



Society of Asian Scientists & Engineers

**THE BYLAWS OF THE DREXEL UNIVERSITY CHAPTER OF THE  
SOCIETY OF ASIAN SCIENTISTS AND ENGINEERS**

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SASE Drexel Chapter

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# **Preface: Amendments to the Constitution and Bylaws**

## **Section 1: Amendment Approval**

This constitution shall be amended by a vote of 2/3 majority of the e-board subject to any approval that may be necessary from the academic office responsible for student activities or from SASE National. The entire e-board must be present or informed of the amendment for the amendment to be approved in addition to the  $\frac{2}{3}$  vote. Approved edits could be made directly to the body of the bylaws, but a new copy must be made while keeping the original document. If multiple changes are made, a summary must be added at the end of the new bylaws stating why the changes that were made.

## **Section 2: Provisions**

Provisions for amendments must fulfill the following requirements:

1. Must be proposed by a current e-board member
2. The proposal of the amendment must be brought up to the entire e-board
3. The entire e-board must decide on the amendment approval with a  $\frac{2}{3}$  majority vote

## **Section 3: Grounds**

Grounds for the amendment to be proposed must accomplish at least one of the following:

1. A clearer definition of rules and/or procedures
2. A clearer definition or description of a specific term
3. Better readability and/or legibility without losing the original meaning
4. Changes made to account for unforeseen circumstances
5. Changes made in attempts to diminish corruption within SASE
6. Changes made to enhance the normal ideas of fairness and integrity
7. Changes made to follow normal ethical codes of conduct
8. Deletion of a section that is no longer relevant
9. Mention of a previously agreed upon change to high-level matters mentioned in the bylaws

In addition, these proposed amendments:

1. Must not violate the Drexel Student Handbook
2. Must not violate the mission of SASE National

## **Section 4: Amendment Communication**

Upon approval by the members, a current and amended copy of the bylaws must be sent to SASE National via email and to Drexel University for the next upcoming academic year. A copy of the new bylaws must be posted on Dragonlink and the SASE Drexel website for general members to view. All current e-board members should have access to the old and current bylaws in Google Drive.

## **Article I. Name of Organization**

The name of this organization shall be the **Society of Asian Scientists and Engineers Drexel University Chapter**, also known as the SASE Drexel Chapter.

## **Article II. Purpose of Organization**

The purpose of this organization shall be to dedicate to the advancement of Asian heritage scientists and engineers in education and employment so that they can achieve their full career potential. In addition to professional development, SASE will encourage members to contribute to the enhancement of the communities in which they live.

SASE's mission is embodied in the following three pillars:

- Prepare Asian heritage scientists and engineers for success in the global business world.
- Celebrate diversity on campuses and in the workplace.
- Provide opportunities for members to make contributions to their local communities.

## **Article III. Objectives and Goals of the Organization**

The SASE Drexel Chapter seeks to fulfill the three pillar mission of SASE at Drexel University. This chapter is committed to providing support to the community and to promoting educational programs for the advancement of its members.

Each year, this organization will support each of the three pillars of SASE by:

1. Hosting at least 2 professional events per term.
2. Hosting at least 2 cultural/diversity events per term.
3. Hosting at least 2 community service/volunteer events per term.
4. One(1) cultural and one(1) community service event can be combined and count towards 1 event for each of those pillars

Supporting diversity and inclusion will be implemented by:

1. Collaborating with other minority/diversity focused organizations on campus
2. Leading events focused on promoting diversity and inclusion
3. Supporting and making connections with other diversity focused organizations or other minority groups
4. Participating in events that are hosted by other diversity focused organizations

Supporting Community Service and Volunteer initiatives will be implemented by:

1. Making connections with those that support the mission of SASE
2. Volunteering at events that will have a positive impact on the community
3. Raising money that can be donated to a non-profit organization for a cause that follows SASE's

mission

Supporting Professional Development initiatives will be implemented by:

1. Hosting career development and soft skill workshops
2. Hosting events with recruiters and potential employers
3. Hosting networking sessions to meet with other professionals
4. Providing opportunities for growth and leadership
5. Utilizing the mentorship program for our members
6. Connected our members with the SASE Drexel Alumni

In addition to supporting SASE's three pillars, we also provide opportunities for our community to network. This will be implemented by:

1. Hosting at least **2** SASE socials per term
2. Hosting socials for mentorship pairs
3. Hosting socials with other SASE Chapters
4. Hosting socials with SASE Junior
5. Hosting socials with our SASE Alumni

## **Article IV. Membership and Privileges**

### **Section 1. General Members:**

Membership of this organization shall consist of full-time or part-time undergraduate or graduate students enrolled at Drexel University. Membership in this organization shall not discriminate against any individuals regardless of race, national origin, color, religion, sex, age, veteran status, sexual orientation, and/or ability. Members must be students in good standing with Drexel University, and must also be in good standing with the SASE Drexel chapter. Anyone that has been to at least one SASE event and supports the mission of SASE is considered a general member.

