board member must plan to remain enrolled at the University of Delaware for a full academic year after his/her election.
- XI. Officers -** The executive board shall be compromised of no less than the following positions: President, Treasurer, and Vice-President, but should there be enough club interest in executive board positions, the executive board shall consist of the following positions, in

addition to the aforementioned positions, : Secretary, Public Relations Chair , and Webmaster.

Section 1: President- The president of the BMIG will be responsible for calling and running meets in addition to handling day-to-day affairs. He/she shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization. The president will receive all information from the Activities and Programs Office and will be expected to pass pertinent information on to the executive board as well as the general population of the organization. The president will help to appoint all standing and special committees that the executive board deems necessary. The president will be plan long-term goals as well as future events; he/she will present these goals and plans to the executive board to receive input on his/her plans. While the president is required to draw up plans for the club, he/she will not be able to carry out such plans should a simple majority of the executive board override his/her decisions. The president is responsible for most of the communication between the advisor and the executive board and will be responsible for setting up meetings between the executive board and the advisor. The president will also ensure attendance is taken at club and executive board meetings. Any candidate for presidency must have served on the executive board for at least one year.

Section 2: 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 Biomedical Engineering Interest Group. The treasurer will also maintain all group ledgers, and he/she will also be responsible for requesting funds from the allocation board. The treasurer will work with the president to ensure that any plans the president presents are fiscally sound. Furthermore, the treasurer will communicate with the executive board the status of the organizations finances. Also, the treasurer will be responsible for gauging fiscal needs of the members of the organization in regards to activities concerning the organization, and he/she will be responsible for trying to meet such fiscal needs to the club's greatest extent. The treasurer will also be responsible for working with the president and any appointed committees when they deal with applying for financial aid.

Section 3: Vice-President- The vice-president shall work closely with the president to help the president meet his/her responsibilities. Should the president be absent, unable to fulfill his/her duties, or if the president resigns, the vice-president will assume the role of the president. He/she will also be responsible for checking the organization's mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. The vice-president will also help generate general plans for the future of the club. Additionally, the vice-president will be

responsible for seeking new opportunities and events relevant to the club, and he/she will present these opportunities to the president and executive board.

Section 4: Secretary- The secretary shall maintain minutes of general club meetings. These minutes should be distributed among the executive board in such a manner that the minutes are freely available to all executive board members. Additionally, minutes regarding general club meetings should be available to any members who wish to obtain the minutes. Additionally, the secretary shall maintain minutes of executive board meetings which should be freely available to all executive board members but not to the general club population. All of the minutes should be kept by the secretary and backed up regularly. The secretary will maintain the membership list and email database.

Section 5: Public Relations Chair- The public relations chair will be responsible for the promotion of the group and the organization's events. These promotions include updating information on the University Events web , submitting press releases to the appropriate media, and ensuring the group is represented at events designed to promote the group. These events include activity nights. Furthermore, the public relations chair will be responsible for organization any materials and all people needed for such promotional events.

Section 6: Webmaster- The webmaster shall be responsible for the design of the organization's website. Major changes to the website will be approved by the executive board after the changes are made. Should the changes prove contrary to the wishes of the executive board, the issues with the website will be brought up with the webmaster. The webmaster will also be responsible for upkeep of the website, and the webmaster will update the website according to the needs of the club and at the direction of the executive board.

XII. Election of Officers- All elections will be secret ballots to be counted by the executive board after all votes have been cast. Members running for office must be nominated. Nominations require the signatures of two, voting club members. Nominees for president must have served on the executive board for at least one year. The eligibility requirements for voting are outlined in articles IV and VI. Election results shall be decided by simple majority. In the event of a tie, there shall be a re-vote between those candidates that tied. Should the re-vote result in another tie, the newly elected executive board will vote and choose, by simple majority, one of the candidates; should the newly elected executive board vote result in a tie, the old executive board shall vote based on a simple majority system, and should that vote fail, the highest ranked, newly elected executive board member shall break the tie (the ranking is the order in which the executive board positions appear in article XI;

the final tiebreaker will be decided by the old president except in the case when that person is part of the election in which case the old vice-president shall decide.

