

FEDERAL ASIAN PACIFIC AMERICAN COUNCIL
Department of the Interior Chapter
(FAPAC-DOI)



CONSTITUTION & BYLAWS

Amendment 0002

Effective Date: *November 1, 2020*

CONSTITUTION

ARTICLE I: NAME

Section 1 The name of this organization shall be the Department of the Interior Federal Asian Pacific American Council (FAPAC-DOI).

ARTICLE II: PURPOSE

Section 1 PURPOSE. The purpose of this Chapter (FAPAC-DOI) shall be to implement the goals and objectives of the national-level entity Federal Asian Pacific American Council (FAPAC) as set forth in the National bylaws and in accordance with DOI Departmental Policy.

Section 2 MISSION. FAPAC-DOI's mission shall be to support the Department in addressing issues of interest to the DOI Asian American and Pacific Islander (AAPI) community and to foster professional development and networking among its members.

Section 3 VISION. FAPAC-DOI will be a recognized Employee Group that serves as a resource for the AAPI community and a conduit through which the interests, issues and representation of AAPIs in the DOI are addressed.

Section 4 In order to support its Mission and Vision, FAPAC-DOI's goals are:

- 1) To support DOI in promoting, establishing, and maintaining an effective and equitable participation of AAPIs in the federal workforce;
- 2) To promote a better understanding of and to advocate for issues of interest to AAPIs in the federal government and the DOI, including equal employment opportunity and access;
- 3) To increase engagement and promote awareness of the diverse cultural backgrounds and contributions of the AAPI community;
- 4) To provide networking and outreach opportunities that support career advancement and foster professional development; and
- 5) To establish and maintain channels of collaboration with other individuals, organizations, interagency groups, and other AAPI networks in the local and national communities

ARTICLE III: ORGANIZATIONAL POLICIES

- Section 1** FAPAC-DOI does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.
- Section 2** FAPAC-DOI shall be a nonprofit, nonpartisan, and noncommercial organization.
- Section 3** Except as part of a duly administered FAPAC-DOI internship and scholarship program, no part of the net earnings of the FAPAC-DOI shall insure to the benefit of or be distributable to its members, officers or any other private persons except that the FAPAC-DOI shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes.
- Section 4** FAPAC-DOI shall be organized to conduct activities of interest common to its interagency members and shall expend its funds for that purpose.
- Section 5** No substantial part of the activities of FAPAC-DOI shall be the dissemination of propaganda or otherwise attempting to influence legislation, and FAPAC-DOI shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to any candidate for public office. Notwithstanding any other provisions of this Section, FAPAC-DOI shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- Section 6** FAPAC-DOI shall have power to draft its own constitution and bylaws, provided that such constitution and bylaws shall be in compliance with the National FAPAC constitution and bylaws and are approved by FAPAC. Any subsequent amendments of the constitution and bylaws shall be approved by the FAPAC-DOI Executive Board as long as they are in harmony with the FAPAC Constitution and Bylaws.

ARTICLE IV: MEMBERSHIP

- Section 1** Membership shall be open to all individuals who are currently employed or previously employed in DOI and who wish to make a positive contribution to the achievement of the FAPAC-DOI goals and objectives. Subject to limitations stated in this section, all paid members of FAPAC-DOI shall have the right to

vote and the right to run for office upon payment of dues to the National as a regular member.

Section 2 FAPAC-DOI has three categories of membership:

- (a) Regular Member - Any individual who agrees to abide by the goals and objectives of FAPAC-DOI may become a Regular Member (annual or lifetime) of this organization by submitting an application and paying the applicable annual membership dues to the national FAPAC organization. One-third (1/3) of the dues for each paid member will be reimbursed to FAPAC-DOI. Regular Members will have all the rights and privileges including the right to vote and are eligible to run for office.
- (b) Affiliate Member - Any individual who agrees to abide by the goals and objectives of FAPAC-DOI may become an Affiliate Member without the requirement to register for membership with the national FAPAC organization. Affiliate Members whose dues are not paid to the National level will not be eligible to vote and not eligible to run for office.
- (c) Associate Member - Any individual, including a retired DOI Employee who is in accord with the principles, policies and objectives of FAPAC may become an Associate Member (annual or lifetime) by submitting an application and paying the annual or lifetime membership dues at the National Level as applicable. Associate Members are not eligible to run for office within FAPAC.
- (d) Honorary Member - Any individual who is in accord with the principles, policies and objectives of FAPAC-DOI may become an Honorary Member. The President, with the recommendation and approval of the Executive Board, shall offer honorary membership to those who have rendered outstanding services in furtherance of the objectives of FAPAC-DOI. Honorary Members are not eligible to run for office nor do they have the right to vote.

