

Chinese American Association of Charlotte (CAAOC) Bylaw

Section 1: Name of the association

The name of the association is “Chinese American Association of Charlotte”, referred to as the ‘association’ hereafter.

Section 2: Missions

1. To promote communication and cultural exchanges among Chinese Americans and local communities in the Metro-Charlotte area.
2. To promote participation by Chinese Americans in public affairs and community decision making in the Metro-Charlotte area.
3. To advise local government and communities on affairs affecting Chinese and Asian Americans.
4. To organize and sponsor social, cultural and educational events that are of interest to the association members.
5. To assist Chinese Americans, particularly new residents or immigrants, in learning the English language and in assimilating into local communities.

Section 3: Membership and Due

1. Any person over age 18 who agrees, promotes and advances the association stated missions may be admitted as CAAOC member.
2. Membership categories will be determined by the association board of directors (Board of Directors).
3. Every member, regardless of membership category, has one vote in the association general meetings.

Section 4: General Meetings

1. Annual meeting: The annual meeting shall be held in January or February of each year; it may be combined with the Chinese New Year celebration event. Board of Directors will determine the exact date and place for the annual meeting and notify the members at least 10 days prior to the meeting date.
2. Special meeting: Board of Directors may call for special meeting. Special meeting may also be called if 10% or more of the membership petition for such in writing.
3. Quorum: Quorum is reached if 50% or more of the members are present in the general meeting. Members may use proxy.

Section 5: Board of Directors

1. The Board of Directors is charged with setting policies for and strategic directions of the Association consistent with its missions. Decision on operational matters shall rest with the Executive Committee.

2. Board of Directors shall consist of 13 to 19 elected directors and the association president of the immediate past term. Board of Directors shall not have more than 19 directors.
3. Board Director must be a CAAOC member and a resident in the greater Charlotte area.
4. Each director shall be elected for a 2-year term.
5. Director may be re-elected, but not to exceed two (2) consecutive terms. Board of Directors may grant exception to the two-consecutive-term rule in a majority vote.
6. The Board of Directors shall meet quarterly. The president may call for a special meeting at any time.
7. Board director shall attend 50% or more board meetings or association wide activities organized by CAAOC per year. Failure to meet this obligation will be asked to resign from the board expect for some special circumstances that preclude the director from attending meetings and CAAOC organized activities, in which case, the exemption is approved by the board.
8. Voting shall be carried out by voice, or show of hands or written ballot. Votes shall be collected by a group appointed by the Board.
9. The immediate past Association President shall become a Director.
10. Quorum: Quorum is reached if 50% or more directors are present. All decisions are made by simple majority vote. Board Directors may attend the meeting by phone or video conference.
11. When a board director resigns before the end of his/her term, Board of Directors may nominate and elect substitute director to serve the ~~balance~~ remainder of the term.
12. Each Board Director shall be a member in at least one of the four standing committee and a Chairperson of the special committee.

Section 6: Executive Committee

1. Board of Directors shall elect the members of the executive committee from current directors. The executive committee consists of a president, one to three vice presidents, a secretary and a treasurer.
2. The president's term is one year, and may be re-elected by the Board of Directors for no more than three consecutive terms.

Section 7: Responsibilities of the Executive Committee

1. President
 - To represent, organize and manage the association and be the chairperson of all association meetings.
 - To oversee activities and operations of all the committees.
 - To nominate substitute director, or executive committee member, when the member of the Board of Director, or the executive committee, resigns before the end of term.
 - Appoint advisors for the association and committees.

2. Vice President

- To assist the president in coordinating the association operations and functions to achieve its stated objectives
- To perform the president's duties when the president is absent.
- To chair the membership committee.

3. Secretary

- To be responsible for all the association documents, bylaws and meeting records.

4. Treasurer

- To manage all association assets.
- To disburse, under the president's supervision, all association expenses.
- To provide financial report to the Board of Directors before expiration of the treasurer's term.
- To chair the finance committee.

Section 8: Committees

1. The association shall have four regular committees: Membership, activities, communications and finance. Appointment of chairpersons for the committees is described in Section 7.
2. Board of Directors may establish additional committees as needed. Chairperson of the additional committee shall be nominated by the president and approved by the Board of Directors.
3. Chairperson of the additional committee shall nominate committee members subject to approval by the president.
4. The Board of Directors shall define the duties of the regular committees.

Section 9: Other Rules

1. Members of the Board of Directors shall volunteer their time and effort, and shall not draw any compensation.
2. The association's fiscal year is from January 1 to December 31.
3. All association checks, drafts and IOU's invoices must be signed by two members of the executive committee. Authorization of payments (excluding regular expenses such as printing and postage)
 - Under \$200.00: Must be authorized by two members of the executive committee, one of which must be the president or the vice president.
 - Over \$200.00: Must be approved by the Board of Directors.
 - All the expenses shall be reported at the Board of Director meeting and included in the financial report.
4. The Board of directors shall appoint an auditor, who shall examine the financial report and report to the Board of Directors within 60 days from the end of fiscal year.

5. The association shall take a neutral stand toward the disparate Chinese political systems. The association shall promote harmonious coexistence among members of different political persuasions.

Section 10: Amending this bylaw

1. The Board of Directors, by simple majority vote, may propose amendment to this bylaw.
2. Any association member in good standing may propose amendment to this bylaw when co-signed by 10% or more of the membership.
3. Upon receiving proposal for amendment, the Board of Directors shall inform the members of the proposed amendment, and include the amendment in the agenda of the next general meeting.
4. Any proposed amendment shall be adopted if approved by two thirds, or more, of the quorum in a general meeting.

Section 11: Dissolution

Upon dissolution, or cease of operation, the association shall settle all its obligations subject to the available assets. Any balance shall be donated to a charitable (IRS 501(C)(3)) organization designated by the Board of Directors.