### **Section 2. Active/Official Members:**

To be considered an active member of SASE, the student must meet these requirements:

1. Registered as a SASE Drexel Member on Dragonlink
2. Registered as a SASE Member of Drexel with SASE National
3. Is on our mailing list (has not unsubscribed)
4. Has attended at least 3 events each term
  - a. At least two(2) events must be events focused on one of the three pillars of SASE

Privileges: Active members are eligible to get discounts and priority RSVP for select SASE events. Active members are able to cast one vote per position in SASE elections. If an active member pays SASE Drexel Membership, they are eligible to apply for SASE conference funding and run for SASE Drexel E-board.

### **Section 3. Paid Members:**

A paid member is a general member who has paid membership dues at any time during the school year. If a student pays SASE Drexel membership in the fall or winter terms, their membership benefits are active for that current academic year. If a student pays SASE Drexel membership in the spring or summer terms, their paid membership benefits begin that following academic year.

Privileges: Paid members receive a SASE Drexel T-shirt each year. In addition, if they are an active member, they can apply for SASE conference funding and are eligible to run for SASE Drexel E-board.

### **Section 4. Termination of Membership:**

There must be a 2/3 majority vote of all the e-board to 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.

### **Section 5. Discrimination amongst Members:**

Membership in this organization shall not discriminate against any individuals regardless of race, national origin, color, religion, sex, age, veteran status, sexual orientation, and/or ability.

## **Article V. Violations of Good Standing**

SASE Drexel members must be in good standing with the chapter to participate in SASE events and other SASE activities. Any general SASE member is automatically in good standing until a violation occurs.

### **Section 1. Violations**

Any violation of these claims, committed at any time, will subject the perpetrator to a vote amongst the major board for their continuation in SASE. If violations are continuous and/or extreme, these issues will be brought up with SASE National and with Drexel University, which can result in suspension or expulsion of the student.

Violations of being in good standing with the SASE Drexel chapter include, but are not limited to:

1. Causing disruptions during a SASE event, whether under the influence, sober, or from pure negligence, including but not limited to:
  - a. Threat of violence against oneself or others
  - b. Acts of violence committed against oneself or others
  - c. Any act that threatens the safety of oneself or others
  - d. Rejecting help or aid from others if oneself is acting recklessly or dangerously
  - e. Causing continuous disruptions or distress for others
  - f. Any act that puts the chapter at risk for legal and/or financial repercussions
  - g. Lewd or indecent conduct
  - h. Interfering with the freedom of expression or movement of other people
  - i. Interfering with the normal conduct or activity of the event or of other people
  - j. Persisting in speaking without being recognized
  - k. Causing reasonable apprehension of harm

2. Any and all acts of violence, threats, harassment, or assault against another SASE member, whether it be a general SASE member, an active SASE member, or a SASE e-board member, and whether at a SASE event or during personal time
3. Destruction of SASE property, including but not limited to the SASE banner, SASE tri-fold, SASE inventory, or any venue which a SASE event is hosted
4. Making false claims against the SASE Drexel chapter that threaten the integrity of the organization
5. Jeopardizing relations with the SASE Drexel chapter and anyone else, whether it be an individual or another organization
6. Interfering with or disrupting the work of the SASE Drexel chapter, whether on the e-board or not, especially without communicating to the SASE Drexel e-board
7. Embezzlement of SASE funds
8. Acts that violate SASE's three pillars and SASE's mission
9. Failure to follow the code of conduct in these Bylaws
10. Failure to acknowledge any of the claims above

## **Section 2. Consequences**

Any violation of these claims, committed at any time, can result in the following:

1. Removal of being a SASE Drexel E-board member
2. Inability to run for SASE Drexel E-board, either for upcoming elections or a permanent ban
3. Inability to apply for an interviewed position
4. Banned from attending SASE Conferences with the Drexel Chapter
5. Termination of membership on Dragonlink
6. Inability to be recognized as an official/active SASE member
7. Inability to participate in the SASE mentorship program
8. Banned from voting in SASE Drexel Elections
9. Banned from posting on the SASE Drexel Facebook Page, Facebook Group, or any SASE Drexel Facebook Events or Facebook Posts
10. Banned from posting on the SASE Drexel Instagram or any additional social media platforms
11. Banned/dropped from our mailing list

**If any one violation occurs, the minimum requirement for consequences is a ban from the following for at least 365 days:**

- 1. Continuing as an e-board member**
- 2. Joining the e-board or running for an e-board position**
- 3. Applying for an interviewed position**
- 4. Attending any SASE conference with the Drexel Chapter**
- 5. Attending any off-campus events with the SASE Drexel Chapter**

If violations are continuous and/or extreme, this may result in a complete ban from attending any and all SASE events for the entirety of their college career.



If the president and vice presidents do not feel that the required consequences are necessary for a certain situation, then there must be a 90% vote with the rest of the e-board as to whether each required consequence should be renounced for the perpetrator.

