

THE UNIVERSITY OF LOUISVILLE
ASIAN, ASIAN AMERICAN, AND PACIFIC ISLANDER FACULTY AND STAFF
ASSOCIATION
CONSTITUTION AND BYLAWS

¹SECTION I: CONSTITUTION

ARTICLE I: ORGANIZATION NAME AND INFORMATION

- I. **Name:** The name of this organization shall be “Asian, Asian American, and Pacific Islander Faculty and Staff Association” (hereinafter referred to as “AAPI Faculty and Staff Association”) of the University of Louisville (UofL). This employee resource group was established in 2021.

ARTICLE II: MISSION AND PURPOSE

- II. **Mission:** The mission of the AAPI Faculty and Staff Association is to build community, promote diversity, and champion action and change for the Asian, Asian American, and Pacific Islander populations on campus. *Note: These definitions are not meant to be exclusive. We recognize the diversity, multiplicity, and the intersectionality of all of our identities. UofL employees who self-identify with either of these terms are welcome and eligible for membership.*
- III. **Purpose:** The purpose and specific objectives of AAPI Faculty and Staff Association are:
 - A. To foster community and a sense of belonging for AAPI population at UofL;
 - B. To increase the visibility of AAPI population and advocate for policies and initiatives that will benefit AAPI groups;
 - C. To empower AAPI individuals by providing resources, mentorships, communications, and other professional development opportunities;
 - D. To promote awareness of the challenges and unique experiences of the AAPI community;
 - E. To build alliances to advance the University’s mission for diversity, equity, and inclusion.

ARTICLE III: MEMBERSHIP

- I. **Membership Requirements.** Membership is open to all UofL employees who identify as AAPI. The group is open to all active UofL employees that support the mission and purpose statement in Article II., but its main purpose is to serve the AAPI employees at UofL. The group may occasionally have affiliate meetings where only AAPI identified individuals are allowed to attend.
- II. **Voting:** All members shall have one vote. There shall be no proxy voting.
- III. **Termination of Membership.** The Member may terminate membership if the Member sends written notice to the Secretary or unsubscribes from the mailing list. Membership can automatically be terminated if a Member does not meet the Membership Requirements.

¹ This document is adapted from Renecia Griffie Davis and other’s work for the Young and Emerging Professionals Employee Resource Group Constitution and Bylaws <https://louisville.edu/yep/about>
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- IV. **Membership Benefits.** Membership shall entitle Members to hold office or be eligible for appointment to committees, to participate in AAPI Faculty and Staff Association general body and annual meetings, and to participate in programs and/or initiatives of the organization.

ARTICLE IV: EXECUTIVE COMMITTEE

- I. **Executive Committee.** The AAPI Faculty and Staff Association Executive Committee shall consist of the following officers: the President, President-Elect/Vice President, Treasurer, Communications Coordinator, Membership Coordinator, and Program and Events Coordinator, and Secretary. The Immediate Past-President, the Executive Champion, and Special Advisor (Employee Success Center) shall serve as non-voting, *ex-officio* members. The Executive Committee selects and appoints all committee members of the organization and may create special or ad hoc committees as needed.

ARTICLE V: MEETINGS

- I. **Membership Meetings.** Regular or general body meetings of the Membership shall be held at least once a year, different from events and programs hosted by AAPI FSA.
- II. **Annual Meetings:** One annual meeting of the Members shall take place in month of May, the specific date, time, and location of which will be designated by the Executive Committee. At the annual meeting the members will receive Annual Reports by the respective committees on the activities of the organization and may be asked to vote on other business concerning AAPI Faculty and Staff Association. The Executive Committee may determine that a meeting of the members may be held solely by means of remote or electronic communication.
- III. **Executive Committee Meetings.** Regular meetings of the Executive Committee shall be held monthly.
- IV. **Special Meetings.** Special meetings may be called by: a) the Executive Committee, b) the President, or c) with a written request to the Executive Committee by at least three (3) members. A written request must be reviewed and approved by the Executive Committee before any said special meeting is held.
- V. **Notice of Meetings:** Notice of meetings, shall be in writing and delivered at least ten days before the meeting. Notices of special meetings shall state that it is a special meeting being called and may be given orally or in writing at least forty-eight hours prior to the meeting time.
- VI. **Remote Participation for Meetings:** Remote participation includes but is not limited to telephone, video, or such other means by which persons may communicate with each other on a simultaneous basis. Participation in a meeting by any of the above-mentioned means constitutes attendance at a meeting if approved by the Executive Committee officers and/or committee chairs.
- VII. **Agenda.** The meeting agenda shall be devoted to (an) issue(s) or topic(s) of interest or concern to AAPI FACULTY AND STAFF ASSOCIATION. The Executive Committee, for the purpose of presentation to the general body, shall receive agenda items in writing prior to a regular meeting from the Administrative Coordinator. Additional items may be added to the agenda at any general body meeting by majority vote of those present.

