

BIPOC Caucus Constitution and Bylaws

The Constitution and Bylaws of the BIPOC Caucus of the International Association for the
Fantastic in the Arts
Passed Unanimously May 26, 2021

ARTICLE I – NAME OF THE ORGANIZATION

The organization is called the BIPOC Caucus of the International Association for the Fantastic in the Arts (hereafter IAFA).

ARTICLE II – MISSION STATEMENT

The purpose of the BIPOC Caucus is to foster and promote scholarship, creative work, and fellowship among the BIPOC members of the IAFA and growth of this membership, to address the needs of BIPOC members working in the field of the fantastic, by establishing a counterspace,¹ mentoring, awards and other programs, through coordinating efforts with the main body of the IAFA.

ARTICLE III – MEMBERSHIP IN THE ORGANIZATION

Membership is open to all interested persons, both BIPOC (Black, Indigenous, and people of color) and allies. Members must also be members of the IAFA; however, BIPOC members of IAFA are not required to join the BIPOC Caucus. BIPOC members who wish to become caucus members complete membership forms and submit them to the Chair of the BIPOC Caucus.

Members of the caucus who are BIPOC are voting members. Allies of the BIPOC Caucus will be non-voting members. Membership duties include volunteering.

There are no dues requirements for membership.

ARTICLE IV – ELECTIONS AND OFFICERS

Elections for the BIPOC Caucus's Executive Board will be held in April or May, via the BIPOC e-mail list or other electronic means approved by the officers. Anyone who cannot vote by the

¹ Counterspaces are spaces that allow marginalized groups and their allies “to gather in critical numbers, validate the truth of their lived experiences, and critique the dominant narrative that emerges from their experiences with the larger institution.” <https://www.campus-counterspaces.com/definitions>

means specified should notify the Chair and Deputy Chair in order to make alternate arrangements. The Chair and Deputy Chair conduct the election. Chair and Deputy Chair elections will be staggered by one year (excluding the first year, in with the Deputy Chair term will be 2 years instead of 3).

Nominations for officers will open in late March/Early May. The BIPOC Caucus Chair and Deputy Chair can decide how they would like to receive nominations. Voting will open in April/May when the ballots are posted.

Individuals should nominate themselves for one position only. The winning candidates will be selected based on a simple majority vote.

If at any time the Chair becomes unable to serve, the Deputy Chair assumes the position and calls a special election. If both the Chair and the Deputy Chair are unable to serve, the Immediate Past Representative will oversee a special election.

As an expectation of leadership, all officers are obliged to actively read and participate in BIPOC Caucus Executive Board emails.

A. Chair of BIPOC and BIPOC Representative to the IAFA Executive Board

1. Position is elected by simple majority vote of the voting BIPOC membership.
2. Term of Office is three years from September 1–August 31.
3. Primary responsibility is to represent the interests of the BIPOC to the IAFA Executive Board.
4. Chair will attend, as a voting member, all IAFA board meetings that fall during their term.
5. Additional responsibilities: overseeing BIPOC activities, including but not limited to schedule of BIPOC events at annual IAFA conference, maintenance of BIPOC website, maintenance of e-mail list, liaison with IAFA PIO, production of promotional pieces, and regular contact with BIPOC membership. The Chair shall delegate responsibility as they find appropriate and/or necessary.

B. Deputy Chair of BIPOC and Associate BIPOC Representative

1. Position is elected by simple majority vote of the voting BIPOC membership.
2. Term of Office is three years from September 1–August 31. Election of deputy chair will be off-set by 1 year from the election of the Chair.
3. Primary functions are to support the Chair and coordinate meetings.

C. Communications Officer

1. Position is elected by simple majority vote of the voting BIPOC membership.
2. Term of Office is two years from September 1–August 31.
3. Record minutes and keep records
4. Maintain BIPOC website and email list of members

5. Maintain BIPOC Speaker's Bureau; a list of BIPOC scholars and creatives (includes areas of expertise) to provide as resource for the IAFA and broader speculative fiction community looking to hire expert BIPOC speakers
6. Interact with IAFA PIO
7. Help to coordinate mentoring program
8. Attend annual BIPOC Meeting

D. Creative Liaison

1. Position is elected by simple majority vote of the voting BIPOC membership.
2. Term of Office is two years from September 1–August 31.
3. Assist in interaction between creatives and academics
4. Assist in maintaining BIPOC Speaker's Bureau
5. Help to coordinate mentoring program
6. Attend annual BIPOC Meeting

E. Awards Committee Chair

1. Position is elected by simple majority vote of the voting BIPOC membership.
2. Term of Office is two years from September 1–August 31
3. Create and supervise the award selection committee(s)
4. Call the committee together
5. Inform the Chair and deputy Chair of the winner(s)
6. Attend annual BIPOC Meeting

F. Fundraising Committee Chair

1. Position is appointed by BIPOC Executive Leadership.
2. Term of Office is three years from September 1-August 31
3. Coordinate fundraising activities in consultation with BIPOC leadership
4. Recruit and manage fundraising team
5. Implements a fundraising strategy of income-generating activities to support potential BIPOC initiatives such as awards, travel grants, programming, advertising, breakfast/dinner, etc.