The e-board can decide on which additional, if not all, consequences need to be implemented should a violation occur. The decided consequences must last for at least one year. The e-board can decide on a longer time frame or a permanent implementation on any of the listed consequences if there is a  $\frac{2}{3}$  vote or higher. If a consequence needs to be implemented that is not mentioned above, then it must be voted upon by the e-board with a  $\frac{2}{3}$  vote and added to the above list.

### **Section 3. Filing a Complaint**

Any general SASE member has the right to bring these violations to the executive team regarding an individual or a group of people. These issues should be brought to the attention of the executive board if the perpetrator:

1. Is an e-board member
2. Is applying for an e-board position, whether for elections or interviews
3. Causes others to feel reasonably unsafe or uncomfortable at SASE events
4. Causes others to avoid attending SASE events
5. Has and/or may reasonably cause distress for others during SASE events
6. Has and/or may reasonably cause disruptions during SASE events
7. May reasonably put SASE at risk for legal and/or financial repercussions
8. May reasonably cause destruction within SASE in any and all aspects
9. Has stolen or caused destruction within SASE in any and all aspects

Any and all complaints can be submitted to [sase.drexel@gmail.com](mailto:sase.drexel@gmail.com) or through the SASE Drexel website. The plaintiff has the right for their identity to remain anonymous. If the plaintiff knows the e-board personally, they can personally reach out to the president or someone else on the e-board for help. Any purposefully false accusation against any student will result in immediate termination of SASE membership.

### **Section 4. Due Process**

If a violation has occurred, the parties involved, the president and the vice presidents must inform the perpetrator of the minimum required consequences that will be put on them, whether an e-board member or general member. In addition, all presidents will decide the implementation and length of the additional consequences listed above, and if a longer length for the required consequences are necessary for the perpetrator. If there is not a unanimous vote amongst the presidents about the additional consequences, then these issues must be brought up to the e-board.

If the perpetrator does not want the president and vice presidents to decide or does not agree with the consequences set forth, they have a choice to either make a case in person for the entire e-board during the next upcoming e-board meeting regarding their violations and their continuation in SASE, or for the president and vice presidents to talk about the issue at the next e-board meeting.

If a president or vice president has committed a violation, the perpetrator MUST follow the required consequences which will be enforced by the other two presidents. The other two presidents can

decide upon the perpetrator's additional consequences, but if there is not an agreement between the two, then the entire e-board must decide the perpetrator's continuation in SASE at the next upcoming e-board meeting.

If the violation is decided upon the e-board, a vote equal to or greater than  $\frac{2}{3}$  of the executive board will decide the implementation and length of the additional consequences that need to be implemented for the perpetrator, if necessary. If there is a tie, the president will decide the perpetrator's continuation for that consequence.

## **Article VI. Student Executive Board**

### **Section 1. Administration**

The Executive Board ("e-board") shall consist of elected officers and chair positions and will administer the affairs and programs of the Chapter. The e-board must make decisions based on the vote of  $\frac{2}{3}$  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 e-board shall be collectively responsible for treasury and administrative affairs, as well as those defined herein.

The SASE Drexel Executive Board is made of three(3) sections: the major executive board, the minor executive board, and the SASE Chairs/ Interns. The major executive board consists of positions that are required by Drexel University and/or SASE National to be recognized as an official SASE organization. The minor executive board consists of positions that further help the SASE Drexel Chapter work towards SASE's mission. The major and minor executive board members are re-elected each year in the spring term through the annual elections. SASE Chairs/ Interns join the e-board through an interview with the current e-board.

Any e-board member can perform any additional work for SASE outside of their position's requirements, host events, or assist other e-board roles, as long as their position's work is being fulfilled and the e-board member is able to deliver on their work.

### **Section 2: Requirements of the SASE Executive Board**

In order to continue as a SASE Drexel E-board member, each officer must meet these requirements:

1. Fulfill the duties and responsibilities of their specified eboard position
2. Cannot miss more than two(2) of the regularly scheduled weekly e-board meetings
  - a. If an e-board member is travelling and cannot attend a future meeting, they must tell the president as soon as their travel arrangements are booked
  - b. If an e-board member must miss a meeting for other reasons, they must let the president know before noon the day of the meeting.
  - c. Failure to notify the president of missing a meeting beforehand will result in the equivalence of missing 2 meetings
  - d. If exceptions need to be made, that will be up to the current president to decide the course of action
  - e. E-board members attending a meeting more than 15 minutes after the start time are considered late. The penalty for lateness will be at the president and current e-board's discretion.

3. Attend at least 5 SASE events per term
  - a. 3 of the 5 events must be events focused on one of the three pillars of SASE. The total of the three(3) events must span at least two (2) different pillars
4. Respond to messages from other e-board members if SASE-work related within 36 hours
  - a. This can be in form of Slack, e-mail, FB messenger, etc.
5. Complete all tasks assigned to them by the assigned deadline
6. Must be in good standing with the SASE Drexel chapter
7. Must follow the policies and procedures laid out in these bylaws
8. Work with the e-board in a professional and timely manner
9. Serve as a role model for the SASE community
10. Be responsible, ethical, and professional while representing SASE or attending a SASE event

If an e-board member forgoes a conflict with accomplishing any of the requirements above, they must notify the president and/or the affected parties immediately (such as going abroad, or if something comes up during the week and they couldn't respond to their messages). Failure to uphold these responsibilities without notice may result in a vote amongst the president and vice presidents regarding if they shall continue as an e-board member.

