



# 沙加緬度中華文化基金會

## Sacramento Chinese Culture Foundation, Inc. (SCCF)

### By-Laws

#### Article I

##### Name

The name of this organization is the **SACRAMENTO CHINESE CULTURE FOUNDATION, INC.**, a non-profit California corporation, herein referred to as “SCCF”

#### Article II

##### Mission

Through Culture Awareness to Promote Peace in Multi-Culture Society  
組織目標: 以文化意識交流的方式從而促進多元文化社會之間的共容共存

#### Article III

##### Objectives

- Promotes Chinese culture through education, scholarship and community events  
宣揚中華文化和中國語文; 提供教學機會; 舉辦社區文化活動
- Provides resources and standards for Chinese language, history and culture studies  
提供學習中國語文, 歷史, 文化教育研究標準, 教學計劃和教材
- Provides scholarships to schools and students for Chinese language and culture learning  
設立獎學金頒發及鼓勵學習中國語言和文化的學校及學生
- Participates in Asian cultural events through collaboration with community groups  
與社區組織合作, 共同參助其他亞裔社團文化活動

#### Article IV

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## **Article V**

### **Membership**

#### **Section 1. Classification**

The classification of memberships in this organization shall be annual members, lifetime members and Chinese schools.

#### **Section 2. Membership Qualification**

Members of this organization shall be those of good moral character who are interested in carrying out the objectives of this organization.

#### **Section 3. Records**

All records of this organization shall be kept by the appropriate officers of SCCF. Minutes and treasury records shall be kept for a minimum of seven (7) years.

#### **Section 4. Suspension**

Any member may be suspended or expelled from membership by a two-thirds (2/3) vote of the Board of Directors, present, provided that such member shall receive thirty (30) days notice of such contemplated action and shall be entitled to be heard before action is taken.

## **Article VI**

### **Board of Directors and Officers**

#### **Section 1. Board of Directors**

The Board of Directors of SCCF shall be composed of fifteen Directors which include five (5) officers (President, Vice President, Treasurer, Secretary and Auditor), the immediate Past President, and nine (9) directors at large. The Board of Directors shall be elected by the lifetime membership for a two-year term. The immediate Past President of SCCF shall be an ex-officio member of the Board with the right of voting. All vacancies shall be filled by the board through Board Member nomination and majority vote during the non-election year to fill board positions, and re-elect a new board every other year at the general membership election meeting. The number of the Board members may be expanded in the future subject to the approval of the current Board.

#### **Section 2. Officers**

The officers of SCCF shall consist of a President, a Vice President, a Treasurer, a Secretary and an Auditor to be elected by the new board within one month after the Annual General Membership Meeting and election of the board every two years.

### **Section 3. Duties of the Officers and Directors**

The Directors and each of the officers shall have the duties as described below:

- a. **President** The President shall
  - 1) Preside over all the meetings of the Board of Directors and call all the meeting as necessary;
  - 2) See that the BYLAWS and such other rules and regulations are diligently enforced;
  - 3) Supervise generally the affairs of SCCF;
  - 4) Provide a State of the Foundation at the SCCF annual meeting;
  - 5) Appoint appropriate committees;
  - 6) Attend or appoint representative(s) to attend community activities.
  - 7) The President shall have the authority to spend up to \$300 without board approval. Such expenditures shall be reported to the Treasurer and at the board meeting.
  
- b. **Vice President** The Vice President shall
  - 1) Take on the duties of the President during the President's absences;
  - 2) Assist President on other assignments;
  - 3) Serve as the Program Chair to assist the Board in organizing activities to promote Chinese culture.
  
- c. **Treasurer** The Treasurer, on behalf of SCCF, shall
  - 1) Receive, collect and deposit all money received by SCCF;
  - 2) Keep the book of accounts and such records and books as directed by the Board of Directors.
  - 3) Report on income, disbursements and liabilities at each of the Board meetings.
  - 4) All drafts are to be signed by any two of the three officers: the President, the Treasurer and/or the Secretary.
  - 5) Be bonded at the expense of SCCF if requested by the Board of Directors;
  - 6) Provide insurance compliances and IRS filings annually.
  - 7) Provide all documents needed for fundraising, including donation receipts, invoices, etc.
  
- d. **Secretary** The Secretary shall
  - 1) Schedule and arrange for monthly board meetings and notify all board members.
  - 2) Prepare Agenda and Meeting Minutes for all meetings
  - 3) Assist in communicating with all board members for SCCF matters
  
- e. **Auditor** The Auditor shall audit and reconcile SCCF's financial statement monthly, and report to the board quarterly.
  
- f. **Directors** The Directors shall have the power to solicit contributions from members or the general public for the benefits of SCCF and the activities it sponsors. Each of the Directors may be required by the President to be in charge of a specific project approved by the Board of Directors.

