

American Indian and Indigenous Faculty Staff Association
of
California Polytechnic State University

Bylaws

Preamble

We, the American Indian and Indigenous Faculty Staff Association do hereby establish an association dedicated to the promotion and support of American Indian and Indigenous faculty and staff; assisting the matriculation and graduation of American Indian and Indigenous students; and the celebration and sharing of our unique heritage in a university environment.

Article I – Name and Location

Name:

The name of this association shall be the “American Indian and Indigenous Faculty Staff Association.” Hereafter referred to as the “AIIFSA.” We, the AIIFSA, are a constituent group of Cal Poly San Luis Obispo men and women. Any employee, faculty or staff, is eligible for membership; no verification of heritage is required only a commitment to diversity and the support of fellow faculty, staff and students.

Location:

The location of the AIIFSA shall be on the campus of California Polytechnic State University, San Luis Obispo, CA 93407.

Article II – Mission

The mission of the American Indian and Indigenous Faculty Staff Association at Cal Poly San Luis Obispo is to develop and maintain the support and recognition of Cal Poly staff, faculty, and students, and to empower, enhance and increase the presence and visibility of American Indian and Indigenous (AI/I) peoples within our campus community. We promote employment, training, and advancement of AI/I staff into positions of increased responsibility (i.e., supervisory, management, and executive positions), as well as the recruitment, retention and promotion of AI/I faculty and students. The AIIFSA is committed to establishing diversity and inclusivity and working with other Faculty and Staff Associations on Cal Poly’s campus to build long-lasting relationships for our association and its members. And of particular importance, we strive to develop effective, ethical, innovative, respectful and culturally appropriate partnerships with our Tribal communities.

Article III – Purposes

The goals of the AIIFSA shall be to:

1. Create, foster and sustain an American Indian and Indigenous community at Cal Poly that celebrates achievements, acknowledges milestones, represents concerns and provides advocacy for the Cal Poly community members when needed;
2. Promote and nurture an environment that attracts, welcomes and retains AI/I faculty, staff and students, and that assists in recruitment and retention;
3. Acknowledge and recognize the mentorship and service that American Indian and Indigenous faculty and staff provide to students both formally and informally;
4. Develop effective, ethical, innovative, respectful and culturally appropriate partnerships with our Tribal communities and Cal Poly constituents;
5. Work with the Cal Poly community to improve the career pipeline for faculty and staff and to identify areas in need of improvement with the input of Tribal elders;
6. Support the mission of Cal Poly to foster teaching, scholarship and service in a learn-by-doing environment where faculty, students and staff are partners in discovery, and in efforts to foster and preserve the integrity and vitality of Cal Poly's mission.

Article IV – Membership

Composition:

1. The AIIFSA shall be open to all Cal Poly faculty, staff, and administrators who have an interest in American Indian and Indigenous issues regardless of heritage. Cal Poly enrolled students may also participate in the organization as non-voting, non-office holding members.
2. Only those who have paid annual dues to the AIIFSA shall be considered “members in good standing” and have specific membership privileges.
3. All members in good standing have a right to vote, hold office, or serve as committee chairpersons.

Membership Dues:

1. Membership dues shall be \$20.00 per year.
2. The membership shall run from September 1 through August 31.
3. Dues paid by April 30 of each year shall count for the current membership year.
4. Dues paid on May 1 or later shall count for the following membership year, unless requested by another member.

Standards of Conduct:

1. It is the intent of AIIFSA to uphold and abide by pertinent state and University laws and regulations.
2. The AIIFSA or any of its members shall not intentionally conspire to commit any act that causes or is likely to cause physical or emotional harm to anyone.

3. The AIIFSA reserves the right to deny membership to anyone who does not maintain professionalism and the standards and goals of the association.

Article V – Meetings

General Membership Meetings:

1. General membership meetings shall be held at least once per quarter.
2. The meetings shall be at a time and place designated by the Executive Committee with written electronic notice provided to each member at least seven (7) days prior to the meeting.
3. Meetings shall be conducted according to Robert's Rules of Order.

Special Meetings:

1. The Executive Committee may call special meetings as the need arises.
2. Written electronic notice of special meetings must be provided to all members at least seven (7) days prior to such a meeting, except in a severe crisis when the majority of the Executive Committee may order a special meeting with lesser notice.

