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TERMS OF REFERENCE FOR THE UNIVERSITY OF WESTERN ONTARIO BIOMEDICAL ENGINEERING GRADUATE STUDENT COMMITTEE

THE COMMITTEE

Naming

- I. There will exist a committee named the Biomedical Engineering Graduate Student Committee, hereinafter called “the Committee”
- II. “BMEGSC” is the official short form for the Biomedical Engineering Graduate Student Committee.

Definitions

- I. For the purposes of this document, the term “Student Body” will refer to all students registered or accepted in the Biomedical Engineering graduate program at Western University.
- II. For the purposes of this document, the term “BME” will refer to the Graduate Biomedical Engineering Program in the School of Biomedical Engineering at Western University.

OBJECTIVES

Communication

- I. The Committee will develop and maintain effective lines of communication with the Student Body. This will be achieved using, but not limited to, the following means:
 - a. Announcements during seminar with permission from the seminar coordinator,
 - b. Social media interaction using the Facebook Biomedical Engineering group.
 - c. Social media interaction using the Biomedical Engineering Instagram account.
 - d. Email, as appropriate.
- II. The Committee will develop and maintain effective lines of communication with the School of Biomedical Engineering, the graduate Biomedical Engineering program,
 - a. This will be achieved through representatives on the Committee sitting on the Program Operation Committee, and the Curriculum Committee.
- III. The Committee will develop and maintain effective lines of communication with all other student-related organizations that serve a large proportion of the Student Body.
 - a. Such student related organization are:
 1. The Schulich Graduate Student Committee
 2. Society of Graduate Students
 3. The Graduate Engineering Society
 4. Bone and Joint Institute – Trainee Leadership Committee
 5. Robarts Association of Trainees
 6. Lawson Association of Fellows and Students
 7. Institute of Electrical and Electronics Engineers
 - b. Communication with these organizations will be established by having a representative on BMEGSC for each of the aforementioned organizations.

Events

- I. The Committee will promote and initiate programs and events centered on social life, physical activity (i.e. “sports”), mental health, and career education.

COMMITTEE LOGISTICS

Eligibility of committee members

- I. All members serving on the Committee must be graduate students registered or accepted in the Biomedical Engineering graduate program at Western University.

Committee composition

- I. The Committee will be composed of core service members, and organization representatives.
- II. Core service roles are:
 1. The Chair
 2. The Social Affairs Executive
 3. The Sports Affairs Executive
 4. The Mental Health Affairs Executive
- III. Organization representative roles are and the number of positions (n):
 1. The Schulich Graduate Student Committee Representative(s) (1)
 2. Society of Graduate Students Representative(s) (3)
 3. The Graduate Engineering Society Representative(s) (3)
 4. Robarts Association of Trainees Representative(s) (1)
 5. Program Operation Committee Representative(s) (2)
 6. Curriculum Committee Representative(s) (1)
 7. Institute of Electrical and Electronics Engineers (1)

Selection of core service roles

- I. Core service roles will be elected by the student body.
 - a. A minimum 20% student response is required.
 - b. Core service roles will have voting rights.
- II. Core service roles may be held for up to two consecutive years, then require re-election by the student body.
- III. This vote will be organized by any member of the Committee as long as they are not running for a position.
- IV. All votes must be kept confidential and the identity of the voters and their votes must never be revealed to anyone besides the person running the election.
- V. The vote may be a paper or online ballot, though paper is recommended.
- VI. A candidate is selected if they win the majority of the Student Body vote. If no candidate is selected by the Student Body, or if there is a tie, the choice is deferred to an anonymous vote by the Committee.
- VII. Candidates for the position of Chair must have previously sat on the BMEGSC.
- VIII. A member of the Committee may hold any number of the above roles simultaneously.

Selection of organization representative roles

- I. Organization representatives are not explicitly selected.
- II. Any member of the Student Body who sits on the meetings of the organizations of interest may become the official representative of that organization on the Committee.

- III. If more than one student would like to be a representative of the organization on the Committee, they may all hold that role.
- IV. If no representative exists for a certain organization, committee members are encouraged to hold that role.
- V. If the organization representative role is elected by the student body, this role will have voting rights.
 - a. Caveat: One vote per person if they hold more than one role.

Elections

- I. Positions for election will be advertised at least two weeks prior to the proposed election date, through email.
 - a. A short description of the position will accompany the advertisement.
- II. Candidates interested in a position must provide a statement of interest to the current Chair at least one week prior to the proposed election date, to be distributed to the student body (150-word limit).
- III. If the current Chair is not running for re-election, they will run the elections.
- IV. If the current Chair is running for re-election, another member of the committee who is not up for re-election will run the election for the position of Chair.
- V. Once all statements of interest have been received, a request for availability will be sent to candidates to determine the most appropriate election date.
- VI. At the time of election, candidates will have the opportunity to introduce themselves, with one slide (one minute maximum).
- VII. Time will be set aside for questions to the candidates.
- VIII. If a student is unable to vote at the time of the election, they will be able to vote up to one week after.

Resignation and removal from office

- I. A member will be permitted to resign at any time.
- II. If a member wishes to resign, they may do so with written email notice to the Committee. Their resignation begins exactly two weeks after their notice is received by the Committee.
- III. A member may be removed from the Committee by majority vote of two-thirds of the rest of the Committee members if one of the following occurs:
 - a. The member is incapable or refuses to complete their duties,
 - b. The member steals any money or assets from the Committee or borrows it without explicit permission,
 - c. The member engages in verbal or sexual harassment.
- IV. The member will be given email notice (with at least a week's notice) of the meeting where their dismissal will be discussed and voted on. They have the right to attend and participate in the discussion, moderated by the Chair, however, they will be asked to leave the room when voting occurs. Voting will be anonymous using paper ballots immediately after the discussion. Such meetings may be moderated by an external moderator such the BME Graduate Chair.

Modifications to the Terms of Reference

- I. Modifications to the terms of reference can made at any meeting of the Committee by putting forward a motion and voting on it.
- II. A majority vote for the changes would allow them to be implemented.
- III. All people in attendance, including non-committee members, have a vote each, regardless of the number of roles on the committee.

MEETINGS

Frequency

- I. Meetings will be held monthly.
- II. A meeting will be held whenever there is a motion to discuss and vote on a member's dismissal.
- III. Any member can call for a meeting at any time.

Attendance and communication

- I. All members of the Student Body are encouraged to attend Committee meetings.
- II. Minutes will be made public by uploading them to the BME website.
- III. Certain meeting and portions of meetings (e.g. dismissal discussions, candidate choice discussions) can be confidential to Committee members by putting forward a motion to do so. The motion passes with a majority vote, regardless of the number of attendees. No minutes will be taken during this time, non-committee members are asked to leave, and committee members are asked to keep the discussion confidential.

Voting

- I. Any motion can be put to a vote by any member of the Committee.
- II. For a motion to pass, a minimum of two thirds of all elected members must be present, and the majority of those present must vote in favor of the motion passing.

COMMITTEE MEMBER ROLE DESCRIPTIONS

All committee members have the following duties:

- I. Attend all Committee meetings,
- II. Act as volunteers whenever other committee members need help with Committee-related tasks,
- III. Supply the Chair with a budget if they require any amount of money from the School of Biomedical Engineering for their Committee-related tasks.

The Chair

The role of the Chair is to be the de facto representative of the Student Body and to oversee the operation of the Committee.

Specific tasks include:

- I. Create a distribute a meeting agenda prior to meetings,
- II. Organize meeting times using everyone's availability,
- III. Book meeting rooms,
- IV. Take minutes during meetings,
- V. Run Committee meetings as per the agenda,
- VI. Represent BME in Graduate Studies initiatives including Graduate Studies Fairs,
- VII. Ensure that all roles are filled or that their responsibilities are distributed,
- VIII. Put together a budget for the Committee based on quotes from all members,
- IX. Discuss and negotiate requests for money to the School of Biomedical Engineering.
- X. Ensure continuity between successive committees,
- XI. Send email communication to the Student Body,
- XII. Work with the Biomedical Engineering graduate program to keep the website up to date concerning the Committee,
- XIII. Manage social media accounts for the Committee.

The Social Affairs Executive

The role of the Social Affairs Executive is to organize and implement social programming.

Specific tasks include:

- I. Collect student feedback regarding social programming and advise the Committee of desired new social events,
- II. Organize and advertise the annual BME events: the Winter Formal, Summer BBQ, and Grad Club Socials.

The Intramurals Executive

The role of the Intramurals Executive is to organize and implement sports-related programming.

Specific tasks include:

- I. Collect student feedback regarding sports and advise the Student Chair of desired new fitness events,
- II. Ensure that at least one sports team per term is available to both male and female BME students, preferably via the organization and advertising of a co-ed BME sports team,
- III. Be the captain, or find a suitable captain, for each team.

The Mental Health Executive

The role of the Mental Health Executive is to manage communication and implementation of wellness-centered programming. The representative must have training through the Mental Health office.

Specific tasks include:

- I. Send mental health resources emails every week,
- II. Act as the ambassador for all wellness and mental health inquiries within the program.
- III. Run one additional event per semester focusing on health as a whole.

Organization Representative Roles

The organization representatives act as the primary liaisons between the Committee and the organization that they represent.

Specific tasks include:

- I. Attend the meetings of the organization that they represent,
- II. Manage communication between the Committee and the organization that they represent.