

海外友協



**OVERSEAS
CHINESE
FRIENDSHIP
ASSOCIATION**

**Constitution
and
By-Laws**

constitution

ARTICLE I

NAME

The name of the organization shall be the Overseas Chinese Friendship Association, abbreviated as OCFA.

ARTICLE II

EMBLEM

The official emblem of this Association is:



ARTICLE III

OBJECTIVES

The objectives of this Association shall be:

- A. to provide opportunities for personal and social growth among members of the Association,
- B. to promote friendship between American people and Chinese descendants residing outside China,
- C. to better understanding and awareness among Americans on current developments in China and the overseas Chinese community, and
- D. in keeping with the above, to take a liberal approach towards sponsoring relevant events.

ARTICLE IV

MEMBERSHIP

Anyone who identifies with the objectives stated in Article III may become a member of the Association (see By-Laws, Article I). Noting the significance of the role of the members in achieving these objectives, this Association encourages and expects its members to actively participate in events sponsored and/or organized by the Association.

ARTICLE V

OFFICERS AND EXECUTIVE COMMITTEE

Section 1. Officers

The officers of the Association shall be a President, a Secretary, a Treasurer, a Public Relations Coordinator, a Program Coordinator, a Cultural Coordinator, and an Internal Communication Coordinator. They will be elected annually by the members through indirect election. The term of office is defined as from June 1 to May 31.

Section 2. Executive Committee

There shall be an Executive Committee consisting of the officers as specified above. The Executive Committee shall transact all business of the Association. The Executive Committee shall fill any officer vacancy which may arise from among the members of the Association. The member selected to fill the vacancy shall be appointed by the committee and shall serve until the next general election.

ARTICLE VI

MEETINGS

Section 1. Executive Meetings

- a. The Executive Committee will hold a meeting once a month.
- b. Special meetings will be held when deemed necessary by the president.
- c. Special meetings for the purpose of preliminary hearing of amendment proposals will be held by the Executive Committee.

Section 2. General Meetings

The Executive Committee shall call an annual meeting of the Association for the purpose of electing officers, holding hearings, receiving financial and activity reports, and conducting such other business as may be necessary and proper.

Section 3. Special Meetings

Meetings shall be called by the Executive Committee, provided that a petition signed by at least one-third of the members of the Association and the agenda of the proposed meeting have been submitted to the president one week before a meeting is to be held. Depending on the outcome of the vote in the Executive Committee, special general meetings may take either of two forms.

- a. The first type of special general meeting is authorized by the Executive Committee when more affirmative votes than negative votes are cast. The quorum shall be (only) those present; and a motion may be passed with a two-thirds vote.
- b. The second type of special general meeting is authorized by the Executive Committee when there is a tie or more negative votes than affirmative votes are cast. The quorum shall be at least one-half of the total membership; and a motion may be passed with a two-thirds vote.

Section 4. Constitutional Amendments Meetings (see By-Laws Article IV)

ARTICLE VII

AMENDMENTS

Any amendment to the Constitution and/or By-Laws should be in keeping with the objectives of this Association.

ARTICLE VIII

DISCIPLINARY ACTION

In the event of severe wrongdoings by any Executive Committee member(s), disciplinary action shall be decided by a special meeting. (see By-Laws, Article VI)

by-law

ARTICLE I

APPLICATION FOR MEMBERSHIP

Anyone wishing to apply for membership in the Association should follow the steps recommended below:

- A. Contact any member of the current Executive Committee.
- B. Fill out an application form. This includes the applicant's signature which signifies her/his pledge to comply with the Constitution and By-Laws of the Association.

A membership card will be issued by the Executive Committee to the applicant upon completion of her/his application. Membership is effective upon issuance of the membership card. The membership year begins June 1st and ends May 31st of the following year.

ARTICLE II

DUTIES OF OFFICERS

Section 1. President

The president shall

- a. be the official representative of the Association,
- b. be the Chairperson of the Executive Committee,
- c. preside at all meetings, and
- d. oversee the activities and efficient functioning of the Executive Committee.

Section 2. Secretary

The Secretary shall

- a. carry on all general correspondence of the Association,
- b. keep minutes of all Association and Executive Committee meetings, and maintain archives of all Association functions,
- c. prepare agenda for all Association and Executive Committee meetings, and
- d. call and preside at all meetings in the absence of the president.

