

Constitution of the Associated Students of Biomedical Engineering

Article I: Name and Purpose

- Section 1. The official name of this organization shall be the **ASSOCIATED STUDENTS OF BIOMEDICAL ENGINEERING (ASBME)**.
- Section 2. The purposes of this organization shall be:
- i. to increase faculty-to-student interaction.
 - ii. to promote better relationships among biomedical engineering students.
 - iii. to find and develop relationships with industry.
 - iv. to present information benefiting those in the pre-medical program.

Article II: Membership

- Section 1. Membership in **ASBME** is open to all registered undergraduate students majoring in Biomedical Engineering, Biomedical-Electrical Engineering, Biomedical-Mechanical Engineering, Biomedical-Chemical Engineering, or related fields, whom have paid the membership dues and are currently enrolled in classes at the **University of Southern California**. Only such persons shall be considered voting members of the organization. All other **USC** students and **USC** staff, faculty, alumni, and alumnae are eligible to be non-voting members.
- Section 2. Students majoring in related fields whom have not paid their dues shall be considered non-voting members of the organization.
- Section 3. Membership dues shall be \$15.00 per semester or \$25 for the academic year. The dues may be increased or decreased as market conditions change and or extraneous costs and circumstances are added or removed. If the dues will be increased a full explanation must be given and the unanimous consent of the Executive Board must be given. The membership may veto any increase in membership dues if a two-thirds majority of the members oppose.
- Section 4. Membership may be withdrawn for any of the following reasons:
- i. non-payment of dues.
 - ii. failure to register as a student of the **University of Southern California**.
 - iii. misconduct within the organization.
- Section 5. **ASBME** does not discriminate between race, religion, sex, sexual orientation, or political beliefs. Membership is open to any and all who fit the description set forth in Article II, Section 1 and Article II, Section 2.

Article III: Officers

- Section 1. The elected officers of the **ASBME** executive board shall be:

- i. President
- ii. Vice-President
- iii. Treasurer
- iv. Chair of Student Affairs
- v. Chair of Corporate Affairs
- vi. Secretary/Historian
- vii. Senior Class Representative
- viii. Junior Class Representative
- ix. Sophomore Representative
- x. Freshman Class Representative

Section 2. The elected officers shall have the following duties and powers:

i. The **President** shall be responsible for setting all general and executive meeting dates. He/she shall preside over all meetings. The President (or appointed representative) shall act as liaison between the organization and **USC**. He/she shall also be responsible for coordination of all officially sponsored events. The President shall have the power to appoint and delegate power to specialized committees pending approval from the majority of the executive board.

ii. The **Vice-President** shall be responsible for maintaining relationships and affiliations between **ASBME** and other organizations. He/she shall also be responsible for taking up duties of the president should the president leaves or is removed from his/her position. The Vice- President shall be in charge of major projects as delegated by the president. He/She shall be responsible for the Annual Corporate Luncheon as per Article V, Section 2.

iii. The **Treasurer** shall be responsible for collecting all membership dues and for the financial transactions of this organization. He/she will maintain the budget and orchestrate any fundraising activities.

iv. The **Chair of Student Affairs** shall be responsible for coordinating student-to-student or student-to-faculty events of the organization. He/she shall also be in charge of publicizing the meetings and events of this organization.

v. The **Chair of Corporate Affairs** shall be responsible for initiating and maintaining industry relationships for **ASBME**. He/she shall be responsible for obtaining industry guest speakers for the general meetings and organizing tours of industry facilities. He/She shall be responsible for the Annual Corporate Luncheon as per Article V, Section 2.

vi. The **Secretary/Historian** shall be responsible for recording the minutes of all meetings, for keeping a record of attendance at **ASBME** events. He/she shall record the events held and their efficacy in fulfilling the club's mission. Towards the end of the spring semester he/she shall be responsible for putting together the club's annual report, cataloguing all the club's activities. He/she shall also be responsible for photography at meetings and events.

vii. The **Class Representatives** shall be responsible for informing their classmates of **ASBME** activities and meeting dates. They shall also responsible for bringing the needs of the general members to the executive board. They shall also be responsible for any committee or task they are assigned to.

Section 3. The requirements for running for and holding office shall be:

- i. All officers must be dues paying members in good standing.
- ii. The President, Vice-President, and Chairs must have been **ASBME** members for at least one-year prior.
- iii. The President and Vice-President must be upperclassmen (junior level or above). This requirement is nullified if no qualified upperclassman is nominated.
- iv. The class Representatives must be members of the class they represent.

Section 4. The nominations and elections of executive officers shall be conducted in the following manner:

- i. Nomination procedures. Any member may nominate themselves or another member for any office providing the nominee satisfies the requirements set forth in Article III, Section 3. Once a nomination is made, it must be seconded in order for the nominee to become a candidate. Nominees have the right to decline nominations.
- ii. Elections will be held in February for the following academic year. The Freshman Representative will be selected in an election in September. Elections will be carried out by secret ballot. The winning candidate will be the one receiving the majority of the votes. In the event of a tie, the winner will be determined in a run-off election.

Section 5. The term of all officers shall be one year, from May 1 to April 30.

Section 6. Vacancies occurring in an elected office shall be filled as follows:

- i. The Vice-President shall fill the Presidential vacancy.
- ii. Vacancies in all other offices shall be filled by Presidential appointment.

