

## Student Chapter Operations Manual

### *Role of Student Chapters*

The Biomedical Engineering Society's student chapters are the foundation of our society, uniting and promoting the future of the biomedical engineering profession. For rising biomedical engineers, the chapters provide opportunities to establish leadership skills, network, publish, and participate in a wide range of career enhancing activities. Student Chapters should:

- Introduce students to the profession of biomedical engineering.
- Introduce students to the profession of biomedical engineering as it relates to other engineering disciplines and to the professional role of BMES.
- Prepare students to enter into the profession of biomedical engineering.
- Expand student knowledge of specific tools and techniques used in biomedical engineering and other related fields.
- Develop leadership abilities and professional qualities among the student members.
- Provide an environment for social interaction and exchange of ideas between all levels of undergraduate students, graduate students and faculty.

### *Chapter Organization*

#### **Criteria for BMES Membership**

Any enrolled student (undergraduate or graduate) eligible for Society membership as a Student member.

#### **Privileges of BMES Membership**

- Discounted BMES Annual Meeting Registration Rates
- BMES Awards – BMES provides many generous awards in conjunction with the Annual Meeting (including the Graduate & Undergraduate Student Awards, Student Travel Awards and Chapter Outstanding Achievement Awards)
- *BMES E-Bulletin* - the Society's monthly newsletter
- Online Job Board (it's free to upload your resume and a great resource to find part-time & full time jobs and internships)
- Career Resources and internship opportunities information
- BMES Bulletin Board (Members are able to add forums for discussion)
- Online access to all BMES publications including the *Annals of Biomedical Engineering*, *Cellular & Molecular Bioengineering* and *Cardiovascular Engineering and Technologies*.

**Application for BMES Membership** - Students interested in membership should complete the application for student membership available at [www.bmes.org](http://www.bmes.org). Student membership fee is \$30 annually.

**Billing Cycle** – Students are billed annually on the anniversary of their membership for their dues.

### **How to Establish a Student Chapter**

All BME/BE departments (undergraduate or graduate) are eligible to apply to BMES for a BMES Student Chapter Charter. The requirements to apply are to have (at least) ten (10) BMES Student Members and one (1) faculty advisor who must be a BMES Member or Fellow, in good standing.

A Student Chapter Charter is then issued to the University or School of Biomedical Engineering. The BMES Student Chapter must be referred to as BMES Student Chapter followed by the name or acronym of the university. For example, ***BMES Student Chapter San Jose State University*** or ***BMES Student Chapter SJSU***. BMES Student Chapters cannot refer to themselves simply as BMES as this **refers only** to the Biomedical Engineering Society and is a trademark.

The first Chapter meeting should be held to:

1. Elect officers.
2. Create a Constitution and Bylaws. Here is a [template](#).
3. Approve the Constitution and Bylaws and submit them to BMES.

Please be sure to include definitive statements concerning name, chapter objectives, position of Faculty Advisor, membership, elected offices, elections, meetings, amendments to the Constitution, and effective date.

### **Annual Renewal**

Each student chapter is **required** to renew its Charter with the BMES national office on an annual basis. Renewal is accomplished by submitting the online Renewal Application Form at [www.bmes.org/studentchapters](http://www.bmes.org/studentchapters)

### **Revocation of a Student Chapter Charter**

A student chapter's charter is revoked by the Biomedical Engineering Society if it fails to satisfy the qualifications criteria cited above, if it fails to renew its charter annually, or if its continuance is considered not to be in the best interest of the Society.

### ***Recommendations for Student Chapter Operations***

The student chapter is governed by elected officers subject to their Constitution and Bylaws.

### **Faculty Advisor**

The Faculty Advisor maintains the ultimate responsibility and continuity for the Student Chapter.

*The Faculty Advisor must be a Member or Fellow of the Biomedical Engineering Society in good standing.*

### **Chapter Officers**

The basic structure of a student chapter should include the Faculty Advisor and the chapter officers. The chapter officers should include a President, a Vice President, a Secretary, and a Treasurer. A Student Affairs representative may be added as well. The Faculty Advisor is responsible for assuring the chapter's compliance with all university and Society policies and improving the chapter's leadership and activity programs. Additional officers may be added depending the Chapter's goals.

