

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

A Student Chapter Charter is then issued to the University or School. 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.

Annual Renewal

Each student chapter is required to renew its Charter with the BMES national office on an annual basis. Renewal is completed by submitting a Chapter Development Report (CDR) to BMES on June 1st of each year, making this task mandatory.

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

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

In order to be eligible for any Chapter Award your chapter must submit a Chapter Development Report annually. CDR guidelines can be found online.

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.

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 trophy, two complimentary annual

meeting registrations, and travel cost reimbursements up to \$1,250, paid out after the 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. The prize consists of an engraved trophy, two complimentary annual meeting registrations, and travel cost reimbursements up to \$1,000, paid out after the 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. The prize consists of an engraved trophy, two complimentary annual meeting registrations, and travel cost reimbursements up to \$1,000, paid out after the 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. The prize consists of an engraved trophy, two complimentary annual meeting registrations, and travel cost reimbursements up to \$1,000, paid out after the annual meeting.

Up and Coming New Student Chapter Award

BMES is sponsoring the Up and Coming New Student Chapter Award for Student Chapters that are in good standing. 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 from the pool of eligible new student chapters (new being any chapter whose charter was approved within the same calendar year as CDR submission). The prize consists of an engraved trophy, two complimentary annual meeting registrations, and travel cost reimbursements up to \$1,000, paid out after the annual meeting.

Outstanding Societal Impact Student Chapter

BMES is sponsoring the Outstanding Societal Impact Chapter Award for Student Chapters that are in good standing. 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. To apply chapters must submit a Chapter Development Report highlighting their the projects or devices they have endeavored to complete to solve a medical problem within their immediate society. The prize consists of an engraved trophy, two complimentary annual meeting registrations, and travel cost reimbursements up to \$1,000, paid out after the annual meeting.

Outstanding High School Chapter Award

BMES is sponsoring the Outstanding High School Chapter Award for Student Chapters that are in good standing. 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 from the pool of eligible High School Student Chapters. The prize consists of an engraved trophy, five complimentary annual meeting registrations, and travel cost reimbursements up to \$2,000, paid out after the annual meeting.

BMES Chapter 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. The chapter must submit an application for this award per the specifications spelled out in our Chapter Development Report guidelines (found online). Three chapters will be awarded a sum of \$2,000 to assist with their student members travel to the Annual Meeting.