CONSTITUTION OF THE SOCIETY OF ASIAN SCIENTISTS AND ENGINEERS

# ARTICLE I. NAME OF ORGANIZATION

This organization shall be named the Society of Asian Scientists and Engineers and shall hereafter be referred to as SASE. SASE is a chapter of the SASE National organization.

# ARTICLE II. ORGANIZATION AFFILIATION

As outlined in the RSO Classification Policy, SASE is considered a University Sponsored Student Organization (USSO). As a USSO, this organization is considered an extension of the University unit Herbert Wertheim College of Engineering (HWCOE), and operates within the scope and function of it. As such, SASE is governed by and under the jurisdiction of internal University policies, standards, and business practices as well as gains access to exclusive university resources through our sponsoring University unit. USSOs are not eligible for Student Government funding.

# ARTICLE III. PURPOSE STATEMENT

SASE exists to advance Asian heritage scientists and engineers in education and employment so that they can achieve their full career potential. SASE’s mission is to:

1. Prepare Asian heritage students for success in the global business world.
2. Promote diversity and tolerance on campuses and in the workplace.
3. Provide opportunities for its members to make contributions to their local communities.

SASE’s objectives and goals shall be to:

1. Support and develop programs that facilitate the advancement of Asian heritage scientists and engineers. This goal shall be implemented by:
   1. Professional development workshops that focus on boosting members’ employability by bolstering soft skills, strengthening their resumes, and teaching interview skills.
2. Develop and support programs that aid Asian heritage scientists and engineers who are actively seeking careers through:
   1. Interactions with potential employers
   2. Tutoring/curriculum assistance
   3. Internal and external mentoring programs
3. Provide a forum for professional development and for connecting with entrepreneurial opportunities.
4. Inform the public of contributions and advancements made by Asian heritage scientists and engineers in newsletters and awards ceremonies.

# ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS

Upon approval by the Department of Student Engagement, SASE shall be a registered student organization at the University of Florida. SASE shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

## Section A. Non-Discrimination

SASE agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

## Section B. Sexual Harassment

SASE agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

## Section C. Hazing

SASE agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

## Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If SASE becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

## Section E. Officer Eligibility

SASE understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the [Registered Student Organization Classification and Officer Eligibility Policy](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

# ARTICLE V. MEMBERSHIP

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

# ARTICLE VI. BYLAWS FOR SASE

SASE may elect to maintain a separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the University of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and Student Engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). SASE agrees to provide all unaltered bylaws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

# ARTICLE VII. STUDENT ORGANIZATION ADVISOR

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The advisor and the HWCOE hold the responsibility to oversee the day-to-day functions and operations of SASE, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies.

The faculty advisor shall serve as a resource person, provide advisory support for the officers and members of the organization, and serve as a liaison between the SASE officers and the administration. The faculty advisor is encouraged to attend general body meetings (GBMs) and events; however, the faculty advisor may not vote in any SASE elections. One faculty advisor will be selected by the SASE Board. The faculty advisor will serve for a term of one academic year, with opportunity to be reappointed. In the event that the faculty advisor is unable to complete their term, officers may nominate a replacement at any time.

# ARTICLE VIII. OFFICERS

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the [Registered Student Organization Classification and Officer Eligibility Policy](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

At no time should one person hold more than one SASE Board position (listed below).

## Section A. General

The SASE Executive Board shall consist of the following elected officers:

1. President
2. Internal Vice President
3. External Vice President
4. Treasurer
5. Secretary
6. Public Relations Officer

The SASE Executive Board may appoint the following positions to the SASE Chair Board:

1. Advancement Chair
2. Fundraising Chair
3. Historian
4. Member Involvement Chair
5. Multimedia Chair
6. Networking Chair
7. Science Chair
8. Service Chair
9. Social Chair
10. Sports Coordinator
11. Technical Chair
12. Webmaster

## Section B. Duties

### President

* 1. Preside at all meetings of the SASE Executive Board, SASE general body, and any special meetings
  2. Oversee all chairs and committees
  3. Ensure that all SASE Board members perform their duties in accordance with the SASE Constitution and Bylaws
  4. Call a special meeting when necessary
  5. Represent SASE to the University of Florida and Gainesville communities
  6. Serve as the single point of contact (SPOC) to SASE National and UF’s Student Activities and Involvement (SAI) Office
  7. Attend monthly meetings with other South Region chapter presidents and South Regional Managers and Coordinators
  8. Construct and submit applications for chapter awards at UF and nationally

