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# HAPPEN BRG BYLAWS

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2024

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# Definitions

**HAPPEN:** A State of Washington Business Resource Groups (BRG).

**ANHPI:** Acronym HAPPEN uses for Asian, Native Hawaiian, and Pacific Islanders. Not everyone in ANHPI identifies as Asian American and HAPPEN wants to be as inclusive as possible.

# Articles and Bylaws

## Article I: Name

Hawaiians, Asians, and Pacific Islanders Promoting an Empowerment Network (HAPPEN)

## Article II: Vision, Mission, Purpose, and Goals

See Charter.

## Article III: General Membership

General membership is open to individuals who are committed to supporting and advancing the goals of HAPPEN and meet one of the definitions listed in Article IV, Section I.

## Article IV: Structure

The Executive Committee shall be comprised of the Executive Sponsor, (3) Co-Chairs, Administrative Liaison, Membership and Communication Coordinators, Treasurer, Ex-Officio Member(s), and the Standing Committee Leads.

- A. **Executive Sponsor:** Washington State agency administrator/executive management leader who guides and advocates for the goals of HAPPEN. It is a non-elected position. The person must be employed as an executive leader within state government with a shared or demonstrated interest in the mission of HAPPEN.
- B. **Co-Chairs:** (3 positions) All three Co-chair positions (1, 2, and 3) must work collectively and collaboratively to meet the needs of HAPPEN by attending state BRG Leads meetings, act as co-facilitators for all HAPPEN meetings and develop and submit the HAPPEN annual report. Co-chairs are the representatives of HAPPEN in different spaces, direct contact for the BRG coordinator, DEI Innovations Manager, Office of Equity, and others.
- C. **Administrative Liaison**
  - i. Maintains all meeting minutes.
  - ii. Schedules meeting space.

- iii. Monitors general email inbox and filters communications as required.

**D. Membership Coordinator**

- i. Maintains membership and attendance rosters.
- ii. Recruits new members and facilitates nominations for elected officers.
- iii. Facilitates elections.
- iv. Records minutes for general member meetings.

**E. Communications Coordinator**

- i. Maintains documentation and disseminates information related to HAPPEN.
- ii. Develops external and internal communications such as website and social media.
- iii. Works collaboratively with External Affairs committee.

**F. Treasurer**

- i. Maintains budget and finances for HAPPEN.
- ii. Provides fiscal updates to HAPPEN Executive Committee and members.
- iii. Coordinates with OFM BRG Coordinator on funding and expenditures.

**G. Ex-Officio Member(s):** A non-elected position. Appointed by Executive Committee, with confirmation vote by majority of voting membership, as a legacy member who assists current leadership with ensuring HAPPEN stays aligned with mission, vision, values, and strategies.

**H. Standing Committees:** These will be established in accordance with the charter, with the addition of special committees as determined by HAPPEN and its general membership. Each committee will be led by a “Committee Lead” who will be elected. Each Lead may solicit additional committee members without election of those members. Standing committees include:

- i. **Career/Leadership Development:** Identifies or facilitates training opportunities in leadership and career development for HAPPEN members.
- ii. **Mentorship:** Maintains a list of potential or current mentee and mentors. Creates mentorship application and matches members.
- iii. **External Affairs:** Develops and engages with state government stakeholders and partners such as the Commission on Asian Pacific American Affairs (CAPAA), and external relationships with ANHPI communities and organizations on outreach events and activities which includes and embraces all cultures within the ANHPI communities. Plans and organizes events, trainings, and informs members of various external events and opportunities pertaining to understanding history and celebrating culture.

- iv. **Policy:** Reviews and monitors legislation (proposed or amended) that impact all cultures within ANHPI communities, work closely with the Executive Sponsor and Co-chairs in creating policy recommendations to the Governor’s Office (through the Office of Financial Management (OFM)), the Office of Equity, the Commission on Asian Pacific American Affairs (CAPAA), and state government agencies as needed.

**I. General Membership**

- i. **Active Members:** Any current or former Washington State employee who has attended at least one general membership meeting or event in the past six months. Only active members have voting rights.
- ii. **Community-at-Large:** Any individual who is affiliated with the shared interest in the mission of the business resource group but may not be a state employee and may not have attended a general membership meeting in the past six months. Community-at-large individuals do not have voting rights.
- iii. **BRG Coordinator:** The OFM BRG Coordinator facilitates and bridges communication between the BRG and the Office of Financial Management.

**Article V: Elections**

**A. Elected leadership positions**

- i. **Co-Chair (Position 1):** Elected in odd years
- ii. **Co-Chair (Position 2):** Elected in odd years
- iii. **Co-Chair (Position 3):** Elected in even years
- iv. **Administrative Liaison:** Elected in even years
- v. **Membership Coordinator:** Elected in even years
- vi. **Communication Coordinator:** Elected in odd years
- vii. **Treasurer:** Elected in even years
- viii. **Committee Leads:**
  - a. **Career/Leadership Development:** Elected in odd years
  - b. **Mentorship:** Elected in even years
  - c. **External Affairs:** Elected in even years
  - d. **Policy:** Elected in odd years

**B. Frequency of Elections:** Elections are held annually in May or June with terms beginning on July 1. There are no term limits.

