These bylaws are applicable within the authorization established by the Board of Trustees and the College of Engineering, of the University of Tennessee, hereby referred to as the University or UT.

ARTICLE I – NAME
The name of this organization, established February 2013, shall be the Institute of Biomedical Engineering, hereby referred to as the Institute. Where appropriate, the Institute’s acronym, iBME, may be substituted for the Institute.

ARTICLE II – PURPOSE AND POLICIES
Section 1 – Purpose
The Institute shall reside in, and be a function of, the University’s College of Engineering, which may hereby be referred to as COE. The primary purposes of the Institute are to facilitate biomedical engineering graduate education and collaborations between faculty, industrial, and national lab affiliates, and students working on diverse research projects pertaining to biomedical engineering, as well as to advance the frontiers of research in related disciplinary areas. By its very nature, the work will be interdisciplinary, which is expected to yield greater impact as well as valuable resources for attracting larger-scale research funding than would otherwise be possible.

Section 2 – Policies
The policies of this Institute, unless explicitly defined herein, shall be in harmony with the policies of the University and the University’s College of Engineering. In the event that policies are in conflict, University policy shall supersede all others.

For the purpose of this document, a quorum shall constitute the minimum number required for a vote, and a majority vote shall be necessary for Institute business requiring Executive Board approval. A quorum is defined as 50% or more of the Executive Board membership present in person, virtually, or by e-mail. The Executive Board is defined in Article V.

ARTICLE III – PARTICIPANTS
Section 1 – Participants
Institute participants may be composed of faculty, staff, and students of the University, as well as National Laboratory and affiliated researchers, consultants, industry representatives, and others with an interest in the Institute as determined by the Institute’s Director and Executive Board.
A. **Faculty**
Faculty are persons appointed by the University to faculty rank who participate in the activities of the Institute. In addition, faculty may be voting or non-voting. Voting faculty shall constitute the Core Faculty. Non-voting faculty members are designated as affiliate faculty. iBME Faculty designation is achieved via an invitation to the faculty member by the Institute’s Director, and their subsequent acceptance, to participate in the Institute.

A1. **Core Faculty**
The core faculty will be voted in based on majority vote of the Executive Board. A core faculty member of iBME would be expected to (1) be actively engaged in iBME activities; (2) commit to supervising and supporting at least one graduate student at any given time to ensure timely completion of the PhD; (3) provide descriptions of research opportunities, dissertation topics, and shorter research projects available in their groups on an annual basis.

A2. **Affiliate Faculty**
The affiliate faculty will be invited by the director and will hold a non-voting position in the Institute. An affiliate faculty member of iBME would be expected to (1) be actively engaged in iBME activities; (2) provide descriptions of research opportunities, dissertation topics, and shorter research projects available in their groups on an annual basis.

B. **Staff**
Staff participants are non-faculty persons employed by the University who participate in the activities of the Institute.

C. **Students**
Student participants are persons engaged in study at the University on either full-time or part-time basis as a graduate or undergraduate student, who are working with a faculty member, and who participate in the activities of the Institute.

D. **Industry Affiliates**
Industry Affiliates are individuals outside of the University employed in industry who collaborate and/or engage with other Institute participants on behalf of the Institute for the express purpose of research, development, and/or student instruction. Industry Affiliate designation is achieved via an invitation to Industry research staff by the Institute’s Director, and their subsequent acceptance, to participate in the Institute.

E. **National Laboratory Affiliates**
National Laboratory Affiliates are individuals employed by the National Laboratories of the U.S. federal government as staff researchers who collaborate
and/or engage with other Institute participants on behalf of the Institute for the 
express purpose of research, development, and/or student instruction. National 
Laboratory Affiliate designation is achieved via an invitation to National 
Laboratory research staff by the Institute’s Director, and their subsequent 
acceptance, to participate in the Institute.

