



The Constitution of the University of Manitoba  
BioMedical Engineering Design Team

## **Article 1: Name**

The name of the student group shall be the BioMedical Engineering Design Team, also known as BMED.

## **Article 2: Purpose of Group**

BMED exists to bring together students at the University of Manitoba interested in the biomedical field; specifically, to source and propagate knowledge pertaining to the biomedical field, and to apply this knowledge through biomedical design competitions, as well as biomedical oriented events, research and tours.

## **Article 3: Membership**

Any student who is registered at the University of Manitoba can become a member of BMED. To comply with UMSU regulations, at least two-thirds of all members shall be undergraduate students. Membership in the group lasts for a full year. To maintain membership, members should contribute to furthering the purpose of the group.

## **Article 4: Compliance with UMSU/SGPAC Policies and Procedures**

BMED will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) and the Student Group Promotion and Affairs Committee (SGPAC).

## **Article 5: Executive Members and Responsibilities**

Listed below are the executive positions of BMED, along with their responsibilities. Executives may appoint members\* to assist them with their duties. All executive members shall attend all BMED Executive Meetings. All executive members are eligible to claim CCR with University of Manitoba Student Life once they have committed 10 hours.

### **Design Chairs (1-3 positions):**

- Shape and direct the enthusiasms of BMED
- Shall act as a signing authority for BMED
- Shall be the spokesperson for BMED to the public
- Decisions shall be made in coordination with the other chair
- Shall be the contact person for UMSU, SGPAC, and BMED
- Shall act as Chair for meetings if no meeting Chair has been appointed
- Shall be responsible for planning and leading the BMED team; which includes coordinating with industry and the university, choosing the projects and finding competitions
- Shall work with the treasurer and fundraising chair to organize the team's budget and procure the necessary funding

- Shall appoint project leads and team members, as necessary, outside the group's executives

### **Secretary:**

- Shall maintain an accurate list of all members in BMED, including EGM numbers, student numbers and contact information
- Shall be responsible for taking accurate meeting minutes
- Shall be responsible for distributing meeting agendas and minutes
- Shall be responsible for booking rooms and equipment for meetings
- Shall be responsible for submitting team co-curricular credit hours

### **Treasurer:**

- Shall keep records of BMED finances, sponsorship funds and in-kind donations
- Shall prepare the BMED annual budget
- Shall apply for all available university funding: including The Engineering Endowment Fund, Friends of Engineering, CSP Travel Grants, Biosystems Department and WISE.
- Shall apply to all available SGPAC, and other UMSU Funding applications
- Shall prepare the UMES Funding Application Package
- Shall act as a signing authority for BMED

### **Academics Lead:**

- Shall be responsible for collecting and distributing information regarding academia pertaining to the biomedical field at the University of Manitoba. This includes, but is not limited to:
  - Course information for all the biomedical courses available at the University of Manitoba
  - Professor information
  - Lab information
  - Graduate programs
  - Research opportunities
- Shall be the contact person for all academic oriented inquiries
- Shall work to improve upon the Biomedical Specialization program at the University of Manitoba
- Shall seek out possible opportunities for hosting and/or attending a biomedical competition at the University of Manitoba

### **Industry Lead:**

- Shall be responsible for collecting and distributing information regarding the biomedical industry. This includes, but is not limited to:
  - Industry contacts
  - Sponsorship
- Shall be the contact person for all industry oriented inquiries
- Shall organize and send out the sponsorship package and sponsorship thank you letters
- Will have a section of at least 2 individuals to help send out sponsorship package

### **Events Lead:**

- Shall organize fundraising events such as food sales and socials to raise money for the team
- Shall plan outreach events to promote the field of biomedical engineering and the design team
- Shall plan team bonding events with the Spirit Lead
- Shall plan “Thank You Sponsors” event
- Shall have a section of at least 2 members to help out

