



BMES Student Chapter at University of Colorado Denver|Anschutz Medical Campus
Constitution and Bylaws: Accepted February 20, 2024

Constitution

Article I. Name

This organization shall be known as the *University of Colorado Denver | Anschutz Medical Campus BMES Student Chapter*, hereinafter called the “Anschutz Medical Campus (AMC) Chapter” which shall have been granted a charter by the Biomedical Engineering Society (BMES).

Article II. Purpose

The objective of the AMC Chapter shall be to promote the profession of biomedical engineering through the organized effort of this group in study, research, mentorship, and discussion of the fields of biomedical engineering and encourage the development, dissemination, integration, and utilization of knowledge thereby gained.

- a. **Mission statement:** *We strive to develop understanding and promote the integration and application of bioengineering principles into the unpredictable nature of clinical problems through discussion and mentorship amongst students, faculty, and guest lecturers both from industry and clinical settings.*

Article III. Membership

Membership in the AMC Chapter shall be open to registered students enrolled in either an undergraduate or graduate curriculum at the **University of Colorado Denver** or the **University of Colorado Anschutz Medical Campus** who share the purpose of the Society. Membership is also open to faculty and staff. All members of the AMC Chapter are subject to the Constitution and Bylaws of the national BMES Chapter.

Article IV. University of Colorado Denver | Anschutz Medical Campus Student Organization

The AMC Chapter is currently registered as an Associated Student Organization (ASO) here at the University of Colorado Denver | Anschutz Medical Campus.

Article V. Officers

The officers of the AMC Chapter will be President, Vice President, Secretary, Treasurer, and Industry Coordinator. This group of officers may be referred to as the executive committee. The officers will be nominated and elected in the manner prescribed by the Bylaws (Articles III and IV) of the chapter. They shall hold office for a period of one year if possible.

Article VI. Committees

The Officers of the AMC Chapter can establish committees per the Bylaws (Article IX).

Article VII. Affiliations

The AMC Chapter may affiliate with other societies provided that such affiliation is in the best interest of the development of the broad field of biomedical engineering.

Article VIII. Amendments



Department of Bioengineering

UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

The Constitution may be amended by a two-thirds vote of the members present at any regular or special meeting. A written notice of the amendments should be posted prior to the meeting on the appropriate bulletin (at least seven days prior to the date of the meeting). Amendments and revisions may be proposed by any BMES member in good standing (Article II, 2.1).



Bylaws

Article I. Dues

- 1.1. Annual student dues of \$30 are paid to the national BMES Chapter. Faculty dues are \$200 paid to the national BMES chapter.
- 1.2. The AMC chapter officers may collect annual dues of \$10 paid to the chapter treasurer.
- 1.3. AMC Chapter dues are due 30 days after their announcement.

Article II. Membership

- 2.1. Members shall be in “good standing” with the AMC Chapter if and only if their annual student chapter dues are paid in full and they attend at least one event per semester.
- 2.2. All AMC Officers, and interim officers, must also be members of the national BMES organization.

Article III. Nominations

- 3.1. Nominees do not have to be in good standing (2.1) at the time of nomination.
- 3.2. Members may be nominated for multiple positions and may accept nominations for two positions.
- 3.3. At the meeting prior to nominations, a brief description of all officer positions shall be presented.
- 3.4. Two weeks before elections, nominations will be conducted through an anonymous online survey.
- 3.5. Members will have one week to submit nominations.
- 3.6. Members may nominate themselves and other members.
- 3.7. All officers must nominate at least one candidate for their respective officer position. Officers may nominate themselves for the position.
- 3.8. Nominees will be notified by email one week prior to election.
- 3.9. Nominees will have four days to accept or decline their nomination. Nominees who do not respond by the end of the four-day period will be considered to have declined nomination.
- 3.10. At least 24 hours prior to the election meeting, an email notification will be sent out to all members informing them of any officer positions that do not have any candidates.
- 3.11. If an officer position does not have any candidates, any member can run for the position on the day of the election.
- 3.12. If a member is elected to an officer position and has not paid national BMES dues, they must pay national dues before taking office on May 1st.

