CONSTITUTION and BYLAWS

and the

RULES OF THE NATIONAL COUNCIL

National Headquarters
1044 Stockton Street
San Francisco, California 94108

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TABLE OF CONTENTS

Page

CONSTITUTION 1

PREAMBLE 2

ARTICLE I ORGANIZATION AND POWER 3

ARTICLE II LEGISLATIVE DEPARTMENT 4

ARTICLE III CONVENTION AND ELECTION 6

ARTICLE IV EXECUTIVE DEPARTMENT 7

ARTICLE V FUNCTIONS AND DUTIES OF BOARD OF NATIONAL OFFICERS 10

ARTICLE VI JUDICIAL DEPARTMENT 13

ARTICLE VII LOCAL LODGES 13

ARTICLE VIII AUXILIARIES 17

ARTICLE IX REVENUE 17

ARTICLE X REAL PROPERTY 18

ARTICLE XI AMENDMENTS 18

ARTICLE XII SPECIAL AMENDMENTS 18

BYLAWS 20

ARTICLE I ELECTION OF NATIONAL OFFICERS 20

ARTICLE II REVENUES OF THE NATIONAL LODGE 21

ARTICLE III CONVENTION EXPENSES OF THE NATIONAL COUNCIL 22

ARTICLE IV STANDING COMMITTEES OF THE BOARD OF NATIONAL OFFICERS 22

ARTICLE V ADMISSION 23

ARTICLE VI TRANSFER OF MEMBERSHIP 24

ARTICLE VII MEMBERS IN GOOD STANDING 24

ARTICLE VIII OFFICERS OF LOCAL LODGES 25

ARTICLE IX DUTIES OF LOCAL LODGE OFFICERS 25

ARTICLE X MEETINGS OF LOCAL LODGES 28

ARTICLE XI REVENUES OF A LOCAL LODGE 28

ARTICLE XII AMENDMENTS AND RESOLUTIONS OF LOCAL REGULATIONS 28

RULES OF THE NATIONAL COUNCIL 30

CONSTITUTION

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NOTE

The Constitution was adopted by the Special Convention of the United Parlor of the Native Sons of the Golden State and Chinese American Citizens Alliance duly convened at San Francisco, California, November 15th to December 4th, 1928. The same became effective for the government of the newly consolidated organization, the Chinese American Citizens Alliance, on December 14th, 1928, the date of incorporation. By resolution of said Special Convention, it is provided that prior to the adoption of a set of Bylaws for the Chinese American Citizens Alliance, all bylaws and regulations of the United Parlor of the Native Sons of the Golden State and of the Chinese American Citizens Alliance not in conflict with this Constitution, shall be in force until the adjournment of the Biennial Convention at Boston, Massachusetts, in 1929.

S. K. Lai
Grand Secretary

Dated: December 20, 1928

PREAMBLE

Whereas the United Parlor of the Native Sons of the Golden State was incorporated in 1895 under the laws of the State of California, and its members having subsequently in 1915 caused to be incorporated under the laws of the State of California, the Chinese American Citizens Alliance, and both corporations are still existing under their respective charters, and the aims, purposes and objects of both corporations being the same and both being governed by the same Board of Grand Officers, and all the members of the United Parlor of the Native Sons of the Golden State having been at all time and being now members of the Chinese American Citizens Alliance, and it being the desire of all members to consolidate both corporations into one, and

Whereas at the Convention of the United Parlor of the Native Sons of the Golden State and the Chinese American Citizens Alliance duly called and held at Fresno, California, in 1927, a Special Convention was authorized to legally effect such consolidation or merger and draft and adopt a Constitution for the newly consolidated corporation,

Now, therefore, in pursuance of the authority so vested in the Special Convention, in order to form a more perfect body, to inculcate the principles of charity, justice, brotherly love and fidelity among the members, to promote the general welfare and happiness of its members and the Chinese communities, to quicken the spirit of American patriotism, to insure the legal rights of its members and to secure equal economical and political opportunities for its members, we, the members of said Special Convention duly convened for that purpose do hereby adopt and ordain this Constitution for the consolidated corporation, the Chinese American Citizens Alliance.

ARTICLE I
ORGANIZATION AND POWER

Section 1. *Organization*. This organization is a national fraternity composed of Local Lodges which shall have been organized by and operated by Citizens of the United States.

The Mission of this Organization shall be: to empower Chinese Americans by promoting the highest ethics, morals, and values of community and the organization, by practicing and defending American citizenship in its fullest rights and responsibilities, by observing respectfully American patriotism, by preserving historical and cultural traditions, and by providing youth leadership and community learning through education."

Section 2. *Jurisdiction*. The government of this organization shall have full jurisdiction over all the Local Lodges:

a. It shall have the right and power:

- to organize and grant charters to Local Lodges or auxiliaries;
- to suspend or annul the same for proper cause;
- to regulate and to make final decisions on all matters pertaining to the admission, transfer, suspension and expulsion of the members of the Local Lodges;
- to receive, hear and determine appeals from all Local Lodges and from the members thereof;
- to redress and adjust all grievances existing among the members or the Local Lodges;
- to legislate for its government and maintenance and for the government and maintenance of its Local Lodges;
- to initiate new members, appoint and install the officers of newly organized Local Lodges, and to furnish all necessary supplies to the Local Lodges, such as Charters, Rituals, Constitution, blanks, forms and other articles for the use in conducting properly the business of the organization.

b. It shall have the right and power to hold, sell, exchange, rent, mortgage or pledge all its personal as well as real properties if it is in the best interest of the organization:

- to provide membership benefits;
- to employ persons to conduct the business of this organization;

- to establish, maintain, manage and control newspapers, journals and other similar enterprises and

- to establish schools or institutions of learning, provided such enterprises and institutions shall not in any way be conducted or operated for any profit or gain, but solely for the purpose of better carrying out the objectives of this organization.

c. It shall have all the incidental and implied powers necessary for carrying out the expressed powers herein set forth.

