 CMBES Student Chapter Application/Renewal

Please refer to the CMBES Bylaws regarding student chapters (section 17(b)). <http://www.cmbes.ca/images/docs/ByLaws/Bylaws_May_23_2014.pdf>

The student chapter constitution should be attached with this application/renewal. A template for a student chapter constitution is provided below if the chapter wishes to use it. Chapter renewals are reminded that they must provide a formal annual report to the CMBES Executive summarizing their activities.

# Application Information

|  |  |
| --- | --- |
| Date | [field] |
| Application type  (check one) | New Chapter  Chapter Renewal |

# Contact Information

|  |  |  |
| --- | --- | --- |
| Application type  (check one) | New Chapter  Chapter Renewal | |
| Chapter Name | [field] | |
| Institution Name | [field] | |
| Faculty Advisor  (must be a CMBES member) | Name | [field] |
| Email | [field] |
| Address | [field] |
| Telephone | [field] |
| Student Contact | Name | [field] |
| Email | [field] |
| Executive Position | [field; e.g., President] |

# Chapter Members

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Email | Executive Position  (leave black if none) | CMBES member  (check if yes) |
| [field] | [field] | [field; e.g., President] |  |
| [field] | [field] | [field; e.g., President] |  |
| [field] | [field] | [field; e.g., President] |  |
| [field] | [field] | [field; e.g., President] |  |
| Create additional lines as req’d |  |  |  |

Note bylaw 17(b)(ii): The student chapter must have a minimum number of CMBES student members. The minimum number of CMBES student members is:

1. Equal to the number of student members, if there are less than five student members
2. Five student members, if there are between five and ten student members
3. Half of the number of student members, if there are more than ten student members

Please submit completed form to: [secretariat@cmbes.ca](mailto:secretariat@cmbes.ca).

 [student chapter name]

Chapter Constitution

# Article I: Name of the Organization

The Organization shall be known as the **[student chapter name]**, and herein after shall be referred to as the Organization.

# Article II: Purpose of the Organization

The purpose of the Organization is to promote biomedical engineering, including the fostering of professional and academic development of biomedical engineering students.

The purpose of the Organization is in line with the mission of the **Canadian Medical and Biological Engineering Society**’s mission “To advance and promote the theory and practice of engineering sciences and technology to medicine and biology, serving as a forum for information exchange between healthcare professionals, scientists, and the general public.” The Organization and its operation shall be in accordance with the Constitution and Bylaws that govern the Canadian Medical and Biological Engineering Society.

# Article III: Structure

The **General Membership** shall be the legislative body of the organization and shall be composed of all interested members from the student population of [university name].

The **Executive Committee** shall be the Administrative body of the organization and shall be composed of members elected by the General Membership.

**Honorary Memberships** shall be assigned to interested members that are not from the student population of [university name].

# Article IV: Membership

There shall be 2 levels of membership within the organization:

1. General Membership: Members from the General Membership can vote and run for Executive Committee positions.
2. Honorary Membership: Members from the Honorary Membership cannot vote nor run for Executive Committee positions, with the exception of the Faculty Advisor, who is an *ex officio* member of the Executive Committee.

Membership in the organization shall be valid from [start date] to [end date] and must be renewed on an annual basis.

Membership and participation in Organization activities shall be free from discrimination as defined by the Canadian Charter of Rights and Freedoms.

# Article V: Executive Committee

The elected **Officers** of the Organization shall include a President, a Vice-President, a Treasurer, and a Secretary. The Executive Committee is vested with all power necessary to run the Organization and make changes to the organization, except for Dissolution, as discussed in Article X.

The **President** shall be the official representative of the Organization. The President shall be in charge of all meetings and exercise general supervision of the affairs of the Organization in accordance with the policies and instructions of the Executive Committee. The President shall also preside over the Executive Committee. The President will also have various duties beyond those stated as agreed upon by the Executive Committee.

The **Vice-President** shall perform all functions of the Chair in the latter’s absence or upon the request of the President. The President will also have various duties beyond those stated as agreed upon by the Executive Committee and/or delegated by the President.

The **Secretary** shall keep an accurate record of the Organization’s activities and shall record the number of members at each meeting or activity. The Secretary shall carry out all other communications necessary and ensure that all activities are in accordance with this Constitution. The Secretary will also have various duties beyond those stated as agreed upon by the Executive Committee and/or delegated by the President.

