Charter of the Asian Faculty and Staff Association  
**GRAND VALLEY STATE UNIVERSITY**

**ARTICLE I. NAME**

**Grand Valley State University Asian Faculty and Staff Association (AFSA)**.

**ARTICLE II. OBJECTIVES**

The purpose of this Association shall be to:

**Section 1. Build and Create a Sense of Community**

1. Develop a community and support network that nurtures Asian faculty and staff as a visible and vibrant part of the GVSU environment and leadership
2. Provide professional and personal support to GVSU Asian faculty and staff
3. Give voice to the concerns of the Asian faculty and staff on campus
4. Help to maintain a positive work environment for Asian faculty and staff
5. Create an authoritative website
   * 1. To inform and promote Asian faculty and staff involvement in academic and professional activities, outreach service and efforts at the campus, regional, national and international levels
     2. To act as a repository for Asian resources

**Section 2. Advocate for, and Support the Recruitment, Retention and Advancement of GVSU Asian Faculty and Staff**

1. Support the growth and professional development of Asian faculty
2. Work with GVSU administration on issues relating to the Asian faculty and staff recruitment, retention and advancement
3. Assist GVSU in the area of recruiting, engaging and retaining Asian employees
4. Promote and celebrate GVSU Asian faculty and staff contributions and achievements
5. Provide mentoring to Asian faculty and staff

**Section 3. Advocate for, and Support the Recruitment, Retention and Graduation of Asian Students**

1. Support the university’s initiative for the recruitment and retention of Asian students
2. Promote and celebrate GVSU Asian student contributions and achievements
3. Support and mentor Asian related cultural organizations such as: Asian Student Union, Desi Student Union, Chinese Language and Culture Student Organization, Hmong American Student Association (HASA), Japanese Culture Association, Korean Intercultural Society, (Asian) Minorities Interested in Business, Vietnamese Interests, Education & Traditions, and Out 'N' About (Asian).

**Section 4. Network and Collaborate**

1. Network and collaborate with other Asian Faculty and staff affinity groups in Michigan
2. Support campus community engagement by developing and strengthening collaborative relationships between GVSU and the Michigan Asian community
3. Provide opportunities for social and professional networking between Asian faculty, staff, students, and establishments in Michigan.

**ARTICLE III. MEMBERSHIP**

**Section 1.** The membership of this Association is open to all faculty and staff of Grand Valley State University

**ARTICLE IV. THE EXECUTIVE BOARD**

**Section 1.** The Co-Chairpersons, Secretary, and Treasurer of the Association shall constitute the Executive Board. These officers’ duties are defined in Article V below.

**Section 2.** The Executive Board shall have general supervision of the affairs of the Association, determine hours and meeting location, make recommendations to the Association, and perform other duties as specified by this Charter. The Board shall be subject to the orders of the Association. The Board shall act as the official representative of the Association for purposes of: communication with GVSU administration, other campus organizations or their officers, and news media.

**Section 3.** Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held once every two months from August through April of each academic year. Special meetings of the Board may be called by the Co-Chairpersons.

**ARTICLE V. OFFICERS**

**Section 1.** The officers of the Association shall consist of two Co-Chairpersons, a Secretary and a Treasurer. These officers shall perform the duties prescribed by this Charter and the parliamentary authority adopted by the Association.

**Section 2.** The Co-Chairpersons will issue via email a call to nominate candidates for the positions to be filled by ballot. This will be conducted in the month of February. Candidates will submit a brief statement of qualifications. The Co-Chairpersons shall report the names of qualified candidates to the membership. If no candidate is forthcoming, then the selection of officers will be at the discretion of the serving Co-Chairs.

**Section 3.** The election of officers shall be by ballot of the majority of the eligible voting membership each March. Officers will serve according to the terms of each office.

**Section 4.** The **Co-Chairpersons** will serve a two-year term. The term of office shall begin in May, though each of the Co-Chair positions will be staggered. One of the current Co-Chairs will serve until April 2016, and the other Co-Chair will serve their 2 year term until April 2017. The duties of the Co-Chairs include:

1. Call and conduct meetings of the Executive Board and general membership of AFSA.
2. Carry out all the orders of the Executive Board and resolutions of the Association.
3. Represent the Association in all matters. Supervise and direct all efforts of AFSA.
4. Develop agendas for all meetings.
5. Establish committees, sub-committees, and task forces.
6. One Co-chair sign, with the Treasurer, all checks issued in the name of the AFSA.
7. Sign all contracts approved by the Association or the Executive Board.
8. Call special meetings of the Executive Board as needed.

**Section 5.** The **Secretary** shall serve a two-year term. The term of office shall begin in May. The duties of the Secretary shall be:

1. Keep a record of all proceedings of general membership meetings and the Executive Board meetings
2. Prepare and distribute notices, agendas, etc., in a timely fashion.
3. Keep minutes of all Executive Board and General Membership meetings.
4. Maintain a membership roster that will include name, department, email address and phone number, and may maintain a listserv.
5. Perform any other duties assigned by the Co-Chairpersons.

**Section 6.** The **Treasurer** shall serve a two-year term. The term of office shall begin in May. The duties of the Treasurer shall be:

1. Collect monies as required.
2. Manage an association account through the Division of Inclusion and Equity, including submitting an annual fiscal report to the Executive Board.
3. Sign all check requests for expenditures along with the Co-Chairpersons.
4. Keep an up-to-date account of all expenditures.
5. Prepare an annual fiscal report to submit to the Chairpersons and membership.

**Section 7.** A member cannot hold more than one office at a time, and no member will be eligible to serve more than two consecutive terms in the same office. If a member is unable to continue serving on the Board, s/he will be replaced by the first runner-up in the election and will continue to serve until the term has expired.

**Section 8.** If the first runnerup to one of the elected offices is NOT able to serve and complete the term of the position that is vacated by current officer, a Special election may be called by the remaining officers. With this special election, a minimum of 2 weeks notification to the entire organization’s membership is required.

**ARTICLE VI. MEETINGS**

**Section 1.** Meetings will be conducted in accordance with this Charter and Robert’s Rules of Order

**Section 2.** The general membership meetings of the Association shall be held in September, November, January and March of each year, unless additional meetings are requested by the Executive Board or one-third of the membership of the Association.

**Section 3.** All meetings will have an agenda and business will be conducted in the following sequence: Call to Order, Guest Speaker (if one is present), approval of past meeting minutes, Co-Chairpersons report, Secretary Report, Treasurer Report, Committee/Tasks Force Reports, Old Business, New Business, Announcements, Adjournment.

**Section 4.** The Executive Board will meet once every two months from August through April of each academic year.

**Section 5.** Special meetings may be called by Co-Chairpersons or the Executive Board.

**ARTICLE VII. COMMITTEES**

**Section 1.** The Executive Board shall appoint committees or sub-committees as deemed necessary.

**ARTICLE VIII. AMENDMENT OF CHARTER**

The Charter may be amended or repealed by a 60% majority of the Association membership by ballot. The proposed amendment(s) must be submitted to the membership, with at least one meeting of the membership, prior to the amendment(s) being submitted to a vote.

The Charter will be reviewed every two (2) years.

First Draft: December 29, 2014

Second Draft: May 11, 2015

Final Draft: July 14, 2015