

American Society of Biomechanics Student Body Constitution

**Requirements and Guidelines for the
Formation, Organization, and Operation
of the American Society of
Biomechanics Student Body**

Preamble

This document formalizes the establishment of the American Society of Biomechanics (ASB) Student Body as a recognized entity within the ASB. The purpose of the ASB Student Body is to foster connections among ASB-affiliated students and faculty within and across universities. In doing so, the ASB Student Body will provide comprehensive intellectual and professional development among students from a wide range of disciplines that contribute to the field of biomechanics. Networking, collaboration, and discourse throughout the ASB Student Body is essential to the long-term growth of the society as a whole, as future industry and academic leaders will arise from today's students. It is necessary, therefore, to construct a supportive environment where students of all levels and from all disciplines gain valuable leadership skills, forge new friendships, and foster new collaborative opportunities.

Article I – Membership Definition and Eligibility

Introduction

The following article defines a member of the ASB Student Body and the eligibility for membership therein.

Section 1: Membership Definition

- A. A member of the ASB Student Body is defined as a student active in chapter events and invested in the growth and development of the network of biomechanics students nationwide.

Section 2: Membership Requirements

- A. A student is eligible to be a member of the ASB Student Body if that individual is enrolled in a degree-seeking program at some institution for higher learning.
- B. A student is strongly encouraged, but not required, to seek official student membership of the ASB upon joining the ASB Student Body.

Article II – Chapter Leadership Eligibility and Structure

Introduction

The following article details the duties and tenure of each chapter leadership position. All selections for these positions are to be made through an election process outlined in **Article III**. All leadership positions have a term length of twelve months.

Section 1: Leadership Eligibility

- A. A member is eligible for a position on the chapter board if they are a student member of the ASB.
- B. A member is eligible for the position of chapter secretary or chapter social coordinator after being a member of the ASB Student Body for at least twelve (12) months.
 - a. Exceptions to this rule are to be made only during the first year of a chapter's establishment.
- C. A member is eligible for the position of chapter vice-president or chapter president after being a member of the ASB Student Body for at least twenty-four (24) months.
 - a. Exceptions to this rule are to be made only during the first two years of a chapter's establishment.
- D. There is no term limit for a leadership position.

Section 2: Chapter President

- A. *Purpose*: The purpose of the chapter president is to lead chapter meetings, serve as the primary point of contact for university and industry officials, and oversee the day-to-day operations of the chapter.
- B. *Responsibilities*: The chapter president will schedule meetings as needed, organize outreach events upon chapter approval, and facilitate networking opportunities for chapter members.

Section 3: Chapter Vice-President

- A. *Purpose*: The purpose of the chapter vice-president is to assist the chapter president in managing the operations of the chapter and oversee the proper observation of chapter bylaws by all chapter members.
- B. *Responsibilities*: The chapter vice-president will plan chapter and board meetings with the chapter president and will manage any necessary disciplinary actions within the chapter.

Section 4: Chapter Secretary

- A. *Purpose*: The purpose of the chapter secretary is to maintain accurate records of the proceedings, activities, and membership of the chapter.
- B. *Responsibilities*: The chapter secretary will record the minutes of each chapter and board meeting, keep accurate records of chapter membership and leadership, and draft brief quarterly correspondence to be distributed to the whole of the ASB Student Body.

Section 5: Chapter Social Coordinator

- A. *Purpose*: The purpose of the chapter social coordinator is to organize and facilitate engagement and outreach events for the chapter, and, when applicable, maintain the chapter's presence on social media.
- B. *Responsibilities*: The chapter social coordinator will work with the chapter president to plan outreach and engagement events for the chapter, and, when applicable, making all necessary updates to the chapter's social media accounts.

Article III – Leadership Selection Process

Introduction

The following article details the proceedings concerning leadership selection.

Section 1: Nomination

- A. Any chapter member in good standing may nominate any other chapter member in good standing during the officer election period.
- B. A member in good standing may run for as many positions as they like; however, they may only accept one position.

Section 2: Election

- A. Elections for all leadership positions within the student chapter will be held within two weeks of the conclusion of the nomination period.
- B. The election process will follow the format described below.
 - a. The election for each leadership position will be conducted with a written ballot overseen by the chapter advisor.
 - b. The candidates will be removed from the room where the ballot is being cast.
 - c. A simple majority will decide the election.
 - i. If no majority exists, a runoff election will be held between the two candidates with the most votes.

Article IV: Advisors to the Student Body Chapters

Introduction

The following article defines the various advisor roles within the ASB Student Body, their respective responsibilities, and, in the case of institutional advisors, their nomination and installation.

Section 1: Advisor Definitions

- A. Institutional Advisor
 - a. An institutional advisor is an individual that provides close mentorship and support to one student body chapter.
 - b. The institutional advisor must be a current ASB member.
- B. Non-institutional Advisor
 - a. A non-institutional advisor is any member of the ASB that wishes to devote time to providing guidance and mentorship to a student body chapter or group of chapters.

Section 2: Institutional Advisor Responsibilities

- A. An institutional advisor is required of each student chapter.
- B. The institutional advisor shall serve as a resource and provide support for the officers and members of the organization.
- C. The institutional advisor may attend board or general meetings; however, they may not vote in any electoral matters.

Section 3: Institutional Advisor Nomination

- A. The chapter institutional advisor is eligible for nomination if they have a formal appointment at the chapter's affiliated institution.
- B. The chapter institutional advisor is required to be a member of the ASB.
- C. The institutional advisor is nominated and confirmed by a majority vote of the officers.
- D. The institutional advisor will serve a term of one (1) academic year, with no term limit.

