

Coalition of Asian American Government Employees Bylaws

ARTICLE I TITLE

The name of this organization shall be the *Coalition of Asian American Government Employees*, hereinafter referred to as “CAAGE”.

ARTICLE II PURPOSE

Section 1: MISSION

The mission of CAAGE is to promote fairness and equal opportunity, and empower Asian and Pacific Islander American employees by enhancing leadership skills, professional development, and providing career development opportunities to overcome historical social, economic, cultural discrimination, disadvantages, and inequities. CAAGE hopes to provide greater opportunities and inclusiveness at all levels of government.

Section 2: GOALS

CAAGE aims to accomplish its mission by:

- Building and enhancing leadership skills and career advancement opportunities to overcome cultural and historical barriers
- Fundraising to support CAAGE activities, events, and community engagement
- Mentorship of members and Asian and Pacific Islander communities and facilitate mentorship opportunities between management and membership
- Providing collaboration, training, educational, mentorship, and networking opportunities
- Promoting cultural and employment related activities in the Asian and Pacific Islander communities

ARTICLE III MEMBERSHIP

Section 1: MEMBERSHIP QUALIFICATIONS

Applicants for membership will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy

To become a member, you must:

- Complete an application form
- Pay membership dues, as set annually by the Executive Committee
- Be a current, former, or retired city, state, county or federal government employee

Section 2: ASSOCIATE/COMMUNITY MEMBER

If there is interest from a non-government employee to join CAAGE, they may join as an Associate member if they are members of an affiliated organization (ie. CAAEN) or as a community member. Associate/community members have all the rights and responsibilities of regular members, however, they may not be elected to the Executive Committee nor do they have voting rights, but may serve as committee members. To apply to be an associate or community member, you must:

- Be sponsored by a current member
- Complete an application form
- Pay membership dues, as set annually by the Executive Committee

Section 3: BENEFITS TO MEMBERSHIP

As a qualified member of the organization, you have access to a number of benefits, including:

- Notices of meetings and CAAGE updates
- Attend and speak at general meetings
- Voting rights
- Eligibility for training and mentorship opportunities, and fee subsidies
- Invitation to members-only events
- Discounts and subsidies to CAAGE sponsored events
- Leadership opportunities on CAAGE committees

Section 4: MEMBERSHIP VOTING

For general membership voting, you must be a member, must be current on your dues, and must be present to vote.

ARTICLE IV MEETINGS

Section 1: GENERAL MEMBERSHIP MEETINGS

General membership meetings must be held monthly on a regular schedule, with a predetermined date and time, as approved by the Executive Committee.

Section 2: GENERAL MEMBERSHIP MEETING, NOTICE, AND AGENDA

Meeting notices must go out to members at least a week in advance. Regular agenda items for meetings should include: review of meeting minutes, committee reports, issues of interest to the general membership, and items previously submitted by members. Budget updates should be presented at least quarterly.

Section 3: QUORUM

Quorum is required in order to approve expenditure of funds or to transact business. The presence of a majority of Officers shall constitute a quorum.

ARTICLE V OFFICERS & DUTIES

Section 1: OFFICERS

The Officers shall include: President, Vice President of Operations, Vice President of Events, Vice President of Programs and Public Relations, Vice President of Membership, Secretary, and Treasurer.

Section 2: DUTIES OF OFFICERS

The duties of each officer are as follows:

1. *President* shall oversee general organization operations; prepare agendas and preside over all general meetings and at Executive Committee meetings; appoint committee chairs, subject to approval by the Executive Committee; serve as a spokesperson and authorize statements made on behalf of CAAGE; and work with members of the Executive Committee to ensure that CAAGE stays current on required documentation, filings, and fees.

2: *Vice President of Operations* shall help the President oversee the Executive Committee members, and, at the request of the President or in the event of the President's absence, shall perform the duties and possess the powers of the President to the extent authorized by these bylaws.

