

Asian and Asian American Pacific Islander (A/AAPI) Faculty and Staff Caucus at LSU

BYLAWS

(Created May 10, 2021; Approved May 28, 2021)

ARTICLE I: NAME

Founded in 2021, the name of the organization shall be The Asian and Asian American Pacific Islander (A/AAPI) Faculty and Staff Caucus at Louisiana State University, Baton Rouge.

ARTICLE II: PURPOSE

Section 1.

The caucus will create a forum for A/AAPI faculty and staff through:

1. Developing networks for professional, educational, and community support, including outreach to A/AAPI faculty, staff, and students across LSU.
2. Enhancing the visibility of the A/AAPI community through social, cultural, and educational events.
3. Supporting increasing the number of A/AAPI faculty and staff in leadership positions at the university.
4. Ensuring the inclusion of A/AAPI perspectives in all conversations on diversity, equality, and inclusion at LSU.
5. Advocating for the investigation of anti-Asian bias, racism, xenophobia, and harassment; informing the University administration of these concerns; assisting in suggesting and implementing recommendations required to resolve these issues.

Section 2.

The specific purpose shall be to develop an organization for the LSU A/AAPI community with a mission to ensuring and maintaining equitable treatment in recruitment, hiring, retention, tenure and promotion cases; and creating a work environment that is anti-xenophobic, anti-racist, and culturally affirming for all ethnic groups, including A/AAPIs.

Section 3.

These purposes shall be fulfilled through increasing, broadening, and deepening existing curriculums, workshops, lectures, seminars, meetings, employee assistance programs within, and when appropriate, outside the university community.

ARTICLE III: BASIC POLICIES

Section 1.

The organization shall be non-commercial, non-sectarian, and non-partisan. It will at all times represent the full diversity of the A/AAPI community at LSU-Baton Rouge.

Section 2.

The organization shall act as the official voice of its members only; it will also act on behalf of any minority employee or student in need regardless of membership status when asked to do so, or if the issue is considered important to all LSU A/AAPI employees and students and might be detrimental to the organization or its members if not addressed.

Section 3.

The name of the organization or the names and any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest, or for any purpose not appropriately related to the promotion of the objectives of the organization.

Section 4.

The organization shall not, directly or indirectly, participate or intervene in any way—including the publication or distribution of statements—in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than any insubstantial part of its activities attempting to influence legislation by propaganda or otherwise.

Section 5.

The organization shall cooperate with the University to support the improvement of education, employee relations, and employee welfare in ways that will not interfere with the administration of the University; the organization will not seek to control University policies but offer guidance and perspective that can help inform policies.

Section 6.

The organization may cooperate with other organizations and agencies, but persons representing the organization in these matters shall make no commitment that binds the organization.

ARTICLE IV: FINANCIAL ORGANIZATION, MEMBERSHIP AND DUES

(The leadership of the caucus, including the Treasurer, will continue to develop the financial section of the Bylaws as the Caucus becomes active, and acquires donors and sponsors. This

section may be amended by a simple majority of the general membership; online voting, through email or a Qualtrics survey, may be permissible depending on the circumstances.)

Section 1.

Any person with an LSU affiliation who subscribes to the purpose and basic policies of the organization may become a member, subject to compliance with the provisions of the bylaws.

Section 2.

Active membership in the organization is restricted to LSU faculty, staff and graduate students. Active members are defined as those students and employees whose dues are current. Retired faculty and staff are considered active members. Voting privileges and are restricted to the active membership. Dues are \$10 for graduate students, \$15 for staff, part-time, and retired LSU employees, and \$20 for full-time faculty. The Treasurer can be petitioned for a hardship fee-waiver if needed. There will be no dues in the inaugural year of the caucus.

Section 3.

Persons may be admitted to membership at any time. Memberships will extend for one year from the time at which the dues are paid. Membership dues can be paid on a rolling basis and will extend for one full year from the payment of the dues.

Section 4.

Only active members in good standing with the organization shall be eligible to participate in its business meetings or to serve any of its elected or appointed positions. A member in good standing is defined as one who has paid yearly dues.

Section 5.

A member in good standing shall be called to account for behavior considered harmful to the organization. Harmful is defined as any unethical behavior directed toward the organization or its members. A hearing may be convened at the discretion of the Executive Committee to resolve any issue(s) related to the unethical behavior.

Section 6.

In the event of the dissolution of the organization, its assets shall be equally divided between the International Cultural Center on the LSU Campus and Office of Diversity, Equity & Inclusion.

ARTICLE V: FINANCES AND DISBURSEMENT OF FUNDS

Section 1. All cash funds of the organization shall be deposited in the name of A/AAPI Faculty and Staff Caucus in an institution secured by the depositor's insurance. The University's treasurer's facilities may be utilized if desired. Checks, drafts, and other items of collection requiring endorsement, shall be endorsed in the name of the A/AAPI Faculty and Staff Caucus by the Treasurer by rubber stamp or in person. All checks issued against any of the organization's accounts shall be signed by the Treasurer and countersigned by a member of the Executive Committee

Section 2

The books shall be audited annually as prescribed in these bylaws.

