

CONSTITUTION OF THE SOCIETY OF ASIAN SCIENTISTS AND ENGINEERS

ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be the “Society of Asian Scientists and Engineers” and shall hereafter be referred to as SASE. SASE is currently sponsored by the Herbert Wertheim College of Engineering.

ARTICLE II. 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:

- A. Prepare Asian heritage students for success in the transnational, global business world.
- B. Promote diversity and tolerance on campuses and in the workplace.
- C. Provide opportunities for its members to make contributions to their local communities.

The objectives and goals of SASE shall be to:

- A. Support and develop programs that provide for the advancement of Asian heritage scientists and engineers. This goal shall be implemented by:
 - a. Career Workshops
 - b. 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.
- B. Develop and support programs that aid Asian heritage scientists and engineers who are actively seeking careers.
 - a. Interactions with potential employers
 - b. Tutoring/Curriculum assistance
 - c. Mentoring programs
- C. Provide a forum for professional development and for the connection with entrepreneurial opportunities.
- D. Inform the public of contributions and advancements made by Asian heritage scientists and engineers in newsletters and awards ceremonies.

ARTICLE III. COMPLIANCE STATEMENT

Upon approval by the Department of Student Activities and Involvement, 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.

ARTICLE IV. UNIVERSITY REGULATIONS

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 Activities and Involvement, 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.

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. STUDENT ORGANIZATION ADVISOR

The advisor and the Herbert Wertheim College of Engineering holds 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, executive meetings, and events, however, the faculty advisor may not vote in any SASE elections. One faculty advisor will be selected by the SASE Executive Board. The faculty advisor will serve for a term of one (1) academic year. In the event that the faculty advisor is unable to continue in their position, officers may nominate a replacement at any time.

ARTICLE VII. OFFICERS

Section 1. General

- A. The SASE Executive Board shall consist of the following elected officers:
 - a. President
 - b. Internal Vice President
 - c. External Vice President
 - d. Treasurer
 - e. Secretary
 - f. Public Relations
- B. The SASE Executive Board can choose to appoint the following positions:
 - a. Advancement Chair
 - b. Fundraising Chair
 - c. Historian
 - d. Member Involvement Chair
 - e. Multimedia Chair
 - f. Networking Chair
 - g. Service Chair
 - h. Technical Chair
 - i. Social Chair
 - j. Sports Coordinator
 - k. Webmaster

The elected officers of the Society of Asian Scientists and Engineers shall be President, Internal Vice President, External Vice President, Treasurer, Secretary, and Public Relations. At no time should one person hold more than one of these positions. At minimum, the president, vice presidents, and treasurer must abide by the Officer Eligibility Policy (Article IV Section E).

Section 2. Duties

- A. President

- a. Preside at all meetings of the SASE Executive Board, SASE general body, and any special meetings and to oversee all chairs and committees
 - b. Oversee that the other SASE officers perform their duties in accordance with the SASE Constitution and Bylaws
 - c. Call a special meeting when necessary
 - d. Represent SASE to the University of Florida and Gainesville communities
 - e. Serve as the single point of contact (SPOC) to SASE National and UF's Student Activity Involvement (SAI) Office
 - f. Attend monthly meetings with other South Region chapter presidents and South Regional Managers and Coordinators
 - g. Construct and submit applications for chapter awards at UF and nationally
- B. Internal Vice President
- a. Perform all duties of the President in the event of the President's absence
 - b. Assist the President and the other officers in their duties in accordance with the SASE Constitution and Bylaws
 - c. Be responsible for adhering to parliamentary procedure
 - d. See that the SASE President performs his or her duties in accordance with the SASE Constitution and Bylaws
 - e. Maintain the SASE Internal calendar and general body calendar
 - f. Manage and plan the Mentor & Mentee Program, including M&M week events
 - g. Schedule 1-on-1 meetings with all chairs periodically throughout the term to discuss positional expectations, responsibilities, and sentiments
 - h. Plan and lead committees for Winter and Spring Banquets
- C. External Vice President
- a. Maintain and search for Corporate/Faculty/Administration contacts
 - b. Serve as POC for Multicultural and Diversity Affairs (MCDA) and Asian American Student Union (AASU) sub organizations in regards to event collaborations
 - c. Oversee all external and professional development events (company sponsored, facility tours, co-hosted with external organizations, Career Showcase events, etc.)
 - d. Maintain the sponsorship packet and keep information up to date and accurate
 - e. Seek and oversee external sponsorship of chapter
- D. Treasurer
- a. Manage and keep track of the financial activities of SASE
 - b. Give and keep receipts for all monies disbursed by or given to SASE
 - c. Serve as the liaison between SASE and the HWCOE Finance Office
 - d. Process sponsorships from local businesses and other areas
 - e. Develop fundraising packet in collaboration with the External Vice President
 - f. Work closely with the Fundraising Chair for budgeting purposes
 - g. Manage all purchases and reimbursements using SASE's budget.
- E. Secretary

