

**SOCIETY OF ASIAN SCIENTISTS AND ENGINEERS AT UC SAN DIEGO CONSTITUTION**  
**2024 - 2025 ACADEMIC YEAR**

**ARTICLE I. NAME OF STUDENT ORGANIZATION**

The organization shall be called Society of Asian Scientists and Engineers at UC San Diego ("SASE at UC San Diego").

**ARTICLE II. STATEMENT OF PURPOSE**

The purpose of this organization shall be to act as a West Regional Chapter by advocating and supporting the mission statements of the national organization of The Society of Asian Scientists and Engineers ("SASE National").

The Chapter is committed to preparing members for success in the global business world, celebrating diversity, and contributing back to the community.

The objectives and goals of the Chapter shall be to:

- o Support and develop programs that provide for the advancement of Asian heritage scientists and engineers. This goal shall be implemented by:
  - o Professional Workshops
  - o 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
- o Develop and support programs that aid Asian heritage scientists and engineers who are actively seeking careers by providing interactions with potential employers, curriculum assistance, and mentoring programs
- o Provide a forum for professional development and for the connection with entrepreneurial opportunities
- o Offer a safe environment in which those of Asian heritage can come together through hosting social events
- o Provide community service opportunities for members to give back to the local San Diego area.

**ARTICLE III. NONPROFIT STATEMENT**

Society of Asian Scientists and Engineers at UC San Diego is a non-profit student organization.

**ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP**

- o Membership Privileges
  - o Only active members (formally defined below) may hold office and may nominate themselves or other individuals for Chapter office.
- o Membership Requirements
  - o Each Member must be a full-time student at UC San Diego or have had affiliation with the Society of Asian Scientists and Engineers at UC San Diego or UC San Diego and supports the mission statement and objectives of The Society of Asian Scientists and Engineers National. Membership is open to all students, graduate students and professionals. No dues or fees are required for membership.

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- o Termination of Membership
  - o A Chapter may, by majority vote of the leadership team, 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.
- o Active Membership Requirements
  - o Active Membership will be determined by attendance of events within the organization. An active member must attend at least one of each event under the following categories, within the span of a quarter:
    - Professional event
    - Social Event
    - Community Service or Outreach event
  - o All events held by the organization will fall under one of these three categories, including, but not limited to: Dining with Professionals, Mentorship events, Study Jams, Fundraisers, and General Body Meetings.
  - o Maintaining Active Membership will be based on attending at least one event per quarter after active membership status is reached.
    - NOTE: The amount of events needed to achieve an "active" member status may be altered at the discretion of the membership team.
- o Active Membership Benefits
  - o Active members will receive minor, but influential, advantages towards our professional events, and benefits will be announced many weeks prior to the event.
  - o Active members will also receive priority over non-active members in terms of ride availability for off UC San Diego campus events.
  - o Active members may be invited to attend the SASE National Convention for the following year.

**ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS**

General body meetings will be held three times a quarter. Notes from the meeting and other organization updates will be sent out in a weekly newsletter. Officer meetings will be held once a week.

**ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS**

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

- o Administration: The Student Board of Directors ("SBOD") shall consist of elected officers and will administer the affairs and programs of the Chapter. The management of daily affairs of the Chapter is delegated to officers as noted herein.
  - o The SBOD must make decisions based on the vote of a majority of the members

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of the SBOD and is responsible for all business concerning the chapter.

