

Biomedical Engineering Society

Constitution and Bylaws

Constitution

Article I. Name

The name of this organization shall be The Biomedical Engineering Society (BMES).

Article II. Purpose

The purpose of the Society is to encourage the development, dissemination, integration, and utilization of knowledge in biomedical engineering.

Article III. Membership

Membership in the Society 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. The detailed membership qualifications and voting privileges are provided in the Bylaws.

Article IV. Officers

The Officers of the Society shall be a President, Past President, President Elect, Secretary, and Treasurer. The President Elect shall serve two years as such, followed by two year as President, and two years as Past President. No person shall ever be eligible for re-election to the presidency. The Treasurer shall be elected to a two year term and be eligible to serve up to three consecutive terms. The Secretary shall be appointed by the Board of Directors to a term of two years. A person may hold this office for any number of terms at the discretion of the Board.

Article V. Board of Directors

The management of the Society shall reside in the Board of Directors and others, as specified in the Bylaws. The method of election shall be as specified in the Bylaws. The specification of the president officer and the quorum for the transaction of business by the Board of Directors is set by the Bylaws.

Article VI. Committees

The Board of Directors of the Society can establish Standing Committees; either the President or the Board of Directors can establish Ad Hoc Committees as may be specified in the Bylaws.

Article VII. Dues

The annual dues for membership shall be determined by the Board of Directors as specified in the Bylaws.

Article VIII. Publications

The Society is empowered to establish publications as determined by the Publications Board, with approval by the Board of Directors. The Publications Board is to be constituted as specified in the Bylaws.

Article IX. Meetings

A meeting of the Society for transacting business, presentation of communications and reports, and related activities, shall take place at least once a year. Other meetings may be called as specified in the Bylaws.

Article X. Affiliations

The Society may affiliate with other societies provided that such affiliation is in the best interest of the development of the broad field of biomedical engineering and is in accordance with the Bylaws.

Article XI. Bylaws

The provisions of the Constitution of the Biomedical Engineering Society shall be carried out in accordance with the current Bylaws of the Society.

Article XII. Amendments

Amendments to the Constitution may be proposed by any member of the Board of Directors, or by petition signed by at least ten voting members of the Society. Proposals for amendments must be submitted in writing via mail or telecommunications to the Board of Directors and the voting members of the Society at least 30 days preceding a regular meeting of the Board of Directors. Amendments must be approved by a two-thirds majority of the Board of Directors, and must finally be ratified in a mail or telecommunications ballot by two-thirds of those members of the Society voting, in accordance with the Bylaws. Amendments to the Constitution shall then become effective on publication to the members of the Society.

Article XIII. Dissolution

Dissolution of the Society for any cause shall be initiated by individual members of the Board of Directors or by a petition to the Board of Directors signed by ten voting members of the Society. Such motion or petition must be approved by a two-thirds majority of the Board of Directors, then must be discussed at a subsequent business meeting of the Society, and must finally be ratified in a mail ballot by two-thirds of those members of the Society voting, in accordance with the Bylaws. Dissolution must be in accordance with the applicable regulations of the Internal Revenue Code of 1986, Section 501(c)3, as amended or replaced.

All funds and other assets of the Society, including any rights to funds, present or future, contingent or actual, shall be irrevocably assigned and transferred to any successor society which has among its principal purposes the encouragement, development, and dissemination of knowledge in the biological or physical sciences, and has qualified as an exempt organization under Section 501 of the 1986 Internal Revenue Code. Such activities or any amendments thereto need not be the only purpose of the successor society.

The selection of the successor society must be approved by a two-thirds vote of the Board of Directors and named in the Board of Directors' minutes and its Articles of Dissolution, but need not be named in the motion of petition for dissolution. At the discretion of the Board of Directors, upon approval by a two-thirds vote of the Board of Directors, the naming of the selection may be included in the mail ballot submitted to the membership for ratification.

Bylaws

Article I. Membership

1.0. The Society shall consist of Founding and Charter members, Fellows, Honorary Fellows, Senior members, Members, Associate members, Emeritus members, Student members, Corporate members, and Corresponding members. It can admit to membership applicants eligible under Article III of the Constitution. Only Fellows, Senior members, Associate members, Emeritus members, and Members in good standing shall have the right to vote. Only Fellows, Senior members, Emeritus members, and Members in good standing may hold national office in the Society.