**C. Special Elections:** Special elections occur when an elected position is vacated by its incumbent, or no nominees are received for a specific elected position. The Executive

Committee shall work with members to identify nominees for vacant positions. A special election shall be held with membership to confirm nominees for special election following the applicable election rules outlined in Section 5(D). Any person elected to a position in a special election shall fulfill the remainder of the term, which results in serving less than a full two-year term.

- D. **Nomination Structure:** Any active HAPPEN member may submit nominations (even if it is a self-nomination) for the elected positions to the Membership Coordinator, with support from the OFM BRG Coordinator if the current Membership Coordinator is seeking election for any position.
- i. Nominations may start March 1 and must be made by April 30 completed no later than May 31 every year for any positions for which a term is ending. in an election year.
  - ii. Nominees must obtain supervisor approval to run for election.
  - iii. Non-self-nominees can reject a nomination.
  - iv. Membership will conduct elections when positions are vacant when a position term is ending, there is a resignation, or other circumstances that may occur in accordance with Section 5(C)..
  - v. All nominees who are willing to accept the nomination will be included on the ballot.
  - vi. All nominees acknowledge that terms are not to exceed two years unless re-elected., except for the one-year chair term.
  - vii. Voting / ballots will be set-up using SurveyMonkey® or other subsequently approved secure online or other process approved by a majority of HAPPEN members. Ballots will be emailed to all active members, with the support of the Communication Coordinator. This will allow all active members of HAPPEN to vote for nominated candidates.
  - viii. The OFM BRG Coordinator may support the Membership Coordinator during the elections process.
  - ix. If two or more candidates are nominated for a position, a simple majority is required to elect that position. If a simple majority is not achieved, the top two candidates shall be placed in a run-off election. A simple majority is required to win a run-off election. In the event of a tie during a run-off election, the (3) Co-Chairs shall select the winner by each casting their vote.

- x. Should an elected incumbent choose to resign their position before their term ends, sufficient notice is highly encouraged so that an election to fill the vacancy can be done so in a timely manner or during the election cycle identified above.

#### **Article VI: Meetings**

- A. **Calendar:** A meeting calendar will be developed by co-chairs and distributed to committee members by the Communications Lead.
- B. **Frequency of Meetings:** HAPPEN will hold at least one meeting per month, except for the month of December, unless there are special circumstances as determined by elected members and agreed to by general membership by consensus.
- C. **Agenda items:** Can include but are not limited to:
  - i. An update report from all committees, as available.
  - ii. Guest speakers on topics such as advancing racial equity, leadership development, cultural competencies, career development, public policy/legislation impacting ANHPs, and State equity, diversity, inclusion, and belongingness competencies.
  - iii. A list of planned activities and readings supporting the charter to aid in focusing committee work.
  - iv. New or Other Business.
- D. **Transparency:** All HAPPEN business will be conducted in an open and transparent manner that is expected of all public employees.

#### **Article VII: Annual Report**

- A. Establish methods to measure the performance of HAPPEN activity.
- B. Continuously review methods to measure the success and/or performance of each activity to include measurable goals that will be included in the annual report.
- C. Provide annual report to OFM State HR or to the OFM BRG Coordinator by June 30 of each year.

#### **Article VIII: Amendment of Bylaws**

- A. **Amendment Process:** Amendments to bylaws or charter (or any other governing ANHPI BRG document) will require a simple majority vote of the membership.
- B. **Voting:** Voting/ballots will be set up using SurveyMonkey® or other subsequently approved secure online or other process approved by a majority of HAPPEN members. Ballots will be emailed to all active members, with the support of the Communications

Coordinator. This will allow all active members of HAPPEN to vote for bylaw amendments.

- C. **State Directive or Legislative Changes:** In the event a State HR Directive, Executive Order, or Legislation that would cause any contents of these by-laws to fall out of compliance, the Co-Chairs shall work with the OFM BRG Coordinator to amend the by-laws administratively in order to comply. These actions shall be reported to the membership but shall not require a formal vote.

#### **Article IX: Impeachment Procedures**

- A. Any member can call for any elected position to be removed from their position if the calling member provides reasonable evidence that the elected person acted in bad-faith or inconsistent with the HAPPEN charter and by-laws.
- B. **Criteria for Impeachment:** The Executive Committee shall determine whether to call for a vote by the general membership to consider impeachment of an elected person if it determines any of the following criteria have been met:
  - i. An elected person has acted in a documented egregious manner that is detrimental to HAPPEN being able to fulfill its purpose and goals.
  - ii. An elected person has violated the law pertaining to civil rights, harassment, sexual harassment, bribery, forgery, or any other action which may result in disciplinary action or dismissal.
- C. Impeachment from the position requires a two-thirds vote of active members, which shall be facilitated by the Membership Coordinator. If the Membership Coordinator is called for impeachment, the vote may be facilitated by the Co-Chairs, Executive Sponsor, or the OFM BRG Coordinator.

#### **Article X: Dissolution**

- A. Should HAPPEN become dissolved and no longer be a functioning entity, any resources or products will be archived and turned over to OFM State HR.