

Constitution of the Associated Students of Biomedical Engineering (ASBME)

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 official logo of ASBME shall be the following:



Section 3. The purpose 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.

The official mission statement of this organization shall be:

ASBME's mission is to provide undergraduate students with resources to explore the diverse opportunities and careers in the biomedical engineering field while fostering a community that inspires the next generation of biomedical engineers.

Article II: Membership

Section 1. Membership in **ASBME** is open to all registered undergraduate students interested in Biomedical Engineering or related fields who 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, and alumni are eligible to be non-voting members.

Section 2. Students majoring in biomedical engineering and related fields who have yet to pay their dues shall only be considered voting members of the organization if they have attended a minimum of five ASBME events in the academic year before executive board applications are released. Voting privileges will only be granted to those who are dues-paying members or a non-dues-paying member that has met these attendance requirements.

Section 3. Membership dues shall be \$25 for the academic year and \$15 for a semester. The dues may increase or decrease as market conditions change and extraneous costs and circumstances are added or removed. If the dues are increased, a full explanation must be given, and the Executive Board's unanimous consent 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 Membership may be withdrawn for any of the following reasons: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. Membership decisions will not discriminate on the basis of age, race, religion or creed, political beliefs, national origin, ethnicity, gender, disability, or sexual orientation.

Article III: Officers

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

- i. President
- ii. External Vice President
- iii. Internal Vice President
- iv. Secretary
- v. Treasurer
- vi. BMES Liaison
- vii. Clinical Chair
- viii. Community Chair
- ix. Corporate Chair
- x. Freshman/Transfer Representatives
- xi. Mentorship Chair
- xii. Public Relations Chair
- xiii. Research Chair
- xiv. Social Chair
- xv. Viterbi Liaison

Section 2. A quorum shall be defined as 4/5 of the sitting members of the executive board.

Section 3. The elected officers shall have the following duties and powers:

- i. The **President** sets all general and executive meeting dates. They shall preside over executive board meetings, including preparing and sharing an agenda document. The President (or appointed representative) shall act as liaison between the organization and USC. They shall also coordinate all officially sponsored events and submit all scheduling and room requests. The President shall have the power to appoint and delegate power to specialized committees pending approval from the majority of the executive board. The president is responsible for ensuring all other officers complete their duties. Two persons may opt to run for and serve as Co-Presidents if desired. Co-Presidents shall be accountable for all the duties and powers of the President and may divide them however they see fit. The President shall lead the Makeathon Committee and submit the previous year's Chapter Development Report to BMES for

recognition. The President may, at their discretion, appoint a Senior Advisor, who may serve on the executive board as a non-voting member. The chosen appointment is subject to approval by simple majority of a quorum of board members. The Senior Advisor's role is to provide unique insight on board operations through their past experiences, and to offer assistance to the board and department as needed. The President shall assist all E-board members with events if necessary.

iii. The **External Vice President** (EVP) shall assist the President as needed. They shall also be responsible for taking up the duties of the President should the President leave or be removed from his/her position. Alongside the Treasurer, the EVP shall directly oversee the activities of the BMES Liaison, Clinical Chair, Community Chair, and Corporate Chair. This entails oversight of the BMES Annual Meeting, Spring Health Fair, Project-In-A-Box, Fall Networking Night, and Corporate Information Sessions. The EVP shall serve on the Makeathon Committee.

iii. The **Internal Vice President** (IVP) shall assist the President as needed. Alongside the Secretary, they shall oversee the Mentorship Chair, Public Relations Chair, Research Chair, Social Chair, and Viterbi Liaison. This entails oversight of the Mentorship Program(s), Member Attendance Tracking, Instagram, Email Newsletter, ASBME Website, PI database, and Technical Workshops. They shall directly assist the Research Chair in coordinating the Fall BIOMED Research Symposium. The IVP shall serve on the Makeathon Committee.

iii. The **Secretary** shall be responsible for recording the minutes of all meetings. Additionally, the Secretary will send out the minutes every week to the board. They shall maintain the ASBME email account, including responding to questions and organizing the inbox. They shall also be responsible for sending the annual alumni newsletter and weekly newsletters to the general ASBME audience. The Secretary shall collaborate with the BMES Liaison to put together the yearly Viterbi Binder. The Secretary shall also serve on the Makeathon Committee.

iv. The **Treasurer** shall maintain the ASBME membership fund account and online banking. They shall record and track all corporate sponsorship and funding amounts and sources received for each event, maintain an up-to-date members list, and collect and record all membership information and dues for the financial transactions of this organization. They will maintain the budget and orchestrate any fundraising activities. They shall also organize and maintain the funding form archive and receipt archive logically, in coordination with the Membership Chair. The Treasurer shall also serve on the Makeathon Committee.

v. The **BMES Liaison** shall be responsible for planning attendance at the BMES Annual Meeting and maintaining good standing with the BMES organization. They will coordinate events with BMES organizations at different universities to strengthen connections outside of USC. They shall assist the President in preparing the Chapter Development Report to submit to BMES. They shall serve on the Makeathon Committee.

