

# **Biomedical Engineering Society at Indiana University**

## **Constitution and Bylaws**

### **Constitution**

#### **Article I. Name**

The name of this organization shall be The Biomedical Engineering Society (BMES).

#### **Article II. Purpose**

The purpose of the Society is to encourage the development, dissemination, integration, and utilization of knowledge in biomedical engineering.

#### **Article III. Membership**

Membership in the Society shall be open to all those who share the stated purpose of the Society and who have education, research, or practical experience in biomedical engineering or in an allied scientific field. The detailed membership qualifications and voting privileges are provided in the Bylaws.

#### **Article IV. Officers**

The Officers of the Society shall be a President, Past President or President-Elect, Secretary and Treasurer. The President-Elect shall serve one year as such, followed by two years as President, and one year as Past President. The Past President shall serve on the Board of Directors during the first year of a President's two-year term, and the President-Elect shall serve on the Board of Directors during the second year of a President's two-year term. No person shall ever be eligible for re-election as President-Elect. The Treasurer and Secretary each shall be elected to a two-year term and be eligible to serve up to three consecutive terms.

#### **Article V. Board of Directors**

The management of the Society shall reside in the Board of Directors and others, as specified in the Bylaws. The method of election shall be as specified in the Bylaws. The specification of the president officer and the quorum for the transaction of business by the Board of Directors is set by the Bylaws.

#### **Article VI. Committees**

The Board of Directors of the Society can establish Standing Committees; either the President or the Board of Directors can establish Ad Hoc Committees as may be specified in the Bylaws.

#### **Article VII. Dues**

The annual dues for membership shall be determined by the Board of Directors as specified in the Bylaws.

#### **Article VIII. Publications**

The Society is empowered to establish publications as determined by the Publications Board, with approval by the Board of Directors. The Publications Board is to be constituted as specified in the Bylaws.

#### **Article IX. Meetings**

A meeting of the Society for transacting business, presentation of communications and reports, and related activities, shall take place at least once a year. Other meetings may be called as specified in the Bylaws.

#### **Article X. Affiliations**

The Society may affiliate with other societies provided that such affiliation is in the best interest of the development of the broad field of biomedical engineering and is in accordance with the Bylaws.

#### **Article XI. Bylaws**

The provisions of the Constitution of the Biomedical Engineering Society shall be carried out in accordance with the current Bylaws of the Society.

#### **Article XII. Amendments**

Amendments to the Constitution may be proposed by any member of the Board of Directors or by petition signed by two-thirds voting members of the Society. Proposals for amendments must be submitted in writing via email or telecommunications to the Board of Directors and the voting members of the Society at least 30 days preceding a regular meeting of the Board of Directors. Amendments must be approved by a two-thirds majority of the Board of Directors and must finally be ratified in an electronic or telecommunications ballot by two-thirds of those members of the Society voting, in accordance with the Bylaws. Amendments to the Constitution shall then become effective on publication to the members of the Society.

#### **Article XIII. Dissolution**

Dissolution of the Society for any cause shall be initiated by individual members of the Board of Directors or by a petition to the Board of Directors signed by ten voting members of the Society. Such motion or petition must be approved by a two-thirds majority of the Board of Directors, then must be discussed at a subsequent business meeting of the Society, and must finally be ratified in an electronic ballot by two-thirds of those members of the Society voting in accordance with the Bylaws. Dissolution must be in accordance with the applicable regulations of the Internal Revenue Code of 1986, Section 501(c) 3, as amended or replaced. All funds and other assets of the Society, including any rights to funds, present or future, contingent or actual, shall be irrevocably assigned and transferred to any successor society which has among its principal purposes the encouragement, development, and dissemination of knowledge in the biological or physical sciences and has qualified as an exempt organization under Section 501 of the 1986 Internal Revenue Code. Such activities or any amendments thereto need not be the only purpose of the successor society. The selection of the successor society must be approved by a two-thirds vote of the Board of Directors and named in the Board of Directors' minutes and its Articles of Dissolution but need not be named in the motion of petition for dissolution. At the discretion of the Board of Directors, upon approval by a two-thirds vote of the Board of Directors, the naming of the selection may be included in the electronic ballot submitted to the membership for ratification.

## **Bylaws**

### Article 1. Membership

**1.0.** The Society shall consist of Fellows, Honorary Fellows, Emeritus Fellows, Members, Emeritus Members, Student Members, Early Career Members, Retired Members, Corporate Members, and Corresponding Members. The Society can admit to membership applicants eligible under Article III of the Constitution. Only Fellows, Emeritus Fellows, Members, Emeritus Members, Retired, and Early Career members shall have the right to vote. Emeritus Members cannot hold national office in the Society.

**1.1.** Designation with respect to type of membership is as follows:

**1.1.1. Member.** A Member shall be proficient in biomedical engineering and shall fulfill the requirements as set forth in one of the following sections:

- a. A Member candidate who holds a degree in biomedical engineering, bioengineering, or a related engineering degree with emphasis on the same and who previously was not a student member, shall have at least the following number of years experience in the field after graduation: BS degree - 2 years; MS degree - 1 year; or PhD, MD, DDS, DVM - 0 years.
- b. A Member candidate who holds a degree in natural sciences or engineering without emphasis in biomedical engineering or bioengineering and who previously was not a student member, shall have at least the following number of years experience in the field after graduation: BS degree - 3 years; MS degree - 2 years; and PhD, MD, DDS, DVM - 1 year.
- c. A Member candidate who holds a BS degree, or equivalent, in a field other than engineering or the natural sciences shall have at least 4 years experience in biomedical engineering.
- d. A Member candidate with no BS degree shall have at least 6 years experience in biomedical engineering.

