



## **THE BYLAWS OF THE OHIO STATE UNIVERSITY CHAPTER OF THE SOCIETY OF ASIAN SCIENTISTS AND ENGINEERS**

### **Article I. Name of Organization**

The name of this organization shall be The Ohio State University Chapter of the Society of Asian Scientists and Engineers (the “Chapter”).

### **Article II. Purpose of Organization**

The purpose of this Chapter shall be to advocate and support the mission statement of The Society of Asian Scientists and Engineers (“SASE National”).

### **Article III. Objectives and Goals of the Organization**

The Chapter is committed to providing support to the community and to promoting educational programs for the advancement of its members.

The objectives and goals of the Chapter shall be to:

- 1.0 Support and develop programs that provide for the advancement of Asian heritage scientists and engineers. This goal shall be implemented by:
  - Career Workshops
  - Seminars and Symposia that focus on bettering the employability of members by bolstering the soft skills of members, working on their resumes, and teaching interview skills.
  - Interactions with potential employers
  - Tutoring/Curriculum assistance
  - Mentoring program
- 2.0 Develop and support programs to provide chances for members to give back to their communities.
- 3.0 Develop and support programs that help spread awareness and knowledge about Asian/Asian American heritage and culture.

## **Article IV. Membership and Privileges**

### *1.0 Membership Privileges*

In the case that voting is applied to the Executive Board transition process, each Executive Board member has the privilege to cast one vote in all elections.

Members may hold office for the Chapter office.

### *2.0 Membership Requirements*

Each Member must be a full-time student at Ohio State who supports the mission statement and objectives of SASE National. Most members must be enrolled in a curriculum leading to a degree in engineering or any of the sciences, but students studying other disciplines are welcome. Student members must be students in good standing at the school where the Chapter has been established.

### *3.0 Termination of Membership*

A Chapter may by 2/3 majority vote of all membership terminate an individual's membership from the chapter, but only upon a finding of a breach by such member of the bylaws or rules of the chapter.

## **Article V. Student Board of Directors**

### *1.0 Administration*

The Student Board of Directors – or Executive Board (“E-board”), shall consist of elected officers and will administer the affairs and programs of the Chapter. The E-board must make decisions based on the vote of a majority of the members of the E-board, and is responsible for all business concerning the Chapter. The E-board shall set policy for the Chapter, and is presided over by the President. The management of daily affairs of the Chapter is delegated to officers as noted herein.

### *2.0 The Elected Officers*

The elected officers shall consist of a President(s), a Vice President(s), a Treasurer, and a Secretary. The officers shall be collectively responsible for treasury and administrative affairs, as well as those defined herein.

#### *2.1 The President shall:*

- Represent the Chapter.
- Act as the point of contact for any matters involving the Chapter and the school administration and any other organization.
- Be responsible for the execution of any documents related to

financial matters.

- Cast the tie-breaking vote on any motion that results in a tie among E-board members.
- Be the liaison between the Chapter and Regional/National representatives.
- Preside over Executive Board meetings.
- Be in charge of planning for National and Regional Conference logistics including but not limited to: reimbursements, travel, lodging etc.
- Coordinate the election process.

#### *2.2 The Vice President(s) shall:*

- Assist the President in all Chapter matters.
- Administer presidential duties in the absence of the President.
- Act as the point of contact for industry contacts for updates, programming, and sponsorship.
- Serve as the liaison between the general members, E-Board members, and the President.
- Build connections within the Ohio State and Columbus communities, especially with engineering and Asian Pacific Islander individuals and organizations.

#### *2.3 The Treasurer shall:*

- Assist the President and the board in business matters and will be responsible for:
  - Collection of dues (if applicable).
  - Proper disbursement of authorized funds.
  - Banking and accounting of Chapter funds.
  - Preparation of all financial reports required by the College, State, or Federal Government.
  - Preside over all the Chapter's financial accounts.
  - Be responsible for funding requests through the university and through National.
  - Transfer of all financial reports to the succeeding Treasurer within 30 days of termination of their term.

#### *2.4 The Secretary shall:*

- Maintain all official records of the Chapter (including Minutes of meetings)

- Maintain an official membership roster, coordinating with the President to update the roster through the university.
- Satisfy all national requirements when submitting applications and membership forms to the SASE National Board of Directors.
- Serve all notices required by the Bylaws of the Chapter.
- Provide the Newsletter to be sent to all members on a regular basis.
- Transfer all records of the Chapter to the succeeding Secretary within 30 days of termination of their term.

### *2.5 Additional Positions*

Chapters may have additional positions they deem necessary such as Webmaster, Event Coordinator, Recruitment Coordinator, E-council Representative, and more at its discretion.