### Internal Vice President (IVP)

* 1. See that the SASE President performs their duties in accordance with the SASE Constitution and Bylaws
  2. Perform all duties of the President in the event of the President’s inability to complete their duties
  3. Manage and plan the Mentor-Mentee (M&M) Program, including M&M Week events
  4. Plan and lead committees for Winter and Spring Banquets
  5. Schedule semesterly PIE-on-1 meetings between President, IVP, EVP, and all other board members to discuss positional expectations, responsibilities, and sentiments
  6. Track all Board members’ completion of the semesterly Board requirements, reminding them to complete requirements throughout the semester
  7. Plan and host board bonding events during the Fall and Spring semesters to promote a positive board dynamic

### External Vice President (EVP)

* 1. Maintain and acquire Corporate/Faculty/Administration contacts
  2. Serve as the POC for the Center for Inclusion & Multicultural Engagement and Asian American Student Union (AASU) sub-organizations regarding event collaborations
  3. Oversee all external and company events (e.g. company-sponsored, facility tours, co-hosted with external organizations)
  4. Maintain and update the sponsorship packet
  5. Seek and oversee external sponsorship of the chapter
  6. Oversee the external mentorship program to pair members with alumni mentors, with help from the Networking Chair

### Treasurer

* 1. Manage and track SASE’s financial activities
  2. Give and keep receipts for all monies disbursed by or given to SASE
  3. Serve as the POC between SASE and the HWCOE Finance Office
  4. Process sponsorships from local businesses and other areas
  5. Work closely with the Fundraising Chair for budgeting purposes
  6. Manage all purchases and reimbursements using SASE’s budget

### Secretary

* 1. Arrange the time and location of all SASE events, including necessary permits
  2. Accurately record minutes of all SASE board meetings
  3. Create membership roll and attendance records at all meetings
  4. Assist in the advertising and promotion of SASE in 2 forms:
     1. An email listserv
     2. Regular blog posts on the UF SASE website
  5. Prepare a written end-of-term document of SASE activities, including an attendance record, demographic report, and feedback from all SASE events from the past school year (to be submitted to the incoming Secretary and President)
  6. Oversee the administration of the SASE Discord server, including the creation and maintenance of roles and appropriate moderation as needed
  7. Maintain copies of the SASE Constitution and Bylaws, and make these copies available to others upon request
  8. Maintain the SASE Board and general body Google calendars

### Public Relations Officer

* 1. Advertise and promote SASE to the UF and Gainesville communities
  2. Manage all of UF SASE’s official social media accounts (i.e. Facebook and Instagram (@ufsase))
  3. Handle all advertisement media logistics (printing flyers, updating the board tri-fold, scheduling tabling, etc.)
  4. Handle all public relations dealing with SASE
  5. Initiate and utilize diverse forms of advertisement to promote the society, as deemed appropriate
  6. Serve as the POC for external marketing
  7. Coordinate board plugging schedules for upcoming SASE events
  8. Create event recap posts
  9. Communicate with event planning leads to coordinate marketing logistics
  10. Attend all South Region Marketing calls
  11. Lead the planning of SASE Spirit Week along with the President

### Advancement Chair

* 1. Arrange the time, location, and booking of the SASE study room and Board Office Hours
  2. Create and maintain a database of academic resources
  3. Create a semesterly spreadsheet to match students in shared classes
  4. Plan and oversee Evening with Professors in the Fall and Spring semesters, collaborating with the Science Chair
  5. Ensure active engagement and success of professional development and academic events, initiatives, and the “resume-roasts” Discord channel for communal resume reviews

### Fundraising Chair

* 1. Host at least 2 fundraisers per semester
  2. Contact restaurants and/or local businesses for fundraising opportunities including GBM aftersocials
  3. Coordinate SASE x HEAL concessioning events in collaboration with HEAL