Section 7. Officers may be removed from office for failure to perform duties, abuse of power, or for violations of the membership clause. A two-thirds majority of quorum present at a regularly scheduled executive meeting shall be sufficient for removal from office.

Section 8. There shall be one appointed position, Webmaster. He/she shall be appointed by a nomination from the President with a majority vote of the Executive Board.

- i. The Webmaster shall be responsible for updating and maintaining the website. And creating any necessary pages or mini-sites for ASBME events.

These positions may be terminated by the President or a majority vote of the executive board, in the case of failure to perform duties, and/or violations of the membership clause. The Executive Board may, by a quorum vote, veto the President's decision on the termination.

Article IV: Meetings

Section 1. At least one executive meeting per semester (excluding summer) must be held. Supplementary executive meetings are set as needed by the President.

Section At least two general meetings must be held each semester (excluding summer).

2.

Section Special meetings may be called as follows:

3.

i. The President may call a special meeting of the **ASBME** membership or the executive board, as he/she deems necessary.

ii. Any member may request a special meeting by contacting any of the officers. That officer must then notify the other officers of the request, whereupon, the executive board will vote as to the necessity of the meeting. If a simple majority of the officers concur that a special meeting is warranted, the said meeting shall be held.

Article V: Committees

Section Committees shall be formed when deemed necessary by the President with the consent of the
1. executive board. A committee will consist of volunteers from the membership and/or officers, and will be chaired by a committee member appointed by the President or elected by a simple
Section majority vote of the members of the formed committee.
2.

A special committee that will handle the planning, invitation, and logistics of the Annual Corporate Luncheon will be permanently formed. The Chair of Corporate Affairs and the Vice-President will chair the committee. They may delegate any officer to work on the committee with the approval of that officer and the President. They must give reports to the President weekly and give a report to the Executive Board at every board meeting.

Article VI: Affiliations

Section

1.

i. This organization is a recognized student organization at the **University of Southern California (USC)**, but is not part of **USC** itself.

ii. In all correspondence and business transactions, it may refer to itself as an organization at **USC**, but not as part of **USC** itself.

iii. **ASBME** accepts full financial and production responsibilities for all activities its sponsors.

iv. **ASBME** agrees to abide by all pertinent **USC** policies and regulations. Where **USC** policies and regulations and those of **ASBME** differ, the policies and regulations of **USC** will take precedence.

v. **ASBME** understands and recognizes that **USC** assumes no legal liability for the actions of this organization, and that **USC** is not providing a blanket of indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of **USC**, and have received prior review, approval, and consent of the Office of Student Activities, Risk Management, and/or General Counsel.

Section 2. **ASBME** is affiliated with the **Biomedical Engineering Society (BMES)**. **BMES** membership is open to any undergraduate student majoring in Biomedical Engineering or a related field. Student memberships are limited to a term of five years without verification of student status.

i. Student may choose to be members of **ASBME** and/or **BMES**. If students choose to be members of both organizations, **ASBME** will subsidize \$10 of the \$30 **BMES** membership dues.

ii. In order to maintain a student chapter of **BMES**, their membership must be at least ten.

iii. The elected officers of **ASBME** shall serve as the officers of **BMES**.

Article VII: Faculty/Staff Advisor

Section 1. The faculty/staff advisor of **ASBME** shall be a full-time professional employee of **USC** chosen by the executive board.

Section 2. The faculty advisor of **BMES** must also be an active member of **BMES**.

Section 3. For any event that this organization chooses to sponsor, the signature of the Faculty/Staff Advisor is required.

Article VIII: Responsibilities

Section 1. This organization accepts full financial and production responsibility for all officially sanctioned events that bear its name as official sponsor and will adhere to all **USC** and Student Activities regulations (pertaining thereto).

Article IX: Publicity

Section 1. All publicity for an **ASBME** or **BMES** event must bear the name of the organization.

Article X: Amendments

Section 1. This constitution may be amended at the written suggestion of any dues-paying member. An amendment will be made if a majority of the officers concur upon the amendment. In the event of a tie, the President casts the deciding vote. The membership may veto the amendment by a two-thirds vote.

Article XI: By-laws

Section 1. By-laws can be added to this constitution by a motion on the floor of any meeting by an active dues-paying member or by motion in writing submitted by a member to an officer.

Section 2. The motion must be seconded to be considered and discussed.

Section 3. The motion must be passed by a two-thirds majority of the attending membership.

Amendments

Section 1. **Amendment 1: The Scope of the Duties of the Executive Board**

As a result of the various changes in the composition of the Executive Board every year, this Amendment was implemented. The Definitions of the Duties of the Executive Board will be agreed upon every year with each new board. The Duties will be printed and placed in a Document call "ASBME Executive Board Responsibilities". This Document will be conferred upon and must agreed upon by a majority vote of the Executive Board before the Summer of that Executive Board's term. This document will outline the scope of each officer's duties and it may contain specific delegation of duties. The aforementioned document may be amended and changed during the course of the term, if a quorum vote of the executive board is reached. Also included in the Document, should be a mandatory start date, in which the Corporate Luncheon Committee must start working on planning and the initial logistics of the Corporate Luncheon.