F. Industry Sponsor
Industry Sponsors are organizations and entities outside of the University who 
meet the following requirements: Industry Sponsor designation is achieved via an 
annual financial sponsorship by the external organization or entity to the Institute 
in the amount determined annually by the Executive Board. For the purpose of 
the sponsorship, annual is defined as 12 consecutive months beginning on the 
1st day of the first month following receipt of the Industry Sponsor funds until the 
last day of the 12th month.

G. Others
Other participants may be involved in Institute activities and programs upon 
approval by the Executive Board.

Section 2 – Approval to Participate
The Executive Board must approve affiliation with the Institute. Anyone affiliated 
with the Institute may recommend additional individuals or organizations for 
participation in the Institute. Such recommendations shall be made to the Director 
or Associate Director(s).

Section 3 – Terms and Conditions
The Director, along with the Executive Board, shall determine the terms and 
conditions of all participants beyond what is explicitly defined in this document.

Section 4 – Role of Participants
All participants are encouraged to be actively engaged in the activities of the 
Institute and may propose programs to be implemented by the Institute. If 
approved by the Executive Board, these programs may receive Institute support 
as necessary and when possible. All participants will have priority consideration 
in Institute activities. Participants are expected to support the programs of the 
Institute and assist the Director and other Institute administrative staff, defined in 
Article IV, in program development.

ARTICLE IV – ADMINISTRATION
Section 1 – Administration
The Institute administration shall include a Director, Academic Director, Research 
and Outreach Director, Executive Board, Internal Advisory Board, and External 
Advisory Board, as illustrated in the organizational chart below. The Institute 
administrative staff shall consist of the Director, Academic Director, and the
Section 2 – Director
A Director shall administer the Institute. The Director must be an active member of the University faculty and shall report to the COE’s Dean. The Dean shall appoint the Director for a term of five years, after consulting with the Internal Advisory Board and the Executive Board. The appointment is renewable. If the sitting Director leaves the Institute, the University, is not reappointed or is otherwise incapable of performing her/his Institute duties, a new Director shall be appointed by the Dean after consulting with the Internal Advisory Board and the Executive Board.

Section 2a – Powers and Duties
The Director shall define duties of the Academic Director and Research and Outreach Director not expressly defined in Sections 3a and 4a, respectively, of this Article. The Director shall identify research priorities, as part of the strategic vision for the Institute; take a leadership role in the development of an international reputation for the Institute leading to national and international ranking; attract research grant income, and other income, from a variety of sources (internal and external), of a sufficient level that the Institute will become self-sustaining after the initial period; have a knowledge of, and where applicable, involvement in collaborative research within University of Tennessee and with other universities, across the range of disciplines relevant to biomedical engineering; serve as liaison between Institute participants, as well as between the Institute and external groups.

The Director shall also be responsible for providing regular Institute status reports to the COE’s Dean as well as other deans of research of the affiliated colleges. The reports may include a summary of the year’s activities and a financial report, as well as information about funded efforts (e.g., grants, contracts), scholarly publications and technical reports, students supported by the Institute, honors and awards to faculty and students, development efforts, including addition of Industry and National Laboratory Affiliates, and any other noteworthy achievements. The Director shall actively recruit Institute participants defined in Article III.

Section 3 – Academic Director
The Academic Director, who shall be appointed by the Director to a five year term with the approval of the Executive Board, will report to the Director. Said appointment is renewable with Executive Board approval. The Academic Director must be an active member of the University faculty. If the sitting Academic Director leaves the Institute, the University, is not reappointed or is otherwise
incapable of performing his/her Institute duties, the Director, with the approval of the Executive Board, shall appoint a new Academic Director.

Section 3a – Powers and Duties
The Academic Director is responsible for coordinating the thesis/dissertation advisors, the admission committee and curriculum committee. The Academic Director also handles student complaints, requests, and questions.

