

I. NAME

Originally founded in 2005 as the Chinese American Faculty Association, the name of this organization is now the Chinese American Faculty & Staff Association (CAFSA) of California State University, Sacramento (CSUS).

II. Mission

The purpose of this organization, hereinafter referred to as CAFSA, is to:

2.01 promote an inclusive campus climate that is sensitive, representative, and fair to all ethnic groups, including Asians, Asian-American, and Chinese Americans through a variety of efforts.

2.02 provide support and input in the fair recruitment or hiring, retention, and promotion of Asian American, including Chinese American, faculty, staffs, and administrators on campus; and to provide a welcoming and supportive environment for new Asian and Asian American faculty and staff.

2.03 respond proactively to the needs of the Asian American student body, with a commitment to enriching the academic curriculum with regard to Asian Studies and Asian American Studies; and to mentor Asian American students including Chinese speaking students in admission, progress to graduation, internship, and career development.

2.04 build strong, effective linkages with the University administration and the Sacramento region Chinese community at large; and to serve as a community resource to bridge between the CSUS and international scholarly communities in China, Taiwan, Hong Kong, Macao, Singapore, etc. for scholarly cooperation, collaboration, and exchange.

2.05 encourage, inspire, and empower individuals CAFSA members to become more actively involved in important University, community, professional, and political service with the purpose of advancing diversity, equity, and inclusiveness; also create a social support network of partnerships and personal friendships among the members of the CAFSA.

2.06 provide leadership and mentoring opportunities for Asian American faculty and staff.

III. MEMBERSHIP

3.01 Participation, privileges, voting rights and benefits for each member are equal.

3.02 Membership shall be open to any faculty, staffs, or alumni of CSUS who supports and subscribes to the principles and the mission of the CAFSA as stated herein regardless of ethnicity, sex, or national origin.

3.03 Membership discontinuance shall occur upon a written request from a member; membership shall also be terminated upon non-payment of annual dues.

3.04 The CAFSA reserves the right to terminate any membership by a majority vote if the Board determines that such an individual member does not act consistently with the missions and principles of CAFSA upon deliberation.

IV. MEMBERSHIP DUES

4.01 Annual (Academic Calendar Year) membership dues are payable to the Association by individual members in such amount as determined annually by the Board of Directors with majority of general members approval.

V. MEMBERSHIP MEETINGS

5.01 General membership meetings shall be held at least once a year at a site designated by the Association President(s).

5.02 Notice of time and place of general membership meetings shall be sent to individual members with at least one week's notice.

5.03 Emergency meetings may be called by the President(s) of the Association or by the Board of Directors. Written notice of special meetings shall be sent to the general membership at least two working days prior to such meeting.

5.04 Meetings shall be conducted in a manner established by the Board of Directors, and as such may be revised from time to time, insofar as such rules are not inconsistent or in conflict with the bylaws of the Association.

VI. BOARD OF DIRECTORS

6.01 The Board of Directors of the Association shall manage, direct, administer, and organize the activities, affairs, and funds of the Association, except as otherwise provided by law.

6.02 The Board of Directors shall delegate such duties as may be necessary to the proper board officer, standing committee, or ad hoc committee.

6.03 The Board of Directors shall serve without monetary compensation.

6.04 The Board of Directors shall meet once each semester as part of the General Business Meeting; special meetings of the Board of Directors may be called by the Board President(s), or any two Board Members.

6.05 Notice of time and place of Board of Director's meetings shall be sent to each Board member at least three days prior to such meeting.

6.06 A quorum for the purpose of conducting Board business shall consist of one-half or more of the Board of Director members holding office either being present or conferring proxy to another Board member.

6.07 In the absence of a quorum, the Board shall not transact business, except as otherwise provided by law.

6.08 Attendance at Board of Director's meetings shall be mandatory; individual Board members shall notify the Board President in advance of non-attendance and may designate another board member to serve as proxy. Any board directors who missed more than two meetings consecutively shall be removed from the board.

6.09 Action may be taken by the Board of Directors without a meeting if all members of the Board consent in writing to such action; such written consent shall be filed with the minutes of the proceedings of the Board via email.

VII. OFFICERS OF THE BOARD OF DIRECTORS

7.01 The Board of Directors of the Association shall consist of: the President(s), or the President and the Vice President, the Secretary/Historian, the Treasurer, and the Public Relations/Communication Chair.

7.02 The President(s) shall: be the chief executive officer of the Association and shall, subject to the approval of the general membership, perform all duties incidental to her or his office and such other duties as provided in these by-laws, or as may be prescribed from time to time by the Board of Directors and by the general membership. The major tasks of the President include: development of an active agenda of activities and programs in keeping with the spirit of the CAFSA Statement of Purpose (see end of this document); effective governance of the Board and general membership responsibilities for the purpose of realizing the agenda items; capable and energetic representation of the Association at the University and in the community; and, with the help of the Board of Directors, encouraging promising candidates for annual elections to the Board of Directors.

In addition, the President(s) shall oversee, coordinate, and delegate responsibilities as related to Association fundraising activities; and to have the prerogative of selecting one or more individuals, members or non-members, who have made significant contributions to CAFSA in the current or prior years, for an annual CAFSA Achievement Award. The presidential selection shall be subject to veto by majority vote of the Board of Directors.

