

CONSTITUTION

Preamble

We, the members of the Biomedical Engineering Society, UC San Diego Chapter, and subscribing to the regulations and policies of UC San Diego, establish this Constitution to govern the matters within our organization.

ARTICLE I: Name

Section I:

This organization shall be known as the Biomedical Engineering Society (BMES) Student Chapter at UC San Diego, hereinafter called BMES, which shall have been granted a charter by the Biomedical Engineering Society at UC San Diego.

Section II:

The BMES Chapter is associated with the National Biomedical Engineering Society, the professional society for biomedical engineering and bioengineering.

ARTICLE II: Mission

Section I:

Our mission, as BMES, shall be to promote biomedical engineering through the organized effort of this group in study, research, and discussion of the fields of biomedical engineering and the dissemination of knowledge thereby gained. The chapter will also: (a) promote student research awareness, (b) identify job opportunities and options, (c) aid fellow students in technical elective selection, and (d) promote student/faculty interaction (e) promote peer to peer collaboration.

Section II:

The Biomedical Engineering Society at UC San Diego is a non-profit student organization.

Clause I:

The Employer Identification Number (EIN), will be held by the organization's Executive Board of Officers. And the holder of the Vice-President Finance position shall take every measure to ensure that the EIN is valid.

ARTICLE III: Nonprofit Statement

Biomedical Engineering Society at UC San Diego is a non-profit student organization.

ARTICLE IV: Membership

Section I:

In accordance with the UC San Diego Associated Students policy, only a person who is a registered student and an undergraduate student enrolled at UC San Diego is eligible for membership in the student chapter.

Section II:

All members of the student chapter are subject to the Constitution and Bylaws of the Biomedical Engineering Society.

Section III:

Members and non-members shall be welcome and encouraged to attend any chapter events. Undergraduate, lower division, pre-engineering candidates shall be encouraged to attend BMES general body meetings and/or events.

Section IV: Hazing Prevention

Biomedical Engineering Society at UC San Diego is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

ARTICLE IV: Nondiscrimination

Section I:

Membership and all privileges, including voting and officer positions, will be extended to all students without regard to academic major, age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Any violation of this section should be considered a violation of the chapter's mission.

Section II:

This UC San Diego Chapter of the Biomedical Engineering Society is committed to treating all members and non-members equally without regard to academic major, age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Any violation of this section should be considered a violation of the chapter's mission.

Section III:

A non-offending member of the chapter's executive board and the faculty advisor should be made aware of any violations of Article IV Sections I & II. If no intervention occurs within 7 days of the notification, if the offense was egregious, or if there are any other extenuating circumstances,

members are encouraged to avail themselves of the in-university student conduct reporting services, linked here: <https://sage.ucsd.edu/student-org/reporting.html>.

ARTICLE V: Officers

Section I:

The Executive board officers of the chapter shall be: President, Vice-President Internal, Vice-President External, Vice-President of Finance Internal, and Vice-President of Finance External. At least the President shall always be registered yearly as principal members with the Center for Student Involvement.

Section II:

A consensus amongst the current year's members of the executive board can allow co-presidents to run for the subsequent year's president position. If elected, Article V Section I's "President" position may be held by no more than two individuals.

Section III:

Officer board application eligibility requires an individual to be a registered general member of the chapter that has paid the amount of local dues prescribed by the Bylaws of the Chapter.

Section IV:

The officers of the chapter shall be elected in the manner prescribed by the Bylaws of the Chapter.

Section V:

All elected officers, in holding an officer position within this chapter, agree to adhere to the Constitution and Bylaws of the Chapter. Violations of this agreement will result in disciplinary action prescribed by the Bylaws of the Chapter.

ARTICLE VI: Constitution

Section I:

This Biomedical Engineering Society Chapter at UC San Diego has two separate, governing documents: the constitution and the bylaws. Both documents interact with, and reference each other, but are distinct. Amendments to either and adherence to either are distinct processes that remain distinct unless otherwise specified in either document.

