

# **BYLAWS OF THE CONEJO CHINESE CULTURAL ASSOCIATION**

*(Amended and approved by the CCCA Board on 6/16/2021)*

## **I. Name**

The name of this organization is Conejo Chinese Cultural Association (CCCA). In Chinese: 康谷中華文化協會 (康谷華協)

## **II. Objectives**

The objective of CCCA is to engage in activities that will contribute to the well-being of the local Chinese-American community. Specifically, CCCA was created to:

- A. Organize and sponsor educational, cultural, and recreational activities, and provide selected social services to its members.
- B. Provide sustained instruction and training to its members and families in order to enhance awareness and appreciation of Chinese culture and language.
- C. Promote and participate in cultural exchanges and civic activities representing the local Chinese-American community.

## **III. Policy**

CCCA shall be a non-profit, non-political, non-sectarian, non-religious, and non-discriminatory organization. In carrying out the above objectives, the CCCA shall exclude no person from service because of race, age, sex, color, or creed, and shall not permit any segregation of those who serve because of any such factors. Under section 501(c)3 of Internal Revenue Code, certain political and legislative activities such as non-partisan voter education are allowed.

## **IV. Organization**

CCCA is organized to carry out its objectives. It consists of Members, the Board of Directors, and affiliates: the Thousand Oaks Chinese School (TOCS; 千橡中文學校), its Parents Volunteer Association (TOCS-PVA; 家長會), the CCCA Journal organization (千橡雜誌), and the Conejo Chinese Cultural Center (康谷華協文化中心).

### **A. Members**

Membership is based on each family as a unit. In all elections with the exception

of TOCS Principal election, one vote is given per membership.

1. Members:

- a. Individuals pay an annual membership fee. If the membership fee is received by the end of February, the membership starts immediately and ends on June 30 the same year. If the membership fee is received after the end of February, the membership starts on July 1 of the same year and ends on June 30 of the following year.
- b. Parents of the registered Thousand Oaks Chinese School (TOCS) students pay the annual membership fee in the year of TOCS registration.

2. Lifetime members:

Lifetime membership is given to any member who is 18 years of age and/or above and who has paid a lifetime membership fee.

**B. Board of Directors (理事會)**

1. Duties of the Board are to:

- a. Oversee CCCA operation in accordance with the CCCA Bylaws.
- b. Support the officers to carry out CCCA activities.

2. Qualifications:

- a. Directors are elected by the members each year. Nominees must have been at least one year as a member.
- b. There are twenty one (21) Directors on the Board, including reserved seats for the last and current Chinese School (TOCS) Principals, the last and current Chairpersons of the Parents Volunteer Association (PVA), the current editor-in-chief of the CCCA Journal, the current chairperson of the Conejo Chinese Cultural Center, and the last President of the CCCA.
- c. All directors shall become, if not already, and remain as CCCA members throughout his/her terms.
- d. Two Honorary Directors are appointed by the Board of Directors each year from the former Presidents of CCCA and Principals of TOCS. Additional Honorary Directors can be invited by the Board of Directors from the local (Conejo Valley) Chinese associations or clubs. Honorary Directors are ineligible to vote as the elected Directors.

3. Terms:

- a. The elected Directors will serve a staggered three-year term and may be re-elected after completion of his/her terms. Each year approximately one third of the Board will be up for re-election.
- b. The Honorary Directors will serve a one year term and may be reappointed after completion of his/her terms.

4. Election Process:

- a. The names of nominees are submitted to the CCCA Secretary in March

together with brief resumes. All nominees must give consent to serve if elected.

