

National Association for Asian And Pacific American Education

MANUAL OF OPERATIONAL PROCEDURES

Established 1987

(Revised: April 1990, May 1992 & April 1999, November 2007)

I. GOALS

The National Association for Asian and Pacific American Education (NAAPAE) is a non-profit organization: its purpose, as stated in its Constitution, includes but not limited to:

- A. Promoting the inclusion of the history and culture of Asian and Pacific Americans (APA's) in the school curriculum.
- B. Advocating bilingual, multicultural, and other programs and policies needed by APA's.
- C. Establishing a national communications network of individuals committed to quality education for APA's.
- D. Encouraging research on APA education topics.
- E. Supporting the increasing participation of APA's in diverse educational roles.
- F. Increasing public awareness of APA educational concerns and needs.

II. ORGANIZATIONAL STRUCTURE

A. *Officers*

NAAPAE has four elected officers: President, Vice-President, Secretary and Treasurer. They administer the daily business of NAAPAE and oversee its budget. The officers meet or converse as frequently as needed.

B. *Executive Council*

The Executive Council consists of four elected officers, the immediate past president, regional representatives, and chapter presidents. The Council provides input and assistance to the Officers in planning and carrying out the work of the Association under the general policies established by the Constitution. The Council meets once a year during the annual Association Conference and at special meetings as it deems necessary. All Council members are expected to attend the annual meeting.

The following regions are represented on the Executive Council.

- Region I. Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, and Eastern Canada.
- Region II. Alabama, Arizona, Arkansas, Colorado, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Mexico, Nevada, North Dakota, Ohio, Oklahoma, South Dakota, Tennessee, Texas, Utah, West Virginia, Wisconsin, and Wyoming.
- Region III. Alaska, California, Hawaii, Oregon, Washington, and Western Canada
- Region IV. Pacific Islands excluding Hawaii

C. NAAPAE Chapters

NAAPAE welcomes groups that are interested in forming a chapter to promote NAAPAE Goals in different localities. The guidelines for forming a chapter are as follows:

The benefits of establishing a NAAPAE chapter.

1. The membership in a NAAPAE chapter will enjoy the same benefits as prescribed to all NAAPAE members.
2. NAAPAE shall co-sponsor local conference/workshops or other approved activities by providing speakers/presenters or NAAPAE representation as requested by the chapter.
3. NAAPAE membership dues shall be shared 50% between NAAPAE and the chapter.
4. The President of the chapter shall serve as member of the NAAPAE Executive Council and meets with the Executive Council accordingly.

The requirement for establishing a NAAPAE chapter as are follows:

1. There shall be thirty (30) or more individuals interested in the education of Asian and Pacific Americans and serving as members of NAAPAE.
2. There shall be a roster of officers as elected by the chapter members and the adoption of by-laws modeled after the NAAPAE Constitution for the said chapter.
3. There shall be a submission of request and a list of membership (30 or more) participating in the establishment of a chapter to the Executive Council of NAAPAE with the required NAAPAE membership dues.

4. NAAPAE Executive Council and/or Officers shall review the request and make decisions at the designated meetings. Approval shall be granted in writing from NAAPAE Executive Council.
5. NAAPAE will forward 50% of membership dues to said chapter once the chapter has been approved.
6. Each chapter shall maintain a membership of 30 at all times. If a chapter's membership falls below this number, the chapter will lose its chapter status.

NAAPAE shall provide any needed technical assistance in establishing a chapter as requested by the interested groups.

D. Membership

Membership in NAAPAE is available to all individuals and institutions interested in a supportive of Asian and Pacific American education and of the goals of the Association: Commitment to membership is demonstrated by paying membership dues in the following categories. Active membership is measured by staying current with membership dues.

Active Member – A professional engaged in the field of education or in another profession in society. Active members have voting status and are eligible for holding office.

Student/Senior Member – A student enrolled in an educational institution, or a retiree interested in APA education. Both types of members have all the privileges of an active member.

Organization Member – An educational, social, cultural organization, institution or agency supportive of the goals of NAAPAE. A contributing member does not have voting status.

10 Year Member – Anyone who contributes to a 10 year commitment as an active NAAPAE member.

Lifetime Member – Anyone who contributes to a lifetime commitment as an active NAAPAE member.

E. Standing Committees

The standing committees are formed to effectively distribute the tasks of major functions or activities of NAAPAE among representatives from the varied linguistic and cultural groups of the members. The following standing committees are a permanent component of the NAAPAE structure:

Award Committee	Conference Committee
Publications Committee	Nomination and Teller's Committee

F. Ad Hoc Committees

The *ad hoc* committee shall be formed by the Officers to deal with issues on a short-term basis, and will function in the same manner as standing committees. However, they shall be temporary, and shall serve at the discretion of the Officers.