**1.1.2. Early Career Member.** Early Career members must be within 3 years after graduating with an undergraduate or graduate biomedical engineering or related science degree at the time of application. Candidates must provide the name of the university attended and year of graduation with their application.

**1.1.3. Associate member.** The category Associate member has been discontinued. Current Associate members will be assimilated into the Member category with all the rights and privileges specified by the Bylaws.

**1.1.4. Student member.** Students pursuing a full-time undergraduate or graduate course of study in biomedical engineering or in a related field may be admitted to Student membership for a period not exceeding five years without re-verification of student status. Application and renewal for Student membership must be accompanied by evidence of full-time student status in a recognized program of study in biomedical engineering or in a related field. A Student member may be upgraded automatically to Early Career Member immediately upon graduation.

**1.1.5. Corporate member.** A Corporate member is a business or organization that supports the stated purposes of the Society. Corporate membership neither implies membership of its employees nor affects their

individual memberships. Corporate members may not vote or hold office in the Society but are publicly recognized by the Society for their support.

**1.1.6. Emeritus Fellow and Emeritus Member.** Fellows and Members who have been members for more than ten years may apply to the Society for Emeritus status at the time of retirement from active professional practice. Emeritus Fellows and Members have all the rights and privileges of their original membership category except that they are not required to pay annual dues to the Society, they do not receive the journal unless they subscribe to it separately, and they cannot hold national office.

**1.1.7. Corresponding member.** Corresponding membership is recommended for an individual with an avid interest in the biomedical field - who does not hold and/or is not pursuing an undergraduate or graduate degree in biomedical engineering or related sciences; and is not employed by a corporation engaged in BME, and is not seeking to provide professional and support services to the membership. In general, they must not meet the criteria for any other category of BMES membership. Recommended for high school students, teachers, and family.

**1.1.8. Retired Fellow and Retired Member.** Fellows and Members who have been members for more than five years may apply to the Society for Retired status at the time of retirement from active professional practice. Retired Fellows and Members have all the rights and privileges of their original membership category except they are eligible for 50% reduction in cost of annual dues to the Society.

**1.1.9. Fellow.** Fellow status may be awarded to Society members who have demonstrated exceptional achievement and experience in the field of biomedical engineering and a record of membership and participation in the Society. Criteria and selection procedures will be established by the Board of Directors. Fellows may vote and hold office in the Society.

**1.1.10. Honorary Fellow.** Honorary Fellow status may be awarded to select individuals who may or may not be Society members but meet all of the other non-membership Fellow status criteria. Criteria and selection procedures will be established by the Board of Directors. Honorary Fellows may not vote or hold office in the Society but are publicly recognized by the Society for their contributions to the profession.

**1.1.11. Affiliate membership.** Affiliate membership is available to those individuals who have an interest in serving the Society membership through professional services and support products; including but not limited to patent attorneys, resume writing services, translation services, laboratory equipment and support products, but do not qualify for the Fellow or Member categories.

**1.1.12. Reasons for Member Removal.** Members must maintain good standing with the university. Failure to maintain these standards are grounds for removal. Members must also be prompt in the payment of their dues, and failure to supply dues by appropriate time can result in dismissal from the organization. Members who go a full academic year without being present at meetings and fail to communicate with the Chapter President will be dismissed from the organization.

**1.1.13. Process of Member Removal.** Members in danger of removal will receive an email from the secretary, informing them of their probationary status. The member must then schedule a meeting in which the majority of the Board of Directors and Officers can attend, to explain why they are in such standing. The Board of Directors and Officers will then meet to discuss any probationary members. A majority vote allows the probationary member to obtain active status in the organization. If a probationary member does not schedule such a meeting within two weeks of receiving a probationary email, the executive decision will be made by the Board of Directors to remove the member from the organization. An email will then be sent to the previous member by the secretary, informing them of their status.

**1.1.14. Due Process.** Each member will have the right to due process. In the event a probationary member schedules a meeting to plead their case and reactivate their membership status, they will receive fair and unbiased treatment from the Board of Directors and Officers. Every probationary member has the right to have their case heard so long as they put forth the effort to schedule the meeting. If the probationary member feels their case was unfairly heard or a member of the Board of Directors or an Officer might sway the judgements of others, the probationary member has the right to request said member not be present during the hearing.

## Article 2. Governance

**2.0.** BMES shall maintain a headquarters office located within the United States of America.

**2.1.** The management of BMES shall reside in the Board of Directors and others, as specified herein. It is the function of the Board of Directors to determine objectives, philosophy, and official policy of the organization and to implement the same.

## **2.2. Board of Directors**

**2.2.1.** The Board of Directors shall consist of the President, President-Elect, Secretary, Treasurer, twelve elected directors, the elected Chair of the Council of Chairs and the immediate Past President. In addition, the Publications Board Chair, the Student Representative to the Board, the Chair of each Special Interest Group, all standing and ad hoc committee chairpersons, the Chair- elect of the Council of Chairs, and the editors of the BMES journal and newsletter who are not elected members of the Board of Directors, are invited members of the Board with voice but no vote.

**2.2.2.** There shall be twelve elected directors, each of whom shall have been a Member in good standing for at least one year.

