

HAPPEN

Hawaiians, Asians, & Pacific Islanders Promoting an Empowerment Network

UPDATED: JULY 2025

Bylaws

ARTICLES AND BYLAWS

1. **Article I:** Name: Hawaiians, Asians, and Pacific Islanders Promoting an Empowerment Network (HAPPEN).

2. **Article II:** Vision, Mission, Purpose, and Goals (see Charter).

3. **Article III:** General Membership.

General membership is open to members of the Asian, Native Hawaiian, and Pacific Islander (ANHPI) community and their allies in Washington State service who are committed to supporting and advancing the goals of HAPPEN and meet one of the definitions listed in Article IV, Section I.

4. **Article IV: Purpose and Structure**

HAPPEN was created and approved to be a Washington Business Resource Group (BRG) in 2022 by the Office of Financial Management (OFM). BRGs are cross-agency, employee-led groups that undertake initiatives to improve business outcomes, increase employee engagement, amplify employee voice, and support infrastructure to advance diversity, equity, and inclusion in Washington state. HAPPEN's 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 – A public employee of any Washington state agency who guides and advocates for the goals of HAPPEN. It is a non-elected position. The person ideally would hold a position or appointment at a state agency at a director or deputy director level with responsibilities in providing executing level guidance, strategic thinking, vision setting, policy impact, and management of a program or division. An Executive Sponsor must be a strong advocate for the ANHPI community champions the mission of HAPPEN.

B. Co-Chairs (Three Elected 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 OFM BRG coordinator, OFM DEI Innovations Manager, the Office of Equity, and others. Co- chairs are the representatives of HAPPEN in different

spaces, direct contact for OFM BRG coordinator, OFM DEI Innovations Manager, the Office of Equity, and others.

C. Administrative Liaison (Elected Position)

- Maintains all meeting minutes.
- Schedules meeting space.
- Monitors general email inbox and filters communications as required.

D. Membership Coordinator (Elected Position)

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

E. Communication Coordinator (Elected Position)

- Maintains documentation and disseminates information related to HAPPEN.
- Develops external and internal communications such as website and social media.
- Works collaboratively with Community Engagement committee.

F. Treasurer (Elected Position)

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

G. Ex-Officio Member(s): This is 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 Committee Lead (Elected)** - Identifies or facilitates training opportunities in leadership and career development for HAPPEN members.
- ii. Community Outreach Committee Lead (Elected)** – 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. Shares and Informs membership of various external events and opportunities pertaining to understanding history and celebrating culture.

- iii. **Special Projects Committee Lead (Elected)** - Serves as the project manager for all of HAPPEN's annual ANHPI Heritage Celebrations and may provide support for other HAPPEN events, membership or activities, trainings, and secures the resources and volunteers as needed, logistics, speakers, catering, and decorations. This position may recruit, create, and lead teams of volunteer subcommittees through the entire project management cycle in event planning.
- iv. **Policy Committee Lead (Elected)** – 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 OFM), the Office of Equity, the Commission on Asian Pacific American Affairs (CAPAA), and state government agencies as needed.
- v. **Mentorship Committee Lead (Elected)** - Leads and manages the mentorship program, including developing events and training opportunities for growth and professional development. This position recruits' mentors and mentees and provides support for helping them achieve their learning objectives.

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.

5. Article V: Terms and Elections

All elected positions serve two-year terms.

A. Elected leadership positions:

- Co-Chair (Position 1) – Elected in Odd Years
- Co-Chair (Position 2) – Elected in Odd Years

- Co-Chair (Position 3) – Elected in Even Years
- Administrative Liaison – Elected in Even Years
- Membership Coordinator – Elected in Even Years
- Communication Coordinator – Elected in Odd Years
- Treasurer – Elected in Even Years
- Committee Leads:
 - o Leadership Development – Elected in Odd Years
 - o Mentorship – Elected in Even Years
 - o Community Outreach – Elected in Even Years
 - o Policy – Elected in Odd Years
 - o Special Projects – Elected in Odd Years

Frequency of Elections: Elections are held annually and must be completed by June 30 each year with terms beginning on July 1. There are no term limits

B. 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.

C. 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.

1. Nominations may start by March 1 by the Membership Coordinator and must be completed no later than May 31 every year for any positions for which a term is ending.
2. Nominees must obtain supervisor approval to run for election.
3. Non-self-nominees can reject a nomination.
4. The Membership Coordinator will conduct elections when positions are vacant, when a position term is ending, in the event of a resignation, or other circumstances that may occur in accordance with Section 5(C).
5. All nominees who are willing to accept the nomination will be included in the ballot.
6. All nominees acknowledge that terms are not to exceed two years unless re-elected.
7. Voting/ballots will be set-up by the Membership Coordinator 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.

8. The OFM BRG Coordinator may support the Membership Coordinator during the elections process.
9. If two or more candidates are nominated for a position, the Membership Coordinator will require a simple majority 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.
10. Should an elected incumbent choose to resign their position before their term ends, sufficient notice to the Membership Coordinator, Executive Sponsor, and Co-Chairs 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.
11. Should an Executive Sponsor leave their role, the departing Executive Sponsor may nominate or recommend to OFM their replacement candidate(s). If an Executive Sponsor is removed by OFM for any reason, the OFM BRG Coordinator may consult with the current Co-Chairs about immediately placement of an Executive Sponsor.
12. Should an appointed ex-officio member resign or be removed from their role, the Co-Chairs may or may not select a replacement and request a confirmation vote by majority of voting membership.

6. 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:
 1. An update report from all committees, as available.
 2. Guest speakers on topics such as advancing racial equity, leadership development, cultural competencies, career development, public policy/legislation impacting ANHPIs, and State equity, diversity, inclusion, and belongingness competencies.
 3. A list of planned activities and readings supporting the charter to aid in focusing committee work.
 4. 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.

7. 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.

8. Article VIII: Amendment of Bylaws

- A. Amendment Process:** Amendments to the by-laws 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 by the Membership Coordinator 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 bylaw amendments.

- C. Administrative, State Directive, or Legislative Changes:** In the event a State HR Directive, Executive Order, or Legislation 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.

In addition, the BRG's Executive Committee may make minor amendments for administrative purposes only without a required formal vote by the membership. When administrative changes are proposed for the bylaws or charter, the Co-Chairs first determine if the change(s) are administrative in nature. Once it is determined they are, the Co-Chairs will present the changes to the entire Executive Committee in redline version with proposed changes as well as a memo outlining the purpose and necessity for the change(s). If the administrative changes reach majority vote, the actions shall be reported to the membership. For purposes of this document, administrative changes are unilateral changes that do not alter requirements, rights of the parties, or responsibilities in the bylaws. Examples of such changes include fixing typographical errors, technology or supply chain vendor changes, position title change/updates, changes or updates to the name of entities, and developing and approving operational procedures that directly support the BRG's policies.

9. 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 by their employing agency.
- 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.

10. Article X: Dissolution

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.