Section 3 The Vice-President of Outreach shall produce a listing of all active members at the October regular meeting. This listing will be based on attendance records from the prior fiscal year covering October 1 to September 30.

ARTICLE V: OFFICERS

Section 1 The Officers of FAPAC-DOI shall be a President, Vice-President of Programs, Vice-President of Outreach, and Vice-President of Finance.

Section 2 There shall be five positions for Senior Advisors to the FAPAC-DOI Officers.

Section 3 Only Regular Members shall be eligible to hold office in FAPAC-DOI.

ARTICLE VI: EXECUTIVE BOARD

Section 1 There shall be an Executive Board consisting of the current elected Officers (President and Vice-Presidents), the immediate past President, and Senior Advisors.

Section 2 The presence of a majority of the FAPAC-DOI Executive Board shall constitute a quorum at any meeting of the Executive Board. The Executive Board may conduct voting via e-mail or teleconferences as appropriate.

ARTICLE VII: ELECTION AND TERMS OF OFFICERS

Section 1 All Officers shall be elected annually during August to be conducted via telecommunication and email. The term of Office begins on 1 October and ends 30 September; a total of 12 months is considered one term. The limitation of total term of Office shall be no more than two consecutive terms.

ARTICLE VIII: AMENDMENTS

Section 1 The Constitution may be amended by a two-thirds vote of current members. Bylaws can be amended by simple majority vote of the Executive Board.

Section 2 No amendment to the Constitution shall be put to a vote unless written notice thereof, stating the proposed amendment, shall have been emailed to each current member at least thirty (30) days prior to the vote on the proposed amendment is to be taken.

Section 3 Any amendment to the Constitution shall take effect on 1st day of the subsequent month after its passage.

ARTICLE IX: DISSOLUTION

Section 1 FAPAC-DOI shall be dissolved only upon approval by ballot of not less than two thirds (2/3) of the current members.

Section 2 Upon dissolution of the FAPAC-DOI, its assets shall be distributed for one or

more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code or shall be distributed to the Federal or to DC governments for a public purpose.

BYLAWS

ARTICLE I: DUTIES OF OFFICERS

Section 1 **PRESIDENT**: It shall be the duty of the president, as Chief Executive Officer, to:

- a. Prepare the agenda and preside at all meetings of the general membership and of the Executive Board;
- b. Have overall responsibility for the coordination of all of FAPAC-DOI activities;
- c. Serve as the official representative and spokesperson for FAPAC-DOI;
- d. Act as an ex-officio member of all committees;
- e. Sign and execute agreement(s) and obligation(s), as approved by a majority vote of the membership; and
- f. Transfer the necessary documents to the next President for operation no later than September 30.

Section 2 **VICE-PRESIDENT OF PROGRAMS**: It shall be the duty of the Vice-President of Programs to:

- a. Keep FAPAC-DOI current regarding activities involving AAPI interests;
- b. Advise and assist the President in the execution of his or her responsibilities;
- c. Function as the Chief Executive Officer of FAPAC-DOI at the request and in the absence, or upon the resignation, of the President;
- d. Nominate the candidates for the committees to the Executive Board for appointment;
- e. Oversee the operation of all standing committees;
- f. Assess the need for ad-hoc committees as FAPAC-DOI mission requires and make recommendations to the president; and

- g. Transfer the necessary documents to the next Vice-President no later than September 30.

Section 3 VICE-PRESIDENT OF OUTREACH: It shall be the duty of the Vice-President of Outreach to:

- a. Keep minutes of all executive, regular, and special meetings;
- b. Maintain all official correspondence and documents of FAPAC-DOI;
- c. Prepare such reports and correspondence as may be assigned by the President;
- d. Notify the membership of all meetings and functions;
- e. Circulate minutes, agendas, and other pertinent documents;
- f. Establish and maintain membership attendance and other documents records as needed; and
- g. Transfer the necessary documents to the next Vice-President no later than September 30.

Section 4 VICE-PRESIDENT OF FINANCE: It shall be the duty of the Vice-President of Finance to:

- a. Receive and collect all funds payable to FAPAC-DOI;
- b. Pay all financial obligations of FAPAC-DOI, as duly authorized by the Executive Board or by vote of the general membership;
- c. Prepare and submit an annual budget at the December regular meeting;
- d. Keep a clear and accurate record of all of FAPAC-DOI receipts and disbursements;
- e. Present a report on the financial status of FAPAC-DOI at each regular meeting; and
- f. Transfer the necessary documents to the next Vice-President no later than

September 30.