### Historian

* 1. Attend and document all UF SASE events through photos and/or videos, scheduling replacements if unable to attend or planning the event
     1. Coordinate with the Sports Coordinator to take pictures and videos for the SASE Sports program
  2. Create an annual SASE promotional video to be showcased at the Asian American Student Assembly (AASA) show
  3. Process and edit all photos and videos to achieve the desired effect prior to publishing
  4. Maintain an archive document with links to all current and past years’ media content
  5. Upload all photos and videos to the UF SASE Historian’s Google Photos account

### Member Involvement Chair (MIC)

* 1. Preside over the SASE Interns program:
     1. Oversee the SASE Interns application and selection processes in the beginning of the Fall and Spring semesters
     2. Conduct weekly SASE Interns meetings
     3. Develop SASE Interns’ leadership skills
     4. Facilitate interaction between SASE Board and SASE Interns
     5. Inform SASE Interns of board position responsibilities and prepare them to hold board positions through shadowing opportunities

### Multimedia Chair

* 1. Adhere to SASE National branding guidelines
  2. Create and develop SASE event graphics
  3. Design merchandise items each semester, both to be given away at no charge to general members and as limited designs to be sold
  4. Develop videos in collaboration with the Historian, if needed

### Networking Chair

* 1. Serve as the POC between UF SASE alumni and our chapter
  2. Maintain a list of all UF SASE alumni
  3. Prepare an alumni spotlight for each GBM
  4. Coordinate the ordering of stoles and cords for graduating seniors
  5. Oversee and maintain the UF SASE LinkedIn page, posting periodically about significant/corporate events
  6. Assist in the promotion, execution, and post-event relations of professional development events hosted by UF SASE with the EVP
  7. Host at least 1 alumni event during the year

### Science Chair

* 1. Plan and host at least 2 science events per semester
  2. Create and maintain a database of science resources
  3. Plan and oversee Evening with Professors in the Fall and Spring semesters, collaborating with the Advancement Chair
  4. Lead the planning of SASE Science Week activities
  5. Serve as the POC between our chapter and the SASE Science Initiative to coordinate science activities (e.g. at SASE National Convention)

### Service Chair

* 1. Lead the planning of service events and initiatives to benefit the local Gainesville community
  2. Plan at least 3 service events per semester
  3. Coordinate SASE x HEAL Adopt-a-Street clean-ups in collaboration with HEAL

### Social Chair

* 1. Plan at least 2 social events per semester with:
     1. At least 1 being free for members
     2. At least 1 having a cultural theme
  2. Plan and coordinate SASE National Conference trip activities in collaboration with the President

### Sports Coordinator

* 1. Manage the SASE Sports Instagram (@ufsasesports)
  2. Coordinate all aspects of the SASE Intramurals program:
     1. Create and release sign-up forms for each intramural sport
     2. Create, assign captains to, and oversee registration of all intramural sports teams
     3. Coordinate with the Historian to take pictures and videos at intramural sports games
  3. Plan (bi-)weekly casual SASE sports events for general members, e.g. volleyball, softball, soccer
  4. Plan 1 large scale event each semester (e.g. esports tournament, field day)
  5. Coordinate SASE-lympics if UF is hosting it

### Technical Chair

* 1. Plan and host at least 1 technical workshop each semester
  2. Create and upkeep documentation to be followed after the conclusion of each Technical Chair-hosted workshop
  3. Preside over the SASE Engineering Team (SET):
     1. Oversee the SET application and selection process
     2. Plan an interdisciplinary engineering project to be executed starting in the Fall semester
     3. Conduct bi-weekly SET meetings
     4. Facilitate extra work hours throughout the week for team members as needed
     5. Manage pacing throughout the year to ensure project is completed

### Webmaster

* 1. Develop and maintain the UF SASE website in a way that reflects SASE’s goals and professionalism
  2. Regularly update the website to advertise new information and document recent events
  3. Arrange 1 technical workshop each semester that caters to SASE’s computer science members
  4. Create and upkeep documentation to be followed after the conclusion of each Webmaster-hosted workshop
  5. Preside over the SASE Web Development Team:
     1. Oversee the Web Dev Team application and selection process
     2. Manage team members in building and updating the UF SASE website
     3. Conduct weekly Web Dev Team meetings
     4. Facilitate extra work hours throughout the week for team members as needed

## Section C. Term of Office and Limits

1. Elected officers shall serve beginning the summer semester following elections until the conclusion of the following spring semester. The period immediately after elections and before the new term begins shall serve as a transition period.
2. A member may not serve as President for more than 2 terms.
3. A member may not serve as Treasurer for more than 2 terms.