**2.2.3.** Four of the twelve elected directors shall be elected annually by ballot and shall serve for a term of three years. Each elected director shall take office immediately following the Annual Business Meeting and may serve two successive terms before having to step down.

**2.2.4.** Vacancies on the Board of Directors shall be filled by affirmative vote of two-thirds majority of the Directors present at a meeting of the Board of Directors.

## **2.3. Duties and Powers of the Board of Directors**

**2.3.1.** A quorum for conducting business at a meeting of the Board of Directors shall be a majority of its Directors. Official business may be conducted by email or telecommunications; however unanimous approval of the Directors is necessary to ratify actions taken by these alternate means.

**2.3.2.** To adopt rules and regulations governing the categorization of members.

**2.3.3.** To fix fees, dues, and assessments for all categories of membership.

**2.3.4.** To employ or replace an Executive Director as the Board may consider necessary to support the activities of BMES.

**2.3.5.** To create or eliminate all standing committees, advisory groups, and councils and to approve the President's appointments of Chairpersons to these committees.

**2.3.6.** To report to BMES annually its work and activities and such interim reports as are necessary and advisable.

**2.3.7.** To exercise its legal and constitutional authority and responsibility in the direction and conduct of the affairs of BMES, including the initiation and establishment of policy, in order to promote and attain the purposes of BMES.

**2.3.8.** To engage in business activities including but not limited to the entering of contracts, leases, and other legal documents, the purchasing and sale of real and personal property, the pledging as security assets of BMES, and the transacting of all other affairs of BMES not otherwise provided for.

## **2.4. Board of Directors Meetings**

**2.4.1.** The Board of Directors shall hold at least one official administrative meeting each year other than the annual administrative meeting.

**2.4.2.** The annual administrative meeting of the Board of Directors shall be held at the time of the Annual Fall Meeting.

**2.4.3.** Administrative meetings, other than the annual administrative meeting, may be called by the President by written notice to all Directors at least 30 days prior to the meeting date.

**2.4.4.** Special meetings of the Board of Directors may be called by the President by telecommunications delivered to all Directors at least three days prior to the meeting. Such telecommunications shall include the purpose of the special meeting.

**2.4.5.** "Voice" privilege shall include, when recognized by the chair, commenting on issues, presenting business, and making and seconding motions. It does not include voting privileges.

## **2.5. Fiscal Year**

**2.5.1.** The fiscal year of BMES shall begin on July 1.

## **2.6. Executive Committee**

**2.6.1.** The Executive Committee shall consist of the elected and appointed officers of the Society, the Finance Committee chair, and the Publications Board chair.

**2.6.2.** The Executive Committee shall be charged with carrying out the policies of the Board between administrative meetings and presenting programs, policies, and issues to the Board for consideration and/or approval.

**2.6.3.** A quorum for Executive Committee action shall be three officers including the President. Business may be conducted by email or telecommunications; all Executive Committee members must affirm business conducted by email.

**2.6.4.** The Executive Committee shall have and may exercise authority as granted by the Board of Directors. Between meetings of the Board of Directors, the Executive Committee may take such independent action as is necessary for conduct of the affairs of BMES. Such actions of the Executive Committee shall be reported to the Board of Directors at the next meeting and are subject to the Board's approval.

#### Article 3. Election and Terms - Officers and Board of Directors

**3.0.** Nominations for the office of President-Elect and Treasurer shall be made by the Nominating Committee in alternate years such that the President-Elect will serve on the Board of Directors during the second year of a President's term. Nominations for the office of Secretary shall be made by the Nominating Committee in the year between elections for President-elect and Treasurer. Nominations may also be received by petition and be signed by 10 voting members. It is the job of the Nominating Committee to ensure that a sufficient but manageable slate is put forward. All nominees must sign a written statement that he/she is willing, if elected, to serve. The candidate receiving the highest number of votes cast by those voting will be elected.

**3.1.** The election of the Board of Directors shall follow the same procedure as for the election of the President-Elect, Treasurer and Secretary. Additional nominations to the Board of Directors may be made by petition each of which must be signed by 10 voting members. The Nominating Committee will ensure that a sufficient but manageable slate is put forward. All nominees must sign a written statement of willingness, if elected, to serve. Those receiving the highest number of votes shall have priority for the longer terms among the vacancies.

**3.2.** All officers and members of the Board of Directors shall take office at the end of the Annual Business Meeting. All officers shall continue until relieved by their successors.

**3.3.** Interim vacancies among the elected members of the Board of Directors, including those created by inability or ineligibility to serve or by election to the office of President-Elect, Treasurer, Secretary or by appointment to an ex officio position on the Board, shall be filled by appointment of the Board of Directors. An interim vacancy among ex officio members of the Board, excepting the President, shall be filled by appointment by the Board of Directors. An interim vacancy in the presidency shall be filled by advancement of the President-Elect; however, in the event that there is no President-Elect to advance, the Board of Directors shall elect one of its number as Acting President to serve until the completion of the next regular election. The treasurer may not be selected to replace the President, unless willing to forfeit Treasurer duties for the time being. The President may not be selected to replace or assume the responsibilities of the treasurer.

**3.4.** In the case of a tie in the election of officers or Board members, the winner shall be chosen by lot. The President shall conduct the drawing.

**3.5.** The Executive Director shall be appointed by the Board of Directors to a term specified by contractual agreement. A person may hold this office for any term at the discretion of the Board of Directors and will assume office on a date set by them.

