

CONSTITUTION AND BYLAWS OF

THE Add University Name Here THE STUDENT CHAPTER

OF THE SOCIETY FOR BIOMATERIALS

PREAMBLE

The purpose of the Add University Name Here chapter of the Society For Biomaterials (SFB) is to encourage the development, dissemination, integration and utilization of knowledge in biomaterials primarily among students, the Add University Name Here community, but also among other members of SFB.

ARTICLE I – NAME

The name of this chapter shall be The Add University Name Here Student Chapter of the Society For Biomaterials (Student Section).

ARTICLE II – OBJECTIVES

The objectives of the Add University Name Here SFB Student Chapter shall be to enhance student interest in biomaterials and related disciplines, to promote the advancement of biomaterials research and education and its related aspects, and to further the aims and objectives of the SFB as they relate to student research and education.

ARTICLE III – MEMBERSHIP

Each member shall be restricted to one vote on all motions submitted to a vote.

Section 1 – Chapter Definition

The Add University Name Here SFB Student Chapter shall consist of faculty and students interested in biomaterials research and education. This chapter shall maintain a membership consisting of no less than three active, associate, or student members of the SFB. This chapter will have one faculty advisor who is an active SFB member. This chapter shall have the same objectives and goals as the Student Section Bylaws. This chapter will annually submit a list of officers to the Student Section, have all chapter officers return a signed copy of the Student Chapter Bylaws to the Student Bylaws Chair and the Society For Biomaterials Headquarters office.

Section 2 – Chapter Status

The Add University Name Here SFB Student Chapter shall maintain status as an active chapter according to the guidelines stated in the SFB Student Section Constitution and Bylaws and outlined in Article III Section 1 of these Bylaws.

Section 3 – Chapter Membership

Insert the membership requirements of this chapter. What does it take to become a member and stay a member? For example, do members need to be a student at your school? In a certain department? Please include a statement regarding diversity and inclusion.

ARTICLE IV – MEETINGS

Insert the chapter’s policy on meetings. Are they to be held once a week? Monthly? Once a semester? Yearly?

Here is Article IV of the Student Section Bylaws. This excerpt does not necessarily apply to the local chapter and is included as general information for the authors of this chapter’s Bylaws.

Meeting notices shall be mailed or e-mailed to all local chapters and shall be published in the SFB newsletter or posted on Student Section pages of the SFB website. Meetings of the organization shall be held at least once annually during the SFB Meeting. On years when the SFB Meeting is held abroad, a Student Section meeting will be held during the domestic symposium. An executive Board meeting shall be held one hour prior to the Student Section meeting at the same location. Additional Executive Board meetings may be held at the discretion of the President. No meetings or events, however, shall be held during scientific sessions. Parliamentary procedures as documented in Robert’s “Rules of Order, Revised” shall be followed upon request of any voting member in the case of confusion regarding correct procedure during a meeting.

ARTICLE V – ELECTIONS

Insert the chapter’s policy on elections.

Consider if the month/time of year of elections needs to be stated in the Bylaws. For example, if this organization is a student chartered organization or school-sponsored organization, it is important that new members be elected prior to training session or budget approval for the upcoming year. While these details are not necessary to address when preparing the chapter’s first Bylaws, these may be amendments to consider later on.

Nominations for officers shall be open ?? days prior to the annual election. Nominations will be closed ?? days prior to the annual election. Elections shall be made by a simple majority vote or by acclamation when there is but one candidate for the office. Results of the elections for officers of the Add University Name Here SFB Student Chapter shall be announced as the last order of business at the annual meeting (can change this which is from the Student Section Bylaws) with newly elected officers assuming their duties at the close of the meeting (can change this, according to the Student Section Bylaws). Newly elected officers shall update the list of chapter officers by contacting the SFB Student Section or the Society For Biomaterials Headquarter office.

ARTICLE VI – OFFICERS

Any member of the Add University Name Here Student Section may hold one office with the approval of his/her academic advisor (may remove). The officers of the Section shall be the President, President-Elect, Secretary/Treasurer, Secretary/Treasurer-Elect, Bylaws Chair and any other Committee Chairmen appointed by the president (these positions are unique to each chapter but it is recommended that the chapter officers mirror the officers of the Student Section Executive Board). Each year, elections shall be held for President-elect, Secretary/Treasurer-elect, and Bylaws Chair.

Section 1 – Duties

Outline the duties of each officer.

