

# **American Society of Biomechanics Student Body Constitution**

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

Version 3

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## **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 Chapter Body is defined as a student active in chapter events and invested in the growth and development of the network of biomechanics students nationwide. Each chapter will maintain a roster of active members. All active members must meet the requirements listed in Section 2.

### Section 2: Membership Requirements

- A. A student is eligible to be a member of the ASB Student Chapter Body if that individual is enrolled in a degree-seeking program at some institution for higher learning.
- B. It is required that every student renews membership to their respective ASB Student Chapter Body chapter annually.
- C. It is required that every member of the Student Chapter Body acknowledges to abide by the ASB Code of Conduct (abbreviated in Article VI, Section A of this constitution; found in full on [asbweb.org](http://asbweb.org)).

### Section 3: Membership Recommendations

- A. A student is strongly encouraged, but not required, to seek official student membership of ASB upon joining their respective ASB Student Chapter 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 student is eligible for a position on the chapter board if they are a student member of ASB and a member of their ASB Student Chapter.
- B. 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. After a chapter has been established for two years, annual elections must be held. Elections within the first two years can be held on an as-needed basis per the discretion of the current ASB student chapter leadership. The election process will follow the format described below.
  - a. The election for each leadership position will be conducted with a written or electronic ballot overseen by the chapter advisor.

- b. If applicable, 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 Chapter 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. If a chapter has multiple institutional advisors, at least one is required to be a current ASB member, though all are encouraged to be current ASB members.
- 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: Advisor Requirements**

- A. All chapters are required to have at least two advisors. This can be a combination of institutional and non-institutional advisors, or all institutional advisors.
- B. At least one advisor must be an institutional advisor who is a current ASB member.

### **Section 3: Institutional Advisor Responsibilities**

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

### **Section 4: 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 institutional advisor is nominated and confirmed by a majority vote of the officers.
- C. 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. Chapter Requirements
    - i. Student chapters must maintain chapter advisors as outlined in Article IV
    - ii. Student chapters must maintain leadership positions as outlined in Article III.

- iii. Leadership elections must be held annually. An exception is made for the first two years of a chapter's establishment.
    - iv. Any promotional material created by a student chapter (e.g., t-shirts) that uses the ASB branding must first be approved by the current ASB Student Representative.
  - b. Membership Requirements. All student chapter leadership must meet one of the following criteria
    - i. Is a current ASB Student Member
    - ii. Has submitted ASB Student Membership application
  - c. 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.)
  - d. 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 - Code of Conduct, Chapter By-Laws, and University Policies**

- A. Membership in professional societies, including the American Society of Biomechanics, has implied expectations for ethical behavior in research, teaching, and service to all segments of society. All members of the chapter are required to abide by the ASB Code of Conduct. This includes that each member will:
- a. honor and respect the field of biomechanics by conducting themselves responsibly, ethically, and lawfully.
  - b. hold paramount the safety, health, and welfare of the public.
  - c. provide truthful, accurate, relevant and evidence-based information based upon their competence in the subject matter and knowledge of the facts and will disseminate without deception.
  - d. abide by the basic principles of respect of persons, beneficence and justice and comply with regulations in accordance with their institutional review board.
  - e. endeavor to increase the knowledge in their discipline and within reasonable limits of time and finance, shall make available that knowledge, skill and training to the public for the benefit of all.
  - f. disclose any conflicts of interest and will review the professional work of others fairly and in confidence.
  - g. recognize the contributions of others and will not associate or allow the use of their name on enterprises known to be illegal, fraudulent or of questionable character.
  - h. participate in activities contributing to the improvement of the biomechanics community.

The complete code of conduct for the American Society of Biomechanics can be found on [our website:](https://asbweb.org/wp-content/uploads/ASB-Code-Of-Conduct-Policy.pdf)  
<https://asbweb.org/wp-content/uploads/ASB-Code-Of-Conduct-Policy.pdf>.

- B. Each chapter is obligated to abide by its own set of by-laws. These by-laws may be written by each chapter, but they must be approved by the ASB Student Representative in consultation with the Executive Board. This constitution serves as a template of chapter by-laws and meets the minimum requirements for chapter by-laws.
- C. The chapter will abide by all university policies and precedents for the appropriate conduct of a student organization.

## **Article VII – Amendments to this Constitution**

This constitution may be amended, when necessary, by the following process.

- A. Submission of Amendments
  - a. Amendments to this constitution may be submitted to the ASB Student Representative by any member of the ASB Executive Board as well as the President of any active chapter.
- B. Placement of Amendments in this Constitution
  - a. Amendments will be placed in the appropriate Article and Section of the above constitution.
  - b. A record of amendments will be listed following this article.
- C. Ratification of Amendments
  - a. Amendments to this constitution must be approved by both:
    - i. Unanimous vote of the current (at the time of the amendment) ASB Executive Board
    - ii. 75% of active (at the time of amendment) student chapter Presidents.
- D. Upon Ratification of Amendments
  - a. Update the version note on the first page on this document with the appropriate information (time of amendment and name of Student Representative at time of amendment)
  - b. Send copies of the now current version of student chapter constitution to all active student chapters for their records, as well as to Podium (or current society management company for archiving).

### **Summary to Version 2**

- 1. Added Article VII - Amendments to this Constitution
  - a. Establishes a method for changing this constitution.
- 2. Added Code of Conduct to Article VI.A
  - a. All arms of ASB shall be held to the same standard of conduct. This addition extends this expectation to the Student Body chapters.
- 3. Article VI.A became VI.B, similarly VI.B became VI.C
  - a. Allowed for inclusion of Code of Conduct.
- 4. Now Article VI.B was amended to allow this constitution to serve as chapter by-laws until each chapter decides it is necessary to set for their own additional policies and procedures.
- 5. Added language in Article I Section 1 to ensure chapters maintain a roster of current membership.
- 6. Added to Article 1 Section 2
  - a. 2.B requires students to renew their chapter membership annually.
  - b. 2.C requires students to acknowledge the ASB Code of Conduct.
  - c. This pair of additions ensures all active Student Body members have agreed to follow the ASB Code of Conduct in all Student Body activities.
- 7. Article I Section 2.B became Section 3
  - a. Allowed for inclusion of requirements to acknowledge Code of Conduct.
  - b. Clarifies that, while recommended, it is not required for all chapter members to be full members of ASB

### Summary to Version 3

1. Clarified wording in Article I
  - a. Changed 'ASB Student Body' to 'ASB Student Chapter Body' to differentiate ASB members that are also active members of a student chapter
2. Changed leadership eligibility requirements (Article II, Section 1)
  - a. A student must be a member of ASB and their ASB Student Chapter Body to be eligible for a leadership role
  - b. Removed membership duration requirements
3. To maintain better continuity at chapter initiation, elections are not required annually until after the first two years (Article III, Section 2)
4. Altered wording to allow for written or electronic ballots for elections (Article III, Section 2)
5. Clarified wording regarding chapter advisors (Article IV)
  - a. All chapters must have at least 2 advisors
  - b. At least one institutional advisor must be a member of ASB
6. Updated status maintenance requirements to reflect amendments previously described (Article V, Section 2)
  - a. All promotional materials created by a student chapter that use ASB branding must be first approved by ASB Student Representative
  - b. All Student Chapter leadership must be student members of ASB or have submitted a membership application