ARTICLE II: DUTIES OF THE EXECUTIVE BOARD

Section 1 It shall be the duty of the Executive Board to take the initiative in determining the policies and goals of FAPAC-DOI. Members of the Executive Board are expected to attend all regular meetings of FAPAC-DOI.

Section 2 Any member of the Executive Board may be removed for malfeasance, misfeasance or nonfeasance in office by a vote of two-thirds (2/3) of the active members at a regular meeting.

ARTICLE III: STANDING COMMITTEES

Section 1 STANDING COMMITTEES. All standing committees shall act exclusively, on the basis of the specific authority designated to them by FAPAC-DOI membership. The Chairperson of all standing committees shall be appointed and/or reappointed by FAPAC-DOI Executive Board. The term of all standing committees' chairperson shall be for one year.

Section 2 The standing committees provide organizational assistance and contribute towards achieving FAPAC-DOI established purpose and objectives. Each committee shall serve a specific function in contributing towards such purpose and objectives.

Section 3 Standing committee chairpersons shall coordinate committee functions, notify FAPAC-DOI President in advance of scheduled committee meetings, and appoint members of their respective committees.

Section 4 The standing committees consist of Program Committee, Communications & Outreach Committee, and Advocacy Committee.

Section 5 PROGRAM COMMITTEE. The Program Committee shall:

- a. Consist of the Vice-President of Programs, who will serve as Program Committee Chairperson, and other appointees selected by the Committee Chairperson from the general membership;
- b. Develop and submit an annual calendar of events for approval by the Executive Board, and then submit such calendar for adoption at the regular

meeting in October;

- c. Be responsible for identifying future issues and projects that will have an impact upon FAPAC-DOI; and
- d. Be responsible for researching and proposing a plan of action to the Executive Board to address the identified issues and projects.

Section 6 COMMUNICATIONS & OUTREACH COMMITTEE. The Communications & Outreach Committee shall:

- a. Consist of the Vice-President of Outreach, who will serve as Communications & Outreach Committee Chairperson, and other appointees selected by the Committee Chairperson from the general membership;
- b. Publicize all special programs, projects, and major events sponsored by FAPAC-DOI;
- c. Develop and implement a recruitment for strategy for new members;
- d. Provide central control for internal and external communications; and
- e. Coordinate outreach programs.

Section 7 ADVOCACY COMMITTEE: The Advocacy Committee shall:

- a. Consist of an Advocacy Committee Chairperson appointed by the FAPAC-DOI President, and other appointees selected by the Committee chairperson from the general membership. Due to the extensive responsibilities of this Committee, the FAPAC-DOI Executive Board may, appoint Co-Chairpersons of this Committee, up to a limit of two (2) Chairpersons;
- b. Coordinate with the Office of Human Resources and Office of Civil Rights as appropriate on issues of interest to AAPIs in the federal workforce;
- c. Facilitate awareness and advocacy of federal and Departmental policies impacting AAPIs overall;
- d. Support promotion and implementation of initiatives relevant to diversity and inclusion of AAPIs in the federal workforce and local community;

- e. Participate in partnership agreements developed between FAPAC-DOI and other federal agencies and organizations;
- f. Facilitate training and events on issues relevant to AAPI employees; and
- g. Otherwise act to further interagency employment opportunities for AAPIs.

Section 8 TEMPORARY COMMITTEES: Ad-hoc committees, as required to promote and advance the purpose and objectives of FAPAC-DOI, may be created and appointed by either the Chairperson or the Executive Board.

ARTICLE IV: NOMINATION AND ELECTION OF OFFICERS

Section 1 The election of FAPAC-DOI Officers shall take place during the regular meeting scheduled for August.

Section 2 All officers shall be elected for a term of one (1) year.

Section 3 Nomination shall start in July when the list of eligible voting members and candidates is available until July 31. The committee shall send to the membership the ballot electronically with a slate of candidates.

Section 4 Elections shall be conducted electronically. The votes shall be taken in the following sequence: President, Vice-President of Programs, Vice-President of Outreach, and Vice-President of Finance. Election is based on plurality vote.

Section 5 SPECIAL ELECTIONS. Within 30 calendar days after a vacancy occurs in an elected Office, a Special Election may be held. Written notice of Special Election, including the list of nominees, should be sent to all current members at least one week prior to the voting date.