- a. Arrange the time and location of all SASE events, including necessary permits
- b. Accurately record minutes of the SASE general body and board meetings
- c. Create membership roll and attendance records at all meetings
- d. Assist in the advertising and promotion of SASE in the form of a scheduled listserv
- e. Prepare a written end-of-term of SASE activities conducted through the office of the Secretary including an attendance record of all participating societies for the previous semesters; submit a copy of this report to the incoming Secretary and President-Elect
- f. Oversee the administration of the SASE Discord server, including the creation and maintenance of roles and appropriate moderation as needed
- g. Maintain copies of the SASE Constitution and Bylaws; make these copies available to SASE members upon request

F. Public Relations

- a. Advertise and promote SASE to the UF and Gainesville community
- b. Handle all flyering and tabling logistics (printing flyers, scheduling tabling, etc.)
- c. Handle all public relations dealing with SASE
- d. Initiate and utilize as many forms of advertisement as possible to promote the society
- e. Manage all of UF SASE's official social media platforms (Facebook, Instagram)
- f. Serve as POC for external marketing
- g. Work with Multimedia Chairs on creating announcements and event recap posts
- h. Communicate with leads of events to coordinate marketing logistics
- i. Attend all South Region Marketing calls
- j. Lead planning of SASE Spirit Week and SASE Science Week along with the President.

G. Advancement Chair

- a. Arrange the time, location, and booking of all SASE study rooms and Board Office Hours
- b. Act as a supporting role to volunteer for other academic events
- c. Create and maintain a database containing academic resources
- d. Create a semesterly spreadsheet to match students in shared classes
- e. Plan and oversee Evening with Professors
- f. Ensure active engagement and success of professional development/academic events, initiatives, and the “resume-roasts” discord channel for communal resume reviews

H. Fundraising Chair

- a. Host at least 2 fundraisers per semester
- b. Contact restaurants and/or local businesses for fundraising opportunities including GBM aftersocials
- c. Coordinate SASE's side of SASE x HEAL concessioning events to the extent of HEAL's participation

I. Historian

- a. Attend and document all UF SASE events through photos and/or videos, scheduling replacements if unable to attend/planning the event
 - i. Coordinate with the Sports Coordinator to take pictures for the SASE Sports Program
- b. Create an annual SASE promotional video to be showcased at the annual Asian American Student Assembly (AASA) show
- c. Process and edit all photos and videos to achieve desired effect prior to publishing
- d. Maintain archive document with links to all current and past year media content
- e. Upload all photos and videos to the UF SASE Historian's Google Photos account

