

BYLAWS OF THE

LOS ANGELES COUNTY ASIAN AMERICAN EMPLOYEES ASSOCIATION

PREAMBLE

We, employees who are presently employed in the government of Los Angeles County, bond ourselves together to form a strong, loyal, and dedicated non-profit group who shall embody the aims of this organization, do establish, execute, and respect this Constitution and Bylaws.

ARTICLE I - NAME

Section 1: The name of this organization shall be known as LOS ANGELES COUNTY ASIAN AMERICAN EMPLOYEES ASSOCIATION.

Section 2: Hereafter, in this constitution, the organization shall be referred to as "LACAAEA" or "Association."

ARTICLE II - GOALS AND PURPOSES

The Association shall be dedicated primarily to:

Section 1: Improve the employment status of its members.

Section 2: Encourage the recruitment, appointment and promotion of its members in County Service.

Section 3: Disseminate information on employment and promotional opportunities to its members.

Section 4: Counsel and assist its members in matters relating to grievance procedures, affirmative action, race and sex discrimination.

Section 5: Participate in employment related activities conducted by Asian-American communities.

Section 6: Participate in Community Events.

Section 7: Work with the county management and other parties towards achievement of the above goals.

Section 8: Assist family members of the Association through academic scholarships.

ARTICLE III - MEMBERSHIP AND DUES

Section 1: Membership Criteria

Any County employee 18 years of age or older, of good character and dedicated to the purposes of this organization, may become a member. There is no restriction on membership based on race, color, creed, sex or national origin.

Section 2: Classes of Membership:

A) Regular Active Members

Any County Employee who is employed by the County of Los Angeles is eligible for active membership.

B) Associate Members

Any immediate family of a regular Active Member that is not a County employee, retired County employee and their immediate family, and/or Sponsors and Partners may become Associate Members. An Associate Member must be sponsored by a regular Active Member in good standing; however, whenever a Regular Active Member becomes a retired member, he/she need not be sponsored.

An Associate Member will have no voting rights or appear as a nomination to the Executive Board ballot.

Section 3: Acceptance to Membership

Upon submission of a signed membership application to this Association, an eligible applicant may be accepted to membership as defined in Section 2 above. The Executive Board shall reserve the right to approve or deny any application(s) for membership.

Section 4: Voting

Any Regular Active Member of the Association in good standing shall be eligible to vote at any Association meeting. Good standing shall mean a Regular Active Member current with dues, and membership has not been terminated by the Executive Board.

Section 5: Period of Membership

The period of membership shall commence on acceptance of membership application and shall continue until the member does not qualify for eligibility as defined in Article III, Section 2. Membership shall continue so long as the member is current with his or her dues.

Annual dues shall be determined by the Executive Board.

Section 6: Termination of Membership

Any member may terminate his or her membership by submittal of documents to the Auditor-Controller's office as required by County policy and giving the effective date of such resignation.

Termination may also occur subject to the requirements of the County, Auditor-Controller and/or Human Resources Departments.

Termination for cause may also occur upon majority vote by the Executive Board.

ARTICLE IV - NOMINATION AND ELECTION OF OFFICERS

Section 1: Nominations

Nominations for the office of the President and for the members of the Executive Board shall be made in writing to the Election Committee four months prior to the term of office.

Any Regular Active Member in good standing may be nominated by any other active member in good standing, providing he or she consents to run.

Section 2: Elections

The Election Committee upon determining the eligibility of those nominated shall prepare a ballot to be mailed electronically or by any means necessary, including by U.S. mail, to all members eligible to vote.

The ballots shall be returned to the Election Committee for tabulation of votes.

The Election Committee shall count the ballots and certify the results to the President and the Executive Board.

The Association will publish and the President will announce the results at the Installation of Officers' Dinner meeting.

Section 3: Appointment for Non-Elected Position(s)

The President with the majority approval of the Executive Board may appoint member(s) to fulfill the needs of the Association.

Section 4: Appointment for Vacancy Position(s)

Any member of the Executive Board may nominate a Regular Active Member to a vacated Executive Board position.

A majority vote by the Executive Board is required for final appointment.

Section 5: Temporary Appointments

In the event an Executive Board Member could not fulfill his/her duties, a Regular Active Member may assume, upon majority approval of the Executive Board, the duties of that position.

ARTICLE V - OFFICERS AND DUTIES

- Section 1: The Executive Board shall consist of an elected President, Vice-President of Operations, Vice-President of Programs and Events, Vice-President of Public Relations, Corresponding Secretary, Recording Secretary, and Treasurer. The Executive Board shall also include non-elected, Board-appointed positions: which may include a Web-Master, Photographer, Networking and Mentoring Chairs, Scholarship Chair and an Editor-in-Chief; these positions shall not have voting power on the Executive Board.
- Section 2: The term of office for all elected Executive Board officers shall be for two years from July 1 to June 30. After being duly elected each officer shall automatically assume office after being installed.
- Section 3: A succession plan for new officers shall be established prior to the end of the term of office.

