

De Anza College

Asian/Pacific American Staff Association (APASA)

BY LAWS

1. NAME

This Organization shall be called the Asian/Pacific American Staff Association (APASA).

2. MISSION

The mission of APASA is to promote the interest of the Asian/Pacific American (A/PA) community at De Anza College and to serve as a vehicle for articulating the views and concerns of the Asian/Pacific American community on campus.

3. GOALS

- A. To assist the College in the hiring and promotion of A/PA staff.
- B. To develop a support network for A/PA staff.
- C. To assist the college in addressing the needs of A/PA students.
- D. To assist the college in promoting activities that result in a better understanding of A/PAs.
- E. To participate in the development of a multicultural community in the Foothill-De Anza Community College District.

4. MEMBERS

- A. Membership is open to A/PA staff of the college and to other individuals who support the mission of APASA.
- B. Meetings of the membership shall be called at least quarterly by the Co-chairs or Steering Committee by general announcement.

5. STEERING COMMITTEE

- A. APASA shall be governed by a Steering Committee of interested and active APASA members who serve for two academic years. The Steering Committee shall be nominated of APASA members. Every effort shall be made to ensure that the composition of the Steering Committee reflects the diversity and ethnicity of the APA staff at De Anza College, although membership is not limited to those of A/PA descent. Any mid-year vacancies shall be filled by vote of the Steering Committee which may also add up to three additional members.
- B. The Steering Committee shall meet at least monthly; meetings shall be scheduled by the Co-Chairs. Steering Committee members shall attend at least 70% of the regular committee meetings; committee members attending fewer than 70% without good cause may be replaced by the committee. Unless otherwise determined by the Steering Committee, its

Updated on 01/25/2000

meetings shall be open to all APASA members. The Steering Committee shall set its own operating procedures, which may be informal.

- C. The Steering Committee shall set direction, establish policies and procedure, Form and abolish committees, and approve budgets.

6. OFFICERS

- A. Officers shall be nominated by the Steering Committee and ratified by APASA members. They shall be members of the Steering Committee and shall serve for two academic years. Any mid-year vacancies shall be filled by vote of the Steering Committee, which shall have authority to remove any officer upon a vote of two-third of its members.
- B. Co-Chairs: There will be two Co-Chairs, one a classified staff members and the other a faculty member. The Co-Chairs shall be the principal representatives of APASA; shall preside over all meetings of the members and Steering Committee; shall have overall responsibility for coordinating the activities of APASA, and shall consult with the Steering Committee on important public or official position statements.
- C. Secretary: The Secretary shall maintain the official records of the APASA; record, minutes of membership and Steering Committee meetings; and shall maintain the membership roster.
- D. Treasurer: The Treasurer shall be responsible for the accounts and financial affairs of APASA, and shall ensure that APASA complies with the College's financial procedures and requirements.

7. DUES

Dues are optional, but the membership is strongly encouraged to support the functions of the association through annual donation.

8. AMENDMENTS

The Steering Committee may amend these By-Laws, subject to ratification at the next members' meeting.

Updated on 01/25/2000