1.1. Designation with respect to type of membership is as follows:

1.1.1 Senior member. The designation was designed for those persons who have exhibited substantial achievement in, as well as sustained devotion to the goals of the Society. No new Senior members will be designated after May 2004.

Founding and Charter members are considered to be Senior members with respect to all rights and privileges specified in these Bylaws.

1.1.2 Member. A Member shall be proficient in biomedical engineering and shall fulfill the requirements as set forth in one of the following sections:

a. A Student member may be upgraded automatically to Member immediately upon graduation.

b. A Member candidate with a degree in biomedical engineering, bioengineering, or a related engineering degree with emphasis on the same, and who previously was not a student member, shall have at least the following number of years experience in the field after graduation: BS degree 2 years; MS degree 1 year; or PhD, MD, DDS, DVM 0 years.

c. A Member candidate with a degree in natural sciences or engineering without emphasis in biomedical engineering or bioengineering, and who previously was not a student member, shall have at least the following number of years experience in the field after graduation: BS degree 3 years; MS degree 2 years; and PhD, MD, DDS, DVM 1 year.

d. A Member candidate with a BS degree, or equivalent, in a field other than engineering or the natural sciences, shall have at least 4 years experience in biomedical engineering.

e. A Member candidate with no BS degree shall have at least 6 years experience in biomedical engineering.

1.1.3 Associate member. An Associate member shall fulfill the requirements set forth in one of the following sections:

a. An Associate member candidate shall hold a BS or MS degree in biomedical engineering or bioengineering.

b. An Associate member candidate with a BS degree, or equivalent, in natural sciences or engineering (other than biomedical engineering or bioengineering) shall be currently practicing biomedical engineering or bioengineering.

c. An Associate member candidate with a BS degree in a field other than engineering or the natural sciences, or who holds no degree shall have at least 2 years experience practicing biomedical engineering or bioengineering. Credit for up to 2 years of experience may be given for the study of subjects germane to biomedical engineering or bioengineering.

An Associate member has all the rights and privileges of a Member or Senior member except that they may not hold national office.

1.1.4 Student member. Students pursuing a course of study in biomedical engineering or in related science may be admitted to Student membership for a period not exceeding five years without reverification of student status. Application for Student membership must be accompanied by evidence of student status in a recognized program of study in biomedical engineering or in a related field.

1.1.5 Corporate member. A Corporate member is a business or organization that supports the stated purposes of the Society. Corporate membership neither implies membership of its employees nor affects their individual memberships. Corporate members may not vote or hold office in the Society but are publicly recognized by the Society for their support.

1.1.6 Emeritus member. Senior members and Members who have been members for more than three years may apply to the Society for Emeritus membership at the time of retirement from active professional practice. Emeritus members have all the rights and privileges of their original membership, except that they are not required to pay annual dues to the Society, and they do not receive the journal unless they subscribe to it separately.

1.1.7 Corresponding member. A Corresponding member is any person with an interest in learning about the field of biomedical engineering or obtaining up-to-date information about new developments in the field through correspondence with the Society or involvement with its activities. Candidates may include, but are not limited to, professionals in complementary professions such as investment banking, economics, or venture capital, members of government agencies, engineers and scientists in complementary disciplines, pre-college students or continuing education students, and friends, relatives, and associates of the Society's members. A Corresponding member may not vote or hold office in the Society.

1.1.8 Fellow. Fellow status may be awarded to Society members who have demonstrated exceptional achievement and experience in the field of biomedical engineering, and a record of membership and participation in the Society. Criteria and selection procedures will be established by the Board of Directors. Fellows may vote and hold office in the Society.

1.1.9 Honorary Fellow. Honorary Fellow status may be awarded to select individuals who may or may not be Society members, but meet all of the other non-membership Fellow status criteria. Criteria and selection procedures will be established by the Board of Directors. Honorary Fellows may not vote or hold office in the Society but are publicly recognized by the Society for their contributions to the profession.

Article 2. Governance

2.0 BMES shall maintain a headquarters office located within the United States of America.

2.1 The management of BMES shall reside in the Board of Directors and others, as specified herein. It is the function of the Board of Directors to determine objectives, philosophy, and official policy of the organization and to implement the same.

2.2 Board of Directors

2.2.0 The Board of Directors shall consist of the President, President Elect, Secretary, Treasurer, twelve elected directors and the immediate Past President. In addition, the Publications Board Chair, the Student Representative to the Board, all standing and ad hoc committee chairpersons, and the editors of the BMES journal and newsletter who are not elected members of the Board of Directors, are members of the Board with voice but no vote.

