This Constitution is the Approved and Official Constitution for:

Club Name: Biomedical Engineering Society
From the Engineering Council
Number of Pages: 7
Date Approved: 5/11/17

Club Officer
Position: President
Name: Jenna Dombroski
Signature: [Signature]
Date: 05/10/17

Council Coordinator
Name: Tanahy Escamilla
Signature: [Signature]
Date: 05/10/17

Student Association Vice President
Name: Gina Nasca
Signature: [Signature]
Date: 05/11/17
Article 1. Name of Club

1.1. This club will be known as Biomedical Engineering Society at the University at Buffalo, abbreviated BMES.

Article 2. Purpose of Club

2.1. The mission of BMES is to build and support the biomedical engineering community locally, nationally, and internationally with activities designed to communicate recent advances, discoveries, and inventions; promote education and professional development; and integrate the perspectives of the academic, medical, governmental, and business sectors.

Article 3. Qualification of Membership

3.1. Any undergraduate student of the University at Buffalo may become a member of the club. This club honors the Student Association full participation policy of undergraduate students.

3.2. Voting Members:

3.2.1. Only undergraduate University at Buffalo Students may be a voting member of the club

3.2.2. In order to become a voting member one must attend (per academic year):
   3.2.2.1. 2 meetings
   3.2.2.2. 1 club event
   3.2.2.3. 0 community service events

3.2.3. To pass matters presented, a majority of the voting members present must be in agreement. In the event of a tie, a revote will occur.

3.3. Non-Voting Members:

3.3.1. Any undergraduate or graduate University at Buffalo student or faculty member may be non-voting member of the club

3.3.2. In order to become a non-voting member one must attend (per academic year):
3.3.2.1. 1 club meeting, club event, or community service event

Article 4. Officers

4.1. Only full-time undergraduate University at Buffalo students may be officers of the club. All officers must be in academic good standing according to the University at Buffalo to become and stay officers of this club

4.2. Officer Duties

4.2.1. President
   4.2.1.1. Be the chief executive of the club
   4.2.1.2. Call as well as preside over meetings of the club
   4.2.1.3. Serve as the liaison between the Club and the SA administrative offices
   4.2.1.4. Call special meetings of the Club
   4.2.1.5. Take care that this constitution and the laws of the student body are faithfully executed
   4.2.1.6. Perform any administrative power or duty not provided for in this constitution
   4.2.1.7. Deal with faculty, administrators, and National BMES on club matters.
   4.2.1.8. Make sure all officers are carrying out their duties.
   4.2.1.9. Take on an officer’s duties if they are unable to.
   4.2.1.10. Act as a tie-breaker in the executive board decisions.
   4.2.1.11. Cast 1 vote in any and all board decisions/votes.

4.2.2. Vice President
   4.2.2.1. Exercise presidential office upon absence
   4.2.2.2. Assume presidential office upon vacancy
   4.2.2.3. Assist President on club matters
   4.2.2.4. Coordinate committees and club projects
   4.2.2.5. Go-between for students/professors or students/industry
   4.2.2.6. Reserve/allocate room locations for meetings/events
   4.2.2.7. Submit food permit for events when necessary
   4.2.2.8. Maintain UB-BMES UBLinked page
   4.2.2.9. Cast 1 vote in any and all board decisions/votes.

4.2.3. Treasurer
   4.2.3.1. Keep complete and accurate account of the Club’s funds
4.2.3.2. Put in requests for use of Club funds
4.2.3.3. Prepare the annual budget request packet with the President
4.2.3.4. Report to the President on all relevant financial matters
4.2.3.5. Organize fundraising events
4.2.3.6. Act as a point of contact between project coordinators and the executive board/SA in terms of funding for projects
4.2.3.7. Cast 1 vote in any and all board decisions/votes.

4.2.4. Secretary
4.2.4.1. Take minutes at Club meetings
4.2.4.2. Maintain complete and accurate records of all Club meetings
4.2.4.3. Report to the President
4.2.4.4. Send out emails of updates and general meeting information
4.2.4.5. Keep an attendance record of all members at all meetings and events
4.2.4.6. Create a presentation/agenda for each General Interest Meeting
4.2.4.7. Fill out and submit SA Tracksheets
4.2.4.8. Cast 1 vote in any and all board decisions/votes

4.2.5. Senior/Junior/Sophomore/Freshman Representative
4.2.5.1. Attend Officer Meetings
4.2.5.2. Create overall schedule of officer’s respective class for reference of member availability
4.2.5.3. Keep respective class members well informed on upcoming events, sign-ups, meetings, etc.
4.2.5.4. Report to the President
4.2.5.5. Cast 1 vote in any and all board decisions/votes

Article 5. Government

5.1. Meetings

5.1.1. Official meetings for the club include Executive Board meetings, general body meetings, and special interest ‘project’ meetings.

5.1.2. Executive Board Meetings
5.1.2.1. These meetings will be held biweekly at a time scheduled within the first two weeks of the academic Fall semester so as to not conflict with any Executive Board member class schedule
5.1.2.2. These meetings will follow an agenda created by the President
5.1.2.3. Quorum will be the 4 Executive Board Members
   5.1.2.3.1. President, Vice President, Treasurer, Secretary
5.1.2.4. Optional quorum will be the non-Executive Board Members
5.1.2.4.1. (See Section 5.3.3 for personnel)

5.1.3. General Body Meetings
5.1.3.1. These meetings will be held bi-weekly, so as to occur once every two weeks
5.1.3.2. This is amendable upon a vote during executive board meetings to add or delete meetings due to the absence of noteworthy events
5.1.3.3. Additional meetings may be held as needed to inform club members and the general public of upcoming events
5.1.3.4. These meetings will follow an agenda created by the Secretary following the meeting minutes of the Executive Board Meetings of the prior 1-2 weeks.
5.1.3.5. Quorum for this meeting will be 20% of active club members.

