By-Laws

Article I – Association

The Body shall be named Tulane University’s Alliance for Asian, Latino, African American, Multi-Ethnic and Allies Faculty and Staff or ALAAMEA, (“The Alliance”) for Underrepresented Faculty and Staff.

Article II – Purpose

Purpose of ALAAMEA

The purpose of Tulane’s ALAAMEA is strategic advocacy on behalf of Tulane University’s underrepresented faculty and staff community. These underrepresented groups include an alliance of members and allies of diverse social identity groups of the Tulane community including Asian, Latino, African American, Multi-Ethnic, and LGBTIQ faculty and staff. The Alliance exists to provide a forum for dialogue and subsequent action on issues and concerns that impact the university’s underrepresented Faculty and Staff.

In support of Tulane’s Presidential Commission on Race and Tulane’s Values, The Alliance will provide the President and the Administration generally with information and advice regarding issues that impact diverse Faculty, Staff, and Students. In addition to the Presidential Commission, The Alliance serves to compliment and support campus efforts, including individuals and specific offices such as the Office of Multicultural Affairs (the “O”), the Office of Institutional Equity (OIE) and the Newcomb Tulane College, Office of Undergraduate Diversity, in important goals and initiatives that support diversity, equity & social justice for Tulane’s community.

The Alliance’s goals include but are not limited to the following:

- To establish strong bridges between ALAAMEA faculty, staff, and students through social engagement, mutual support, an defective communication.

- To provide advice and consultation to University administrators and schools on ways to improve the recruitment and retention of multi-cultural and multi-ethnic faculty and staff, increase campus dialogue and help build bridges of respect, understanding, and inclusion.
To foster the growth, development, and career enhancement of existing and potential ALAAMEA members through professional development, mentoring, and networking.

To identify ways to increase the involvement of ALAAMEA Alumni with Tulane’s ALAAMEA faculty, staff, and students.

Article III – Representation

All Faculty, Staff, and Administrators shall be allowed to join the Alliance

Article IV – Representation

Qualifications for Membership- A member may be:

- An individual is considered to be a member of The Alliance if she/he is employed by Tulane University and is current with her/his dues.

- Ex-officio membership – includes former staff and faculty members or affiliates of Tulane with paid dues. They have limited voting rights.

Membership Dues

For the academic year beginning in August, the annual dues for all members shall be due in August and payable to the Treasurer (or designee). Dues shall be determined by salary.

<table>
<thead>
<tr>
<th>Salary Breakdown</th>
<th>Dues</th>
</tr>
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<tbody>
<tr>
<td>Less than $25,000</td>
<td>$15</td>
</tr>
<tr>
<td>$25,000-$49,999</td>
<td>$25</td>
</tr>
<tr>
<td>$50,000-$74,999</td>
<td>$35</td>
</tr>
<tr>
<td>$ 75,000 and above</td>
<td>$55</td>
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Dues paid between January 1 and July 31 of the academic year shall be prorated to half the designated amount if the payee is a new member of the organization.

- Alumni shall pay $10.00 for five years immediately following graduation.
- After five years, dues for Alumni will be set at $50.00.

Membership dues will be used for normal business of the organization, events, and approved activity by the membership.

Paid membership includes:

- Full voting rights
• The right to serve as an officer
• The right to provide input on improving your status and condition as a Tulane employee
• Paid members may submit postings to the website
• Members to attend the Tulane Alliance faculty and staff fall and spring gatherings to include family members and significant others
• Members to receive a Tulane Alliance signature clothing

Expectations:

• All members are expected to be active and productive members.
• All members are expected to serve on at least one sub-committee and to assist with at least one meeting or social gathering.
• All members are expected to treat each other with respect.
• All members are expected to keep confidential information confidential – and disseminate information only after it is approved for release by The Alliance as a body.
• All members are expected to support The Alliance to the best of their ability.

Membership Meetings:

Regular meetings of The Alliance are held once a month, on the 3rd Friday of every month from noon until 1:30 pm or from 5:00 pm – 6 pm. These meetings will alternate between the Downtown Campus and the Uptown Campus as appropriate. Times may vary depending on the location.

Sub-committee meetings will be held according to the chair of each subcommittee. Subcommittee work must be brought to the Body for review and voting.

The attendance at any membership meeting of eight regular members and one co-chair (or co-chair designee) shall constitute a quorum and shall be necessary to conduct the business of the Alliance. Attendance may be established through conference calls.

The conveners shall email a notice of such meetings to all members. Such notices shall state the date, time, place and purpose of the meeting. A convener shall prepare the agenda for each meeting. Members who do not have access to email will be notified by the member of that unit who can easily transfer the meeting notices to the members.

Special Meetings:

Special meetings of The Alliance may be called by co-chairs, as agreed. The convener shall email notice of such meetings to members. Such notices shall state the date, time, place, and purpose of the meeting. A convener shall prepare the agenda for each meeting.
Members who do not have access to email will be notified by the member of that unit who can easily transfer the meeting notices to the members.

Order of Business:

The Order of the Business at all meetings shall be as follows:

- Call to Order
- Reading and acceptance of previous meeting reports
- Reports from subcommittees
- Old/New Business/Announcements
- Adjournment

The meeting order shall proceed in accordance with Robert’s Rules of Order.

Article V – Structure

The Alliance’s officers will be approved by the members of the ALAAMEA. Members may nominate another member or nominate themselves for an officer position. The nomination period may be held from May to September. The Executive Officers are the Co-Chairs, Treasurer, Conveners, Historian, and Events Coordinators. The Executive Officers names and email addresses will be presented to the Alliance at the beginning of the fall semester.