2.2.1 There shall be twelve elected directors, each of whom shall have been a Member in good standing for at least one year.

2.2.2 Four of the twelve elected directors shall be elected annually by ballot and shall serve for a term of three years. Each elected director shall take office immediately following the Annual Business Meeting and may serve two successive terms before having to step down.

2.2.3 Vacancies on the Board of Directors shall be filled by affirmative vote of two-thirds majority of the Directors present at a meeting of the Board of Directors.

2.3 Duties and Powers of the Board of Directors

2.3.0 A quorum for conducting official business at a meeting of the Board of Directors shall be a majority of its Directors. Official business may be conducted by mail or telecommunications; however, unanimous approval of the Directors is necessary to ratify actions taken.

2.3.1 To adopt rules and regulations governing the categorization of members.

2.3.2 To fix fees, dues, and assessments for all categories of membership.

2.3.3 To employ or replace an Executive Director as the Board may consider necessary to support the activities of BMES.

2.3.4 To create or eliminate all standing committees, advisory groups, and councils, and to approve the President's appointments of Chairpersons to these committees.

2.3.5 To report to BMES annually its work and activities and such interim reports as are necessary and advisable.

2.3.6 To exercise its legal and constitutional authority and responsibility in the direction and conduct of the affairs of BMES, including the initiation and establishment of policy, in order to promote and attain the purposes of BMES.

2.3.7 To engage in business activities including but not limited to the entering of contracts, leases, and other legal documents, the purchasing and sale of real and personal property, the pledging as security assets of BMES, and the transacting of all other affairs of BMES not otherwise provided for.

2.4 Board of Directors Meetings

2.4.0 The Board of Directors shall hold at least one official administrative meeting each year other than the annual administrative meeting.

2.4.1 The annual administrative meeting of the Board of Directors shall be held at the time of the Annual Fall Meeting.

2.4.2 Administrative meetings, other than the annual administrative meeting, may be called by the President by written notice to all Directors at least 30 days prior to the meeting date.

2.4.3 Special meetings of the Board of Directors may be called by the President by telecommunications delivered to all Directors at least three days prior to the meeting. Such telecommunications shall include the purpose of the special meeting.

2.4.4 "Voice" privilege shall include, when recognized by the chair, commenting on issues, presenting business, and making and seconding motions. It does not include voting privileges.

2.5 Fiscal Year

2.5.0 The fiscal year of BMES shall be the calendar year.

2.6 Executive Committee

2.6.0 The Executive Committee shall consist of the elected and appointed officers of BMES, the Finance Committee Chair, the Publications Board Chair, and the immediate Past President.

2.6.1 The Executive Committee shall be charged with carrying out the policies of the Board between administrative meetings and presenting programs, policies, and issues to the Board for consideration and/or approval.

2.6.2 A quorum for Executive Committee action shall be three officers including the President. Business may be conducted by mail or telecommunications; all Executive Committee members must affirm business conducted by mail.

2.6.3 The Executive Committee shall have and may exercise authority as granted by the Board of Directors. Between meetings of the Board of Directors, the Executive Committee may take such independent action as is necessary for conduct of the affairs of BMES. Such actions of the Executive Committee shall be reported to the Board of Directors at the next meeting and are subject to the Board's approval.

Article 3. Election and Terms - Officers and Board of Directors

3.0 Nominations for the office of President Elect and Treasurer shall be made by the Nominating Committee. Nominations may also be received by petition. Each petition must be signed by two voting members and must contain a written statement signed by the nominee that he/she is willing, if elected, to serve. The candidate receiving the highest number of votes cast by those voting will be elected.

3.1. The election of the Board of Directors shall follow the same procedure and schedule as for the election of the President Elect and Treasurer. Additional nominations to the Board of Directors may be made by petition. Each petition must be signed by five voting members and must contain a written statement of willingness, if elected, to serve. Those receiving the highest number of votes shall have priority for the longer terms among the vacancies.

