

**By-laws of the
Asian Pacific Islander (API) Caucus for Public Health
in official relations with the American Public Health Association**

I. NAME

The name of this Caucus shall be the Asian Pacific Islander Caucus for Public Health; hereafter referred to as “API Caucus” or the “Caucus.”

II. MISSION OF THE API CAUCUS

To address public health issues specifically affecting Asians and Pacific Islanders in the United States and associated jurisdictions in affiliation with the American Public Health Association.

III. GOALS

In meeting its mission, the goals of the API Caucus shall be to:

- A. Be a resource to the American Public Health Association (hereafter called APHA) for persons with an interest in the practice, research, education, policy, and advocacy of the diverse Asian and Pacific Islander population health issues.
- B. Cultivate API Caucus members to become leaders within the APHA.
- C. Promote the professional development of API Caucus members and students through networking, information sharing, and mentoring.
- D. Be a liaison for individuals and organizations dedicated to serving Asian and Pacific Islander communities to the APHA.
- E. Provide a forum for the analysis, interpretation, recommendations and dissemination of current research and policy that affect Asian and Pacific Islander population health in the United States and associated jurisdictions.

IV. MEMBERSHIP

- A. Membership is open to anyone interested in the API Caucus’ goals and objectives.
- B. There are two types of memberships within the API Caucus.
 - 1. Official members
 - a. are members of the APHA, and
 - b. have full voting privileges in the Caucus.
 - 2. Associate members
 - a. are not members of APHA, but wish to be involved with the API Caucus,
 - b. do not have any voting privileges in the Caucus.
- C. To join the Caucus, individuals must complete a membership form.
- D. To discontinue membership, members must notify the Membership Chair in writing.
- E. Annual contributions are highly encouraged to provide Caucus operating funds.
- F. A roster of all members will be provided to the APHA per affiliation agreement.

V. OFFICERS

- A. The officers of the Caucus shall include the Chair, Chair-Elect, Program Chair, Program Chair-Elect, Secretary, Treasurer, Policy Chair, Membership Chair, Communications Chair, three Caucus Councilors, and Student Representative.
- B. Terms of Office:
 - 1. Officers serve one or two years commencing at the close of the annual APHA meeting through the close of the business meeting corresponding to the end of their term.
 - 2. The Chair will serve two years as Chair-Elect prior to serving two years as Chair.
 - 3. The Program Chair will serve two years as Program Chair-Elect, prior to serving two years as Program Chair.
 - 4. The Student Representative shall serve a one-year term.

5. The Secretary, Treasurer, Policy Chair, Membership Chair, Communications Chair and Caucus Councilors shall serve a two-year term.

C. Qualifications of the Officers:

1. All officers must be official Caucus members.
2. Candidates for Chair-Elect and Program Chair Elect must have been an API Caucus member at least one year prior to nomination.

D. Powers of Officers

1. Officers shall serve as the Executive Committee of the Caucus, empowered to make decisions on behalf of the Caucus. The Executive Committee shall provide a report of activities and financial status at the Caucus' annual business meeting.

E. Except where specified, a simple majority shall be used for decision making.

F. Officers may be removed from office for conduct or activity contrary to the goals of the Caucus:

1. By 2/3 majority vote of the Executive Committee, or
2. By 2/3 majority vote of a quorum of the membership of the Caucus.
 - a. A quorum shall consist of the lesser of: 25 official members or 50% of the Caucus' official membership

G. Meetings:

1. Officers shall meet at least once annually in addition to the annual APHA meeting. Meetings may be held via telephone conference call or other real-time electronic communication method.

VI. DUTIES OF OFFICERS

A. Duties of the Chair:

1. Chair the annual business meeting of the Caucus.
2. Call meetings of officers and other meetings of the Caucus.
3. Serve as official liaison between the Caucus and the APHA Executive Board.
4. Serve as non-voting ex-officio member on the APHA Governing Council.
5. Attend the APHA Caucus, Equal Health Opportunity Committee, and other APHA leadership meetings at the APHA Annual Meeting and during the year.
6. With Chair-Elect and Treasurer, oversee budgetary and fundraising activities for the Caucus.
7. Appoint ad-hoc committees.
8. Provide an annual report regarding the Caucus activities and membership to APHA and during the Caucus' annual business meeting.
9. With Chair-Elect, nominate Caucus members for membership to APHA leadership committees and governance.
10. With Chair-Elect, oversee the process of recruiting, evaluating and selecting Caucus awards.
11. Communicate with other APHA Sections, SPIGS, Caucuses, Forums, Student Assembly and other APHA and non-APHA groups.
12. Collect API Caucus mail and disseminate to appropriate officers and committees.
13. Upon completion of the term, serve as Immediate Past Chair, ex-officio member, for one year to the Executive and Program Planning Committees.

