



CONSTITUTION AND BYLAWS OF THE NATIONAL ASIAN AND PACIFIC AMERICAN ASSOCIATION OF FEDERAL AVIATION EMPLOYEES (NAPA)

I. BACKGROUND

The Federal Aviation Administration (FAA) Asian Pacific American Committee (**APAC**) was formed in June 1988 to share the Asian Pacific American experience and culture with fellow FAA employees at Washington Headquarters. In **April 1991**, officers decided to rename the organization the Coalition of FAA Asian Pacific Americans (**CFAPA**). In **November 1994**, CFAPA members voted to rename the organization National Asian and Pacific American Association (**NAPA**). NAPA had grown to include 6 regional chapters by November 1995.

II. GOALS OF NAPA

To promote continued excellence in job performance and professionalism of FAA Asian and Pacific American (APA) employees through pride, dedication, training and involvement; to foster and promote equal opportunity and affirmative action for all FAA employees; and to facilitate in a positive mentoring network focused on meeting the development and mobility needs of all FAA employees.

III. OBJECTIVES

NAPA will work with FAA management and other groups, as appropriate:

To assist the Agency in the recruitment, advancement and retention of minorities and females; and to increase minority, female, people with disabilities, and veteran employment of APAs in FAA at all grade levels and at different levels of management.

To encourage FAA employees to participate and promote Asian and Pacific American issues that foster the development of interpersonal relationships and networks within the FAA.

To educate its members and local community job applicants concerning their rights, personnel actions, promotional opportunities and qualifications.

To identify and study systemic concerns that affect Asian and Pacific American employees; and to develop and implement appropriate solutions to address those concerns.

To recognize the highlight Asian and Pacific American employees' accomplishments and achievements to FAA management.

Annually, the NAPA President will prepare and issue a report of the past year's activities, concerns and accomplishments.

IV. REPRESENTATION

Asian and Pacific American shall be defined as a person having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, Micronesia and Polynesia. The National Chapter NAPA representation will consist of all interested FAA Headquarters federal employees and welcomes contractors in direct support of the FAA mission. If desired, FAA Regions and Centers with interested FAA employees and contractors may seek recognition as a participating chapter under the National Headquarters Chapter.

V. ELECTION OF NATIONAL OFFICERS

NAPA members will nominate officers from among themselves during the July meeting. Each dues paying NAPA member may participate in the election of the National Officers during the month of September. The term of office shall be a 24-month cycle commencing in October 1st. The officers shall be elected by a simple majority vote of dues paying members present at the annual meeting or via email monitored by the Nomination Committee. Absent dues paying members may vote by proxy.

VI. REPRESENTATION OF THE CHAPTER

Members of Headquarters and Regional NAPA Chapters have a responsibility to:

Work with other NAPA members to achieve the group's objectives.

Communicate Headquarters and Regional NAPA activities/concerns to the National President in Headquarters for input to FAA management.

Represent NAPA membership concerns on issues that singularly affect Asian and Pacific American employees.

VII. NAPA OFFICERS, SENIOR EXECUTIVE ADVISORS, COMMITTEE CHAIRS

The officers of NAPA shall be the National President, National Vice President, Executive Secretary, National Treasurer, most recent previous National President, and Chapter Presidents make up the NAPA Executive Board. The officers will serve on the Executive Board responsible for implementing NAPA Decisions, carrying out administrative functions, coordinating NAPA activities, and serving as liaison with management and other FAA employee associations. The extended officers shall be the Executive Board nominated officers of the Committee Chairs of all standing committee. The Executive Steering Committee shall consist of the Senior Executive Service Advisors to provide advice and guidance to the Executive Board upon request. Members of the Executive Steering Committee shall have no seat on the Executive Board.

Duties of the National Officers shall be:

- 1. National President** – The President shall be the visionary architect who will plan, organize, preside over and coordinate NAPA meetings; is the FAA representative to the DOT Asian Pacific American Employees Coalition (APAEC) as well as other Federal Agency counterparts; and shall be the principal catalyst in maintaining NAPA cohesiveness. She/he will have the responsibility to keep the membership and Regional Chapter Presidents informed of all items that may impact NAPA by communicating Headquarters FAA management, other FAA employee organizations, special emphasis and Civil Rights activities/issues to the headquarters membership and NAPA Regional Chapter Presidents.
- 2. National Vice President** – In the absence of the President, the Vice President shall perform all above duties of the President. The Vice President will assist the President in planning and organizing meetings; will serve as the focal point and lead in future activities such as the annual Asian May Heritage celebration, the annual National training conference, and other duties as determined.
- 3. Executive Secretary** – Record and disseminate the minutes of the meetings; maintain all permanent records; circulate necessary information; supervise elections of NAPA officers; maintain NAPA stationary;
- 4. National Treasurer** - Record, manage, collect and distribute funds from/to NAPA members/other entities; maintain NAPA checking/savings accounts; and other duties as determined. All distributions will be co-signed by one other officer.

VIII. FILLING VACANCIES

When an officer resigns or otherwise is no longer a member, she/he shall provide written notice of resignation to the President with 30 days notice. The duties and responsibilities of the Officer will be assumed by the appointee of the remaining officers. The President shall have the ability to combine any two officers in the event of low participation. No position shall remain vacant for more than 3 months.

IX. MEETINGS

NAPA meetings are open to any FAA employee including any contractor in direct support of the FAA mission. NAPA members are encouraged to attend meetings. A quorum (50%) of the NAPA Officers must be present at any meeting where a vote is taken. Working groups will meet as frequent as necessary. During meetings, Robert's Rules of Order shall prevail.

X. VOTING

A majority vote of dues paying members present will be required to decide an issue. Each member is entitled to one vote. In the event that the member is absent from the meeting, she/he can vote by proxy.

XI. TIME ALLOTMENT

Persons engaged in NAPA activities shall charge job assignment to administrative leave.

XII. DUES ALLOTMENTS

Dues shall be \$50 per year, paid all at once by September 15th, to be effective fiscally October 1st thru September 30th following year. At the very minimum dues are needed to underwrite NAPA activities and promote autonomy while supporting chapter expenses such as the mailbox, stationary and postage. Dues are tax deductible per 501C status associated to FAPAC, as a National Chapter.

XIII. REGIONAL CHAPTERS

The formation of Regional and Center Chapters is encouraged to ensure networking and mentoring on a national scale. It is suggested Regional Chapters use this Headquarters construction as a framework to emulate these national goals and objectives while maintaining autonomy. In all cases, the Regional Chapter shall determine and maintain the degree of partnership with Headquarters or other entities.