3.2. The Secretary will be appointed by the Board of Directors, and will assume office on a date set by them.

- 3.3. With the exception of the Secretary, all officers and members of the Board of Directors shall take office at the end of the Annual Business Meeting. All officers shall continue until relieved by their successors.
- 3.4. Interim vacancies among the elected members of the Board of Directors, including those created by inability or ineligibility to serve or by election to the office of President Elect or Treasurer, or by appointment to an ex officio position on the Board, shall be filled by appointment of the Board of Directors. An interim vacancy among ex officio members of the Board, excepting the President, shall be filled by appointment by the Board of Directors. An interim vacancy in the presidency shall be filled by advancement of the President Elect; however, in the event that there is no President Elect to advance, the Board of Directors shall elect one of its number as Acting President to serve until the completion of the next regular election.
- 3.5. In the case of a tie in the election of officers or Board members, the winner shall be chosen by lot. The President shall conduct the drawing.
- 3.6. The Executive Director shall be appointed by the Board of Directors to a term specified by contractual agreement. A person may hold this office for any term at the discretion of the Board of Directors, and will assume office on a date set by them.

Article 4. Quorums

- 4.0. Meetings of the Society - A quorum for the transaction of business at a regular business meeting of the Society shall be not less than seven percent of the voting members. If such a quorum votes on an action or a position, the presiding officer shall immediately rule whether or not the matter is to be defined as substantive. A matter ruled as substantive shall then be referred to the full membership by ballot. An action or position ruled as not substantive shall be binding upon the officers of the Society, immediately after the close of the regular business meeting.
- 4.1. Ballots from Voting Members - A quorum for the transaction of business by ballot shall be not less than twenty percent of the voting members of the Society. A time limit of not less than two weeks for a response to be counted must be specified on each ballot.
- 4.2. Meetings of the Board of Directors - A quorum for the transaction of business at a meeting of the Board of Directors shall be a simple majority of voting members. At any scheduled regular meeting of the Board of Directors, if less than a quorum can be brought together; tentative action may be taken which will become effective on subsequent ratification, either at a meeting or by ballot, with a simple majority affirmation.
- 4.3. Ballots from the Board of Directors - A quorum for the transaction of business by a ballot shall be not less than two thirds of the current voting membership of the Board.
- 4.4 Ballots may be made by U.S. mail or by telecommunications.

Article 5. Presiding Officer of the Board of Directors

- 5.0. The incumbent President of the Society is normally the presiding officer of each meeting of the Board of Directors. In his absence, or if the presidency is vacant, the President Elect shall be presiding officer. In the event the President Elect is not present, the Board of Directors shall elect one of its number as president officer pro-tem. A presiding officer pro-tem shall be counted as a voting member for purposes of defining a quorum, but shall vote only in the case of a tie.

Article 6. Officers

- 6.0. President - It shall be the duty of the President to preside over the Annual Business Meeting of the Society, to serve as chair of the Board of Directors, to appoint and charge, with the approval of the Board of Directors, the chair of each committee of the Board of Directors except the Nominating Committee, and to carry out other activities usually pertaining to the office. The President may establish ad hoc committees.
- 6.1. President Elect - The President Elect shall serve in the place of the President in his/her absence. The President Elect will automatically succeed to the presidency when the office becomes vacant. He/she shall also serve ex officio as a member of the Board of Directors.
- 6.2. Past President - The Past President shall serve as chair of the Nominating Committee, and as an ex officio member of the Board of Directors.
- 6.3. Secretary- The Secretary of the Society shall be responsible for keeping all records of the Society, for notifying members and officers of the Society of required actions for which deadlines have been established in the Constitution and Bylaws, and for maintaining viable channels of communication between committees of the Society by monitoring the actions of the committees and alerting their chairs and liaison members. The Secretary shall also carry out such other duties as the Board may require.
- 6.4 Treasurer-The Treasurer is responsible for keeping all financial records of the Society and for making them available for annual auditing, initiating the preparation of annual budgets and income tax reports, and submitting same to the Board of Directors, for opening and closing bank accounts, and for the receipt and disbursement of funds in accordance with the annual budget approved by the Board of Directors. The Treasurer shall also carry out such other duties as the Board may require.
- 6.5. Chair of the Publications Board - the Chair of the Publications Board shall preside over all business and meetings appropriate to the Publications Board.
- 6.6. Dates That Officers Assume Their Duties - The President, President Elect, Past President, and Treasurer assume their duties at the end of the Annual Business Meeting of the Society. The Secretary of the Society assumes his/her duties at a date set by the Board of Directors. New members of the Board of Directors shall assume office at the beginning of the regular meeting of the Board of Directors that follows closely after the Annual Business Meeting of the Society. The chair of the Publications Board assumes his/her duties at a time that is in accordance with the practices of the Publications Board as defined in these Bylaws.
- 6.7. Executive Director – The Executive Director shall be the chief executive and operating officer of BMES, with responsibility for the management and direction of all operations, programs, activities, and affairs of BMES, including employment and termination of employment, and the determination of compensation of members of the staff and supporting personnel, functioning within the framework of policy aims and programs as generally determined by the Board of Directors.

