

**FEDERAL ASIAN PACIFIC AMERICAN COUNCIL
NEW MEXICO CHAPTER
ALBUQUERQUE, NM**

NAME

The name of this organization shall be the Federal Asian Pacific American Council- New Mexico, the acronym for which shall be FAPAC-NM.

MISSION

To promote diversity and increase coordination among all the departments of the Federal work force so that economic, business, social, and cultural interests of all Asian Pacific Americans working in the State of New Mexico, whether as a civilian or military, are optimized.

VISION

To pursue interests of Asian Pacific Americans in the Federal workforce and at the same time, afford individuals the opportunity to be fully productive team members in accomplishing the mission in the department they are working for, and to provide a bridge between Asian Pacific Americans and the Federal leadership.

GOALS

- 1 To increase the coordination between all the Asian Pacific Americans working in various departments of the Federal workforce;
2. To improve the employment and career advancement opportunities for Asian Pacific Americans in all departments of the Federal workforce throughout the State of New Mexico;
3. To promote Asian Pacific Americans cultural awareness among Federal leadership and within communities throughout the State of New Mexico; and
4. To advance team building among Federal workforce and local communities to create programs and services for the betterment of work and living environment for Asian Pacific Americans.

FAPAC-NM CONSTITUTION AND BYLAWS

FAPAC-NM Chapter adopts National FAPAC constitution and Bylaws and accepts the obligations to uphold the purposes of the organization as set forth in the FAPAC Constitution and by-laws. It is incumbent upon each member of FAPAC-NM to make a commitment to honorable behavior in representing FAPAC in all aspects of organizational activity.

We, the undersigned, are the officers of the Federal Asian Pacific Council New Mexico Chapter, and we consent to, and hereby do, adopt the foregoing Bylaws, as the Bylaws of this organization.

Ashok Kapoor Date 4/30/2003 MaryAnn Lovato Date 3 Apr 03

Ashok Kapoor, DOE/NNSA
Chairperson, FAPAC-NM

MaryAnn Lovato, ABW/CCX
Vice Chairperson for Operations, FAPAC-NM

Shirley Dehon Date Apr 30 2003

Shirley Dehon, USACE,
Vice Chairperson for Committees, FAPAC-NM

Dan Baggao Date 4/30/03

Dan Baggao, USDI/BLM RFO
Treasurer, FAPAC-NM

John Tillotson Date 4/30/2003

John Tillotson, US SBA
Auditor, FAPAC-NM

Maribel Roybal Date 4/30/03

Maribel Roybal, US Bankruptcy Court
Executive Secretary, FAPAC-NM

**FAPAC-NM EXECUTIVE BOARD
2003-2004**

Ashok Kapoor, Chairperson

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Maryann Lovato, Vice Chairperson for Operations

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Shirley Dehon, Vice Chairperson for Committees

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Dan Baggao, Treasurer

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John Tillotson, Auditor

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Maribel Roybal, Executive Secretary

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Carmen V. Jackson, (back up to Maribel Roybal)

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Excerpts from the FAPAC Constitution and Bylaws with modifications

Adopted by FAPAC-NM

ARTICLE II

DUTIES OF OFFICERS AND AUDITOR

Section 1. CHAIRPERSON. It shall be the duty of the chairperson, as chief executive officer, to:

- a. Prepare the agenda and preside at all meetings of the general membership and of the Executive Board
- b. Have overall responsibility for the coordination of all of FAPAC-NM activities
- c. Serve as the official representative and spokesperson for FAPAC-NM
- d. Appoint committee chairpersons (as designated here) and act as an ex-officio member of all committees, and
- e. Sign and execute agreement(s) and obligation(s), as approved by majority vote of the membership.

Section 2. VICE-CHAIRPERSON FOR OPERATION. It shall be the duty of the Vice Chairperson for operation to:

- a. Keep FAPAC-NM current regarding activities involving Asian Pacific American interests,
- b. Advise and assist the chairperson in the execution of his or her responsibilities,
- c. Function as the Chief Executive Officer of FAPAC-NM at the request and in the absence, or upon the resignation, of the Chairperson.

Section 3. VICE-CHAIRPERSON FOR COMMITTEES: It shall be the duty of the Vice-Chairperson for committees to:

- a. Nominate the candidates for the committees to the chairperson for appointment.
- b. Oversee the operation of all standing committees.
- c. Assess the need for ad-hoc committees as FAPAC-NM mission required and make recommendations to the chairperson.

Section 4. EXECUTIVE SECRETARY. It shall be the duty of the Executive Secretary to:

- a. Keep minutes of all executive, regular, and special meetings,
- b. Maintain all official correspondence and documents of FAPAC-NM,
- c. Prepare such reports and correspondence as may be assigned by the chairperson,
- d. Notify the membership of all meetings and functions,
- e. Circulate minutes, agendas, and other pertinent documents,
- f. Establish and maintain membership attendance and other documents records as needed, and

Section 5. TREASURER. It shall be the duty of the Treasurer to:

- a. Receive and collect all funds payable to FAPAC-NM
- b. Pay all financial obligations of FAPAC-NM, as duly authorized by the Executive Board or by vote of the general membership
- c. Prepare and submit an annual budget at the December regular meeting;
- d. Keep a clear and accurate record of all of FAPAC-NM receipts and disbursements, and;
- e. Present a report on the financial status of FAPAC-NM at each regular meeting.

Section 6. AUDITOR. The Auditor is not an officer, but is an independent elected position. It shall be the duty of the Auditor to:

- a. Provide oversight on financial matters of FAPAC-NM; and
- b. Conduct, or cause to be conducted by a Certified Public Accountant (CPA), an annual audit of the financial records of FAPAC-NM to ensure fiscal accountability. A written audit report should be officially, submitted by the Auditor during the FAPAC-NM regular meeting in February.

ARTICLE III

EXECUTIVE BOARD

Section 1. It shall be the duty of the Executive Board of FAPAC-NM to take the initiative in determining the policies and goals of FAPAC-NM. Members of the Executive Board are expected to attend all regular meetings of FAPAC-NM.

Section 2. A member of the Executive Board may be considered for removal as a consequence of his or her absence from three (3) consecutive meetings of FAPAC-NM general membership, unless there is a good and sufficient reason satisfactory to the other members of the Executive Board.

Section 3. Any member of the Executive Board or the Auditor may be removed for malfeasance, misfeasance or nonfeasance in office by a vote of two-thirds (2/3) of the active members at a regular meeting.

ARTICLE IV

COMMITTEES

Section 1. STANDING COMMITTEES. All standing committees shall act exclusively, on the basis of the specific authority designated to them by FAPAC membership. The Chairperson of all standing committees shall be appointed and/or reappointed by FAPAC-NM chairperson. The term of all standing committees' chairperson shall be for one year.

Section 2. The standing committees provide organizational assistance and contribute towards achieving FAPAC-NM established purpose and objectives. Each committee shall serve a specific function in contributing towards such purpose and objectives.

Section 3. Standing committee chairpersons shall coordinate committee functions, notify FAPAC-NM chairperson in advance of scheduled committee meetings, and appoint members of their respective committees.

Section 4. The standing committees will be formed, as needed by the Executive Board and General membership in accordance with the National FAPAC Constitution & Bylaws.

ARTICLE VI

MEETINGS

The regular meeting of FAPAC-NM shall be held at 11:30 A.M. at a place designated by the Executive Secretary and on the last Wednesday of each month. When the Wednesday falls on a non-working day, the meeting shall take place on the following Wednesday.