- b. A CCCA certified ballot is delivered to the members by the end of April.
  - c. The ballots are returned from the members in the second week of May.
  - d. Nominees with the highest number of votes (in descending order) will be elected to the Board to fill the required 21 seats. In case of any vacancy (see IV.B.6), additional rounds of voting will be conducted.
  - e. Official notification of election results is announced by the CCCA President.
  - f. The operation details of the election process are defined in the CCCA Election SOP.
5. Resignation and Removal:
- a. Directors may resign in writing at least 30 days prior to the effective date.
  - b. A Director may be removed by the Board if:
    - i. Petitioned by more than seven current Directors and then approved by at least 2/3 (14) of the current Directors.
    - ii. He or she is absent without advance notification for three regularly scheduled Board meetings within a twelve-month period. The Directorship will be suspended pending Board evaluation.
6. Vacancy and Replacement:
- During each year, a maximum of two vacancies from the Board will be filled by immediate runner-ups from the previous election. If more than two vacancies appear within a year, additional seats must be filled by election in the following year.
7. Compensation:
- All members of the Board are volunteers. There will be no cash or equivalent compensation for the services rendered.
8. Board Meetings
- a. Quarterly meeting schedules are in June, September, December, and March.
  - b. Additional meeting may be called at the request of at least seven Directors.
9. Quorum:
- The quorum shall be at least 2/3 (14) of the Board.

### C. **Officers**

The officers are the President, Vice President, Secretary, Controller and Treasurer.

1. The President
  - a. The duties of the President are to:
    - i. Represent the CCCA in all activities.

- ii. Execute decisions made by the Board of Directors.
    - iii. Coordinate all operating committees.
    - iv. Appoint the Secretary and Operating Committee members.
    - v. Preside over all meetings.
  - b. The elected Vice president of the previous year will automatically succeed as the President.
  - c. The President will serve for one year only. He or she will succeed the Conejo Chinese Cultural Center chairperson the year after.
  - d. The current Vice President will succeed the President in case of vacancy. The Vice President will serve out the remaining term, in addition to the full term for the following year.
  - e. The President may run for Vice President after the current term has ended.
- 2. The Vice President
  - a. The duties of the vice president are to:
    - i. Assist the President in carrying out various CCCA activities.
    - ii. Serve as a Chairperson of the Community Outreach Committee.  
Preside over meetings when the President is absent.
  - b. The Vice President is directly elected with the election of new Board of Directors by all members every May. The rules for election are identical as those for new Directors (see Section IV-B-4). The candidate who receives the highest vote will be elected. In case of a tie, additional rounds of voting by the residing Board of Directors will be conducted. If there is only one candidate on the ballot, at least 50% of the returned ballots confirm that nominee in order for the nominee to be elected.
  - c. The Vice President shall serve a one year term and then automatically succeed the Presidency.
  - d. In the case of a vacancy, the current term shall be served out by the Controller. A special election shall be conducted in the following year to elect both a President and a Vice President.
- 3. The Secretary
  - a. The duties of the secretary are to:
    - i. Record the minutes of all Board Meetings.
    - ii. Serve as the designated CCCA Historian.
    - iii. Chair the Communications Committee.
  - b. The Secretary is appointed by the incoming President during the first Board meeting in June.
  - c. The Secretary will serve a one year term, and may be reappointed for a maximum of three consecutive terms.
  - d. The President shall re-appoint a new Secretary from the Board in case of a vacancy.
- 4. The Controller
  - a. The duties of the Controller are to:

- i. Serve as the chairperson of the Joint Accounting Group which consists of the financial managers from the CCCA and its affiliates; the TOCS, the TOCS-PVA, the CCCA Journal, and the Conejo Chinese Cultural Center, and follow the CCCA Finance Operations SOP.
    - ii. Assist the CCCA President for establishing the CCCA annual budget.
    - iii. Audit accounting activities of the CCCA and its affiliates.
    - iv. Prepare financial documents for IRS tax filing, retain past tax records and supporting documents for the CCCA and its affiliates.
    - v. Manage the CCCA assets and liabilities, and maintain a complete inventory of the CCCA properties.
    - vi. Review CCCA and its affiliates' over-budget expenditures and submit for the board approval as needed.
    - vii. Succeed the CCCA Vice President in case of vacancy.
  - b. The Controller is nominated by incoming President and approved by the new Board during the first Board meeting in June.
  - c. The Controller will serve a one year term, and may re-serve for a maximum of three consecutive years.
  - d. In the case of a vacancy, a new Controller shall be elected by the Board among the current Directors.
5. The Treasurer
- a. The duties of the treasurer are to:
    - i. Manage CCCA cash flow, account receivables, account payables, and reimbursements.
    - ii. Interact with banks for cash deposits/withdraws.
    - iii. Process and record donations.
    - iv. Manage insurance coverage for the CCCA and its affiliates.
    - v. Serve as a member of the Fund-Raising Committee.
  - b. The Treasurer is nominated by incoming President and approved by the new Board during the first Board meeting in June.
  - c. The Treasurer will serve a one year term, and may re-serve for a maximum of three consecutive years.
  - d. In the case of a vacancy, a new Treasurer shall be elected by the Board among the current Directors.
6. Resignation and Removal:
- a. The officers may resign in writing 45 days prior to the effective date.
  - b. The officers may be removed by a special Board meeting called by at least seven of the current Directors. A 2/3 vote is required to remove the President.

#### **D. Operating Committees**

- 1. The functions of the committees are to carry out specific activities in support of the CCCA objectives.
- 2. The Operating committees include committees on Education, Community

Outreach, Communications, Fund-Raising, Events, and Senior Citizen Services.

3. The members of the committees are assigned, with their consent, at the first Board meeting in June by the President. The President will make special assignments when existing vacancies cannot be filled on a voluntary basis.
4. Each Director, except for the President, must serve for at least one committee.
5. Each committee shall elect its own Chairperson (except for Community Outreach and Communications), who is presenting the annual operation plan of the committee in the September Board meeting for approval. Each committee is encouraged to recruit additional members who may or may not be members of the Board.
6. The term for each committee member is one year. All members and Chairpersons may be reassigned for a maximum of three consecutive years.
7. The committee members and the Chairperson can be removed by the Board with simple majority votes. Vacancies may be filled by the current Directors.
8. Details of the Operating Committees:
  - a. Education Committee
    - i. The main objective of Educational Committee is to oversee and support the operation of the Thousand Oaks Chinese School (TOCS).
    - ii. The members include:
      - 1) The Chairperson (last TOCS Principal).
      - 2) Current TOCS Principal.
      - 3) Current Chairpersons of the Parents Volunteer Association.
      - 4) Two Directors with a background in education.
      - 5) There should be five members, including the Chairperson, serving on the Committee. If the last TOCS Principal is not present on the Committee, then another Director with a background in education should be added. The Chairperson must be elected among the Committee members via simple majority votes. The current TOCS principal cannot serve as the Chairperson
    - iii. Specific functions of the Committee include:
      - 1) Oversee financial operations of the TOCS and PVA by working with the CCCA Controller; including budgeting and over-budget approvals.
      - 2) Coordinate education and culture related activities among CCCA, TOCS, and PVA.
      - 3) Organize and process the scholarship award applications, selection and distribution.
      - 4) Coordinate annual TOCS Principal nomination and election process.
  - b. Community Outreach Committee
    - i. The objectives of the Community Outreach Committee are to represent CCCA in interfacing with other local community groups to promote cultural exchange activities, and to participate in civic activities. The

Community Outreach Committee is also a liaison between CCCA and the Conejo Chinese Cultural Center.