Section 6 The Election for officers shall be conducted using the process given below:

- 1) The election process will be coordinated by an Election Chair, who will be a volunteer Senior Advisor;
- 2) The process begins with an announcement at the July meeting. Any FAPAC-DOI member eligible to vote can nominate any eligible FAPAC-DOI member for an Office. There will be no discussion or debate regarding such nominations, except to ascertain whether the nominated person agrees to have his/her name placed in nomination;
- 3) After all the nominations have been made by the announcement deadline;

- a final slate of candidates will be announced;
- 4) Each of the candidates will be given an opportunity to provide a write-up (single space, 12-point font, and 1-inch margin also known as a biography) to the Election Chair for distribution of the electronic ballot to current members eligible to vote;
 - 5) After the ballots have been tallied, the Election Chair will announce the results.
 - 6) Whoever receives a plurality of votes for an Office will be declared winner for that office;
 - 7) In the event of a tie for any Offices, a runoff election will be scheduled for the next meeting without changing the eligible voting members.
 - 8) In the event that the same person wins election to two (2) separate Offices, he/she will assume the highest-ranking office of a tie for any Offices; a runoff election will be scheduled within 30 days without changing the eligible voting members. For the purposes of the FAPAC-DOI election only, the Officers are priority-ranked as follows: President, Vice President of Program, Vice-President of Outreach, and Vice-President of Finance.
 - 9) The Election Chair cannot be a candidate for Office. Selection of the Election Chair will be announced to the general membership at the July meeting.

ARTICLE V: MEETINGS

Section 1 REGULAR MEETINGS. The regular meeting (or telephone conference) of FAPAC-DOI shall be held monthly.

Section 2 The Vice-President of Outreach shall give notice of the time, date, and place of each meeting. The agenda shall be included in the notice.

Section 3 Officers and committee chairpersons shall notify the Vice-President of Outreach if they are unable to attend a regular meeting.

Section 4 EXECUTIVE BOARD MEETING. The Executive Board meetings, if required, shall take place 30 minutes ahead of the regular meeting of the general membership.

Section 5 COMMITTEE MEETINGS. All committee meetings shall be subject to the call of their respective chairpersons.

ARTICLE VII

FUNDS AND ASSETS

Section 1 All funds of the organization in excess of \$25.00 shall be kept in the name of FAPAC-DOI a federally insured financial institution selected by the Executive Board. The Vice-President of Finance and the President shall be the only officers empowered to write checks on behalf of FAPAC-DOI and the signature of either shall be sufficient on the check. All funds not kept in the federally insured financial institution shall be retained in the petty cash fund administered by the Vice-President of Finance. The Vice-President of Finance shall reimburse duly authorized persons for all necessary expenses. The Executive Board shall have the authority to approve all legitimate expenditures up to \$2,000.00 and all expenditures exceeding \$2,000.00 must have the approval of the Executive Board and the majority of the active membership present at a regular meeting. Such approval shall be recorded in the official minutes of the meetings of the Executive Board, and/or the general membership. Upon request, the Vice-President of Finance shall make any and all financial records available to the elected officers and any external auditors hired by the Executive Board.

Section 2 No part of the net earnings of the FAPAC-DOI shall inure to the benefit of, or be distributable to its members, officers, or any other private persons, except that the FAPAC-DOI shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (c) (3) purposes.

Section 3 No substantial part of the activities of the FAPAC-DOI shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The FAPAC-DOI shall not participate in or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provisions of this Section, the FAPAC-DOI shall not carry on any other activities not permitted to be carried on

(1) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code; or

(2) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Section 1 RULES: Except as otherwise specified in the Constitution and this Bylaws, Robert's Rules of Order, current revised edition, shall constitute the parliamentary authority for FAPAC-DOI. The Chairperson may appoint someone from the general membership to serve as Parliamentarian at such meetings.

Section 2 AUTHORITY: Parliamentarian will rule on questions of parliamentary procedure. The decision of the Parliamentarian can only be reversed by a majority vote of the active members in attendance.

ARTICLE IX: ORDER OF BUSINESS

FAPAC/DOI shall adopt the following Order of Business at its regular meetings:

1. Call to order
2. Review and approval of minutes of the prior meeting
3. General news and announcements
4. Report of the Vice-President of Finance
5. Reports of the Standing Committees
6. Reports of Special Committees
7. Open comment
8. Review Action Items
9. Adjournment

ADOPTION OF CONSTITUTION BYLAWS

We, the undersigned, being duly elected Officers of the Federal Asian Pacific American Council DOI Chapter (FAPAC-DOI), consent to, and hereby do, adopt and execute this Constitution and Bylaws.

President, FAPAC-DOI
2017 - 2019

Date

Vice-President of Programs, FAPAC-DOI
2017 - 2019

Date

Vice President of Outreach, FAPAC-DOI
2017 - 2019

Date _____

Vice President of Finance, FAPAC-DOI
2017 - 2019

Date _____