#### Article 4. Quorums

**4.0. Meetings of the Society** - A quorum for the transaction of business at a regular business meeting of the Society shall be not less than seven percent of the voting members. If such a quorum votes on an action or a position, the presiding officer shall immediately rule whether or not the matter is to be defined as substantive. A matter ruled as substantive shall then be referred to the full membership by ballot. An action or position ruled as not substantive shall be binding upon the officers of the Society, immediately after the close of the regular business meeting.

**4.1. Ballots from Voting Members** - A quorum for the transaction of business by ballot shall be not less than twenty percent of the voting members of the Society. A time limit of not less than two weeks for a response to be counted must be specified on each ballot.

**4.2. Meetings of the Board of Directors** - A quorum for the transaction of business at a meeting of the Board of Directors shall be a simple majority of voting members. At any scheduled regular meeting of the Board of Directors, if less than a quorum can be brought together; tentative action may be taken which will become effective on subsequent ratification, either at a meeting or by ballot, with a simple majority affirmation.

**4.3. Ballots from the Board of Directors** - A quorum for the transaction of business by a ballot shall be not less than two thirds of the current voting membership of the Board.

**4.4.** Ballots may be made by email or by telecommunications.

#### Article 5. Presiding Officer of the Board of Directors

**5.0.** The President of the Society is normally the presiding officer of each meeting of the Board of Directors. In his or her absence, or if the presidency is vacant, the President-Elect or Past President shall be presiding officer. In the event the President-Elect or Past President is not present, the Board of Directors shall elect one of its members as presiding officer pro-tem. A presiding officer pro-tem shall be counted as a voting member for purposes of defining a quorum but shall vote only in the case of a tie.

#### Article 6. Officers

**6.0. President** - It shall be the duty of the President to preside over the Annual Business Meeting of the Society, to serve as chair of the Board of Directors, to appoint and charge, with the approval of the Board of Directors, the chair of each committee of the Board of Directors except the Nominating Committee, and to carry out other activities usually pertaining to the office. The President may establish ad hoc committees.

**6.1. President-Elect** - The President-Elect shall serve in the place of the President in his/her absence. The President-Elect will automatically succeed to the presidency when the office becomes vacant. He/she shall also serve ex officio as a member of the Board of Directors.

**6.2. Past President** - The Past President shall serve as chair of the Nominating Committee and as an ex officio member of the Board of Directors.

**6.3. Secretary** - The Secretary of the Society shall be responsible for keeping all records of the Society, for notifying members and officers of the Society of required actions for which deadlines have been established in the Constitution and Bylaws, and for maintaining viable channels of communication between committees of the Society by monitoring the actions of the committees and alerting their chairs and liaison members. The Secretary shall also carry out such other duties as the Board may require.

**6.4. Treasurer** - The Treasurer is responsible for keeping all financial records of the Society and for making them available for

annual auditing, initiating the preparation of annual budgets and income tax reports, and submitting same to the Board of

Directors, for opening and closing bank accounts, and for the receipt and disbursement of funds in accordance with the annual budget approved by the Board of Directors. The Treasurer shall also carry out such other duties as the Board may require.

**6.4.1.** The treasurer must present all budgetary proposals to the Board of Directors and it must pass with two thirds vote of approval. If a budget is not approved, the Board of Directors must provide a detailed description of changes to be made to make the budget acceptable. Every academic year, in conjunction with the date the dues are to be paid, the treasurer must present the previous year's budget and provide a budget proposal for the coming year. In the event an unforeseen event must take place and requires funding, the treasurer may meet with majority of the Board of Directors and Officers to approve the spending of such money.

**6.5. Chair of the Publications Board** - the Chair of the Publications Board shall preside over all business and meetings appropriate to the Publications Board.

**6.6. Dates That Officers Assume Their Duties** - The President, President-Elect, Past President, Secretary and Treasurer assume their duties at the end of the Annual Business Meeting of the Society. New members of the Board of Directors shall assume office at the beginning of the regular meeting of the Board of Directors that follows closely after the Annual Business Meeting of the Society.

The chair of the Publications Board assumes his/her duties at a time that is in accordance with the practices of the Publications Board as defined in these Bylaws.

**6.7. Executive Director** - The Executive Director shall be the chief executive and operating officer of BMES, with responsibility for the management and direction of all operations, programs, activities, and affairs of BMES, including employment and termination of employment and the determination of compensation of members of the staff and supporting personnel, functioning within the framework of policy aims and programs as generally determined by the Board of Directors.

**6.7.1.** The Executive Director shall be responsible for arrangements for all BMES meetings and for developing a fully integrated communications campaign designed to promote all aspects of BMES to Society members, BME professionals, government entities and the public.

**6.7.2.** The Executive Director shall transmit to the membership of BMES such notices as the business of the Board of Directors may require and carry out assignments as directed by the Board of Directors.

**6.7.3.** The Executive Director also shall serve as Assistant Secretary of BMES and be an ex officio member of the Board of Directors and all committees, including the Executive Committee, without vote.

**6.7.4.** The Executive Director shall have such other duties as may from time to time be assigned by the Board of Directors.

**6.7.5.** The Executive Director shall qualify for fidelity bond, the procurement cost of which shall be borne by BMES.

#### Article 7. Meetings

**7.0.** The Biomedical Engineering Society is authorized to hold scientific meetings, international, national, and regional. There shall be held, at least annually, a business meeting in connection with a major scientific meeting of the Society. In any calendar year, only one meeting of the Society shall be designated as the Annual Meeting. The Annual Meeting and its associated business meeting define the terms of the offices of the Society. Parliamentary procedures to be followed in business meetings of the Society and of its Board of Directors shall be those specified in Robert's Rules of Order, Revised. Sites for meeting will be determined by the Meetings Committee with approval of the Board of Directors. The presiding officer at the Annual Business Meeting shall be the presiding officer of the Board of Directors, as defined in Bylaw Article 5.0.

