

Addressing Disparities in Asian Populations through Translational Research (ADAPT) Bylaws

Adopted and Approved August 19, 2016

ARTICLE I – Name

The name of this group shall be Addressing Disparities in Asian Populations through Translational Research (ADAPT).

ARTICLE II – Purpose and Mission

ADAPT is a community-academic partnership whose mission is to assess, improve, and promote health and well-being among underserved Asian-American communities in the Greater Boston area through research, education and advocacy. ADAPT is part of the Stakeholder and Community Engagement Program of the Tufts Clinical and Translational Science Institute (Tufts CTSI). ADAPT is also supported in part by the Tufts University School of Medicine (TUSM) Department of Public Health and Community Medicine (PHCM). Because the Tufts campus is situated in Boston's Chinatown and affiliated practice centers and hospitals are situated in smaller surrounding cities with high proportions of Asian residents (e.g., Quincy, Lowell, Everett, Malden), ADAPT places a particular emphasis on Asian health disparities.

ADAPT is a collaboration of administrators, researchers, clinicians, and students affiliated with Tufts Medical Center, Tufts University, and community organizations in Boston's Chinatown. ADAPT seeks to foster bi-directional collaborative activities to link academic research expertise with community identified priorities in the context of academic objectives of the university and the missions of community-building and service provision of ADAPT's community partners. ADAPT follows principles of community-engaged research partnerships, including shared leadership, participatory decision-making, and co-learning.

ARTICLE III – Membership

ADAPT offers a two-tiered membership, core partner and affiliated partner, in the community and academic categories as defined by the level of effort required of partners to participate and contribute. (Members and partners are referred to interchangeably throughout this document.)

Through a formal application process, ADAPT membership is open to individuals and organizations who are interested in community-academic research partnerships focusing on Asian health, and are committed to supporting and promoting ADAPT's mission, vision, and strategic priorities. Members have access to ADAPT's training, events, data, resources, and its network of community and academic partners.

Core Partners – those who are representatives from Tufts CTSI Partner institutions with some “skin in the game” and sustained participation and contributions (in-kind, knowledge and skills sharing). All Core Partners have voting rights (such as nominating co-chairs, electing others onto ADAPT Steering Committee and Executive Committee, and participating in decision-making process). In addition, Community Core Partners are eligible to receive stipends for attending the Steering Committee monthly meetings.

Eligibility:

Academic core partners must be faculty members at one of the Tufts CTSI partner institutions.

Community core partners must be representatives from Asian serving community organizations that are official Tufts CTSI Community Partners.

Affiliated Partners – those who are involved in one time efforts or projects and with limited contributions and participation. Affiliated Partners are not eligible to vote. Academic affiliated partners are non-faculty members at non-Tufts CTSI institutions. Community affiliated members are not eligible to receive stipends.

Nomination and Vetting Process:

- Candidates can self-nominate or be nominated by ADAPT members.
- ADAPT Director and Project Manager will meet with nominated candidates for an initial screening interview.
- If deemed appropriate, prospective candidates will be invited to apply for ADAPT membership
- The Executive Committee will review and recommend applications to the Steering Committee.
- The Steering Committee approves all core and affiliated partner applications.

ARTICLE IV - Officers and Committees

Section 1. Co-chairs – ADAPT Steering Committee and Executive Committee meetings will be jointly led by two co-chairs, comprised of the ADAPT Director and a nominated community core partner. The ADAPT Director serves as a standing co-chair to ensure institutional knowledge and the community partner co-chair will be elected by a 2/3 vote of the Steering Committee and serve for a two-year term with option for renewal. Any member of the Steering Committee may bring a nomination to the group.

Section 2. Steering Committee

ADAPT is governed by a Steering Committee comprised of academic and community core partners, with two co-chairs (ADAPT director as a standing co-chair and one nominated community partner). The number of seats on the Steering Committee shall be maintained at a 50/50 ratio between the academic and community partner categories.

Community Partner Category:

While each seat corresponds to a specific community organization, the seat may be shared by multiple individuals from that organization. These representatives shall be chosen by their respective organizations. Even if both/all of the representatives of the organization are attending the meeting, that organization's seat only holds one vote.

Academic Partner Category:

An equal number of academic members will sit on the steering committee, and may have more than one representative from Tufts CTSI partner institutions as long as the total number equals to that of the community partner members.

Voting Rights: For the community core partners, only one vote per organization. For the academic category, academic partners will determine among themselves as to who votes and the number of votes for each group. A representative from each community organization or academic group with more than one representative should be designated as the primary voting member for the organization/group.