Section 4 – Research and Outreach Director
The Research and Outreach Director, who shall be appointed by the Director to a five year term with the approval of the Executive Board, will report to the Director. Said appointment is renewable with Executive Board approval. The Research and Outreach Director must be an active member of the University faculty. If the sitting Research and Outreach Director leaves the Institute, the University, is not reappointed or is otherwise incapable of performing his/her Institute duties, the Director, with the approval of the Executive Board, shall appoint a new Research and Outreach Director.

Section 4a – Powers and Duties
The Research and Outreach Director is responsible for recruitment of existing UT faculty members that are conducting biomedical engineering research to the iBME; maintaining an understanding of the research being conducted by the iBME faculty members; proposal of mutually beneficial collaborations between iBME faculty members; appointing research focus area Program Coordinators. Additionally, the Research and Outreach Director is responsible for increasing regional knowledge of UT iBME research efforts; facilitate industrial collaborations; develop international collaborations. The Research and Outreach Director is responsible for the Research Committee and the Outreach Committee.

Section 5 - Program Coordinator (s)
The Program Coordinator(s), who shall be appointed by the Research and Outreach Director to a two year term, will report to the Research Committee. Said appointment is renewable with the approval of the Research Committee and the Research and Outreach Director’s approval. The Program Coordinator(s) must be an active member of the University Faculty. If the sitting Program Coordinator(s) leaves the Institute, the University, is not reappointed or is otherwise incapable of performing his/her Institute duties, the Research and Outreach Director, with the approval of the Research Committee, shall appoint a new Program Coordinator(s).

Section 5a - Powers and Duties
Lead a cross-functional team of researchers in the development and implementation of programs that progress the Institute’s strategic plan. Monitor and communicate project status, business issues, and significant developments
throughout the course of the program(s) with the Institute’s Research Committee. Serve as the primary point of contact for researchers in the specified research area.

ARTICLE V – EXECUTIVE BOARD
Section 1 — Membership
The Executive Board shall consist of the iBME core faculty, along with the Director, Academic Director, and the Research and Outreach Director, as outlined in Section 1a of Article III. The duration of Executive Board membership shall coincide with the fiscal year contribution either made individually or by the academic unit.

Section 2 – Powers and Duties
The Executive Board shall be responsible for: a) approving Institute administration positions defined in Article IV; b) recommending (and participating in) Institute programs and activities; c) advising the Director on matters of general policy and operations; d) approving decisions regarding Institute financial matters, including the annual budget, beyond those pertaining to its daily operations; and e) approving Institute staff hiring. If additional staff hires are needed for the operation of the Institute, the Executive Board may create a search committee for said purpose. In the event of a voting tie among Executive Board members with regard to official Executive Board powers and duties, the Institute Director shall cast the tie-breaking vote.

Section 3 – Meetings
The Director may call meetings of the Executive Board with a minimum of one week notice.

ARTICLE VI – INTERNAL ADVISORY BOARD
Section 1 – Membership
Internal Advisory Board members, hereby referred to as the Advisory Board, will consist of the Associate Deans responsible for research (or their appointees) from the colleges represented by the Institute faculty affiliates. This Board serves in an advisory capacity to the Institute.

Section 2 – Powers and Duties
The Advisory Board shall provide advice and comment on Institute programs, as needed, shall engage in public relations and support activities for Institute programs, and shall provide overall guidance and direction to the Institute as appropriate.

Section 3 – Meetings
The Advisory Board, along with the Institute Director, will meet at least once a year to review Institute programs and to provide general direction to the Institute.
The Advisory Board may elect to meet for special purposes at any other time upon agreement of a majority of Advisory Board members, at the request of the Institute’s Director, or at the request of a quorum of Executive Board members. Votes can be cast by proxy or e-mail.

**ARTICLE VII – External Advisory Board**

**Section 1** - External Advisory Board members will consist of the Industry and non-University of Tennessee Academic members appointed by the Institute Director. This Board serves in an advisory capacity to the Institute.

**Section 2 – Powers and Duties**

The External Advisory Board shall provide advice and comment on Institute programs, as needed, and shall provide overall guidance and direction to the Institute as appropriate.