- o The SBOD shall set policy for the Chapter and is presided over by the President.
- o The Elected Officers: The elected officers shall consist of a President, a Director, an External Vice President, an Internal Vice President, a Finance Chair, a Secretary, a Community Service and Outreach Chair, a Mentor-Mentee chair, a Public Relations Chair, a Social Chair, an Intern Coordinator, and a Student Advisor.
  - o The officers shall be collectively responsible for treasury and administrative affairs, as well as those defined herein.
- o The responsibilities of each officer are listed as follows:
- o The President shall:
  - o Represent the Chapter
  - o Act as the point of contact for any matters involving the Chapter and the school administration and any other organization
  - o Act as the point of contact for National Board
  - o Cast the tie-breaking vote on any motion that results in a tie among the SBOD
  - o Be responsible for conducting and organizing general body meetings
  - o Conduct weekly officer meetings
  - o Coordinate the election process to elect officers
  - o Assist SBOD in execution of their board responsibilities
  - o Maintain contact with corporate sponsors
  - o Approve any financial matters exceeding \$100
- o The Director shall:
  - o Assist the President in all Chapter matters
  - o Administer presidential duties with the president
  - o Advise officers in direction and actions
  - o Conduct weekly team meetings with respective officers
  - o Develop timelines throughout the year
  - o Provide guidance to the organization using previous experience
- o The Internal Vice President shall:
  - o Assist the President in all Chapter matters
  - o Administer presidential duties with the Internal Vice-President in absence of the President
  - o Act as the point of contact for our organization's University faculty advisor
  - o Serve as a liaison between the organization and local professional connections
  - o Coordinate the SASE Mentor/Mentee Program
  - o Serve as a representative to other organization advisors and university professors
  - o Serves as the main point of contact for Professional collaborative events with other University Student Organizations
- o The External Vice President shall:
  - o Assist the President in all Chapter matters
  - o Administer presidential duties with the Internal Vice-President in absence of the President
  - o Seek for professional connections within the local communities
  - o Serve as a liaison between the organization and local businesses and companies

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- o Maintain and strengthen the alumni network using current and previous relations
- o The Finance Chair shall:
  - o Collect late officer meeting fees
  - o Be responsible for the execution of any documents related to financial matters
  - o Sign any documents related to financial matters
  - o Be responsible for proper disbursement of authorized funds
  - o Submit programming and operating funding requests for all events
  - o Set budget for events
  - o Keep record of all the profits earned from fundraisers
  - o Be responsible for banking and accounting of Chapter funds (deposits and withdrawals)
  - o Submit monthly financial reports listing all assets and liabilities of a chapter to the SBOD
  - o Submit a yearly financial report to the SASE National Board
  - o Prepare all financial reports required by the College, State, or Federal Government
  - o Transfer all financial reports to the succeeding Treasurer within 30 days of termination of their term
  - o Plan fundraising events
  - o Contact sponsors for funding
  - o Contact local businesses for fundraising opportunities
- o The Secretary shall:
  - o Maintain all official records of the Chapter (includes Minutes of officer meetings)
  - o Be responsible for sending out weekly newsletter updates
  - o Update the common calendar for all events, deadlines, and meetings
  - o Satisfy all national requirements when submitting applications and membership forms to the SASE National Board of Directors
  - o Transfer all records of the Chapter to the succeeding Secretary within 30 days of termination of their term
  - o Reserve rooms for all weekly officer meetings, general body meetings, and SASE events
  - o Update the officers on all reserved locations
  - o Assist the Treasurer to obtain school funds for room reservation fees
  - o Complete all Triton Activities Plan (TAP) forms
  - o Reply to member inquiries on email
- o The Community Service Chair shall:
  - o Plan community service events
  - o Execute meetings for EXPO Fair at the San Diego Festival of Science and Engineering
  - o Provide opportunities for members to reach out to the local community through teaching, promoting higher education, and mentorship
  - o Bridge gap between community members and professional industry
  - o Serve as a liaison between West Regional SASE Chapters