Stipends: Only Community Core Partners are eligible to receive stipends for attending monthly Steering Committee meetings. While there can be multiple individuals from the same organization attending the meeting, only one individual representing the organization will receive the stipend.

Vacancies & Resignation:

Vacancies in the membership of the Steering Committee shall be filled for the balance of the unexpired term. Resignations of the co-chair role or core partner membership shall be submitted in writing.

Section 3. Executive Committee

The Executive Committee is comprised of 5 members: the two co-chairs, one academic core partner and one community core partner, and the project manager, who will staff the meetings. Terms will be staggered to ensure continuity and stability. Initially, one of the community members will be elected for a one year term, with the other for a two year term. All subsequent terms will be for two years.

Section 4. Committees

The Steering Committee may create and abolish standing sub-committees or ad hoc committees for any purpose consistent with the mission and work of ADAPT. Any core or affiliated partners, as well as other non-member community or academic individuals/organizations interested in the issue and/or with the required skills and knowledge may serve on the committees.

Section 5. Working Groups

The Steering Committee may establish project-based working groups for research projects of interest to both the academic and community partners. Any core or affiliated partners, as well as other non-member community or academic individuals/organizations interested in the project and have the ability to contribute may become members.

ARTICLE V – Meetings

Steering Committee meetings will be held monthly on an agreed set date/time each month at community and Tufts sites on a rotating basis. Co-chairs and steering committee members are expected to attend. Meetings are open to community members, researchers, healthcare and other providers, and students with an interest in ADAPT's work.

Any members who have agenda items planned for a meeting should send those items to the co-chairs and the project manager at least two-days prior to the meeting.

Special meetings may be called by the co-chairs, the Executive Committee, or a 2/3 vote of the Steering Committee present at the meeting.

Record Keeping: Monthly Steering Committee meeting notes will be taken by a designated note-taker and will be made available to ADAPT members prior to the next meeting.

Voting & Quorum

For the approval of co-chairs and the approval and amendment of bylaws, a quorum of a 2/3 vote of the entire steering committee is required (votes may be casted either in person at the meeting or electronically). For all other issues to be voted on shall be decided by a quorum of 2/3 of those present at the meeting in which the vote takes place. No provision will be provided for those who are absent.

Eligibility – Anyone with a vested interest in issues related to health in Asian/Pacific Islander (API) communities is welcome to attend ADAPT meetings, including but not limited to community members, researchers, healthcare and other providers, and students.

ARTICLE VI – Duties of Members

Co-chairs:

- Set the agenda, jointly lead/facilitate the meetings with support from ADAPT project manager, and, where appropriate, delegate other members to present items.
- Represent and serve as liaison between community and academic partners

The Steering Committee is a committee that provides guidance, direction, monitoring and control of ADAPT.

- Sets the vision and strategic priorities for ADAPT
- Oversees resource development and allocations
- Nominates and approves co-chairs, Executive Committee members, and all new members.
- Develops proposals for new projects and oversees projects after funding has been obtained.
- Ensures progress and implementation of projects
- Decides how partners will work together and adopts operating norms and CBPR principles, as appropriate.

The Executive Committee is a decision-making entity between ADAPT monthly Steering Committee meetings.

- Discusses about relevant issues, where members can bring ideas, voice concerns and suggestions on behalf of the group.
- Votes on decisions that cannot and should not wait
- Vets and recommends new partners/members
- Vets strategies and policies before putting them in front of the Steering Committee

All Core and Affiliated Members are expected to:

- Attend monthly meetings regularly and the annual symposium.
- Participate in at least one committee or working group as appropriate

- Partner as individual or organization in research projects that align with ADAPT mission, vision, and strategic priorities
- Contribute to the learning community
- Serve as champions for ADAPT

Inactive Members – Any member with no active participation over a six month period shall be cause for removal or replacement.

ARTICLE VIII – Acknowledgement

Academic and community members of ADAPT who are writing a proposal or obtaining funding for a project with the support of ADAPT are expected to recognize the role ADAPT played or will play in their proposal or in the acknowledgments section of any product of the project.

ARTICLE IX – Proposing and Amending Bylaws

Any co-chair or steering committee member may propose amendments to these bylaws. These bylaws may be amended at any regular steering committee meeting by a 2/3 vote of the steering committee members, provided that the proposed amendment has been submitted at the previous meeting.

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