**Section 3 – Meetings**

The External Advisory Board, along with the Institute Director, will meet at least once a year to review Institute programs and to provide general direction to the Institute. The External Advisory Board may elect to meet for special purposes at any other time upon agreement of a majority of External Advisory Board members, at the request of the Institute’s Director, or at the request of a quorum of Executive Board members. Votes can be cast by proxy.

**ARTICLE VIII – Committees**

**Section 1 – Standing Committees**

The following standing committees shall be established to aid the iBME Membership in the execution of its research, academic, and related responsibilities. The Director, Academic Director, and Research and Outreach Director shall be a member ex-officio of all standing committees. Each standing committee shall inform the Institute of its substantive decisions and recommendations. Each standing committee chair shall be responsible for maintaining a file of minutes of committee meetings.

**Section 1a – Admissions Committee**

This committee advises the Academic Director and shall be responsible for admission of all graduate students in the Institute in coordination with the Mechanical, Aerospace, and Biomedical Engineering Department, MABE. Specific responsibilities of the committee shall include making recommendations to the MABE department regarding admission of students; making recommendations to the Director regarding stipends for graduate students, and awarding of graduate fellowships, scholarships, and assistantships. The committee shall be composed of the Academic Director, who serves as chair, and at least six other members appointed by the Director.
Section 1b – Curriculum Committee
This committee advises the Academic Director and shall be responsible for reviewing proposed changes or additions to the Institute’s graduate curricula; making recommendations to the Director regarding graduate course offerings; maintenance of the Institute’s Graduate Student Handbook. The committee shall be composed of the Academic Director, who serves as chair, and at least six other members appointed by the Director.

Section 1c – Research Committee
This committee advises the Research and Outreach Director. This committee is responsible for establishing and reviewing research working groups; working with the focus area Program Directors to develop and maintain a strategic plan. The committee shall be composed of the Research and Outreach Director, who serves as chair, and at least six other members appointed by the Director.

Section 1d – Outreach Committee
This committee advises the Research and Outreach Director. This committee is responsible for establishing and reviewing outreach working groups and approving outreach activities. The committee shall be composed of the Research and Outreach Director, who serves as chair, and at least six other members appointed by the Director.

Section 2 – Ad Hoc Committees
The Director may appoint ad hoc committees as the need arises. The responsibilities and membership of these committees shall be established at the time of the announcement of their creation.

ARTICLE IX – FISCAL POLICIES
Section 1 – Fiscal Year
The Institute’s fiscal year shall correspond to that of the University.

Section 2 – Annual Budget
A draft budget, to coincide with the University’s upcoming fiscal year, shall be submitted for review to the Executive Board annually in February. A final budget shall be submitted to the Executive Board for approval the following June. A balanced budget shall be required annually. Once approved, budget changes may only be made with approval of the Executive Board.

Section 3 – Accounts and Audit
An Institute staff member or other entity, determined by the Executive Board, shall maintain the Institute accounts, and these shall be audited annually in accordance with Institute policies. Institute accounts will be managed according to University fiscal policies.
Section 4 – Reporting
An annual report shall be prepared by the Institute for the Advisory Board, which outlines the activities and achievements of the Institute, at the end of each fiscal year.

Section 5 – Funding
The Institute may be financed by University Office of Research funds, federal and state grants and contracts, and also college, unit and individual faculty research incentive funds (RIF), as well as other revenue generated by Institute activities. The Institute may also be funded via external federal, state, and local sponsors, including private industry.

Section 6 – Dissolution
In the event the Institute is dissolved, members of the Executive Board, in conjunction with the Internal Advisory Board, must approve a plan for the equitable distribution of assets and/or debts back to the appropriate university accounts belonging to members of the Executive Board and/or appropriate departments.

ARTICLE X – AMENDMENTS
The bylaws may be amended by a quorum of the Executive Board. Any participant of the Institute may propose amendments to the bylaws.