- ii. The committee members include the Chairperson (Vice President of the CCCA), and a minimum of two additional Directors.
  - iii. A new community group can be formed by a CCCA Member. The new group would be a part of the CCCA organization, and qualified for non-profit status, financial assistance, and CCCA staff support.
    - 1) To be a part of the CCCA, the new group must submit a proposal to the Community Outreach Committee for review, the committee will then submit the final proposal for CCCA board approval. The proposal shall include objectives, operating plan, membership, organization, and budget. Once approved by the CCCA board, the group becomes a part of the CCCA, and overseen by the Community Outreach Committee. The group shall abide by the CCCA Bylaws and report to the CCCA Board for activities and financials in quarterly meetings.
    - 2) The group cannot separate itself from CCCA without prior approval from the CCCA Board.
    - 3) CCCA disclaims all liabilities and responsibilities arising from any actions, activities, losses, damages, and legal issues for any group that is not a part of the CCCA.
- c. Communications Committee
- i. The objectives of the Communications Committee are to enhance communication amongst all members and local communities, and to coordinate annual CCCA nomination and election processes. The Communications Committee is also a liaison between CCCA and the CCCA Journal.
  - ii. The members include:
    - 1) The Chairperson (CCCA Secretary).
    - 2) A minimum of one additional Director.
    - 3) Editor-in-Chief of the current CCCA Journal.
  - iii. Specific functions and responsibilities of the committee are:
    - 1) Maintaining membership directory, database and the CCCA website.
    - 2) Mailing regular CCCA information to members.
    - 3) Membership drive.
    - 4) Liaison between the CCCA and the CCCA Journal operations.
    - 5) Coordinating the CCCA election process.
- d. Fund-Raising Committee
- i. The objective of the Fund Raising Committee is to raise funds for supporting various CCCA activities.
  - ii. The members include:
    - 1) The Chairperson
    - 2) The Treasurer of CCCA.
    - 3) A minimum of one additional Director.

- iii. Specific functions are to solicit donations and collaborate with other committees for fund raising activities.
- e. Events Committee
  - i. The objectives of the Event Committee are to organize and sponsor lectures, seminars, festivals and recreational events.
  - ii. The members include a Chairperson and a minimum of two additional Directors.
- f. Senior Citizen Services Committee
  - i. The objective of the Senior Citizen Services Committee is to provide selected services for senior citizens of the local Chinese American community.
  - ii. The members include a Chairperson and a minimum of two additional Directors.
  - iii. The committee's functions may include
    - 1) Facilitating regular senior gatherings.
    - 2) Creating liaison with the Thousand Oaks Senior Center and other institutions.
    - 3) Organizing special events for senior citizens.

#### **E. Thousand Oaks Chinese School 千橡中文學校**

Thousand Oaks Chinese School (TOCS) is an affiliate of CCCA. The regular operation of TOCS is presided by its Principal in accordance with the Rules and Regulations of TOCS. The Education Committee of CCCA is a liaison organization between CCCA and TOCS, through which CCCA and TOCS activities are coordinated. The election process of the Principal is conducted under the auspices of CCCA. It also involves TOCS staff and the Parents Volunteer Association of TOCS.

1. The Principal
  - a. The duties of the TOCS Principal are to:
    - i. Represent TOCS.
    - ii. Have full authority in operating the TOCS in accordance with the CCCA objectives per section II of the Bylaws and under the oversight of the CCCA Education Committee.
    - iii. Serve as a member of the Education Committee of the CCCA.
  - b. The term of the Principal is one year. He or she may be re-elected for a maximum of two consecutive terms. If the Principal decides to serve a 2nd term, he/she must commit by Jan 31st. Upon receiving this written commitment, the Education Committee will proceed with a confirmation process. The Principal will be confirmed for a second term by 2/3 majority vote by the Education committee members.
  - c. In order to qualify for election, the candidates must have been a voting member of CCCA for at least one year (within the past five years), and be fluent in the Chinese language.