7.03 The Vice President shall: serve as chairperson of all official meetings of the Association in the absence of the President, or at the request of the President; serve as Chief Coordinator of

all Association committees and programs; assume the Presidency if and when that President position is vacant due to resignation or other reasons, and perform such other duties as may be prescribed from time to time by the Board of Directors.

7.04 The Secretary shall: record minutes of each official meeting of the Association and of meetings of the Board of Directors; read minutes of the previous meetings at each subsequent meeting and make corrections as designated; maintain cumulative records of all meeting agendas and minutes in a binder; maintain an updated record of the membership listing; assemble and chronicle a photographic, on-line and/or written archive of the Association's activities and programs; provide some technical assistance for the Association's Annual Report; serve as repository for any historical materials, and perform such other duties as may be prescribed from time to time by the Board of Directors.

7.05 The Treasurer shall: serve as custodian of all monies of the Association; establish a checking account for the Association; maintain a bookkeeping account of all funds; pay, upon authorization of the Board of Directors, all bills incurred on behalf of the Association; present a statement of accounts at each meeting of the Board of Directors; maintain an accurate, current roster of paid members and provide this listing to the other members of the Board of Directors; and perform such other duties as may be required by law or as prescribed from time to time by the Board of Directors.

7.06 The Public Relations/Communication Chair shall: oversee, coordinate, and delegate responsibilities related to the Association's annual activities; and oversee and coordinate activities and functions that involve students on campus in conjunction with the Association's activities and programs; be responsible for spearheading membership recruitment. This includes obtaining updated lists and contact information of new CSUS faculty and staff members. He or she will also be responsible for developing and disseminating flyers and other public relations materials announcing Association activities to members as well as to the University and community as needed; and perform such other duties as may be prescribed from time to time by the Board of Directors. The Public Relations Chair shall also maintain and revise the CAFSA homepage and any social network sites the organization chooses to maintain, and update group email and other group communication venues.

VIII. QUALIFICATION OF OFFICERS

8.01 All Board members shall be regular members in good standing and the current employees of CSUS at the time of her or his nomination.

IX. ELECTION OF OFFICERS

9.01 The spring membership meeting shall be held for the purpose of electing officers of the Board of Directors of the Association for the upcoming fiscal year.

9.02 Nomination of officers shall be held thirty days prior to their election.

9.03 The Board of Directors shall be responsible for establishing rules and procedures for nomination and election of Board officers. These rules and procedures can be overturned by a majority vote of CAFSA members.

9.04 Officers shall be elected by a simple majority vote which can be conducted by email.

9.05 Dues paying members, as specified in Section IV-4.02, shall be eligible to vote in the annual election of Association Board of Director officers.

X. ADVISORY BOARD

10.01 Members of the Advisory Board shall be available both as individuals and as a group to provide advice as requested by members of the Board of Directors.

10.02 Advisory Board members shall serve without monetary compensation.

10.03 Qualifications: Advisory Board members will be selected from those who have served effectively on the Board of Directors or who hold positions or have experience with Asian Americans and Pacific Islanders (AAPI) community organizations. In short, members will be selected for their knowledge and experience with AAPI or Chinese American communities, or relevant CSUS university divisions. Member of the Advisory Board need not be current or former CSUS students or employees.

10.04 CAFSA President will have the authority to invite people to serve on the Advisory Board, but this invitation will be contingent on ratification by a majority of the Board of Directors.

10.05 Once invited and ratified to the Advisory Board, appointment to the Advisory Board will continue until the member formally resigns or is voted off the Board by a majority of Board of Directors.

10:06 Members of the Advisory Board will be considered members of CAFSA and are invited to attend regular meetings or serve on the Board of Directors but will not be eligible to vote unless they pay their annual dues or make comparable contributions.

XI. COMMITTEES

11.01 The Association shall establish Standing Committees as designated from time to time by resolution of the Board of Directors.

11.02 The resolution designating Standing Committees shall provide for the appointment of the Committee Chairperson and members.

11.03 The Association shall establish Ad Hoc Committees as designated from time to time by resolution of the Board of Directors; the resolution shall provide for the appointment of the Ad Hoc Committee Chairperson and members.

XII. VACANCIES IN THE BOARD OF DIRECTORS

12.01 A vacancy in the office of the President of the Board of Directors shall be filled by the Vice President for the duration of the unexpired term.

12.02 Vacancies in the other elected offices shall be voted upon by the membership for the unexpired term.

12.03 In the event 50% or more elected offices are vacated, a special election shall be called to fill the offices of the unexpired term.

XIII. FISCAL YEAR

13.01 The fiscal year of the Association shall be from July 1 to June 30 of the next year.

XIV. BYLAWS AMENDMENTS

14.01 Amendments to these bylaws may be made by a two-thirds vote of members at the yearly general meetings or through the internet, provided that membership has been notified thirty days prior to the meeting.

The aforementioned bylaws of the Chinese American Faculty Staff Association of California State University, Sacramento were ratified by two-thirds of Association members in good standing on:

DATE: March 24, 2022

UNANIMOUSLY APPROVED AT: CAFSA BUSINESS MEETING