ARTICLE VI —EXPECTATIONS, COMMITMENT OF SERVICE, COMMITTEES

- I. **Expectations of Committees**

All officers and committee members must adhere to following expectations upon acceptance of their role.

- A. Be committed to the mission, goals, and policies of the organization.
 - B. Follow the Cardinal Principals set forth by the university and maintain good standing with the university.
 - C. Perform the functions and work of the organization to the best of one's ability.
 - D. Be knowledgeable about the organization and the way in which it operates.
 - E. Support the work of the committee and positively contribute to assisting the committee to reach its goals and meet its timelines.
 - F. Attend required meetings/events and come prepared to participate.
 - G. Read the agenda and the materials thoroughly in advance of the meeting.
 - H. Dress professionally when serving as a representative of the organization.
 - I. Maintain the confidentiality of organization information and do not give unauthorized access to administrative accounts or compromise the integrity of the organization by sharing passwords, or other access to information.
 - J. Uphold the Constitution and Bylaws of the organization.
 - K. Complete the Volunteer Agreement Form.
- II. **Commitment of Service.** All committee members are expected to commit the time required and fulfill the tasks associated with each held position. The time commitment includes an estimation of time to plan, implement and execute meetings, events, and other services for AAPI Faculty and Staff Association, including but not limited to attending on/off campus meetings for AAPI Faculty and Staff Association and completing work that may occur outside of normal business hours. In this effort, supervisor or manager support of officer and committee member should be secured prior to seeking any appointed term. Executive Committee officers will serve a two-year term (unless otherwise noted). Term limit for committee members is one-year. Committee members who serve in good standing will have a renewable one-year commitment with approval by the Executive Committee.
- III. All Standing Committees shall be established and (re)convened within thirty (30) days of the academic school year.

AAPI FACULTY AND STAFF ASSOCIATION Standing Committees

- A. Executive Committee
- B. Membership Committee
- C. Communications and Marketing Committee
- D. Program and Events Committee

Article VII- NOMINATION, SELECTION, AND APPOINTMENT

- I. It shall be the duty of the President, in consultation with the Executive Committee, to appoint all designated committee members and positions within the organization.
 - A. The Executive Committee may elect to include up to three (3) persons from the membership base to assist with the selection of potential candidates where this is deemed necessary or convenient.
 - B. No persons seeking appointment should participate in the nomination, selection, or appointment to maintain the integrity and confidentiality of the process.
 - C. Persons seeking appointment must meet the requirements needed to hold the position and possess the required availability and dedication to perform their duties according to the bylaws.
 - D. The Executive Committee will extend an invitation to the member base and meet to review received applications and make appointments as vacancies or newly created positions occur.
 - E. Each member shall have the right to cast one vote. There shall be no proxy voting.

- F. The President-Elect/Vice President position shall automatically succeed to the President. In the unlikely event that the Vice President/President-Elect is unable to assume the role of President, interested members with one or more years of experience on the AAPI Faculty and Staff Association Executive Committee will be considered for the role of President prior to other members.
- G. Executive Committee officers shall hold office for two (2) years (unless otherwise noted) or until their respective successors have been appointed.
- H. To balance continuity and to support the mission of AAPI Faculty and Staff Association, Executive Committee officers who serve in good standing may be reappointed but may not be appointed for more than (2) consecutive two-year terms in any single office.