- d. The nomination / search activities will commence in January and be completed by March 15th.
- e. The Election Process: The last Principal of TOCS who is the Chairperson of the Education Committee of CCCA, is the nomination / search team leader.
  - i. All candidates must register with the nomination team leader.
  - ii. A one page description of related experience of the candidate, together with his or her vision of TOCS, if elected, must be submitted to the nomination team leader in March of each year.
  - iii. The Principal is elected by a Special Voting Committee consisting of four voting groups:
    - 1) CCCA Board of Directors has a voting weight of 33%, plus the additional allocation from section 4) below if applicable.
    - 2) TOCS teachers has a voting weight of 43%,
    - 3) TOCS staff has a voting weight of 10%, and
    - 4) TOCS Parents Volunteer Association (PVA) staff has a voting weight of 14% if PVA staff consists of at least ten (10) parents of currently registered TOCS students. Otherwise, the voting weight shall be adjusted to 14% times (number of parents of currently registered TOCS students divided by 10). The difference from 14% shall be allocated to CCCA Board of Directions.

The method of votes counting for candidate is defined in the following table:

Voting Group	CCCA Board of	TOCS Teachers	TOCS Staff	TOCS PVA
Group Voting Weight (%)	33*	43	10	14*
Eligible Voters				
Returned Ballots				
Votes for Candidate				
% Votes for [=(Votes for) / (Returned Ballots)]				
Weighted Votes for the Candidate [=(% Votes for) x (Group Voting Weight)]				

\* Final weight is defined in section iii above

- iv. The Education Committee shall facilitate the voting process by April 15th to elect a new Principal.
  - 1) Each voting group should use a different color of ballots.

- 2) All TOCS staff, teachers, and PVA staff, active as of January 1st of the election year, are eligible to vote.
  - 3) One family may have multiple votes.
  - 4) Each qualified person is entitled to ONLY ONE vote. If a person holds multiple positions, the order of priority should be: CCCA director, TOCS teacher, TOCS staff, and then PVA staff.
  - 5) The candidate who receives the highest number of weighted votes will be elected. In case of a tie, additional rounds of voting will be conducted.
  - 6) If there is only one candidate, he or she must receive an absolute majority of weighted votes. Otherwise, the CCCA President shall convene and preside over the Education Committee to appoint a new Principal by the second week of May.
- f. The official term for the principal starts on July 1st and ends on June 30th of the following year.
  - g. Resignation and Removal:
    - i. The Principal may resign in writing 45 days prior to the effective date. The vacancy will be filled by the Vice Principal in charge of academic affairs.
    - ii. The Principal may be removed by a special Board meeting called by at least 7 of the current Directors. A 2/3 (equal or more than 14) majority vote is required to remove the Principal.

**F. The Thousand Oaks Chinese School Parents Volunteer Association (千橡中文學校家長會)**

The Thousand Oaks Chinese School Parents Volunteer Association (TOCS-PVA) is a volunteer association of the Thousand Oaks Chinese School. The main purpose of the PVA is to serve and support the Thousand Oaks Chinese School (TOCS), and the Conejo Chinese Cultural Association (CCCA).

1. The PVA is an affiliate of the CCCA and under the oversight of the CCCA Education Committee. Major changes of the PVA organization or SOP shall be approved by the CCCA Board.
2. The relationship among PVA, TOCS and CCCA is defined in section IV. The PVA operations are in accordance with the PVA-SOP and CCCA Bylaws.
3. The PVA directors are volunteers, The PVA officers consists of the Chairperson, Vice Chairperson(s), Treasurer, and Accountant.

**G. The CCCA Journal. (千橡雜誌)**

The CCCA Journal is a regional periodical magazine serving the Chinese community in the Conejo Valley area. The Journal communicates CCCA related events, and provides platforms for sharing cultural, life, and family related topics.

1. The CCCA Journal organization is an affiliate of the CCCA. The Communication Committee of the CCCA is a liaison party between the CCCA and the CCCA Journal. Major changes of the CCCA Journal structure shall be

- preapproved by the CCCA Board.
2. The CCCA Journal shall be a non-profit, non-sectarian, non-religious, and non-discriminatory magazine.
  3. The Editor-in-Chief of the CCCA Journal is a non-elected member of the CCCA Board with full voting rights.
  4. The detail organizational structure, operations, editor selections, editor-in-chief election, staff duties, editorial guidelines, and coordination with the CCCA are governed by the CCCA Journal SOP; (千橡雜誌編輯委員會組織規章).