6.8. The Executive Director shall be responsible for arrangements for all BMES meetings.

6.8.0. The Executive Director shall transmit to the membership of BMES such notices as the business of the Board of Directors may require and carry out assignments as directed by the Board of Directors.

6.8.1. The Executive Director also shall serve as Assistant Secretary of BMES and be an ex officio member of the Board of Directors and all committees, including the Executive Committee, without vote.

6.8.2. The Executive Director shall have such other duties as may from time to time be assigned by the Board of Directors.

6.8.3. The Executive Director shall qualify for fidelity bond, the procurement cost of which shall be borne by BMES.

Article 7. Meetings

The Biomedical Engineering Society is authorized to hold scientific meetings, international, national, and regional. There shall be held, at least annually, a business meeting in connection with a major scientific meeting of the Society. In any calendar year, only one meeting of the Society shall be designated as the Annual Meeting. The Annual Meeting, and its associated business meeting, defines the terms of the offices of the Society. Parliamentary procedures to be followed in business meetings of the Society and of its Board of Directors shall be those specified in *Robert's Rules of Order, Revised*. Sites for meeting will be determined by the Meetings Committee, with approval of the Board of Directors. The presiding officer at the Annual Business Meeting shall be the presiding officer of the Board of Directors, as defined in Bylaw Article 5.0.

Article 8. Publications Board and Publications of the Society

8.0. The Biomedical Engineering Society is empowered to publish or to enter into agreements with others to publish a journal of the Society and the Publications Board, with approval of two-thirds of the total current membership of the Board of Directors. Changes in the editors and changes in agreements, which implement the publication of a duly established journal or other publication, may be authorized by the Publications Board, with approval of a majority of the Board of Directors.

8.1. Publications Board

The Publications Board shall consist of three members with staggered terms, each of six years. The President shall appoint the chair. Every other year the Nominating Committee shall be responsible for recommending a new junior member, subject to the approval of the Board of Directors. Vacancies in any term are filled by the Board of Directors.

8.1.1 The function of the Publications Board is to recommend editors for the publications of the Society, to present budgets to the Treasurer for incorporation into the Society's annual budget, to make recommendations to the Board of Directors with regard to new publications or the discontinuance of old publications, to review the quality of the publications of the Society, and to suggest broad editorial policy to the editors.

8.1.2 No member of the Publications Board shall simultaneously be serving as a chief editor for any of the publications of the Society.

8.1.3 The Publications Board shall present to the Board of Directors a written report on the status of contract arrangements and performance of the publisher. This report is to be presented at the annual meeting one year preceding the end of the current contract with the publisher.

Article 9. Dues

9.0. Annual dues are payable on October 1, preceding the beginning of the fiscal year. Members who have not paid will be notified and if they still have not paid will be dropped from the mailing and subscription lists on the first day of the new fiscal year. Prior to the following July 1, members will be reinstated upon payment of dues; if in arrears on that date, they will be dropped from membership.

9.1. Members admitted prior to September 1 will be billed for dues for the current fiscal year; members admitted after September 1 have a period of complimentary membership to the following January 1, with dues credited to the next fiscal year.

9.2. Membership dues may be changed from time to time by the Board of Directors subject to approval by a majority vote at an annual Business Meeting.

Article 10. Financial Management

10.0. The local meeting chair appointed by the Meetings Committee to organize a conference by the Society shall maintain a liaison with the Treasurer regarding financial matters concerning the conference.

Article 11. Affiliations

11.0. Proposals for an affiliation may be initiated by individual members of the Board of Directors or by a petition to the Board signed by ten voting members of the Society. To become effective, such proposals must be approved by a two-thirds majority of the Board of Directors, must be discussed at a succeeding business meeting of the Society, and must be ratified in a mail ballot by two-thirds of those members of the Society voting.