Section 3. *Departments*. The government of this organization shall consist of three departments, namely legislative, executive and judicial.

ARTICLE II
LEGISLATIVE DEPARTMENT

Section 1. *Legislative Powers*. All legislative powers shall be vested in the National Council which shall consist of the Board of National Officers of the expiring term and all the delegates duly elected by the Local Lodges to the conventions and qualified by the Board of National Officers.

Section 2. *Membership Delegates*. Any Local Lodge with a minimum number of no less than twelve (12) members in good standing shall be entitled to one delegate, but the total number must not be less than fifty (50) to qualify for the second delegate; thereafter for every additional fifty (50) members there shall be one additional delegate.

Section 3. *Election of Delegates*. The elections of delegates of all Local Lodges shall be held at least seventy five (75) days prior to the date of the Convention and the names of such delegates shall be filed immediately with the National Secretary and the Convention Secretary.

Section 4. *Terms of Delegates*. All delegates shall serve only at the Biennial Convention to which they are elected.

Section 5. *Qualification of Delegates*. A delegate from the Local Lodge must have been, initiated and must be a member in good standing at the time of nomination and election. Each Local Lodge may prescribe its additional own regulations as to the qualifications of candidates.

Section 6. *Delegate Credentials*. Every delegate must present credentials, properly signed and attested thereon with the seal of the Local Lodge certifying that the delegate as properly elected to the Convention.

Section 7. *Local Lodge Membership Report*. The Secretary of each Local Lodge shall prepare a written report to the National Secretary the number of its members in good standing at the time of the election of the delegates, together with a biennial

report required by the Bylaws and the report shall be presented at the business session of the National Council.

Section 8. *National Council Roll Call List*. The National Secretary shall furnish the National Council a list of all the delegates duly elected by the Local Lodges and qualified by the Board of National Officers on the first day of the Convention together with the names of the members of the Board of National Officers. This list shall be used as the official roll call of the National Council and two-thirds (2/3) of the members listed on the roll call shall constitute a quorum.

Section 9. *National Council*. The National Council shall have the following powers:

a. To define the powers and duties of its officers and committees, except those fixed in this Constitution;

b. To define the offenses of any member or Local Lodge and provide penalties, thereinfor;

c. To provide means of obtaining revenue for this organization; to legislate for the control of its properties and appropriate its funds;

d. To provide the Rituals, prescribe the paraphernalia, emblems and jewels to be used in this organization;

e. To provide bylaws for the enforcement of the executive orders of the National Officers and of the decrees, judgments and orders of the National Forum and for the impeachment or removal from office of any member of the Board of National Officers.

Section 10. *Necessary Votes for Legislation*. A two-thirds (2/3) vote of the National Council present shall be required to pass a bill for enactment and majority vote shall be required to adopt a resolution.

Section 11. *Effective Date of Bylaws Amendments*. All bylaws enacted by the National Council shall take effect sixty (60) days after the adjournment of the Convention unless otherwise provided.

Section 12. *Journal of Proceedings*. The National Council shall keep a journal of its proceedings, which shall be published and distributed by the Board of National Officers no later than six (6) months after the close of the Convention.

Section 13. *Power to Adopt Regulations or Rules*. The Board of National Officers, in order to enforce the provisions of the Bylaws, shall have the power to adopt regulations or rules, provided such regulations or rules shall not be contradictory to the provisions of the Bylaws or of this Constitution.

ARTICLE III
CONVENTION AND ELECTION

Section 1. *Date, Period and Location of Biennial Convention*. The National Council shall hold its convention biennially, commencing in August 1959, in the period between July 1 and September 30 and preferably shall start during the first fifteen days of August. The date shall be designated by the Board of National Officers and announced to each Local Lodge at least twelve (12) months prior to the convention date. The convention period shall not exceed fourteen (14) days. The National Council shall designate the next place or location for the following biennial convention.

Section 2. *Sessions of Meetings*. The National Council shall hold its meetings in open sessions and may enter into closed sessions at the direction of the chairman.

Section 3. *Reports and Returns to the National Council*. The reports and returns of the National Officers, special or standing committees and the Local Lodges shall be submitted to the National Council.

Section 4. *Membership Attendance and Address to the Convention*. Members in good standing of any Local Lodge shall be permitted to attend the Convention in the open sessions. Members may address the Convention by the consent of two-thirds (2/3) of the National Council present.

Section 5. *Qualifications of Candidates for National Officers*. Candidates for election as National Officers shall be members who have served as officers of a Local Lodge for at least one (1) elected full term of twelve (12) consecutive months and have been members in good standing for at least three (3) consecutive years. Candidates for the election to the office of either National President, National Vice Presidents, National Secretary, or National Assistant Secretary, shall be members who have served either as President, Vice President, Secretary or Assistant Secretary of a Local Lodge for at least one (1) elected full term of twelve (12) consecutive months and have been a member of good standing for at least seven (7) consecutive years.