Section 3.

The organization shall maintain a fund for the purpose of hosting and conducting banquets, honors programs, awards, social and educational events etc. as necessary to promote the objectives of the organization and to recognize contributions, service, and achievements of individuals and groups deserving of special recognition. Funds shall be budgeted by majority vote of active members.

Section 4.

The Executive Committee shall maintain a general account. Additional accounts shall be established, as needed, by the majority approval of the Executive Committee.

ARTICLE V: OFFICERS AND THEIR ELECTIONS

The leadership, consisting of the Officers and the Executive Committee, will represent the diversity of the A/AAPI community and will include representation of faculty and staff from different colleges/departments and administrative units.

Section 1.

- A. The officers shall be President, Vice-President, Secretary, Treasurer, Communications Officers, Web and Media Director, and Advisors. Co-presidents may be elected to represent the diversity of the A/AAPI communities in the leadership of the caucus. Graduate Student representation will be invited later in the inaugural year of the Caucus.
- B. Officers, other than the advisors, shall be elected by a majority vote of members present at the meeting, unless circumstances necessitate an online vote. Proxy candidates can be submitted via email in advance. Officers shall be elected by vote prior to the last regularly scheduled meeting of the academic year. During an election year, unopposed candidates shall be automatically elected.
- C. The nominations committee shall open for recommendations one (1) month prior to the last regular meeting once the caucus is active.
- D. Officers shall assume their official duties at the close of the last regular meeting of the academic year and shall serve for a term of two (2) years and/or until their successors are elected.
- E. An officer shall not be eligible to serve more than two (2) consecutive terms in the same office, with the exception of Treasurer.

Section 2.

Once the caucus is active, there shall be a nominating committee consisting of three-five (3-5) members appointed by the Executive Committee at its second regular meeting. Following the report of the nominating committee, nominations may be made from the floor provided the consent of the nominees have been secured.

Section 3.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of the remaining members of the Executive Committee.

Section 4.

- A. To be eligible to be elected to, appointed to, or to hold office or chair a standing committee, a member must be in good standing by having all dues and debts owed the organization paid in full and may not currently be under censor by the organization for unethical behavior. The officers will be elected or appointed in the inaugural year without the payment of dues. Dues will be required for good standing from the officers as soon as the A/AAPI account is created by the Treasurer.

Section 5.

A. **The President/Co-Presidents** shall preside at all meetings of the organization and of the Executive Committee; shall perform such other duties as may be prescribed in these bylaws or as assigned to them by the organization, by the Executive Committee, or by themselves; they shall coordinate the work of the officers and committees in order that the objectives of the caucus may be accomplished. The President/Co-Presidents shall provide a copy of the agenda to the members and notify the members of the time, place, and date of all meetings. The President/ Co-President shall call a special or emergency meeting when necessary, in order to address immediate concerns or needs.

B. **The Vice-President** shall serve as chairperson of the Nominating Committee and shall perform the duties of the President in the absence or inability of that officer to serve. The Vice-President, in the absence of the Treasurer, shall perform all duties of the Treasurer. Other duties may be assigned by the President or the Executive Committee. The vice-president will oversee the social events for the caucus.

C. **The Secretary** shall record the minutes of all meetings of the organization and of the Executive committee and keep a record of attendance. The secretary shall serve as a member of the bylaw's revision committee. The secretary will prepare election materials for all elections. The Secretary will be responsible for screening the candidates for eligibility to run for office, announcing elections, and providing an active membership list to the election committee prior to the elections. The Secretary shall also assist the presiding officer in the interpretation of the bylaws of the organization and shall ensure that all meetings are orderly, and that parliamentary procedures are in accord with Robert's Rules of Order Newly Revised.

D. **The Treasurer** will report to the President and Executive Committee. They are the chief financial officer for the Caucus and maintain all financial records of accounts. They make monthly reports of finances at Executive Committee and general body Caucus meetings. The Treasurer chairs the budget and finance committee to prepare a budget for periodic review and adoption.

E. **The Communications Officers (4)** shall be responsible for archiving the organization's documentation, act as liaisons between the Caucus and other campus groups (through emails or in-person communications), facilitate outreach with other units in university, and assist other board members as needed. To ensure that the diversity of the A/AAPI community is represented, four communications officers from at least three different departments or units will be elected. They will report to the Vice-President and the Secretary.

F: **Web/Social Media Director** shall be responsible for creating and maintaining the webpage and social media forums for the caucus.

G: **Advisors:** The advisors will consist of senior faculty and staff who will provide consultation to the officers, the EC, and the caucus. The officers will appoint the advisors for a term of 2 years. They will be considered full members of the EC. Past officers may serve as advisors. The number of advisors may vary but will represent the diversity of the A/AAPI community.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1.

