



Bylaws for the Asian Faculty and Staff Organization at Northeastern University

The purpose of the bylaws is to provide a system of operating structures for the organization. They can be amended at any time and should have a due process by which new bylaws can be created, proposed, amended, or deleted.

Article 1 – Organization Name

The name of the organization is Asian Faculty and Staff or AFS.

Article 2 – Organization Purpose

The purpose of AFS is to provide a support network and professional resource for Asian and Asian American faculty and staff at Northeastern University (NU). Through community events and mentorship, AFS seeks to build community for Asian and Asian American identifying faculty and staff at Northeastern University across the global network. We are one of a number of race/ethnicity-based employee resource groups of Northeastern University. Our mission includes facilitating opportunities for affirming, nurturing, and celebrating lived experiences of Asian and Asian American faculty and staff at NU; increasing visibility and recognition; creating a network; and standing in coalition with other identity-based affinity groups as we strive together to make Northeastern an antiracist academic institution.

As a community, AFS will aim to promote the well-being of Asian and Asian American faculty and staff at Northeastern University. AFS would also advocate for our Asian and Asian American students on campus as well as other faculty, staff, and students who are also historically marginalized in higher education including but not limited to Black, Indigenous, Latinx, and LGBTQIA+ peers.

Our fundamental goals are to:

- **Connect** with Asian and Asian American faculty and staff at Northeastern University, additional affinity spaces for historically marginalized peers, and local and national organizations.
- **Inspire** each other via mentorship, personal narratives, storytelling, and receiving and giving support.
- **Thrive** through our connection and inspiration.

Article 3 – Membership

Membership of AFS is requested through the Steering Committee or Communications Director, who then adds the request to the AFS listserv and Microsoft Teams page.

Membership is limited to members of the Northeastern University community.

Article 4 – Meetings of Members

The Steering Committee meets once per month during the academic year, typically via Microsoft Teams. As part of a community agreement, during such meetings, members agree to uphold the following:

- Respect all voices
- One voice at a time – one mic
- Throw glitter not shade
- Exercise self-care as needed
- What's said here stays here, what's learned here leaves here

This list of community agreements can be amended at the will of the Steering Committee.

Article 5 – Steering Committee

The Steering Committee is, at present, an all-volunteer subset of AFS who agrees to carry out the logistics and details of programming, membership, and outreach. It is essentially the executive hub for AFS. There is no compensation to the Steering Committee.

The Steering Committee at a minimum must have the following named positions filled, as per the Office of Diversity, Equity, and Inclusion (ODEI):

Chair

Treasurer

To avoid conflict of interest, the Chair and Treasurer must be two separate individuals, and the Treasurer cannot also hold another role in the organization.

It is recommended that the following named positions are also filled:

Vice-Chair

Communications Director

Secretary

If the three positions above are not filled, all members of the Steering Committee will share in the duties of carrying out communications and programming responsibilities.

When the Steering Committee is large enough, meaning that at least the five positions above are filled, the following additional positions are also recommended:

Programming

Outreach Coordinator – Internal

Outreach Coordinator – External

Note that this list of additional positions may be aspirational in any given academic year given the number of committee members that exist. This means that in some years it is possible that not all positions will be filled.

When the Steering Committee is large enough to permit multiple members to serve on committees, such as a Programming Committee, such committees may be called Subcommittees.

Article 6 – Officer Responsibilities

Chair – Organizes Steering Committee tasks and planning, facilitates Steering Committee meetings, practices governance, provides information, helps to develop new leadership talent among AFS.

Treasurer – Keeps an internal budget for the organization, tracks expenses and donations.

Vice-Chair – Assists Chair in coordination and facilitation of duties.

Communications Director – Assists in listserv membership and communication, Teams communications, creation of announcements, dispersal of events AFS members can attend.

Secretary – Keeps Steering Committee meeting notes; stores committee notes, documents, and advertising on Microsoft Teams.

Programming – Assists in idea generation, logistics, facilitation, coordination, fundraising for AFS program events.

Outreach Coordinator – Internal – Works with the Chair/Vice Chair to facilitate collaborations with other existing people, offices, and organizations at Northeastern.

Outreach Coordinator – External – Works with the Chair/Vice Chair to facilitate collaborations with other existing people, offices, and organizations outside of Northeastern.

Article 7 – Officer Appointments

Depending on the size of the organization and who is available to volunteer, the Steering Committee can decide whether to solicit nominations from the AFS listserv for named positions, or if it will allow individuals to volunteer to fill a named position. Appointments can come from within the Steering Committee or within the general body of the AFS listserv. These one-year appointments (self-nominated or not) and elections should happen at the beginning of the academic year, or at the end of an academic year if it is known that members will be cycling out of their named positions.

At the end of the academic year, it is recommended that the Steering Committee discuss responsibilities moving forward to the next academic year, to find out if anyone would like to take on a new role or would like to cycle out of their current position in the Steering Committee.

It is also highly recommended that if the Chair is cycling off the position that there be a named individual who is willing to take their place starting the following academic year. Any transition period to train the new Chair or other named position in the Steering Committee in the role's responsibilities is also recommended.

Article 8 – Communications

The two places where information and communication are shared most among AFS is the listserv and our AFS Microsoft Teams page.

Listserv – Our monthly newsletter with events and opportunities for Asian and Asian American identifying faculty and staff, advocates, and allies. This is for anyone who wants to learn more about AFS in general.

Microsoft Teams – Our online community and safe space for Asian and Asian American identifying faculty and staff.

Disclaimer: Any inappropriate or irrelevant posts are subject to removal by the Steering Committee.

Article 9 – Records

Keeping records helps to preserve the historical memory of AFS’s accomplishments and makes it easier for newer officers to benefit from what our organization has learned over time. Members of AFS agree to keep records of meeting agendas, meeting notes, advertisements, presentation slides, budgets, and other documentation, on the Microsoft Teams shared drive for the Steering Committee.

Article 10 – Amendments to Bylaws

The Steering Committee decides on a formal or informal basis how and when to revise bylaws. This can be done on an annual basis or a case-by-case basis. Amendments can be made through a vote or general consensus either within the Steering Committee itself, or through a poll of membership.

The bylaws document is designed to be an evolving document. Sections and text can be added, deleted, or revised at the will of the Steering Committee.

Article 11 – Approval of Bylaws

The following members of the Steering Committee, by printing their names below, agree to the resolution of adopting the bylaws for the Asian Faculty and Staff affinity group at Northeastern University.

Matt Lee, John Choi, Rachel Moo, Marina Watanabe, Ayan Paul

19 September 2023