### **Recommendation for Electing Chapter Officers**

To ensure continuity between the incoming and outgoing officers of a Student Chapter, BMES recommends (in conjunction with the Student Chapter's Constitution and Bylaws) the President appoint a Nominating Committee (at the Chapter's **late** fall meeting) of three voting members in good standing. At least one former officer should be appointed to this committee. The chapter President should instruct the committee:

1. To present, at a pre-election meeting, a slate of nominees to be voted on at the election meeting. Nominees should be for the offices of:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Student Affairs Representative and,
  - f. Any additional offices developed by the chapter.
2. To obtain, from each nominee, a declaration of willingness to accept responsibility and serve in the designated office.
3. To prepare and bring before the election meeting, a short personal history/bio of each nominee.

At the election meeting, the chapter President should again present the names of the nominees. The President may request additional nominations, for each office from the floor. It is also the duty of the President to ensure all persons voting are members qualified to vote. All new officers should take office in March to guarantee a period of overlap and support from the outgoing officers during their initial period in office.

### **Recommendations for Establishing Committees**

#### **Chapter Committees**

In general, committees exist to put emphasis on various chapter activities. When appointing committees the officers should be mindful of expectations and goals.

When organizing Chapter Committees, it is important:

1. The purpose and objectives of the committee are well defined.
2. The members of the committee understand their respective responsibilities.
3. The committee has clearly defined goals.

#### **Possible Chapter Committees:**

##### **Membership Committee**

The Membership Committee serves to promote the growth of the chapter through membership recruitment throughout the student body.

##### **Program Committee**

The purpose of the Program Committee is to coordinate, promote, and supervise all of the program activities of the chapter.

##### **Mentor Program Committee**

The purpose of the Mentor Program Committee is to help younger/newer students identify mentors from the senior level/upper class students.

##### **Constitution and Bylaws Committee**

This purpose of the C&B Committee is to review and make recommendations for changes to the Student Chapter's C&B.

##### **Special Committees**

Other committees may be established as required. Their functions will be delegated by the Chapter President.

#### ***National Society Affiliation***

##### **National Student Affairs Committee**

The Biomedical Engineering Society welcomes input from its student chapters on matters relating to student interests and concerns. Chapters also may nominate one of their members to serve on the national Student Affairs Committee by submitting the name of the representative to the Chair of the Student Affairs Committee to the BMES National Office.

##### **BMES National Office**

Chapter officers should feel free to contact BMES with any questions, concerns or ideas. Correspondence or inquiries should be directed to the Student Affairs Manager , Biomedical Engineering Society, 8201 Corporate Drive, Suite 1125, Landover, Maryland 20785-2224, telephone 301-459-1999, email [liz@bmes.org](mailto:liz@bmes.org)

##### **National Society Mailings**

Every year the Faculty Advisor will receive a student chapter package that includes the chapter renewal form along with the chapter certificate and other materials. Each Student Chapter should **renew their chapter by the anniversary date**. Chapters wishing to apply for Chapter Grants and Awards must submit their CDR with their chapter renewal form by June 1<sup>st</sup>.

## ***Chapter Finances***

[Chapters may apply to BMES for funding for specific programs.](#) In order to be eligible for funding from BMES, a chapter must be in good standing and must submit a CDR, yearly.

### **Fundraising**

Student Chapters are encouraged to conduct fundraising events to fund their programs. The key to any fundraising drive is to define a specific purpose and monetary goal for the money to be raised. Chapter officers are responsible for checking with the Faculty Advisor or appropriate school official before planning any fundraising project ensuring no school or state regulations will be violated.

## ***Chapter Programs***

Student chapter programs can be divided into three types: technical, professional, and social.

- Technical programs focus on biomedical engineering technology—its advances and development.
- Professional programs provide students with information on interviewing and resumes, as well as the profession's expectations beyond the technical information learned in school.
- Social programs give student members an opportunity to interact outside the structured learning environment.

