

Constitution of The Biomedical Engineering Society at The University of Texas at San Antonio Created: July 3, 2018, modified 04/27/2020

Article I - Name This organization is to be known as The Biomedical Engineering Society at the University of Texas at San Antonio (UTSA), US Federal EIN 20-4984133 (henceforth abbreviated in this document as 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 students, faculty, and staff of UTSA who share the stated purpose of the Society and who have education, research, or practical interest 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 Chief Executive Officer (CEO), a Chief Operations Officer (COO), a Chief Business Officer (CBO), a Chief Financial Officer (CFO), Chief Administrative Officer (CAO), a Chief Communications Officer (CCO), an Industry Outreach Officer a Historian, a Freshman Liaison, an undergraduate Graduating Class Liaison, and a Graduate Student Liaison. All officer positions shall be for a term of 1 year, and must be elected to their position before April 1st.

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. Finances The annual dues for membership shall be determined by the Board of Directors as specified in the Bylaws. BMES Finances shall be managed 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 per semester. 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 to the Constitution 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 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. All remaining funds and assets of the Society will be temporarily placed under the care of the **BME department** at the University of Texas at San Antonio, to which the organization is closely tied to, for return to the reinstated BMES.

Bylaws of The Biomedical Engineering Society at The University of Texas at San Antonio Created: July 7, 2018

Article 1. Membership

1. The Society shall consist of Fellows, Honorary Fellows, Members, Corporate Members, and Corresponding Members. The Society can admit to membership applicants eligible under Article III of the Constitution. Only Fellows, Members, shall have the right to vote.
 - a. Designation with respect to type of membership is as follows:
 - i. 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.
 - ii. 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.
 - iii. 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.

iv. 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.

v. 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.

Article 2. Governance

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. Board of Directors

a. The Board of Directors shall consist of the Chief Executive Officer (CEO), the Chief Operations Officer (COO), the Chief Business Officer (CBO), the Chief Financial Officer (CFO), the Chief Administrative Officer (CAO), the Chief Communications Officer (CCO), Industry Outreach Officer (IOO), and the Historian. In addition, the Underclassmen Liaison, the **President emeritus**, and the Graduate Student Liaison will serve as members of the Board of Directors. Lastly, there shall be two faculty sponsors who are not elected members of the Board of Directors, are appointed members of the Board with Voice but no Vote.

i. Effective August 1st, 2018

b. 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.

3. Duties and Powers of the Board of Directors.

a. To adopt rules and regulations governing the categorization of members.

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

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

d. To report to the BMES National Chapter with Chapter Development Report (CDR) and other means necessary.

e. 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.

f. 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.

4. Board of Directors Meetings

a. A quorum for conducting business at a meeting of the Board of Directors shall be a 60% (8/13) majority of its Directors.

i. Official business may be conducted by email or telecommunications.

b. The Board of Directors shall hold at least one official administrative meeting each month.

c. Board meetings, may be called by the CEO by written notice to all Directors at least 14 days prior to the meeting date.

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

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

5. Fiscal Year

a. The fiscal year of BMES shall begin on May 1.

6. Executive Committee

a. The Executive Committee shall consist of the Chief Executive Officer (CEO), the Chief Operations Officer (COO), the Chief Business Officer (CBO), the Chief Financial Officer (CFO), the Chief Administrative Officer (CAO), and the President Emeritus.

b. 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.

c. A quorum for Executive Committee action shall be three officers including the CEO. Business may be conducted by email or telecommunications.

d. 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

1. Elected Position Eligibility Requirements

a. Officer Eligibility Requirements

i. All Officer Positions:

1. Cumulative UTSA GPA of 3.0 or Higher
2. UTSA Enrollment during the entirety of the Pending Officer Term
3. Must not be subject of Current Academic/Disciplinary/UTSA Probation of any kind.
4. Minimum 1 semester Membership in BMES

ii. Specific Officer Positions:

1. CEO

- a. Minimum 3 semesters of Membership in Organization
 - b. At least 1 previously held officer position in BMES
2. COO, CBO, CFO, CAO

- a. Minimum 2 semester of BMES Membership

3. President Emeritus

- a. Minimum two semesters of membership in BMES
- b. At least 1 previously held officer position in BMES
- c. History of service and participation in BMES
- d. Must be within 30 months of graduating

4. Liaison Eligibility Requirements

i. Underclassman Liaison

- 1. Must be accepted into UTSA BME program
- 2. GPA 3.0 or higher

iii. Graduate Liaison

- 1. History of involvement with BMEGS or BMES
- 2. Must be an active Graduate Student at UTSA pursuing a Masters or PhD degree

2. Should there be three or more candidates for one position, the Nominations Committee will select two nominees based on a simple majority of board members and petition nominations to be elected by a simple majority general membership vote.

