



**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”).

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 III. University Regulations

Section A. Harassment and Discrimination, including Sexual Misconduct

The Ohio State University Chapter of the Society of Asian Scientists and Engineers agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with these guidelines.

Section B. Hazing

The Ohio State University Chapter of the Society of Asian Scientists and Engineers agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C. Bylaws

The Ohio State University Chapter of the Society of Asian Scientists and Engineers retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in these constitutional articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities Department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements

Article IV. Membership

Section A. Membership Eligibility

Each Member must be a 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.

Section B. Membership Selection

Prospective Members seeking membership within the Chapter should be in physical or virtual attendance of at least one event hosted in part or in whole by the Chapter. Completion of both a physical or digital attendance form at the event to certify the prospective Members' presence and the physical or digital Member Registration Form will be required for membership in the Chapter. Membership in the Chapter will not carry over academic years; returning Members will be required to complete the aforementioned process to maintain membership.

Section C. Membership Timeline

Membership is open on a rolling basis through each semester.

Section D. Termination of Membership

A Chapter may by two thirds majority vote of all membership terminate a non-Executive Board member individual's membership from the chapter, but only upon a finding of a breach by such member of the bylaws, standards or rules of the chapter, evidence towards an individual violating the University Student Code of Conduct, or objectively damaging the reputation or operations of the Chapter or SASE National. The vote may be proposed by the President or a two thirds agreement of the sitting Executive Board members.

Article V. Advisor

Section A. Advisor Duties and Responsibilities

The formal expectations of the advisor(s) of the Chapter shall be:

- To review and approve funding requests made by the Treasurer.
- To review and approve goals and the registration of the Chapter.
- To complete training required by the University.
- To provide constructive criticism of the operations of the Chapter.
- To follow all laws, regulations and University policies
- To uphold relevant reporting and other operational obligations

An advisor is not mandated to attend events hosted by or meetings of the Executive Board, but is highly encouraged to.

Section B. Advisor Term

No term limits are imposed on the advisor position.

Section C. Advisor Selection

Prospective advisor candidates should be sufficiently acquainted per the judgement of the Chapter prior to their selection. An in person meeting between the leadership roles of the Chapter and the candidate should occur prior to voting.

1.0 Advisor Selection Vote

- The President shall call a vote, alternatively being forced to the table by 60 percent of the sitting Executive Board members.
- At least two thirds of votes cast by sitting Executive Board members must be in the affirmative for the motion to pass.
- If approved, the President will notify the candidate and update the relevant information passed along to the University.

Section D. Advisor Replacement

The Executive Board holds the right to remove and replace its advisor(s). Advisor(s) have the right to resign from their position.

1.0 Advisor Replacement

In the case of voluntary resignation from the role, an advisor should provide notice to the leadership of the Chapter at a minimum of 30 days in advance of the resignation.

2.0 Advisor Removal

In the case of removal, a sitting Executive Board member should provide good faith evidence of issues with the advisor in question being communicated to and received by said advisor. Contingent on this, the President will call a vote, alternatively being forced to the table by at least three fourths of the sitting Executive Board members.

2.1 Advisor Replacement Vote

- The President's vote will be counted as five, the Vice President's as three, and the Treasurer's as two. Remaining persons on the Executive Board will be counted as one per capita.
- At least two thirds of the tallied votes are needed in the affirmative for the motion to pass.
- If approved, the President will provide a written notice to the advisor in question, and will formally remove them within two

weeks of this notice from University information.

2.2 Advisor Replacement Process

- The replacement process for the vacancy will follow as outlined in Section C.

Article VI. Organization Leadership

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.

Section A. Officer Positions

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, science and APIDA 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 requests offered, and reports required by the College or University.
 - Preparation of all financial reports mandated by Municipal, State, and Federal Government.
 - Preside over all the Chapter's financial accounts.
 - Be responsible for funding requests through the University and through SASE National.
 - Maintain records of funds, transactions and tables of balances up to date as seen fit by the President and Vice-President.
 - 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.

2.6 Delegation

The President and Vice-President may delegate their assigned duties to other positions as they see fit.

Section B. Officer 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 will be up to the discretion of the outgoing and/or incoming President on the conditions of the Vice-President election. One of the selection qualities that may 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 at The Ohio State University. Members may participate in the election process if they are included on the official membership roster and have paid their dues (if applicable).

Section C. Officer Selection Process

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 two thirds 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 President(s), 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 two thirds of the Executive Board that year.
- No individual may hold the President position for more than two terms, 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 positions 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 may be involved in the advisory process for the incoming position if there are similar/same positions (eg. recruitment).
- The final decisions on officer selection for positions shall be solely under the recorded decision and approval of the President, who may be advised by the Vice-President or other officers.

2.3 Membership Popular Vote and Other 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.

3.0 Duration of Term

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

Section D. Officer Removal from the Elected Student Board

1.0 Justification for Removal

A Student Board member who does any of the following may be removed from office through proper procedures:

- Violates bylaws, rules or standards of the Chapter, SASE National,
- Violates the Student Code of Conduct of the University
- Acts such that there is demonstrable and significant harm to the reputation or image of the Chapter, SASE National or the University
- Fails to properly uphold their duties as an officer
- Subverts or impedes the operations or mission of the Chapter

2.0 Removal Process

A Student Board member may be removed from office by a two-thirds vote of the eligible members. The President may bring a motion for removal to the sitting Executive Board or a motion may be brought to the table jointly by three fifths of the sitting Executive Board. All sitting executive Student Board members must be notified of this motion, formal notification of the advisor(s) will be up to the discretion of the President.

