

Junior Board of the Asian American Academy of Science and Engineering

Bylaws

1. Name

- a. The name shall be the Junior Board of the Asian American Academy of Science and Engineering (hereafter, the AAASE Junior Board).
- b. The AAASE Junior Board is a non-profit organization of youth-led Asian American advocates in the United States.

2. Purpose:

- a. We are dedicated to the advocacy and advancement of diversity, equity, and inclusion for the Asian American community. Our goals are to launch and support youth-led activities and movements to celebrate Asian American culture and identity, and to promote discussion, awareness, and advancement of social issues surrounding Asian American community.

3. Organization:

- a. The AAASE Junior Board shall maintain an independent agenda from Asian American Academy of Science and Engineering (hereafter, AAASE), the parent organization.
- b. The AAASE Junior Board shall meet with the AAASE Board of Directors every quarter to maintain a spirit of collaboration and to resolve critical agenda disputes. Such meetings shall be conducted through the AAASE Junior Board Liaison appointed by the AAASE Junior Board Executive Committee.
- c. The AAASE Junior Board shall produce an annual progress report at the end of each year to summarize its activities of the past year and set goals for the next year. Such reports shall be posted on the AAASE Junior Board website.
- d. The AAASE Junior Board shall obtain a bank account from AAASE. Such an account shall be used exclusively for AAASE Junior Board operations, and shall be co-managed by the AAASE Junior Board Treasurer and the AAASE Treasurer.
- e. The AAASE Junior Board shall maintain its own financial records. All transactions associated with the AAASE Junior Board account require approval from the AAASE Junior Board Treasury.

4. Membership Requirements:

- a. There are three categories of membership in the AAASE Junior Board, with their qualification requirements:
 - i. Executive officer:
 1. Meet the requirements and responsibilities in Section 5.
 2. The maximum number of executive officers shall be 15 officers or 20% of the general members, whichever is higher.
 - ii. General member:
 1. Submit an interest form agreed upon by executive officers, AND

2. Participate in at least one of the AAASE Junior Board initiatives in the past year. Forms of participation refer to Section 5c.
- iii. Advisor:
 1. Be nominated by a member of the AAASE Board of Directors or one of the AAASE Junior Board executive officers.
 2. Submit a resume to the AAASE Junior Board.
 3. Must be voted in by current AAASE Junior Board executive officers according to Section 9.
 4. Serve 1-year terms. Re-election is required at the end of each term according to Section 9.

5. Requirements and Responsibilities of Executive Officers:

- a. To become an executive officer, all following requirements must be met:
 - i. Currently serving as a general member, AND
 - ii. Nominated by a current executive officer or advisor, AND
 - iii. Voted in by current executive officers according to Section 9.
- b. All AAASE Junior Board executive officers are responsible for participating in AAASE Junior Board Executive Committee meetings:
 - i. All AAASE Junior Board executive officers shall attend more than 50% of the executive committee meetings each year. Duration of attendance must exceed 50% of the scheduled time to be acknowledged. An unexcused absence shall be counted as two absences.
 - ii. All AAASE Junior Board executive officers shall assume the responsibilities of meeting chair during executive committee meetings on a rotating basis.
 - iii. The meeting chair shall be responsible for setting the agenda, sending out the agenda at least 24 hours before the scheduled meeting time, convening the meeting, and ensuring that the agenda and the expectations of conduct (Section 7) are followed.
 - iv. The meeting chair shall also be responsible for taking and storing the minutes of the meeting, which include the date, attendance, topics of conversation, and the results of votes. The meeting chair shall distribute meeting minutes to the AAASE Junior Board executive officers and general members within 24 hours after each meeting.
- c. All AAASE Junior Board executive officers are responsible for participating in at least one of the initiatives organized by the AAASE Junior Board. Forms of participation include, but are not limited to:
 - i. Proposing and leading an initiative,
 - ii. Advertising and advocating an initiative to the public.
 - iii. Event planning and organization for an initiative.
 - iv. Attending initiative organization meetings.
- d. Any AAASE Junior Board executive officer may volunteer or be nominated to be the AAASE Junior Board Treasurer or AAASE Junior Board Liaison. Nominations shall be voted in according to Section 9. AAASE Junior Board Treasurer and Liaison are exempt from meeting chair responsibilities in Sections 5b.ii-iv.

- e. Any AAASE Junior Board executive officer may request a leave of absence for up to one year. After one year, the AAASE Junior Board Executive Committee shall assume that said executive officer has stepped down.
- f. Any AAASE Junior Board executive officer unable to fulfill responsibilities in Section 5b-c shall voluntarily ask to step down as an executive officer and may be reinstated as an executive officer through the meeting the requirements in Section 5a.