- a. The Board of Directors shall serve as the Nomination Committee for BMES.
- b. Nominations may also be received by petition and be signed by 10 voting members.
 - i. All nominees must sign a written statement that he/she is willing, if elected, to serve.

3. Faculty Sponsors

a. Eligibility Requirements

- i. Must be a Current Faculty Member at UTSA.
- ii. All nominees must sign a written statement that he/she is willing, if elected, to serve.

4. Interim vacancies

- a. Among the elected members of the Board of Directors, interim vacancies shall be filled by appointment by simple majority vote of the Board of Directors.
- b. Among the appointed members of the Board of Directors, interim vacancies shall be filled by appointment by simple majority vote of the Board of Directors.
- c. Among ex officio members of the Board, excepting the CEO, interim vacancies shall be filled by appointment by a simple majority vote of the Board of Directors.
- d. Interim vacancies in the presidency shall be filled by the Board of Directors who shall elect by simple majority vote one of its number as Acting CEO to serve until the completion of the next regular election.
- e. All Interim appointees shall serve until completion of that term, when normal elections occur.

5. All officers and members of the Board of Directors shall take office on May 1st. All officers shall continue until relieved by their successors.

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

Article 4. Officers

1. CEO Responsibilities

- a. It shall be the duty of the Chief Executive Officer to:
- i. Alert all members, board directors, and committee members of their respective meetings by the appropriate deadlines.
 - ii. Preside over General Membership Meetings of the Society
 - iii. Serve as Chair of the Executive Committee
 - iv. Serve as the Presiding Officer of the Board of Directors Meetings
 - v. Appoint and charge, with the approval of the Board of Directors, the chair of each committee of the Board of Directors
 1. Excepting the Internal and Affairs Committee Chairs, which are automatically the CBO and COO respectively.
 - vi. Carry out other activities usually pertaining to the office.
- b. The CEO may establish ad hoc committees.
- c. The Chief Executive Officer shall also carry out such other duties as the Board of Directors may require.

2. COO Responsibilities

- a. It shall be the duty of the Chief Operations Officer to:
- i. Oversee all projects and programs involving non-UTSA entities including:
 1. Industry Tours
 2. Alumni Networking Events
 3. Industry Networking Events
 4. National BMES Conference
 5. Highschool Outreach
 6. Design Competitions
 - ii. Serve as a member of the Executive Committee
 - iii. Serve as Chair of the External Affairs Committee
 1. As a committee chair, the COO may establish ad hoc subcommittees for specific events
 - iv. Recognize members for achievements involved in extracurricular activities and BMES event participation.
- b. Correspond with the National Biomedical Engineering Society contact regarding meeting minutes and member attendance at meetings.
- c. The Chief Operations Officer shall also carry out such other duties as the Board of Directors may require.

3. CBO Responsibilities

- a. It shall be the duty of the Chief Business Officer to:

- i. Oversee all projects and programs concerning:
 - 1. Recruitment
 - 2. Membership engagement
 - 3. Faculty-student interaction
 - 4. Graduate student relations
 - 5. Fundraising
- ii. Serve as a member of the Executive Committee
- iii. Serve as Chair of the Internal Relations Committee
 - 1. As a committee chair, the COO may establish ad hoc subcommittees for specific events
- iv. Recognize achievements of both members and officers within the Society
- v. Manage and coordinate the annual UTSA BMES symposium
- b. The Chief Business Officer shall also carry out such other duties as the Board of Directors may require.

4. CFO Responsibilities

- a. It shall be the duty of the Chief Financial Officer to:
 - i. Keep all financial records of the Society and for making them available for annual Auditing
 - ii. Serve as a member of the Executive Committee
 - iii. Initiate the preparation of annual budgets and income tax reports
 - 1. Submitting the same to the Board of Directors each semester
 - iv. Curate BMES funds in accordance with Article 9 of these Bylaws
 - 1. Budgeting 2. Revenue Collection 3. Expense Payments 4. General management of BMES property
 - v. Publish a financial status summary to General Membership each semester
 - vi. Open and close accounts as required
 - vii. Transfer funds between accounts as required
 - viii. Collect dues
 - ix. Create and maintain record of all dues paid in conjunction with CAO
 - x. Receive and disburse funds in accordance with the semester budget approved by the Board of Directors
- b. The Chief Financial Officer shall also carry out such other duties as the Board of Directors may require.

