Instructions for Establishing a Charter

1) Once a high level draft of the Charter has been established using the following template, send a copy to the BMES Industry Committee Chairperson for review. They will work with you to get BMES approval once the document has been finalized.

   Industry Committee Chairperson = Ben Noe (benjamin.j.noe@medtronic.com)

2) Present the final Charter draft at your BMES Industry Chapter meeting and vote for approval.

3) Once the Charter has been approved by your BMES Industry Chapter, the President should sign the Charter and send it to the BMES Industry Committee Chairperson for BMES approval.

4) The BMES Industry Committee Chairperson will send you a copy of the approval final Charter. Any subsequent changes to the Charter after approval will need to be reviewed and approved by both the BMES Industry Chapter and BMES.
PURPOSE

The intent of a BMES Industry Chapter is to directly address the needs of both the clinical and industrial BME professionals by providing networking, professional development, and business development opportunities, as well as recruiting opportunities and the general development of a BME community.

MEMBERSHIP

Membership shall be open to all those who share the stated purpose of the Society and who have education, research, or practical experience in biomedical engineering or in an allied scientific field. Membership in each industry chapter will be consistent with BMES membership guidelines.

OFFICERS

The chapter will be governed by the Executive Committee, which consists of a President, Vice-President, Membership Chairperson/Hospital Liaison, Student Chapter Liaison, and a Treasurer as needed.

Roles of the Executive Committee:

- President: They will be responsible for the leadership of the chapter. This will involve scheduling and presiding over Executive Committee meetings for the chapter. The President will act as the formal liaison between the chapter and BMES, and will sit on the Council of Industry Chapter Presidents, an arm of the BMES Industry Committee. The President will be responsible for submitting a year-end report to the BMES Industry Committee outlining the activities of the chapter. In the event the chapter has a Treasurer, the Chairperson will appoint an Audit Committee of three chapter members to perform a yearly audit of any chapter financial activities. The Audit Committee will provide an annual financial summary of the chapter to the BMES Industry Committee.

- Vice-President: They will assume the role of the President in the absence of the President as necessary. The Vice-President will oversee the organization of the
chapter activities, assist the President as needed and conduct the Executive Committee meetings in the President’s absence. The Vice-President will take on the primary role of program development and coordinating chapter meeting schedules. Other Executive Committee members will provide assistance as needed.

- Membership Chairperson/Hospital Liaison: They will promote the chapter and provide a liaison to clinical professionals. The Membership Chairperson will correspond with local company representatives and BMES Student Chapter(s) annually to promote the chapter and BMES membership. The Membership Chairperson will also meet with hospital clinical biomedical departments where available to promote an industry/clinical alliance for the chapter.

- Student Chapter Liaison: They will be a member of a BMES Student chapter and will be responsible for coordinating activities between the student chapter(s) and the industry chapter. The chapter shall hold at least one event with local BMES student chapters per year.

- Treasurer: They will be responsible for all financial activities of the chapter and the administration of the assets. Assets will be held by the national Biomedical Engineering Society office. The Treasurer is authorized to charge a fee for chapter events and draw upon the assets to finance the routine activities of the industry chapter.

**Elections:**
The Executive Committee will seek volunteers to fill chapter leadership positions as necessary. Chapter leadership positions must be filled by a current BMES Fellow, Member, or Early Career member in good standing. Nominations for positions on the Executive Committee shall be made by members running themselves or by other members. The candidate receiving the highest number of votes cast by those voting will be elected. To vote in the election, you must be a paid member of the society. All nominees must sign a written statement that he/she is willing, if elected, to serve. The President will present the volunteers to the Executive Committee for approval.

**MEETINGS**
Chapter meetings will be held upon the discretion of the President or Vice-President. The goal of each chapter will be to promote meetings offering programming for networking, professional development, and business development opportunities, as well as recruiting opportunities and the general development of a BME community. Some chapters may have more or less frequent meetings; however, each chapter must have at least two meetings annually. Attendance is open to any industry, research or clinical professional. BMES membership is not required though will be actively promoted. BMES Student members will be encouraged to participate in Industry Chapter activities and events.
**SUPPORT**

The Biomedical Engineering Society and its Industry Committee will provide the following support for the Industry Chapter:

- Method for local BMES members to join your chapter
- Marketing your chapter events to BMES members
- Access to all BMES members in your area
- Registration for your chapter events, including payment collection
  Note: Chapters need to notify BMES staff one month out, with registration page details complete no later than two weeks prior to the event
- Access to potential speakers/moderators for events
- BMES Industry Committee support for growing chapter membership
- Aid in program development
- Sharing of chapter best practices
- Networking opportunities with other industry groups around the country
- Holding accounts for chapter financials with income and expenses tracked
- Webmaster services for a webpage on the BMES website

**OPERATIONS AND ACTIVITIES**

Committees:

- The Industry Chapter may create committees as need to enhance the activities of the Chapter.
- The President shall appoint the Chair of any committee, and, with the approval of the Chair, shall appoint the members of the respective committees.
- The President shall determine and appoint any additional committees deemed necessary and proper to fulfill the objectives of the organization.

**Dues:**

Industry Chapters will not collect individual BMES membership dues. Meeting attendees are not required to be a BMES member, but the chapter will actively promote BMES membership.

**CHANGES TO THIS CHARTER**

The BMES Board of Directors must approve any changes to the Charter.