Section 6. *Nomination of Candidates*. If more than two (2) members are nominated for each office of the Board of National Officers, the members so nominated shall be voted on by secret ballot and the two (2) members who receive the highest number of votes shall be candidates for the office.

Section 7. *Election by Secret Ballot*. With the exception of the National Representatives and members of the National Executive, all National Officers for the ensuing term shall be elected at the Biennial Convention by means of secret ballots by National Officers, delegates attending the Convention and by officers of the Local Lodges in accordance with such procedure as may be provided in the Bylaws. Members of the National Executive shall also be elected by secret ballot at said Biennial Convention.

Section 8. *Installation*. The officers elected shall be installed on the last day of the Biennial Convention and shall hold office until the last day of the next Biennial Convention, or until their successors shall be installed and qualified to enter upon the discharge of their duties.

Section 9. *Special Convention*. A Special Convention of the National Council may be called by a two-thirds (2/3) vote of the Board of National Officers. The notice of such Special Convention shall designate the time, place and particular purpose for which the Convention is called. Such Special Convention shall not be convened until at least thirty (30) days have elapsed after the issuance of the notice.

Section 10. *Apportionment of Delegates to Special Convention*. The apportionment of delegates to the Special Convention of the National Council shall be the same as provided for in Article II, Section 2.

ARTICLE IV
EXECUTIVE DEPARTMENT

Section 1. *Executive Powers*. All executive powers of this organization shall be vested in the Board of National Officers, which shall consist of:

a. National President
b. National Executive Vice President
c. National Vice President, Civic and Public Affairs
d. National Vice President, Communications
e. National Vice President, Education
f. National Vice President, Membership
g. National Vice President, Planning
h. National Secretary
i. National Assistant Secretary
j. National Treasurer
k. National Compliance Officers (2)
l. National Marshal
m. National Sentinel
n. National Executives (10)
o. National Representatives (one from each Local Lodge)
p. Past National President(s)
q. Regional Executives at large (6)

Section 2. *Meeting of the Board of National Officers*. The Board of National Officers shall hold a general meeting at least quarterly (once every three months for the transaction of the current business of this organization. Special meetings may be called from time to time as may be deemed necessary by the National President. A majority of elected National Officers shall constitute a quorum at any meeting. A majority vote of those present is required to decide all questions.

Section 3. *Meeting of the Executive Committee*:

a. The Executive Committee shall consist of the National President, the National Vice Presidents, the National Secretary, National Assistant Secretary, National Treasurer, National Compliance Officers (2), National Marshal, and National Sentinel, and one Past National President to be appointed by the National President.

b. If the National President deems necessary, an Executive Committee meeting may be called each month that there is no general meeting of the Board to transact the immediate business of this organization. Eight members of the Executive Committee present at a meeting shall constitute a quorum. Those Past National Presidents not otherwise designated members of the Executive Committee as stipulated above will be advisory members of the Executive Committee without the right to vote and will not count in the quorum.

c. A vote of seven (7) members of the Executive Committee is required to decide all questions before the Executive Committee. The Committee's decisions and actions must be reported to the next meeting of the Board of National Officers in written form.

d. All actions by the Executive Committee to expend funds or obligate the organization contractually shall be within financial limits set by the Board of National Officers.

Section 4. *Participation at Meetings*. National Officers or member of any committee may participate and act at any meeting through the use of a conference telephone, electronic video communications, or other communications equipment or device so long as all persons participating in the meeting can hear one another. Participation in this manner will constitute attendance and presence in-person at the meeting.

Section 5. *Action by Unanimous Consent Without Meeting*. Any action required to be taken at a meeting of the Board of National Officers or a committee may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all of the elected National Officers, not including the National Representatives, or by all members of the committee, as the case may be. This procedure, however shall not be employed and shall not be effective to fill any vacancy on the Board of National Officers. Consent may be evidenced by one or more written approvals, each of which sets forth the action taken and bears the signature of one or more of the persons consenting. Consent may be sent by facsimile, electronic mail, or other electronic means that can show a handwritten signature. All approvals evidencing consent shall be filed with the minutes of the meeting of the Board of National Officers. The action taken will be effective when all National Officers have given their written consent.

Section 6. *Powers of the National President*:

a. The National President shall be the Chief Executive of the Board of National Officers.

b. The National President shall appoint all standing and special committees created by the Board of National Officers and with the approval of the National Board shall appoint the Regional Executives.

c. The National President shall have general supervisory power over all subordinate officers and shall have access to all books, papers, documents and letters of any Local Lodge, and may require from such officers a written report on any lodge matter within their knowledge.

d. The National President, with the approval of the Board of National Officers, shall grant charters to newly organized Local Lodges and grant dispensation whenever the occasion demands.

e. The National President shall have the power to call special meetings of any Local Lodge and shall in such case transmit to the Secretary of the Local Lodge a written order directing the said secretary to notify all the officers or members or both, of the Local Lodge as to the time, place and purpose of such meeting.

f. The National President shall enforce the provisions of this Constitution, Bylaws and amendments duly enacted by the National Council, regulations, resolutions, standing rules and orders of the Board of National Officers and the decrees and judgments of the National Forum.

g. The National President, with approval of the Board of National Officers, shall appoint and discharge employees as recommended by the various committees. The Board of National Officers shall fix the amount of renumerations of said employees.

h. The National President shall appoint, with the approval of the Board of National Officers, a National Executive Director whose remuneration shall be fixed by the Board of National Officers. The National Executive Director shall devote all the necessary time to the executive office, to perform satisfactorily such duties as may be assigned by the National President or by the National Secretary. The National Executive Director shall hold office at the pleasure of the National President.

