

## **Student Chapter Operations Manual**

### ***Role of Student Chapters***

The Biomedical Engineering Society's student chapters are the foundation for our society, uniting and promoting the future of the biomedical engineering profession. For rising biomedical engineers, these chapters provide opportunities to establish leadership skills, boost your resume, 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.

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

#### **Undergraduate/Graduate Student Chapter Compliance Outline:**

Student Chapters have to maintain, year-round, a minimum of:

- Ten (10) BMES Student Members
- One (1) BMES Professional Member as their Faculty Advisor

Student Chapters in this category should be made up of either undergraduate or graduate students at a single university, though some discretion will be made to sister universities, ie any two university BME departments who work closely together. Any two universities forming a single Student Chapter need to meet the following minimum requirements:

- Fifteen (15) BMES Student Members
- Two (2) BMES Full Members as the Faculty Advisors

## High School Student Chapter Compliance Outline:

A special subset of Student Chapters has become available for High School Students; our goal is to increase awareness of the field from an early age, by providing resources to network with BMES professionals and Colleges focusing on BME. High School Student Chapters will have to meet the smaller requirements of:

- Five (5) BMES Student Members
- One (1) Faculty Advisor

Click here to apply for a [BMES Student Chapter Charter](#).

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.

If your Student Chapter chooses to create its own C&B, instead of using the above template, you must ensure no provision is incompatible with the [Constitution and Bylaws of the BMES](#). Also ensure you 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. If your Student Chapter does not submit a Renewal Application on time or does not remain compliant after renewal, we will issue a Hold on your Charter for a period of 30 days. After 30 days, if your Student Chapter has not renewed or met compliancy, we will dissolve your Chapter and you will have to resubmit for a new Charter. After reinstatement, a penalty for the period of one year will be put into place, whereby you will be exempt from any BMES awards or Grants.

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

A student chapter's charter may be 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 upon 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 and Early Career Coordinator, Ryan Green.

Biomedical Engineering Society  
8201 Corporate Drive  
Suite 1125,  
Landover, Maryland 20785-2224

Telephone 301-459-1999, email [Ryan@bmes.org](mailto:Ryan@bmes.org)

### **National Society Mailings**

Every year the Faculty Advisor will receive a student chapter package that includes a welcome letter, chapter certificate and other materials. Each Student Chapter should renew their chapter by their annual anniversary date. Chapters wishing to apply for Chapter Grants and Awards must submit their CDR with their chapter renewal form.

### ***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. All grant requests must be submitted 6-8 weeks prior to their event and must thoroughly outline event details.

### **Fund Raising**

Student Chapters are encouraged to conduct fund-raising events to fund their programs. The key to any fund raising drive is to define a specific purpose for the money to be raised, as well as a monetary goal for the drive. Chapter officers are responsible for checking with the Faculty Advisor or appropriate school official before planning any fundraising project to ensure 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.

### **Chapter 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. The prize consists of an engraved plaque, two complimentary annual meeting registrations, and travel cost reimbursements up to \$1,750, paid out after the annual meeting. The winning chapter will be asked to lead a best practices panel at the chapter development workshop at the BMES Annual Meeting.

#### **Chapter Commendable Achievement Award**

The Commendable Achievement award is awarded to the student chapter that has submitted evidence of outstanding performance and is evaluated in a second place category of the Outstanding Achievement Award. Students do not need to indicate that they would like to be considered for this award, as reviewers automatically select the winner based on the CDRs that have been submitted. The prize consists of an engraved plaque, two complimentary annual meeting registrations, and travel cost reimbursements up to \$1,250, paid out after the annual meeting. 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 prize consists of an engraved plaque, two complimentary annual meeting registrations, and travel cost reimbursements up to \$1,000, paid out after the annual meeting. 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. Additionally, submit a “How-To...” document describing how the Mentoring Program was conducted and why it was successful. The prize consists of an engraved plaque, two complimentary annual meeting registrations, and travel cost reimbursements up to \$1,000, paid out after the annual meeting. The winning chapter will be asked to lead a best practices panel at the chapter development workshop at the BMES Annual Meeting.

### **Chapter Outstanding Chapter 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 industry. Additional “Chapter Activity Report” document should be submitted to record and document a chapter’s activity. The prize consists of an engraved plaque, two complimentary annual meeting registrations, and travel cost reimbursements up to \$1,000, paid out after the annual meeting.

### **Student Awards:**

#### **Student Design and Research Award**

BMES seeks the active participation of graduate and undergraduate biomedical engineering students in the BMES and Medtronic Student Design Competition and offers encouragement and recognition for your academic achievements. This is the best opportunity for students to have their work noticed, presented, and published as they launch their careers.

#### **How to Compete**

Students competing for Undergraduate and Graduate Student Awards must submit an abstract at the time of the official abstract-submission deadline. You must indicate participation in the extended abstract process, and pay the abstract-submission fee. The extended abstract submission will begin at the close of the regular abstract submission process. Students must upload their extended abstract into the abstract-management online program, along with a letter of support from the scientific adviser or department chair certifying the originality of the student’s effort.

The BMES Awards Committee will select up to **5 graduate** students on the basis of scientific merit, originality, and quality of written presentation. Up to **8 undergraduate** students will be selected on the basis of originality, significance, thoroughness of design analysis, and performance evaluation.

Students competing for Undergraduate or Graduate Awards must be BMES student members in good standing. Awardees are expected to participate in the Annual Meeting and present their work. The awards will be presented to the awardees at the BMES Annual Meeting.

**Graduate Student Awards**

Winners receive a certificate, a complimentary registration for the Annual Meeting, and a stipend of \$500 to assist with travel expenses. If more than one author/winner is chosen, the stipend is shared among the winners.

**Undergraduate Student Awards**

Winners receive a certificate, a complimentary registration for the Annual Meeting, and a stipend of \$400 to assist with travel expenses. If more than one author/winner is chosen, the stipend is shared among the winners.

**BMES Student Travel Awards**

Applicants for the annual BMES 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 an online application and a one-page essay on how BMES supports their work in BME before the deadline of May 15<sup>th</sup>. BMES Student Travel Award winners receive a complimentary registration to the Annual Meeting and a travel stipend for \$300, provided to the students after the Annual Meeting. 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

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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 31 <sup>st</sup>
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 31 <sup>st</sup>