11.1. The Society is authorized to pay affiliation dues to appropriate international organizations. If the Society is designated the national coordinating body for an international group, it is then authorized to pay that international group an appropriate portion of the proceeds of the international meetings held under its sponsorship. The Society is authorized to assume fiscal responsibility for the conduct of joint meetings.

Article 12. Amendments to the Bylaws

Amendments to the Bylaws may be proposed by any member of the Board of Directors, or by petition signed by at least ten voting members of the Society. Proposals for amendments must be submitted in writing via mail or telecommunications to the Board of Directors. A majority vote via mail or telecommunication by both the Board of Directors and by members of the Society shall suffice for ratification. Amendments to the Bylaws shall become effective on publication to the members of the Society.

Article 13. Committees

13.0. General Provisions

13.0.2 All chairs and members of committees shall be members of the Society.

13.0.3 An individual may not hold concurrently more than two positions as an officer and/or chair of any committee.

13.0.4 The chair of each committee shall be appointed by the President, acting with the approval of the Board of Directors, and shall serve for two years unless a different term is specified in these Bylaws or in the Policies and Procedures of the Society. A chair whose term of office has expired shall continue to serve until a successor is appointed and is ready to serve, or until his committee is discharged by the President, or is automatically dissolved. A committee chair may serve no more than three successive terms of two years.

13.0.5 The President shall appoint committee chairs prior to the adjournment of the first regular meeting of each incoming Board of Directors.

13.0.6 Appointments to membership to standing committees shall be completed within 30 days following the Annual Business Meeting of the Society.

13.0.7 Members of committees shall be appointed by the chair of a said committee subject to the approval of the President. Unless otherwise specified, the term of office for all committee members shall be one year. Appointments of members of committees shall be communicated by the chair to the Secretary. A member of a committee whose term of office has expired shall continue to serve until his/her successor has been appointed a member.

13.0.8 In the event that a committee member appointed to a committee for more than a one-year term becomes chair of that committee in midterm, he/she shall relinquish his/her appointment as a "member." An additional member to the committee shall be appointed to fill any vacancy thus created, but the period of this member's appointment shall be that of the position relinquished by the incoming chair. Such appointment shall not be counted as a term in determining the new appointee's eligibility for further service.

13.0.9 The President shall be ex officio a member of all committees. He/she shall not be entitled to vote on business before the committees except as specifically enfranchised by these Bylaws.

13.0.10 Subcommittees may be organized and charged by committee chairs.

13.0.11 All resolutions of committees and subcommittees shall be adopted by a simple majority of those present and voting.

13.0.12 Committee chairs shall submit budget requests and forecasts as required by the Treasurer.

13.0.13 All committees shall review outstanding business and provide a written report to the President in time for presentation at the Annual Business Meeting of the Society.

13.0.14 Chairs or members of committees who are incapacitated shall arrange for this fact to be communicated to the Secretary, who shall consult with the appropriate officers or chairs to insure that the business of the committee in question proceeds in an orderly and expeditious manner.

13.0.15 The Nominating Committee, President, and Chairs of committees should propose members of committees in such a way those terms of office are staggered and continuity is thus assured.

13.1. Education Committee

13.1.0 The Education Committee shall consist of a chair and six voting members of the Society.

13.1.1 The Education Committee shall coordinate the educational activities of the Society. This committee shall also supply information to the Secretary concerning career opportunities and career trends in the field of biomedical engineering.

13.2. Finance Committee

13.2.0 The Finance Committee shall consist of a chair and two voting members of the Society. The chair may serve no more than two consecutive terms of one year; each of the members serves for two years, with one being replaced each year. The Treasurer shall be an ex officio member without a vote.

13.2.1 The Finance Committee shall advise the Board of Directors respecting the general financial planning for the Society. It shall recommend ideas and implementation for fund raising, investments, and financial policies. It shall prepare and provide estimates of cost impact of new services and programs proposed for the Society.

13.3. Meetings Committee

13.3.0 The Meetings Committee shall consist of a chair and at least two voting members of the Society. In addition, the Technical Program Committee Chair, the Annual Fall Meeting Conference Chairs of at least two past meetings, the current year Annual Fall Meeting Conference Chair, the future three Annual Fall Meeting Conference Chairs, and the Program Chairs of the immediate past, current, and future Spring meetings shall serve on the committee ex officio.

13.3.1 The Meetings Committee is responsible for general planning of all Society meetings in accordance with the guidelines for each meeting advocated by the Board of Directors.