G. Immediate Past Representative

1. The outgoing BIPOC Caucus Chair/BIPOC Caucus Representative will serve a three-year term as Immediate Past President to foster continuity (term September 1–August 31).
2. Similar to the Executive Board position of Immediate Past President the IPR will serve in an advisory capacity to the incoming Representative.
3. The IPR must attend the annual meeting during their term as well as the Business Meeting to advise the BIPOC Caucus Chair.
4. The IPR should continue to follow the IAFA board list and be available to the Representative via email on phone for the duration of the term.
5. The IPR will manage the mentor program.

H. IAFA Ex-Officio

1. The IAFA Immediate Past President will serve as liaison/advisor to the BIPOC Chair and Associate Chair for the duration of their term as IAFA IPP. Should the

IPP be unable to serve, the BIPOC Executive Board and IAFA Executive Board will work together to appoint an alternate ex-officio.

2. The IAFA Ex- Officio's primary role is to serve as a second, direct line to IAFA leadership and serve as steward for BIPOC members of IAFA.
3. Assist the Fundraising Committee.
4. Serve as liaison/advisor to BIPOC Chair and Associate Chair.

ARTICLE V – MEETINGS

The BIPOC Caucus meets once a year at the annual conference of the IAFA. This meeting may take the form of a special session, business meeting, or informal gathering which both officers and a simple majority of the members have affirmed an ability to attend.

The Chair presides at the meeting. If the Chair is unable to attend, the Deputy Chair shall preside.

The Chair may call virtual ad hoc meetings to order in between annual IAFA conference meetings.

ARTICLE VI-Mentorship Program

In order to help new BIPOC attendees find their way around ICFA and encourage them to leave ICFA with fond memories of the supporting organization, The IAFA and BIPOC Caucus will maintain a mentor program, to be managed by the IPR.

The mentorship program would put established BIPOC Caucus members of IAFA in contact with new BIPOC attendees who have expressed an interest in such a relationship before the conference starts.

The mentors will be drawn from a pool of volunteers only. Volunteers will be solicited through a letter sent out with acceptances of paper proposals. The letter is described in full detail below. The same letter would welcome any BIPOC Caucus members to become mentees.

IAFA and BIPOC Caucus will co-sponsor a designated space where mentors and mentees could meet. Attendance at this meeting is the primary task to be filled by both mentor and mentee.

1. The formal role of mentor includes providing feedback to mentees by (a) attending their mentee's presentation or (b) reading their mentee's work before the conference.
2. To facilitate this change the Representative must make and distribute contact information to matches at least two weeks prior to the conference.

3. The BIPOC Meet-Up will formalize the invitation of all new BIPOC ICFA attendees and allot space to ICFA BIPOC Caucus regulars for informal mentoring of non-matched newcomers.

The BIPOC Caucus representative to the Board will be primarily responsible for the maintenance of this program.

The conference proposal acceptance letter will routinely include information about the BIPOC Caucus. It will be the responsibility of the Communications Officer to prepare the document that will be circulated to Division Heads to include with the acceptance letter. This document will briefly describe the reason IAFA has instituted the program and provide contact information and a deadline for registration in the program. A special point should be made in the letter to remind registrants they will be expected to meet their partners at the mentor/mentee forum detailed above. The letter would also ask registrants about their scholarly and/or creative interests in order, as far as possible, to match mentors and mentees accordingly. The letter will include information about how to submit this form.

All completed applications would be sent to the current BIPOC Caucus Representative.

The applications must be received by the BIPOC Caucus Representative by the March 1 cut-off date by which membership forms must be received to be counted as memberships in the current year for ICFA voting.

ARTICLE VII-BIPOC Meet Up and Safe Space

In order to create a sense of community and provide a counterspace for the BIPOC attendees and allies to network, the BIPOC Caucus recommends that IAFA help facilitate a meet up (such as a breakfast/dinner) for BIPOC Caucus members at the annual conference. The BIPOC Caucus officers are authorized, in conjunction with the IAFA to organize social events, such as a breakfast or dinner.

IAFA and BIPOC Caucus will co-sponsor a designated time and space at the Conference where BIPOC members could meet.

ARTICLE VIII – CHANGES TO THESE BYLAWS

Changes to these bylaws may be proposed by any member of the BIPOC Caucus. Proposed changes should be submitted in writing to the Chair of the BIPOC Caucus. The Chair will submit proposed changes to the voting membership via electronic means. A simple majority vote of those members present is required for acceptance of changes.

