

**THE BYLAWS OF THE \_\_\_\_\_\_\_\_\_\_\_ CHAPTER
of the SOCIETY OF ASIAN SCIENTISTS AND ENGINEERS**

**Prepared by:**

SASE National CPC

Spring 2017

*Be sure to insert any campus requirements where necessary*

## *ARTICLE I*

Name

The name of this organization shall be the \_\_\_\_\_\_\_\_ 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”).

*“To prepare Asian heritage scientists, engineers, and technologists for success in the global business world, to celebrate diversity on campuses and in the workplace, and to provide opportunities for members to make contributions to their local communities.”*

Chapter Vision/Mission Statement

[Insert chapter vision/mission statement here]

## *ARTICLE III*

Objectives and Goals

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. Support and develop programs that provide for the advancement of Asian heritage scientists, engineers, and technologists. 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.
1. Develop and support programs that aid Asian heritage scientists, engineers, and technologists who are actively seeking careers by:
* Interactions with potential employers
* Tutoring/Curriculum assistance
* Mentoring programs
1. Provide a forum for professional development and for the connection with entrepreneurial opportunities.
2. Inform the public of contributions and advancements made by Asian heritage scientists and engineers in newsletters and awards ceremonies.

## *ARTICLE IV*

Membership and Privileges

1. Membership Privileges:
Each member of the Chapter has the privilege to cast one vote in all elections. Members may hold office and may nominate themselves or other individuals for Chapter office.
2. Membership Requirements:
Each Member must be a full-time student at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who supports the mission statement and objectives of SASE National. Student members must be students in good standing at the school where the Chapter has been established. Student members cannot run for office or vote in SASE National Board elections.
3. Discrimination

Membership and participation are free discrimination, including but not limited to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a veteran.

1. 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. Administration:
The Student Board of Directors (“SBOD”) shall consist of elected officers and will administer the affairs and programs of the Chapter. The SBOD must make decisions based on the vote of a majority of the members of the SBOD, and is responsible for all business concerning the chapter. The SBOD 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. The Elected Officers:
The elected officers shall consist of a President, a Vice President, a Treasurer, and a Secretary. The officers shall be collectively responsible for treasury and administrative affairs, as well as those defined herein.
	1. The President shall:
		1. Represent the Chapter.
		2. Act as the point of contact for any matters involving the Chapter and the school administration and any other organization.
		3. Be responsible for the execution of any documents related to financial matters along with the Treasurer.
		4. Cast the tie-breaking vote on any motion that results in a tie among SBOD members.
	2. The Vice-President shall:
		1. Assist the President in all Chapter matters.
		2. Administer presidential duties in absence of president.
		3. Review banking and checking account monthly with Treasurer.
	3. The Treasurer shall:
		1. Assist the President and the board in business matters and will be responsible for:
			1. Collection of dues (if applicable).
			2. Proper disbursement of authorized funds.
			3. Banking and accounting of Chapter funds.
			4. Be responsible for the execution of any documents related to financial matters along with the President
			5. Submission of monthly financial reports listing all assets and liabilities of a chapter to the SBOD.
			6. Submission of a yearly financial report to the SASE National Board.
			7. Preparation of all financial reports required by the College, State, or Federal Government.
			8. Transfer of all financial reports to the succeeding Treasurer within 30 days of termination of their term.
			9. Maintenance of contact with corporate sponsors.
	4. The Secretary shall:
		1. Maintain all official records of the Chapter (includes Minutes of meetings)
		2. Maintain an official membership roster.
		3. Satisfy all national requirements when submitting applications and membership forms to the SASE National Board of Directors.
		4. Serve all notices required by the Bylaws of the Chapter.
		5. Coordinate the election process to elect officers.
		6. Transfer all records or the Chapter to the succeeding Secretary within 30 days of termination of their term.
	5. Chapters may create additional positions they deem necessary such as Webmaster, committee heads, etc., at its discretion.

## *ARTICLE VI*

Election and Term of Office of Officers

1. Nominations and Eligibility
All Officers shall be elected by vote of all eligible chapter members. Each candidate must be nominated and seconded by an eligible member (a candidate may nominate him/herself with a petition and one signature from another eligible member). 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Members may participate in the election process if they are included on the official membership roster and have paid their dues (if applicable).
2. Election of Officers
* Election date shall be posted and communicated to all members at the beginning of the academic school year. Election date must be promoted/posted on a common media (email, social media, etc.) at least three weeks in advance.
* Ballots shall be counted by the SBOD at the Annual Election Meeting. All four members of the SBOD must count the votes individually. Any SBOD members, who cannot be fair and transparent, must recuse themselves from serving on the election process.
* Candidates receiving majority of the votes shall be declared winners.
* In case of a tie, the incumbent President’s vote serves as a tiebreak.
* The Annual Meeting shall take place at the end of each academic year.
1. Duration of Term
The term of office shall be from July 1st to June 30th of the following year.
2. Removal from the Elected Student Board
A Student Board member may be removed from office by the two-thirds vote of the eligible members. The voting date and cause must be promoted/posted on a common media (email, social media, etc.) at least three weeks in advance.
3. Vacancies
In the event of 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 Student 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. The election date and cause must be promoted/posted on a common media (email, social media, etc.) at least three weeks in advance.

## *ARTICLE VII*

Committees

The Student Board shall have the power to call for any committee that they see fitting to aid in conducting the business of the Chapter. The Student 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 Student Board and President. A committee shall have a chairman and co-chair.

## *ARTICLE VIII*

Jurisdiction

1. Chapters
There shall only be one SASE chapter per college campus.

## *ARTICLE IX*

Fiscal Year

The fiscal year of the Chapter shall begin on July 1st and end on June 30th of each year.

## *ARTICLE X*

Dues

1. Dues
* The SASE National Board does not require Student members 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. Quorum
A quorum for a meeting of the SBOD shall be 75% of the then serving members of the SBOD. There shall be no quorum requirement for a meeting of the members.
2. Annual Meeting
An Annual Meeting of the members shall be held no later than 30 days from the end of the academic year, at which time the officers described in Article V shall be elected for the following year.
3. Special Meetings
The President or any other SBOD member may call a special meeting for general members of the Chapter.
4. 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 ten days before the meeting.
5. 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. Assets
If a Chapter should dissolve, any assets belonging to the Chapter must be returned or given to SASE National.

## *ARTICLE XIII*

Donations

1. 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 the Treasurer must keep accurate records.

## *ARTICLE XIV*

Liability of Members

1. 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. Amendment Procedure
* A motion to amend these bylaws must first be made to the SBOD.
* If approved by the SBOD, the proposed amendment shall be submitted in writing to the Secretary for presentation to regular members after SBOD approval.
1. Member Approval
Approval of any proposed amendment approved by the SBOD 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.
2. 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 was approved by a 2/3 vote of the members of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter of the Society of Asian Scientists and Engineers.

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Chapter President’s signature Date of Adoption

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Chapter Secretary’s signature Date of Adoption

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Chapter Advisor’s signature Date of Adoption