J. Member Involvement Chair

- a. Preside over the SASE Interns program:
 - i. Oversee the SASE Intern application and selection processes in the beginning of the Fall and Spring semester
 - ii. Conduct weekly SASE Interns meetings
 - iii. Develop SASE Interns' leadership skills through event planning
 - iv. Maintain communications between SASE Board and SASE Interns
 - v. Inform SASE Interns of board position responsibilities and prepare them to hold board positions through shadowing opportunities

K. Multimedia Chair

- a. Follow National SASE Branding guidelines
- b. Create and develop SASE advertising material including (but not limited to) flyers, the SASE tri fold, and social media content such as event and recap graphics in close coordination with the Public Relations Officer
- c. Design merchandise items each semester, both to be given away at no charge to general members as well as limited designs to be sold
- d. Develop videos in collaboration with the Historian, if needed.

L. Networking Chair

- a. Serve as the liaison between the UF SASE Alumni and our collegiate chapter
- b. Maintain a list of all UF SASE alumni
- c. Prepare an alumni spotlight for each General Body Meeting
- d. Order stoles and cords for graduating seniors
- e. Oversee and maintain the UF SASE LinkedIn page, posting periodically about significant/corporate events.
- f. Assist in the promotion, execution, and post-event relations of professional development events hosted by UF SASE with the EVP
- g. Host at least 1 alumni-related event throughout the year

M. Service Chair

- a. Lead the planning of service events and initiatives to benefit the local Gainesville community
- b. Plan at least three service events per semester
- c. Coordinate SASE x HEAL street cleanups with HEAL service chairs

N. Social Chair

- a. Plan and host at least 2 social events for SASE per semester, with at least 1 being free for members
- b. Coordinate national SASE social events such as SASE-lympics
- c. Plan and coordinate SASE Conference trip logistics and activities in collaboration with the President

O. Technical Chair

- a. Plan and host at least 1 technical workshop for SASE each semester
- b. Create and upkeep documentation for technical workshops to be followed after the conclusion of each Technical Chair hosted workshop
- c. Preside over the SASE Engineering Team (SET)
 - i. Oversee the SET application and selection process in Fall and Spring semester
 - ii. Plan interdisciplinary engineering project to be executed starting Fall semester
 - iii. Conduct weekly SET meetings
 - iv. Facilitate extra work hours throughout the week for team members as needed
 - v. Manage pacing throughout the year to ensure project is completed
 - vi. Actively search for a designated workspace

P. Sports Coordinator

- a. Manage and run the SASE Sports Instagram (@ufsasesports)
- b. Coordinate all aspects of the SASE Intramural program:
 - i. Create and distribute sign-up forms for each intramural sport
 - ii. Create, assign captains to, and register all intramural sports teams
 - iii. Coordinate with Historian to take pictures at intramural sports games
 - iv. Purchase refreshments for distribution at SASE Intramural games
- c. Plan weekly/bi-weekly casual SASE sport events for general members, such as volleyball, softball, soccer, etc
- d. Plan 1 large scale event each semester (ex. Esports Tournament, Field Day)

Q. Webmaster

- a. Develops and maintains the UF SASE Website in a way that reflects SASE's goals and professionalism.
- b. Regularly updates the website to advertise new information and document recent events.
- c. Arranges a separate technical workshop each semester to cater to SASE's computer science members.
- d. Create and upkeep documentation for technical workshops to be followed after the conclusion of each Webmaster-hosted workshop.
- e. Authors and publishes regular blog posts. The blogs can be written in collaboration with others such as the Networking chair, Secretary, Service chair, etc.

Section 3. Term of Office and Limits

- A. Elected officers shall serve beginning the summer term following elections until the conclusion of the following spring term. The period before the new term begins and immediately after elections shall serve as a transitioning period.
- B. A member may not serve as SASE President for more than two terms.
- C. A member may not serve as SASE Treasurer for more than two terms.