Article IV. Elections and Terms

- 4.1. Officers may serve and will commit to one term (one calendar year from May to May) in each officer position. There is one exception:
 - a. If an officer’s position is vacant following the election meeting, an officer may be nominated for a second term at the same position.
- 4.2. Elections shall be held no later than March 11th.
- 4.3. No member can be elected to a position if graduating within 6 months of being elected.
- 4.4. Candidates are elected through a majority vote (>50%).
- 4.5. Members will be notified of the election meeting at least two weeks prior to the meeting.
- 4.6. The elections will begin with a description of the position being voted upon followed by a short speech (2-3 minutes) from each candidate for the position.



- 4.7. Chapter members will cast their vote anonymously on a ballot directly after candidate speeches. Candidates can vote.
- 4.8. Ballots will be collected and tallied by the chapter advisors.
- 4.9. Sub-articles 4.2-4.4 will be repeated for each officer position.
- 4.10. If a candidate wins a majority for more than one officer position, the candidate must choose one officer position. The remaining officer position will go to the candidate with the second majority vote.
- 4.11. Election results will be announced following the completion of elections for all positions.
- 4.12. Newly elected officers will take office on May 1st.
- 4.13. After elections and before May 1st, a transition meeting will be held in which current officers will advise newly elected officers on their new position.
- 4.14. In the case of officer resignation before completion of the term, the executive committee may appoint an interim officer. The interim officer must be in good standing with the AMC Chapter within 14 days of taking office.

Article V. Impeachment

- 5.1. An officer may motion to impeach another officer at an executive meeting. To remain anonymous, they may call an executive meeting without the officer in question.
 - 5.1.1. To formally be considered for impeachment the motion must be seconded and thirded.
 - 5.1.2. If the motion is accepted, the executive committee must determine corrective conditions upon which the officer must improve within a specified time period.
 - 5.1.3. The executive committee must notify the officer under consideration for impeachment within 24 hours and provide the conditions for improvement.
 - 5.1.4. A second meeting will be held to determine if the conditions were met at the end of the timeline.
 - 5.1.5. If the officer under consideration fulfills the conditions, they will no longer be considered for impeachment.
 - 5.1.6. If the officer does not fulfill the conditions, an impeachment vote requiring a three-fourths majority of the executive committee will be held.
 - 5.1.7. If the officer is impeached, the executive committee may appoint an interim officer who is a member in good standing.
- 5.2. A motion to impeach the faculty advisor may be made by an officer at an executive meeting or by a written petition to the executive committee signed by at least 10% of the AMC Chapter members who are in good standing. To remain anonymous, an executive meeting may be called without the faculty advisor in question.
 - 5.2.1. If the motion is made by an officer, it must be seconded and thirded to be accepted.
 - 5.2.2. If the motion is made by a written petition to the executive committee, it will automatically be accepted at the next executive meeting.
 - 5.2.3. If the motion is accepted, the executive committee must determine corrective conditions upon which the faculty advisor must improve within a specified time period.
 - 5.2.4. The executive committee must notify the faculty advisor under consideration for impeachment within 24 hours and provide the conditions for improvement.
 - 5.2.5. A second meeting will be held to determine if the conditions were met at the end of the timeline.



5.2.6. If the faculty advisor under consideration fulfills the conditions, they will no longer be considered for impeachment.

5.2.7. If the faculty advisor does not fulfill the conditions, an impeachment vote will be held. Impeachment requires a three-fourths majority of the executive committee members or a two-thirds majority of the of the members present at any general or special meeting.

5.2.8. If the faculty advisor is impeached, the executive committee may appoint an interim faculty advisor who is in good standing.

Article VI. Officers

6.1. The officers of the AMC Chapter shall be elected in a manner that coincides with the Bylaws that are put forth by this chapter.

6.2. The following are the officer positions which shall be elected on the termed basis outlined in the previous Article, notwithstanding extenuating circumstances; President, Vice President, Secretary, Treasurer, and Industry Coordinator.