The Executive Committee shall consist of all the organization's officers.

Section 2.

The duties of the Executive Committee will be to conduct the daily business of the organization. Such business may be referred to the Executive Committee by the general membership. The EC will approve the plans of work of each standing committee chairperson; and present a report at the regular meeting of the organization.

Section 3.

Regular meetings of the Executive Committee shall be held monthly during the academic year at a time fixed by the bylaws committee for the first year and the EC once the caucus is active. A simple majority of active members present shall constitute a quorum at the EC. Special meetings of the Executive Committee may be called by the President, or by a majority of the Committee.

ARTICLE VII: STANDING AND SPECIAL COMMITTEES

Section 1.

Standing committees shall be created by the Executive Committee as may be required to promote the objectives and interests of the organization. The chairperson of the standing committee shall be appointed by the officers. Their term of office shall be one (1) year.

Section 2.

The chairperson of each standing committee shall present plans of work to the Executive Committee; no work shall be undertaken without the approval of the Executive Committee and the caucus and group members. Any vacancies occurring in the chair of a standing committee shall be filled by the Executive Committee.

Section 3.

Such special committees may be created as may be required to promote the special interests and objectives of the organization. The chairperson of a special committee shall be appointed by the officers. Their term of office shall expire upon completion of assigned task.

Section 4.

The President/Co-Presidents shall be an ex-officio member of all committees except the nominating committee.

ARTICLE VIII: MEETINGS**Section 1.**

Regular meetings of the organizations shall be held monthly during the academic year. The dates shall be set for regular meetings at the first regular meeting of the fall semester, unless otherwise provided by the organization or Executive Committee; a change of date must be no less than five (5) days prior to the date of the scheduled meeting. Any active member can request convening of a special or emergency meeting by contacting the President/Co-President.

Section 2.

The newly-elected officers shall be formally installed at the last regularly scheduled meeting of the academic year of an election year, including the inaugural year of the Caucus.

Section 3.

Active members present will constitute a quorum for conducting business at any scheduled meeting. Any motion presented at the meeting will require a simple majority to pass; proxy votes will be accepted and are due to the Secretary before the start of the meeting via email.

Section 4.

The privilege of holding office, introducing motions, debating, and voting shall be limited to active members.

ARTICLE IX: CODE OF ETHICS**Section 1.**

A member or officer shall refrain from participating in any discussion, debate, purchasing goods or services, or vote on issues where there is a conflict of interest. A conflict of interest

is defined as any advantage(s) a member or officer may gain not afforded the general membership.

Section 2.

The organization shall make no demands upon a member or officer, which may cause the member to be in conflict with lawful instructions of the member's superior or the member's written job description.

ARTICLE X: REMOVAL FROM OFFICE

Section 1.

An officer shall be removed from office by a two-thirds vote of the active voting membership. Any active member may call for a vote at a regular meeting. A vote, however, may not take place less than ten (10) days after the recommendation. Active members must be given written notice of a recall vote no less than five (5) working days prior to the taking of the vote. An officer may end the recall proceedings by resigning.

Section 2.

A committee chairperson shall be removed from office by two-thirds majority vote of the Executive Committee. The committee chairperson may end the proceedings by resigning.

Section 3.

An active member of a committee shall be removed upon the recommendation of the committee chairperson. The Executive Committee shall have the power to sustain or overrule recommendation.

Section 4.

An active member's removal from the organization shall be the same as that of the officer and as set forth in these bylaws

ARTICLE XI: PARLIAMENTARY PROCEDURE

Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable.

ARTICLE XII: AMENDMENTS

Section 1.

These bylaws may be amended at any regular meeting of the organization by a simple majority vote of the active members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting or written notice of no less than five (5) working days prior to the vote. Online voting may be permissible depending on the circumstances.

Section 2.

A committee may be appointed to submit revised bylaws for the existing bylaws only by a majority vote of active members at a meeting of the organization and a majority vote of the Executive Committee. The requirements for adoption of revised bylaws shall be the same as in the case of an amendment. Online voting may be permissible depending on the circumstances.

ARTICLE XIII: WORDS AND PHRASES

Section 1: Interpretation.

Words and phrases in the Caucus Bylaws and the Bylaws or any other document of the Caucus shall be read within their context and shall be construed to the common and approved usage of the language; technical words and phrases, and such others as may have acquired a peculiar and appropriate meaning in law, shall be construed and understood according to such peculiar appropriate meaning, unless otherwise provided for in the Bylaws and these Bylaws.

Section 2: Clerical and typographical errors.

Clerical and typographical errors shall be disregarded when the meaning is clear.

Acknowledgment: The A/AAPI bylaws are written using the language and organizational structure of the Black Faculty Staff and Caucus, the Latinx Faculty and Staff Caucus, and the LGBTQ+ Faculty and Staff Caucus at LSU. The original bylaws have been modified, altered, and expanded according to the specific needs of the A/AAPI caucus.