Section 7. *Terms of the National President*. No person shall serve as National President for more than two (2) elected terms.

Section 8. *Vacancy in the Board of National Officers*:

a. In case of the removal of the National President from office, or resignation, or inability to discharge the powers and duties of the office or due to death, such powers and duties shall be devolved upon the National Vice Presidents. The National Council may by bylaws provide for the case of the vacancies of the offices of the National President and the National Vice Presidents, declaring which officer shall then act as National President.

b. Any vacancy in the Board of National Officers, except the office of the National President, shall be filled by action of the remaining members of the Board of National Officers.

Section 9. *Standing Committees and their Chairs*.

a. The Board of National Officers shall be vested in Standing Committees. These Standing Committees shall be named by their functions: Civic and Public Affairs, Membership, Communications, Finance, and Planning.

b. The Finance Committee shall be chaired by the National Treasurer.

c. For the transition term 2005-2007, the National President shall appoint the Chairs of the Communications and Planning Committees from elected members of the Board of National Officers in the usual manner. For the transition term 2013-2014, should the National Vice Presidents, Civic Issues and Education be ratified, the positions shall be filled in the manner stated for vacancies of officers on the Board of National Officers.

Section 10. *Removal of National Officers*.

a. A cause for removal of a National Officer may be: incapacity, a crime of moral turpitude, criminal conviction, misconduct or abuse of power in Office, or any other cause judged adverse or injurious to the organization.

b. Upon a two-thirds approval of those present at a meeting of the Board of the National Officers, a National Officer shall be removed for cause.

Section 11. *Term Limits for Elected National Officers*. Besides the National President and the National Executives, no individual shall serve in the same elected office on the Board of National Officers for more than three consecutive terms.

ARTICLE V
FUNCTIONS AND DUTIES OF BOARD OF NATIONAL OFFICERS

Section 1. *National President*. The National President shall preside at all meetings of the National Council and the Board of National Officers. Shall enforce due observance of the Constitution and the Bylaws of this organization. Shall cast the deciding vote when a tie occurs. Shall preside during the exemplification of the

Ritual; and shall appoint officials for the exemplification of such work. Shall institute all new Local Lodges, either in person or by designee. The National President shall be the authority upon the countersigns of the organization. Shall be the President of the Day at all celebrations that may be held under the auspices of this organization and perform other duties as may be required by the Constitution and the Bylaws. Shall visit those Local Lodges which are most in need of information, instruction and assistance. Shall make, at the Biennial Convention of the National Council, a report of the National President's official doings and the general condition of the organization and whatever recommendations as he may deemed proper.

Section 2. *National Executive Vice President*. The National Executive Vice President shall assist the National President in the discharge of the duties and act as National President during his absence. In the event of the vacancy of the office of the National President, the National Executive Vice President shall become National President with the honors of the remainder of full term.

Section 3. *National Vice Presidents*. There shall be five National Vice Presidents with their titles corresponding to function. Each National Vice President shall chair the Standing Committee to which the Vice President has been elected. Specifically, there shall be a National Vice President, Civic Issues, National Vice President, Membership, National Vice President, Communications, National Vice President, Planning, and National Vice President, Education. Additional duties of the National Vice Presidents shall be to assist the National President and National Executive Vice President in the discharge of their duties. No National Vice President shall chair more than one Standing Committee. In the event of vacancy of the office of the National Executive Vice President, one of the National Vice Presidents shall be elected by the Board of National Officers to become National Executive Vice President with the full honors of the remainder of the full term.

Section 4. *National Secretary*. The National Secretary shall be responsible for the keeping of the minutes of the proceedings of the National Council and the Board of National Officers. Shall be responsible for the direction of the publication and distribution of the journal of proceedings to the Local Lodges. Shall keep a record of the name, number, location and date of organization of all Local Lodges. Shall keep a full record of the members in such a manner as required by the Board of National Officers. Shall keep a complete and accurate account of this organization and shall file monthly reports with the Board of National Officers and affix the seal of this organization thereto when necessary. Shall perform other duties as the National Council or the Board of National Officers may direct. Shall be the custodian of the seal of this organization and shall sign and attest with said seal all official papers and documents required to be signed and to which the seal is to be affixed. Shall deliver to his successor all the records, correspondences and properties of this organization in the Secretary's possession.

Section 5. *National Assistant Secretary*. The National Assistant Secretary shall assist the National Secretary in the discharge of the duties and may act as the National Secretary during the absence or inability of the National Secretary.

Section 6. *National Treasurer*. The National Treasurer shall have charge of all funds of this organization and make a report to the Board of National Officers in such manner as may be prescribed in the Bylaws. Shall be custodian of all title deeds, bonds, stocks, notes and other evidences of title and investments.