B. Duties of Chair-Elect:

1. Work closely with the Chair to fulfill all duties of the Chair.
2. The Chair-Elect shall serve as an officer of the Caucus and member of the Executive Committee and Program Committee.
3. Assume the role of the Chair if the Chair is absent or unable to fulfill his/her duties or term.

C. Duties of the Program Chair:

1. Oversee the Caucus program at the APHA annual meeting; complete all tasks regarding the APHA annual meeting Caucus programs, including, but not limited to the following:

- a. Work closely with the Chair and Program Chair-Elect to develop scientific session topics and descriptions.
- b. Submit a "Call for Abstracts" announcement to APHA.
- c. Submit request for number of sessions and specific meeting days and times for API Caucus sessions to APHA.
- d. Oversee the abstract review process, including confirming reviewer participation, assigning abstracts for review to Caucus members, and compiling the abstract scores from the reviewers.
- e. With Chair and Program Chair-Elect, review and select program sessions, presenters and session moderators; solicit additional sessions, presenters or moderators as needed.
- f. Submit tentative program with moderators, presenters and abstracts to APHA.
- g. Communicate with all individuals who submitted abstracts and apprise them of the status of their inclusion in the APHA annual program.
- h. Oversee session co-sponsorship; make decisions on invitations from APHA affiliates to co-sponsor; solicit co-sponsorship from APHA affiliates of sessions aligned with the API Caucus mission and target areas.

2. Provide a program activities report during the Caucus' annual business meeting.

D. Duties of the Program Chair-Elect

1. Work closely with the Program Chair to fulfill all duties of the Program Chair.
2. The Program Chair-Elect shall serve as an officer of the Caucus and member of the Executive Committee and Program Committee.
3. Attend the Program Planner's Meeting at the APHA Annual Meeting and during the year.
4. Assume the role of the Program Chair if the Program Chair is absent or unable to fulfill her duties or term.

E. Duties of the Treasurer:

1. Work closely with the Chair to manage the Caucus' financial accounts and update monthly statements; prepare an annual budget for Caucus' activities.
2. With the Chair, make financial transactions on behalf of the Caucus.
3. Work closely with the Membership Chair to collect membership dues and maintain list of paid members and donors
4. Solicit donations and sponsorship and follow-up with donors and sponsors for Caucus activities.
5. Provide a fiscal report during the Caucus' annual business meeting.

F. Duties of Secretary:

1. Record and submit minutes of Executive Committee meetings, annual business meetings and other meetings.
2. Oversee the annual Caucus nomination and election of officers and act as liaison between the Caucus and the nominees; complete all tasks regarding the Caucus officer nominations and elections, including, but not limited to the following:
 - a. Submit a "Call for Caucus Nominations" announcement to APHA.
 - b. Submit a "Call for Caucus Elections" announcement to the Caucus membership for a vote.
 - c. Oversee the nominations and elections process including the receipt of the nominations, counting up the votes for the elections and confirming newly elected officers.
3. Assist the Chair in Caucus meeting requirements and other duties.

G. Duties of the Policy Chair

1. Oversee and monitor key policy issues within and outside of APHA affecting the API Caucus and Asian and Pacific Islanders.
2. Work closely with the Chair to develop and support key policy statements and recommendations.
3. Attend APHA Government Relations and other APHA policy-related meetings at the APHA annual meeting and during the year.
4. Update Caucus members about key policy issues and actions within and outside of APHA.
5. Serve as liaison between the Caucus and APHA Government Relations and other API policy and advocacy organizations.
6. Provide a policy report during the Caucus' annual business meeting.

H. Duties of the Membership Chair

1. Oversee the membership of the Caucus; recruit new members to the Caucus and APHA and retain existing members.
2. Work closely with the Chair, Program Chair, and Treasurer to record Caucus membership and meeting participants annually including individual members, organizational members, total participants for Caucus sessions and events, the Executive Committee, Abstract Reviewers, Session Moderators, Social Reception Keynote Speakers, Awardees and others.
3. With the Chair and Communications Chair to advance and support key issues of Caucus members within and outside of APHA; promote Caucus membership at APHA; develop materials to promote and support key issues of the Caucus membership.
4. With the Communications Chair, ensure new members have consented to be included in the Caucus directories and listserv are added in a timely fashion.
5. Review membership rolls annually in accordance with Caucus and APHA guidelines.
6. Provide a membership report during the Caucus' annual business meeting.