Article VI – Officers and Duties

Officers:

1. The elected officers of the AIIFSA shall be: President, Vice-President, Secretary and Treasurer.
2. AIIFSA members who are in good standing shall elect officers.
3. Elected officers shall be known collectively as the “Executive Committee” of the AIIFSA.

Executive Committee:

1. The Executive Committee shall consist of the elected President, Vice-President, Secretary, treasurer, and the immediate past President.

The Executive Committee Shall:

1. Meet at least monthly during the academic year;
2. Have authority to transact the affairs of the AIIFSA between regular membership meetings;
3. Encourage and assist program development with consultation from the general membership;
4. Appoint standing and special committees;
5. Accept such authority as may be delegated to it by the membership at large.

The President shall:

1. Preside at all meetings of the AIIFSA and its Executive Committee and shall assume the usual duties of a presiding officer per Roberts Rule of Order;
2. Oversee the work of the other officers and ensure that they function together as an effective team;
3. Provide the overall vision and sense of direction for the association;
4. Delegate appropriate responsibilities to committee chairs and oversee chair people and the work of all committees;
5. Be the primary spokesperson for the AIIFSA as directed by the Executive Committee and/or the membership, and serve as a role model for other officers and members.

The Vice-President shall:

1. Exercise leadership and duties of the AIIFSA President in her/his absence;
2. Perform such other AIIFSA duties as the president may assign;
3. Automatically succeed to the Presidency, should the office of the President become vacant prior to the completion of a given term; and a new Vice-President shall be elected;
4. Schedule AIIFSA officer and association meeting dates, times and facilities, and disseminate notices of such meetings regularly and routinely;
5. Assist the President in overseeing AIIFSA chair people and the work of all committees including delegation of appropriate responsibilities to committee chairs, and actively keep abreast of all committee work with committee chairs;
6. Chair occasional meetings or projects.

The Secretary shall:

1. Record, produce and distribute true and accurate summary notes of all pertinent AIIFSA business to members (including meeting notes, upcoming events, and opportunities);
2. Record, produce and distribute true and accurate summary notes of the Executive Committee meetings of the AIIFSA;
3. Keep accurate association membership lists with names, titles, addresses, phone numbers and emails;
4. Create and manage AIIFSA email distribution lists;
5. Perform such other duties as are assigned by the President and Executive Committee;

The Treasurer shall:

1. Receive and deposit all monies or funds of the AIIFSA in such depositories as may be selected by the membership, and shall disburse the funds of the association in the manner directed by the membership;
2. Record and pay bills, manage day-to-day financial transactions of the AIIFSA including the maintenance of adequate and correct account of the assets, liabilities, receipts, disbursements, gains and losses. The books of account(s) shall be open to inspection by any member;
3. Establish an annual AIIFSA budget and ensure it is followed;
4. Report regularly the AIIFSA's financial status to officers and general members;

5. Work closely with the Cal Poly Corporation to insure accuracy of account transactions and smooth financial services.

Terms of Office:

1. The term of these officers shall be for two (2) years commencing May 30 of one year and June 1 of the following.
2. An officer may be re-elected for no more than one (1) additional successive year in the same office.

Election of Officers:

1. The Executive Committee shall appoint an elections committee to consist of no less than three (3) members in good standing.
2. When possible, the elections committee shall identify at least two (2) candidates for each office and obtain their consent to run for office.
3. The election committee shall conduct an election by mail, and/or email by sending ballots to all members in good standing.
4. Officers are elected by a majority vote of the members in good standing.
5. The election committee shall announce results of the election committee by the membership year (April 30).

Article VII – Committees

1. The Executive Committee shall appoint ad hoc committees as needed to fulfill the AIIFSA's purposes.
2. As each committee is appointed, the Executive Committee shall define its roles, responsibilities, scope and timelines.
3. The chair of all appointed committees shall be a member in good standing of the AIIFSA.

Article VIII – Duties of Committee Chairs

The Committee Chair shall:

1. Manage the work of the committee, with appropriate direction and delegation;
2. Report to the Vice-President and at AIIFSA general meetings.

Article IX – Amendments

1. These bylaws may be amended by mail ballot or at any meeting of the AIIFSA.
2. Members in good standing shall be provided copies of or emailed all proposed amendments at least fourteen (14) days prior to any vote on bylaws amendments.
3. Amendments shall be considered adopted if they are approved by $\frac{1}{2} + 1$ of the members in good standing.