



**Federal Asian Pacific American Council**

**FAPAC**

P.O. BOX 23184 | Washington, D.C. 20026-3184 | [www.fapac.org](http://www.fapac.org)

## **FORMING AND ADMINISTERING CHAPTERS**

Established in 1985, FAPAC is the oldest, largest, and most active organization of Asian-Pacific Islanders Americans (APIA) in the government. Constitution Article IV, Sections 6-7: Local sections of FAPAC, designated as Chapters and composed of individual members may, when approved by the National Board of Directors, be formed. Each Chapter shall have power to draft its own constitution and bylaws, provided that such constitution and bylaws shall be in harmony with the FAPAC Constitution and Bylaws and are in furtherance of the objectives of FAPAC. Geographically, Chapters are divided into 5 regions:

**Region 1 - Northeast; Region 2 - Midwest; Region 3 - South; Region 4 - West; and Region 5 - Capital Region (Great Washington Area)**

## **GUIDELINES FOR CHAPTER/MEMBERSHIP AFFILIATION**

***LATEST AMENDMENT SEP 2017***

**(Previous version Sep 2010 is obsolete)**

## SECTION 1, Membership/Affiliation

**1.1 Individual Application:** Any Federal, State, City government employees, regardless of tenure or type of appointment, and without regard to race, color, sex, religion, national origin, age, or physical condition, may elect to become a member of the Federal Asian Pacific American Council (FAPAC). Members must recognize and support the identified goals and objectives of the local chapter. Members must first join the National Chapter to be recognized as a FAPAC Member. The membership fee to join the FAPAC National as shown below: [posted on the website at [www/fapac.org](http://www/fapac.org)]

### 1. Membership level

- Regular Membership (Current Government Employee) - \$36.00 (USD)
  - Subscription period: 1 year No recurring payments Current government employee
- Lifetime Regular Membership (Current Government Employee) - \$300.00 (USD)
  - Subscription period: Unlimited Current government employee
- Associate Membership (Retirees & Non-Government) - \$24.00 (USD)
  - Subscription period: 1 year No recurring payments Non-government employee or retired government employee
- Lifetime Associate Membership (Retirees & Non-Government) - \$150.00 (USD)
  - Subscription period: Unlimited Non-government employee or retired government employee

### 1.2 Chapter Application:

**A.** A group of government agency employees consisting of ten (10) or more current or prospective members in a local geographic regional area may join to form an affiliate local chapter. The application must include the following: [SEE ATTACHED TEMPLATE FOR APPLICATION]

1. Name of the proposed local chapter
2. Full name, title, mailing address, telephone and fax numbers, and e-mail address of applicant
3. Name of the employing Government Agency
4. A list containing names, addresses, agency affiliation, phone and fax numbers, and e-mail addresses of all active FAPAC members
5. List of Elected Officers
6. A copy of the proposed Constitution and Bylaws by the local Chapter
7. A description of long and short terms Chapter's goals
8. Local financial resources and requirements. If the organization is already in existence, a copy of immediate past treasurer report should be submitted.
9. The dates, location, and number of member attendees in last two meetings (if the organization is already in existence)
10. Address of the Chapter's Treasurer's account (for FAPAC to provide the Seed Money)

**B.** The complete application package should be submitted directly to the FAPAC Chapter Committee Chair at [chapter@fapac.org](mailto:chapter@fapac.org) or to be mailed to the following address:

Federal Asian Pacific American Council  
P.O. Box 23184 Washington, D.C. 20026-3184  
Attn: Chapter Committee Chair

### **1.3 Application Review Process:**

- A. Prospective Affiliate Chapters must agree to support the existing Constitution and Bylaws of the FAPAC. However, each local chapter **MUST** develop its own Constitution and Bylaws to achieve its goals and objectives based on collaboration and consensus. The application review process is as follows:
1. The Chapter Committee Chair will review the complete application package; then submit to the Vice President of Operations for review and approval;
  2. The approved package by the Vice of Operations is to be submitted to the President and to be presented to the National Board of Director (NBOD) for final review and approval
  3. Once the NBOD approved, the President provides signed approval
  4. Chapter Committee Chair will provide approval documentations to the President of the Chapter
  5. The local Chapter will schedule chartering ceremony and invite FAPAC leadership
- B. After the Chapter's chartering ceremony, the local chapter's President will request the financial support to the National FAPAC President as follows:
1. Seed Money in the total amount of \$500.00 is provided to the local Chapter for financial assistance and operational expenses of the chapter, (i.e., local training and operating cost. Etc.)
  2. The 1/3 reimbursement of the chapter's membership fee is process at the end of the fiscal year, the standard reimbursement form is to be completed and submitted for review and approval through the Chapter Committee Chair, Vice President of Operations with the coordination with the Treasurer for reimbursement (see attached reimbursement form)
- C. For purpose of uniformity and keeping distinct chapter identity with the National FAPAC organization, each Chapter shall report directly to its regional headquarters or designated Regional Director. Regional headquarters are established based on geographic location where there are large number of memberships.

## **SECTION 2, Chapter Administration**

**2.1** After receiving its affiliate Charter status, each new established Chapter will submit the following to the Chair of the National Chapter Committee, or the designated committee staff member:

- a. A list of elected officers, and their designations,
- b. Date, time, and place of their planned monthly meetings, and
- c. A list of its projected activities for the fiscal year.

