

Bylaws

The term "Asian Pacific American" refers to all peoples with origins in the Far East, Southeast Asia, Pacific Islands or the Indian subcontinent. The Asian Pacific American Staff and Faculty Council (APAFSC) consists of staff and faculty at IUPUI with Asian Pacific American heritage as well as staff and faculty who are interested in promoting cultural understanding across ethnicity, gender, sexual orientation, and religions on the campus and in the communities of central Indiana.

Asian Pacific American Faculty Staff Council (APAFSC) at IUPUI shares four specific goals:

Networking

To foster fellowship with other Asian/Pacific/American faculty and staff across IUPUI and other campuses of Indiana University through diverse forms of communication and networking.

Professional Development

To work with university administrators, faculty, and staff members to promote professional advancement, diversity and inclusion within Asian/Pacific/American academic communities.

Mentoring

To serve as mentors, guides, and facilitators to Asian faculty, staff and students across the IUPUI campus.

Advocacy

To communicate to council members and provide advocacy for resolutions to issues of major relevance to Asian American communities including those expressed by faculty, staff and students at IUPUI.

APAFSC CONSTITUTION

ARTICLE I

The name of this organization is the Asian Pacific American Faculty and Staff Council or APAFSC at Indiana University Purdue University Indianapolis (IUPUI).

ARTICLE II

The mission of the IUPUI APAFSC is to support the educational, professional and cultural opportunities for members of the Indiana University Purdue University Indianapolis APAFSC community.

ARTICLE III

This organization is organized to:

Provide leadership in articulating campus and university issues that are of concern to the APAFSC community at IUPUI and those at other IU campuses.

Encourage collaborations and strive to develop community interactions with the larger Indianapolis' Asian American communities.

Promote and support professional development and educational success of Asian faculty and staff at IUPUI.

Facilitate cultural understanding and respect across IUPUI faculty, staff and students about Asian American heritages, religions and values.

Collaborate, mentor, and support Asian student groups to promote cultural understanding, identity development, professional success and educational attainment.

ARTICLE IV

This constitution may be amended at any regular meeting of the Council by a majority vote, provided that either (a) the amendment has been submitted in writing at the previous regular meeting, or (b) the scope of the amendment is limited to changes required to conform to university policies.

APAFSC BYLAWS

Article I - Officers

<p>Section 1.</p>	<p>The officers of the Council shall be the President, Vice-President, Secretary and Treasurer. These officers who serve in the APAFSC Executive Board shall perform the duties prescribed by the Constitution of APAFSC, the bylaws, and by the parliamentary authority adopted by the Council. The Vice-President shall assume the position of President in the following academic year. All officer positions can be filled by either faculty or staff members.</p>
<p>Section 2.</p>	<p>The President shall preside at all meetings of the Council. The President shall perform such other duties as these bylaws or the Council may prescribe so as to guide the Council to achieve the Council's stated goals.</p>
<p>Section 3.</p>	<p>The Vice-President shall work closely with the President and the Secretary to schedule and prepare the agenda of the Council's Executive Board meetings and perform all duties incumbent upon the President during the absence or disability of the President. The Vice-President shall also perform other duties as the bylaws or the Executive Board may prescribe. If the office of President of APAFSC becomes vacant, the Vice-President shall assume the interim President position for the duration of the unexpired term.</p>
<p>Section 4.</p>	<p>The Secretary shall attend all meetings of the Council and the Executive Board, for the purpose of keeping a true and complete record of the proceedings of such meetings. The Secretary shall collaborate with the Executive Board and the Council to prepare correspondence to external organizations and shall present the Council and the Executive Board correspondence received from external organizations and shall perform such other duties as the bylaws or the Executive Board may prescribe.</p>
<p>Section 5.</p>	<p>The Treasurer shall maintain an accurate record of all Council funds and shall report on the status of the account(s) at Council meetings. The Treasurer shall receive and submit actual receipts for all expenses incurred by the APAFSC sponsored events to the office of Assistant Chancellor for Diversity, Equity and Inclusion (DEI) for APAFSC's account keeping. The Treasurer shall prepare an annual report of the current year's budget status as well as expenses proposed by the Council for the next year for submission to the office of DEI.</p>
<p>Section 6.</p>	<p>Nominations for each office shall be made from the floor (open nominations) during the first meeting of the spring semester or by email prior to the first spring semester meeting. Nominees shall provide acceptance of their nomination to the Secretary two weeks prior to the second spring meeting. Election of officers shall be conducted electronically one week prior to the second spring meeting and the announcement of the results at the second spring meeting. The new officers shall take possession of their offices at the end of the second spring meeting. This process may be modified at the discretion of the Council. Majority vote will elect officers.</p>
<p>Section 7.</p>	<p>Officers shall hold office for a term of one year commencing with the election of officers in May until their successors take possession of the office. Officers may serve an additional term, if elected, in the office during the early establishment of the Council.</p>

