

Constitution & By-Laws

ASIAN PACIFIC AMERICAN SYSTEMWIDE ALLIANCE

Constitution and By-Laws

ARTICLE I: NAME

The name of this organization shall be the Asian Pacific American Systemwide Alliance (APASA). APASA is an officially sponsored organization of the university which supports the mission of the university.

ARTICLE II: PURPOSE

APASA is a staff organization open to all employees who share an interest in promoting Asian Pacific Islander (API) leadership, in becoming actively engaged in campus issues, and in supporting the API community.

APASA strives to:

- Promote the general welfare of the Asian Pacific Islander (API) staff, faculty and students at the University of California at Davis.
- Strengthen the professional and social networking between API staff and faculty, the Davis campus community, the University of California system wide, and the general public.
- Encourage the recruitment, hiring, promotion and retention of APIs on the Davis Campus.
- Encourage and support the career development and promotion of API faculty, staff and students.
- Review and assess campus issues and their impact on the API campus community.
- Act as an informative and proactive organization to address, develop and influence policy recommendations that affect the API community on the Davis Campus.
- Connect to the API community beyond the Davis Campus.

ARTICLE III: MEMBERSHIP

1. General Membership shall be open to all staff and faculty who share and support the goals and objectives of this organization.
2. The Membership Committee shall maintain an official list of current membership, including email contact information, on an annual basis.

ARTICLE IV: ORGANIZATION AND GOVERNANCE

- 1.

2. **Responsibilities of the APASA Board**
- 3.

Section One. Governance

The APASA Board is the governing body of the Asian & Pacific American Systemwide Alliance (APASA). Decision of the Board shall be reached and become policy upon a majority vote of APASA Board officers present, provided that a quorum, a simple majority of the Board, is present. Whenever an electronic ballot is necessary to reach a decision, the ballots shall be managed by the Chair and Chair-Elect of the APASA Board. The APASA Board may consult the membership of APASA on any matter pertaining to the organization.

Section Two. Composition of the APASA Board

The APASA Board shall consist of the following officers: The Co- Chairs, Secretary, Programming Chair, Communications Chair, Membership Chair and 3 Representatives at Large for a total of 9 members.

2. Duties of the APASA Board

Section One. Duties of the Co-Chairs

The Co-Chairs shall:

1. Serve as chief policy and procedures officer(s), and be the organization's official representative to the public.
2. Initiate, recommend and institute policies, procedures, and practices.
3. Ensure that policies and procedures of APASA are carried out.
4. Preside at all meetings of APASA and all meetings of the APASA Board.
5. Prepare and circulate an agenda for all meetings of the APASA Board.
6. Present an annual report on the activities of APASA to the organization's sponsor and to membership.
7. Delegate other duties of the office.
8. Prepare an annual budget.

Section Two. Duties of Secretary

The Secretary shall:

1. Record and distribute the proceedings of all meetings of APASA and the APASA Board to appropriate parties.
2. Provide timely notification of all meetings to members.

3. Publish a calendar of events.
4. Maintain APASA records, including historical files.
5. Maintain an accounting record using generally accepted accounting practices.
6. Pay all legitimate bills, collect all APASA monies, and inform the Co-Chairs of all such transactions.
7. Allocate monetary advances to appropriate persons as needed to conduct the business of the organization.
8. Prepare for the APASA Board a quarterly financial report on all fiscal transactions.
9. Prepare for the membership an annual statement of the financial condition of APASA.
10. Coordinate all funding efforts of the organization.

Section Three. Duties of the Programming Chair

The Programming Chair shall:

1. Establish and oversee core annual events.
2. Identify APASA members to serve as primary coordinators of core events as needed.
3. Serve as resource for coordinators with respect to policies/practices/funding.
4. Establish new and/or non-core events.
5. Identify APASA members to serve as primary coordinators of non-core events.
6. Serve as resource for coordinators with respect to policies/practices/funding.

Section Four. Duties of the Communications Chair

The Communications Chair shall:

1. Send out notices to members about events, job postings, and news.
2. Collaborate with Membership Chair to communicate with non-members.
3. Manage APASA Leadership team Google database.
4. Manage and maintain APASA website and create marketing materials as needed (fliers, brochures, etc.)
5. Assist other chairs in planning as needed.
6. Attend APASA events and assist where needed.

Section Five. Duties of the Membership Chair

The Membership Chair shall:

1. Manage APASA membership listserv on the UCD server:

1. Add/Delete members from the email listserv.
2. Screen all messages that members/non-members wish to post on the listserv.

Section Six. Duties of the At-large Representatives

At-large representative(s) shall:

1. At large positions support the work of APASA Board members and/or assume specific assignments. (For example, an at-large representative may assist the various chairs in carrying out the annual elections, as well as, supporting them with their programmatic and social events.)
2. At-large members are expected to attend APASA Board meetings.
3. When needed, at-large members can be appointed by the APASA Board to be responsible for various APASA events and programs.

3. Selection Process of the APASA Board

Section One. Selection

1. All APASA Board officers shall be elected by the membership.

Section Two. Identification

The Co-Chairs shall establish an election committee and procedures to seek nominations and provide for an electoral process of APASA Board offices such that new officers can be presented to the membership.

Section Three. Resignations

All resignations must be submitted in writing to the Co-Chairs.

4. Term of Office

Section One. Term of Office

All elected position shall have a one year term of office, the official term beginning July 1 and ending the following June 30. Elections will take place in May, with transitional meetings between outgoing and incoming officers in June. Positions officially begin on July 1.

ARTICLE V: MEETINGS

Section One. General meetings

Meetings of the organization shall be held as needed as determined by the APSA Board. Special meetings may also be called and held as determined by the Co-Chairs. Written notice of meetings shall be provided approximately seven days prior to the meeting.