Section II:

To amend the constitution, an executive board member must call a special officer meeting. All officers do not need to be in attendance, but must abstain on record to be absent. At least 4 executive board officers and 4 non-executive board officers must be present at the meeting for it to be valid. At least five minutes of time to discuss the amendment must be offered to any officer present at the meeting. At least three quarters of the officer attendees at the special meeting must vote in the affirmative to pass an amendment. The faculty advisor must then also sign off on the amendment before it is officially added to the constitution. Further, Upon passage, an amendment should be submitted to the Society headquarters.

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Clause I:

If an officer does not respond to a request to abstain or attend a special meeting within 7 days, given the request is posted somewhere it is reasonable to assume the officer would see it, they will be considered to have abstained.

Clause II:

If an officer wishes to attend a special meeting but cannot due to a reasonable extenuating circumstance, virtual accommodations must be made available to them.

Clause III:

Multiple amendments can be discussed and voted on during one special meeting. There are no express limits on a single amendment's length, but its scope cannot exceed one article. A special meeting's duration and execution are to be determined by majority assent of the attendees.

Clause IV:

Four non-executive board officers may also call a special meeting if no executive board officer is willing. In this event, the executive board must submit a written notice to the faculty advisor as to why they will not call a meeting. If the faculty advisor rejects the executive board's reasoning, a special meeting with no fewer than 8 non-executive board officers in attendance may be called.

Clause V:

If any officer is barred in any way from discussing dissent to the amendment's ratification, the meeting is null and void. This clause must be invoked along the guidelines prescribed by the Bylaws of the Chapter. While the invocation of this clause is being discussed, the amendment cannot be ratified. If the invocation is deemed valid, another special meeting must be called and the barred dissent must be openly declared before a vote commences.

Clause VI:

The constitution cannot be amended outside of the special meeting process. Student org re-registration is not an exception to this clause.

Section III:

No amendment to the constitution may countermand Article IV Sections I & II, nor may they countermand this Section: Article VI Section III.

Section IV:

The constitution and bylaws must be posted permanently in a public setting where anyone wishing to read them can reasonably do so.

ARTICLE VII: Risk Management

Section I:

The Biomedical Engineering Society at UC San Diego is a registered student organization at the University of California San Diego, but not part of the University itself.

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Section II:

The Biomedical Engineering Society at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Section III:

The Biomedical Engineering Society at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). The Biomedical Engineering Society will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

Section IV:

The Biomedical Engineering Society at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, The Biomedical Engineering Society at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

Bylaws

ARTICLE I: Provisions for Membership

Section I:

Student membership from the National Biomedical Engineering Society is encouraged but not required of members and is required for all officers.

Section II:

Each prospective member will be required to pay local dues equal to \$25.00 which enables them access to any perks or benefits membership that the local chapter enjoys. Students, however, will not be required to be a member to attend non-specialized events including general body meetings, etcetera.

Section III:

Student applications for membership are evaluated at Society headquarters. Students will individually be notified of their acceptance for BMES membership.

ARTICLE II: Officers

Section I:

Elections for executive board positions shall be held in April at a special elections meeting, during the first weeks of spring quarter.

Clause I:

Elected positions are filled in the order listed in Article V, Section I of the Constitution. Nominees are taken from the voting body by a process at the current executive board members' discretion in accordance with Article IV of the constitution. The current executive board must also justify excluding any willing nominee from the electoral pool to the faculty advisor.

Clause II:

All executive board candidates must be given equal time and opportunity to make their electoral case to voting members. This time must be, at least in part, given in the form of verbal speeches. Voting members must also be given an equal amount of time with each candidate to conduct a question and answer session regarding their candidacy.

Clause III:

After clauses I & II have been fulfilled, the outgoing executive board may execute the voting process in a manner of their choosing given they adhere to the following guidelines. The process must ensure that only chapter members vote and that no votes are duplicated. If a vote is known to be duplicated the process must be thrown out and redone for all candidates. Whatever process is chosen must also be fair to all candidates and must be explained in full to all voting members in a place they could reasonably see it and in a way in which it can be reasonably understood. Any voting member who did not cast a vote within the deadline decided at the executive board's discretion will be considered to have abstained.

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Clause IV:

Newly elected executive board members will transition power away from the current members and take full office at a Transition Banquet approximately one month after elections.

Section II:

In the event of a vacancy on the executive board at any point during the year, a special election via the process outlined in Section I is to be held and presided over by the remaining executive board members.