#### **H. The Conejo Chinese Cultural Center (康谷華協文化中心)**

The Conejo Chinese Cultural Center is an affiliate of CCCA. The missions of cultural center are to provide a facility for sharing Chinese heritage with local community using exhibits, cultural events, lectures, and social activities, and it is a community center for everyone interested in Chinese culture and cultural events.

1. The CCCA Community Outreach Committee is the liaison between CCCA and the cultural center. Changes of the cultural center mission, major events, investments, and property acquisition shall be preapproved by the CCCA Board.
2. The chairperson for cultural center is a member of the CCCA Board with full voting rights.
3. The cultural center chairperson shall present quarterly financial results to the CCCA Board.
4. The detail organizational structure, operations, committee member selections fundraising strategy, and coordination with the CCCA are governed by the Conejo Chinese Cultural Center Standard Operating Procedure (康谷華協文化中心章程).

#### **I. Affiliates financial responsibility**

1. All affiliates shall have annual operating budget that is balanced for self-sustaining.
2. Affiliates may seek financial support from CCCA if needed.
3. Surplus by yearend shall be consolidated to the CCCA general fund.

#### **V. Amendment**

This Bylaw may be amended according to the following procedures:

- A. Proposal for amendments shall be submitted to the President of CCCA in writing.
- B. Appointing the Bylaw Amendment Committee: The Bylaw Amendment Committee shall be appointed by the President of CCCA to review the proposals.

- C. Upon a simple majority vote at the Bylaw Amendment Committee meeting, the proposal for amendments shall be presented to the Board of Directors meeting.
- D. Upon a 2/3 (equal or more than (14)) majority vote in favor of the proposed amendments at Board meeting, the amendments shall be effect on the upcoming July 1st.

## Appendix I: CCCA Bylaws Revision Log

Approved Date	Amendment Description	President	Amendment Committee
7/1/1982	Initial draft	Pearl Wong	
12/15/1982	Submitted to CCCA for review	Pearl Wong	
11/12/1988	Basic	黃良箴	
4/2/2004	Modified TOCS Principal Term, Election Process, and Election Special Committee	Bill Chiang	
6/29/2010	Explained CCCA member vote right; Modified the Education Committee member formation; Structured TOCS Principal Special Voting Committee with fixed voting weight	Banghua Sun	Lei Tsui, Zhibang Duan, Qiong Li, Zheng Hu
6/3/2014	Added TOCS-PVA, CCCA Journal as CCCA affiliates; Added CCCA Journal's mission and organization; Added Controller and Controller's functions; Added Education Committee chairperson's selection	Xiaoming Yang	Bill Chiang, Lei Tsui, Qiong Li
6/30/2016	Added deadline for annual membership vote validation; Modified Controller and Treasurer functions; Changed Community Affair Committee to Community Outreach Committee; Combined Special Events Committee and Recreation Committee to Events Committee; Added Special Groups under Community Outreach Committee	Wen Chien	Bill Chiang, Lei Tsui
6/30/2017	Added section 501(c)3 of Internal Revenue Code under Policy; Added PVA mission and organization	Wencheng Li	Lei Tsui, Hong Shang, Zhihua Zhang, Li Chen, Li Hsieh
6/3/2018	Modified the TOCS principal election processing dates; Added new community group's structure and organization under Community Outreach Committee	Hong Shang	Li Hsieh, Qiong Li, Lei Tsui, Bill Chiang
6/16/2021	Added the Conejo Chinese Cultural Center (CCCC) as CCCA affiliate; Added CCCC's mission and organization; Added Financial Responsibility for all affiliates; Added year-3 of CCCA President as Cultural Center Chairperson; PVA voting weight may adjusted base on the number of current registered parents in PVA; Added revision history log as Appendix.	Jianmei Pan	Jenny Yan, Heather Wang, Lei Tsui, Bill Chiang, Qiong Li, Carol Woo