5. CAO Responsibilities

- a. It shall be the duty of the Chief Administrative Officer to:
 - i. Keeping all records of the Society
 - ii. Update records as requested by the Board of Directors
 - iii. Serve as a member of the Executive Committee
 - iv. Announce all scheduled meetings to their appropriate membership by the applicable deadlines.
 - v. Notify members and officers of the Society of required actions for which

deadlines have been established in the Constitution and Bylaws

vi. Create and maintain membership records all members':

1. First and Last Name
2. Contact information (email, phone, mailing address)
3. ABC123
4. Birthdate
5. Shirt Size
6. Points earned per semester/year

vii. Maintain record of contact information of all potential BMES members

viii. Maintain viable channels of communication between committees of the Society by monitoring the actions of the committees and alerting their chairs and liaison members.

ix. Oversee communicating events to all BMES members via email

b. The Chief Administrative Officer shall also carry out such other duties as the Board of Directors may require.

6. CCO Responsibilities

a. It shall be the duty of the Chief Communications Officer to:

i. Serve as a Member on the Internal Relations Committee

ii. Serve as the presiding officer during Mandatory College of Engineering related events

iii. Assist in coordinating events for membership engagement and report to CBO including:

1. Leadership Academy
2. Workshops
3. Monster Mash Pumpkin Smash
4. Volunteer opportunities

iv. Serve as a liaison to the college of engineering for events involving non-UTSA entities including:

1. Highschool Outreach
2. Design Competitions

v. Coordinate with the Student Success Center regarding upcoming opportunities, scholarships for the membership

vi. Act as liaison to collegiate departments and representatives for coordinating cooperative events.

b. The Chief Communications Officer shall also carry out such other duties as the Board of Directors may require.

7. IOO Responsibilities

a. It shall be the duty of the Industry Outreach Officer to:

i. Serve as a Member on the External Relations Committee

ii. Invite guest speakers to BMES meetings and events.

1. Guest speakers will be invited at the discretion of the Board Of Directors.

iii. Schedule Events and report to CAO for membership disbursement

1. Industry Networking Events
 - a. Guest Industry Speaker Presentations
 - b. Industry Tours

2. Alumni Networking Events

- a. Testimony Panels
- b. Cite Design Winner Presentations

3. National BMES Conference

iv. Keep a record of all contacts outside of BMES membership

1. These records shall be placed into a record accessible by all officers.

b. The Industry Outreach Officer shall also carry out such other duties as the Board of Directors may require.

8. Historian Responsibilities

a. It shall be the duty of the Historian to:

i. Serve as a Member on the Internal Relations Committee

ii. Serve as a Member on the External Relations Committee

iii. Compile and keep record of all contacts outside of BMES membership

1. These records shall be placed into a record accessible by all officers.

iv. They shall retain all records of events.

v. They shall attend all events and take record of activities going on.

1. If they cannot attend an event due to academic, medical, personal reasons; they must notify the Board Of Directors beforehand to make accommodations.

vi. Retain all photos and other records

1. Responsible for placing these records onto a public forum(s) and maintaining BMES accounts in these forums.

a. Facebook b. YouTube c. Instagram d. UTSA BMES Website

vii. Compile and compose CDR from individual components written by other officers for submission to the National BMES each year.

viii. Maintain the archives of the association; they shall record all events of the association through multiple media (photographs, write-ups, etc);

ix. Correspond to press or media organizations reporting about BMES.

x. Design, create, and update the BMES website.

xi. They shall also update the BMES members on upcoming events through media accounts described above.

b. The Historian shall also carry out such other duties as the Board of Directors may require.

9. Any Officer who does not fulfill their duties in entirety shall be eligible for impeachment.

10. Assumption of Officer Duties

a. Officers shall assume their duties on May 1st.

Article 5.