13.3.2 The Spring Meeting Chair and Co-Chair are appointed by the President and approved by the Board of Directors for overlapping two-year terms. The current year's Spring Meeting Co-Chair will become the next Spring Meeting Chair.

13.3.3 The President Elect, and the Chair of the Affiliations Committee shall serve on the Meetings Committee, *ex officio* with vote.

13.3.4 The Meetings Committee Chair shall serve on the Affiliations Committee, *ex officio* without vote.

13.3.5 The conference chair of the meeting scheduled for one year following the current meeting shall propose track chairs, a slate of sessions, and suggested session chairs scheduled for the next Annual Fall Meeting to the Board of Directors for approval at the Fall meeting of the Board of Directors.

13.3.6 The Conference Chair of the meeting scheduled for two years following the current meeting shall propose a list of program tracks for the planned meeting to the Board of Directors for approval at the Fall meeting of the Board of Directors.

13.3.7 Track chairs shall be ad hoc Technical Program Committee members in the year of their meeting.

13.3.8 Conference Chairs of the current Fall Meeting and the two future Fall Meetings shall present reports to the Board of Directors to include: meeting income and expense projections, local arrangements planned, and the schedule of activities for their meetings at both the Annual Fall and Spring Board meetings for approval.

13.3.9 Conference chairs of the current Spring Meeting and the next Spring Meeting shall present reports to the Board for their meeting at the Annual Fall Board meeting for approval.

13.4. *Membership Committee*

13.4.0 The Membership Committee shall consist of a chair and at least six voting members of the Society. The chair may serve no more than two consecutive terms of one year; each of the members serves for two years, at least three being replaced each year.

13.4.1 The Membership Committee shall establish and maintain criteria and procedures for admission and resignation of members of the Society in accordance with the Bylaws for membership, and shall perform those duties necessary for admission and severance.

13.4.2 Approval of senior member applications for admission to the Society shall require a two-thirds majority of the entire committee of voting members. Such approval may be obtained by U.S. mail or telecommunications.

13.4.3 The list of new Senior members is presented to the Board of Directors at its meeting at the Annual Meeting for final ratification.

13.4.4 A list of new members and their sponsors shall be published at least yearly.

13.4.5 The Membership Committee shall propose and organize membership recruitment activities.

13.5. *Nominating Committee*

13.5.0 The Nominating Committee shall consist of the Past President as chair and at least four additional voting members of the Society. At least three members of the Nominating Committee shall not be members of the incumbent Board of Directors.

13.5.1 The duties of the Nominating Committee are to prepare lists of nominees chosen from the voting members of the Society, for candidacy to the office of President Elect, Treasurer, and to the Board of Directors, and to ascertain the willingness of each nominee to serve if elected and to attend, without expense to the Society, the regular meetings of the Board of Directors.

13.5.2 The chair of the Nominating Committee shall report the final list of candidates, including those nominated by petition, to the Executive Director or Secretary on or before June 15 each year.

13.5.3 Each Nominating Committee shall cease to exist upon completion of the next succeeding election of members of the Board of Directors and the President Elect.

13.6. *Constitution and Bylaws Committee*

13.6.0 The Constitution and Bylaws Committee shall consist of the President, Past President (both serving ex officio, with vote), and at least two voting members of the Society. Each selected member of the Committee will serve two years, at least, with one member being selected each year.

13.6.1 The Constitution and Bylaws Committee shall recommend changes to the Constitution and Bylaws, in accordance with the procedures stated in Article XIII of the Constitution and Bylaw Article 12.

13.7. *Long Range Planning Committee*

13.7.0 The Long Range Planning Committee shall consist of the Past President, President, President Elect, and Treasurer, and shall be chaired by the President Elect.

13.7.1 The Long Range Planning Committee shall develop, review, and modify plans that affect the overall direction and activities of the Society, and will present a report to the Board of Directors annually. The purpose of these plans is to ensure that the Society effectively pursues its goals, as defined in Article II of the Constitution.

13.8. *Awards Committee*

13.8.0 The Awards Committee shall consist of a chair and at least two additional voting members of the Society. The chair may serve no more than two consecutive terms of one year; each member serves for two years, at least, with one being replaced each year.

13.8.1 The Awards Committee shall establish and maintain criteria and procedures for the awarding of prizes and awards sponsored by the Society. These criteria and procedures shall be formulated to be in accordance with the Constitution and Bylaws of the Society, and they shall be subject to approval by the Board of Directors.