Clause I:

If the vacancy occurs over summer, the remaining executive board members have discretion over when and how the special election will be conducted.

Section III:

The newly elected executive board must appoint officers to replace outgoing officers at the end of the calendar school year. The executive board has discretion as to how officers are appointed, but the selection process must include an interview that is conducted in a reasonably similar manner for every applicant. New officers shall take office at the end of the calendar school year in which they are elected. During the period between the election of the new officers and the official change of power, outgoing officers are expected to provide the incoming officers with any and all information they will require to assume their new roles.

Clause I:

Selection of the Lab Expo Co-Chairs will occur by a slightly different process. After the completion of Lab Expo during winter quarter of the current year, the current Executive officers will select two Lab Expo Interns via the interview process as described above. These interns will work under the current Lab Expo chairs to begin the planning of the following year's Lab Expo. If these interns meet this set of guidelines by the end of Week 5 of Spring Quarter, they will transition into becoming the Lab Expo Co-Chairs for the following year. If they are unable to meet these deadlines, the Lab Expo chairs will be chosen through the same vetting process as above at the same time as other officers are selected. Lab Expo interns will not be allowed to apply for any officer positions for the following year.

Clause II:

In the event of any vacancies between the selection of the new officers and the Officer Transition Banquet, then the new officer will assume the responsibilities of their designated position before the transition.

Section IV:

In the event of a vacancy in an officer position, the executive board must appoint a new officer within 14 days of the vacancy.

Clause I:

A replacement officer can be nominated by any member of the executive board, but can only assume the position with an affirmative vote of at least three quarters of the executive board officers.

Section V:

No student shall be elected to office if graduating before completing at least two quarters in office.

Section VI:

The addition or removal of officer positions anywhere on the BMES board will be conducted at the discretion of the acting Executive Board.

Section VII:

Selection of the additional officers, including committee chairs, shall be made at the discretion of the Executive officers following a fair interview process.

Section VIII:

Creation of a committee for any officer position shall be completed at the discretion of both the Executive officers in addition to the appointed committee chair(s).

Section IX:

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

ARTICLE III: Dispute Management

Section I:

The chapter must establish a mode by which officers and members can bring complaints to the executive board confidentially. There should be a way to make this anonymous if the individual with the complaint does not wish to be known.

Section II:

To a reasonable extent, the executive board is required to document all communications, meetings, and actions surrounding a complaint or any other occurrence that necessitates using Section III.

Section III:

Complaints brought to executive boards regarding an executive board officer, officer, or a member should be treated equally.

Clause I:

If the individual(s) who lodged the complaint is known, the executive board must assign an impartial party to speak individually and confidentially with said individual(s). This fact finding should be done in total confidence and need not be disclosed to all of the executive board if the allegedly offending party is on the board. If the complaint is anonymous, clause I is irrelevant.

Clause II:

The executive board has discretion on how best to inform the allegedly offending party of the complaint. If it is at all possible, peer to peer reconciliation overseen by an impartial executive board member should be encouraged at this stage. It is highly discouraged, however, to push this on any parties. If the party that leveled the complaint is unwilling to discuss the matter with the

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subject of the complaint or vice versa, the executive board must determine the best subsequent course of action. After the offending party or parties have been informed of the complaint, they must cease the offending behavior. If the offending behavior continues, the offender is entitled to one more warning before disciplinary actions are to be taken.

Clause III:

Upon needing the second warning, the offending party must be made aware of the potential consequences of continuing their behavior. The executive board has discretion on how best to accomplish this, but the second warning should only be made after the offending behavior has continued sufficiently to constitute clear disregard for the first warning.

Clause IV:

If the offending behavior has not ceased after the second warning, the faculty advisor should be informed of the offender. The information should include the offending behavior, complaints leveled, and documentation regarding the executive board's handling of the situation. At the faculty advisor's consent, the offender should be given one final warning. If they do not comply they will be asked to step away from whichever position they hold within the club.

Section IV:

If offending behavior persisted throughout all the guidelines in Section III, the reason, documentation, and approval for impeachment were already established. If that point has been reached, impeachment of any officer, or removal of a member requires simply a majority vote of the executive board. Members are not entitled to refunds of their local dues if they are extricated through the process outlined in Sections III & IV.

