



## **BY-LAWS**

Constituted on the 25 Day of the Month February in the Year 2020

### **BY-LAW 1: NAME**

The Name of this Club shall be: "Biomedical Engineering Undergraduate Student Association" ("BMEUSA").

### **BY-LAW 2: PURPOSE**

The Purpose(s) of this organization shall be:

1. To represent undergraduate Biomedical Engineering students to the following groups:
  1. The Engineering Undergraduate Society ("EUS")
  2. The Alma Mater Society ("AMS")
  3. The School of Biomedical Engineering ("SBME")
  4. The Faculty of Applied Science ("APSC")
2. To support in the academic and professional success of undergraduate Biomedical Engineering students
3. To promote the social involvement of undergraduate Biomedical Engineering students
4. To provide and maintain a clubroom space designated for use of undergraduate Biomedical Engineering students

### **BY-LAW 3: EXECUTIVES**

The Executives of BMEUSA shall be elected annually and shall be as follows:

1. President
2. Academic Coordinator
3. Treasurer
4. Secretary
5. Clubroom Manager
6. E-week Manager
7. Industry Manager
8. Publicity Manager
9. Social Coordinator
10. Sports and Charity Coordinator
11. Second (2nd) Year Representative
12. Third (3rd) Year Representative
13. Upper Year Representative

### **BY-LAW 4: EXECUTIVE DUTIES**

The duties and responsibilities of council members are defined as follows:

President

- Represent BMEUSA to the EUS Council
- Act as liaison to the EUS Student Advisory Council
- Calling a General Meeting

- Act as one of two Booking Representatives
- Preside over all Executive and General Meetings.
- Act as the coordinator of all Executive positions.
- Responsible for ensuring BMEUSA meets EUS Club EUS Meeting Attendance standards as outlined in The EUS Policy Manual section 10.2.1.3.8.3

#### Academic Coordinator

- Assist the President in all his/her duties
- Act as BMEUSA Vice President and have the authority of President in the absence of the President
- Represent the academic interest of the students to SBME
- Act as a liaison for BMEUSA to the EUS in regards to the academic interests
- Represent BMEUSA to the EUS Academic Council

#### Treasurer

- Act as liaison to AMS Finance Commission
- Act as one of two Booking Representatives
- Act as the sole signing officer
- Assist in financial planning for events
- Create and track yearly budgets
- Hold responsibility for all BMEUSA financial matters
- Submit an annual budget for review at each EUS performance funding meeting

#### Secretary

- Creation and upkeep of Executive and General Meeting minutes
- Ensure minutes are accessible and available upon request
- Booking and scheduling non-events such as meetings
- Manage voting on motions in meetings
- Maintain the BMEUSA calendar
- Maintain the BMEUSA website <https://www.ubcbiomed.com/>
- Submit a copy of BMEUSA By-Laws and governing documents to the EUS VP Administration, once per year, for archiving.
- Submit a club executive contact list to the EUS VP Administration by the beginning of term one. Submit updated contact lists, if necessary, within a week of new executive appointments.
- Responsible for ensuring BMEUSA meets EUS Club Meetings standards as outlined in The EUS Policy Manual section 10.2.1.3.8.2

#### Clubroom Manager

- Upkeep and maintenance of the clubroom
- Scheduling of the clubroom
- Advocates for the clubroom needs of the members of BMEUSA

#### E-Week Manager

- Acts as a liaison to the EUS in regards to EUS E-Week activities
- Organize and managing E-Week teams

- Assists in generating interest and promoting in the EUS E-Week Activities to BMEUSA members

#### Industry Manager

- Acts as liaison to the biomedical and biotechnology industry
- Act as liaison to Biomedical Engineering Graduate Student Association
- Advocate for sponsorship of BMEUSA

#### Publicity Manager

- Manage BMEUSA publicity external to BMEUSA members
- Manage event photography
- Organize the purchase and distribution of BMEUSA merchandise
- Assists in creation of multimedia for promotional purposes
- Manage BMEUSA social media presence including Facebook and Instagram
- Responsible for ensuring BMEUSA meets EUS Club Communications standards as outlined in The EUS Policy Manual section 10.2.1.3.8.1 and 10.2.1.3.9.4

#### Social Coordinator

- Organize social events for BMEUSA members
- Assists in creation of multimedia for promotional purposes

#### Sports, Charity, and Sustainability Coordinator

- Act as a liaison to the EUS in regards to sports and charity opportunities or events
- Represent BMEUSA at EUS Sports Council
- Coordinate sports and charity activities and events of BMEUSA
- Ensure the sustainability of all BMEUSA events

#### Second (2nd) Year Representative

- Support BMEUSA council while advocating and liaising for BMEUSA members with second year APSC standing

#### Third (3rd) Year Representative

- Support BMEUSA council while advocating and liaising for BMEUSA members with third year APSC standing
- Organize the BMEUSA Mentorship Program

#### Upper Year Representative

- Support BMEUSA council while advocating and liaising for BMEUSA members with fourth year APSC standing or greater
- Responsible for ensuring BMEUSA meets EUS Club Graduation standards as outlined in The EUS Policy Manual section 10.2.1.3.9.1-3 and 10.2.1.3.9.5

### **BY-LAW 5: MEMBERSHIP FEES**

If BMEUSA is classified as a Tier 2 club under The EUS Policy Manual section 10.2.2, active membership fees shall be \$2.50. If BMEUSA is classified as a Tier 1 club under The EUS Policy Manual section 10.2.1, active membership fees shall be \$5.00.

## **BY-LAW 6: MEMBERSHIP PRIVILEGES**

Only active AMS members shall be eligible to vote, sign petitions, or be elected.

## **BY-LAW 7: ELECTIONS**

### **7.1 Nominations**

A call for nominations will be made prior to the election as per the EUS Elections timeline. Nominees will submit a form indicating the position and the support of at least ten (10) BMEUSA members.

### **7.2 Nomination Classes**

Each class of Executives is defined as follows:

Class A positions allow either individual candidates or candidate-pairs to run during elections. These positions will be elected in March in conjunction with the EUS Elections timeline, and will be elected via a First Past the Post model. If the position is vacant at any point after the March election, a by-election will be held.

Class B positions only allow an individual candidate to run during elections. These positions will be elected in March in conjunction with the EUS Elections timeline, and will be elected via a First Past the Post model. If the position is vacant at any point after the March election, a by-election will be held.

Class C positions only allow individual runs during elections. These positions will be elected in September, and will be elected via a First Past the Post model. The top two candidates from the election will share a single Executive vote. If only one individual runs, that individual will hold the position. If the position is vacant at any point after the September election, a by-election will be held.

Class D positions only allow individual runs during elections. These positions will be elected in March in conjunction with the EUS Elections timeline, and will be elected via a First Past the Post model. If the position is vacant at any point after the March election, the Executive Council will appoint a BMEUSA member to the position as they see fit.

The Executive positions fall into the above mentioned classes as follows:

Class A	President E-Week Manager Social Coordinator
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Class B	Academic Coordinator Treasurer Third (3rd) Year Representative Upper Year Representative
Class C	Second (2nd) Year Representative
Class D	Secretary Clubroom Manager Publicity Manager Sports, Charity, and Sustainability Coordinator Industry Manager

### 7.3 Year Representative Nominations and Voting

Only BMEUSA members with second year APSC standing may run for or vote for the Second (2nd) Year Representative.

Only BMEUSA members with third year APSC standing may run for or vote for the Third (3rd) Year Representative.

Only BMEUSA members with fourth year APSC standing or greater may run for or vote for the Upper Year Representative.