13.8.2 The awards shall be made at the Annual Meeting of the Society.

13.9. *Student Affairs Committee*

13.9.0 The Student Affairs Committee shall consist of a chair, at least one additional voting member, and at least one Student Member of the Society. The chair may serve no more than two consecutive terms of one year; the members and Student Members may serve no more than two years, at least, with one being replaced each year.

13.9.1 The Student Affairs Committee shall establish procedures by which the Society can best serve the needs of its Student Members, and foster productive relationships between the Society and its Student Chapters.

13.10. *Affiliations Committee*

13.10.0 The Affiliations Committee shall consist of a chair and at least two voting members. The chair may serve no more than two consecutive terms of one year; each member serves for two years, at least, with one being replaced each year. The Chair of the Meetings Committee shall serve ex officio.

13.10.1 The Affiliations Committee shall establish and maintain procedures and facilitate such activities as joint sponsorship of meetings, membership interactions with other societies, panels, and commissions, and affiliations with other societies.

13.11. *Interface with Industry Committee*

13.11.0 The Interface with Industry Committee shall consist of a chair and at least two voting members of the Society. The chair may serve no more than two consecutive terms of one year; each member serves for two years, at least one being replaced every year.

13.11.1 The Interface with Industry Committee shall develop ways to (a) enhance communication among industrial practitioners of biomedical engineering and their academic and clinical counterparts, (b) help provide student members with information about industrial careers in biomedical engineering, and (c) help keep industry informed of academic developments in biomedical engineering.

13.14.1 The Public Affairs Committee shall be responsible for informing itself of all legislation pertaining to the realm of biomedical engineering introduced into, pending before, and/or passed by the Congress of the United States, reviewing such information and recommending appropriate policies to the Board of Directors.

13.15 Accreditation Activities Committee

13.15.0 The Accreditation Activities Committee shall consist of a chair, an assignment coordinator, four at-large members from the Society, the BMES representative to the ABET Board of Directors, the BMES representative to the Engineering Accreditation Committee of the Accreditation Board of Engineering Technologies (ABET), and the BMES representative to the TAC of ABET.

13.15.1 The committee shall be responsible for BMES participation in the accreditation activities of ABET. The committee shall educate members regarding accreditation activities and consider recommendations from the Bioengineering and Biomedical Engineering Academic programs and the profession regarding the definition and process of accreditation. The ACC reports to the BMES Board of Directors.

13.16 Technical Program Committee

13.16.0 The Technical Program Committee shall consist of a chair and at least two voting members of the Society. In addition, the chair of the Meetings Committee and the program chairs of the immediate past, current, and the next two Annual Fall Meetings shall serve on the committee.

13.16.1 The Technical Program Committee shall be responsible for continuity of track programming at Society Annual Meetings and report to the Meetings Committee. The chair of the Technical Program Committee shall work closely with the chair of the Meetings Committee.

13.16.2 Track chairs shall be ad hoc committee members in the year of their meeting.

13.16.3 At the Annual Fall Meeting, the Technical Program Committee Chair shall meet with the track chairs organizing the next Annual Fall Meeting to insure continuity of program planning.

13.17 Ethics Committee

13.17.0 The Ethics Committee shall consist of a chair and at least three voting members of the Society.

13.17.1 The Ethics Committee shall establish and recommend to the Board of Directors policies and procedures for addressing ethical issues.

13.17.2 The Ethics Committee shall serve as a central resource and be responsible for providing education and information on ethical issues relating to BMES membership, rights, privileges, and responsibilities.

13.18 Ad Hoc Committees

13.18.0 The President, acting with the approval of the Board of Directors, may establish and appoint the chairs and members of Ad Hoc Committees with such terms of reference as he may deem appropriate and necessary. Any member of the Society may be appointed a chair or member of an Ad Hoc Committee.

13.18.1 The chair of an Ad Hoc Committee, acting with the approval of the President, may appoint nonmembers of the Society to act as consultants to the committee.

13.18.2 The chair of each such committee shall report at the time of the Annual Fall Meeting to the incoming President and President Elect the charge to the committee, the progress achieved to date, and the estimated date of completion of the committee's work. An Ad Hoc Committee that conducts no business and makes no report within any given fiscal year shall automatically be dissolved.

January 2005

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