## Section D. Impeachment

An officer may be removed of office by a majority (more than 50%) vote of the remaining SASE Board AND at least a ⅔ vote of the SASE general body if the officer:

1. Fails to assume responsibilities as outlined in this constitution
2. Fails to maintain eligibility
3. Acts on behalf of the Asian American and/or science and engineering community in a deplorable or grossly negligent manner

## Section E. Vacancy

To fill a vacant board position, a majority vote (more than 50%) of approval from the remaining SASE Board shall be used to:

1. Immediately appoint an interim officer
2. Install a permanent replacement

# ARTICLE IX. ELECTIONS

## Section A. General

1. Nominations for all officers will occur annually from members beginning at the last general body meeting in March. Elections will occur in April. Any member may nominate any other members, including themselves (as long as they meet the eligibility requirements). Nominations may also be made during elections up until the closing of nominations.
2. To be eligible to be nominated and run for office, a candidate who has previously held or currently holds a Chair or Executive Board position must have fulfilled their board requirements during their most recent term.
3. To be eligible to be nominated and run for office, a member must have attended at least 5 SASE events in the current school year.
4. Prior to elections, should the current Executive Board deem it necessary (due to a lack of candidates or otherwise), the positions being elected may be consolidated to just President, Vice President, and Treasurer, in accordance with the Student Government requirements. Similarly, positions may be added to the Executive Board or Chair Board if the need arises.
5. A voting body will consist of the members who have attended at least 5 SASE events. Vote casting shall be conducted by secret ballot.
6. All positions must be elected with a majority vote (more than 50%) of approval from the voting members.
7. Once voting procedures begin, all voting members present shall be accounted for. Should the number of votes cast exceed the number of voting members present, the election is void and the procedures shall start over.
8. In the event of failure for 1 candidate to win a standard vote of approval, the voting procedures shall repeat among all candidates except for the candidate to receive the fewest votes.
9. In the event that all candidates receive the same number of votes, the floor shall be re-opened for the voting body to discuss the candidates, followed by a re-vote.
10. A recount may be requested by any voting member at any time.

## Section B. Procedure

The elections committee shall:

1. Create a list of all voting members
2. Ask for nominations for each elected position
3. Create a list of all eligible nominated members running for each elected position for all members to see
4. For each elected position:
   1. Create a discussion and debate atmosphere for members to ask questions to the candidates
   2. Distribute ballots to voting members
   3. Collect the completed ballots
   4. Count all valid ballots and announce the newly elected officer

## Section C. Position Order

SASE Executive Board positions shall be elected in the following order:

1. President (must have been a SASE Board member or a Regional Conference Officer for at least 1 year)
2. Internal Vice President
3. External Vice President
4. Treasurer
5. Secretary
6. Public Relations Officer

A candidate who is not elected for a given position may slate down to run for a subsequently-elected position without limit.

In the absence of clear direction on election, amendment, and/or voting procedures, SASE agrees to follow the guidance and instruction of Robert’s Rules of Order for the election or amendment process.

# ARTICLE X. FINANCE

As a USSO, SASE does not receive any funding or resources from Student Government; rather, this organization is eligible to be funded by the HWCOE.

SASE will not require membership dues; however, it will raise funds through various activities involving members and supporters, with the proceeds being used for career workshops, corporate info sessions, and other events dedicated to SASE’s mission statement.

As a USSO, SASE will comply with UF Finance and Accounting policies on purchasing, funding and fundraising.

# ARTICLE XI. DISSOLUTION OF ORGANIZATION

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, SASE will leave any assets and outstanding funds to SASE National.

# ARTICLE XII. AMENDMENTS TO THE CONSTITUTION

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

1. Amendment Procedure
   1. A motion to amend these bylaws must first be made by a SASE member to the SASE Board.
   2. All amended constitutions must be submitted directly to Student Engagement for review and approval.
   3. If approved by the SASE Board, the proposed amendment shall be submitted in writing to the Secretary for presentation to regular members.
2. Member Approval
   1. Approval of any proposed amendment approved by the 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. SASE National Communications
   1. Upon approval by the members, a current and amended copy of the bylaws must be sent to SASE National’s office via mail or email.