## **Article VI. Election and Term of Office of Officers**

### *1.0 Eligibility*

The candidates for President(s) and Vice President(s) must have served on the Executive Board for at least one full term and must be a full-time enrolled student for the full upcoming term. If no qualifying candidates choose to run for Vice President, then it is up to the outgoing and/or incoming President on the conditions of the Vice President election. One of the selection qualities that must be evaluated for the President position is the Cumulative Grade Point Average; this is to help evaluate the ability of the candidate to perform well under deadlines, stress, and responsibilities – something that must be considered because the position will require significant time and effort throughout the year. Any person is eligible to hold office if he/she is a member in good standing with their chapter, and currently enrolled full-time at Ohio State. Members may participate in the election process if they are included on the official membership roster and have paid their dues (if applicable).

### *2.0 Officer Transitions*

#### *2.1 President(s) and Vice President(s)*

- The transfer of office process of the President will be proposed by the outgoing President and approved by 2/3 of the Executive Board that year. Proposed applicants will submit a video explaining their reasoning for becoming president. The process will include but is not limited to applications, interviews, and voting.
- The transition of presidents, including application, interviews, and voting, will occur in March.

- The incoming president will then select the vice president(s), who will then be approved by 2/3 of the Executive Board that year.
- No individual may hold the President position for more than one term, whether consecutive or non-consecutive.
- Members who will be graduating in less than a year will not be eligible to become president.
- The current Executive Board members who will be graduating in less than a year may also be involved in the officer transition process.

## *2.2 Remaining Executive Board*

- The incoming President and Vice President(s) are then responsible for selecting the rest of the Executive Board.
- Applicants will be approved by the President and Vice President(s) through the process of application and interview.
- The process of determining the remaining executive board will occur immediately following the onboarding of the new President and Vice President(s), which will occur from March to April.
- The outgoing position member will be involved in the decision process for the incoming position if there are similar/same positions (eg. recruitment).

## *3.0 Duration of Term*

The term of office shall be approximately one year from April to the conclusion of elections of the following year.

## *4.0 Removal from the Elected Student Board*

A Student Board member may be removed from office by a two-thirds vote of the eligible members. Members may not be removed without approval from the eligible members.

## *5.0 Vacancies*

In the event of a vacancy among the officers of the Student Board for any reason, a new election must be held to replace that position within thirty days of the vacancy announcement, except in the event of the removal or resignation of the President, the Vice President of the E-board shall assume the office of President for the remainder of the term, and an election will be held to elect a new Vice President.

## **Article VII. Committees**

The E-board shall have the power to call for any committee that they see fit to aid

in conducting the business of the Chapter. The E-board may appoint any member in good standing to chair a committee. A proposal for the committee should be accepted and read through by the E-board and President. A committee shall have a chairman and co-chair.

## **Article VIII. Jurisdiction**

### *1.0 Chapters*

There shall only be one SASE chapter per college campus.

## **Article IX. Fiscal Year**

The fiscal year of the Chapter shall begin on May 1 and end on April 30 of each year.

## **Article X. Dues**

### *1.0 Dues*

- The SASE National Board does not require Student Chapters to have dues.
- If a Student Chapter deems it necessary it may enact dues of under \$50.
- Dues are to be voted on by the Student Board each year and can vary from year to year.
- If dues are required, one cannot be an official member until their dues are paid in full.

## **Article XI. Meetings**

### *1.0 Quorum*

A quorum for a meeting of the E-board shall be 75% of the then-serving members of the E-board. There shall be no quorum requirement for a meeting of the members.

### *2.0 Special Meetings*

The President or any other E-board member may call a special meeting for general members of the Chapter.

### *3.0 Meeting Notices*

Notice of every meeting shall be delivered to each member by written copy or e-mail and shall include the agenda, place, date, and time of the meeting, and shall be delivered not less than one week before the meeting.

#### *4.0 Meeting Rules*

The agenda will be followed as a general guideline. Any member in good standing can bring up any relevant motions or issues for discussion.

### **Article XII. Assets**

#### *1.0 Assets*

If a Chapter should dissolve, any assets belonging to the Chapter must be returned or given to SASE National.

### **Article XIII. Donations**

#### *1.0 Chapter Donations*

As a student chapter of a nonprofit organization, chapter members may accept monetary or in-kind contributions from organizations and individuals who support the mission statement of SASE. The Chapter members must be informed of all donations and accurate records must be kept by the Treasurer.

### **Article XIV. Liability of Members**

#### *1.0 Liability*

No member or officer shall be personally liable for debts or liabilities of the Chapter.

### **Article XV. Amendments to the Constitution and Bylaws**

#### *1.0 Amendment Procedure*

- A motion to amend these bylaws must first be made to the E-board.
- If approved by the E-board, the proposed amendment shall be submitted in writing to the Secretary for presentation to regular members after E-board approval.

#### *2.0 Member Approval*

Approval of any proposed amendment approved by the E-board as described above shall be by a 2/3 majority vote of eligible members, subject to any approval that may be necessary from the academic office responsible for student activities.

#### *3.0 SASE National Communications*

Upon approval by the members, a current and amended copy of the bylaws must be sent to the SASE National's office via mail or e-mail.

These Bylaws were approved by a 2/3 vote of the members of the Ohio State

Chapter of the Society of Asian Scientists and Engineers.

#### *4.0 Non-Discrimination Policy*

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.