5.1.4. Special Interest ‘Project’ Meetings
5.1.4.1. These meetings will be conducted on an as-needed basis, at least once per semester.
5.1.4.2. Project coordinators shall be independent in organization and preparation of these meetings, working with the President as needed.
5.1.4.3. The Project coordinator will send progress reports to the Vice President for project updates to make sure the E-board stays informed.
  5.1.4.3.1. This will be completed within 4 business days of the meeting
5.1.4.4. Quorum for these meetings shall be 5% of active members of the chapter

5.2. Elections
5.2.1. Elections will occur before or during the first week of April.
  5.2.1.1. If a delay is required, the elections MUST be before the last day of classes of the spring semester of that year

5.2.2. Two weeks prior to election, active UB-BMES club members will be notified that nominations are open for all of the executive officer positions.

5.2.3. Any voting member is eligible for nomination or self-nomination for any executive officer position.
  5.2.3.1. Anyone running for an executive board position must be an undergraduate student of the University at Buffalo and in academic good standing. The requirement for academic good standing is defined by the University at Buffalo.
5.2.4. Qualified nominees will be notified by the club President 7 days before election.
5.2.4.1. Potential nominees must submit an intent for running to the President 3 days before the election. A qualified nominee consists of an active member who has attended at least 3 meetings and events in the semester preceding the election.

5.2.5. Potential nominees must submit qualifications and intent for running to the President 3 days before the election.
5.2.5.1. Should the President be re-running for office, they must submit their intent to the remaining executive board.
5.2.5.2. Should the entire executive board be re-running, the Non-Executive Board will review their intent.

5.2.6. Each nominee is required to address the active members prior to the election stating their intent and qualifications for running.

5.2.7. A nominee may run for more than one executive position but may only accept one position.

5.2.8. Elections will be run as follows
5.2.8.1. Per the preference of the impartial party running the election, a blind vote will occur
5.2.8.1.1. Members may cast a ballot, with majority votes declaring the winner, distributed by the party running the election
5.2.8.2. The election will preside in this order:
5.2.8.2.1. President
5.2.8.2.2. Vice-President
5.2.8.2.3. Treasurer
5.2.8.2.4. Secretary
5.2.8.2.5. Senior Representative
5.2.8.2.6. Junior Representative
5.2.8.2.7. Sophomore Representative
5.2.8.3. An election will be held at the beginning of each academic year to fill the position of the Freshman Representative
5.2.8.4. Descriptions of such positions can be found in Section 4.2

5.2.9. The time between the second week of April and May 1 will be used as a training period for the new officers. The active officer in each position will mentor and train the incoming officer so that they can effectively complete the required duties.

5.2.10. New officers will take office immediately following University
Engineering Commencement.
5.2.10.1. New officers will thereby be responsible for all events held after the Engineering Commencement, or earlier as seen fit by previous Executive Board.

5.3. Impeachment/Removal Process

5.3.1. Officers may be impeached if they are found to be negligent of their duties. Given fair and valid reason, any active member may request an impeachment. Following the request a General Body Meeting will take place to discuss the issue. Any members may attend. The officer in question may attend the meeting but may not be there for the final decision. The final decision will be left to a vote. Two thirds of the vote must be in favor for the officer in question to be removed. That position becomes vacant and follows the procedure in Section 5.4.

5.3.2. Once an agreement on impeachment has been made by the officers, a club vote will occur.
5.3.2.1. The club needs to agree, upon two-thirds of attending, active members, that the impeachment proposed by the officers is ratified.

5.4. Resignation/Vacancy of Office

5.4.1. In the event an officer wishes to resign:
5.4.1.1. The resigning officer must inform the current executive board
5.4.1.2. The resigning officer must inform the Student Association administration so that officer information can be updated

5.4.2. In the event an officer position becomes vacant:
5.4.2.1. If the President position becomes vacant, such vacancy shall be filled by the Vice-President
5.4.2.2. If a vacancy occurs for the position(s) of Vice-President, Treasurer, Secretary, and/or a class representative, a special election will be called. The special election will follow the exact guidelines of Section 5.2

5.5. The Board
5.5.1. The Executive Board will be composed of the following
   5.5.1.1. President, Vice President, Secretary, Treasurer
   5.5.1.2. Executive Board duties are described in Section 4.2

5.5.2. The Non-Executive Board will be composed of the following
   5.5.2.1. Senior Representative, Junior Representative, Sophomore
            Representative, Freshman Representative
   5.5.2.2. Advertising and Outreach, and Social Chair. The officers will
            meet as necessary to conduct club matters. Such officers will be
            chosen by the Executive Board at the start of each academic
            year.

Article 6. Amendments

   6.1. Any voting member may propose an amendment to the Club Constitution

   6.2. An amendment can be voted on after one week it has been presented

   6.3. A two-thirds vote must be gained for the amendment to be passed

   6.4. The amendment will put into effect during the beginning of the next
        academic semester

   6.5. Amendments to this constitution and by-laws may not violate any Student
        Association, University at Buffalo, Student Mandatory Activity Fee
        Guidelines, New York State, or Federal rules, regulations, or laws

   6.6. Once passed, amendments and an updated constitution must be turned into
        the Student Association Office and the Council Coordinator for review and
        approval