Section 3. Treasurer

The Treasurer shall

- a. prepare an annual budget of the Association, with the concurrence of the Executive Committee,
- b. collect and keep all monies due the Association,
- c. authorize the payment of all legitimate bills of the Association,
- d. make a report to the Executive Committee at each of its meetings, and
- e. make an annual report to the membership at the end of her/his term of office.

Section 4. Public Relations Coordinator

The Public Relations Coordinator shall

- a. undertake activities to promote a favorable relationship between the Association and the public and to properly project an image of the Association in accordance with its objectives and activities, and
- b. accompany the president to attend public events, and in the latter's absence, shall speak as the only official representative of the Association on such occasions.

Section 5. Program Coordinator

The Program Coordinator shall

- a. set up a master schedule of activities and events to be held during the current Association year, being careful to achieve a balance between types of events, and
- b. delegate authority to coordinators for individual activities and/or events.

Section 6. Cultural Coordinator

The Cultural Coordinator shall undertake activities to promote cultural exchange between American people and Chinese descendants residing outside China.

Section 7. Internal Communication Coordinator

The Internal Communication Coordinator shall

- a. keep a membership list,
- b. prepare a directory,
- c. design and maintain a communication tree, and
- d. update the above as necessary

ARTICLE III

ELECTION OF OFFICERS

Section 1. Call for election.

The general meeting for the election of officers to the Executive Committee for the next term shall be conducted in April of each year.

Section 2. Eligibility

Any eligible member of the Association shall have the right to nominate, to vote, and to be a candidate for an Executive Committee member. An eligible member is defined as a member who has officially joined the Association before January 1 of the current year.

Section 3. Nominations

Before the general election, the Executive Committee shall issue an official notice to the membership requesting nominations for the Executive Committee of the next term. With the consent of nominees, a maximum of four nominations may be submitted by any eligible member. The Executive committee shall select twelve eligible nominees, based on those receiving the most nominations. The names of the final candidates shall be made known to the membership at least one week before the general election meeting.

Section 4. Voting

The election shall be by secret ballot. A maximum of four votes may be cast by any single eligible member present at the election. In case of ties, a run-off election shall be held immediately. Results of the balloting shall be announced at the conclusion of the general election.

Section 5. Filling of offices

Upon election, the new-committee shall meet with the existing Executive Committee chaired by the current president. During this meeting, the offices to be filled shall be decided by the new Committee either through voluntary action or secret ballots should there be contention for any office. Successive balloting shall be conducted in order to fill a post. A minimum of four votes is required to win any one post. Should there be tied votes for three times without any resolution, the outgoing Chairperson shall have the deciding vote.

ARTICLE IV

AMENDMENT PROCEDURES

Amendment procedures are as follows:

1. The proposed amendment should be signed by at least one-third of the members, with text and rationale specifically stated, and submitted to the Executive Committee for consideration.
2. If at least five of the Executive Committee members recognize the proposed amendment as legitimate, a special general meeting shall be called. The quorum for this meeting shall consist of those members present at the meeting. The constitution and by-laws may be amended by a two-thirds vote of those present.
3. If less than five of the Executive Committee members recognize the proposed amendment as legitimate, two consecutive special general meetings shall be called.
 - a. The quorum for the first meeting shall consist of at least one half of the total membership of the Association. A two-thirds vote of those present is needed to pass the proposed amendment as legitimate.
 - b. A second meeting shall be called within two weeks of the passage of the amendment at the first meeting. The quorum for the second meeting shall consist of at least one half of the total membership of the Association. A three-quarters vote of those present is needed to pass the amendment the second and final time.

ARTICLE V

QUORUM

A quorum for any meeting shall consist of those members present at the meeting, provided it has been properly called and announced, except otherwise stated.

ARTICLE VI

DISCIPLINARY ACTION

The Executive Committee shall organize an independent committee upon receiving a petition of any grievance signed by no less than one-third of the members of the Association. This committee, serving as an ad hoc investigative body, calls and coordinates a special meeting for the hearing of the petition. The committee shall include representatives of the concerned parties.