SECTION II: BYLAWS

ARTICLE I — OFFICERS DUTIES AND RESPONSIBILITIES

- I. The Executive Committee includes voting members and non-voting, *ex-officio* members.
 - A. The voting officers consists of the following:
 1. President
 2. President-Elect/Vice President
 3. Treasurer
 4. Communications Coordinator
 5. Program and Events Coordinator
 6. Membership Coordinator
 7. Secretary
 8. At-large board members
 - B. The Immediate Past-President, Executive Champion, and the Special Advisor (Employee Success Center) shall serve in a non-voting, *ex-officio* role to the Executive Committee.
 - C. Officers shall have only one vote on the Executive Committee. In the event of a tie, the President shall cast the tie-breaking vote.
 - D. Officers shall hold only one office at a time.
 - E. Officers shall chair no more than one standing committee at a time.

II. **President**

This position involves a two-year commitment. Volunteer commitment averages 10-15 hours per month. The President shall automatically become past-president in the year following their one-year term of office.

- A. Chair the Executive Committee and publicize, represent, and oversee the affairs of AAPI Faculty and Staff Association.
- B. Preside at all general body and special meetings.
- C. Serve as or designate an *ex-officio* member of all AAPI Faculty and Staff Association committees.
- D. Keep the membership fully informed and advised as to the business of AAPI Faculty and Staff Association.

- E. Work closely with stakeholders, both internally and externally, to further the collaborative work of the organization.
- F. Appoint chairs of committees, in consultation with the Executive Committee, and if members do not volunteer or are elected to serve.
- G. Organize general body and special meetings in consultation with the Executive Committee.
- H. Prepare and deliver a “President’s Report” at the Annual Meeting.
- I. Sign, with the Treasurer, any bonds, contracts, agreements, or other instruments on behalf of AAPI Faculty and Staff Association; except in cases where the signing or execution thereof shall be expressly delegated to some other officer or agent.
- J. Approve authorization for and access to all administrative accounts deemed necessary to conduct the business for the organization and coordinate any required university training for account holders.
- K. Serve as proxy of the AAPI Faculty and Staff Association ProCard in accordance to set policies and procedures.
- L. Take other actions as requested by the Executive Committee that are in the interests of AAPI Faculty and Staff Association.

III. Vice President/President-Elect

This position involves a three-year commitment (president-elect, acting president, and then immediate past-president). Volunteer commitment averages 10-15 hours per month.

- A. Perform those functions delegated to the vice president by the President.
- B. Serve as an advisor to the President on matters related to the organization.
- C. Serve as an advisor to all Standing Committees and ad hoc committees at the request of the President.
- D. Serve in the absence of the President as requested.
- E. Assume and perform all the duties of the President in case of long-term absence, disability, or vacancy in the office.
- F. Serve as proxy of the AAPI Faculty and Staff Association ProCard in accordance to set policies and procedures.
- G. Responsible for onboarding new committee members and implementing team-building activities or trainings for the Executive Committee in consultation with the President, including but not limited to updating the onboarding checklist and related training materials to help committee members be successful in their role.
- H. Serve as back up to the Secretary for recording meeting minutes for the Executive Committee.
- I. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.

IV. Immediate Past-President Duties and Responsibilities

This position is a one-year commitment. The President shall automatically become the Immediate Past-President in the year following their one-year term of office. Volunteer commitment hours will vary based on availability.

- A. The Past-President shall serve as an advisor to the president and as an *ex-officio* member of the Executive Committee.
- B. Assume a key role in the orientation and transition of the President to help to maintain the continuity of AAPI Faculty and Staff Association, and to ensure responsible, seamless transition of new officer(s).
- C. Oversee special projects as needed, reporting to the President.

V. Secretary Duties and Responsibilities

This position is a two-year commitment. Volunteer commitment averages 10-15 hours per month.

- A. Serve as the official recorder of all business proceedings of AAPI Faculty and Staff Association, including the Executive Committee, general body and special committee meetings; collect and maintain the minutes of all other committee meetings.
- B. Record and distribute (electronically) approved meeting minutes to the Executive Committee.
- C. Prepare and send correspondence (electronically) to membership, as deemed necessary or as requested by the President or Executive Committee.
- D. Maintain a current, accurate membership list.
- E. Maintain database and implements an efficient way for staff to access files and records (e.g. filing letters received, copies of letters sent, committee reports, lists of committees, volunteer agreement forms, etc.)
- F. Have on hand at each meeting an agenda, minutes of the previous meeting, committee reports, and bylaws.
- G. Ensure that general body and special meetings are conducted orderly accordingly to the bylaws.
- H. Respond to inquiries from a wide variety of internal and external parties, including handling communications through the service account.
- I. Serve as proxy of the AAPI Faculty and Staff Association ProCard in accordance to set policies and procedures.
- J. Order and maintain inventory of office supplies as directed; ensure that all items are invoiced and paid on time.
- K. Schedule meetings, room reservations, and maintain calendars.
- L. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.

