

CAPASUS By-Laws

The Chinese-American Academic and Professional Association in Southeastern United States
(美東南區中華學人協會, 簡稱中華學人協會).

ARTICLE I. GENERAL

SECTION I. MEMBERSHIP

All members of the Association shall be classified in one of the following categories:

1. A REGULAR MEMBER shall have the right to vote, to sponsor new members, to hold office, and to participate in all activities of the Association.
2. A NON-ACTIVE MEMBER is a regular member who has failed to pay the annual dues after three reminders. He/she shall not hold office, vote on any matters pertaining to the Association, nor execute the privileges of a regular member. He/she may be reinstated upon application accompanied by the payment of the current year's dues and the membership application fee at that time. After being a non-active member for three (3) consecutive years, his/her membership shall be cancelled automatically.
3. A STUDENT MEMBER shall have the right to participate in all activities of the Association but do not have the right to vote, to sponsor new members, or to hold office.

SECTION II. ELECTIONS

Paragraph A. The election of the Vice President shall be conducted in the General Assembly of the Annual Meeting.

Paragraph B. The Secretary shall prepare a list of Vice President Candidates who have been nominated by the Nomination Committee.

Paragraph C. The Secretary shall prepare and distribute ballots to all active members. At the Annual Meeting, the Secretary shall collect the ballots and give them to the Tellers for counting. The Secretary shall destroy all the ballots after the installation of Vice President.

SECTION III. DUTIES OF THE OFFICERS

Paragraph A. The duties of the officers are in addition to those stated in the Constitution.

Paragraph B. The President shall prepare an agenda for each meeting, which shall incorporate the following order of business:

1. Introductory Remarks
2. Roll Call
3. Secretary's Report

4. Treasurer's Report
5. Requested Reports of Committee Chairmen
6. Approval of Reports
7. Old Business
8. New Business
9. Adjournment

Paragraph C. The Vice President shall:

1. Perform all duties that may be delegated to him/her.
2. Succeed to the Presidency when the President is incapable of fulfilling his/her duties or is being impeached.

Paragraph D. The Secretary shall:

1. Be appointed by the President. He/she shall assist the President in conducting the daily business of the Association, maintaining approved records of the Association, and correcting the register of members of the Association.
2. Record the transactions of the Annual Meeting and prepare said record(s) for publication in the newsletter.
3. Record the transactions of all Advisory Council Meetings. Promptly after each meeting, he/she shall forward a copy of the Minutes to each member of said Council.
4. Receive all documents belonging to the Association, and shall file and store the said documents.
5. Succeed to the Presidency when the President or vice president is incapable of fulfilling his/her duties or is being impeached.

Paragraph E. The Treasurer shall:

1. Be appointed by the President. He/she shall assist the President in managing financial and accountable items of the Association.
2. Receive all monies payable to the Association including dues and donations, giving a receipt or acknowledgement thereof and cause the same to be deposited in the Association's account. He/she shall pay orders on the treasury upon receipt of a properly attested voucher from the Secretary.
3. Keep accurate records of all original receipts and expenditures and shall prepare a complete report of all transactions of the preceding fiscal year to the Advisory Council.

ARTICLE II. FISCAL YEAR

The Fiscal Year of the Association shall begin August 1 (or from the start date of the annual conference whichever date is the earliest) to July 31 the next year (or to the beginning of next year annual conference whichever date is the earliest).

SECTION I. DUES

Paragraph A. The annual dues shall be set by the Advisory Council and approved by the board members in the board meeting.

Paragraph B. The annual dues for the coming year of all members are due in conjunction with the registration at the Annual Meeting.

Paragraph C. A member who fails to pay the annual dues as stated in Article I, Section I-2, shall automatically be classified as a non-active member. He/she shall not execute the privileges of regular members before being reinstated.

SECTION II. DISBURSEMENT OF FUNDS

Paragraph A. Regular budget expenses of the Association shall be paid by the Treasurer upon receipt of a proper voucher from the Secretary. No officer or member of the Association shall incur any financial obligations in the name of the Association without the consent of the Advisory Council.

Paragraph B. All disbursements of the Association's funds shall be made by check(s) signed by the Treasurer and must be substantiated by a properly executed warrant or voucher from the Secretary.

Paragraph C. Expenses of the Association over five hundred dollars (\$500.00) must be approved by the Advisory Council before payment.