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- o Reach out to high school students with information about useful events
  - o Take initiatives to fulfill SASE's mission of celebrating diversity by collaborating and serving as a point of contact with other organizations on-campus
- o The Public Relations Chair shall:
  - o Produce weekly flyers, posters, and all other necessary publicity materials
  - o Create other necessary paraphernalia such as tickets, brochures, and event signs
  - o Organize all marketing events and promote the organization within the school
  - o Produce weekly slideshows for general body meetings
  - o Manage and update the website, Instagram page, and Facebook page
  - o Post event photos on the Facebook page and the Instagram page
- o The Social Chair shall:
  - o Prepare ice-breaker activities for members during general body meetings
  - o Be responsible for recruiting and maintaining SASE membership
  - o Maintain constant connections with current members
  - o Convey members' concerns to officers
  - o Bridge gap between members and officers
  - o Plan for after-meeting socials
  - o Capture photos during events for the Public Relations chair
  - o Maintain an official membership roster and keep record of point accumulation
  - o Provide incentives or rewards for the membership point system
  - o Serves as the main point of contact for Social collaborative events with other University Student Organizations
- o The Mentor-Mentee Coordinator shall:
  - o Facilitate the recruitment and assignment of students to the Mentor-Mentee program
  - o Foster intern professional development and leadership skills through workshops and social events
  - o Strengthen mentor-mentee relationship such that integration into the leadership team is possible
  - o Conduct Mentor-Mentee program feedback quarterly
  - o Provide Mentors and Mentees with resources for professional development such as job applications and interview preparation
- o The Intern Coordinator shall:
  - o Facilitate the recruitment and assignment of students to the intern team
  - o Foster intern professional development and leadership skills through quarterly LEAD workshops and through organizing and leading collaborative intern projects
  - o Strengthen officer-intern relationship such that integration into the leadership team is possible
  - o Conduct intern feedback quarterly
  - o Provide interns with resources for professional development such as job applications and interview preparation
- o The Student Advisor shall:
  - o Provide guidance to the organization using previous experience
  - o Provide advice to current board members and support them in any way

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- necessary
- o Increase and improve inter-board relations through quarterly retreats and other board bonding opportunities
- o Serve all notices required by the Bylaws of the Chapter
- o Serve as a tiebreaker when necessary

The Chapter may have additional positions they deem necessary such as Webmaster, committee heads, etc., at its discretion.

- o Elections and Eligibility
  - o Presidential Elections  
The elect-to-be President will be chosen by the current officer board and senior advisors. Each candidate must adhere to the application procedure and conduct a speech for the desired position.
  - o Selection of Officers  
The elect-to-be President will choose his/her new officer team based on written applications and interviews, while receiving advice from all out-going senior officers.
  - o Eligibility of Officers  
Only active members are eligible to hold office, excluding the positions of President, Advisor, and Director. The Director and Advisor can only be applied for if the member was previously an **officer or involved in the intern program** for at least 2 quarters in the current school year of application. The role of President can only be applied for if the member has been involved with the board for **at least two full academic years**.
- o Executive Committee
  - o The organization shall establish an Executive Committee composed of the President, Director, Vice President, Finance Chair, Advisor, and Secretary. The Executive Committee will deliberate and decide on significant and extraordinary matters impacting the organization, as well as help the President manage the organization's functions. Furthermore, the Executive Committee may establish standing committees as necessary to address specific areas of the organization's operations.
- o Duration of Term
  - o The term of office shall be from the annual End of the Year (EOTY) Banquet – held usually in May – to the EOTY Banquet of the following calendar year.
- o Removal from the Elected Student Board
  - o A Student Board member may be removed from office by the unanimous vote of the Executive Committee.
- o Vacancies
  - o 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. In the event of the removal or resignation of the President, the Vice Presidents of the Student Board shall assume the office of

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President for the remainder of the term. If a Presidential vacancy occurs from the beginning of the fall quarter to the end of the winter quarter, an election will commence to select a new President. If the vacancy occurs at the beginning of spring quarter, the Vice Presidents will continue their assumption of the office of President until the new Student Board of the next school year is selected.

**ARTICLE VII. RISK MANAGEMENT**

Society of Asian Scientists and Engineers at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Society of Asian Scientists and Engineers at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

**ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY**

Society of Asian Scientists and Engineers at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). Society of Asian Scientists and Engineers at UC San Diego will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

**ARTICLE VII. SECTION 2. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY**

Society of Asian Scientists and Engineers at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Society of Asian Scientists and Engineers at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

**ARTICLE VIII. COMMUNITY ADVISOR**

If Society of Asian Scientists and Engineers at UC San Diego chooses to have a community advisor, it would choose the faculty advisor who has been with the chapter for many years if and for as long as they are willing. They have the most experience and longest connection with the chapter so they will be able to provide past knowledge when guidance is needed. The

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Chapter would like to recognize a Community Advisor who has the interests of promoting diversity in the workforce and is knowledgeable in science and engineering fields.