

Filipino American Faculty and Staff Collective (FAFSC)

Employee Resource Group Bylaws

California State University, Sacramento

ARTICLE I: NAME

The name of this organization shall be the Filipino American Faculty and Staff Collective (FAFSC, pronounced *faf-sec*) at California State University, Sacramento.

ARTICLE II: MISSION, PURPOSE, AND GUIDING PRINCIPLES

Mission

The Filipino American Faculty and Staff Collective (FAFSC) exists to:

- Build meaningful connections among Filipino faculty, staff, and administrators
- Support professional growth, mentorship, and leadership development
- Advocate for the visibility, well-being, and advancement of Filipino communities at Sacramento State
- Strengthen partnerships between faculty/staff and student-centered initiatives such as the Filipino Student Success Initiative (FSSI)

Purpose Alignment

FAFSC contributes to Sacramento State's mission by promoting belonging, supporting employee retention, strengthening campus climate, and advancing inclusive excellence.

Guiding Principles

FAFSC is grounded in the following values:

Kapwa (Shared Humanity and Responsibility)

Kapwa is a Filipino concept meaning “shared self,” rooted in Indigenous Filipino ways of knowing and popularized in the work of psychologist Virgilio Enriquez. It reflects a view of identity as deeply interconnected rather than individual.

Guided by kapwa, FAFSC fosters relationships grounded in care, reciprocity, and collective responsibility.

Growth

We support continuous learning, mentorship, and leadership development.

Voice

We uplift and center the lived experiences and perspectives of Filipino faculty and staff.

Visibility

We affirm and elevate Filipino identities, histories, and contributions across campus.

Equity

We advocate for institutional change that advances justice, belonging, and equitable access.

Institutional Scope

FAFSC serves as a community-building, professional development, and advocacy group. FAFSC does not engage in matters under the purview of labor unions, including compensation, working conditions, or employment grievances.

ARTICLE III: MEMBERSHIP

Eligibility

Membership is open to all Sacramento State faculty, staff, and administrators who support the mission of FAFSC. Allies are welcome to participate in meetings, events, and initiatives.

Inclusivity Statement

While centered on Filipino experiences, FAFSC is committed to fostering an inclusive environment and welcomes participation from all employees regardless of role, background, or identity.

Active Membership

Members are considered active if they:

- Join the FAFSC listserv or membership form
- Participate in meetings, events, or initiatives throughout the academic year

There are no membership dues required.

ARTICLE IV: LEADERSHIP STRUCTURE

Section 1: Leadership Model

FAFSC operates using a shared leadership model that reflects collectivist values, promotes collaboration, and distributes responsibility across members.

Section 2: Minimum Leadership Requirement

FAFSC will maintain a minimum of three active officers who are current Sacramento State employees.

Section 3: Officer Roles

As a Collective, FAFSC organizes its leadership through shared responsibility, intentionally distributing and redistributing roles to reflect capacity and uphold our commitment to kapwa and collective care.

Community & Belonging Lead

- Facilitates general meetings and cultivates an inclusive, welcoming environment
- Leads community-building, mentorship, and member support efforts
- Co-develops agendas with leadership, centering member needs and community voice
- Oversees event experience (e.g., inclusive design, accessibility, hospitality)
- May assume: Events coordination, onboarding

Advocacy & Partnerships Lead

- Represents FAFSC in campus and community spaces and builds strategic partnerships (e.g., FSSI, campus units, community organizations)
- Serves as the primary liaison to Inclusive Excellence and represents FAFSC in ERG Advisory Council meetings (or designates a representative as needed)
- Advances advocacy priorities and elevates Filipino visibility across the institution
- Co-develops agendas, incorporating institutional updates, opportunities, and strategic initiatives
- Leads coordination with partners for co-sponsored events and speakers
- May assume: Strategic initiatives, Treasurer (if needed)

Communications & Access Lead

- Manages internal and external communications (email, website, social media)
- Leads outreach strategies to grow and sustain membership
- Ensures equitable access to participation, including outreach to staff with non-traditional schedules or limited flexibility (e.g., custodial staff, administrative support, technical staff)
- Co-develops agendas, ensuring alignment with communications and follow-up actions
- Oversees documentation and dissemination of meeting notes and announcements
- May assume: Membership tracking, marketing