Board Members

1. Underclassman Liaison

a. It shall be the duty of the Underclassman Liaison to:

i. Serve on the Internal Relations Committee

ii. To serve on the Board of Directors

iii. Assist in recruitment initiatives

- iv. Update Board of directors concerning freshman relations
 - b. The Underclassman Liaison shall also carry out such other duties as the Board of Directors may require.
 - 2. **President Emeritus**
 - a. It shall be the duty of the **President Emeritus** to:
 - i. Serve on the executive committee with **Voice and Vote**
 - ii. To serve on the Board of Directors
 - iii. The Senior Advisor will oversee all BMES related meetings and attend the majority of BMES Events.
 - iv. They shall give advice and guidance to BMES officers and ensure that long term goals and the health of BMES are actively being addressed.
 - v. They shall assist with event planning and creation as deemed necessary included but not limited to:
 - 1. Internship acquisition
 - 2. Post-Undergraduate interviews and employment
 - b. The **President Emeritus** shall also carry out such other duties as the Board of Directors may require.
 - 3. Graduate Student Liaison
 - a. It shall be the duty of the Graduate Liaison to:
 - i. Serve on the Internal Relations Committee
 - ii. To serve on the Board of Directors
 - iii. Foster connections between the undergraduate and graduate students within the BME department.
 - iv. Serve as a representative between graduate organizations and BMES.
 - v. Arrange for graduate students to present their research at BMES events, with approval of the Board of Directors.
 - b. The Graduate Student Liaison shall also carry out such other duties as the Board of Directors may require.
 - 4. Faculty Sponsors
 - a. It shall be the duty of the faculty sponsors to:
 - i. To correspond with either the Internal or External Committee as requested by the CEO
 - ii. To serve on the Board of Directors with Voice but no Vote
 - b. The Faculty Sponsors shall also carry out such other duties as the Board of Directors may require.
 - 5. Any Officer who does not fulfill their duties in entirety shall be eligible for impeachment.
 - 6. Assumption of Board Duties
 - a. New members of the Board of Directors shall assume office on May 1st.

Article 6.

Presiding Officer of the Board of Directors

- 1. The CEO of the Society is normally the presiding officer of each meeting of the Board of

Directors.

2. In his or her absence, or if the presidency is vacant, the CBO will preside over the meeting of the Board of Directors, or the COO in the event that the CBO is also absent.

3. In the event the CBO and COO are not present, the Board of Directors shall elect one of its members as presiding officer pro-tem.

a. 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 7. Meetings

1. The Biomedical Engineering Society is authorized to hold scientific meetings, international, national, and regional.

a. General Membership Meetings

i. There shall be at least 1 General Meeting per Month, Outside of Recruiting Events or Competition Briefings.

ii. These meetings shall be scheduled by the Executive Committee and announced by the CEO at least 1 week in advance.

iii. Meetings shall be curated by the CEO

iv. If the CEO cannot attend, the COO will be the default curator.

v. If the neither the CEO nor the COO can attend, the CEO has the power to appoint any officer to curate.

vi. Any decisions voted by the Board Of Directors will be made public to the Membership at the proximal General Meeting.

b. Board Meetings

i. Regular board meetings for each semester shall be scheduled by the executive committee prior to the start of that semester's classes.

ii. Irregular board meetings shall be scheduled by the board at the request of the CEO

1. At the concurrence of scheduling of an irregular board meeting, the CEO shall notify all board members of the time and place where the meeting is to occur no less than 7 days prior to the scheduled meeting time.

c. Committee Meetings

i. Established Committee meetings will be scheduled prior to the start of each semester.

ii. Committees may also elect to hold additional meetings and must notify all committee members 3 days prior to meeting time.

Article 8. Quorums

1. General Membership Meetings

a. A quorum for the transaction of business at a regular business meeting of the Society shall be not less than fifty-one percent of the voting members.

- b. 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.
 - c. A matter ruled as substantive shall then be referred to the full membership by ballot.
 - d. 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.
- 2. Ballots from Voting Members**
- a. A quorum for the transaction of business by ballot shall be not less than twenty percent of the voting members of the Society.
 - b. A time limit of not less than 5 days for a response to be counted must be specified on each ballot.
- 3. Meetings of the Board of Directors**
- a. A quorum for the transaction of business at a meeting of the Board of Directors shall be a 60% (8/13) majority of voting members.
 - b. 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. Ballots from the Board of Directors**
- a. 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.
- 5. Ballots may be made by email or by telecommunications.**
- a. A twenty-four-hour voting period will be given to ensure all members possess the opportunity to vote and will automatically constitute a quorum of the voting body.
 - b. Telecommunication ballots of the general membership may be extended longer than twenty four hours to ensure robust voter participation.
 - i. General Membership ballots must be open for a minimum of 5 days.