**2.2** The affiliate chapter should develop a plan to promote the objectives of the National FAPAC within the frame work of FAPAC Constitution and should plan to promote a continuous publicity strategy and campaign that are conducive to the growth of the organization and fostering credibility within the local Federal Government community.

**2.3** The President of each Chapter should write to the Heads of each agency in its geographical area to inform them about the formation of the Chapter. The letter should contain the objectives of the Chapter, a list of all elected officials with their organizational designations, a description of its affiliation with the National FAPAC and a copy of FAPAC Constitution and By-laws.

**2.4** The National FAPAC President should take the opportunity to invite the agency to support the Chapter financially and with any other available resources. As a courtesy, the President may also extend an invitation to

the agency head(s) or any other appropriate officials to speak or visit the Chapter during its meetings or activities. It should be recognized that developing an agency support is essential to promote strong chapter in local areas.

**2.5** The *Chair of the National Chapter Committee* may identify and designate a mentor, if requested to assist the newly formed chapter in becoming established and progressive.

**2.6** Each chapter should continue its efforts to recruit new members and these members must be a National member and should be provided with copies of the FAPAC Constitution & Bylaws, Chapter By-laws, and a list of elected officials and committees

**2.7** *Monthly*, each chapter should conduct monthly meetings according to the established bylaws. The attendance of members should be recorded and made part of minutes of monthly meetings. The Chapter will send monthly meeting minutes to the *Chair for National Chapter and copy to Regional Director or* designated staff member every month by e-mail.

**2.8** *Quarterly*, the Chapter President shall submit to the *Chair for National Chapter and Regional Director or* designated staff member an accomplishment report summarizing the Chapter's activities and a list of current members by the last day of each quarter. This list shall include the new paid members not included in the previous report for purpose of fee reimbursement to the Chapter at the end of the fiscal year.

**2.9** Routinely a teleconference may be arranged with the *Chair for National Chapter and Regional Director Chapter President*, or a teleconference membership meeting may be held at least semiannually/annually with the FAPAC National Board of Director

**2.10** An active communication should be maintained to accord a chapter and its participating members and active membership status with the FAPAC.

**2.11** If chapters are found not in compliance with the FAPAC Chapter Guidelines and/or inactive, FAPAC may revoke their recognition (in accordance with the FAPAC Constitution, Article V).

## **SECTION 3, Voting Rights**

**3.1** Until further notice, each chapter will be under a Regional Director who will represent the Chapter to the National FAPAC National Board of Directors. The Regional Director for the respective geographical area is nominated and elected by the Chapter's membership; election will be coincided with the National Election and the Regional Director is elected for a 2-year term (24 months), starting a fiscal year in Oct and ending in Sep.

## **SECTION 4, Chapter Finances and Resources**

**4.1** Each chapter shall be self-supporting and must identify local resources or methods to raise funds for its activities. The National FAPAC will provide "seed money" after the Chartering of the new Chapter and may assist chapters by providing them with the limited funding and informational resources such as booklets

containing the FAPAC Constitution and By-laws. The creative planning, including the presentation of training courses and seminars, art and cultural displays, food sampling and any other appropriate activities may provide viable alternatives for chapter to raise funds.

**4.2** The chapter officers, both the President and the treasurer, shall ascertain the integrity of the financial records of their chapters. All pertinent transactions shall be appropriately recorded and audited. An annual report of chapter financial status (from January 1, to December 31 of the preceding year) shall be submitted to the national FAPAC Chapter Committee Chair and Regional Director by the end of February each year.

## **SECTION 5, Special Events**

**5.1** Each chapter is encouraged to participate in the annual FAPAC National Leadership Training Program, which is held annually during the month of May as the premier activity of the national organization. This Leadership Training Program provides an opportunity for officers and members of all chapters to meet and discuss issues of mutual interest exhibit and bring forward matters of interest to FAPAC. All chapter members are encouraged to send members to attend.

**5.2** Each chapter is encouraged to submit a bid to be the host of the National Leadership Training Program or a Regional Conference when the chapter has demonstrated its stability and growth and shown that it can meet its established goals. The bidding for such a privilege will be competitive, and held each year at National Leadership Training Program. It may be for two to three years in advance to provide a preparation period for the selected chapter and its respective host city. The selection process will be determined at the National level. Interested city officials who want to host a Regional FAPAC National Leadership Training Program may accompany chapter officials for bidding as part of the team and make separate presentation.

**5.3** The host Regional Chapter and National FAPAC shall share the proceeds after all financial obligations are met for holding the National Leadership Training Program. The division of proceeds shall be agreed upon between the host Regional, and National FAPAC before the training takes place. With the anticipated rapid growth of chapters, it is recognized that the planning of regional conferences may become a necessity. However, such National Leadership Training Program shall not be held until it is determined that they will be practical, productive, and adequately, funded.

**5.4** In addition to supporting the National and Regional FAPAC issues, each chapter should work diligently to develop new initiatives that will be beneficial for each region and subsequently help implement the initiatives at the national level.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT CHAPTER COMMITTEE CHAIR, AT [CHAPTER@FAPAC.ORG](mailto:CHAPTER@FAPAC.ORG)**