#### Article 8. Publications Board and Publications of the Society

**8.0.** The Biomedical Engineering Society is empowered to publish or to enter into agreements with others to publish a journal of the Society and the Publications Board with approval of a majority of the total current membership of the Board of Directors. Changes in the editors and changes in agreements, which implement the publication of a duly established journal or other publication, may be authorized by the Publications Board with approval of a majority of the Board of Directors.

**8.1. Publications Board.** The Publications Board shall consist of three voting members with staggered terms, each of six years. The current chair of the Public Affairs Committee shall serve as a non-voting member. Every other year, the Nominating Committee shall be responsible for recommending a new junior voting member, subject to the approval of the Board of Directors. The most senior voting member of the Publications Board shall serve as the chair during the last two years of his/her six- year term. Vacancies in any term are filled by the Board of Directors.

**8.1.1.** In the event that a publications board member is unable to serve a full six-year term, the President with the approval of the board, shall have the authority to appoint new board members and/or to extend or shorten other committee member's terms, to bring the board back on cycle.

**8.1.2.** The function of the Publications Board is to recommend editors for the publications of the Society, to present budgets to the Treasurer for incorporation into the Society's annual budget, to make recommendations to the Board of Directors with regard to new publications or the discontinuance of old publications, to review the quality of the publications of the Society, to review policies and procedures for publications of the Society, and to suggest broad editorial policy to the editors.

**8.1.3.** No member of the Publications Board shall simultaneously be serving as a chief editor for any of the publications of the Society.

**8.1.4.** The Publications Board shall present to the Board of Directors a written report on the status of contract arrangements and performance of the publisher. This report is to be presented at the annual meeting one year preceding the end of the current contract with the publisher.

**8.2. Publication Editors.** Editors-in-Chief of Society publications shall be appointed by contract for a five-year term, renewable for sequential three-year terms following reviews conducted by the Publications Board and upon approval of its recommendation by a majority of the Board of Directors.

#### Article 9. Dues

**9.0.** Dues are paid on an anniversary date basis and are due on the last day of the anniversary month. Members who have not paid by the due date will receive notification that without payment they will be dropped from the BMES roster losing all rights and benefits of membership at the end of a 30-day grace period. Members will be reinstated at the time of payment and the anniversary date will be reestablished based on the late payment date.

**9.1.** Memberships that lapse for a period of one year or more will have their join date changed to coincide with the new payment date.

**9.2.** In order to receive the discounted member rate when registering for the Annual Meeting, as well as all other member benefits, members must be in good standing with paid current year dues.

**9.3.** Membership dues may be changed from time to time by the Board of Directors subject to approval by a majority vote at an annual business meeting.

**9.4.** The treasurer shall maintain the budget and assume all responsibilities involving money. All money collected will go towards paying the National BioMedical Engineering Society dues in order to keep the organization in good standing. All other components of the budget will come from the Intelligent Systems Engineering department and Tiana Williams. Money spent will go towards external travels, food for meetings, and any other costs, approved at the time the new budget was proposed. The treasurer may not spend money outside what the budget allows, unless they meet with the majority of the Board of Directors and Officers, who will approve the spending with two thirds approval votes.

#### Article 10. Affiliations

**10.0.** Proposals for an affiliation with a society other than BMES may be initiated by individual members of the Board of Directors or by a petition to the Board signed by ten voting members of the Society. To become effective, such proposals must be approved by a two-thirds majority of the Board of Directors, must be discussed at a succeeding business meeting of the Society and must be ratified in an electronic ballot by two-thirds of those members of the Society voting.

**10.1.** The Society is authorized to pay affiliation dues to appropriate international organizations. If the Society is designated the national coordinating body for an international group, it is then authorized to pay that international group an appropriate portion of the proceeds of the international meetings held under its sponsorship. The Society is authorized to assume fiscal responsibility for the conduct of joint meetings.

**10.2.** Proposals to affiliate with an organization of shared mission or purpose with independent governance may be initiated by individual members of the Board of Directors. Such proposals should be accompanied by a memorandum of understanding that covers terms of interaction and agreement for transfer of materials or services to support the organization and/or the BMES. Such proposals must be approved by a two-thirds majority of the Board of Directors.

#### Article 11. Amendments to the Bylaws

**11.0.** Amendments to the Bylaws may be proposed by any member of the Board of Directors or by petition signed by at least ten voting members of the Society. Proposals for amendments must be submitted in writing via email or telecommunications to the Board of Directors. A majority vote via email or telecommunication by both the Board of Directors and by members of the Society shall suffice for ratification. Amendments to the Bylaws shall become effective on publication to the members of the Society.

#### Article 12. Committees

**12.0. General Provisions** - All chairs and members of committees must be members of the Society.

**12.0.1** An individual may not hold concurrently more than two positions as an officer and/or chair of any committee. A Board member may serve as a member of a committee. In addition, to encourage integration and strategic thinking throughout the Society, Board members may be assigned by the President to serve as non-voting, ex officio members to one or more committee.