Section 8.	When there is a vacancy in the office of Vice-President, Secretary or Treasurer, the Executive Board may elect a member to fill the vacancy for the unexpired term. If the Executive Board does not fill a vacant office, the membership shall hold an election to fill any vacancy for the unexpired term at the next regular meeting.
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Article II - Meetings

Section 1.	Regular meetings shall be held twice a semester.
Section 2.	Special meetings may be called by the President or by the Executive Board or shall be called upon the written request of three members of the Council. The purpose of the meeting shall be stated in the call. Except for cases of emergency, at least five days notice shall be given.
Section 3.	The members present at any meeting shall constitute a quorum for transaction of business at regular and special meetings of the Council. All business will be completed by a simple majority of members present.

Article III - Committees

Section 1.	The officers and chairman of the standing committees (see below) shall constitute the Executive Board.
Section 2.	The Executive Board shall fix the hour and place of meetings, make recommendations to the Council, and perform such other duties specified in these bylaws. In an emergency, the Executive Board shall have general supervision of the affairs of the Council between their business meetings, and none of its acts shall conflict with the action taken by the Council.
Section 3.	Executive Board meetings shall be held monthly and when called by any (2) two officers.
Section 4.	A simple majority of the Executive Board shall constitute a quorum.
Section 5.	The Executive Board shall have general supervision of the affairs of the Council between its business meetings, fix the hour and place of meeting, make recommendations to the Council, and perform such other duties specified in these bylaws. The Executive Board shall be subject to the orders of the Council, and none of its acts shall conflict with the action taken by the Council. The Executive Board prepares the Council bylaws; which are then submitted to the Council for a vote.

Article IV - Committees

The standing committees shall include:

- **The Professional Development Committee:** The Professional Development Committee will advocate Asian faculty and staff educational, professional, recruitment and retention activities. These activities may be led by the Council and/or in collaboration with other campus units.
- **The Communication and Networking Committee:** The Communication and Networking Committee will lead the development and maintenance of the Council's website and relevant resources. The committee chair will function as a public relation point of contact for the Council.
- **The Diversity, Equity and Inclusion Affinity Committee:** The Diversity, Equity, and Inclusion Affinity Committee will serve as the liaison between APAFSC and other Affinity Councils and work

with the Office of Assistant Chancellor for Diversity, Equity and Inclusion, the Multicultural Success Center, and other entities that promote cross cultural understanding.

- **The Programming Committee:**The Programming Committee will plan and coordinate cultural, social and educational activities provided by APAFSC and collaborate with activities initiated by Asian student groups. Other standing or special committees may be appointed by the Executive Board when necessary.

Article V - Membership

Section 1.	The qualifications for membership are as follows: Membership shall consist of two classes (a) active, and (b) honorary.
Section 2.	(a) Active membership shall be open to all faculty, staff, and emeritus members at the IUPUI campus that support the Council's mission. (b) Honorary membership will be awarded to individuals at the discretion of the membership of the Council or the Executive Board. Honorary members will not be eligible to hold office or chair committees. Honorary members must support the organization's mission.
Section 3.	The membership year will coincide with the IUPUI University fiscal year; July 1 – June 30. The yearly dues for members shall be determined by the members of the Council at the final meeting of the year through a majority vote, and shall be payable by September 1.