

Article I | Purpose

Section 1: Name

The name of this organization shall be the Biomedical Engineering Society at the University of Washington (hereafter BMES UW). BMES UW shall be a student chapter of the national Biomedical Engineering Society.

Section 2: Mission Statement

The purposes of BMES UW are twofold:

- 1) To serve as a united group for bioengineering graduate and undergraduate students, faculty members, community members, and working professionals.
- 2) To provide engaging, meaningful programming which helps students develop their personal and professional interests in bioengineering. Professional programming shall highlight opportunities in industry, academia, and medicine. Personal programming shall highlight community outreach opportunities, social activities, and advancement of the interests/concerns of the UW Bioengineering student body.

Article II | Structure

Section 1: UW Registration

BMES UW shall be registered as an engineering Registered Student Organization with the University of Washington Student Activities Office. Dr. Wendy Thomas shall serve as the faculty advisor of the organization.

Section 2: Officers

President shall oversee all BMES UW projects. The president shall serve as the primary communicator between BMES UW and the UW Bioengineering faculty. The president shall organize and facilitate officer meetings and communicate regularly with other officers as appropriate.

Professional Vice President shall oversee academic, industry and medical chairs and ensure that BMES UW is representing Bioengineering students' interests with regards to professional development. This can include, but is not limited to, preparation of professional panel events or student visits to external businesses/organizations.

Social/Outreach Vice President shall oversee social, outreach, and fundraising chairs to facilitate awareness and community within and around the UW Bioengineering department. This can include, but is not limited to, coordination of outreach volunteering activities at local

schools or businesses, or intra-departmental social/mixer events.

Academic Chair shall organize events tailored toward careers in academia. This can include, but is not limited to, coordination of academic panel events and research presentations, or collection of reference materials for students applying to graduate school.

Industry Chair shall organize events tailored toward careers in industry. This can include, but is not limited to, coordination of industry panel events which include industry professionals and entrepreneurs, or preparation of site visits or workshops to illustrate life in industry.

Medical Chair shall organize events tailored toward careers in medicine. This can include, but is not limited to, coordination of medical panel events which include physicians and medical school applicants, or workshops to help students prepare their medical school applications.

Department Social Chair shall organize intra-departmental social activities to foster department unity. This can include, but is not limited to, barbecues or intramural sport teams for Bioengineering students, or organized outings to collegiate or professional sporting events.

Community Outreach Director shall coordinate Bioengineering outreach efforts around and outside of the University of Washington's campus. This can include, but is not limited to, pre-engineering interest tours, or development of promotional materials for local distribution.

Fundraising Chair shall coordinate the design and procurement of Bioengineering gear (t-shirts, sweatshirts, mugs, etc.) to sell to the Bioengineering students, faculty, and staff. Proceeds from these sales shall be used to fund BMES UW events throughout the year.

Treasurer shall manage the BMES UW savings and/or checking accounts and maintain an up-to-date ledger of available funds. Treasurer shall also maintain a projected budget and organize collection and dispersal of funds. Treasurer shall also organize check-out of department lockers.

Store Manager shall manage all aspects of our student store, including continuous re-stocking of with food and beverages and management of prices and the payment system.

Webmaster shall maintain the BMES UW website (<http://students.washington.edu/bmesuw/>), e-mail, and social network accounts, and use these tools to distribute event announcements to general BMES UW members.

Graduate Student Association (GSA) Officers (2) shall represent graduate student interests in BMES UW. These officers shall be responsible for management and dispersal of department-sponsored funding for BMES UW, and shall maintain a ledger of such funds. GSA officers shall attend BMES UW meetings as appropriate. GSA officers shall be responsible for coordination of graduate-specific events.

Sophomore Cohort Representative *[Amendment II, adopted 15 May 2012]* shall represent the interests of the newest incoming undergraduate cohort. A special election for this office shall be initiated by the BMES UW President no later than the third week of October. This special election shall be open to all admitted undergraduate students declared to be members of the incoming sophomore cohort.

Section 3: Meetings

BMES UW officer meetings shall be held monthly or as appropriate.

Section 4: Purchasing Procedures

[Amendment I, adopted 15 May 2012]

All expenses charged to BMES UW accounts must be pre-communicated to all officers of BMES UW either (1) at an officer meeting, or (2) via e-mail 48 hours before the event occurs or the expense is incurred. Any proposed expense may be contested by an officer. Contested expenses must be approved by a majority vote of all officers. Any expense not pre-communicated must be approved by unanimous vote of all officers.

Article III | Membership

Section 1: Chapter Membership

All students in the University of Washington Department of Bioengineering shall be eligible to be members of BMES UW. Membership will be opt-in, facilitated by an online registration on the BMES UW website (<http://students.washington.edu/bmesuw/>), and shall be free of charge.

Events planned by BMES UW shall be open to all students of the University of Washington.

Section 2: National Membership

All BMES UW officers shall become members of the national BMES organization. All BMES UW members are eligible for membership in the national BMES organization. However, individual members will be responsible for registration and fees with the national organization.

Article IV | Elections

Section 1: Undergraduate Offices

Selection of new officers shall be held annually by May 31st. The BMES UW president shall inform all students of the election ballot meeting via e-mail. There will be a minimum of a three-week notice and a one-week reminder of the election.

- Nominations will be solicited from BMES UW members at least three weeks prior to the election meeting.
- Any BMES UW member can nominate either him/herself or other members for any officer position.
- Each nominee will be contacted by the current BMES UW president and asked to provide a one paragraph personal statement describing his/her interest in the particular position.
- Nominee personal statements will be collected and distributed to all members through e-mail at least one week prior to the election deadline.

The election shall be completed through a catalyst poll over a period of at least one week. Only BMES UW members shall be eligible to vote. A majority vote shall designate the winner of a given position, determined by Instant-Runoff Voting (IRV) procedures.

Section 2: Graduate Offices

The GSA officers will be replaced annually by one or both of the rising First Year Officers (FYOs), who are elected during the autumn of their first year by fellow graduate students.

Section 3: Nomination

BMES UW members may only be nominated for one office per election. In the instance that a given position remains unfilled after the initial tabulation, unselected nominees may then be nominated for the open position.

Section 4: Terms of Office

The term of office for BMES officers shall extend from the first day of June following completion of elections to the final day of the May the following calendar year. No officer may hold a particular office for more than one 1-year term.

Section 5: Impeachment

Impeachment of an officer may occur upon presentation of a just reason and approval by the Faculty Advisor as well as a two-thirds vote by all BMES UW officers. The national BMES may review the decision of the BMES UW.

Article V | Amendments

Section 1: Procedure

Constitutional amendments may be proposed by any member of BMES UW. Amendments must be submitted in writing to an officer. Proposed amendments shall be distributed via e-mail to all registered BMES UW officers no later than one week following receipt. Complaints will be solicited from all members for a one-week period.

If any complaints arise, a special vote of all BMES UW members will be held with two-thirds approval required for enactment. If no complaints arise, a special vote of BMES UW officers will be held with two-thirds approval required for enactment. Approved amendments will take effect immediately, unless a later date is specified within the amendment.

Appendix | Revision History

17 May 2012: Added Amendment I (Article II, Section 4: BMES UW Purchasing Procedures) and Amendment II (Article III, Section 2: Sophomore Cohort Representative). These amendments were approved in the 2012 BMES UW Elections.

15 Apr. 2012: Typographical and formatting corrections. Added Revision History section.

15 Aug. 2011: Initial publication