### **Section 3. The Major Executive Board:**

The elected officers of the major executive board shall consist of a President, an Internal Vice President, External Vice President, Treasurer, Events Coordinator, and Secretary. Those of the major executive e-board, besides the secretary, are required to attend training sessions with Drexel University every summer term for SASE to be recognized as an official organization on campus.

#### **1. The President shall:**

- a. Act as the point of contact for any matters involving the Chapter, the school administration, and any other organization that wants to work with SASE Drexel
- b. Represent SASE Drexel Chapter on a SASE National level
- c. Enforce the ByLaws and ensure the chapter and e-board is abiding to them
- d. Preside over and lead weekly meetings with the e-board
- e. Ensure each e-board member is fulfilling their work and deadlines
- f. Register the e-board each summer term for Drexel recognition
- g. Keep track of all active e-board members throughout the year (spreadsheet)
- h. Be responsible for the execution of any documents related to financial matters.
- i. Cast the tie-breaking vote on any motion that results in a tie among e-board members.
- j. Keep a copy of the the most up-to-date version of the Bylaws

#### **2. The Internal Vice President shall:**

- a. Coordinate the mentorship program each year
- b. Assist the President in all Chapter matters
- c. Help president serve as POC between e-board and the general body
- d. Coordinate any documents related to financial matters
- e. Administer presidential duties in absence of president

- f. Preside over internal affairs

**3. The External Vice President shall:**

- a. Host at least two(2) professional development events per term
- b. Assist president in serving as POC for all external relations
- c. Assist president in communication between the Chapter and all external invites to events
- d. When possible, attend and advertise events the Chapter is invited to, whether it be a Drexel facility, another chapter, or another campus organization
- e. Maintain Google Sheet of all SASE Drexel's company relations
- f. Responsible for coordinating with NE chapters

**4. The Event Coordinator shall:**

- a. Serve as the primary liaison with Event Services, Office of Campus Activities, and other Drexel offices.
- b. Submit all appropriate event forms through dragon-link
- c. Ensure events are abiding with Drexel policies
- d. Maintain online calendar for all SASE events
- e. Book rooms for events and meetings
- f. Oversee logistics and transportation to and from SASE conferences
- g. Oversee funding for SASE conferences
- h. Organize SASE e-board retreats each term
- i. Keep track of all events in our events spreadsheet

**5. The Treasurer shall:**

- a. Assist the President and the board in business and financial matters
- b. Maintain excel sheet of membership dues
- c. Maintain excel of event costs and other costs
- d. Serve as liason between SAFAC and submitting purchase requests
- e. Submit allocations application every spring term
- f. Be responsible for reimbursements of SASE members who gave personal finances to SASE with promise of reimbursement
- g. Ensure paid members get their SASE shirt within 10 business days of signing up
- h. Utilize proper disbursement of authorized funds.
- i. Be responsible for banking and accounting of Chapter funds.
- j. Submit a monthly financial report listing all assets and liabilities of a chapter to the e-board.
- k. Submit a yearly financial report to the SASE National Board.
- l. Prepare all financial reports required by the College, State, or Federal Government.
- m. Transfer financial reports to the succeeding Treasurer within 30 days of termination of their term.
- n. Have final say on all financial decisions, unless vetoed by all other executive board members.

- o. Oversee the Fundraising Chair

**6. The Secretary shall:**

- a. Maintain all official records of the Chapter
- b. Maintain an official membership roster and be responsible for sending out emails to members
- c. Maintain excel sheet of attendance for all of our events
- d. Maintain excel sheet of all SASE inventory
- e. Send welcome emails to all new members on Dragonlink
- f. Satisfy all national requirements when submitting applications and membership forms to the SASE National Board of Directors.
- g. Serve all notices required by the Bylaws of the Chapter.
- h. Keep a copy of the the most up-to-date version of the Bylaws.
- i. Maintain a calendar with updated event information for the Chapter
- j. Maintain meeting minutes and action items each meeting

**Section 4. The Minor Executive Board:**

The minor executive board will consist of a Marketing Director, Webmaster, Cultural & Community Service Director, SASE Junior Director, and the Alumni Relations Director.

