

BME EDGE Constitution

Preamble

In order to ensure the effective implementation of the mission of the Johns Hopkins University Biomedical Engineering Center for Extramural Development in Graduate Education (BME EDGE), this constitution defines roles for the students, staff, and faculty in this organization. This document also defines the interface between BME EDGE and the JHU BME department.

Article I- Name, Mission, Scope, and Composition and Non-Discrimination Policy of the Organization

Section 1- Name:

The name of this organization will be the Johns Hopkins University Biomedical Engineering Center for Extramural Development in Graduate Education (BME EDGE).

Section 2- Mission:

The purpose of BME EDGE is to prepare and develop Ph.D. students within the Biomedical Engineering (BME) Department for potential careers after graduation.

Section 3- Scope:

BME EDGE has been formed in order to address Ph.D. student needs and concerns. It will therefore be run by BME Ph.D. students with the support and guidance of the Johns Hopkins Biomedical Engineering Department.

Section 4- Composition:

Voting members of BME EDGE include the Executive Team, which consists of a Student Executive Team and a Staff Executive Team, the Director of the Johns Hopkins Biomedical Engineering Department, the Executive Director of the Center for Bioengineering Innovation and Design, and the Ph.D. Program Director(s). All Ph.D. students are welcome to attend any meetings of BME EDGE as non-voting members with the ability to provide input.

Section 5- Non-Discrimination Policy:

BME EDGE and its members shall not discriminate against any individuals for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation or veteran's status.

Article II- Student Executive Team: Titles, terms of office, type of selection, and duties of leaders

All Student Executive Team members are charged with facilitating the overall mission and self-sufficiency of BME EDGE and encouraged to support initiatives led by other members of the

Executive Team. Each officer can recruit additional volunteers as necessary to fulfill their duties. Each officer is also responsible for proper transition to the next elected official. All officers have authority over their respective areas for execution of tasks. They are required to report progress and submit major decisions for vote by the Executive Team. Additional officer roles may be created by the board as deemed necessary by a $\frac{2}{3}$ majority vote of the Executive Team. The student positions will include:

Co-Chair(s): There will be two chairs, except for cases in which there is only one candidate. Responsible for the facilitation of the operation of BME EDGE, including but not limited to the reaching of agreed upon milestones, maintenance of morale, and maintenance of quality and integrity in all initiatives. Responsible for the strategic plan(s) for BME EDGE and adherence of the organization to the overall mission as stated in this Constitution. Responsible for overseeing successful completion of milestones and reporting required by funding sources. Responsible for leading the transition to the next group of elected officers. Responsible for chairing Executive Team meetings, and creating and distributing the agenda of each such meeting at least 24 hours prior to the meeting.

Secretary: Responsible for taking detailed notes at meetings, and serving as the record-keeper for the organization. Responsible for maintaining listservs and member information. Responsible for distribution of voting surveys to the Ph.D. student body, and the recording of these votes. Responsible for counting and recording votes at Executive Team meetings. Responsible for scheduling the Executive Team meetings.

Treasurer: Responsible for monitoring the financial position of the organization in collaboration with the Financial Manager and the Director of the BME Department. Responsible for working with the Financial Manager to ensure spending of BME EDGE assets is in accordance with the organizational mission. Responsible for developing an annual budget, and seeking additional revenue earning opportunities within the mission of the organization. Responsible for facilitating all reimbursements and transfers of BME EDGE funds to all individuals and groups per Executive Team approval.

Director(s) of Engagement: Responsible for organizing socials and team-building activities for BME EDGE Executive Team members and the Ph.D. student body. Responsible for outreach to faculty to support the BME EDGE mission and to facilitate faculty-student interaction through planned events.

Director(s) of Public Relations: Responsible for maintaining BME EDGE's online/social media presence, sending emails to the Ph.D. student body, taking pictures and video at events. Responsible for advertising events, including but not limited to: flyering, speaking to other organizations about events, and submitting write-ups for publication in external media.

Director(s) of Career Fairs: Responsible for the organization and execution of the semi-annual job fairs.

Director(s) of Internships: Responsible for working with BME students, the Executive Team, and extramural partners to procure internship opportunities.