I. Duties of the Communications Chair

1. Oversee the public relations of the Caucus within and outside of APHA to advance and promote Caucus priorities and activities.
2. Work closely with the Chair and Program Chair to plan and promote Caucus sessions and events at the APHA annual meeting; develop the information materials pertaining to the sessions and events for dissemination prior to, during and following the APHA annual meeting.
3. With the Chair and Membership Chair, disseminate Caucus and APHA news, sessions, and activities to Caucus members, APHA affiliates and other arenas within and outside of APHA at the APHA annual meeting and during the year; develop and mediate the information materials for dissemination.
4. Oversee and maintain the Caucus website.
5. Manage and moderate the Caucus listserver.

J. Duties of the Student Representative

1. Work closely with the Program Chair to review student abstracts.
2. With the Chair and Program Chair, coordinate the Student Breakfast, annual 'Best Student Abstract' award, Mentorship Program and other student activities at the APHA annual meeting.
3. Recruit student members to the Caucus and APHA.
4. Serve as the liaison between the Caucus and the APHA Student Assembly.

K. Duties of the Caucus Councilor

1. The Caucus Councilor shall serve as an officer of the Caucus Council and a member of the Executive Committee.
2. Assist the Chair with formulating and updating rules and procedures of the Caucus.

3. Work closely with the Chair and Executive Committee to support and fulfill all official duties of the Caucus.
4. As designated by the Chair, serve as a liaison between the API Caucus and APHA Sections, SPIGs, Caucuses, Forums, Student Assembly and other APHA and non-APHA groups.

VII. NOMINATION AND ELECTION OF OFFICERS

A. Nominations

1. Candidates for the Executive Committee may be nominated or self-nominated from the Caucus membership. Their names will be included on the ballot, as will space for write-in candidates.
2. Nominees will submit brief biographical sketches, which will be included on the ballot.

B. Elections

1. Ballots will be sent to API Caucus members prior to the annual APHA meeting and will be due prior to the annual APHA meeting.
2. Officers are elected by vote of official Caucus members.
3. Ballots will be counted by the API Caucus Chair and/or Secretary.
 - a. Candidates with the most votes for an office shall be elected to that office.
 - b. A tie shall be re-submitted to the membership for re-vote.
4. Newly elected officials will be notified no later than two weeks prior to the APHA annual meeting.

C. Vacancies in office may be filled for the unexpired term by a majority vote of the remaining officers on the Executive Committee.

VIII. COMMITTEES

A. Standing committees are permanent committees of the API Caucus.

1. Executive Committee consists of all elected officers.
2. Program Planning Committee consists of Chair, Immediate Past Chair, Chair-Elect, Program Chair, and Program Chair Elect. This committee will be led by the Program Chair.
3. Caucus Council consists of all elected Caucus Councilors.

B. Ad Hoc Committees may be appointed by the Caucus Chair as needed.

IX. FUNDING

- A. The Caucus is a membership organization supported by voluntary donations and sponsorships.
- B. The Executive Committee may apply for funding from other sources as appropriate.
- C. The Caucus will not accept funds from sources whose mission or purpose are in conflict with the mission or goals of the Caucus.

X. MEETINGS

A. Annual Business Meeting

1. The Program Planning Committee shall make arrangements to conduct an annual business meeting in conjunction with the annual meeting of the APHA. This meeting will be conducted by the Chair of the Caucus.

B. Annual Scientific Program

1. The Caucus shall sponsor scientific sessions, as allocated by APHA, related to the Caucus' mission and goals, during the APHA annual meeting.

C. Quorum

1. A quorum shall consist of the lesser of:
 - a. 25 official members
 - b. 50% of the Caucus' official membership

2. Proxy votes may be given by those unable to attend a meeting, but no individual may hold more than two proxies for a meeting.

XI. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Revised Rules of Order shall govern the Caucus in all cases to which they are applicable and in which they are not inconsistent with this operating code.

XII. AMENDMENTS

Changes in this operating code may be effected by approval of 2/3 of the Executive Committee or 2/3 of a quorum voting at the annual meeting of the Caucus, conference call or via the internet, provided such changes are submitted to the membership at least thirty days prior to vote. **No amendment or alteration shall be effected if it contradicts the Constitution or By-laws of the APHA.**