**1. The Marketing Director shall:**

- a. Develop marketing strategies for events
- b. Ensure advertisements are posted in a timely manner
- c. Handle brand management for the Chapter
- d. Ensure that there is a designated photographer at events to distribute the proper officers for record keeping and marketing
- e. Oversee the Webmaster and Marketing Chair
- f. Act as liaison between chapter and National Marketing Committee and represent chapter at all Marketing meetings

**2. The Webmaster shall:**

- a. Update the SASE Drexel website with every new event being hosted
  - i. Must be posted 2 weeks before event date
- b. Update flickr with event photos within 48 hours of conclusion of event
- c. Upload photos on FB page within 24 hours of conclusion of event
- d. Ensure website maintenance and that all links are working and updated
- e. Work with the Marketing Chair under leadership of the Marketing Director to ensure marketing tasks are carried out

**3. The Cultural & Community Director shall:**

- a. Lead at least three(3) events per term focused on celebrating diversity and performing community service
  - i. At least 1 event must be focused on celebrating diversity

- ii. At least 1 event must be focused on community service
- b. Serve as liaison between SASE and other diversity organizations
- c. Serve as liaison between SASE and other community service organizations
- d. Keep track of all community service hours for the SASE Drexel Chapter

**4. The SASE Junior Director shall:**

- a. Host at least one social/event per term with SASE Junior after getting the proper clearances
- b. Attend and guide SASE Junior Chapter meetings and events, either through video conference or in person
- c. Act as liaison between each SASE Junior Chapter, SASE Drexel, and SASE National
- d. Attend Drexel's Minor Information Session to ensure compliance with state laws
- e. Complete the required paperwork to work with minors required by Drexel University and the state every year
- f. Think of ways or methods for expanding SASE Junior to other high schools in the area
- g. Be cleared with appropriate background checks to interact with minors

**5. The Alumni Relations Director shall:**

- a. Host at least one social per term with our alumni
- b. Have graduating SASE Seniors register for the SASE Drexel alumni network
- c. E-mail SASE Drexel updates once a month to alumni network
- d. Encourage and keep track of alumni donations through our website
- e. Send follow-up "thank you" email to donors on what their donation is going towards for our chapter
- f. Act as liaison between Institutional Advancement (Office of Alumni Relations) and SASE Drexel
- g. Invite the alumni to SASE events, such as GBM, conferences, and annual banquet

**Section 5. The Non-elected Officers:**

The non-elected officers, or SASE Interns, shall consist of the Professional Development Chair, Cultural & Community Chair, Fundraising Chair, and the Marketing Chair.

**1. The Professional Development Chair shall:**

- a. Work with and assist the External Vice President in all their responsibilities
- b. Brainstorm and help lead professional development events catered towards SASE Drexel students

**2. The Cultural & Community Chair shall:**

- a. Work with and assist the Cultural & Community Director in all their responsibilities
- b. Brainstorm and help lead cultural and community service focused events

**3. The Fundraising Chair shall:**

- a. Lead at least two (2) fundraising events per term
- b. Work with the Treasurer for ensuring funds are properly transferred
- c. Keep track of all earnings from fundraising events in a spreadsheet
- d. Seek other sources of funding for the Chapter
- e. Maintain supplies and inventory for fundraising

**4. The Marketing Chair shall:**

- a. Work with and assist the Marketing Director and Webmaster in all their responsibilities
- b. Maintain and monitor SASE social media outlets (Facebook, Twitter, Instagram)
- c. Consistently make updates on social media outlets to achieve adequate SASE presence
- d. Post reminders and important information relevant to Chapter operations

**Section 6. Election of Major and Minor Executive Board:**

1. Eligibility

- a. In order to run for e-board, all candidates, including the president and vice president nominations, must meet the following criteria:
  - i. Must be registered as a SASE Drexel Member on Dragonlink
  - ii. Must be registered as a National SASE Member
  - iii. Must be on our mailing list
  - iv. Have paid SASE Drexel membership in the spring or summer term of the previous academic year OR in fall or winter of the current academic year
  - v. Must have been an active member in the fall and winter terms OR have attended at least 6 SASE events during the current academic year at the time of submitting their application to apply for e-board.
  - vi. If previously on e-board, has met the e-board requirements listed in Article V Section 2
  - vii. Must be in good standing with the SASE Drexel Chapter
  - viii. Must be in accordance with the Drexel Student Handbook

2. President & Vice Presidents Nominations & Election

- a. The president and the vice presidents for next year are nominated by the current e-board
- b. The nominees can choose to accept or reject their nomination
- c. Each nominee must have at least 2 nominations in order to run for President or Vice President. A person may nominate themselves, but the nominee must have at least 2 nominations from other current e-board members for that position to run for president or vice president. Every current e-board member MUST nominate one person for the president, internal vice president, and external vice president position. Any e-board member may nominate the same person for different positions.
- d. In addition, the president and vice president nominees must meet these requirements:
  - i. Have at least 2 terms of prior SASE leadership
  - ii. Have met the requirements of the SASE Drexel Eboard as mentioned in Section 2

for the previous academic year with little to no violations.