vi. The **Clinical Chair** shall initiate and maintain clinician contacts for ASBME. They will oversee the creation of training material and coordinate training events for students in preparation for the Health Fair, where they will take basic vital measurements as done in clinical settings. The Clinical Chair will be responsible for planning and logistics of the Health Fair. This includes securing the location and reaching

out to Keck-affiliated healthcare professionals who can advise the club and/or precept on the day of the event. To plan the clinic, the Clinical Chair may appoint a Clinical Committee. The Clinical Chair shall oversee the committee under Presidential/Vice-Presidential guidance. Additional committee members may be added from the membership or officer pools as necessary and by majority vote of the committee.

vii. The **Community Chair** shall be responsible for developing, organizing, implementing, and overseeing events that directly benefit society, the environment, or members of the LA or surrounding community. They are solely responsible for the Project-in-a-Box initiative, which includes electing and presiding over a committee, training committee members, developing new projects, establishing connections with local schools, and setting a lesson schedule. At least new lesson will be created annually to increase variety in the material. Outside of the Project-in-a-Box initiative, the Community Chair will lead the Makeathon Jr. committee for the annual competition.

viii. The **Corporate Chair** shall initiate and maintain ASBME industry relationships. They shall be responsible for obtaining industry guest speakers for general meetings, information sessions, and Tech Talks and organizing tours of industry facilities. This includes acquiring the appropriate funding from various on-campus sources for planned events. They shall be responsible for the Corporate Info Session series, including representative outreach to companies and logistical planning for each event. They shall also work closely with industry representatives, University departments, and funding boards to fund the Corporate Info Session series. They will also assist the Viterbi Liaison in planning Fall Networking Night.

ix. The **Freshman/Transfer Representatives** shall act as liaisons between ASBME and the freshman/transfer student voice. This includes working closely with the Mentoring Chair and developing event ideas that cater to the freshman/transfer BME experience, including one General Meeting. They will work with other Executive Board members to learn more about how ASBME functions as a unit, developing their skills for future leadership. They will share the responsibility for attending weekly ACA meetings and monitoring the Testbank requests. They collectively will be in charge of planning the annual Thanksgiving Dinner and one general meeting. The executive board will choose three individuals to fill this role at the beginning of the academic year, and both freshmen and transfers are eligible. These representatives shall serve on the Makeathon Jr. committee.

x. The **Mentorship Chair** shall recruit participants for, develop, and coordinate the mentorship program throughout the year. This may include mentor training, event coordination with the Social Chair, and any additional efforts that benefit the mentoring program. They should retain mentoring program members and promote continuous mentoring family involvement and contact.

xi. The **Public Relations Chair** shall take pictures and/or videos at ASBME events, prepare publicity materials for various ASBME events, and order more shirts/club cards as the membership requests. They shall ensure all events are adequately advertised through social media, email, website, and classroom visits. The ASBME website will contain updated information and additional modifications may be made at the request of other executive board members. Outside of advertisement, they shall assist in preparing the end-of-year reports through photo entry.

xii. The **Research Chair** shall facilitate undergraduate research opportunities and provide opportunities for students to gain valuable skills used in the industry. This will be done by keeping open lines of communication with research faculty through summer emails and e-board attendance at department meetings. In addition, they will be the primary organizer for the BIOMED Research Symposium in the fall, a dinner-style event involving faculty presentations on their research topics so students can gain contacts within labs and more concrete ideas about their personal research interests. The Research Chair will also serve on the Makeathon Committee.

xiii. The **Social Chair** shall be responsible for developing, organizing, implementing, and overseeing events allowing ASBME members to interact with one another outside of academics or industry. They will lead planning of the annual Engineering Ball, a formal event in collaboration with other engineering student organizations. They shall plan the annual executive board retreat and general member Wisdom Tree Hike, and Valentine's Day Event, working closely with the Mentorship Chair and BMES Liaison when needed.

xiv. The **Viterbi Liaison** shall be responsible for coordinating joint events with other organizations in addition to joint events with the Viterbi School of Engineering and the Biomedical Engineering Department. They shall lead planning for Fall Networking Night, a large format dinner-style recruiting event in which they will be responsible for securing catering and industry representatives/recruiters to network with students. The Viterbi Liaison shall coordinate technical skill workshops throughout the year in a series format, with such lessons including how to operate ASBME's 3D printer. They are responsible for attending VPC meetings and advertising additional opportunities for involvement from other organizations to the membership.

Section 4. All officers must meet the description in Article II, Section 1. These requirements are nullified for the respective position if no qualified candidate is nominated.

- i. The President must have been an ASBME member for at least two years prior and must have served on the Executive Board for at least one year.
- ii. The Vice Presidents must have been an ASBME member for at least one year prior and must have served on the Executive Board for at least one year.
- iii. All other Chairs must have been ASBME members for at least one semester prior.
- iv. The President and Vice-Presidents must be upperclassmen (junior level or above).
- v. The Freshman or Transfer Representatives must be members of their namesake student group.
- vi. All officers must be available in-person for the entire school year.

