

# **BYLAWS FOR THE ASIAN PACIFIC ISLANDER DESI AMERICAN (APIDA) AFFINITY RESOURCE GROUP**

## **ARTICLE I – Name**

The name of this Affinity Resource Group (ARG) shall be the Asian Pacific Islander Desi American Affinity (APIDA) Resource Group.

## **ARTICLE II – Mission and Objectives**

Section 1. The mission of the APIDA Affinity Resource Group is to foster a welcoming and inclusive environment at Wake Forest University for individuals interested in issues facing the APIDA community. The group will serve as a resource to Wake Forest University to positively influence the environment and to assist the University in achieving its diversity, inclusion, and equity vision by creating awareness of our ARG, events, networking opportunities, and innovative ideas.

Section 2: There are four primary objectives of the APIDA Affinity Resource Group. These objectives include:

- I. Foster a sense of belonging, peer relationships, social events, and connections, and build an internal support system for WFU APIDA faculty and staff.
- II. Connect with, and educate the group members and the broader university audience on APIDA culture, history, and current social issues.
- III. Serve as institutional change advocates who can mobilize to provide diverse representation and authentic voices representing the APIDA population.
- IV. Assist in driving initiatives that maximize the personal and professional development of APIDA employees.

## **ARTICLE III – Participation**

Employees who take part in any leadership role of a Wake Forest University Affinity Resource Group (such as Chair, Vice Chair, or Secretary) must have supervisor approval to hold a leadership role since a time commitment expectation is required to deliver WFU ARG goals during the duration of service. Similarly, employees who take part in WFU ARGs as a participant (non-leadership role) during their normally scheduled working time must have supervisor approval. Employees do not need supervisor approval to take part in WFU ARG activities on their own personal time (not normally scheduled working hours).

Membership is voluntary and open to all faculty, staff, and administrators who are University employees interested in supporting and learning more about the APIDA community. Members must meet and maintain **the following eligibility requirements:**

- Be employed by Wake Forest University.

- Expected to attend a majority of ARG meetings – as determined by the officers, or leadership.
- Support the core values of the University.
- Be an advocate for the University's diversity, inclusion, and equity goals.
- Maintain confidentiality where appropriate.

## **Leadership**

Leadership officers will be determined by members and will serve a 12-month term (unless there is voluntary attrition or the steering committee recommends a change).

## **Confidentiality**

Opinions, experiences, and ideas shared by members of the ARG during meetings or related activities and any records thereof, shall be held in confidence and such records shall remain the sole and exclusive property of the University.

## **ARTICLE IV – Meetings**

Section 1. Annual Meeting - The APIDA Affinity Resource Group will hold an annual meeting to conduct elections of officers. The meeting will be announced at least two weeks in advance.

Section 2. Regular Meetings - The APIDA Affinity Resource Group must meet two times every semester at a time and date that is set in advance by the group's leadership. Meetings will occur at times that increase the likelihood that all faculty and staff members can attend. All official meetings should be announced at least seven days in advance.

Section 3. Meeting Minutes – A recorder of the APIDA Affinity Resource Group (Secretary, see below) will document all formal business that occurs at the meeting. Meeting minutes must be sent to all members within a reasonable time after a meeting occurred.

All Affinity meetings and/or teleconferences will be managed in the following manner:

- Attendance
- Old business
- Items discussed
- Decisions made
- Action items
- New business
- Next meeting date, location/format, and agenda

Section 4: Protocol - All ARG meetings and/or teleconferences shall be conducted in accordance with the following inclusive behaviors:

- Share freely of member's experiences
- Encourage others to share freely
- Allow one conversation at a time
- Respect unique/different points of view
- Agree to disagree

- Confine comments to the issue at hand
- Be sensitive to everyone's time
- Be considerate of the feelings of others
- Provide a timekeeper as needed
- Maintain the confidentiality of internal issues
- Be creative and encourage creativity in others
- Be an active communicator and listener
- Think about the greater good of the organization as a whole

## **ARTICLE V – Officers**

Section 1. Leadership. The APIDA Affinity Resource Group shall have a Faculty Chair, Staff Chair, Executive Champion, and Secretary. Each Officer must be a member of the ARG. No individual can serve more than three consecutive one-year terms in the Office of Chair. All Officers must be in good standing at the time of election.

Section 2. Chairs. The Chairs shall preside over ARG meetings and serve as the official liaison between the ARG and the Office of Diversity and Inclusion. The Chairs shall appoint all leaders of special committees with the approval of the membership. The Chairs also represent the APIDA Affinity Resource Group at public meetings and events, university programs, and other authorized occasions.

Section 3. Executive Champion. The Executive Champion shall provide strategic guidance to the group to align with APIDA's primary objectives and support Leadership in navigating the institution. The executive Champion also serves as a representative between the ARG and the Office of Diversity and Inclusion in the absence of the Chairs.

Section 4. Secretary. The Secretary will record, maintain, and distribute minutes for each meeting with the membership. The Secretary is also responsible for handling, receiving, and retaining any administrative paperwork between the ARG and the University, including both formal and informal correspondence.

Section 5. Participation. Officers are responsible for attending ARG meetings. All Officers are members of the executive board. The executive board has the authority to carry out the provisions of these bylaws and to expend funds in line with the wishes of the membership. An officer who is absent from three consecutive meetings without approval from the Chairs will be subject to vacate their role. Officers may be removed by a  $\frac{3}{4}$  vote of the active membership.

## **ARTICLE VI – Membership and Elections**

Section 1. Membership in the ARG is open to all individuals of any identity who have a commitment to issues facing APIDA faculty, staff, and students.

Section 2. Elections. Votes are affected by a simple majority vote of active members. The bylaws can only be changed with a vote of active members in which two-thirds of the voting members approve the change.

## **Article VII – Adoption and Amendments**

This charter shall take effect immediately upon being put in final format and approved by the ARG, executive committee, ODI, HR, or other appropriate body.

Any member of the ARG, the executive committee, and/or ODI/HR may propose amendments. Adoption of amendments shall be subject to the same approval process as the founding charter. Approved amendments will be incorporated into the charter and shall take effect immediately, or as described in the amendment.

This charter is created as a framework around which the ARG will carry out its mission. It is not intended to be a contract and may change, as business needs change.

### **Article VIII – ARG Member Expectations**

ARG members must model leadership in all aspects of the diversity and inclusion process and must represent a positive image for the University in all its dealings.