1. If multiple violations have occurred the past year, the current President and Vice Presidents will decide if the nominee is eligible to run for president or vice president next year
  - e. The current president will e-mail all eligible nominees whether they want to accept or reject their nomination a week before the closed election
  - f. The current e-board will have a closed election during their Week 3 e-board meeting of Spring Term for those who were nominated and running for president and/or vice president for the upcoming year
  - g. Each candidate will deliver a speech and answer questions from the e-board in a format similar to general elections
  - h. If any upcoming president or vice president ran unopposed, they must assist the current president in counting the votes at the end of the election. If there is not at least one person assisting the president in counting votes, then the current e-board will decide on which current e-board member shall assist the president in counting votes, preferably someone that is graduating or is not running for e-board for the upcoming year.
    - i. The person assisting in counting votes also reserves the right to see the count of nominations for the president and vice president positions, as long as the voters names are anonymous.
  - i. The newly elected presidents and vice presidents will be notified within 24 hours of the conclusion of the election
3. General Elections
- a. The non-presidential major executive positions, which are the events coordinator, treasurer, and secretary, are open to run for during elections to anyone that meets the eligibility requirements
  - b. The current e-board may decide if any current minor board positions need to be removed, added, or changed for the upcoming election, and after consulting a vote with approval of  $\frac{2}{3}$  of the current e-board. These positions must be decided upon before e-board applications are sent out
  - c. Elections are held once a year during Week 5 of Spring term
  - d. The current president and newly elected president and vice presidents (The Election Committee) will run the election each year
  - e. Candidates must submit an application to the Election Committee regarding the positions they are applying for
  - f. If anyone on the Election Committee does not see a potential candidate as fit to be on e-board for the upcoming year, a vote must take place with a unanimous decision within the Election Committee
  - g. Each candidate must present a speech. The current e-board will decide the time limit for the speech. If the e-board wants to decide the content one should include for the speech, that will be discussed on a year by year basis.
  - h. There must be time allowed for questions, which will be decided upon by the current e-board



- i. In the event that a candidate cannot be present for the election, a video message of the candidate's speech must be sent to the current president 24 hours before election date
- j. Voting
  - i. Those voting in the election must meet the following criteria:
    1. Must be registered as a SASE Drexel Member on Dragonlink
    2. Must be on our mailing list
    3. Must have been an active SASE member this past year OR has attended at least 6 SASE events during the fall and winter terms of the current school year
  - ii. Votes will be counted by the Election Committee at the conclusion of the election
- k. Candidates receiving the majority of the votes shall be declared e-board for the upcoming year
- l. If a candidate received the majority of the votes for two positions, then the candidate will choose which position they would like for the upcoming year

### **Section 7. Interviews for Non-elected Officers**

1. Interviews are held when there is a leave of absence of an e-board member, whether temporary or permanent, or for any new or empty positions that will not be elected during the annual spring elections.
2. All potential candidates for the new or open board positions **must** go through the interview process if not being decided upon during elections. Any board member, including the president, **cannot** bring someone to the e-board, make a new position, or transfer or inherit someone's roles without first conducting an interview and a vote with the entire e-board.
3. To apply for an interviewed position, the candidate:
  - a. Must be registered as a SASE Drexel Member on Dragonlink
  - b. Must be registered as a National SASE member
  - c. Must have active paid SASE Drexel Membership
  - d. Must be on our mailing list
  - e. Must be in good standing with the SASE Drexel Chapter
4. The e-board can ask any and all questions of the candidate that they want, as long as it is professional and relevant
5. The interview process and logistics will be decided upon by the current e-board
6. After the conclusion of interviews for the open position, the e-board will decide upon a  $\frac{2}{3}$  vote if that person should join the e-board. However, the e-board can decide to keep that position empty if they do not believe any of the interviewed candidate(s) will be a good fit in SASE leadership or if they will slow the work down of the SASE chapter.

### **Section 8. Duration of Term**

The term of office for the major and minor board shall be from the date of the Annual Election to the end of Spring Term of the following year. Those who received a position through an interview will hold their position until the conclusion of the next, upcoming spring term. If exceptions need to be made for those who hold an interviewed position, then the current e-board must be consulted with a  $\frac{2}{3}$  approval.

## **Section 9. Removal of an Executive Board Member**

Grounds for removal of an e-board member include:

1. Committing a Violation of Good Standing
2. Failure to meet the Requirements of the SASE Drexel E-board as listed out in Article V Section 2
3. Failure to follow other code of conduct as listed out in these bylaws

If a violation has occurred, the current president must consult with the e-board member about their grounds for removal and must notify the vice presidents that this discussion is taking place. If the e-board member subject to removal does not want to relinquish their position or feels they are being treated unfairly, then a trial will be held at the next upcoming e-board meeting. The president will state the grounds for removal that were committed by the defendant. The defendant will give their interpretation of their grounds of removal and address why they should still continue as an e-board member. Any e-board member has the right to ask the defendant and/or president relevant and respectable questions before making a decision. When questions have concluded, the defendant must leave the room while the rest of the e-board makes a decision about their continuation in SASE. A vote equal to or greater than  $\frac{2}{3}$  of the rest of the executive board will decide the defendant's continuation in SASE, and if additional consequences for the defendant should be set forth.

