BYLAWS
OF THE
COUNCIL OF CHAIRS OF
BIOENGINEERING AND BIOMEDICAL ENGINEERING

ARTICLE I Name and Purpose

Section 1. The name of this organization is the Council of Chairs of Bioengineering and Biomedical Engineering and shall be referred to herein as the Council.

Section 2. The Purpose of the Council is to promote excellence in undergraduate bioengineering and biomedical engineering degree programs.

ARTICLE II Membership

Section 1. Membership is restricted to chairs or directors of undergraduate degree-granting programs in bioengineering or biomedical engineering.

Section 2. Voting members are those who have paid their annual dues. These dues will be established by the Council.

ARTICLE III Officers

Section 1. The officers shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer as selected from the membership. They shall be nominated and elected at the annual meeting. The term of office of each officer shall extend until a successor is elected; normally this shall be approximately one year.

Section 2. The duties of the Chairperson shall be to preside at the meetings of the Council, to schedule, make arrangements for, and prepare agenda for meetings of the Council, appoint committees, and represent the Council in working with boards, councils and associations.

Section 3. The duties of the Vice-Chairperson shall be to act for the Chairperson in his or her absence at meetings of the Council, and to carry out such other duties as the Chairperson may deem appropriate. The Vice-Chairperson shall be the Chairperson elect.

Section 4. The duties of the Secretary shall be to keep minutes of the meetings of the Council and preserve and transmit the records of the Council to his or her successor.

Section 5. The duties of the Treasurer shall be to collect dues and administer all funds of the Council.
The officers of the Council and the immediate Past Chairperson shall comprise an Executive Committee. This Committee shall be responsible for conducting such administrative matters as may be necessary between annual meetings of the Council. The Executive Council will meet at such times as deemed appropriate by the Chairperson of the Council.

ARTICLE IV Meeting

Section 1. A meeting to be designated the Annual Meeting of the Council shall be at a time and place as designated by the Council. This time and place will be determined at the annual meeting of the council.

Section 2. Special meetings may be called by the Chairperson, with approval of the officers.

Section 3. A quorum shall consist of eleven members. A member may designate a voting representative.

Section 4. "Roberts Rules of Order" (Bantam latest revision) shall govern the deliberations of the Council in all cases where they do not conflict with these Bylaws.

ARTICLE V Committees

Section 1. Standing committees of the Council may be established or abolished at a meeting of the council. One of the standing committees will be a nominating committee.

Section 2. The Chairperson may establish ad hoc committees as deemed necessary.

Section 3. The nominating committee shall consist of the most immediate past Chairperson, as the Chair of the committee, the current Chairperson and the Vice Chairperson.

ARTICLE VI Elections

Section 1. Elections shall be held at the annual meeting of the Council.

Section 2. The nominating committee shall bring to the annual meeting of the Council a slate of nominees for the following positions: Vice Chairperson, Secretary and Treasurer.

Section 3. Nominations for any of the officers may be made by the Council at large.
ARTICLE VII Amendments

Section 1. Amendments to these bylaws may be presented at the annual meeting. If adopted by the majority of those present, they shall be presented to the full membership for approval.

Section 2. Amendments to the bylaws require approval by two-thirds of the Council membership.