

## **Biomedical Engineering Division Bylaws**

Adopted: 1973

Revised: June 1990, November 2003, June 2009, August 2014, and June 2016

### A. Name

The name of this Division shall be the Biomedical Engineering Division of the American Society for Engineering Education.

### B. Objectives

The objectives of this Division are identical with the objectives of the Society as set out in the ASEE Constitution, with an emphasis on those objectives that pertain to the field of Biomedical Engineering.

The primary objectives of this division shall be:

- To provide a means for the development of concepts in biomedical engineering education.
- To provide a means for the presentation of new educational programs and methods in the area of biomedical engineering.
- To encourage the continued development of educators in biomedical engineering.

### C. Membership

The members of this Division shall be those members of the American Society for Engineering Education (ASEE) who identify to ASEE their wish to be affiliated with the Division each year and who pay the division dues. Dues shall be set by the members of the Division using the procedures indicated below in Section M. The dues shall be reported to ASEE Headquarters staff for implementation.

### D. Organization

The Division shall be administered by an Executive Committee composed of the Division Chair, the Division Chair-Elect/ Program Chair, the Division Program Chair-Elect/Newsletter Editor, the Division Vice Chair for Honors and Awards, the Division Secretary-Treasurer, the Immediate Past Chair/Nominating Committee Chair, and three Members-At-Large. The Division Chair shall represent the Division on the Council Board of the Professional Interest Council to which the Division has been assigned by the Society.

E. Officers

1. The Division's officers shall be:
  - Division Chair — serving a term of one year and succeeding to the position of Immediate Past Division Chair/Nominating Committee Chair
  - Division Chair-Elect/Program Chair— serving a term of one year and succeeding to the position of Division Chair
  - Program Chair-Elect/Newsletter Editor— serving a term of one year and succeeding to the position of Division Chair-Elect/Program Chair
  - Secretary/Treasurer — serving a term of one year
  - Immediate Past Chair/Nominating Committee Chair — serving a term of one year
  - Awards Committee Chair— serving a term of one year
2. The Division Chair and other elected officers shall assume their duties at the close of the Division's business meeting conducted at the annual meeting of the Society. Appointed officers shall assume their duties upon appointment.
3. In the event of the resignation or death of one of the members of the Executive Committee, the vacated office shall be filled for the duration of the unexpired term by a person to be appointed by vote of the Executive Committee, except that:
  - a. in the event of the resignation or death of the Division Chair, the Division Chair-Elect shall take office as Chair immediately, serving out the duration of the unexpired term followed by the term to which he/she was elected;
  - b. in the event of the resignation or death of the Division Chair-Elect/Program Chair, a special election shall be conducted within 30 days to elect a new Division Chair-Elect/Program Chair and the Executive Committee may, at its discretion, appoint a person to fulfill the duties of the Chair Elect until the position is filled by election;

F. Duties of the Officers

1. The Division Chair shall:

- Have administrative responsibility for the conduct of all functions of the Division in accordance with these By-Laws and the policies and procedures established by the Executive Committee.
- Schedule, organize, and conduct annual business meetings of the Division and all meetings of the Executive Committee.
- Appoint all standing committees authorized by these By-Laws, and ad hoc committees and non-elective positions as authorized by the Executive Committee.
- Compile an annual report of the activities of the Division as requested by the Secretary of the Society.
- Assure that official cash disbursement signatures are on file at Society headquarters and approve all expenditures of Society funds.

2. The Division Chair-Elect/Program Chair shall:

- Act for the Chair at business meetings and Executive Committee meetings in the event of the Chair's absence.
- Succeed the Chair upon completion of his/her term in office.
- Take office as Chair, as specified in [E-3-a] above, in the event of the resignation or death of the Chair before his/her term is completed.
- Arrange and coordinate the Division's activities at the Society's annual meeting.
- Work with the Executive Committee to develop technical programs in accordance with the Division's objectives.
- Coordinate sessions within the time frame set by ASEE headquarters for inviting speakers, notifying headquarters of logistical needs, etc., as set forth in the "Program Chair Guidelines" available from the ASEE Conferences department.
- Work with ASEE Conferences department staff in the on-site management of sessions.

