

**CHARTER
Of the
Tulane Biomedical Engineering Board of Advisors**

Article 1: Name

The name of this organization shall be the Tulane Biomedical Engineering Board of Advisors.

Article 2: Domicile

The domicile of the organization shall be the city of New Orleans, Louisiana.

Article 3: Mission

The Biomedical Engineering Board of Advisors is an independent body that will be chartered to advise and support the Chair of Biomedical Engineering in the continual development and improvement of the Department.

Article 4: Objectives

The role of the Board of Advisors is to provide assistance to the Chair for academic planning and accreditation, instructional and research program expansion, and financial management of the Department. To fulfill its advisory role, the board maintains an ongoing relationship with University and School administration.

The Board shall have the responsibility to regularly (1) receive and react to a reports on the state of the Department and (2) advise and assist the Department Chair regarding the development and operation of the Department.

4.1 Strategic objectives for the Board include:

1. Providing a link between the Department of Biomedical Engineering and practicing engineers
2. Enhancing visibility of the Department of Biomedical Engineering both regionally and nationally
3. Facilitating continued professional development of the faculty
4. Assisting in recruitment of high quality undergraduate and graduate students
5. Supporting fund raising and sustaining growth of Biomedical Engineering planning and reviewing physical plant improvements

Article 5: Membership

The founding members, meeting on October 23, 2000 are:

Rich Ashman, Chair
Jim Bennett
Michael Carbo
Scott Zeitzer

5.1 Eligibility. The membership shall consist of not more than 12 persons dedicated to the interests of the Tulane University Department of Biomedical Engineering, with at least half of the membership are alumnae/i of the Department. The Board should contain a mixture of professionals that collectively they possess an awareness of the Department's various technical interests and diverse student backgrounds. Members should be capable of promoting the welfare of the

Department and motivated to do so, and are encouraged to become members of the ASEE (American Society for Engineering Education).

5.2 *Term.* Members shall be appointed to staggered three-year terms, with the terms of approximately one-third of the membership expiring in any one year. Members may be re-appointed, but consecutive terms may not exceed two. A term will normally commence on January 1.

5.3 *Nomination and Election.* The nomination and election of Board members shall take place at any regularly scheduled Board meeting. Any Board member (including ex-officio members) may nominate new Board members. Nominations may be made verbally or in writing at the meeting. In making nominations, consideration shall be given to ethnic and gender diversity. After an open discussion on the nominees, a vote will be taken on each nominee. Each nominee receiving a simple majority of all votes cast will be invited by the Board Chair to join the Board.

5.4 *Ex-Officio Members.* The Chair of the Department and the Dean of the College of Engineering shall be ex-officio members of the Board without vote. One undergraduate and one graduate student, selected by the Chair of the department, may also be ex-officio members of the Board without vote.

5.5 *Attendance.* If a member of the Board is unable to attend a regular meeting of the Board, he/she is expected to notify the Chair of the Board prior to the meeting. If a Board member is unable to attend two consecutive regular meetings of the Board, he/she will be contacted by the Chair of the Board or the Chair of the Department to determine the interest of the Board member in continuing to serve.

5.6 *Invited Guests.* At the request of any member of the Board, a guest member may participate without vote at a regular or special meeting of the Board. The request must be submitted to the Chair of the Board at least seven days in advance of the meeting for which the request is made.

Article 6: Officers

6.1 *Officers.* The Board shall elect a Chair and Vice-Chair/Secretary from among its membership. The immediate Past-Chair shall serve as the third officer of the Board.

6.2 *Terms.* Each officer shall serve for one year. No officer may serve for more than two years in a given position. An official term shall extend from January 1 through the succeeding December 1.

6.3 *Duties.* The Chair of the Board shall preside at all regular meetings of the Board and shall carry out such other duties as are necessary to meet the objectives of the Board. The Vice-Chair/Secretary shall preside in the absence of the Chair and shall be responsible for keeping the records of the Board.

Article 7: Meetings

7.1 *Regular meetings.* Regular meetings of the full Board shall be held twice per year, once during the spring semester and once during the fall semester. The Board shall convene, whenever possible, on the day preceding a meeting of the School Board. The time and place shall be

determined by the Chair of the Board and notice of the time, place, and agenda shall be sent to each member by the Vice- Chair/Secretary at least thirty days prior to said meeting.

7.2 Special meetings. Special meetings shall be at the call of the Chair of the Board, or on written request of at least four members of the Board. The notice for a special meeting shall clearly state the reason for which the special meeting is being held. Special meetings of working subgroups of the Board, which may include non-Board members, shall not be bound by these Bylaws regarding procedure. They shall proceed in a manner that suits the group's needs, but the Board Chair and the Department Chair shall be kept fully informed.

7.3 Minutes. Promptly following each regular Board meeting the Vice-Chair/Secretary shall submit written minutes, approved by the Board, to the Secretary-Treasurer of the College Board.

7.4 Location. Meetings will normally be held at Tulane University. Meetings may also be held at alternate locations, which are appropriate to the interest of and acceptable to the Board.

7.5 Other Considerations. All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a vote a simple majority of those present. At least 50% of the voting members of the Board shall constitute a quorum. Voting by proxy shall not be permitted.

Article 8: Rules

The meeting shall be governed by Robert's Rules of Order, and the Board may make additional rules and bylaws as it deems necessary to conduct its affairs.

Article 9: Amendments

The Charter, rules, and bylaws may be amended at any regular meeting by a vote of the majority of the entire membership. If 10 days previous notice has been given in writing to all members stating the nature of the amendment, the Charter, rules and bylaws may be amended by a two-thirds vote of those voting, a quorum being present. Amendments will become effective immediately after approval by the Chair of the Department.

Article 10: Committees

There shall be such standing and special committees as the President may appoint at his discretion or the Board may appoint at its discretion.

Article 11: Finances

The Board of Advisors shall serve without monetary compensation, and the expenses of the Board's operation shall be borne by its members until such time as means of finance may be developed.

Last updated 12/1/2000