The Chairperson of an *ad hoc* committee will be appointed by the NAAPAE President, who will select committee members. Every effort will be made to insure regional, ethnic, and linguistic representation on all *ad hoc* committees.

G. Publications

NAAPAE publications include the NAAPAE Newsletter and NAAPAE papers generated by annual conferences in a form of anthology. The newsletter is published on a quarterly basis. Items for the newsletter and NAAPAE papers are selected for publication by the newsletter editor(s).

III. STANDING COMMITTEES

NAAPAE has established standing committees to assist the Officers in carrying out the activities of the association. Each standing committee shall be headed by a chairperson to be selected from among the NAAPAE membership in good standing. The term of appointment for each chairperson will vary in accordance with the procedures developed by the NAAPAE Officers.

The chairperson of each committee shall submit an annual report of its activities and progress to the NAAPAE President, and shall select persons to serve on his/her committee. The members of the committee shall be NAAPAE members in good standing and shall reflect whenever possible the association's regional, cultural, ethnic and linguistic composition.

A. Award Committee

The Vice President shall also be chairperson of the Award Committee, and will appoint 2 or 3 NAAPAE members in good standing to the committee.

Under the leadership of its Chairperson, the Award Committee is responsible for:

1. Reviewing guidelines for the nomination and selection of candidates for Service and Scholarship Award.
2. Disseminating information on award nomination and selection procedures.
3. Collecting nominations and the necessary data.
4. Evaluating the nominees and selecting the award recipients.
5. Advising the Executive Council of the award selections.

B. Publications Committee

The Chairperson of the Publications Committee shall be appointed by the NAAPAE President to serve for a period of one year. Appointment may be renewed for additional terms. The membership of the Publications Committee will include the NAAPAE Newsletter Editor.

The Publications Committee shall be responsible for coordinating and preparing all NAAPAE publications, with the exception of the NAAPAE Newsletter which is the responsibility of the Editor.

1. Preparing NAAPAE annual conference proceedings for publication.
2. Preparing all manuscripts for NAAPAE publications.
3. Serving as liaison between the Officers and authors of all publications.
4. Serving as liaison between the Officers and publishing houses.
5. Advising the Officers on matters concerning publications.

C. Nominations and Teller's Committees

An important responsibility of each member of NAAPAE is to elect every other year, the best qualified candidates to serve as officers. The officers are the President, Vice-President, Secretary and Treasurer.

All active and student/retiree members of NAAPAE in good standing shall be eligible to run for office. A member in good standing may become a candidate for a NAAPAE office by submitting a petition by at least five other members in good standing.

Nomination of Candidates

The Nomination Committee shall consist of three (3) to five (5) members appointed by the Secretary with the Executive Council's approval during the annual conference prior to the election. Members of the Nomination Committee may not run for office.

The Committee is responsible for:

1. Disseminating information to the membership regarding nomination and election procedures and relevant timelines.
2. Preparing and mailing petition for nomination forms to all NAAPAE members in good standing at least ninety (90) days before the annual conference.
3. Collecting petitions for nominations at least seventy-five (75) days before the conference.
4. Checking the membership status of and contacting nominees for confirmation of their candidacy.
5. Securing biographical data and campaign statements from the candidates.
6. Presenting a slate of candidates with their biographical data and campaign statements to the Teller's Committee and the Executive Council through the President at least sixty (60) days before the conference.

Election of Officers

Active and student/retiree members in good standing will be eligible to vote at least sixty (60) days prior to the annual NAAPAE conference. The printed ballot will contain the names of candidates for each position and a space for write-ins. Each ballot will be numbered. Returned ballots shall be postmarked no later than twenty (20) days from the date of mailing to membership. The ballots shall be returned to the Chairperson of the Teller's Committee for counting. A majority of the returned votes shall decide all elected officers. The Chairperson of the Teller's Committee will inform the NAAPAE President of the election results.

The Candidates shall be notified of the election results by the Chairperson of the Teller's Committee no later than fourteen (14) days prior to the opening of the annual NAAPAE Conference.

The NAAPAE President shall announce the election results at the membership meeting at the NAAPAE Conference. The newly elected officers shall be sworn in during the

banquet of the annual NAAPAE conference, and shall take office within forty-five (45) days following the annual conference.

The Teller's Committee consisting of three members shall be appointed by the Secretary with the Executive Council's approval. The Committee is responsible for:

1. Submitting the slate of candidates and each candidate's biographical data and campaign statement to the NAAPAE Newsletter Editor for publication.
2. Preparing the ballots for distribution to members.
3. Mailing the ballots and other appropriate election materials to all NAAPAE members in good standing at least forty-five (45) days prior to the annual conference.
4. Counting the returned ballots and certifying to the NAAPAE President the results of the election at least fourteen (14) days before the conference.