Section 7. *National Compliance Officers*. The National Compliance Officers shall examine all financial accounts of this organization at least quarterly during the fiscal year, including but not limited to cash inflow, outflow, and statement of conditions including asset summary, attesting to their examinations, shall review periodically financial policies and practices of the organization, and further, shall review board policies, practices, and actions for conflicts of interest.

Section 8. *National Marshal*. The National Marshal shall assist the National President in maintaining order and shall have special charge of the assembly hall and perform other duties as may be required. Shall be the commander of processions, under the President, with power to appoint assistants.

Section 9. *National Sentinel*. The National Sentinel shall not permit anyone who is not entitled to enter the assembly hall when in session and shall perform such duties as may be required.

Section 10. *National Executives*. National Executives shall perform such duties as may be required in Board of National Officers.

Section 11. *National Representatives*. National Representatives shall have the privilege to attend all meetings of the Board of National Officers and the National Council, and shall have all the rights and privileges of the National Officers. However, all expenses incurred by the National Representatives incidental to attending the meetings of the Board of National Officers shall be defrayed by their respective Local Lodges.

Section 12. *Past National Presidents*. Past National Presidents shall be members of the National Board, with all the rights and privileges of a National Officer.

Section 13. *Nonattendance at Meetings of Board of National Officers*. Excepting the National Representatives and Regional Executives, National Officers who have been absent for three (3) meetings of the Board of National Officers during each year of the term of their office shall automatically forfeit their offices and shall be ineligible to be elected to any National Office in the succeeding term. Any vacancy in office occurring under this section shall be filled by the Board of National Officers. An absence by a National Officer will not be considered an absence for the purposes of this section if the National Secretary is notified two (2) days in advance of the regularly scheduled meeting of the Board of National Officers.

ARTICLE VI
JUDICIAL DEPARTMENT

Section 1. *Judicial Power*. The judicial power shall be vested in the Board of National Officers and the National Forum. The National Officers, when sitting for judicial hearing, shall have original jurisdiction, and the National Forum, appellate jurisdiction.

Section 2. *Judicial Decision*. A two-thirds (2/3) vote of the Board of National Officers present shall render a decision in all judicial matters

Section 3. *National Justice*. The National Forum may be called into session during the Biennial Convention or Special Convention. The National Forum shall consist of all qualified delegates attending the Convention, each of who shall serve as a National Justice.

Section 4. *Quorum of the National Justices*. Three-fourths (3/4) of the National Justices shall constitute a quorum of the National Forum and a three-fourths (3/4) vote of the National Justices present shall render a final decision.

Section 5. *Decisions on Judicial Matters*. All decisions on judicial matters of the Board of National Officers and of the National Forum shall be in writing, and shall be filed, together with syllabi thereof, with the National Secretary.

ARTICLE VII
LOCAL LODGES

Section 1. *Regular and Associate Membership*. Membership of the Local Lodges shall consist of American citizens who are eighteen (18) years of age or over, regardless of race, creed or color, who are of good character, and capable of self-support and who demonstrate support of the principles and goals of the Chinese American Citizens Alliance. Local lodges may also grant associate membership to any non-citizen, corporate body or business enterprise.

Section 2. Each Local Lodge may be incorporated under the laws of the state in which the Local Lodge is situated:

a. It shall have the right to admit, expel and suspend it members in the manner as provided in the Bylaws.

b. It shall have the right to determine and assess membership fees, to elect delegates to attend the Biennial Conventions and Special Conventions and to elect a National Representative to the Board of National Officers according to the provisions of this Constitution and the Bylaws.

c. It shall have the right and power to hold, sell, exchange, rent, mortgage or pledge all its personal as well as real properties, if it is in the best interest of the Local Lodge.

i. Any purchase, sale, encumbrance, or exchange or real property owned by the Local Lodge (which shall hereafter be referred to in this Section as "the real estate proposal,") must first be approved by a 2/3s vote of the Local Lodge Board of Officers. Thereafter, the Local Lodge shall hold a special meeting of the general membership for the purpose of discussing the real estate proposal.

ii. In addition to notifying the Local Lodge members of this special meeting, the Local Lodge President shall also notify the National President and the Board of National Officers. Notice of the special meeting shall be given at least 30 days prior to the date of the meeting.

iii. The National President shall send a representative to the special meeting who shall report at the next general meeting or a special meeting of the Board of National Officers called by the National President. Representatives of the Local Lodge may attend this meeting. Prior to the Local Lodge sending out its ballots to approve the proposal, the Board of National Officers shall have a reasonable period to have their concerns addressed.

iv. Thereafter, a ballot to approve or reject the real estate proposal shall be sent by registered mail to each member in good standing of the Local Lodge, and two-thirds (2/3s) of all returned ballots shall be required for approval. A representative of the Board of National Officers shall oversee the balloting process.

Section 3. *Enactment of Statutes*. Each Local Lodge shall be governed by this Constitution and the Bylaws and shall have power to enact statutes to enforce the same among its members.

Section 4. *Principle of Brotherhood/Sisterhood*. Every member shall strictly adhere to the principles of brotherhood/sisterhood of this organization. It is imperative that no member shall have sectional, clannish, tong or party prejudices against each other or to use such influences to oppress fellow members. Whomsoever violates these provisions shall be expelled from this organization.