ARTICLE IV: Meetings

Section I:

The chapter shall hold general body meetings (GBMs) two to three each quarter, with the dates to be determined by the executive board during the previous quarter as soon as class schedules are available. General body meetings shall be devoted primarily to the profession of biomedical engineering, or the fostering of bonding between members, and may be accomplished in connection with food or refreshments.

Clause I:

A field trip, industry night, graduate student panel, or graduate student workshop may be scheduled in lieu of a regular general body meeting. It is recommended, however, that the latter three options be scheduled as part of the GBM when possible.

Section II:

Publicity for the meetings through means decided by the officers shall be done at least fourteen days prior to the date of the meeting.

Section III:

The chapter shall hold officer meetings at least once every week, at a regularly scheduled time of mutual convenience made by the acting executive board. Attendance by non-officers is at the discretion of the executive board.

Clause I:

The time, date, location, or mode of the officer meeting can be changed if all officers are informed of the change at least fourteen days prior to the original meeting time. Cancellations should always be avoided unless absolutely necessary.

ARTICLE V: Duties of Officers

Section I:

The President is the chief executive of the chapter and supervises all chapter's affairs and activities. The President organizes officer meetings and represents BMES at events such as Admit Day, Welcome Week Orientation, etc. The President must attend the quarterly dinners with the Dean and the Triton Engineering Student Council (TESC) Leadership Meeting; in the event that the President is unable to attend these meetings, they shall find a replacement from any of the individuals on the existing executive board. The President works with the faculty advisor and the officers in planning and coordinating events for each quarter and for the academic year. It is recommended that the candidates for the position of President have prior experience in BMES.

Section II:

The Vice-President Internal is responsible (i) for publicly posting permanent record (minutes) of all regular and special meetings, (ii) for ensuring committees keep an active and updated record of their meetings and activities, (iii) for handling all transactions related to chapter membership, (iv) for maintaining a current roster of members, and (v) for creating the Chapter Development Report, which is submitted to the National BMES annually.

Section III:

The Vice-President External is in charge of developing and maintaining relations with alumni, industry, and other local organizations. The VP External will manage the industry tours program, sponsorship, and other industry-related programs. The VP External will also be responsible for setting up, at a minimum of, one Distinguished Lectures Program per year known as BE Inspired. Additionally, the VP External will serve as a representative in the Student Industrial Relations Committee (SIRC), which organizes the annual Bioengineering Job Fair. As a representative of BMES, the VP External is expected to attend SIRC meetings and follow the necessary requirements for upholding BMES' role in the SIRC. Another officer or member may be selected as the representative instead of the VP External if a meeting is held. The candidate needs three fourths vote or more in order to be elected as the representative.

Section IV:

The Vice-Presidents of Finance are responsible for the financial records of the chapter, for disbursement of funds, and for reporting in detail at the fiscal meetings with the Bioengineering

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department, which occurs twice a year (Fall and Spring Quarter). The allocations of these funds are to be made available to the membership. The VPs of Finance are also responsible for filling out Associated Students (AS) and the Bioengineering department funding request forms, or helping other officers on the board complete these documents.

Clause I:

The Vice President of Finance position is split into two: the Vice President of Finance Internal and Vice President of Finance External. The external VP position is responsible for overseeing committees focused around holding a singular, large, yearly event as well as managing sources of funding outside the activities of the chapter itself (e.g. money from the department, sponsorships, etc.) The internal VP position is responsible for overseeing committees that the external VP does not oversee, as well as managing funding sources that come from the chapter's activities (membership dues, fundraisers, etc.)

Section V:

The duties of any additional officer positions that are created shall be prescribed by the acting Executive board.

ARTICLE VI: Faculty Advisor

Section I:

The Faculty Advisor shall be appointed annually by the Chapter. For the 2025-2026 school year, Dr. Alyssa Taylor-Amos will serve as community advisor.

Section II:

The Faculty Advisor must be a national member of BMES.

ARTICLE VII: Bylaws

Section I:

These Bylaws may be amended via the same process outlined by Article IV Section II of the Constitution. Upon passage, the current constitution and updated bylaws should be submitted to the National Biomedical Engineering Society headquarters.