Co-chairs:

Co-chairs are responsible for identifying members to serve on their sub-committees. They are responsible for arranging meeting times, dates, and places. They are responsible for taking meeting notes. They are responsible for guiding the work of their sub-committee to ensure fulfill the goals of The Alliance. They are responsible for reporting the work of the sub-committee to The Alliance and providing a full report at the end of the year on the sub-committee’s work.

The co-chairs shall have executive authority to make decisions and take action. All co-chairs must agree with such action and provide written documentation of their rationale and actions regarding executive decision making to The Alliance as soon as practicable. The co-chairs must inform The Alliance of the issues, and their decision by email and listserv to provide an opportunity for review and consultation and voting. Seven business days shall be sufficient opportunity for The Alliance to review, comment and vote on issues.

As agreed and approved by the Alliance, it is the function of the co-chairs to communicate the decisions, reports, advice and information to the Administration and report back to The Alliance the outcomes of such communications. The co-chairs will
serve as the representatives for The Alliance when approving the budget, signing documents and/or meeting with University Officials.

Co-Chairs for Faculty Issues:

- **Sub-Committees on Faculty Issues (one each uptown and downtown):**
  To research quantitative and qualitative information concerning ALAAEAM faculty, identify issues and concerns and develop best practices to ensure that ALAAEAM faculty are hired, supported, retained and valued at Tulane University. Collaborate with the President’s Commission on Race regarding faculty issues.

Co-Chair for Staff Issues (one each uptown and downtown):

- **Sub-Committee on Staff/Administrator Issues:** To research quantitative and qualitative information concerning ALAAEAM staff, identify issues and concerns and develop best practices to ensure that ALAAEAM staff is hired, supported, and retained at Tulane University. Collaborate with the President’s Commission on Race regarding staff/admin issues.

Co-Chairs for Student Issues:

- **Sub-Committee for Student Issues:** To research quantitative and qualitative information concerning ALAAEAM students, identify issues and concerns and develop best practices to ensure that ALAAEAM students are recruited, admitted, nurtured and matriculate from Tulane University. Collaborate with the President’s Commission on Race regarding student issues.

Co-Conveners (two conveners for full ALAAEAM meetings):

The conveners shall work with the members to identify meeting places, provide notice of meeting times, dates and places. The conveners shall keep the minutes of the membership meetings. The conveners shall develop the agenda for each meeting, read the minutes and ask for approval. She/he shall attend to the giving and serving of all notices of the Alliance, and shall have charge of such books and papers as The Alliance may direct. She/he shall attend to such correspondence as may be assigned, and perform all the duties incidental to his/her office. She/he shall keep a membership roll containing the names, alphabetically arranged, of all persons who are members of the Alliance, showing their office address, emails, and office telephone number. The co-conveners shall monitor all emails to ensure that the contents of emails conform to the goals of the Alliance. The co-conveners may request members to assist with the order of the meeting including keeping the minutes. The co-conveners should be knowledgeable of Robert’s Rule of Order.

Treasurer:
The Treasurer shall be responsible for keeping account of the membership’s dues and expenditures using standards accounting principles and will provide the chairs with quarterly financial updates. The Treasurer shall have the care and custody of all the funds of the Alliance, and shall deposit said funds in the name of the Alliance. Alliance funds are maintained in a Tulane general ledger account that is maintained by the Office of Institutional Equity (OIE). Records of the account and budget statements shall be made available to the Treasurer upon request. She/he shall, when duly authorized by the co-chairs or conveners, shall sign, and execute agreements or contracts in the name of the Association. She/he shall also sign all checks, drafts, notes, and orders for the payment of money, which shall be duly authorized by the co-chairs, and/or conveners. She/he shall at all reasonable times exhibit her/his accounts to the Executive Officers of The Alliance upon request. At the end of each academic year she/he shall have an audit of the accounts of The Alliance made by a qualified person/committee appointed by the co-chairs, and shall present such audit in writing at the first meeting of the oncoming academic year. In the event of the dissolution of the Alliance, any remaining funds in the account shall be used to support the goals of the President’s Commission on Race and Tulane’s Values. The treasure will inform the Chief of Staff that The Alliance has dissolved and provide information pertaining to any funds.

**Historian:**

The Historian shall keep a record of the history of ALAAMEA at Tulane. The Historian shall serve as the convener when the convener is absent.

**Event Planner(s)** – Coordinate two social events per year. One event should be a fundraiser for ALAAMEA. Each event will have a theme and purpose. The purpose of the event shall be approved by the Officers and made known to the full body.

**Term of Office**

The term of office shall be from September 1 to July 31.

<table>
<thead>
<tr>
<th>Position</th>
<th>Term</th>
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<tbody>
<tr>
<td>Co-chairs</td>
<td>2 years</td>
</tr>
<tr>
<td>Co-conveners</td>
<td>2 year</td>
</tr>
<tr>
<td>Treasurer</td>
<td>2 year</td>
</tr>
<tr>
<td>Historian</td>
<td>3 years</td>
</tr>
<tr>
<td>Event Planner</td>
<td>2 year</td>
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</tbody>
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Each officer may be elected no more than three (3) consecutive terms for the same position.

**Removal or Termination:**

Any officer of The Alliance may be removed from office for cause (i.e., failure to perform designated duties, misuse of funds, and conviction of a felony) by a two-thirds vote of the membership. In case of death or resignation from the University, retirement, or removal
of an officer from office, the Executive Committee shall appoint a successor to fill the remainder of the term.

Article VI - PARLIMENTARY AUTHORITY

All matters not covered by the by-laws shall be governed by the current edition of Roberts’s Rules of Order newly revised edition.

Article VII – AMENDMENTS

The by-laws may be amended or repealed by two-thirds of the membership present and voting.

Revised on January 31, 2017