Section 5. *Membership Duties*:

a. It shall be the duty of each member to defend this Constitution;

b. To observe the Bylaws;

c. To pay and contribute fees and funds to this organization and to their Local Lodge as required by the Bylaws;

d. To attend meetings and

e. To render faithful services to this organization.

Section 6. *Membership Rights*:

a. Every member shall be entitled to participate in all elections of the Local Lodge according to the Bylaws.

b. Each regular member shall have the right to vote and deliberate on all matters before the meetings, to request assistance or protection, and to bring matters before the Local Lodge for adjustment.

c. Every member shall also have the right to petition the Board of National Officers for adjudication and to appeal therefrom to the National Forum.

d. Each member shall have the right to transfer to another Lodge in accordance with the procedure prescribed in the Bylaws.

Section 7. The Officers of the Local Lodge shall be:

a. President
b. Vice President
c. Secretary
d. Assistant Secretary
e. Treasurer
f. Financial Secretary
g. Compliance Officers (2)
h. Marshal
i. Sentinel
j. Collector
k. National Representative

Section 8. *Election and Installation*. Officers of the Local Lodges shall be elected and installed on such date and in such manner as provided for in the Bylaws.

Section 9. *Election Through Secret Ballots*. The officers of the Local Lodge shall be elected by the members in good standing through secret ballots. The duties and qualifications of these officers are as provided in the Bylaws.

Section 10. *Appointment of Associates*. The Board of Officers of the Local Lodge shall consist of the officers of the Local Lodge and a number of associates not to exceed ten (10). The Associates shall be appointed by the officers of the Local Lodge prior to the installation of the Board of Officers.

Section 11. *Executive Powers*. The Board of Officers shall have all the executive powers and shall create standing and special committees when necessary, and shall have the power to adjust grievances among its members.

Section 12. *Monthly Meetings*. Each Local Lodge shall meet at least once a month to transact the business of the organization. It shall be the duty of all the officers and good standing members to attend such meetings.

Section 13. *Recordkeeping*. Every Local Lodge shall keep a complete record or its members and of its properties. It shall keep a complete and accurate account of its funds, which shall be entered daily and balanced every month; one of the copies thereof shall be posted in the Lodge for information to its members and another one shall be filed with the National Secretary every month.

Section 14. *Location of Local Lodge*. There shall be only one Local Lodge in a township or city.

Section 15. *Instituting New Local Lodge*:

a. The application for instituting a new Local Lodge shall contain the names of no less then fifteen (15) citizens of the United States who may qualify for membership.

b. Upon the receipt of such application, the National President or designee shall proceed to inquire into the character and qualifications of the applicants and report the findings to the Board of National Officers.

c. Upon the approval of the application by the Board of National Officers, the National President or designee shall institute the new Local Lodge with such name and number as agreed upon, and he shall initiate the new members. Designated officer shall appoint and install the officers for the first term.

d. Upon completion of the organization, the National President shall grant a charter to the new Local Lodge.

e. If, at any time after the institution of a Local Lodge, its membership drops below the minimum of twelve (12) qualified members, the Board of National Officers shall suspend said Local Lodge until such time as said suspended Local Lodge has again acquired the minimum number of twelve (12) qualified members.

f. In order for a Local Lodge to qualify to send delegates to a Biennial Convention, a Local Lodge must be in good standing for the two (2) years immediately preceding the Biennial Convention.

If a Local Lodge has been organized for less than one year, any member in good standing shall be eligible for nomination and election to be a delegate.

Section 16. *Organizational Expenses of New Lodge*. The new Local Lodge, after completing its organization, shall be required to pay a charter fee, the cost of all supplies furnished and the amount of organizational expenses that may be determined by the Board of National Officers.

Section 17. *Lodge Seal*. The new Local Lodge upon its organization shall be furnished with a seal by the Board of National Officers.

Section 18. *Adherence to Charter*. All Local Lodges working under a charter granted by the Board of National Officers shall enforce a strict adherence to the countersigns of the organization as instructed by the National President or designee and they shall neither adopt, not use any lectures, degrees, forms or initiation, ceremonies or regalia other than those prescribed and provided in the Bylaws.

Section 19. *Dissolution of Local Lodge*:

a. No Local Lodge shall be voluntarily dissolved so long as five or more members of good standing of such Lodge shall object to such action, nor shall the funds of any Local Lodge ever be divided among its members.

b. Upon dissolution, all funds, books and other properties of the Local Lodge so dissolving shall be immediately delivered to the National Secretary for adjustment with the creditors of the Local Lodge, so that the reputation of the parent organization will not suffer, and after payment of all just debts out of the said funds and properties, the remainder thereof, if any, shall become the property of the Chinese American Citizens Alliance, as part of the consideration for the original right or charter given to such Lodge to organize.

c. It is expressly understood that the right of the Chinese American Citizens Alliance to any surplus shall not be construed as an admission of liability for the debts of any Local Lodge.

Section 20. *Violation of the Constitution and Bylaws*. Any Local Lodge violating the provisions of the Constitution or Bylaws amounting to disloyalty or defamation, or working against the best interest of this organization, shall be dissolved by the National Council, in which event all its properties shall be disposed of as provided for in Section 19 hereof.