- g. Membership Committee The Membership Committee shall
- Organize and conduct membership drive activities that will provide opportunities to sign up new members.
  - A goal should be set up annually to increase membership numbers
  - keep a record of all members by category, names, addresses, emails and phone numbers.
  - maintain a current roster for correspondence purposes. The Committee shall distribute the SCCF's newsletter as available.
- h. Fundraising Committee The Fundraising Committee shall
- organize strategies and goals to raise funds for SCCF
  - conduct fundraising activities approved by the Board,
  - Search for corporate and business foundation grants suitable for SCCF to apply
  - Actively pursue both foundation grants and private funding
  - Encourage reward of percentage (15% - 20%) for large funding over \$5,000 brought in by individuals if approved by the board.

#### **Section 4. Removals from Office**

Officers may be removed by simple majority vote at a Board meeting where a quorum is present, but only after thirty (30) days written notice to all members specifying that such removal will be voted upon and reasons thereof. Thirty-day notice shall be verified by post date on correspondence.

#### **Section 5. Vacancies of Officers**

Any vacancy shall be filled by an election to be held at the Board meeting. During the interim, the duties pertaining to the vacant office shall be performed by a member of Directors appointed by the President.

### **Article VII**

#### **Committees**

##### **Section 1. Appointments**

The President shall have full power to establish committees for special functions and activities. The chairperson of each committee shall be appointed by the President and approved by the Board.

##### **Section 2. Nominating Committee**

Prior to general election a nominating committee shall be appointed by the President and concurred at the Board meeting in November. The nominating committee shall nominate the incoming director. Members shall be notified of the state of nominees thirty (30) days before the SCCF meeting in February. At the annual meeting of SCCF, the nominating committee shall report its nomination of directors for the ensuing 2 years. Nominations may be made from the floor at the annual membership meeting at which the election of such directors takes place.

## Article VIII

### Meeting

A quorum shall consist of 2/3 of the total board members, and a simple majority to pass the vote.

#### Section 1. Board of Director Meetings

The Board of Directors shall meet every month at a time and place designated by the President. All members of SCCF shall be entitled to attend such meetings and to be heard, but shall not have the right to vote. Board meeting may be called at any time by the President or by a request of one-third (1/3) of the full Board of Directors.

#### Section 2. SCCF General Membership Meeting

Meeting of all the members of SCCF shall be held annually in the first quarter of each year in Sacramento as an election meeting. Special meetings of all members may be called at any time by the President and approved by a majority of Directors. Notice of each general meeting of SCCF shall be given by the Secretary to each member in good standing thirty (30) days prior to such meeting, stating the meeting time and place.

## Article IX

### Income and Expenditure

#### Section 1. Incomes

The incomes of SCCF shall be derived from dues, contributions and fund raising activities.

- a. **Dues:** Membership dues from General Members can be changed, not more than once a year, but must be voted by the board of directors.

Annual Membership:	Categories – Single and Family (couple with children under 18)
Lifetime Membership:	One time dues for a life member and a family life membership. All board members must be Lifetime Members.
School Membership:	All member schools must be Lifetime Members.

Any individual and family whose total paid dues and contributions reach the set due amounts for Lifetime Memberships shall be entitled to a lifetime membership per each category.

- b. **Contributions:** SCCF shall accept contributions from any individuals or organizations.

**Section 2. Expenditures**

- a. Large expenditures for SCCF events or supporting any community events must be within Board approved budget, and reimbursed with receipt.
- b. All individual expenditures must be recorded, justified and reimbursed with receipts to the Treasurer and audited by the Auditor.

**Article X**

**Voting**

All members in good standing shall be eligible to vote at the annual meeting for election of Directors and for Bylaw changes.

**Article XI**

**Roberts' Rules of Order**

Subject to these BYLAWS, all meeting shall be conducted under Roberts' Rules of Order Revised, and in the absence of special provisions to the contrary, a majority vote shall suffice for the transaction of business.

**Article XII**

**Amendments**

These BYLAWS may be amended at any board meeting of SCCF by a favorable majority vote of a quorum of two-thirds (2/3) of the Board members present, provided such amendments be proposed in writing and filed with the Secretary at least thirty (30) days prior to such meeting and notice. After the vote, such amendment becomes effective immediately.

**Article XIII**

**History of Bylaws Records**

Date	Revision/Description	Reviewed/Issued by	Approved by
2/15/2016	Rev. 1: By-laws to align SCCF's operations and objectives	John Wong, Harry Yee, Teck Lai	Mayue Carlson (President), Paul Chow (VP), and Directors
1/4/2017	Rev. 2: By-laws to align SCCF's operations and objectives	Mayue Carlson, Teck Lai	Approved by the board, and then voted by all members on 2/19/2017.