Shared Operational Responsibilities (Meetings & Events)

- Meeting Facilitation: The Community & Belonging Lead typically facilitates meetings; facilitation may be shared or rotated among leadership
- Agenda Development: Agendas are co-created by all three leads, integrating community input, strategic priorities, and communications
- Scheduling & Logistics: Leadership collaborates to set meeting times, secure space/Zoom, and ensure accessibility (e.g., timing, modality, accommodations language)
- Documentation: Notes are captured and shared after each meeting; responsibility is led by the Communications & Access Lead or rotated among leadership/members
- Communication & Follow-Up: Post-meeting summaries, action items, and announcements are distributed to members in a timely manner
- Event Planning: Leadership coordinates inclusive, accessible events (e.g., advance promotion, accommodation requests, accessible formats, culturally responsive programming)
- Partnership Coordination: The Advocacy & Partnerships Lead manages external coordination for speakers and co-sponsored events

Optional Roles (as capacity allows)

- Events Coordinator (*may be assumed by Community & Belonging Lead*)
- Treasurer (*may be assumed by Advocacy & Partnerships Lead*)

- Operations & Membership Coordinator (*may be assumed by Communications & Access Lead*)
- FSSI Liaison (*may be assumed by any lead*)

Section 4: Terms

- All three leadership roles (Community & Belonging Lead; Advocacy & Partnerships Lead; Communications & Access Lead) serve one-year terms
- Terms align with the academic year (July 1 – June 30), unless otherwise determined by the membership
- Leaders may serve consecutive terms; however, rotation is encouraged to promote shared leadership and sustainability
- To support continuity, leadership transitions should include a brief overlap or handoff period when possible
- Vacancies may be filled by nomination and consensus or majority vote of active members
- Consistent with its identity as a Collective, FAFSC may share or redistribute responsibilities among the three leads as needed to reflect capacity and ensure effective functioning

Section 5: Committees

Ad hoc committees may be established to support initiatives such as events, mentorship, advocacy, and collaboration with FSSI.

ARTICLE V: MEETINGS

- FAFSC will host at least four meetings annually open to the campus community
- General meetings are typically held every other month
- Leadership meetings will be held as needed
- FAFSC will organize an annual campus event each October for Filipino American History Month.
- Meetings will be announced at least one week in advance
- Meeting notes will be documented and shared with members

ARTICLE VI: DECISION-MAKING

FAFSC prioritizes consensus-based decision-making. When consensus cannot be reached, decisions may be made by a majority vote of active members present.

ARTICLE VII: COMMUNICATION AND PRESENCE

FAFSC will maintain active communication channels, including:

- An official Sacramento State email account
- A university-hosted website with updated information
- Regular communication with members regarding meetings, events, and initiatives

The organization will ensure its presence remains visible, accessible, and responsive to the campus community.

ARTICLE VIII: ENGAGEMENT AND ACTIVITY

FAFSC will:

- Host regular meetings and events that align with its mission
 - Promote professional development, networking, and community-building opportunities
 - Collaborate with campus and community partners
 - Track participation and document activities to assess impact
-

ARTICLE IX: FUNDING AND RESOURCES

FAFSC may access university, trust, or foundation funds in alignment with CSU policies and Inclusive Excellence guidelines. All financial activities will support the mission and comply with institutional procedures.

ARTICLE X: ANNUAL REVIEW AND RENEWAL

FAFSC will participate in the annual ERG renewal process, including:

- Submitting a summary of activities and outcomes
 - Updating leadership information
 - Reviewing and refining goals and priorities for the upcoming year
-

ARTICLE XI: AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of active members present at a meeting, provided that notice of the proposed amendment has been shared in advance.

ARTICLE XII: COMMITMENT TO EQUITY AND ACCESS

FAFSC is committed to addressing structural inequities in participation by intentionally designing inclusive opportunities for employees whose roles, schedules, or workplace conditions may limit access to traditional engagement spaces. The organization will continuously assess and adapt its practices to ensure equitable access and meaningful participation for all members.

Adopted on: April 24, 2026