Providing a balanced approach to chapter programs should benefit the student, the chapter, BMES, and the educational institution. They also provide a basis for an award system to recognize outstanding student chapters.

## ***Awards***

### **Chapter Outstanding Achievement Award**

BMES sponsors competitive Outstanding Achievement Awards for its student chapters. The student chapter must submit evidence of outstanding performance in enhancing the professional awareness and education of their chapter members. To be considered for an award, a chapter must submit a Chapter Development Report (CDR) of their activities during the previous calendar year. Each year, a chapter should provide an update on new activities by listing it in their CDR. The prize consists of an engraved plaque, two complimentary annual meeting registrations and travel support reimbursements for two members of up to \$1,000. The winning chapter will be asked to lead a best practices panel at the chapter development workshop at the BMES Annual Meeting.

### **Chapter Outstanding Outreach Program Award**

BMES sponsors the Outstanding Student Chapter Outreach Award for Student Chapters in good standing. To apply a chapter must submit a Chapter Development Report highlighting outreach activities conducted over during the previous year. Additionally a “How-To...” document should be submitted describing the Outreach Program and explaining how other chapters can set up a similar program. The award for Outstanding Outreach Program comes with an engraved plaque, travel support reimbursements for two members of the chapter of up to \$1,000, two complimentary Annual Meeting registrations. The winning chapter will be asked to lead a best practices panel at the chapter development workshop at the BMES Annual Meeting.

### **Chapter Outstanding Mentoring Program Award**

BMES sponsors the Outstanding Mentoring Program Award for Student Chapters in good standing. To apply chapters must submit a Chapter Development Report highlighting their mentoring initiatives over the previous year. Additional a “How-To...” document describing how the Mentoring Program was conducted should also be submitted. The award for Outstanding Mentoring Program comes with an engraved plaque, travel support reimbursements for two members of the chapter of up to \$1,000, two complimentary Annual Meeting registrations. The winning chapter will be asked to lead a best practices panel at the chapter development workshop at the BMES Annual Meeting.

### **Chapter Outstanding Industry Program Award**

BMES is sponsoring the Outstanding Industry Program Award for Student Chapters that are in good standing. To apply chapters must submit a Chapter Development Report highlighting their activities and outreach with local industry. Additional “Chapter Activity Report Sheet” document should be submitted to record and document a chapter’s activity should also be submitted. The award for Outstanding Chapter-Industry Program comes with an engraved plaque, travel support reimbursements for two members of the chapter of up to \$1,000 and two complimentary Annual Meeting registrations. The winning chapter will be asked to lead a panel discussion at the chapter development workshop at the BMES Annual Meeting.

### **Student Travel awards -**

#### **BMES Student Travel Awards – Due May 15, 2018**

Applicants for the 2018 Student Travel Awards must be a BMES Student member and Chapter member in good standing. The Chapter must also be in good standing. Applicants must submit the [application](#) along with a one-page essay on how BMES supports their work in BME. The 2018 Student Travel Award deadline is May 15, 2018. BMES Student Travel Award winners receive a complimentary registration to the Annual Meeting and a check for \$300 travel stipend. The Student Travel Awards are only available to BMES student members who do not receive any additional BMES funding through additional BMES sources.

## Important Dates and Deadlines for BMES Chapters

---

Renew your Chapter Membership	Annual Anniversary date
Election of Chapter Officers	Varies (should be at the same time yearly)
New Officers Take Office	Varies (right after the election)
Design Competition app opens	February
Call for Abstract Submission	Late February through Late May
Student travel awards	May 15 <sup>th</sup>
Design Competition designs due	May 31st
Call for Extended Abstract Submission	June
Chapter Development Reports due	June 1 <sup>st</sup>
Student Travel awards notification	June 15 <sup>th</sup>
Summer Research (REU) Abstract Submission	July
Chapter winners notified of Achievement Awards	July 15 <sup>th</sup>
Design Competition winners notified	July 15th