VI. Treasurer Duties and Responsibilities

This position is a two-year commitment. Volunteer commitment averages 10-15 hours per month.

- A. Maintain current, accurate records of all fiscal matters related to AAPI Faculty and Staff Association.
- B. Maintain current, accurate, itemized, financial records of all allocated funds used to support various committees, programs, and events.
- C. Report on the financial status of AAPI Faculty and Staff Association at Executive Committee meetings or, as requested, at general body meetings.
- D. Present an "Annual Financial Report" at the Annual Meeting.
- E. Serve as primary holder of the AAPI Faculty and Staff Association ProCard in accordance to set policies and procedures.
- F. Manage the gift account for the organization.
- G. Work in collaboration with the Program and Events Coordinator on fundraising initiatives approved by the Executive Committee.
- H. Serve as the liaison between AAPI Faculty and Staff Association and the UofL Office of Development for the annual Raise Some L fundraising event for AAPI Faculty and Staff Association.
- I. Cultivate strong working relationships with existing donors and partner organizations and identifies new potential donors.
- J. Manage donor reports, prospects lists, email distribution lists, and arrange for the Secretary to send timely acknowledgement of donations and donor correspondence.

- K. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.

VII. Communications Coordinator Duties and Responsibilities

This position is a two-year commitment. Volunteer commitment averages 10-15 hours per month.

- A. Serve as the chair of the Communications and Marketing Committee.
- B. Serve as the web master of the AAPI Faculty and Staff Association website and related social media.
- C. Maintain all social media or other platforms approved by the Executive Committee.
- D. Plan, produce, design, and distribute all approved communications and marketing materials for AAPI Faculty and Staff Association related events via email, website, the university calendaring system, and other media platforms.
- E. Under the direction of the President and Executive Committee, prepare and draft press releases and/or talking points regarding organizational matters as needed.
- F. Take photographs or video special programs and events, as requested by the Executive Committee, for archival purposes.
- G. Stay up to date on university technology training to maintain website and other media platforms.
- H. Ensure consistency with the organization's brand and make recommendations for adjustments to communications strategies and practices.
- I. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.

VIII. Membership Coordinator Duties and Responsibilities

This position is a two-year commitment. Volunteer commitment averages 10-15 hours per month.

- A. Serve as the chair of the Membership Committee.
- B. Welcome and contact all new AAPI Faculty and Staff Association members and provide information about AAPI Faculty and Staff Association, and continue outreach efforts, thereafter.
- C. Represent and support AAPI Faculty and Staff Association during UofL's new employee orientation sessions and facilitate presentations.
- D. Recommend opportunities and relevant support resources for the Communications Coordinator to share with membership.
- E. Coordinate membership engagement survey to gather, review, and analyze feedback to help identify initiatives and strategies to increase membership.
- F. Coordinate efforts for the AAPI Faculty and Staff Association member spotlight feature.
- G. Develop and implement recognition initiatives for membership.
- H. Stay current on the latest trends and developments impacting young and emerging professionals.
- I. Serve as back up to the Secretary for the service account.
- J. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.

IX. Program and Events Coordinator Duties and Responsibilities

This position is a two-year commitment. Volunteer commitment averages 10-15 hours per month.

- A. Serve as the chair of the Programming and Events Committee.
- B. Responsible for planning and organizing social activities, programs, and events for the organization.
- C. Work in collaboration with the Treasurer to coordinate fundraising initiatives approved by the Executive Committee.
- D. Collaborate with other groups/organizations on or off campus to co-sponsor social activities, programs, and events for AAPI Faculty and Staff Association.
- E. Maintain and update the events calendar for the organization.
- F. Maintain attendance logs for events.
- G. Gather, review, and analyze post-event evaluations and report outcomes to the Executive Committee.
- H. Coordinate and plan the annual celebration for officers and committee members in collaboration with the President or other designee.
- I. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.