Section 5. 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. Nominees have the right to decline nominations.
- ii. Candidates are allowed to run for multiple executive board positions. In this instance, they shall rank their preference in position. This preference will only be seen by the outgoing President.

- iii. Elections will be held in March for the following academic year. The Freshman Representative will be selected in an election in September. Elections will be carried out by secret ballot.
- iv. The winning candidates for President and Vice Presidents shall automatically assume their respective positions for the upcoming school year.
- v. The top two candidates for all other positions will be interviewed by the newly elected President and Vice Presidents to determine the best Executive Board for the upcoming year. If an individual is selected as the top two of multiple positions, the president shall refer to the preference as indicated by the candidate. In the positions ranked lower in preference by the individual, the candidate with the next highest number of votes will be considered in the top two and will be interviewed by the President and Vice Presidents.
- vi. Candidates who advance to the interview stage will be eligible for any position.
- vii. Candidates running for a Vice President position should only run for either EVP or IVP.
- viii. If there is a vacant position due to a lack of candidates after the interviews are completed, the President and Vice Presidents may select any individual who was interviewed to fill the vacancy.
- ix. The outgoing President shall count votes.

Section 6. The term of all officers shall be one year, from May 1st to April 30th of the following year, except the Freshman/Transfer Representatives, who the Executive Board selects at the beginning of the fall semester.

Section 7. Vacancies occurring in an elected office shall be filled as follows:

- i. Vacancy in the Presidential position shall be filled by the External Vice President, as confirmed by a majority vote by the remaining members of the Executive Board. Alternatively, the Executive Board may elect a candidate to fill the vacancy.
- ii. Vacancies in all other offices shall be filled by Presidential appointment.

Section 8. Officers may be removed from office for failure to perform duties, abuse of power, or for violations of the membership clause by the President or a majority vote of the Executive Board. The Executive Board may, by a two-thirds of the quorum vote, veto the President's decision on the termination.

Section 9. The Executive Board may decide to add officer positions or change officer titles at any time, if the changing goals and activities of the organization deem it necessary. In the case of a new position, the President shall appoint an officer with the approval of two-thirds majority quorum at a regularly scheduled executive meeting, or through electronic voting.

Article IV: Meetings

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

Section 2. At least four general meetings must be held each semester (excluding summer).

Section 3. At least one open Executive Board meeting will be held per semester (excluding summer).

Section 4. Special meetings may be called as follows:

- i. The President may call a special meeting of the ASBME membership or the Executive Board, as they deem 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, then said meeting shall be held.

Article V: Committees

Section 1. Committees shall be formed when deemed necessary by an officer with the majority consent of the remaining 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 majority vote of the members of the formed committee.

Section 2. The Makeathon Committee shall consist of the President, Vice Presidents, Secretary, Treasurer, Research Chair, and BMES Liaison. The President shall oversee the committee. Additional committee members may be added from the membership or officer pools as necessary and by majority vote of the committee.

Section 3. The Makeathon Jr Committee shall be led by the Community Chair and consist of the Freshman/Transfer Representatives in addition to other executive board members appointed by the Community Chair. This committee plans the annual Makeathon Jr. to introduce high school students of underrepresented backgrounds to engineering and hands-on experiences.

Article VI: Affiliations

Section 1. The following affiliations are maintained:

- 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 it 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 blanket 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.
- vi. ASBME will maintain Viterbi Affiliation as a recognized student organization under the Viterbi School of Engineering.

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. Students may choose to be members of ASBME and/or BMES.
- ii. In order to maintain a student chapter of BMES, the membership of ASBME must be at least ten.
- iii. The elected officers of ASBME shall serve as the officers of BMES.
- iv. The incoming President shall be responsible for submitting a yearly Chapter Development Report to 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 approval of the Faculty/Staff Advisor is required. If the Faculty/Staff Advisor does not approve of the event, they maintain the right to cancel said event.

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 official name and logo of the organization.

Article X: Amendments

Section 1. This constitution may be amended by the President and Vice Presidents as needed, and contingent upon ratification by two-thirds of the executive quorum vote.

Section 2. This constitution may be amended at the written suggestion of any dues-paying member. An amendment will be made if a majority of the executive 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.

Amendments

1. Every year, each board member will agree upon definitions of the duties of the executive board. The Duties will be written and placed in a document specific to each position called “[Position Title] ASBME Transition Document.” These documents will outline the scope of each officer’s duties and they may contain specific delegation of duties. The President and Vice presidents shall facilitate a meeting between the incoming member and outgoing board member of each position, during which time, this Document

shall be reviewed. The aforementioned documents may be amended and changed during the term if a quorum vote of the executive board is reached.

2. At least one “open” Executive Board meeting shall be held per semester. An “open” meeting means that any general member is invited to participate in the meeting from start to finish. This promotes transparency and participation within the general membership.