ARTICLE VIII
AUXILIARIES

The Board of National Officers, in order to carry out the objects of and for the best interest of this organization shall have the power to authorize the institution of auxiliaries. The National Council shall prescribe the rights, power and duties for said auxiliaries.

ARTICLE IX
REVENUE

Section 1. *Source of Revenue*. The revenue of this organization shall be derived from membership fees, charter fees, sale of supplies, granting of dispensations, contributions, incomes from investments and such financial measures as the National Council may time to time provide, including the issuance of bonds and

the levying and fixing of a per capita tax to be paid by each member of the Local Lodges.

Section 2. *Power To Raise Revenue*. In cases of emergency, the Board of National Officers shall have the power to raise special funds and assess the members of the Local Lodges, provided this action is unanimously approved by the members of the Board of National Officers.

Officers in attendance and further provided that meeting called for this purpose must be attended by four-fifths (4/5) of the elective National Officers.

ARTICLE X
REAL PROPERTY

All matters relating to the purchase, sale, encumbrance and exchange of real property of the national organization, namely the Board of National Officers, shall require a two-thirds (2/3's) vote for passage in the National Council.

ARTICLE XI
AMENDMENTS

Amendments to this Constitution shall be adopted by three fourths (3/4) of the members of the National Council at the regular Biennial Convention and shall become effective upon ratification by two-thirds (2/3) of the Local Lodges within ninety (90) days after closing of the Biennial Convention.

ARTICLE XII
SPECIAL AMENDMENTS

Notwithstanding the provision of Article XI of this Constitution, the Convention to be held at Boston, Massachusetts, in 1929, shall have power by a vote of three-fourths (3/4) of the members of the National Council present to amend this Constitution by changing the corporate name of Chinese American Citizens Alliance to such other name as they may adopt and this Constitution shall thereupon stand amended accordingly and no ratification to such amendment shall be necessary, and if said Convention shall not amend this Constitution as provided in this article, then the name shall stand as provided for. Nothing in this article shall be so construed as to authorize the Convention to be held at Boston to amend this Constitution in any other respect except as to the name.

* * *

I do hereby certify that the foregoing is a true and correct copy of the Constitution adopted by the Special Convention of the United Parlor the Native Sons of the Golden State, and the Chinese American Citizens Alliance on December 4, 1928, at San Francisco, California, for the government of the consolidated organization, the CHINESE AMERICAN CITIZENS ALLIANCE.

Witness, my signature and seal of the CHINESE AMERICAN CITIZENS ALLIANCE, this 20th day of December, 1928.

(SEAL) S.K. LAI

BYLAWS

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Adopted by the 12th Convention of the Grand Council, 1929

Reprinted	Jul. 1955
Revised	Aug. 1973
Revised	Aug. 1975
Revised	Jan. 1980
Revised	Feb. 1983
Revised	Jan. 1986
Revised	Jan. 1988
Revised	Nov. 1989
Reprinted	Sep. 1994
Revised	Nov. 1997
Revised	Nov. 2003
Revised	Nov. 2005
Revised	Nov. 2011
Revised	Nov. 2013
Revised	Sep. 2023

ARTICLE I
ELECTION OF NATIONAL OFFICERS

Section 1. *Formation of Steering Committee*. The Board of National Officers shall appoint a Steering Committee for the election sixty (60) days prior to the Biennial Convention of the National Council with the authority to investigate the voting rights of Local Officers. If any Local Officer is found liable for dues to the Local Lodge or the National Lodge, the President of the Local Lodge shall be immediately notified through electronic mail by the Steering Committee. Whomever fails to clear back dues within thirty (30) days of notice before the Biennial Convention shall lose the right to vote for National Officers.

Section 2. *Duties of the Steering Committee.* The Steering Committee shall prepare the ballots for the election.. Should electronic ballots be used, such electronic ballots shall be prepared for each eligible voter's previously declared up-to-date electronic mail

Section 3. *Qualifications of Voters*. An officer of the Local Lodge with the right to vote for National Officer is one who has been determined to be qualified and is registered with the Steering Committee for the election twenty (20) days before the Biennial Convention.

Section 4. *Nomination of Candidates*. All candidates for National Officers for the ensuing term shall be nominated at the Biennial Convention of the National Council in the opening session; thereafter, the election shall be held on its final session.

Section 5. *Voting Process*. Members of the National Council and Local Lodge Officers each shall be provided a secure electronic ballot and provided a specified period of time by which votes are to be cast. Local Lodge Officers may vote by proxy by a member of the National Council of their respective Local Lodge. Notification of such proxy must be submitted to Election Committee by a date specified by the Election Committee. The Steering Committee will have final decision authority on exceptional individual ballot cases

Section 6. *Balloting Procedures*. Whenever only one candidate is nominated to an elective office, the candidate shall be considered elected by the National Council and no balloting shall be required.

Section 7. *Formation of Election Committee*. After completion of such nominations, an Election Committee shall be appointed to conduct, in accordance with law, all matters concerning the election, and to notify all Local Lodges of the names of candidates nominated and the last date for the receipt of ballots from Officers of Local Lodges as determined by the National Council.

Section 8. *Duties of the Election Committee*. The Election Committee shall maintain an electronic mail listing of National Council members, Local Lodge delegates, and other Local Lodge Officers and create detailed procedures for sending and receiving votes.