6. AAASE Junior Board Initiative Proposals:

- a. The following groups are eligible to submit proposals for support by the AAASE Junior Board:
 - i. One of the AAASE Junior Board executive officers
 - ii. One of the AAASE Junior Board general members
 - iii. One of the AAASE members
 - iv. One of the AAASE Junior Board advisors
 - v. A project lead from any previous AAASE Junior Board initiatives
 - vi. A non-AAASE Junior Board or non-AAASE member, with endorsement from a current AAASE Junior Board executive officer
- b. All AAASE Junior Board initiatives shall be proposed through the proposal submission forms and brought to the Executive Committee meetings (in Section 8) to be voted according to Section 9.
- c. At least one member of each proposal's team shall be invited to the Executive Committee meeting to present their proposal.

7. Expectations of Conduct:

- a. All Committee members shall:
 - i. Listen and be respectful of one another, even when disagreements arise. Members shall avoid interrupting or talking over one another
 - ii. Be mindful that we may be at different stages of understanding social awareness and climate. Though learning and correcting one another is encouraged, please do so in a manner that promotes growth and inclusivity.
 - iii. Be mindful of the "Raise hand" feature on virtual meeting platforms during meetings. Though we may voice our thoughts at any time, give someone the opportunity to speak if they are raising their hand.
 - iv. Be mindful of who takes on tasks and responsibilities in the group and recognize one another's labor. AAASE Junior Board members who have not had the opportunity to assume responsibilities are encouraged to do so.
 - v. Remember that all AAASE Junior Board members are in the process of learning, that no one has "completed" their social education, and that activism and allyship are verbs, not adjectives.

8. Executive Committee Meetings:

- a. The AAASE Junior Board executive officers shall meet biweekly on a virtual platform (such as Zoom or Teams), chaired by current executive officers on a rotation schedule.

- b. The minimum attendance requirement for a meeting to take place must be over 30% of the executive officers. In the event that an executive committee meeting is canceled due to insufficient attendance, the meeting chair is responsible for scheduling the next executive committee meeting and ensuring that the minimum attendance requirement will be met.
- c. Each meeting shall discuss all new executive officer nominations, all initiative proposals submitted, progress made on each initiative since the last meeting, and important events related to Asian American social issues.
- d. The last executive committee meeting of each year shall be dedicated to draft an annual progress report summarizing the AAASE Junior Board activities of the year.
- e. A special meeting shall occur during special circumstances (such as executive officer recall, amending or adding bylaws, emergency or time-sensitive situations, executive officer leaving the AAASE Junior Board).
- f. The AAASE Junior Board Liaison shall attend AAASE board meetings as required and report any related issues to the executive officers.
- g. All AAASE Junior Board Executive Committee meetings shall be open to all AAASE Junior Board members, including executive officers, general members, and advisors.

9. Voting Structure:

- a. Following the discussion of all proposals and nominations (election of an AAASE Junior Board executive officer or advisor, initiative proposals, or amendment proposals), if all executive officers are present, voting shall occur immediately via blind ballot.
- b. Amendment proposals have to be voted on by all current AAASE Junior Board executive officers.
 - i. In the case of non-conflicting amendments, an amendment shall move to a vote if more than 50% of all the current executive officers vote in favor of moving the motion, and pass if more than 75% of all the current AAASE Junior Board executive officers vote in favor of the amendment.
 - ii. In the case of conflicting amendments being voted on concurrently, selection shall occur by ranked ballot, with each conflicting amendment and “no change” as the options. The highest-ranked amendment to reach more than 75% of approval over “no change” shall be successful. Such conflicting amendments must be proposed simultaneously.
- c. In the case of an absent executive officer, voting shall be conducted electronically and tallied no later than one week after the meeting.
- d. No AAASE Junior Board executive officer shall vote on a proposal on which they are a contributing member.
- e. For a proposal to be successful, all of the AAASE Junior Board executive officers (except for any officer who contributed to the proposal being voted on) must cast a vote, and more than 50% of all the executive officers must be affirmative.
- f. For a nomination to be successful, all of the AAASE Junior Board executive officers must cast a vote, and more than 75% of all the executive officers must be affirmative.

- g. AAASE Junior Board advisors who are also current AAASE Junior Board executive officers must be excluded from votes with regard to AAASE Junior Board advisors.

10. Recall Procedure:

- a. An AAASE Junior Board executive officer or advisor's term may be called into question, either by their constituents or other executive officers, due to violation of the AAASE Junior Board's Expectations of Conduct or failure to assume their respective responsibilities.
- b. A successful vote to recall shall consist of a unanimous vote of all executive officers (excluding the executive officer in question).
- c. A previously recalled executive officer or advisor shall not become an executive officer or advisor in the future.

11. Amendments:

- a. A proposed amendment, consisting of purpose, reasoning, and both amended and un-amended language, shall be presented to the AAASE Junior Board Executive Committee at least three days before an Executive Committee meeting mentioned in Section 8.
- b. The amendment shall be voted upon by blind ballot at the next Executive Committee meeting as described in Section 9.

These bylaws have been ratified by:

- **Alexander Chen**
- **Hannah Lee**
- **Ian Lee**
- **Kathie Wang**
- **Nathan Zhong**
- **Eileen Wang**
- **Chu Cheyenne Teng**
- **Aditya Dilip Lele**
- **Linhan Shen**

Linhan Shen.