

Brookhaven National Laboratory  
**Asian Pacific American Association**

**CONSTITUTION AND BYLAWS**

(Adopted Winter 2002)

(Revised Winter 2005)

**CONSTITUTION**

**I. NAME**

The name of this organization shall be the “Asian Pacific American Association” (APAA).

**II. MISSION**

The mission of the Asian Pacific American Association (APAA) is to actively support and promote the BNL objectives and goals toward diversity in the workplace with the following initiatives:

- To build bridges of communication among all cultures through social activities such as food festivals, picnics, educational programs, and concerts.
- To promote awareness and enlighten the entire Lab community about issues of concern to Asian Pacific Americans.
- To assist BNL in the development and improvement of its diversity objectives and goals.
- To organize Asian Pacific American cultural/heritage events during the Asian Pacific American Heritage Month in May and throughout the year when appropriate.

**III. MEMBERSHIP**

Membership is free and open to all BNL employees, its affiliates, and community members supporting the mission of this organization.

**IV. EXECUTIVE BOARD & OFFICERS**

- A.** The Executive Board shall manage the affairs of the Association.
- B.** The Executive Board shall consist of nine (9) elected members.
- C.** Four (4) of the members shall be officers of the Association. The officers shall consist of two (2) Coordinators, a Correspondent/Secretary, and a Treasurer.
- D.** A nominating committee, appointed by the Board, shall select candidates for election to the Board.

- E. Officers of the Association shall be elected by and within the Board for a term of one (1) year, except for the Coordinator and Treasurer who shall serve for a term of two (2) years.
- F. In the event of a vacancy on the Executive board, the remaining Board shall appoint a replacement for the unexpired term.
- G. In the event that a Board member proves to be delinquent, a proposal for removal may be submitted. If the Board member in question does not resign within two weeks after being notified, the Board may vote on the removal. Three-quarters (3/4) of the votes cast are required for removal.

## **V. ELECTION OF BOARD MEMBERS**

- A. Election of eight (8) Board members for the next calendar year shall be held at a date no later than November 30<sup>th</sup> of each year. The most recently elected of the two (2) Coordinators shall remain on the Board for his/her second year of the 2-year term.
- B. All elections shall be held by secret ballot.
- C. A nominating committee, appointed by the Executive Board in October, shall present a slate of candidates to the Board for approval by November 1<sup>st</sup>. Only members who have consented to serve shall be submitted as a nominee.
- D. Notice of pending elections and the slate of candidates shall be sent to the membership at least two weeks prior to the elections.
- E. A simple majority of the votes cast is necessary to elect Board members. However, if an election is uncontested, the Coordinator(s) may ask the Secretary to cast one vote for the slate as presented.

## **VI. MEETINGS**

- A. Regular meetings of the Board shall be held monthly at Berkner Hall (12:00pm – 1:00pm) on the first Tuesday of each month.
- B. The Executive Board shall hold weekly meetings on subsequent Tuesdays as deemed necessary.
- C. A quorum of the Executive Board shall consist of five (5) Board members.
- D. Issues that require a vote shall be decided by a simple majority of the members present, except where otherwise specified.
- E. All meetings are open to the membership.

## **VII. AMENDMENTS**

Amendments to this Constitution shall be adopted by a two-thirds (2/3) vote of the members present at a regular meeting following the meeting at which the proposed amendment was distributed.

## **BY-LAWS**

### **Article 1: Duties of the Executive Board**

#### **Section 1:** The Executive Board shall:

1. Set policies, rules and regulations of the Association subject to the approval of the membership;
2. Have the deciding vote in the event there is a split decision between the Coordinators;
3. Approve the annual budget for the Association;
4. Attend to all business not otherwise specified in the Constitution and Bylaws of the Association.

### **Article 2: Duties of the Executive Board Officers**

#### **Section 1:** The Coordinators (2) shall:

1. Call and preside over all meetings of the Association;
2. Serve as official representatives of the Association;
3. Appoint chairpersons to committees or special projects subject to the approval of the Board;
4. Enforce the Constitution and Bylaws of the Association;
5. Conduct and sign-off on the annual financial audit of the Associations finances (only one Coordinator signature required along with the Secretary);
6. Prepare a budget and approve expenditures authorized by the Board.

#### **Section 2:** The Correspondent/Secretary shall:

1. Responsible for correspondence of the Association;
2. Record, keep, and distribute minutes of all meetings;
3. Conduct and sign-off on the annual financial audit of the organizations finances;
4. Maintain relevant documents of the organization;
5. Take attendance at all meetings to ascertain if a quorum is present.

#### **Section 3:** The Treasurer shall:

1. Keep detailed record of the finances of the Association;
2. Maintain a checking account and coordinate signature authorization with the Coordinators;
3. Release funds and record all approved expenditures and obligations;
4. Provide the Executive Board with a monthly budget statement;

5. Provide an annual financial statement that will be the basis for the financial audit to be conducted by a Coordinator and the Secretary;
6. Prepare an annual budget proposal.

### **Article 3: Board of Trustees**

**Section 1:** The Executive Trustees shall consist of the previous two Coordinators.

**Section 2:** Executive Trustees shall serve for a term of two years.

**Section 3:** The Executive Trustees shall:

1. Advise the Executive Board on matters of policy concerning the Association;
2. Assume full responsibility for the duties of a Coordinator at meetings in the absence of the two Coordinators.

**Section 4:** All previous Board members shall be Trustees who shall assist the present Executive Board as needed.

### **Article 4: Board of Advisors**

**Section 1:** Members of the APAA nominate an Advisor (s).

**Section 2:** Upon acceptance of the nomination, the Advisor shall advise the Executive Board on matters of policy concerning the Laboratory.

**Section 3:** The term of an Advisor is unlimited.

### **Article 5: Appointed Positions**

**Section 1:** The Webmaster shall:

1. Create and maintain the official web page for the Association;
2. Update the membership list throughout the year.

**Section 2:** The Postmaster shall:

1. Create and maintain the general-purpose APAA-L mailing list;
2. Approve all out-going email from the APAA-L mailing list.

**Section 3:** The Scholarship Chair shall:

1. Coordinate all tasks required to award APAA scholarships.