The **Treasurer** shall be responsible for budget planning and proposal, shall receive all money and pay all debts of the Organization authorized by the Executive Committee, and shall keep an exact account of receipts and expenditures. The Treasurer will also have various duties beyond those stated as agreed upon by the Executive Committee and/or delegated by the President.

Other Executive Committee positions shall be agreed upon by the current Executive Committee. These positions shall:

* Have a duty relevant to the objectives of the Organization and,
* Hold a title agreed upon at the time of election or at the beginning of their Term of Office.

There will be a non-voting **Past-President** for the Organization, who is an *ex officio* member of the Executive Committee, to provide advice and assistance as needed.

There will also be a non-voting **Faculty Advisor** for the Organization, who is also an *ex officio* member of the Executive Committee.

# Article VI: Meetings

The Organization shall hold **Executive Meetings** as designated by the Executive Committee, with a minimum of 3 (three) meetings throughout the term of the Executive Committee.

* The Executive Committee shall be **notified** of a request for a meeting one week prior to the first proposed date.
* Executive meeting **quorum** is defined as 60% of all non-*ex officio* Executive Committee members. Consensus amongst all present non-*ex officio* Executive Committee members is sufficient to proceed with any business.
* **Voting** may occur at any executive meeting.
* **Votes** must be passed by a 60% majority of all non-ex officio Executive Committee members.
* **Ties** will be resolved by the Faculty Advisor.

# Article VII: Elections

All Executive Committee positions must be **filled by elections** unless only one person runs for a position. In this case the person shall be appointed by acclamation.

The **Term of Office** shall ordinarily be one year and shall begin on **September 30** of each year.

General elections shall be held no later than the **September 30**.

The General Membership shall be **notified** of the available positions, as well as the election dates, no later than one week prior to any election.

**Eligible candidates** for all positions must:

* Be students at [university name],
* Be a Member in good standing,
* Notify the outgoing Executive Committee of their intention of candidacy.

Eligibility requirements may be **waived** by approval of the outgoing Executive Committee.

The outgoing Executive Committee members are permitted to vote.

An outgoing or previous or ex-officio executive committee member should be selected to be the **Elections Officer**. This individual must not be running for re-election and should ensure that all election procedures are followed with fairness. Votes will be counted at the end of the polling period by the elections officer.

Election results will be posted within a week of the General election.

If an Officer position becomes **vacant** during the current Term of Office, a member of the current Executive Committee or General Membership shall be **appointed** to the position and will holdoffice for the remaining time.

# Article VIII: Impeachment

An executive committee member who is not fulfilling his/her duties or behaves inappropriately leading to a misrepresentation of the goals and values of the Organization **may be removed** from his/her position by at least a 66% majority vote of the Executive Committee, excluding the member in question, with the endorsement of the Faculty Advisor.

A **formal warning** can be issued to any executive committee member by at least a 66% majority vote of the Executive Committee, excluding the member in question. A formal warning is an indication that the Executive Committee member who is not fulfilling his/her duties may be impeached. Circumstances that may be a basis for a warning include: missing an Executive Committee meeting without providing 24-hour notice in advance of the meeting time, missing 2 consecutive meetings, neglect of duties. The warning should indicate the duties that the Executive Committee member must fulfill in order to avoid a motion of impeachment.

An Executive Committee member who receives a warning has 10 (ten) days to take corrective measures to fulfill his/her duties. If insufficient action is taken by the executive member after this period, a motion of impeachment may be called by the Executive Committee. Notice of the motion of impeachment can be made as early as the next request for an Executive Committee meeting. A meeting may be requested to specifically address a motion of impeachment.

During a motion of impeachment, the Executive Committee member in question shall be given the opportunity to speak to the motion. The Executive Committee member in question shall not be present when the impeachment motion is voted upon.

# Article IX: Amendments

The Organization is empowered to adopt Bylaws consistent with this Constitution.

The Constitution may be amended by at least a 66% majority vote of the Executive Committee, with the endorsement of the Faculty Advisor, provided the amendment has been proposed at least one week prior to the time of voting. Amendments become effective upon the approval of the Executive Committee and the Faculty Advisor, but such approval shall not be unduly withheld.

# Article X: Dissolution of the Organization

Upon dissolution of the Organization, all assets gained shall be given to the [name of university]. Dissolution of the Organization requires consensus of all current Executive Committee members, including *ex-officio* members, in consultation with the Faculty Advisor.