1. The President shall, in general, supervise and control all of the business and affairs of the Chapter and shall preside at all meetings of the Chapter and of its Executive Board. The President shall also send out correspondence from the Student Chapter to its membership and act as a representative to the Student Section of the SFB. In this capacity he/she shall be responsible for relations between the Chapter and the SFB Student Section. The term of office shall be for a period of one year following a one year term as President-elect.
2. The President-Elect shall assist the President in supervising and controlling all of the business and affairs of the Chapter and shall, in the President’s absence, be responsible for all of the duties of the President. The term of office shall be for a period of one year, followed by one year as President.
3. The Secretary-Treasurer shall have charge and custody of, and be responsible for, all records of the Chapter. The Secretary-Treasurer shall also record the minutes of all Chapter meetings and Executive Board meetings, and be responsible for all advertisements or notices for the Chapter, and be responsible for posting and updating the Chapter’s homepage of the SFB website. In the absence of the President and President- Elect, the Secretary-Treasurer shall be responsible for the duties of the President. The term of office shall be for a period of one year following a one year term as Secretary- Treasurer-Elect.
4. The Secretary-Treasurer-Elect shall assist the Secretary-Treasurer in maintaining the records of the Student Chapter, and advertising or notifying the Student Chapter membership, and maintaining the Student Chapter homepage on the SFB website. In the absence of the Secretary-Treasurer, the Secretary-Treasurer-Elect shall be responsible for all duties of the Secretary-Treasurer. The term of office shall be for a period of one year, followed by a one year term as Secretary-Treasurer.
5. The Bylaws Chair shall be the head of the Bylaws committee, which will consist of the chair and two additional student members. The Bylaws committee shall review the Constitution and Bylaws annually and recommend to the membership any necessary

revisions or amendments at the annual meeting (can remove this). The term of office shall be for a period of one year.

1. The Committee Chairmen shall be appointed by the president for a term of 1 year and shall be responsible for the actions of their committees with respect to this Student Chapter and the SFB Student Section. They shall be held accountable to the President. One committee currently exists. All new committees must be approved by the Chapter.

Any officer may be removed from office by approval of two-thirds of the voting membership when a quorum(make sure quorum is defined) is present. Vacancies among elected officers lasting less than one month shall be filled by consensus of the Executive Board. Vacancies greater than one month shall necessitate re-election by the general voting membership.

Section 2 – Executive Board

The management of the Chapter shall be vested in the Executive Board which shall consist of all officers. All members of the Student Chapter Executive Board shall be responsible for attending all general meetings, in addition to all executive meetings. All Student Chapter Executive Board members shall be responsible for an annual Chapter report to the SFB Student Section or the Society For Biomaterials Headquarter office. All members of the Student Chapter Executive Board shall be entitled to one vote each in executive meetings.

ARTICLE VII – COMMITTEES

Describe any committees and their responsibilities in this section. It is acceptable to change the bylaws on the Bylaws Committee. It is the chapter’s choice.

There shall be one standing committee of the Student Chapter, and any number of ad hoc committees, as seen fit by the President. All members of committees not specifically designated by this Constitution shall be appointed by the President.

Section 1 – Bylaws Committee

The Bylaws Committee shall consist of the Chairman and two additional student members. This committee shall review the Constitution and Bylaws annually and recommend to the membership any necessary revisions or amendments at the annual meeting (This can be changed).

ARTICLE VIII – AMENDMENTS

Amendments to this document must be proposed as specified in Robert’s Rules of Order, Revised.

ARTICLE IX – EFFECTIVE DATE

This Constitution became effective on Insert date here, by approval of one more than two-thirds of the members voting in referendum. This Constitution is subject to approval by the Bylaws Committee of SFB Student Section.

Last Amended on 17 July 2008

Some general thoughts on the SFB Student Chapter Constitution and Bylaws and the spirit of SFB’s Student Chapters:

* + Shorter constitutions are more effective than long ones.
	+ The main goals of the SFB Student Section are really to interest students and our communities in biomaterials.
	+ The SFB Student Chapters have typically created a great balance between professional development, outreach, and social activities on a yearly basis.
	+ The F in ‘for’ in Society For Biomaterials is capitalized.
	+ The Student Chapters are part of the Student Section of SFB, whose membership consists of student members of local chapters and individual student members.
	+ Please be check with the SFB Headquarters office regarding use of the SFB logo.
	+ Don’t hesitate to remove extra spaces or change anything in this guide document.
	+ Future FYI: If this is a chartered student organization on your campus or a school- sponsored organization, for example, you may need to make some adjustments to include that the SFB Chapter will support or be in keeping with the mission statement of the university. It is not necessary to be a chartered student organization or a school-sponsored organization to be an ACTIVE or Full SFB Chapter. It is OK to amend the Bylaws later on to reflect these requests.
	+ **If you need any help or have any questions, please contact SFB Headquarters at** **info@biomaterials.org.**