Director(s) of Professional Development: Responsible for selecting and recruiting professional instructors across topics of student interest. Responsible for planning professional development workshops/seminars and organizing industry speakers.

Webmaster: Responsible for continued maintenance and updating of the BME EDGE website.

Article III- BME Staff Executive Team: Method of selection, Titles, and Duties of leaders

BME Staff Executive Team Members will be nominated by the Director of the BME Department for an indefinite term. Positions may be divided among available staff members as necessary to facilitate the successful completion of the enumerated responsibilities. Position titles are as follows:

Director of Corporate Development: Responsible for maintaining and growing the BME EDGE database of industry contacts. Responsible for making the initial contact with corporate entities as necessary for BME EDGE internships. Responsible for working with the Director(s) of Internships to facilitate the internship matching process.

Director of Alumni Development: Responsible for maintaining and growing the BME EDGE database of alumni contacts. Responsible for making the initial contact with alumni as necessary for BME EDGE initiatives and events.

Financial Manager: Responsible for making purchases for BME EDGE and for approving and overseeing reimbursement of purchases for BME EDGE in accordance with Johns Hopkins University policies. Responsible for working with the Treasurer to establish a budget within available resources and keeping the Executive Team apprised of the budget status.

Article IV - Strategic and Operational Decision-Making

Any event or initiative that requires BME EDGE funds requires approval of the Executive Team. Each such event or initiative will be classified as either operational or strategic, and requires the presentation of the description, leading Executive Team member, requested budget, and target date (if applicable) at an Executive Team meeting prior to approval. Once approved, the lead Executive Team member will have authority over and responsibility for the execution of the event or initiative within agreed upon parameters. Operational approvals require simple majority

vote of all voting members of the Executive Team, consisting of those present and those voting *in absentia* with excused absences by informing the Secretary prior to the meeting. Events or initiatives subject to approval are operational by default but may be classified as strategic if proposed by any member of the Executive Team and a simple majority of all present members of the Executive Team vote in favor of the reclassification. Strategic approvals require a non-binding poll of the Ph.D. student body open for no less than one week before any final decision may be reached via simple majority vote of the Executive Team. Ties in voting may be broken by the Co-Chair(s), or the Director of the BME Department if the Co-Chair(s) are unable to resolve the tie.

Article V – Election Procedures and Eligibility

All student Executive Team members will be elected at the end of the spring semester for a term of one year. All Johns Hopkins Biomedical Engineering Students are eligible to run for office. There is no maximum number of terms that a Student Executive Team member may serve. Potential candidates must declare their candidacy at least one week in advance of elections by submitting a personal statement to the current Co-Chairs. The 2013 election will be supervised by the Financial Manager, the current Co-Chairs will oversee every subsequent election of the following year's officers.

Article VI - Student Executive Team Member Removal

Student Executive Team members are expected to uphold the highest standards of integrity and excellence. Student Executive Team Members that break moral and ethical codes of the Johns Hopkins University or of the State of Maryland are subject to immediate dismissal subject to a $\frac{3}{4}$ vote of the other Student Executive Team members. Student Executive Team members who have unexcused absences for at least 20% of the Executive Team meetings during the semester can also be dismissed with a $\frac{3}{4}$ vote of the remaining student Executive Team. The current Co-Chairs are responsible for setting up the time and location for voting. Should a Co-Chair be the officer in question, the duty shall fall upon the Secretary. The official in question will be given a chance to provide a statement followed by discussion led by the official responsible for setting up the meeting, followed by a vote.

Article VII- Advisory Boards

An internal advisory board will be in place to provide guidance, strategic assistance, and to ensure that the organization is meeting its objectives. The board is to be made up of at least the following individuals: the Director of the Biomedical Engineering Department, the Executive Director of the Center for Bioengineering Innovation & Design, the Ph.D. Program Director(s), the BME EDGE Staff Executive Team, the BME EDGE Co-Chair(s), and a current Ph.D. Student. Additional members can be added at the discretion of the board (by majority vote). The Ph.D. Student Representative will be nominated by the Co-Chairs for an annual term within one month of their election to office. Meetings of the internal advisory board will be arranged by the

Co-Chair(s) in accordance with the By-Laws and be open to any current JHU BME Ph.D. students or faculty. The Secretary must compile a report of each Internal Advisory Board Meeting.