Article V – Chapter Approval, Status Maintenance, Administrative Discipline, and Status Revocation

Introduction

The following section concerns establishment of an ASB Student Body chapter, the expectations of each chapter for the maintenance of their status within the ASB, and conditions for chapter discipline and, in extreme cases, revocation.

Section 1: Chapter Approval

- A. Chapter Approval Definition
 - a. The approval of the formation of a chapter of the ASB Student Body at any university is formally defined as the acceptance and recognition of the chapter's legitimacy and association with the ASB by the ASB Student Representative, on behalf of and only after a vote of approval by the ASB Executive Board.
- B. Chapter Approval Requirements
 - a. Administrative Requirements
 - i. A written letter of intent to the ASB Student Representative following a preset form
 - ii. A written set of goals and objectives for the chapter's first year of installment
 - b. Membership Requirements
 - i. No less than five students with expressed written interest in the formation of such a chapter. This can be communicated in, for example, a list of signatories.
 - ii. No less than one student with one of the following:
 - 1. A current ASB Student Membership
 - 2. A submitted ASB Student Membership application
 - c. Failure to meet the aforementioned requirements will result in the suspension of the chapter's application until all requirements are met.

Section 2: Chapter Status Maintenance

- A. Status Maintenance Definitions
 - a. The maintenance of chapter status within the ASB Student Body is defined as the necessary yearly actions and efforts that distinguish university students as active members of the ASB, their respective institutions, and their communities at large.
 - b. Considering the fact that not all institutions and laboratory groups have access to the same resources, chapters will not be held to a single, externally defined standard. Rather, chapter requirements will be proposed by each chapter, and the ASB Executive Board will review and approve those proposed chapter-specific requirements.
- B. Status Maintenance Requirements
 - a. Academic and Outreach Requirements

- i. Each chapter shall submit a certain set of standards to which they shall hold themselves with their petition of chapter approval. These standards will include but are not limited to the following:
 - 1. Targeted academic and community goals (Chapter GPA, hours of community service completed, etc.)
 - 2. Outreach initiatives (National Biomechanics Day, classroom lessons with local elementary and middle schools, etc.)
- b. ASB Activity Requirements
 - i. ASB activity requirements include, but are not limited to, representation of the chapter at, and chapter member participation in, both regional and national meetings
 - 1. Representation is defined as no less than one (1) member of the chapter attending a regional or national meeting and participation in no less than one (1) organized Student Body event
 - 2. If unable to participate in a regional or national meeting, the chapter in question will submit a written indication of their absence to the ASB Student Representative

Section 3: Administrative Discipline

- A. Administrative Discipline Definition
 - a. Administrative discipline is defined to be any action taken by the ASB Executive Board in an effort to correct unacceptable behavior by a student body chapter as a whole.
- B. Grounds for Administrative Discipline
 - a. Repeated violations by the chapter of their institution's student organization policies
 - b. Unethical behavior, academic or otherwise, committed or advocated by more than one-third of the chapter members
- C. Methods of Administrative Discipline
 - a. Administrative discipline is to be handed down by the ASB Student Representative, on behalf of the ASB Executive Board, to the student body chapter in question.
 - b. Methods of administrative discipline include, but are not limited to, the following:
 - i. Written letter of apology from the chapter to the offended party
 - ii. Suspension of official chapter activities

Section 4: Chapter Revocation

- A. Chapter Revocation Definition
 - a. The revocation of a chapter's affiliation with the ASB is defined as the removal of formal association of the student body chapter with the society.
 - i. The above definition of "chapter revocation" does not extend to the dissolution of the chapter. That is, ASB does not have the authority to dissolve a network at the school level, but ASB does have the authority to remove its affiliation with the chapter.
- B. Grounds for Chapter Revocation

- a. In the interest of providing a growth-focused experience for members of the ASB Student Body, grounds for chapter revocation are, by design and necessity, intentionally narrow.
- b. Chapter revocation is reserved for especially egregious behavior by the chapter as a whole only after sufficient administrative discipline proves ineffective.

C. Revocation Process and Appeal

- a. The decision to revoke a chapter's formal affiliation with the ASB is to be handed down from the ASB Executive Board and carried out by the ASB President, who is to send written correspondence to the acting president of the chapter in question detailing the causes of revocation. The revocation of a chapter's formal affiliation is to be considered official no more than three (3) days following the sending of this correspondence.
- b. A chapter may appeal this decision within thirty days of receiving the decision by replying to the ASB Student Representative with a written correspondence that sufficiently details the following:
 - i. A firm understanding of the reason behind the original revocation decision
 - ii. Acknowledgement by the chapter of the unacceptability of the behavior in question
 - iii. A written plan of action to correct unacceptable behavior
 - iv. A set date by which the Student Representative can expect said behavior to be fully rectified
- c. The final decision to accept an appeal is to be made by the Executive Board and will be communicated to the chapter by the Student Representative.
- d. If a chapter appeals a decision of revocation and that appeal is subsequently accepted, that chapter may not appeal subsequent decisions of revocation for a period of five (5) years following the acceptance of their original appeal.

Article VI - Chapter By-Laws and University Policies

- A. Each chapter is obligated to abide by its own set of bylaws. These bylaws may be written by each chapter, but they must be approved by the ASB Student Representative in consultation with the Executive Board. A template of these chapter bylaws will be provided to prospective chapters for reference.
- B. The chapter will abide by all university policies and precedents for the appropriate conduct of a student organization.