Article 9. Finances

- 1. Dues**
- a. Dues shall be paid on an annual basis and are due on October 6th.
 - b. 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.
 - c. Members will be reinstated at the time of payment
 - d. Membership dues may be changed by the Board of Directors subject to approval by a majority vote at a board of directors meeting.
- 2. Prorated dues may be granted to students joining mid-semester at the discretion of the CFO.**
- 3. BMES funds shall be the combined balances of the following accounts**

- a. Frost Checking Account
- b. UTSA RSO (Registered Student Organizations) Cost Center (Gift Account)
- c. UTSA BME Funding Allocations
- d. Paypal Account

4. Budgeting

- a. The CFO is responsible for generating and presenting a budget to the Board of Directors for each semester within the first 2 weeks of the semester.
 - i. Fall (August – December)
 - ii. Spring (January – July)
 - 1. Incoming CFOs will have the authority to re-submit any financial policies to be executed during their term including May - July
 - a. All changes to an approved budget must occur through a 60% majority vote of the Board Of Directors
 - b. Financial Officers will submit an annual budget report and funding request to the UTSA Biomedical Engineering Department in May

5. Revenue Collection

- a. Paypal
 - i. Invoices
 - ii. Money Requests
 - iii. Paypal Here
 - iv. Credit Card Reader
- b. Cash Payments
- c. Direct Deposits / Electronic Deposits
- d. Donations
 - i. UTSA Cost Center (Gift Account)
 - 1. Non-University Fundraisers (such as a bake sale)
 - 2. University-Run Fundraisers (such as iTEC)

6. Expense Payments

- a. Expenses acquired by members will not be reimbursed by BMES funds without presentation of a hard-copy, line-item receipt to the CFO.
- b. Expenses authorized by the applicable club semester budget may be incurred and dispersed from the BMES funds directly without further authorization.
 - i. Any direct club expenses must be recorded by the presentation of a digital or hard-copy, line-item receipt to the CFO within 14 days of time when expenses are dispersed.

7. All BMES fund transactions must be recorded and verified by the CFO

8. A financial update of club accounts must be provided to the general membership at the first general meeting of each Fall and Spring semester.

9. Fundraising monies will be used in full for their designated purposes

10. Assets

- a. BMES shall keep a complete list of assets owned by the society.
- b. Asset purchases must be voted upon as additions to each semester budget even if a

portion of another line item expense.

Article 10.

Affiliations

1. 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.
 - a. To become effective, such proposals must be approved by a two-thirds majority of the Board of Directors, must be discussed at a succeeding general meeting of the Society and must be ratified in an electronic ballot by two-thirds of those members of the Society voting.
2. The Society is authorized to pay affiliation dues to appropriate international organizations.
 - a. 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.
 - b. The Board of Directors is authorized to assume fiscal responsibility for the conduct of joint meetings.
3. 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.
 - a. 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.
 - b. Such proposals must be approved by a two-thirds majority of the Board of Directors.

Article 11.

Amendments to the Bylaws

1. 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.
 - a. Proposals for amendments must be submitted in writing via email or telecommunications to the Board of Directors.
 - b. A majority vote via email or telecommunication by both the Board of Directors and by members of the Society shall suffice for ratification.
 - c. Amendments to the Bylaws shall become effective on publication to the members of the Society.

Article 12.

Committees

1. General Provisions - All chairs and members of committees must be members of the Society.
 - a. An individual may not hold concurrently more than two positions as an officer and/or chair of any committee.
 - i. A Board member may serve as a member of a committee.
 - ii. In addition, to encourage integration and strategic thinking throughout the Society Board members may be assigned by the CEO to serve as non-voting, ex officio members to one or more committees.