**12.0.2.** The chair of each committee shall be appointed by the President, acting with the approval of the Board of Directors, and shall serve for three years unless a different term is specified in these Bylaws or in the Policies and Procedures of the Society. A chair whose term of office has expired shall continue to serve until a successor is appointed and is ready to serve or until his/her committee is discharged by the President or is automatically dissolved. A committee chair may serve no more than two successive terms.

**12.0.3.** The President shall appoint committee chairs prior to the adjournment of the first regular meeting of the incoming Board of Directors.

**12.0.4.** Members of committees shall be appointed by the chair of said committee, subject to the approval of the President. Committee chairs are charged with seeking diverse committee membership and assembling a committee with a range of Society experience. Unless otherwise specified, the term of office for all committee members shall be three years with most committees having 6 or more members with 1/3 of the committee membership replaced each year. Each committee should have a minimum of one non-voting student members. Appointments of members of committees shall be communicated by the chair to the BMES National Office. A member of a committee whose term of office has expired shall continue to serve until his/her successor has been appointed a member.

**12.0.5.** Appointments to standing committees shall be completed within 30 days following the Annual Business Meeting of the Society. Committee members and terms will be posted on the BMES website, with



information about upcoming opportunities for new members, and a mechanism for society members to indicate interest in being considered for appointment.

**12.0.6.** In the event a current committee member becomes chair of that committee he/she shall relinquish his/her appointment as a “member.” An additional member to the committee may be appointed to fill any vacancy thus created.

**12.0.7.** The President shall be an ex officio member of all committees. He/she shall not be entitled to vote on business before

the committees except as specifically enfranchised by these Bylaws.

**12.0.8.** Subcommittees may be organized and charged by committee chairs as ad hoc or standing subcommittees. Standing subcommittees will consist of a chair (appointed by the committee chair with approval of the President) and a minimum of six voting members of the Society and report business to the parent committee in advance of the Annual Meeting of the Board of Directors.

**12.0.9.** All resolutions of committees and subcommittees shall be adopted by a simple majority of those present and voting.

**12.0.10** Committee chairs shall submit budget requests and forecasts as required by the Treasurer.

**12.0.11.** All committees shall review outstanding business and provide a written report to the President in time for presentation at the Annual Business Meeting of the Society, with progress towards implementing or refining the Strategic Plans always included.

**12.0.12.** Chairs or members of committees who are incapacitated shall arrange for this fact to be communicated to the BMES National Office, who shall consult with the appropriate officers or chairs to ensure the business of the committee in question proceeds in an orderly and expeditious manner.

**12.0.13.** The President and Chairs of committees should propose members of committees in such a way that terms of office are staggered and continuity is thus assured.

### **12.1 Education Committee**

**12.1.1.** The Education Committee shall consist of a chair and a minimum of six voting members of the Society.

**12.1.2.** The Education Committee shall coordinate the educational activities of the Society. This committee shall also supply

to the Secretary concerning career opportunities and career trends in the field of biomedical engineering.

### **12.1A Ethics Subcommittee**

**12.1A.1.** The Ethics Subcommittee shall consist of a chair and a minimum of six voting members of the Society.

**12.1A.2.** The Ethics Subcommittee shall establish and recommend to the Board of Directors policies and procedures for addressing ethical issues.

**12.1A.3.** The Ethics Subcommittee shall serve as a central resource and be responsible for providing education and information on ethical issues relating to BMES membership, rights, privileges, and responsibilities.

### **12.2 Finance Committee**

**12.2.1.** The Finance Committee shall consist of a chair and a minimum of three voting members of the Society. The two senior members are eligible for appointment to serve as the chair for a 3-year term. The Treasurer is an ex officio member with voting privileges.

**12.2.2.** The Finance Committee shall advise the Board of Directors respecting the general financial planning for the Society. It shall recommend ideas and implementation for fundraising, investments, and financial policies. It shall prepare and provide estimates of cost impact of new services and programs proposed for the Society.

### **12.3 National Meetings Committee**

**12.3.1.** The National Meetings Committee shall consist of two Co-Chairs and a minimum of six voting members of the Society. Ex officio members, with voting privileges, include the President-Elect or Past President and the Chair of the Affiliations Committee as well as the Technical Program Chair and Annual Meeting Co-Chairs from the immediate past annual meeting; ex officio members, without voting privileges, include the future three Annual Meeting Co-Chairs, and Special Interest Group representation in cases where meetings are planned (see Article 13).

**12.3.2.** The National Meetings Committee is responsible for facilitating conference administration to the Annual Meeting, and providing guidance for other BMES meetings, including those sponsored by Special

Interest Groups. This should include but not be limited to providing fiscal oversight, identifying meeting venues, and choosing tracks as well as selecting Meeting Co-Chairs. It will establish, subject to approval of the Board of Directors, procedures to achieve these aims.

**12.3.3.** The National Meetings Committee, in conjunction with the Education Committee, is responsible for assigning BMES representatives to meetings held by other societies as requested.

**12.3.4.** The National Meetings Committee Chair, in conjunction with the Affiliations Committee, is responsible for assigning Membership Committee representatives to affiliate organizations as needed, for the purpose of providing support and oversight of their meeting development activities.

**12.3.5.** The National Meetings Committee Chair shall serve on the Affiliations Committee, ex officio without vote.

**12.3.6.** The Meeting Co-Chairs of the next two annual meetings following the current meeting shall present plans for these

including the budget to the Board of Directors for approval at the Fall Board meeting.

#### **12.4 Membership Committee**

**12.4.1.** The Membership Committee shall consist of a chair and at least six voting members of the Society.

**12.4.2.** The Membership Committee shall establish and maintain criteria and procedures for admission and resignation of members of the Society in accordance with the Bylaws for membership and shall perform those duties necessary for admission and severance.