Election/Selection of Regional Representatives and chapter presidents

1. Each region and chapter will be responsible for the process of nomination and election of selection of its representative/chapter president.
2. Any member in good standing residing in the area belonging to a chapter may be a candidate for regional representative/chapter president.
3. The outgoing representative and chapter president shall solicit nominations and conduct the election of the incoming regional representative/chapter president at least seventy-five *calendar* (75) days before the annual NAAPAE conference.
4. Election or selection of regional representative/chapter president shall be conducted at least forty-five *calendar* (45) days prior to the annual NAAPAE conference.
5. Names of newly elected/selected regional representatives/chapter presidents shall be submitted to the NAAPAE President by the outgoing regional representatives no later than fourteen *calendar* (14) days prior to the annual NAAPAE Conference.

Removal of Officers and/or Regional Representatives

An officer of a regional representative can be removed from office under the following conditions and process:

1. Conditions for removal:

- Personal or professional reasons
 - Unethical conduct or other unprofessional conduct
 - Lack of responsibility toward the organization as evidenced by lack of participation in organizational matters and/or lapse in membership dues
 - Abuse of organizational funds or expenditures.
2. Process for removal
- It requires a two-third vote of Executive Council members.
 - In the event that an officer is to be removed, a regional representative will participate in the process.
 - The request to remove an officer and/or regional representative must be placed on the agenda and the officer/regional representative must be informed at least two (2) weeks in advance of the vote.
 - The officer and/or representative to be removed will have an opportunity to respond in writing or orally prior to the vote.

D. Conference Committee

A Local Conference Committee will be established at the site of the Conference. Whenever possible, the Conference Chairperson(s) shall be appointed by the NAAPAE Executive Council at least two (2) years before the Conference is held. The Conference Chairperson shall be responsible for all aspects of the NAAPAE Conference.

The Local Conference Committee shall:

1. Assist the Conference Chairperson(s) in planning and implementing all aspects of the Annual NAAPAE Conference including the following:
 - a. Selecting the theme
 - b. Selecting and inviting the keynote speakers and presenters in consultation with the Executive Council.
 - c. Preparing the Conference poster, logo, call for paper, flyers, and written materials needed for conference activities.
 - d. Planning the program and other related activities.
2. Carry out the activities necessary to conduct a successful annual conference.

The Conference Chairperson(s) shall:

1. Appoint all chairpersons and members of each subcommittee.
2. Coordinate all conference activities.

3. Serve as the liaison between the Local Conference Committee and the Executive Council represented by the NAAPAE Vice-President.
4. Make all arrangements and sign contracts for all conference facilities and equipment.
5. Attend, observe, and study the previous conference for planning purposes.
6. Prepare and transfer the conference mailing list to the new Conference Chairperson and secretary by the end of the July following the conference.
7. Prepare and submit the final report and financial statement of the conference to the NAAPAE President no later than six (6) months after the closing of the conference.
8. Return the seed money and forward the balance of the conference account(s) to the NAAPAE Treasurer no later than six (6) months after the closing of the conference.

Site Selection

The annual NAAPAE Conference is to be held in the spring of each year. Every attempt should be made to identify the best location in the city with significant activities in APA education.

The site of the annual NAAPAE Conference shall be selected at least three (3) years before the date of the conference. The site shall be selected by the NAAPAE Executive Council.

The following criteria will be used to determine a site of the conference.

1. Availability and adequacy of conference facilities
2. Reasonable projected cost for running the conference
3. Convenient geographical location
4. Ample local and regional resources and manpower
5. Commitment of local, state, and regional educational agencies or organizations

Conference Fees and Expenditures

Every effort must be made to conduct the conference at the lowest possible cost to the Association.

The Conference budget may include travel, food, and lodging expenses, and possibly honoraria of the keynote speakers and major session presenters who are guests of the NAAPAE Executive Council.

All other presenters shall not be reimbursed for travel, food, or lodging expenses. Neither will they be paid an honorarium. All presenters must be informed in the call for papers that they must register and pay for the conference.

Suggested Timelines for the Local Conference Committee

1. At least two (2) years before the scheduled Conference:
Appointment of the Conference Chairperson(s).
2. By January of the year preceding the scheduled Conference:
Formation of the Local Conference Committee.
3. January of the year preceding the scheduled Conference:
Giving the seed money to the Conference Chairperson.
4. One year before the Conference (at the annual conference):
Giving progress report before the Executive Council.
5. Fall of the year preceding the Conference:
Meeting between the Representatives from the NAAPAE Officers and Local Conference Committee:
First Conference mailing to the membership
6. September 30th of the year preceding the Conference:
Mailing of the call for papers indicating Mid-November as the deadline for responses.
7. September of the year preceding the Conference:
Sending out invitations to prospective keynote speakers and major session presenters by the NAAPAE President and Conference Chairperson(s).
8. Three (3) months before the Conference:
Third conference mailing to the membership and other interested individuals and institutions;
Notification by mail of selected paper presenters.
9. Two (2) months before the Conference:

Mailing of registration packets and other relevant Conference materials including NAAPAE membership application/renewal forms.