- The vote may not be held in circumstances that prevent members of the Executive Board from participating in voting
- In the case of members creating circumstances to delay or block the vote, the voting process may be forced to start through by the decision of the President, Vice-President or advisor(s)
- All voting parties may vote in the affirmative, against the motion, or abstain from the vote
- All voting members of the Executive Board may cast one vote per capita, counted as one with an exception for the President, Vice-President and advisor(s).
- The President's vote will count as three, the Vice-President's as one and a half, participating advisor(s) will have their vote counted as one and a half
- In the case of the President and Vice-President being in agreement on the issue, they may jointly vote and have their combined votes count as four.
- In the case of the President, Vice-President and advisor(s) being in unanimous agreement on the issue, they may jointly vote and have their combined votes count as eight.

3.0 Officer Removal from the Elected Student Board

If the totaled votes are greater than two thirds of those counted, the motion will pass. The removed Student Board member will be immediately notified, and fully removed from their position within a period of ten days from the passage of the vote.

4.0 Vacancies

In the event of a vacancy among the officers of the Student Board for any reason, a new election may 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. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

The voluntary dissolution of this Chapter shall require the recorded unanimous approval of the President, advisor, SASE regional coordinator, and an affirmative vote of the general membership. The decision to dissolve the Chapter must invoke at least one of the following:

- Non-Executive Board member turnout for events hosted by the Chapter in the current or previous semester not surpassing one fourth of the sitting Executive Board for more than four consecutive events. Approved by vote: 4/17/2026
- Imminent danger to Executive Board members due to their operation of the Chapter. Approved by vote: 4/17/2026
- Recommendation of SASE National, or the SASE Midwest Regional Team. Approved by vote: 4/17/2026

These thresholds will require a vote of three fourths of the sitting Executive Board for an amendment, with the President's vote counting as three, the Vice-President's as one and a half, and optionally participating advisor(s) as one and a half.

Section B. Dissolution Procedures, including Assets and Debts

Upon recorded approval from the aforementioned parties of: the President, the advisor(s) and the respective acting SASE regional coordinator, the President may initiate a vote amongst the sitting board members.

1.0 Dissolution Votes

All sitting executive board members must be present for the Executive Board vote to dissolve the Chapter and cast either in the affirmative or against the motion. At least four fifths of the active general membership must be present for the General Member Vote.

1.1 Executive Board Vote

- The Executive Board vote will occur in two parts
- An initial vote will require four fifths of the sitting Executive Board to vote in the affirmative for the issue to advance.
- If passed, a separate vote must pass with alternative vote weights.
- The President's vote will count as five, the Vice-President's as three
- Participating advisor(s) will have their votes counted as two
- Remaining Executive Board members' will be counted as one each
- If passed, a vote may be extended to the general membership of the Chapter

1.2 General Member Vote

- Executive Board members may not participate in this vote
- All persons will be allocated one vote
- If four fifths of the voting active general membership cast in the affirmative, the motion will pass and the dissolution process will begin.

2.0 Dissolution Process

Following the passage and enactment of the dissolution process, all discretionary spending must be immediately halted. The President, Vice-President and Treasurer over the course of one week must work to settle any debts owed with the funds the Chapter holds in any financial accounts. The advisor(s) must then review proceedings.

3.0 Special Case Timeline

In the case of outstanding debts unable to be paid are discovered, an additional two weeks shall be allocated in which the Executive Board will derive a plan to resolve these, working in conjunction with University advisor(s). An additional two weeks will be required in the implementation of the plan which must settle all debts and leave all parties in good standing.

4.0 Dispersal

In all cases, assets belonging to the University, board members and SASE National will be returned accordingly.

ARTICLE VIII: CONSTITUTIONAL AMENDMENTS

1.0 Amendment Procedure

- A motion to amend these bylaws must first be made to the Executive Board.
- Approval of the Executive Board will be recorded with a vote of which two thirds or greater must be in the affirmative.
- If approved by the Executive Board, the proposed amendment shall be submitted in writing to the Secretary for presentation to regular members after Executive Board approval.

2.0 Special Cases

- Minor modifications such as format or minor wording changes will

require only the approval of the acting President.

ARTICLE IX: EMBEDDED BYLAWS

1.0 Member Approval

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

2.0 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.

3.0 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.

4.0 Committees

The Executive Board may call for any committee seen fit to aid in conducting the business of the Chapter. The Executive 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 Executive board and President. A committee shall have a chairman and co-chair.

5.0 Jurisdiction

1.0 Chapters

There shall only be one SASE chapter per college campus.

6.0 Fiscal Year

The fiscal year of the Chapter shall begin on May 1 and end on April 30 of each year. The Chapter will fulfill necessary financial and other reporting duties for the University on the University's schedule and request.

7.0 Dues

The current Chapter will impose no dues on members.

- 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 per person.
- Changes in 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.

8.0 Meetings

8.1 Quorum

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

8.2 Special Meetings

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

8.3 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.

8.4 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.

9.0 Assets

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

10.0 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.

11.0 Liability

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

These Bylaws were approved by a vote of two thirds or greater of the members of the Ohio State Chapter of the Society of Asian Scientists and Engineers on:
4/17/2026