3. The Division Program Chair-Elect/Newsletter Editor shall:

- Initiate advance planning for the following year's conference program, including soliciting session topics during the Division Business Meeting at the Annual Meeting of the Society.
- Assist the Division Chair-Elect/Program Chair with the current year's program as needed.
- Coordinate special conference events with the Division Chair-Elect/Program Chair and the Division Chair as needed.

- Be responsible for the editing, production, and circulation of such Division publications as the Executive Committee may decide to produce for the Division members.
4. The Secretary-Treasurer shall:
- Record the minutes of Executive Committee meetings and the annual business meeting, and distribute copies of the minutes to appropriate Division and Society officers.
  - Be responsible for the official records of the Executive Committee and the Division, and ensure that the files of the Division are passed along to his/her successor.
  - Tabulate, verify, and communicate the results of Division elections and other ballots.
  - Oversee and maintain the financial records of the Division and regularly report on financial status to the Executive Committee.
  - Collect Division income, if any, and disburse monies authorized by the Division Chair.
  - Keep records of all the Division's outstanding receivables and payables.
  - Ensure that all the Division's financial activities conform to the standards and procedures set forth in the ASEE Financial Policy Manual, which is available from the ASEE Accounting department.
5. The Immediate Past Chair/Nominating Committee Chair shall:
- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees as the Division may establish.
  - Lead the Nominating Committee in developing the list of candidates for Division elections.
  - Keep the Executive Committee informed about the activities and progress of the Nominating Committee.
6. The Division Vice Chair for Honors and Awards shall:
- Lead the Awards Selection Committee in selecting recipients of Division awards in accordance with the provisions of each award and the policies and procedures established for awards by the Executive Committee of the Division.
  - Promptly communicate awardee selection and information to ASEE headquarters.
  - Notify awardee and nominator of selection and of presentation details.
  - Plan the presentation ceremony.
  - Notify nominators whose nominees were not selected.
  - Keep the Executive Committee informed about the activities and progress of the Awards Committee.

7. The Members at large shall:
  - Serve on the Executive Board as voting members
  - May be assigned to serve on committees or undertake special projects
  - Serve three year terms that are staggered so as to have only one member replaced by election each year.

G Election of Officers

1. The Nominating Committee shall annually nominate two or more candidates for each elected office for which the term is due to expire at the next annual business meeting. Officers to be elected by vote of the Division members are Division Program Chair-Elect/Newsletter Editor, Division Vice Chair for Honors and Awards, Division Secretary-Treasurer, and one Member-At Large position on the Executive Committee. The incumbent Division Vice Chair for Honors and Awards, and/or the Division Secretary-Treasurer may be re-nominated.
2. Additional nominations for any elective office may be made at the Business Meeting of the Division at the Annual Meeting of the Society. These additional nominees shall be voted on along with the nominees selected by the Nominating Committee.
3. Except in the case of a special election necessitated by the resignation or death of the Chair-Elect, as required in [E-3-b] above, election of officers shall be conducted by written ballot among the members of the Division who are actually present at the Business Meeting. Special elections may be conducted by e-mail, providing that those members of the Division who do not have e-mail addresses on record have the opportunity to vote by either mail or fax.

H. Committees

1. The Executive Committee shall establish such standing and ad hoc committees as it deems necessary to carry out the purposes of the Division.
2. At least two standing committees shall be maintained: the Nominating Committee and the Honors & Awards Committee.
3. The Nominating Committee shall be composed of the Immediate Past Chair/Nominating Committee Chair as Chair and two Division members appointed by this Chair with the advice and consent of the Executive Committee.
4. The Honors and Awards Committee shall be composed of the Division Vice Chair for Honors and Awards as Chair of this Committee, and at least two additional Division members appointed by this Chair with the advice and consent of the

Executive Committee. This Committee shall be responsible for soliciting annual nominations for the Theo C. Pilkington Outstanding Educator Award, the Biomedical Engineering Teaching Award, and any other Division awards and honors, and selecting the winners.