## **Section 10. Inactive E-board Members**

E-board members can declare themselves inactive if they are travelling abroad for co-op or study abroad, will not be on campus for an extended period of time, or for personal reasons after consulting their status with the president. If being declared inactive for travel, the e-board member must notify the entire e-board of their travel as soon as their arrangements are confirmed. The travelling member must tell the e-board the date they are leaving and returning so the e-board can plan accordingly.

## **Section 11. Resignation of E-board Members**

Any e-board member has the right to resign from their e-board position. The e-board member must notify the president of their resignation before relinquishing their responsibilities. If any tasks were assigned to them that are due within the next 7 days of their resignation announcement, the e-board member is expected to complete these tasks before relinquishing their responsibilities, unless for excruciating circumstances which will be at the discretion of the current president and vice presidents. Failure to notify the president of resignation before relinquishing responsibilities will result in the e-board member being removed from the e-board, and additional consequences may ensue.

## **Section 12. Vacancies**

In the event of a vacancy among the officers of the e-board for any reason, a majority vote amongst the executive board 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, in which the Internal or External Vice President, as voted by the majority 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.

## **Section 13. Committees**

The e-board shall have the power to call for any committee that they see fitting to aid in conducting the

business of the Chapter with  $\frac{2}{3}$  of e-board approval. A proposal for the committee should be accepted and read through by the e-board and accepted with a  $\frac{2}{3}$  vote. Anyone applying for a committee position, including current e-board members, must submit an application and follow the interview process as laid out in Section 5.

#### **Section 14. New or Changed E-board Positions**

Chapters may have additional positions they deem necessary at its discretion. All new positions must be decided upon by a  $\frac{2}{3}$  vote of the current board. The proposer of the new position must outline the new position title and provide an accurate description of the role, including specific goals that the new position must complete each term for one full academic year. Once the position is approved by  $\frac{2}{3}$  of the e-board, then an interview process must be conducted for someone to fulfill the new e-board position, or the new position can be up to run for during the upcoming SASE election. The new position must be added to these bylaws.

#### **Section 15. Removal of E-board Positions**

If the chapter deems a certain role/position in the e-board unnecessary and would like it's removal, there must be a  $\frac{2}{3}$  vote of the current e-board to remove the position. The proposer to remove the position must present the e-board as to why they feel the position is not necessary and/or how to reallocate the roles of that position. If there is currently a person in that position and the position will be removed, then the person in that role can choose to relinquish their responsibilities, carry out their term until the upcoming spring term, or if possible, change to a new e-board position for that year.

## **Article VII. Meetings**

Meetings are defined as any gathering of e-board members to work on SASE-related work for the SASE Drexel Chapter or for making decisions that will affect the SASE Drexel Chapter. If a meeting requires non e-board members, then the entire e-board must be informed about this decision and gain  $\frac{2}{3}$  approval. The exception to this rule is the annual SASE elections.

#### **Section 1. Regular Meetings**

Regular meetings shall be held:

1. Once a week in the fall, winter, spring, and summer terms for the e-board, called E-board Meetings.
2. Once a year during week 5 of spring term for the election of new e-board members for the upcoming fiscal year, called Elections.

#### **Section 2. E-board Meeting Rules**

1. E-board members should not be playing games, watching videos, have earphones in, completing work for a class, or doing anything else that diverts their attention from the meeting, whether on their computer or on their phone, during a SASE e-board meeting.
2. E-board members should not be discussing external or personal matters or interrupting the

conduction of business during SASE meetings.

3. E-board members should act professionally towards another e-board member when conducting business or making decisions.
4. E-board members should conduct themselves in a professional manner
5. E-board members should be respectful to others and to the decisions being made if the majority rules and if the decision follows the code of conduct laid out in these bylaws.
6. Any e-board member suspected of bullying or ignoring other e-board members, or interrupting the conduction of business due to personal or non-personal matters may be removed from e-board if violations are continuous or extreme.
7. An agenda will be put together before each meeting. The agenda will be followed as a general guideline. Any member in good standing can bring up any relevant motions or issues for discussion.
8. The president will preside over all e-board meetings. In the absence of president, the internal vice president will preside the e-board meeting. In the absence of both, the external vice president will preside the e-board meeting. The president can decide to have other e-board host the e-board meeting if they deem necessary.
9. The event lead for each event in the agenda shall lead the discussion for that topic.
10. Regular e-board meetings are open to the general body as long as there is unanimous approval of the people sitting in the meeting by the rest of the e-board.