An external advisory board must be in place by July 1, 2014. The external advisory board will include but not be limited to leaders in industry, with a dual focus on local leaders and leaders of preeminent national organizations with a healthcare focus. Meetings of the external advisory board will be arranged by the Co-Chair(s) in accordance with the By-Laws and be open to any current JHU BME Ph.D. students or faculty. The Secretary must compile a report of each External Advisory Board Meeting.

Article VIII- Method of Amending Constitution: Proposals, Notice, and Voting Requirements

Amendments to this Constitution may be proposed to the Ph.D. student body if they are approved with a 2/3 majority vote of the Executive Team. If this majority is achieved, the Amendment must then be sent as a non-binding poll to the Ph.D. student body with a response period of no less than one week. After the response period for the general student body has passed, the Amendment will take effect pending a re-approval by 2/3 of the Executive Team.

Article IX- Method of Dissolution of Organization

All assets shall be returned to the original source or donated to the Johns Hopkins University Biomedical Engineering Department. The group will be dissolved by consensus vote of the internal board and/or when there are no members or leadership willing to pursue the objectives of the group.

BME EDGE By-Laws

Article I- Meeting Policies

The Co-Chairs will call the meeting to order and call upon the Secretary for the previous meeting's minutes. The objectives for the meeting will then be presented by the Co-Chairs, followed by a report from the Treasurer. The floor will then be opened for discussion of the agenda, after which the meeting will be adjourned by the Co-Chair(s). There are two meeting types:

1. Executive Team meetings: Held biweekly by the Student and Staff Executive Teams and open to all JHU BME Ph.D. students and faculty (or faculty advisors of JHU BME Ph.D. students). Votes and decisions will be made by the Executive Team based on present majority with Executive Team members with excused absences able to vote *in absentia*

by informing the Secretary prior to the start of the meeting. Voting topics must be sent out to all group members at least 24 hours before the meeting.

2. Internal Advisory Board meetings: Held at least once per semester and open to all JHU BME Ph.D. students and faculty (or faculty advisors of JHU BME Ph.D. students). The Executive Team reports on its progress and milestones to the Internal Advisory Board.
3. External Advisory Board meetings: Held at least once annually starting on July 1, 2014 and open to all JHU BME Ph.D. students and faculty (or faculty advisors of JHU BME Ph.D. students). The Executive Team reports on its progress and milestones to the External Advisory Board.

Article II- Election/Appointment and Resignation of Student Executive Team Members

Candidates must nominate themselves and provide a letter of interest. Candidates that do so will be added to the ballot for distribution by email to the Ph.D. student body for electronic voting. There shall be no more than two Co-Chair(s), one Treasurer, one Secretary, one Webmaster, two Director(s) of Engagement, two Director(s) of Public Relations, two Director(s) of Career Fairs, two Director(s) of Internships, or two Director(s) of Professional Development at any one time. Appointments can be made by the current Co-Chair(s) to fill any vacancies that remain after an election, subject to approval as an operational decision. Once elected, an Executive Team member may announce his or her resignation by email to the Executive Team to take effect in 14 days.

Article III - Budget Approval

An annual budget will be drafted by the Co-Chairs, Treasurer, and Financial Manager within 1 month of the spring elections. This budget must be approved by the Executive Team by $\frac{2}{3}$ majority.

Article IV- Special Committees

There are no standing Special Committees. Special Committees may be commissioned by $\frac{2}{3}$ majority vote of the Student and Staff Executive Team. Special Committees must be commissioned with a goal and an end-date. Special Committees must be appointed a leader, and either the leader or a delegated Committee member shall present their progress at Executive Team meetings.

Article V- Method of Amending By-Laws

Proposed amendments to the By-Laws must be submitted in writing and presented at a meeting of the Executive Team for decision at the next meeting of the Executive Team. A $\frac{2}{3}$ vote of the Executive Team is required to amend the by-laws.

