



CONSTITUTION OF THE IOWA STATE
CHAPTER OF THE SOCIETY OF ASIAN
SCIENTISTS AND ENGINEERS AKA SASE ISU

Prepared by:
SASE ISU Chapter
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PREAMBLE

The Society of Asian Scientists and Engineers is a national pre-professional organization with an Iowa State student-run chapter that promotes the professional development of Asian students in the sciences and engineering.

ARTICLE I

Name

The name of this organization is the Society of Asian Scientists and Engineers (SASE).

ARTICLE II

Purpose

The purpose of this chapter shall be to advocate and support the mission statement of SASE National. This chapter aims to recruit and develop students to become the leaders of tomorrow, celebrate and promote diversity across campus and in the workforce, and give back to our local community.

SASE National's Mission Statement:

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

SASE ISU Chapter Vision/Mission Statement:

Our mission is to equip and empower Asian-identifying students in the sciences and engineering through professional, community-building, and philanthropic meetings. The vision of SASE ISU is to have an established reputation and continued legacy at Iowa State University.

ARTICLE III

Statement of Compliance

The Society of Asian Scientists and Engineers abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Society of Asian Scientists and Engineers agrees to annually complete the President's and Treasurer's Training.

Section 1: Hazing

This organization, including all members, does not allow hazing in any form. Hazing is defined as an act that endangers the mental or physical health or safety of a student, or which destroys or

removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

Section 2: Harassment

This organization, including all members, has zero tolerance for harassment of any kind, including, but not limited to, bullying, cyberbullying, verbal abuse, discrimination, etc.

Section 3: Unlawful/Illegal Activity

This organization does not participate in or encourage any unlawful activity.

ARTICLE IV

Non-Discrimination Statement

Iowa State University and The Society of Asian Scientists and Engineers does not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

ARTICLE V

Jurisdiction

There shall only be one SASE chapter per university campus.

ARTICLE VI

Membership

Section 1: Requirements

Membership in this organization is open to all registered part-time and full-time students at Iowa State University, focusing on engineering, technical, or applied/physical science degree programs. Students from other degree programs are welcome to join. Membership in this organization is also open to all faculty and staff members.

Members must have a minimum GPA of 2.00 and be in good standing with Iowa State University.

Members are expected to acknowledge membership with the chapter in the Student Organization Database at Iowa State University.

Section 2: Membership Renewal

Once members acknowledge their membership status in the student organization database, they will not be asked to renew their membership. Only new officers must acknowledge their membership and acknowledge their position within the executive board after every election.

Section 3: Removal

- a. Reasons for removal may include, but are not limited to, the use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct) at Iowa State University.
- b. Any member of the organization may initiate the removal process.
 - A formal call for removal must first be brought to the organization's officers. A member may call for the removal of another member by emailing the organization's President and requesting to discuss their concerns at the nearest officer meeting.
 - Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
- c. Membership may be revoked by a majority vote of club members present at the voting meeting.
- d. Voting will be conducted by secret ballot at a general meeting as deemed necessary.
 - The voting method will be an anonymous raise of hands.
- e. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
- f. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
- g. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
- h. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within ten days. No secondary appeals will be permitted.
- i. Member in question may request reinstatement 365 days after removal.
 - Member must submit a written request for reinstatement to officers.
 - Officers must reach a unanimous vote through a show of hands to reinstate members.

ARTICLE VII

Officers

Section 1: Officer Positions and Duties

A general election fills the following officer positions:

1. President*
 - Time commitment: ~1.5-3 hours per week

- Responsibilities:
 - Preside over executive meetings
 - Reserve rooms for executive meetings and general meetings
 - Serve as SASE national chapter Liaison
 - Reach out to potential advisors if the current advisor resigns
 - Divide duties with vice-presidents
 - Complete all training as required by ISU policy
 - Support directors as needed
2. Vice President of Membership
- Time commitment: 1-2 hours per week
 - Responsibilities:
 - Coordinate when the president is unable to lead
 - Maintain records of membership in the student organization database
 - Oversee club recruitment
 - Facilitate the election of officers during the spring semester
 - Support directors as needed
3. Vice President of Corporate Relations
- Time commitment: 1-2 hours per week
 - Responsibilities:
 - Coordinate when the president is unable to lead
 - Oversee sponsorship program
 - Facilitate corporate networking
 - Company site visits
 - Support directors as needed
4. Vice President of Outreach Relations
- Time commitment: 1-2 hours per week
 - Responsibilities:
 - Coordinate when the president is unable to lead
 - Oversee club outreach within the community
 - Volunteering opportunities
 - Communicate with other similar organizations within the community like NSBE, SHPE, and SWE
 - Support directors as needed
5. Treasurer*
- Time commitment: ~1.5-3 hours per week
 - Responsibilities:
 - Update the board on the organization's finances
 - Hold the club's purchasing card (P-Card) and assign additional P-Card(s) to other designated club members.