ARTICLE VI - THE EXECUTIVE BOARD

- Section 1: These officers are members of the Executive Board and shall perform the following duties as more fully described in Attachment "A" to these bylaws.
- Section 2: At each LACAAEA general meeting, each officer of the Executive Board shall present an updated report of their activities related to the Association.
- Section 3: Attendance:
- A) Executive Board officers shall attend all LACAAEA Executive Board meetings. There shall be one Executive Board meeting every month. Meeting dates to be determined by the President. Association members are invited to attend any Executive Board meeting but may be asked to leave, if their attendance causes disruption.
 - B) Any officer who fails to attend three (3) consecutive Executive Board meetings without cause during his/her term of office shall receive a warning notice by the President. After missing a 4th meeting, he/she may be removed from office and a replacement will be determined by the Executive Board.

Section 4: The Executive Board shall have authority:

- A) To take charge of all property of the Association.
- B) To control and manage the affairs and funds of the Association.
- C) To determine additional/deleted positions to the Executive Board, dependent on the growth of the Association.
- D) To make ultimate decisions regarding the acts of committees and officers on affirmative action, administrative, fiscal, and other matters of the Association.
- E) To perform all acts and functions not inconsistent with these bylaws or with any actions taken by the membership at large.
- F) To report actions taken on all matters to the next meeting.
- G) To meet, discuss, and determine the outcome of any issues affecting the Association.
- H) To adopt operational policies and procedures.

ARTICLE VII - MEETINGS

Section 1: There shall be at least one Association general meeting each year for all Association members. Meeting date(s) to be determined by the President.

Matters that require voting by the general membership shall be completed by a majority vote by those members present and voting.

Section 2: Special meetings may be called by the Executive Board. A minimum of five Executive Board officers must be present to hold the meeting.

- A) Matters that require voting by the Executive Board officers shall be completed by a majority of the Executive Board officers present and voting.
- B) Should the required number of votes not be present, the motion presented for a vote fails. Upon a motion by the President or any other Executive Board officer, the motion may be held open for reconsideration when the majority of the Executive Board officers are present.

ARTICLE VIII - COMMITTEES

Special Committees

The President may appoint, with the majority approval of the Executive Board, such special committees as are deemed necessary to carry out the work, objective, and purpose of the Association.

ARTICLE IX - ASSOCIATION FUNDS AND PROPERTY

All monies belonging to the Association shall be deposited in a federally insured (FDIC) bank or financial institution doing business within Los Angeles County. The Treasurer shall report all financial activity transactions.

ARTICLE X - EXPENSES OF THE ASSOCIATION

All members of the Executive Board and members of any committees shall serve without salary, except that the Executive Board may reimburse such officers and committee members for part or all of the expenses incurred by them in connection with Association business. The Treasurer shall report all expenditures so made. The Executive Board shall establish an operating bank account in the name of the Los Angeles County Asian American Employees Association, maintaining a general ledger which will detail major financial activities individually. The Executive Board establishes policies and procedures for expenditure of Association funds. The Executive Board shall establish an annual budget that will manage revenue, expenses, and identify the events that the Association proposes.

Expenditure of funds shall be approved in the following manner:

- A) Under \$500 – by Treasurer and either the President or a Vice- President.
- B) Over \$500 – by majority vote of the Executive Board.
- C) All property valued in excess of \$500 shall be identified and maintained by the Recording Secretary and/or Treasurer.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of Roberts Rules of Order – Newly Revised, shall govern the Association in all cases to which they are applicable and in which. They are not inconsistent with the Bylaws and special Rules of Order that the Association may adopt.

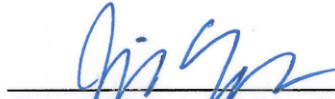
ARTICLE XII - AMENDMENT OF BYLAWS

These Bylaws can be amended at any Association meeting by two-thirds (2/3) vote of attending general members, provided that the amendment has been submitted in writing at a previous regular meeting.

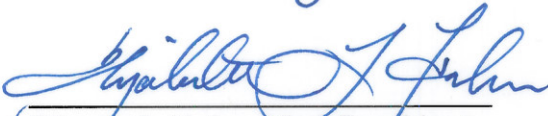
APPROVED AND ADOPTED ON JULY 25, 2018 IN LOS ANGELES, CALIFORNIA



Edward Yen, President



Jimmy Nguyen, Vice-President



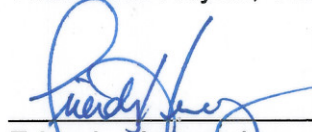
Elizabeth Hahn, Vice-President




Thai-Nam Huynh, Vice-President



John Lee, Treasurer



Friendly Hernandez,
Corresponding Secretary



Joyell Siner, Recording Secretary