



CONSTITUTION AND BYLAWS  
OF  
THE STUDENT CHAPTER  
OF THE SOCIETY FOR BIOMATERIALS  
AT UCLA

PREAMBLE

The purpose of the student chapter of the Society For Biomaterials (SFB) at UCLA is to encourage the development, dissemination, integration and utilization of knowledge in biomaterials primarily among students, the UCLA community, but also among other members of SFB.

ARTICLE I – NAME

The name of this chapter shall be The Society For Biomaterials at UCLA.

ARTICLE II – OBJECTIVES

The objectives of the SFB at UCLA shall be: 1) to enhance student interest in biomaterials and related disciplines, 2) to promote the advancement of biomaterials research and education, 3) to promote industrial relations, innovations, and entrepreneurship, and 4) to further the aims and objectives of the SFB as they relate to student research and education.

ARTICLE III – MEMBERSHIP

Each member shall be restricted to one vote on all motions submitted to a vote and eligible to run for an officer position.

Section 1 – Chapter Definition

The SFB at UCLA shall consist of faculty and students interested in biomaterials research and education. This chapter shall maintain a membership consisting of no less than three active, associate, or student members of the SFB. This chapter will have one faculty advisor who is an active SFB member. This chapter shall have the same objectives and goals as the Student Section Bylaws. This chapter will annually submit a list of officers to the Student Section, have all chapter officers return a signed copy of the Student Chapter Bylaws to the Student Bylaws Chair and the Society For Biomaterials Headquarters office.

### Section 2 – Chapter Status

The student chapter of SFB at UCLA shall maintain status as an active chapter according to the guidelines stated in the SFB Student Section Constitution and Bylaws and outlined in Article III Section 1 of these Bylaws.

### Section 3 – Chapter Membership

A student, post doctorate, faculty, or staff member of any department of UCLA is eligible to become a member of SFB at UCLA. A member shall attend a minimum of one meeting per academic quarter.

## ARTICLE IV – MEETINGS

Meetings will be held once a month during the academic year.

## ARTICLE V – ELECTIONS

Nominations for officers shall be taken 30 days prior to the annual election and close 7 days before the election. Elections shall be made by a simple majority vote or by acclamation when there is but one candidate for the office. Members must be present to cast a vote in the election. Elections will be held in a meeting during the Spring Quarter. Results of the elections for officers of the SFB at UCLA shall be announced at the last official meeting of the academic year with newly elected officers assuming their duties at the close of the meeting. Newly elected officers shall update the list of chapter officers by contacting the SFB Student Section or the Society For Biomaterials Headquarter office.

## ARTICLE VI – OFFICERS

Any member of the SFB at UCLA may hold one office. The officers of the Section shall be the President, Vice-President, Secretary, Treasurer, Bylaws Chair, and Committee Chairs. Each year, elections shall be held for the officer positions before the end of the academic year. In the event of fewer members than officer positions, the positions may be combined.

### Section 1 – Duties

a. The President shall, in general, supervise and control all of the business and affairs of the Chapter and shall preside at all meetings of the Chapter and of its Executive Board. The President shall also send out correspondence from the Student Chapter to its membership and act as a representative to the Student Section of the SFB. In this capacity he/she shall be responsible for relations between the Chapter and the SFB Student Section.

b. The Vice-President shall assist the President in supervising and controlling all of the business and affairs of the Chapter and shall, in the President's absence, be responsible for all of the duties of the President. The term of the office shall be for one year.

c. The Secretary shall have charge and custody of, and be responsible for, all records of the Chapter. The Secretary shall also record the minutes of all Chapter meetings and

Executive Board meetings, and be responsible for all advertisements or notices for the Chapter, and be responsible for posting and updating the Chapter's homepage of the SFB website. In the absence of the President and Vice-President, the Secretary shall be responsible for the duties of the President. The term of the office shall be for one year.

d. The Treasurer shall have charge and custody of, and be responsible for, all funds of the Chapter. The Treasurer will ensure all funds are appropriately used and accounted for. The term of the office shall be for one year.

e. The Bylaws Chair shall be the head of the Bylaws committee, which will consist of the chair and two additional student members. The Bylaws committee shall review the Constitution and Bylaws annually and recommend to the membership any necessary revisions or amendments. The term of the office shall be for one year.

f. The Committee Chairs shall be appointed by the president for a term of 1 year and shall be responsible for the actions of their committees with respect to this Student Chapter and the SFB Student Section. They shall be held accountable to the President. One committee currently exists.

Any officer may be removed from office by approval of two-thirds of the voting membership when a quorum (defined by five active members) is present. Vacancies among elected officers lasting less than one month shall be filled by consensus of the Executive Board. Vacancies greater than one month shall necessitate re-election by the general voting membership.

#### Section 2 – Executive Board

The management of the Chapter shall be vested in the Executive Board which shall consist of all officers. All members of the Student Chapter Executive Board shall be responsible for attending all general meetings, in addition to all executive meetings. All Student Chapter Executive Board members shall be responsible for an annual Chapter report to the SFB Student Section or the Society For Biomaterials Headquarter office. All members of the Student Chapter Executive Board shall be entitled to one vote each in executive meetings.

### ARTICLE VII – COMMITTEES

There shall be one standing committee of the Student Chapter, and any number of ad hoc committees, as seen fit by the President. All members of committees not specifically designated by this Constitution shall be appointed by the President.

#### Section 1 – Bylaws Committee

The Bylaws Committee shall consist of the Chair and two additional student members. This committee shall review the Constitution and Bylaws annually during the Winter Quarter and recommend to the membership any necessary revisions or amendments. Recommendations will be presented at the same time as officer nominations and voted on during the elections.

#### ARTICLE VIII – AMENDMENTS

Amendments to this document will be approved by two-thirds of the voting membership when a quorum (defined by five active members) is present.

#### ARTICLE IX – EFFECTIVE DATE

This Constitution became effective on June 20<sup>th</sup>, 2012, by approval of one more than two-thirds of the members voting in referendum. This Constitution is subject to approval by the Bylaws Committee of SFB Student Section.

Last Amended on 20 June 2012