### **Section 3. Special Meetings**

Special meetings of the organization shall be held:

1. Only if a SASE e-board member deems it necessary
2. To work on other SASE work that does not involve the entire e-board
3. If there is an issue within SASE that has to be resolved

### **Section 4. Conduction of Business**

Any and all business matters regarding high-level matters must be accepted by a  $\frac{2}{3}$  or greater vote of the entire e-board during an e-board meeting in order to be implemented. If any member, including the president, decides upon these matters without a vote or discussion with the entire e-board, this is considered a violation and the decision cannot continue:

1. Any and all changes to the e-board structure
2. Addition, removal, and/or a change in the e-board position roles
3. Addition, removal, and/or a change to the people who will be on the e-board, except in violations of good standing where if the matter is personal, can be decided upon by the president and vice presidents only
4. Any and all changes to the election or interview process
5. Any and all changes to the bylaws
6. The use of the money in the SASE Financial Accounts with Drexel University or any other funds that belong to the SASE Drexel organization
7. Any forms sent to Drexel University or SASE National that may influence the way the eboard is run or the benefits that SASE can gain for the upcoming year
8. The overarching idea of any event we are hosting

9. Any new programs the chapter wants to implement

Trivial matters that do not involve high-level information, such as the details of an event being hosted, do not need a  $\frac{2}{3}$  vote from the e-board unless there is a long disagreement taking place. In this event, a vote will be held and must have  $\frac{2}{3}$  approval of the e-board.

## **Article VIII. Finances**

### **Section 1. Dues**

1. The SASE National Board does not require Student Chapters to have dues.
2. If a Student Chapter deems it necessary it may enact dues of under \$50.
3. Because dues are a financial decision, the treasurer has final say in establishing the dues for the year after a discussions have been carried out involving the entire e-board.
4. Dues may vary from year to year.

### **Section 2. Financial Decisions**

1. Submitting a purchase request or requesting the use of our funds must be known and approved by  $\frac{2}{3}$  of the e-board. Failure to notify the e-board of the movement of the chapter's finances before executing the transaction is prohibited.

## **Article IX. Fiscal Year**

The fiscal year of the Chapter aligns with Drexel University's fiscal timeline which is from July 1st of every year to June 30th of the following year.

## **Article X. Assets and Dissolution**

Any assets to this organization should be kept at an e-board member's home if an office or a locker for the organization is unavailable. If the Chapter should dissolve, any assets belonging to the Chapter must be returned or given to SASE National.

## **Article XI. 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.

## **Article XII. Liability of Members**

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

## **Article XIII. Affiliations**

### **Section 1. Regional Organization**

The SASE Drexel Chapter is affiliated and represents the Northeast Region of SASE Collegiate Chapters on Drexel's campus.

### **Section 2. National Organization**

The SASE Drexel Chapter is affiliated and represents the National SASE Collegiate Chapters on Drexel's campus.

### **Section 3. Drexel University**

This organization is affiliated with Drexel University as a recognized student organization and as such, agrees to abide by the rules, policies, and procedures of Drexel University.

## **Article XIV. Organization Advisor**

### **Section 1. Appointment of an Advisor**

An advisor is required for recognition of the organization with Drexel University each summer term. The SASE Drexel Chapter will appoint an advisor who believes in the mission statement of SASE and can represent the chapter. The organization advisor must be a full-time member of the faculty, administration, or professional staff of Drexel University. The advisor would need to be approved through a  $\frac{2}{3}$  vote of the e-board members of the SASE Drexel chapter.

### **Section 2. Removal of Advisor**

The SASE Drexel Chapter reserves the right to remove the current advisor at the discretion of the board. A  $\frac{2}{3}$  vote in favor of removal of an advisor must be reached.

### **Section 3. Duties and Responsibilities**

The duties and responsibilities of the advisor shall be to:

1. Have basic knowledge as to the history, structure, and purpose of the organization
2. Be aware of the group's finances and budget, as your approval may be needed for financial transactions
3. Provide useful guidance to help the student organization identify and attain its goals
4. Be knowledgeable of University policies and regulations and civic ordinances, as well as state and federal laws that affect the activity of the organization
5. Maintain ongoing contact with club officers

#### **Section 4. Vacancy**

If the appointed advisor were to leave Drexel University during that year, then the search for a new advisor must take place within the next week, with the appointment of the new advisor within the next month.

## **Article XV. Hazing**

#### **Section 1. Hazing**

The SASE Drexel Chapter seeks to foster a safe and healthy environment built on mutual respect and trust. The basis of SASE's mission is the recognition of the essential dignity and worth of each member of the organization. Hazing is a serious violation of these principles. As such, SASE Drexel will not tolerate hazing activities by any individuals, groups, teams, or registered/unregistered student organizations.

#### **Section 2. Hazing Statement**

Membership should be a valuable and beneficial experience for all students. Leadership of this organization shall provide its new and current members with an experience that is positive, informative and consistent with federal, state, and local laws, and the policies and procedures of Drexel University. Activities which detract from the goal of fostering personal and intellectual development have no place in this organization. Hazing will not be tolerated by or of any member. It is the responsibility of the organization, its leadership and members to report hazing of any kind by members to the proper authority.

## **Article XVI. Jurisdiction**

#### **Section 1. Chapters**

There shall only be one SASE chapter per college campus.

These Bylaws were approved by at least a 2/3 vote of the e-board members of the Drexel University Chapter of the Society of Asian Scientists and Engineers.