### **Marketing Lead:**

- Shall maintain social media presence of BMED. This includes, but is not limited to:
  - Keeping Facebook, LinkedIn, and Instagram accounts up to date
  - Posting updates about new executives, events, and team milestones
  - Posting required sponsorship advertisements
- Shall plan and order all team swag
- Shall work with the Events Lead to coordinate team bonding events
- Shall inquire about marketing and patenting opportunities of medical devices

### **Website Administrator:**

- Shall design the website for the team; including a page for execs, projects and sponsors.
- Shall be responsible for maintaining the web presence of BMED. This includes, but is not limited to:
  - Keeping the website up to date with a listing of the current executive members
  - Keeping the project information up to date
  - Providing access to other executives to allow them to update specific parts of the website as necessary

## **Project Lead:**

- Appointed by Design Chair(s)
- Shall be responsible for planning and leading a project that may or may not participate in a design competition
- Select a member to work closely with that could take on their position in the future if needed

## **Section Lead**

- Appointed by Project Lead and Design Chair(s)
- Shall be responsible for planning and leading the design and construction of a section of the overall design
- Shall attend team meetings

## **Member**

- Assigned a duty/section position by Project Lead and Design Chair
- Shall attend team meetings
- Works under specified lead
- Frosh encouraged to take this position

\* In the case that an executive can no longer perform their duties during the academic year, a member may take over the position for the remaining duration.

## **Article 6: Appointment of Executives**

Prior to the end of the academic year, the current executives must agree upon an application and evaluation process for deciding on the appointment of next year's executives. This must include, at minimum:

- Establishing the criteria upon which candidates will be evaluated
- Publicly advertising the available executive positions, application process, and the above-mentioned criteria
- Notifying each applicant whether or not they were selected to be part of next year's executive
- Ensuring that, in the case of an insufficient number of applicants, the Design Chair(s) and Treasurer positions are filled in the following academic year
- Executive positions for the following year should be selected no later than April 30<sup>th</sup>.

## **Article 7: Transition and Executive**

During the period from the end of elections, until the last day of August, the new executive members will assume office. It is the responsibility of the departing executive members to orient the newly elected executive members to their jobs. This includes providing transition documents, mentoring and preparing the incoming executive members for their new roles in BMED. Transitioning custodianship of group records and materials (including office and mailbox keys, locker combinations and all passwords to all student group email accounts) must occur during this period.

It is the responsibility of the departing Design Chairs to ensure that all student requirements to the Students' Union, including submission of a complete annual report and the removal of all student group records and materials from the club office and locker, have been fulfilled before the incoming executives assume office.

It is the responsibility of the departing Design Chairs and Treasurer to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of BMED. In addition, the departing Design Chairs and Treasurer must arrange with the respective incoming executive members for the transition of the student group bank accounts to the incoming Design Chairs and Treasurer. This must be completed no later than the last day of April.

## **Article 8: Meetings**

BMED allows executives to call four types of meetings: executive, executive-team, team, and general meetings. Executive meetings shall be attended by the executives and are to be dedicated to time-critical action items. Executive-team meetings shall be attended by the executives and team members; they are to be dedicated to administrative BMED tasks and governance. Team meetings shall be attended by all members in the project to keep the project members on task. General meetings are open to the public; they are to be dedicated to keeping attendees up to date on BMED activities, and developments in the biomedical field.

Any executive member may call any type of meeting at any time, but must give the other executive members at least two days' notice. Executive meetings shall be called on an as-needed basis. There shall be at least one executive-team meeting during the year; executive-team meetings will not occur during the months of December and April, due to exam prep and exams. Team meetings shall occur on a more regular basis during the year. General meetings shall occur at least once a term.

## **Article 9: Amendments to the Constitution**

Any amendments to this constitution must be approved by a formal vote of the executive. The proposed changes must be made available to all members of the executive at least two weeks before the meeting and require unanimous agreement of the present members. At least two thirds of the executive members must be present to call a vote. A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting.