

Bioengineering Student Journal Club Constitution

Article I- Name

The name of this organization shall be Bioengineering Student Journal Club.

Article II- Purpose

The purpose of this organization shall be to bring out the latest development in Biomedical Engineering in the form of peer-reviewed research articles submitted by students and to organize workshops and journal reading club events to help build strong logical acumen among young researchers and to promote scientific writing as a necessary skill.

Article III Membership Requirements

Section 1.

Membership is limited to currently enrolled UIC students. There will be one or more faculty and/or staff member(s) affiliated to UIC acting as advisor(s).

Section 2. Non-discrimination policy

It is the policy of the University and this organization not to engage in discrimination or harassment against any person because of race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation, gender identity, arrest record status, unfavorable discharge from the military, or status as a protected veteran and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

Section 3. Eligibility requirements for new members.

- Be a part time or full time UIC student.
- Be able to attend the meetings hosted on a regular basis.
- Active participation in the events hosted.
- Be insightful and passionate about latest discoveries in science and technology
- Be respectful towards other members.

Section 4. Expulsion of members.

- Failure to comply with the rules and regulations of the organization.
- Being disrespectful towards other member(s) and failure to abide by UIC's code of conduct.
- Failure to carry out responsibilities given without a valid personal reason or medical emergency.

Article IV- Officers

Section 1. This organization shall have four official positions. They are as follows:

- Editor-in-chief
- Editors
- Financial officer
- Marketing officer

Section 2. The qualifications of each office position:

Editor-in-chief: Organized, open-minded and adept in communication and distribution of responsibilities. Must be able to lead a team and take critical decisions.

Editors: Organized, open-minded, communicative, dedicated and helpful towards other board members. Must be able to manage and work with reviewers.

Financial officer: Honest and trustworthy with financial matters. Somebody who has a keen understanding of a good budget. Must be able to keep track of expenses and earnings.

Marketing officer: Open-minded, communicative and approachable. Knowledge of social media and skills to promote the organization is necessary.

All positions require the individuals to be enrolled as full-time UIC students during Fall and Spring semesters.

Section 3. Officers serve based on their future plans and their presence on UIC campus. They will have a choice to hold their positions until they graduate and there will be no maximum number of terms that they can serve. However, each officer is expected to serve for at least one school year.

Section 4. Duties of Officers:

Editor-in-Chief:

- Contributing to the development and management of the journal; overseeing the submission process, paper selection, paper revisions, journal publication and journal distribution.
- Schedule and organize materials for Editorial Board meetings.
- Keep track of deadlines set and track progress of the journal based on goals set by the Editorial Board.
- Assign authors to reviewers and select co-editors to manage the authors and reviewers in the reviewing process.
- Make final editing decisions for publication.
- Maintaining a database of faculty to reach out for potential student paper submissions.
- Extend range of topics published in the upcoming journal.
- Help in the final compilation of the journal.

Editors:

- Maintaining relationship between authors and reviewers.
- Ensuring reviewers are submitting quality reviews.
- Ensuring authors are addressing feedback in revisions and submit revisions on time.
- Make final editing to papers selected before passing on to the Editor-in-Chief.
- Organize general body meetings such as preparing a short workshop for the writers who may want to submit an article.
- Help coordinate with the journal cover artist and select the final illustration for publication.
- Help promote the journal in the Biomedical Engineering department and seek relevant paper submissions.

Financial officer:

- Keeping track of expenses of the organization.
- Helping with budgeting for the events organized.
- Keeping track of the awards and the award money.
- Propose new ideas that can be financially beneficial to the organization.
- Hold meetings with the advisor and the Editor-in-Chief on budgets and expenses.

Marketing officer:

- Form social media accounts including but not limited to Instagram, Facebook and posting details of the different events organized.
- Posting announcements of new and upcoming events and keeping a close watch on campus activities.
- Working with Campus News, UIC to promote the organization.
- Posting information regarding hiring events of the organization.

Section 5. Secession of Officers: The officers will have a choice to hold their positions until they graduate. However, a yearly approval will be needed from the advisor and the board members. All officers will have the choice to step down or leave the position if they desire. However, they are responsible for giving the organization minimum a month's notice if such a situation arises.

Section 6. Removal of Officers: If the board members believe that an officer is not fulfilling their duties, they can decide to send a formal letter addressing their concerns to the officer in question. The officer is then expected to address these concerns with the board members over a discussion and discuss a potential plan of action to resolve the issue(s). If the issue is not resolved or the progress made by the officer is unsatisfactory as determined by the board then a voting will be held to determine the future of that officer in the organization.

Article V- Elections

Section 1. The Bioengineering Student Journal Club will not hold elections for officer positions.

Section 2. Nominations to Office:

This process will be used for the upcoming school year if there are positions available on the board.

1. Determine which officer positions need to be filled. For example, editor-in-chief, editors, or financial officer.
2. Discuss the open positions in the GBM to the rest of the members of the organization and open applications.
3. Interview applicants whom the board feels like is best suited for the available position(s)
4. Based on applications, interview, and involvement in the organization, the new officers will be chosen based on their qualifications.

Elections will be as unbiased and adhere to Article III

Article VI- Meetings

Section 1. Regular meetings

- Two types of meetings will be held on a regular basis including General Body Meetings (GBMs) and Officer Meetings.
- GBMs will be held every month. The meetings will be held in-person at a reserved lecture room which members will be notified of or online via Zoom.
- GBMs will consist of goals for the members, important news related to the organization, and any events or activities for members to sign up for.
- Attendance will be taken at each meeting.
- After each GBM, members will receive an email summarizing the important information discussed.
- Officer Meetings will be held every month. Officer meetings will be held virtually, and important updates and logistics for the operations of the organization will be discussed.
- All officer meetings are mandatory, and attendance will be taken.
- After each Officer Meeting, officers will receive an email summarizing the meeting.

Section 2. Special meetings

- Two types of special meetings will be held only when announced including Speaker Meetings and Emergency Officer Meetings.
- Speaker Meetings can include a panel of speakers or one speaker informing members about a particular area of interest to the organization including but not limited to research publications, academic writing, industry writing, etc.
- All members must attend one Speaker Meeting each semester to maintain membership. Thus, attendance will be taken at these meetings.
- Speaker Meetings will be announced at least one week in advance and the date and time will depend on the speakers' schedule.
- Emergency Officer Meetings will be announced by the Editor-in-Chief to officers.
- At Emergency Officer Meetings, urgent/time-dependent matters will be discussed and reviewed.
- All Emergency Officer Meetings are mandatory.

Section 3. Meeting Attendance

- Members must attend at least one Speaker Meeting per semester and all other meetings are optional but encouraged.
- Officers must attend all meetings but are allowed two unexcused absences and unlimited excused absences by the Editor-in-Chief.
- If meeting attendance is deemed exceptionally low and concerning by the board of officers an Emergency Officer Meeting can be called by the Editor-in-Chief to assess the situation.

Article VII- Advisor

Section 1.

Role of the advisor: The faculty advisor will serve as a guide and mentor for the organization. They

should be able to offer advice and suggest changes to the organization, if necessary, as an experienced faculty of UIC. The faculty advisor will be updated on major changes made in the organization.

Article VIII- Committees

Section 1.

Role of Committees

- The editorial board:
 - The editorial board is led by the Editor-in-Chief.
 - This committee is responsible for overall functioning of the organization.
 - Determines action plans and future events for the organization.
- Finance/budgeting: The finance committee will be led by the financial officer and the officer will pick a team to handle budgeting/financial matters.

Article IX- Dues

This organization does not collect any dues from its members.

Article X- Handling of Funds

Section 1. The organization's on-campus COF account will be managed primarily by the Treasurer/financial officer.

Section 2. The registration submission allows the Editor-in-Chief and Treasurer to authorize or sign documents concerning funds.

Section 3. **All monies collected on/off campus associated with this organization, MUST BE DEPOSITED into the organization's COF account.**

Article XI- Amendments and Revisions

Section 1. Amendments (additions) and Revisions (changes) to the organization constitution can be made through a voting process involving the board members and the faculty advisor.

Section 2. 100% percent of membership is needed to approve such changes with the membership receiving advance notice of the vote.

Section 3. The Editor-in-Chief is responsible for initiating the creation and distribution of the new/changed document to The Center for Student Involvement. (Emailing Vance Pierce vpierce4@uic.edu along with copying the advisor on record and other officers is considered a best practice.)