I. Meetings and Activities

1. An annual business meeting of the Division shall be held during the annual conference of the Society. Those members present at the Annual Business meeting shall constitute a quorum. The business meeting shall include at least:
  - a. Reports from the incumbent officers on the Division's activities for the preceding year, membership, and finances.
  - b. Election of officers for the following year.
  - c. Topics for the Division's conference sessions for the following year
2. The Executive Committee shall hold regular meetings during the annual conference of the Society and special meetings throughout the year as called by the Division Chair. Those members of the Executive Committee present at meetings of the Executive Committee shall constitute a quorum.
3. The Executive Committee may establish such other activities as deemed desirable to promote the objectives of the Division.
4. All meetings of the Division are open to all interested persons. Only members of the Executive Committee, however, are eligible to vote on Executive Committee matters and only members of the Division are eligible to vote on Division-wide matters, including the election of officers.

J. Publications

1. The Division shall produce and distribute such publications as the Executive Committee deems appropriate to promote the objectives of the Division.
2. In accordance with Article VIII of the ASEE Constitution, papers and discussions presented at meetings of ASEE and the councils or groups therein shall become the property of ASEE and may be published as ASEE series, miscellaneous or occasional publications if authorized by the Board of Directors or its delegated representative. The ASEE Board of Directors, through its delegated representative, may grant permission to publish such papers and discussions elsewhere on condition that ASEE receive proper credit or may waive any property right ASEE may have in the paper or discussion. Papers not accepted for publication shall be

returned to the authors and shall no longer be considered the property of the Society.

K. Amendments

1. Amendments to these by-laws may be made at the annual business meeting of the Division, or by mail, e-mail, or electronic ballot at any time during the year, upon affirmative vote by two-thirds of the members who vote. If e-mail/electronic balloting is used, those members who do not have e-mail addresses on their membership records shall be provided the opportunity to cast their vote by mail or fax. Only members of the Division may vote on proposed amendments to the by-laws
2. Proposed amendments to these by-laws shall be prepared by a committee of three division members appointed by the Division Chair. Proposed amendments shall be sent to the full membership of the Division by letter or in the publications of the Division not less than 30 days before they are to be voted upon. Proposed amendments may also be sent to members by e-mail, providing that they are also sent by mail to those members who do not have an e-mail address on their membership records
3. Amendments approved by the division membership shall be submitted through the PIC II Chair for approval by majority vote of the ASEE Board of Directors and shall take effect only upon such approval.
4. New division and national awards must be approved by the Awards Policy Committee (APC). Once approved by the APC, the award description shall be submitted through the PIC II Chair for approval by majority vote of the ASEE Board of Directors and shall take effect upon approval.

L. Statement of Diversity and Inclusiveness

The Biomedical Engineering Division is also committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology. Biomedical Engineering Division recognizes that diversity is strength in creativity, broadness of new ideas, and embracing new perspectives to arrive at the most truly innovative, resource-smart solutions possible. More information can be found on ASEE's Statement on Diversity and Inclusiveness at <http://www.asee.org/about-us/diversity>.

M. Dues

Changes to the dues of the Division must be approved by a majority vote by those members present at Business Meeting to be held at the Annual Conference.

N. Other Provisions

- a. Any provision of these by-laws shall be deemed invalid if it contravenes the Constitution and By-Laws of the Society or of the Professional Interest Council (PIC) to which the Division belongs.
- b. The rules contained in Robert's Rules of Order, latest edition, shall govern this Division in all matters of parliamentary authority to which they are applicable and in which they are consistent with the Constitution and By-Laws of the Society and the By-Laws of this Division. In all other matters, the Constitution of the Society shall govern.