

North Carolina State University Biomedical Engineering Graduate Student Association Constitution

Article I. Name and Purpose

Section 1. This organization shall be known as the Biomedical Engineering Graduate Student Association.

Section 2. The purpose of this Association shall be to promote the academic and professional development of graduate students in Biomedical Engineering.

Article II. Membership

Membership shall be open to all Biomedical Engineering graduate students in the Joint Department of Biomedical Engineering between North Carolina State University and the University of North Carolina at Chapel Hill.

Article III. Election and Removal of Officers

Section 1. Election of Officers

- A. The permanent officers shall be those of President, Vice-President, Social Coordinator, Secretary/Treasurer, UNC Student Body Senate Representative, NCSU USGA Representative.
- B. Regular elections shall be held in September of each year, announced using the BME graduate student listserv, and voting done electronically among the BME graduate student body.
- C. Temporary officers are appointed in instances of removal or resignation of an officer or in instances of special need. Temporary officers are appointed by the President and may be created for a specified term and to perform specified duties. In the event the President's position becomes vacant, the Vice-President assumes the President temporarily and will then appoint a temporary Vice-President. The term specified for such temporary offices shall not extend past the next regular election.
- D. Special elections shall be held whenever one of the permanent offices becomes vacant and/or whenever a motion is made to make a temporary office permanent. All vacancies shall be announced by the presiding officer at the first possible meeting. The election shall be at the next regular meeting.

Section 2. Removal of Officers

- A. An officer may resign by submitting a written notification to the Executive Board at the regular meeting prior to the effective date of resignation.
- B. An officer may be removed from office by a two-thirds majority of the votes present at the next meeting after the one at which the motion for removal is introduced.

Article IV. Officers and Duties of Same

The permanent officers shall be those of President, Vice-President, Social Coordinator, Secretary/Treasurer, UNC Student Body Senate Representative, and NCSU USGA Representative.

Section 1. The Office of President

The President shall:

- A. Call and preside over BMEGSA meetings.
- B. Call BMEGSA elections and special elections whenever necessary
- C. Appoint BMEGSA committees and their chairpersons unless otherwise specified herein.
- D. Attend monthly faculty meetings and perform duties requested by the department head as requested.
- E. Perform those duties imposed on this office by the BMEGSA constitution.

Section 2. The Office of Vice-President

The Vice-President shall:

- A. Preside over BMEGSA meetings at the request of or in the absence of the President.
- B. Act as proxy at the President's request.
- C. Perform those duties imposed on this office by the BMEGSA constitution.

Section 3. The Office of Social Coordinator:

The Social Coordinator shall:

- A. Suggest and organize social events designed to promote social interaction among BME graduate students.
- B. Perform those duties imposed on this office by the BMEGSA constitution.

Section 4. The Office of Secretary/Treasurer

The Secretary/Treasurer shall:

- A. Record and maintain minutes of the BMEGSA meetings and circulate copies of the minutes to the membership.
- B. Maintain a roll of council members and call the roll whenever a roll call vote is taken.
- C. Prepare and carry out BMEGSA correspondence.
- D. Keep the financial records of the BMEGSA.
- E. Perform those duties imposed on this office by the BMEGSA constitution.

Section 5. The Office of UNC Student Body Senate Representative

The UNC Student Body Senate Representative shall:

- A. Serve as the BMEGSA Representative to the UNC Student Body Senate.
- B. Perform those duties imposed on this office by the BMEGSA constitution.

Section 6. The Office of Representative to the University Graduate Student Association

The UGSA Representative shall:

- A. Serve as the BMESGA Representative to the UGSA Council.
- B. Fulfill duties as outlined in the UGSA Constitution.
- C. Submit regular reports to the BMESGA.
- D. Perform those duties imposed on this office by the BMESGA constitution.

Article V. Dues

Dues will not be required of BME graduate students.

Article VI. Amending the Constitution and By-laws

Section 1. Amendments to the constitution or by-laws shall be presented by members of the Association in writing and read at a regular meeting but shall not be voted upon until the next regular meeting, and then only after informing each member of the proposed amendments. A Majority of two thirds of the members present and voting shall be required.

Section 2. Any article of this constitution or part thereof that is in direct violation of the University Graduate Student Association constitution or by-laws shall be null and void and declared unconstitutional by the President of the University Graduate Student Association.

Article VII. Meetings

The Association shall meet when requested by a member of the BMEGSA executive board.

ARTICLE VIII. Committees

Committees will be formed and populated as deemed necessary by the BMEGSA executive board.

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Article IV. Officers and Duties of Same

The permanent officers shall be those of President, Vice-President, Social Chair, NCSU Treasurer/University Graduate Student Association (UGSA) Representative, UNC-CH Treasurer/UNC-CH Student and Professional Student Federation Representative (GPSF), and Research Symposium Chair.

Section 1. The Office of President

The President shall:

- A. Call and preside over BMEGSA meetings.
- B. Call BMEGSA elections and special elections whenever necessary.
- C. Communicate information to the graduate students within the department.
- D. Appoint BMEGSA committees and their chairpersons unless otherwise specified herein.
- E. Attend monthly faculty meetings and perform duties requested by the department head as requested.
- F. Initiate funding requests and grant applications for BME-GSA events.

Section 2. The Office of Vice-President

The Vice-President shall:

- A. Preside over BMEGSA meetings at the request of or in the absence of the President.
- B. Act as proxy at the President's request.
- C. Maintain and update the BMEGSA constitution.
- D. Update and administer the annual student survey.
- E. Maintain the BMEGSA as a registered, valid student organization on both the UNC-CH and NCSU campuses.

Section 3. The Office of Social Chair:

The Social Chair shall:

- A. Suggest and organize social events designed to promote social interaction among BME graduate students.
- B. Oversee the Social Committee.

Section 4. The Office of Treasurer/University Graduate Student Association (UGSA) Representative

The Treasurer shall:

- A. Manage the checking account and NCSU FAS account.
- B. Collect receipts and submit to funding sources as needed.
- C. Assist in keeping the financial records of the BMEGSA.
- D. Represent BMEGSA to NCSU organizations that we receive funding from and apply to for grants.
- E. Assist in writing and submitting funding/grant requests to UGSA, Student Government, and other funding sources.

Section 5. The office of UNC-CH Treasurer/UNC-CH Graduate and Professional Student Federation (GPSF) Representative

The Treasurer/GPSF Representative shall:

- A. Manage the UNC-CH checking account.
- B. Collect receipts and submit to funding sources as needed.
- C. Assist in keeping the financial records of the BMESGA.
- D. Represent BMEGSA to UNC-CH organizations that we receive funding from and apply to for grants.
- E. Assist in writing and submitting funding/grant requests to UGSA, Student Government and other funding sources.

Section 6. The office of Research Symposium Chair

The Research Symposium Chair shall:

- F. Lead in the organization and execution of the annual BME Graduate Student Research Symposium.
- G. Work with the officers of the BMEGSA to execute this event.
- H. Seek out corporate sponsors and community support for the event.

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