- b. The chair of each committee shall be appointed by the CEO, acting with the approval of the Board of Directors.,
 - i. The Chair of each committee shall serve for one year unless a different term is specified in these Bylaws or in the Policies and Procedures of the Society.
 - ii. 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 CEO or is automatically dissolved.
 - iii. A committee chair may serve no more than two successive terms.
- c. The CEO shall appoint committee chairs prior to the adjournment of the first regular meeting of the incoming Board of Directors.
- d. Members of committees shall be appointed by the chair of said committee, subject to the approval of the CEO.
 - i. Committee chairs are charged with seeking diverse committee membership and assembling a committee with a range of Society experience.
 - ii. Unless otherwise specified, the term of office for all committee members shall be one year with most committees having 3 or more members with 1/3 of the committee membership replaced each semester.
 - iii. Appointments of members of committees shall be communicated by the CAO.
 - iv. A member of a committee whose term of office has expired shall continue to serve until his/her successor has been appointed a member.
- e. Appointments to standing committees shall be completed before June 1st.
 - i. 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.
- f. In the event a current committee member becomes chair of that committee he/she shall relinquish his/her appointment as a "member."
 - i. An additional member to the committee may be appointed to fill any vacancy thus created.
- g. The CEO shall be an ex officio member of all committees.
 - i. He/she shall not be entitled to vote on business before the committees except as specifically enfranchised by these Bylaws.
- h. Subcommittees may be organized and charged by committee chairs as ad hoc or standing subcommittees.
 - i. Standing subcommittees will consist of:
 - 1. A chair (appointed by the committee chair with approval of the CEO)
 - 2. A minimum of three voting members of the Society
 - ii. Standing subcommittees will report business to the parent committee in advance of the proximal meeting of the Board of Directors.
- i. All resolutions of committees and subcommittees shall be adopted by a simple majority of those present and voting.
- j. Committee chairs shall submit budget requests and forecasts as required by the Chief Financial Officer.

- k. All committees shall review outstanding business and provide a written report to the CEO in time for presentation at the proximal board of directors meeting, with progress towards implementing or refining the Strategic Plans always included.
 - l. Chairs or members of committees who are incapacitated shall arrange for this fact to be communicated to the board of directors, 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.
 - m. The CEO and Chairs of committees should propose members of committees in such a way that terms of office are staggered and continuity is thus assured.
- 2. Ad Hoc Committees**
- a. The CEO, 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.
 - i. Any member of the Society may be appointed a chair or member of an Ad Hoc Committee.
 - b. The chair of an Ad Hoc Committee, acting with the approval of the CEO, may appoint non-members of the Society to act as consultants to the committee.
 - c. 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 CEO at the time of the proximal board of directors meeting.
 - i. 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

- 1. 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 5 voting members of the Society.
 - a. Affiliations of BMES members for this purpose will be considered as "Special Interest Groups."
 - b. 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 general meeting of the Society.
- 2. All members of a Special Interest Group will be dues-paying members of the BMES.
 - a. 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.
- 3. Special Interest Groups must have a minimum of 3 members.
- 4. Special Interest Groups may elect to undertake activities that include the holding of BMES meetings at a venue and time different from the regular general meetings.
 - a. Elected representatives of the Special Interest Group may serve as ex officio, non-voting members of the board of directors in order to further the activities specific to the Special

Interest Group.

5. Special Interest Groups shall submit budget requests and forecasts as required by the Chief Financial Officer.

a. All Special Interest Groups shall review outstanding business and provide a written report to the CEO in time for presentation at the proximal general meetings, with progress towards implementing or refining the Strategic Plans always included.

Legal agreement statement:

The organization, Biomedical Engineering Society at the University of Texas at San Antonio, agrees to abide by all University policies and local, state, and federal laws.

RATIFICATION Date

Ratified: July 15th, 2021

Ratified By:

Joshua Chaj Ulloa, Chief Executive Officer: Joshua Chaj Ulloa

Gabriel Garibaldi, Chief Operations Officer: Gabriel Garibaldi

Grace Polston, Chief Business Officer: Grace Polston

Ayesha Kishwar, Chief Financial Officer: Ayesha Kishwar

Josiah Lozano, Chief Administrative Officer: Josiah Lozano

Jaime Benavidez, Chief Communications Officer: Jaime Benavidez

Yohannes Akiel, Industry Outreach Officer: Yohannes Akiel

Sarah Davis, Historian: Sarah Davis

Isabella Trevino, Undergraduate Liaison: Isabella Trevion

Tristan Pepper, President Emeritus: Tristan Pepper

Mark Appleford, PhD, Faculty Sponsor: Mark Appleford

Teja Guda, PhD, Faculty Sponsor: Teja Guda