**12.4.3.** A searchable roster of current members shall be posted on the BMES website.

**12.4.4.** The Membership Committee shall propose and organize membership recruitment activities.

**12.4A.** International Affairs Subcommittee shall identify opportunities to expand the BMES membership and presence internationally.

**12.4A.1.** The International Affairs Subcommittee shall consist of a chair and minimum of six voting members of the Society. The chair of the Affiliations Committee will serve as an ex officio member of the International Affairs Subcommittee.

**12.4A.2.** The International Affairs Subcommittee shall establish procedures by which the Society can best serve the needs of its international members and foster productive relationships between the Society and its international affiliates.

#### **12.4B. Student Affairs Subcommittee**

**12.4B.1.** The Student Affairs Subcommittee shall consist of a chair and a minimum six voting members of the Society and a minimum of six student members of the Society.

**12.4B.2.** The Student Affairs Subcommittee shall establish procedures by which the Society can best serve the needs of its

Student Members and foster productive relationships between the Society and its Student Chapters.

#### **12.5 Nominating Committee**

**12.5.1.** The Nominating Committee, chaired by the Immediate Past President, consists of at least six voting members of the Society. In the year when there is no Past President, the immediate previous Past President will serve as chair.

**12.5.2.** The duties of the Nominating Committee are to prepare lists of nominees chosen from the voting members of the Society for candidacy to the office of President- Elect, Treasurer, and Secretary, and to the Board of Directors and to ascertain the willingness of each nominee to serve if elected and to attend, without expense to the Society, the regular meetings of the Board of Directors. Every two years the Nominating Committee shall also recommend to the Board a new member of the Publications Board according to Article 8.1 of the Bylaws.

**12.5.3.** The chair of the Nominating Committee shall report the final list of candidates, including those nominated by petition, to the Executive Director or Secretary on or before June 15 each year.

#### **12.6 Long Range Planning Committee**

**12.6.1.** The Long Range Planning Committee shall consist of a chair and a minimum of six voting members of the Society.

Generally, the President shall serve as Chair, but the committee may be chaired by any member of the Executive Committee.

**12.6.2.** The Long Range Planning Committee shall develop, review, and modify plans that affect the overall direction and activities of the Society, and will present a report to the Board of Directors annually. The purpose of these plans is to ensure the Society effectively pursues its goals, as defined in Article II of the Constitution.

#### **12.7 Awards Committee**

**12.7.1.** The Awards Committee shall consist of a chair and a minimum of six voting members of the Society.

**12.7.2.** The Awards Committee shall establish and maintain criteria and procedures for the awarding of prizes and awards sponsored by the Society. These criteria and procedures shall be formulated to be in accordance with the Constitution and Bylaws of the Society, and they shall be subject to approval by the Board of Directors.

**12.7.3.** The awards shall be presented at the Annual Meeting of the Society.

#### **12.8 Affiliations Committee**

**12.8.1.** The Affiliations Committee shall consist of a chair and a minimum of six voting members of the Society. An ex officio member, with voting privileges, is the Chair of the National Meetings Committee. The BMES liaison to the affiliate society, AIMBE, and the BMES liaison to the affiliate society, FASEB, will be members of the Affiliations Committee.

**12.8.2.** The Affiliations Committee shall establish and maintain procedures and facilitate interactions with all affiliate societies and affiliate organizations. Such activities shall include evaluating proposals for joint sponsorship of meetings, membership interactions with other societies, panels, commissions, and affiliations with other societies and organizations.

#### **12.9 Interface with Industry Committee (Industry Affairs Committee)**

**12.9.1.** The Interface with Industry Committee shall consist of a chair and a minimum of six voting members of the Society.

**12.9.2.** The Interface with Industry Committee shall develop ways to (a) enhance communication among industrial practitioners of biomedical engineering and their academic and clinical counterparts, (b) help provide student members with information about industrial careers in biomedical engineering, and (c) help keep industry informed of academic developments in biomedical engineering.

#### **12.10 Accreditation Activities Committee**

**12.10.1.** The Accreditation Activities Committee (AAC) shall consist of a chair and six voting members of the Society. Ex officio members, with voting privileges, include the BMES representative(s) to the ABET Board of Directors, the BMES representative(s) to the Engineering Accreditation Committee of ABET, and the BMES representative(s) to the Engineering Technology Accreditation Commission of ABET.

**12.10.2.** The committee shall be responsible for BMES participation in the accreditation activities of ABET. The committee shall educate members regarding accreditation activities and consider recommendations from the Bioengineering and Biomedical Engineering Academic programs and the profession regarding the definition and process of accreditation. The ACC reports to the BMES Board of Directors.

#### **12.11 Public Affairs Committee**

**12.11.1.** The Public Affairs Committee shall consist of a chair and a minimum of six voting members of the Society. The chair of the Public Affairs Committee will be the BMES liaison to the affiliate society, AIMBE. The BMES liaison to the affiliate society, FASEB, will be a member of the Public Affairs Committee.

**12.11.2.** The Public Affairs Committee shall be responsible for informing itself of all commercial and government developments pertaining to the realm of biomedical engineering including pending legislation, policies, initiatives and outcomes. It will be the goal of the Public Affairs Committee to work with the Executive Director and Board of Directors to review such information and recommending appropriate communication directives and policies to the President and Board of Directors.