X. At-large Board Member Duties and Responsibilities

This position is a two-year commitment. Volunteer commitment averages 10-15 hours per month.

- A. At-large Board Members are part of the Executive Committee and serve as members of various sub-committees (Communications, Events and Program, etc.) as needed by the AAPI FSA.
- B. Assist with other ERG leadership roles on variety of projects, as needed;
- C. Volunteer at AAPI FSA events (set up, break down, staffing tables, etc.);
- D. Promote the group within UofL and the community.
- E. Perform other duties and exercise such other powers as may be assigned occasionally by the President or designee.

XI. Executive Champion Duties and Responsibilities

This is non-voting, *ex-officio* position on the Executive Committee. Term limit does not apply. Volunteer commitment hours will vary based on availability.

- A. Serve as a champion of the group.
- B. Give strategic direction to align with the university's overall strategy.
- C. Help to identify measurable success criteria that support goals.
- D. Provide advice and counsel to guide the group's development.
- E. Connect to a broad network of relationships.
- F. Serve as a liaison to the executive team.
- G. Help actively to identify and overcome obstacles and resistance within the organization.
- H. Support the group through communication and visibility.
- I. When necessary, help identify resources to support the group's goals including financial needs.

XII. Special Advisor (Employee Success Center) Duties and Responsibilities

This is non-voting, *ex-officio* role on the Executive Committee. Term limit does not apply. Volunteer commitment hours will vary based on availability.

- A. Serve as an advisor to the President and Executive Committee on matters related to the organization.
- B. Recommend internal and external stakeholders who could be of value and support the organization.

ARTICLE II - EXPIRATION OF TERM

- I. **Term of Office.** Executive Committee officers shall hold office for the period of two (2) years (unless otherwise noted) or until their respective successors have been appointed. Elected officers, who serve in good standing may be reappointed by the President but may not be appointed for more than (2) consecutive two-year terms in any single office. The term of office for officers will commence on May 1 of each calendar year and end on April 30.
- II. **Relinquishing Records.** Executive Committee officers and committee chairs shall submit all official AAPI Faculty and Staff Association documents or records—including meeting minutes, correspondence, purchased materials/supplies, passcodes to digital media/archives—to the President or Secretary immediately or within thirty (30) calendar days of vacating a position due to expiration, termination, or resignation of office.
- III. **New Officers Transition Meeting.** A transitional meeting shall be convened within thirty (30) days of the new term of Executive Committee following the Annual Meeting where the AAPI Faculty and Staff Association policies and procedures are discussed and shared among new and departing officers.

ARTICLE III: RESIGNATION, TERMINATION, AND ABSENCES

- I. Executive Committee officers and committee chairs/members, desiring to resign from said position, shall submit a resignation in writing to the Executive Committee. The Executive Committee shall fill vacancies and unexpired terms.
- II. Executive Committee officers and committee chairs/members may be removed from office at any time for nonfeasance, malfeasance, or conduct detrimental to the interests of AAPI Faculty and Staff Association, for lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out AAPI Faculty and Staff Association’s mission and purpose as prescribed in the Constitution and Bylaws.
- III. Executive Committee officers may be removed due to excess absences, more than two unexcused absences from committee meetings in a year.

ARTICLE IV: FISCAL YEAR

The fiscal shall be July 1 through June 30 or as deemed by the university.

ARTICLE V: AMENDMENTS

Amendments to these Bylaws may be made at a general body meeting of AAPI Faculty and Staff Association if such amendments are approved by a three-fourths (3/4) majority of the members voting. Proposals to amend the Bylaws must be submitted in writing to the President at least fifteen (15) days prior to the meeting at which the amendment is to be considered. The Executive Committee may also make amendments to these Bylaws with a two-thirds (2/3) majority vote at a regularly scheduled meeting. Amendments, if passed by at least a majority (one more than half) of all members voting, shall be added to the Bylaws and shall go into effect immediately or in accordance with the time specified in the amendment.

ARTICLE VII: CERTIFICATION

These bylaws were approved by the Executive Committee via an email correspondence by a two-thirds majority vote on **[MONTH/DAY/YEAR]** and effective as of **[MONTH/DAY/YEAR]**.