3. *Vice President of Events* is in charge of overseeing logistics for events, including the annual luncheon, seminars, trainings, workshops, fundraising events, and convening the events committee as needed.

4. *Vice President of Programs and Public Relations* is in charge of program development, mentorship programs and opportunities, and overseeing the organization's social networking website and other outside organization communications.

5. *Vice President of Membership* is in charge of marketing the organization and building the membership, as well as recruiting and welcoming new members.

6. *Treasurer* will be in charge of the CAAGE bank account; be responsible for collecting dues, fees, monies, properties, receivables, and donations to CAAGE; paying bills, issuing invoices and checks; managing bank/checking accounts, reporting income/expenses; preparing financial statements with itemized reports to the Board; and working with the President to make required filings.

7. *Secretary* is in charge of maintaining meeting minutes, overseeing material production, including event flyers and materials, and working with the Vice President of Programs and Public Relations to maintain the CAAGE website and other social media platforms.

Section 3: EXECUTIVE COMMITTEE

These named officers in Section 2 shall be considered CAAGE's Executive Committee and may, by majority, act on behalf of the general membership. The Executive Committee should meet regularly, at least once a month.

Section 4: ELECTION OF OFFICERS

Officers shall be elected by a majority vote of the general membership, at a meeting to be noticed at least 1 month in advance. Members must be present to vote.

1. *Terms of Office:* Terms of office shall be for 2 years, with a maximum of 2 consecutive terms on the Executive Committee
2. *Vacancies:* The Executive Committee may fill vacant officer positions by a majority vote
3. *Elections:* A vote to elect officers shall be held at the November meeting, with a term starting in January.

ARTICLE VI COMMITTEES

Committees can be created by the Executive Committee as needed to address specific issues or needs of the membership, including, but not limited to:

- Events
- Leadership/Advancement/Mentorship/Networking/Training
- Cultural Heritage/Diversity
- Issues/Equity
- Advisory Board
- Annual Luncheon
- Nominations
- Operations
- Programs and Public Relations
- Membership

ARTICLE VII FINANCES AND RECORDS

Section 1. Fiscal Year and Budget Approval

The fiscal year of the Organization shall be from January 1 to December 31 of each year. Each year, the Executive Committee shall begin budget discussions in October and present a proposed budget at the November meeting. The Executive Committee must approve the final budget, and present it to the membership by the January meeting. To address items not in the budget or matters that require voting in a meeting, there must be a vote by a majority of the members present.

Section 2. Record keeping and Filings

The Treasurer shall be responsible for keeping correct and complete books and records of the bank account, invoices, expenses, and payments; shall prepare and file any forms, returns, or reports required by any governmental authority, whether local, state, or federal; and make such records available to the Executive Committee upon request.

Section 3. Authorization

The Treasurer and the President, or in the absence of the President, any authorized Officer may sign any contracts, checks, and other official documents on behalf of CAAGE.

ARTICLE VIII MISCELLANEOUS PROVISIONS

Section 1. Bylaw review and authorization

Bylaws should be reviewed at least once every two years through a committee designated by the Executive Committee. Amendments and updates should be presented to the general membership for a review period of not less than 60 days before final approval.

Section 2. Endorsements and Advocacy

As stated in the mission statement, CAAGE works to empower and support current and former government employees in building skills and leadership opportunities in the community and workplace. As such, CAAGE may not endorse candidates or issues for consideration on any local, state, or national election, nor may the organization's name be used in electoral materials. However, CAAGE may advocate on behalf of policy initiatives or legislation not on the ballot that is consistent with our mission and goals.

Section 3. Rules of Order

Except as otherwise cited in the bylaws, all CAAGE meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE IX DISSOLUTION

Should the organization choose to cease operations, this may be done through a recommendation by the Executive Committee and must be voted on by the general membership. Upon dissolution, any remaining funds in the organization's account should be designated to another organization that supports Asian government employees.