- a. **President:** The President is the executive administrative, presiding, and reporting officer. As chief executive, the President will supervise the chapter's affairs and activities and coordinate with the other officers to promote the presence of the AMC Chapter. The President is also responsible for overseeing, organizing, and planning the AMC Chapter's professional development activities including workshops and Pitch Night. The President will work with the chapters' Faculty Advisor(s) and the BIOE department in all chapter matters.
- b. **Vice President (VP):** The Vice President serves as the society's chief officer in the absence of the President. While the President is responsible for interfacing with the department, the VP is responsible for serving as a liaison between the student body, the AMC Chapter, and the national BMES organization. The VP is responsible for promoting membership in the AMC Chapter (on both campuses) and establishing and maintaining collaborations with other organizations outside of the department/university.
- c. **Secretary:** The Secretary is responsible for taking attendance and keeping the minutes of all executive meetings. Meeting minutes will be put into a format that is accessible to all members of the organization. The Secretary is also responsible for the organization and maintenance of the membership registry /email list and advertising AMC Chapter events to students via email. If applicable, the Secretary will act as the primary author of the annual Chapter Development Report (CDR).
- d. **Treasurer:** The Treasurer is responsible for the management of AMC Chapter finances and for the disbursement and documentation of funds. Since final approval of a project may depend on the finances available, it is imperative that all records be kept current and as accurate as possible. The Treasurer is also responsible for ordering food for all AMC Chapter events and managing and coordinating any fundraising activities.
- e. **Industry Coordinator:** The Industry Coordinator is responsible for coordinating and managing the AMC Chapter's industry tours and guest speakers for the Lunch & Learn events.

Article VII. Meetings

7.1. AMC Chapter will attempt to hold one general meeting a semester and a minimum of one executive meeting per month. The Executive Committee will determine the dates at the beginning of the academic year.



7.2. Duties of absent officers may be taken by other present officers. In case the President is unable to attend a meeting, the Vice President may take their place.

7.3. An executive meeting may not proceed if four or more officers are absent. The President may, however, hold a meeting if they deem it important for the AMC Chapter.

7.4. The President may take action against any officer for continued unexplained absences with prior consultations with the Faculty Advisor and other officers.

Article VIII. Award Opportunities

8.1. AMC Chapter shall encourage its members to submit applications to the national BMES for the Young Investigator Award, Graduate Student Awards, and Undergraduate Design Awards.

Article IX. Committees

9.1. The Officers of the AMC Chapter, may create committees as needed to enhance the activities of the society.

9.2. The President shall appoint the Chair of any committee, and the committee Chair shall appoint the members of their respective committees. Any member of the AMC Chapter, not just the Officers, may be appointed as a Chair.

9.3. Each committee shall consist of at least two members of the AMC Chapter.

9.4. The Chair of any committee, acting with the approval of the President and the Faculty Advisor, may appoint nonmembers of the AMC Chapter to act as consultants to the committee.

Article X. Faculty Advisor

10.1. At least one of the Faculty Advisor(s) must be an Associate member, Member, or Senior Member of the national BMES organization. The Advisor shall serve as an intermediary and resource for the AMC Chapter with the department, university, and the national BMES organization.

10.2. The executive committee may select the faculty advisor from self-nominated faculty members with a majority vote (>50%).

10.3. The Faculty Advisor shall be a full-time faculty or academic staff member at University of Colorado Denver|Anschutz Medical Campus.

10.4. The faculty advisor will remain in office indefinitely until they resign from the position, are impeached, or the position is contested by another faculty member.

Article XI. Amendments

11.1. Amendments to the Bylaws may be proposed by any Officers of the AMC Chapter or by a petition signed by at least 10% of AMC Chapter members who are in good standing.

11.2. Proposals for amendments must be submitted in writing.

11.3. The Bylaws may be amended by a two-thirds vote of the members present at any general or special meeting provided that the proposed amendment has been posted on the appropriate BMES bulletin at least seven days prior to the meeting.

11.4. The President shall be responsible for initiating the revision process of a newly ratified amendment and/or revision.

11.5. The Secretary shall be responsible for informing and distributing the new document to all current BMES members.