Section 1: Procedure for Disciplining/Removal of Officers- Officers may be removed from their position and the club for any of the previously stated reasons that members may be removed from the club. Furthermore, officers may be removed from their position if they do not fulfill the responsibilities associated with their post and listed above in article XI. In addition to disregarding their responsibilities, officers may be removed from their position if they attend less than 2/3rd of all executive board meetings without valid excuses as recognized by a unilateral decision between the president and vice-president. Officers may also be removed if their actions prove to be contrary to the club's mission. Furthermore, officers may also be removed if they prove to be an unreasonable disruption to the functioning executive board. An example of such a disruption is consistently talking and interrupting a presenter or fellow executive board member during executive board meetings. In order to remove an officer, the matter must be formally brought up to the entire executive board at an executive board meeting. Both the accused and the accuser will be given chance to present their cases, and then, the executive board will vote on the matter. A 2/3rd vote is required to remove an officer. Should the officer be removed, then the position will be filled through an ad hoc vote of the general population of the club with election rules following those regulations established in article XII with the modification that should an executive board member run for the vacant position and win, the member with the next most votes will fill the position of the executive board member replacing the vacant position. Should the removed officer be the president, the vice-president shall temporarily assume the position of presidency until the general population vote, and should the removed officer be the treasurer, the vice-president will assume the responsibilities of the treasurer.

Section 2: Resignations- Resignations should be handed in to the executive board at an executive board meeting in writing and presented to all the executive board members. Should an officer resign, then the position will be filled through an ad hoc vote of the general population of the club with election rules following those regulations established in article XII with the modification that should an executive board member run for the vacant position and win, the member with the next most votes will fill the position of the executive board member replacing the vacant position. Should the resigning officer be the president, the vice-president shall temporarily assume the position of presidency until the general population vote, and should the resigning officer be the treasurer, the vice-president will assume the responsibilities of the treasurer.

Section 3: Officer Transition- Elections will be held no less than 3 weeks prior to the last day of classes. New officers will be introduced to Activities and Programs Office

and staff. The organization's constitution as well as all policies and procedures will be read by the new officers, and the outgoing executive board shall clarify any questions the new officers have. All pertinent information to current and future operations of the organization shall be handed over to income officers by the outgoing officers, and both the incoming and outgoing presidents and vice-presidents will be responsible for ensuring that all pertinent information is transferred between executive boards. The next year's events will be planned by the incoming executive board with oversight by the outgoing executive board. The outgoing executive board will also meet with the corresponding members of the incoming executive board to discuss position specific issues that are important to the functioning of the club.

XIII. **Meetings**-General organizational meetings will be held twice a month (bi-weekly). Additionally, executive board meetings will be held twice a month, and executive board meetings with the organization's advisor will be held monthly.

XIV. **Dues**- There are no applicable club dues.

XV. **By-Laws**- The organization shall establish by-laws to carry out the policies set forth in this constitution. The passage of a by-law requires a simple majority of the executive board.

XVI. **Procedures for Decision-Making**- Major future plans for the organization will be made by the executive board through a majority vote. A general plan outline of meeting topics will also be made by the executive board through a majority vote, but specific meeting activities that correspond to these topics will be planned and presented by the president, with help from the vice-president, to the executive board. Should the majority of the executive board disagree and vote against such plans, the president, with help from the vice-president, will be responsible for the creation of new plans. Long-term plans that the executive board believes is controversial will be presented to the general population of the club to gain a consensus of the club's position on the plans. Events that require a large amount of planning shall require the formation of a committee dedicated to that event.

XVII. **Establishment of Committees**- No standing committees will be created by this Constitution. However, the need to establish committees shall be decided by a majority vote of the executive board should the executive board feel the need to create a committee. The committee size and directive shall be dictated by the executive board and shall be passed with the creation of the club.

XVIII. **Selection of an Advisor**- The advisor for this organization shall be

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. Definition of a Quorum- The minimum number of members who have to present at a meeting to make decisions regarding the club shall be 30% of the membership. For executive board meetings, no less than 50% of the executive board must be present for business to be conducted.

XXI. Rules for Ratifying the Constitution- Changes to the constitution will come from members of the executive board only, and a 2/3rd vote of the executive board is required to change the constitution as well as approval by the Activities and Programs Office.

XXII. Rules for Amending the Constitution- The addition of articles and/or sections to the constitution will come from members of the executive board only, and a 2/3rd vote of the executive board will be required. Advance notice will be given to all members for any proposed change.

Signatures:

President: Kevin [Signature]

Vice President: Deirdre Hata [Signature]

Activities & Programs Staff: [Signature]

Date: 3/18/11