10. Forty-five (45) days before the opening of the Conference:
Notification of Conference presenters of the time and places of their presentations.
11. Thirty (30) days before the opening of the Conference:
Deadline for pre-registration.
12. No later than six (6) months after the closing of the Conference:
Closing of Conference books;
Forwarding the balance of Conference account(s) to the NAAPAE Treasurer by the Conference Chairperson.
13. At the Executive Council Meeting during the following Conference:
Final Conference Report, including the Conference Financial Statement, submitted by the Conference Chairperson(s).

Role of the NAAPAE Executive Council

The Executive Council shall be consulted for approval of the Conference theme. A \$5,000 conference advance (or seed) money shall be made by the Treasurer to the Conference Chairperson for the purpose of initiating conference activities at least one (1) year prior to the Conference. The Executive Council shall make recommendations to the local Conference Committee regarding topics, keynote speakers, presenters, activities, sites and other aspects. The National Treasury will assume the ultimate financial responsibility for all expenses incurred in connection with the annual conference. The Executive Council will assist the Conference Committee in the dissemination of conference information.

IV. NAAPAE NEWSLETTER

The *NAAPAE Newsletter* is the official newsletter of the Association. The editor of the newsletter is appointed by the NAAPAE President for a term of three (3) years. The appointment may be renewed for additional terms.

Criteria for Selecting the NAAPAE Newsletter Editor

1. NAAPAE membership in good standing
2. Experience and knowledge of APA education
3. Editorial experience

4. Willingness to carry out the duties of the office as prescribed by the NAAPAE Executive Council
5. Availability of resources necessary to accomplish the tasks.

Editor's duties

1. Coordinate all operations for four issues of the newsletter reflecting a balance of current academic, political and organizational concerns within APA education in accordance with predetermined deadlines.
2. Solicit, select and prepare articles for publication.
3. Solicit appropriate ads for inclusion in the newsletter.
4. Serve as liaison between the NAAPAE Executive Council and advertisers.
5. Maintain records.

V. CHAPTERS

1) Membership

- a. Membership dues and application forms collected by a chapter should be forwarded to the national ~~office~~ *treasurer* at the end of each month.
- b. The ~~clerk~~ *NAAPAE Treasurer* will deposit the check and send *chapter membership dues*. A copy of the check ~~will be sent to the Treasurer~~ and a copy of the application form will be sent to the *NAAPAE Secretary*.
- c. *The NAAPAE Secretary* will inform the *NAAPAE Treasurer* about the amount of reimbursement to each chapter.
- d. *NAAPAE Treasurer* will send a reimbursement check to a chapter.

If a check is made out to the chapter, 50% of the amount along with the application form will be forwarded to the national office. (?)

If a membership roster falls near 25, *the NAAPAE Secretary* will inform the President and send a letter to the chapter informing them of the standing and offer assistance. The chapter will submit a plan regarding the status within 6 months.

If the membership remains below 25 for a period of one year, the President will convene the Executive Council to decide the chapter status.

2) Meetings and other activities

- a. Each chapter must have meetings at least two times annually.
- b. A copy of the minutes must be forwarded to the NAAPAE President within one month.
- c. NAAPAE President must be notified of any activities conducted/sponsored by each chapter 2 months prior to the events. Within one month after the event, a report must be sent to the NAAPAE President. This report must include a financial report.
- d. The chapter president must submit a written summary of activities at the next Executive Council Meeting.
- e. In order to support the NAAPAE effort, each chapter will provide two or more presentations at the annual conference.

3) Elections

- a. Election shall take place according to each chapter's by-laws.
- b. The NAAPAE President must be informed of the results within two (2) weeks.

4) Financial Report

Each chapter must submit a financial report (**April 22 to April 21**) to the NAAPAE Treasurer by **June 1** of each year, so that the Treasurer can incorporate it into the NAAPAE tax return. The Treasurer will supply a form, so the report from each chapter will be standardized.

5) Executive Council Meeting

- a. Chapter president will attend any Executive Council Meeting called by the NAAPAE President.
- b. If a chapter president cannot attend a meeting, he/she may send a substitute who is a chapter officer. The chapter president must obtain permission to do so from the NAAPAE Secretary prior to the meeting.
- c. The cost of airfare will be reimbursed by NAAPAE.