Section 4. Impeachment

- A. An officer may be removed of office by a majority (more than half) vote of the remaining SASE executive board AND at least a two-thirds vote of the SASE general body if the officer:
 - a. Fails to assume responsibilities as outlined in this constitution
 - b. Fails to maintain eligibility
 - c. Acts on behalf of the Asian American and/or engineering community in a deplorable and grossly negligent manner

Section 5. Vacancy

- A. An interim officer shall be immediately appointed to fill a vacant position with a majority (more than half) of approval from the remaining Executive Board.
- B. A permanent replacement shall be installed with a majority vote (more than half) of approval from the remaining Executive Board.

ARTICLE VIII. ELECTIONS

Section 1. General

- A. Nominations for all officers will occur annually from members beginning at the last general body meeting in March. Elections will occur at the election meeting in April. Any member may nominate any other members, including himself or herself (as long as they meet the eligibility requirements). Nominations may also be made during the election meeting up until the closing of nominations.
- B. For a candidate who has previously held/currently holds a chair or executive board position, to be eligible to be nominated and run for office, the candidate must have fulfilled their board requirements during their previous term.
- C. To be eligible to be nominated and run for office, one must have attended at least five (5) general body meetings and/or events.
- D. Prior to Elections, should the current E-Board deem it necessary, due to a lack of candidates or otherwise, the positions being elected for can be consolidated to just a President, Vice President, and Treasurer, in accordance with Student Government Requirements. Similarly, positions can be added to E-Board and chairs if the need arises.
- E. A voting body will consist of the members who have attended at least five general body meetings and/or events. Elections shall be by secret ballot.

- F. All positions must be elected with a majority vote of approval from the voting delegates.
- G. Once voting procedures begin, all voting members present shall be accounted for. Should the number of votes cast exceed the number of voting delegates present, the election is void and the procedures shall start over.
- H. In the event of failure for one candidate to win a standard vote of approval, the voting procedures shall repeat among all candidates but the one candidate to receive the fewest votes.
- I. A recount may be requested by any voting delegate at any time.

Section 2. Procedure

The elections committee shall:

- A. Create a list of all voting delegates
- B. Ask for nominations for each elected office
- C. Create a list of all eligible nominated members running for an elected position for all members to see
- D. Create a discussion and debate atmosphere for each elected position for the membership to ask the nominated members questions
- E. Hand out ballots to voting delegates
- F. Collect the completed ballots
- G. Along with a faculty advisor, count all valid ballots and announce the newly elected officer

Section 3. Position Order

- A. SASE Executive Board positions shall be elected in the following order:
 - a. President (must have been a SASE board member or a Regional Conference Officer for one year)
 - b. Internal Vice President
 - c. External Vice President
 - d. Treasurer
 - e. Secretary
 - f. Public Relations
- B. A candidate who is not elected for an SASE Executive Board position may run for a subsequently-elected position without limit.

ARTICLE IX. FINANCE

SASE will not require membership dues; however, it will raise funds through various activities for career workshops, corporate info sessions, and other events dedicated to SASE's mission statement. As a university-sponsored organization, SASE is ineligible for and will not apply for Student Government funding. SASE receives funding from the College of Engineering to support its activities.

ARTICLE X. DISSOLUTION OF THE ORGANIZATION

If UF SASE should dissolve, any assets belonging to the UF Chapter will be donated to SASE National.

ARTICLE XI. 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 set forth by local, state, and federal laws, the university of Florida's regulations, policies, and procedures, and the SAI constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the SAI approved constitution on file and SAI'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 by laws and guiding documents and/or clarify its procedures in writing to any university of Florida student, faculty, or staff upon request.

ARTICLE XII. AMENDMENTS TO THE CONSTITUTION

A. Amendment Procedure

- a. A motion to amend these bylaws must first be made to the Executive Board.
- b. All amended constitutions must be submitted directly to the Department of Student Activities and Involvement for review and approval.
- c. 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.

B. Member Approval

- a. Approval of any proposed amendment approved by the Executive 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.

C. SASE National Communications

- a. 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 email.