#### **12.12 Diversity Committee**

**12.12.1.** The Diversity Committee shall consist of a chair and a minimum of six voting members of the Society.

**12.12.2.** The Diversity Committee shall be responsible for program development to ensure participation in BMES events from a diverse community of biomedical engineers.

**12.12.3.** The Diversity Committee shall be responsible for working with the Meeting Co-Chairs and National Meetings Committee to provide speakers for events as needed.

#### **12.13 Fellows Committee**

**12.13.1.** The Fellows Committee shall consist of a chair and a minimum of six voting members of the Society. All members of the Fellows Committee shall be BMES Fellows.

**12.13.2.** The Fellows Committee shall establish and maintain criteria and procedures for the nomination and election of BMES members to the category of BMES Fellow. These criteria and procedures shall be formulated to be in accordance with the constitution and bylaws of the Society, and they shall be subject to approval by the Board of Directors.

#### **12.14 Ad Hoc Committees**

**12.14.1.** The President, acting with the approval of the Board of Directors, may establish and appoint the chairs and members of Ad Hoc Committees with such terms of reference as she/he may deem appropriate and necessary. Any member of the Society may be appointed a chair or member of an Ad Hoc Committee.

**12.14.2.** The chair of an Ad Hoc Committee, acting with the approval of the President, may appoint nonmembers of the Society to act as consultants to the committee.

**12.14.3.** The Chair of each such committee shall report the charge to the committee, the progress achieved to date, and the estimated date of completion of the committee's work to the current or incoming President and the President-Elect or Past President at the time of the Annual Meeting. An Ad Hoc Committee that conducts no business and makes no report within any given fiscal year shall automatically be dissolved.

#### Article 13. Special Interest Groups

**13.0.** Proposals for a group of BMES members to affiliate around a shared research or engineering mission may be initiated by individual members of the Board of Directors or by a petition to the Board signed by 20 voting members of the Society. Affiliations of BMES members for this purpose will be considered as "Special Interest Groups." Proposals for Special Interest Groups will be accompanied by a memorandum of understanding that covers terms of interaction and agreement for transfer of materials or services to support the Special Interest Group and/or the BMES. Such proposals must be approved by a two-thirds majority of the Board of Directors and must be discussed at a succeeding business meeting of the Society.

**13.1.** All members of a Special Interest Group will be dues-paying members of the BMES. Special Interest Groups may be authorized to collect affiliation dues and the BMES is authorized to collect such dues on behalf of the Special Interest Group.

**13.2.** Special Interest Groups must have a minimum of 20 members.

**13.3.** Special Interest Groups may elect to undertake activities that include the holding of BMES meetings at a venue and time different from the Annual Meeting. Elected representatives of the Special Interest Group may serve as ex officio, non-voting members of the National Meetings Committee in order to further the activities specific to the Special Interest Group.

**13.4.** Special Interest Groups shall submit budget requests and forecasts as required by the Treasurer. All Special Interest Groups shall review outstanding business and provide a written report to the President in time for presentation at the Annual Business Meeting of the Society, with progress towards implementing or refining the Strategic Plans always included.

#### Article 14. Advisor

**14.0. Advisor Expectations.** The advisor is expected to provide guidance for the Officers and Board of Directors. If the Board of Directors meets to discuss members subject for removal, the Advisor is expected to be present for this deliberations to provide input and wisdom. The Advisor is expected to help reach out to professionals, when requested by the President. The Advisor may not sway the content of the meetings or material discussed, but is invited to share thoughts and ideas when planning for the semester. The Advisor forfeits any right to provide input if absent for a Board of Directors meeting. The Advisor shall not impede any of the events and duties of Officers, but shall be a constant source of support and guidance.

**14.1. Reasons for Advisor Removal.** The Faculty Advisor is expected to communicate and mentor the Officers and Board of Directors during their time as Advisor. They are also expected to remain in good standing with the university and remain unbiased to all goings-on of the organization. The Faculty Advisor is not able to push their own agenda if not approved by the Officers and Board of Directors. If the Advisor fails to maintain their duties, they are eligible to be removed from their role. In the event a Faculty Advisor is removed, the Board of Directors and Officers will confirm a new Faculty Advisor with three quarters vote, once the proposed Faculty member has been interviewed.

**14.2. Process of Advisor Removal.** If a faculty member requires removal, the secretary will communicate the reasons why they have been subject to such action. The Advisor may then schedule an appointment with the

majority of the Board of Directors and Officers and provide reasons for such behaviors that lead to removal. Upon a two thirds vote, the Faculty Advisor may remain in their position. If an Advisor is removed, they may not regain this position for at least three academic years.

**14.3. Due Process.** The Advisor has the right to due process. In the event a probationary Advisor schedules a meeting to plead their case and reactivate their Advisor status, they will receive fair and unbiased treatment from the Board of Directors and Officers. The Advisor has the right to have their case heard so long as they put forth the effort to schedule the meeting. If the probationary Advisor feels their case was unfairly heard or a member of the Board of Directors or an Officer might sway the judgements of others, the probationary Advisor has the right to request said member not be present during the hearing.

#### Article 15. University Compliance

**15.0. Statement of University Compliance:** This organization shall comply with all Indiana University regulations, and local, state and federal laws.

**15.1. Anti-Hazing Policy:** Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

**15.2. Personal Gain Clause:** This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

**15.3. Programs Involving Children:** This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy.

**15.4 International Travel:** This organization, when traveling internationally, will coordinate their travel through the Office of Overseas Study.