



## **Student Advisory Council Constitution**

### **Purpose and Composition**

The Student Advisory Council for the Department of Bioengineering is composed of engaged upperclassmen undergraduate students in the Bioengineering Department. These individuals are successful students who possess a strong academic record, a drive to involve themselves in extracurricular activities, and a desire to build strong relationships with students, faculty, and staff in the department.

By representing the greater Bioengineering student body, the Student Advisory Council provides a source of internal feedback to the department. The Student Advisory Council is responsible for promoting department-wide events and seeking ideas of improvement from their peers. Council members will help enhance the Bioengineering Department experience by working in close liaison between students and faculty.

Members of the council will consist of juniors and seniors, appointed for a one year term, and will serve at the pleasure of the Chair of the Department of Bioengineering. Members will be appointed based on interviews at the Bioengineering Department's and a current member of the Student Advisory Council's discretion. If appointed as a junior, they can be reappointed for a second term as a senior. There will be a range of 6-10 members on the council at any given time, which will consist of at least 2 members from each graduating class, as well as from each discipline of Bioengineering offered at Clemson University.

Members must be a good representation of a bioengineering student. Their place on the council is based on responsibility, engagement, and professionalism and may be taken away at any time for the reasons stated below:

1. Upon written resignation by the Student Advisory Board Member;
2. Having three unexcused absences to meetings during the term, whether the absence is excused is at the discretion of the rest of the board in attendance to the meeting;
3. For any actions taken by the student that look unfavorably for a council member, this includes behavior both in and out of the classroom. An action will be ruled dismissive by the rest of the council members, as well as the Chair of the Department of Bioengineering; and,
4. Failure to actively participate in their assigned duties stated below, which is at the discretion of the other active council members, as well as the Chair of the Department of Bioengineering.

If a member is dismissed from the board mid-term there will be no reelection, unless their dismissal causes the board to have only 5 active members, or only one member from that graduating class. In those cases, there will be a reelection to fill their position for the remainder

of that term. If there is no reelection, the other board members will evenly distribute the responsibilities of their role between themselves.

Collectively, the council will elect members within to fulfill the positions of president, vice president, secretary, director of board information systems, director of communications, director of student relations, and director of organization. Elections will be held by conducting an interest survey within the council and then selecting a member from the survey for each position. In the case that multiple people want the same position, graduating members will choose who receives the position. Each position will hold a one year term.

- President
  - Senior, second year member
  - Presides over meetings
  - Maintains contact with university bioengineering department
  - Delegate projects to members within the council
  - Ensure tasks are completed
  - Serve as spokesperson for the council
  - Provide support to members in charge of projects
- Vice President
  - Senior, second year member
  - Serves as parliamentarian
  - Represents council at functions
  - Organizes specific delegations within a project
  - Director of the constitution (updates and revises)
  - Finds meeting facilities
- Secretary
  - Senior, second year member
  - Keeps detailed records of all meetings
  - Prepares agenda for meetings
  - Notifies members of meetings
  - Prepares calendar events
  - Records meeting attendance
  - Creates and distributes agenda
- Director of Board Information Systems
  - Junior or Senior member
  - Develop, maintain, and regularly update BIOE canvas page
  - Head of specific event
- Director of Communications
  - Junior or Senior member
  - Publicize chapter events to media
  - Maintain social media presence
  - Generate chapter newsletter each month
  - Advertise BIOE involvement opportunities to students
  - Head of specific event
- Director of Student Relations
  - Junior or Senior member
  - Retain current members through bonding events

- Recruit members from incoming class
- Help conduct interviews for potential new members
- Gather feedback from students through canvas page
- Head of specific event
- Director of Organization
  - Junior or Senior member
  - Keep detailed records of each event that can be referenced in future years
  - Take and compile pictures from each event
  - Evaluate planning methods and determine what works
  - Head of specific event

## **Student Advisory Council Member Qualifications**

Council Members:

- Are knowledgeable of, and support the goals and mission of the department;
- Are a rising 3rd or 4th year student in the Clemson Bioengineering Department in good academic standing with a minimum 3.0 GPA;
- Have gained trust and respect from their professors, fellow students, and the faculty of the Clemson Bioengineering Department;
- Have demonstrated a desire to be involved in the department through other organizations, possible Creative Inquires, and show an initiative to make connections;
- Are aware of, have access to, and are willing to approach individuals and organizations within their ability and means to help the Department achieve its goals and objectives.

## **Responsibilities**

Members of the Advisory Board agree to:

- Attend meetings and teleconferences to the fullest extent while contributing novel ideas for preparation of future events;
- Provide expert advice, counsel and assistance to the Department in setting and then accomplishing its strategic goals;
- Support the Department's long term goals and objectives through recruitment and continuity of the board;
- Invest in the Department's future, develop personal relationships with its faculty members and students, and contribute to the academic life of Clemson University;
- Enrich the Department through preparation and promotion of campus wide events as well as events specific to the Department;
- Represent both the student body and the Department within Industry and Academia, and to the Public.