ARTICLE III. EXECUTIVE

SECTION I. ADVISORY COUNCIL

Paragraph A. The Advisory Council shall consist of the President, Vice President, and three (3) most recent past presidents.

Paragraph B. The current Advisory Council shall review the Treasurer's records within thirty (30) days after the expiration of his/her term.

SECTION II. COMMITTEES

Paragraph A. Each committee shall have a chairman. All appointments shall be for a period of one (1) year, immediately upon the adjournment of the Annual Conference until the next Annual Conference is adjourned. If a vacancy occurs in the office of chairman, the President shall appoint a successor. At the discretion of the President, and with approval of the Advisory Council, any of the below committees may be increased in number:

- The Membership Committee shall consist of five (5) members. They shall be the fourth to the eighth past presidents. The eighth past president (counting backward, the most senior one) shall serve as the chair of the Membership Committee. The Membership Committee is to review and approve membership applications. In case one or more of the past presidents cannot serve in the committee, the President shall appoint substitution or substitutions from CAPASUS members.
- The Nominating Committee is to nominate candidates for the upcoming CAPASUS Vice-President. The Executive Council shall serve as the Nominating Committee. The Chair of the Nominating Committee shall be the third past president (counting backward, the most senior one).
- The Program Committee shall consist of several members, each serving a term of one (1) years. They are appointed each year by the President. This committee shall prepare programs for the Annual Meeting, select speakers, and assist the Editor in preparing the proceedings.
- The Budget Committee shall consist of four (4) members, each serving a term of one (1) years appointed each year by the President. The Treasurer should be a member of this committee. The duties of this committee including fundraising and prepare a budget for the operation of the Association.
- The Publicity Committee shall consist of several members, each serving a term of one (1) years, being appointed each year by the President. The duties of the Publicity Committee include publication of the CAPASUS Journal, maintaining the CAPASUS website and public relations.
- Any necessary Ad Hoc committee can be established by the President at his/her discretion.
- The president shall appoint one state representative for each state. The term of the appointment is one (1) year.

Paragraph B. At the discretion of the President, a meeting of those committee chairmen so designated shall be held jointly with the President for planning and discussing the committee activities and assignments. The time and place shall be decided by the President.

Paragraph C. Each committee chairman shall submit to the Secretary a written report of committee activities and recommendations one (1) month prior to the Annual Meeting.

Paragraph D. The Secretary, the Treasurer, all the committee members and state representatives appointed by the president shall resign at the end of the term of the president. The new president shall appoint (or reappoint) new committee members and state representatives.

SECTION III. PUBLICATIONS

1. The Publicity Committee shall publish the CAPASUS Journal, items of interest to the membership, personal notes concerning members, and Association business.
2. The president shall appoint an Editor-in-Chief of the proceedings of the Annual Meeting. He/she shall invite assistant editors for assistance in publication of said proceedings.

SECTION IV. GENERAL PROVISIONS

Paragraph A. The Advisory Council shall be empowered to establish committees for the purpose of promoting service for the members, recognition of the Association, enhancement of public relations, and fulfilling the obligations of the officers.

Paragraph B. The President shall be empowered to establish affiliation with other technical and special interest groups for the purpose outlined in the Constitution. Agreements of affiliation shall be approved by the Advisory Council and ratified by a two-thirds (2/3) majority of votes cast by the General Assembly in the Annual Meeting.

SECTION V. AMENDMENTS

Amendment(s) to the Bylaws shall be studied by the Constitution and Bylaws Committee established at the discretion of the President and with approval of the Advisory Council. Thereafter, all proposed amendment(s) must be presented at the following Annual Conference for approval by at least two-thirds (2/3) of members attending the business meeting of the Annual Conference.

SECTION IV. CAPASUS FOUNDATION, INC.

The CAPASUS Foundation is a sister organization of CAPASUS. The relation between these two organizations can be described as follows:

1. The CAPASUS President and Vice-President shall be automatic served as directors of CAPASUS Foundation during their term of the office.
2. CAPASUS shall request financial support from CAPASUS Foundation for educational or scientific activities.

3. CAPASUS shall include an annual student paper competition or presentation in its annual conference program. The detailed student paper competition or similar activities are stated in the by-laws of the CAPASUS Foundation.