- Maintain the chapter's budget and work with officers to determine spending allowances.
 - Oversee fundraising opportunities
 - Work with the Advisor to approve each expenditure before payment.
 - Complete all training as required by Iowa State University policy.
6. Director of Communications
- Time commitment: 1-2 hours per week
 - Responsibilities:
 - Handles all official correspondence of the chapter
 - Keep members informed about chapter activities, university events, and important dates
 - Bi-monthly newsletter, twice a month
 - Work with the VP of Membership to promote recruitment
7. Director of Marketing
- Time commitment: 1-2 hours per week
 - Responsibilities:
 - Maintain an active social media presence
 - Manage event promotion through social media
 - Organize advertisement materials like flyers, social media posts, and electronic ads.
 - Facilitate planning of chapter merchandise, which can include stickers and t-shirts, for example
8. Director of Data and Technology
- Time commitment: 1-2 hours per week
 - Responsibilities:
 - Update and maintain the organization's website
 - Create and update the meeting calendar on the website
 - Work with the secretary as deemed necessary
9. Risk Management Officer
- Time commitment: 1-2 hours per week
 - Be present to:
 - Help minimize potential risks for club activities
 - Recommend risk management policies or procedures
 - Submit the necessary documentation to ISU's Risk Management Office
 - Proper waivers and background checks are on file with Risk Management for events
10. Secretary
- Time commitment: 1-2 hours per week
 - Responsibilities:
 - Keeps and distributes minutes of each meeting
 - Maintains attendance at all meetings

- Works with the Director of Data and Technology to update the organization's calendar of events
- Maintains the organization's records, storage, and office space
- Prepares and files any required reports working with the necessary Directors
- Collects organization's mail

** The chapter needs a president, treasurer, and advisor to be in good standing with Student Organizations.*

At its discretion, the chapter may have additional positions deemed necessary by members, such as committee leads.

Section 2: Officer terms of office

The term of office shall be from August 1st to July 31st of the following year.

Section 3: Officer Eligibility

To be eligible for an officer position, a general member must have at least one semester of membership with the chapter. For the president and vice president positions, the general member must have prior experience on the executive board in any position.

Section 4: Elections

- a. Elections will occur once an academic year, in the spring semester.
- b. Members interested in running for an officer position will complete a nomination form and submit the form to the current President at least one week prior to the general membership vote.
- c. Voting will occur at a general meeting. The meeting date will be announced at least one month in advance through an email to all members.
- d. Each candidate will have 2 minutes to speak to the general membership at the voting meeting.
- e. Voting will occur by secret ballot on an anonymous paper ballot. A majority vote of members present at the meeting will elect candidates.
 - In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
 - In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest-voted candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
- f. The term of office for all officer positions shall be from August 1st to July 31st of the following year.

Section 5: Impeachment/Removal

- a. Officers can be removed from their position by a vote of club membership.
- b. Grounds for removal include but are not limited to failure to uphold the position's responsibilities, use of derogatory language, bullying, harassment, theft, repeated

disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).

- c. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
 - The officers will hold a special meeting with the Advisor to deliberate.
 - The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
- d. Officers can be removed from their positions by a majority vote of the club members present at the voting meeting.
 - Voting will be conducted by secret ballot at a general meeting.
 - The vote will be announced at least one week prior to the meeting.
 - The voting method will be an anonymous secret paper ballot.
 - The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- e. The officer in question will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- f. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within ten days. No secondary appeals will be permitted.

Section 6: Officer Replacement

- a. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
- b. Special elections must follow the same format as annual elections, outlined in Article VII Section 4.
- c. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

Section 7: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

- a. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- b. Have a minimum cumulative grade point average (GPA) of 2.00. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)

ARTICLE VIII

Advisor

Section 1: Duties

Our advisor/coach will serve as a mentor and supporter to our E-Board and general members. They provide direction and guidance while overseeing group activities and events. They act as a bridge between our chapter and the necessary policies and procedures set forth by ISU.

The advisor/coach must commit to three check-in meetings: one before the academic year, one mid-year, and an end-of-the-year check-in. These meetings will serve as a time for the advisor and executive board to discuss the chapter goals and actions made to reach these goals.

Section 2: Method of Selection

- a. The executive board will create a pool of advisor candidates to contact.
- b. The president shall contact all advisor candidates via email.
- c. A candidate may be elected through a majority vote of officers.
 - Officers will vote through a show of hands.
 - All officers must be present for a vote to occur.
- d. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
- e. If the Advisor candidate declines, the organization's officers will repeat steps (a)-(c).

Section 3: Terms of Service

The Advisor of the organization shall serve at their leisure.

Section 4: Impeachment/Removal

- a. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.
 - Grounds for removal include but are not limited to failure to uphold the position's responsibilities, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.
- b. The Advisor must be notified and given a reason for removal at least one week prior to voting.
- c. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes; then, they must leave the room while voting and deliberation occurs.
- d. The Advisor will be notified of the decision via email.

Section 5: Replacement

If an Advisor must be replaced, the selection method shall be the same as described in Article VIII Section 2.

ARTICLE IX

Finances

Section 1: Assets

- a. All monies belonging to this organization shall be deposited and disbursed through a bank account established at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.
- b. Upon disbandment of the SASE ISU chapter, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- c. The SASE ISU Chapter members will only be charged dues as deemed necessary by the executive board and advisor under \$50.
- d. Dues are to be voted on by the executive board each year and can vary yearly.
- e. If dues are required, one can only be a recognized member once their dues are paid in full.

Section 2: 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. All donations sent to the chapter will be processed through the Treasurer and the Iowa State Foundation.

ARTICLE X

Amendments

Section 1: Amendment Procedure

- a. Any club member may initiate the amendment process.
 - Requests for amendment must be submitted in writing to the club officers
 - The officers must have a majority vote of approval to move the amendment to a general membership vote.
 - Officers will vote through an anonymous virtual form.
- b. The proposed amendment must be presented to the general membership at least one week before the vote.
- c. A majority vote of the club membership present at the meeting may amend the Constitution.
 - Voting will take place at a club meeting.
 - Voting will be conducted by a show of hands.

- d. Amendments to the organization's constitution must be submitted to Student Engagement within ten days for approval.
- e. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
 - Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
 - Notification of these changes must be communicated at the next full organizational meeting.