Section 9. *Election of Officer Due to Vacancy*. In the event of the vacancies in the offices of the National President and the National Vice Presidents, the remaining Board of National Officers shall elect an acting National President who shall serve until the next convention or until a special convention is called.

ARTICLE II
REVENUES OF THE NATIONAL LODGE

Section 1. *Membership Dues*:

a. Each member of this organization shall be assessed fifteen dollars ($15.00) each year for National Lodge membership dues.

b. National Lodge membership dues shall be assessed against members during their absence from the United States.

Section 2. *Exemption of Dues*:

a. Upon good cause being shown, the Board of National Officers may exempt any member from the payment of National Lodge dues for such period as it may deem proper under the circumstances.

b. The National Lodge shall award a "Longevity" membership pin to all local members who have been in good standing for a continuous period of thirty (30) years or more and who have reached the age of seventy (70) or over. Such members shall be exempt from payment of any further National Lodge dues or assessments.

c. All National Officers shall be exempted from payment of membership dues during their term of office.

d. National Lodge shall exempt the first year's National Lodge dues to all new members who are joining the organization for the first time and who have previously been a dues paying member of a youth organization affiliated with this organization.

ARTICLE III
CONVENTION EXPENSES OF THE NATIONAL COUNCIL

Section 1. *Transportation Expenses*. Transportation expenses of the National Council members attending the Biennial Convention shall be provided by the National Lodge, the amount of reimbursement is to be determined by the Board of National Officers.

Section 2. *Per Diem Allowances*. Per diem allowances to the National Council shall be determined by the Board of National Officers.

Section 3. *Regulation of Convention Expenses*. The Board of National Officers shall be empowered to regulate any and all convention expenses as deemed appropriate.

ARTICLE IV
STANDING COMMITTEES OF THE BOARD OF NATIONAL OFFICERS

Section 1. *Standing Committees*. The functions of the Board of National Officers shall be vested in Standing Committees. Standing Committees shall be named Civic and Public Affairs, Communications, Finance, Membership, and Planning. Besides the scopes and duties defined below, these Standing Committees shall carry out additional duties, which the National President may deem fit to assign. Standing Committees shall have a minimum of three (3) and maximum of seven (7) members, and may form subcommittees as needed.

Section 2. *Civic and Public Affairs Committee*. In the subject area traditionally known as Citizenship, the Civic and Public Affairs Committee shall identify issues and shall formulate civic and public policy, and recommend actions, for the National Board in accordance with the Preamble, specifically but not limited "to quicken the spirit of American patriotism; to insure the legal rights of members, and to secure equal economic and political opportunities for members."

Section 3. *Membership Committee*. The Membership Committee shall be responsible for membership and Lodge development and retention. The Membership Committee

shall develop membership policy for the Board of National Officers. The Membership Committee shall be responsible for the national ritual, members' paraphernalia such as pins, and members' national benefits. Responsibilities include preserving the organizational legacy and history and those of its member Local Lodges.

Section 4. *Communications Committee*. The Communications Committee shall manage all external and internal relations for the National Board. External relations may include, but are not limited to, public relations and outreach, publicity, announcements of policy positions, and an electronic website. Internal relations may include the members' newsletter and inter-Lodge communications.

Section 5. *Finance Committee*. The Finance Committee shall be responsible for financial operations and asset management, including investment advice, for the Board of National Officers. The Finance Committee shall manage appropriate and timely accounting and financial methods and reports. The Finance Committee shall be responsible for national financial planning and shall provide both legal compliance and financial advice to the Board of National Officers as required. (7/11)

Section 6. *Planning Committee*. The Planning Committee shall be responsible for strategic planning and the administrative policy development of the National Board. The Planning Committee jointly with the Finance Committee shall prepare the annual budget. The Planning Committee shall oversee administrative management of the organization.

Section 7. *Education Committee.* The Education Committee shall be responsible for the education programs and funding, following the precept "to cultivate the mind through the exchange of knowledge." Focus shall be particularly targeted to but not limited to youth leadership development. Programs may include skills competition such as writing and the arts and the recognition of outstanding national scholars.

ARTICLE V
ADMISSION

Section 1. *Application Process.* Any citizen of the United States who pledges support of the mission and goals of the Chinese American Citizens Alliance and is qualified for membership according to Article VII, Section 1 of the Constitution of the Chinese American Citizens Alliance, and wishes to be admitted shall fill the application form prepared by the Board of National Officers. The application shall present the application form and joint sponsorship by two members in good standing to the Secretary of the chosen Local Lodge for examination.

Section 2. *Application Fees.* At the time of presenting the application, the applicant shall pay in advance membership dues and other fees as required by laws and regulations. All fees thus paid shall be refunded if the applicant is rejected.

Section 3. *Admission or Rejection of Applicant*:

a. After a reading of this application at the next monthly meeting of the Local Lodge, this application form shall be forwarded to a Screening Committee (to be appointed by the Board of Officers, not less than three (3) nor more than nine (9) persons) who shall examine the character of the applicant and various items on the application form before a report on the application is made at another monthly meeting, at which a ballot is required to decide whether or not the applicant shall be admitted. However, before the ballot, regardless of the report, any member in good standing present can raise questions on the report or application form. Local Lodges shall establish rules for admission or rejection, providing that a majority of those voting on admission must approve of the applicant. A rejected applicant shall not be accepted by any other Local Lodge for a period of two years thereafter.

b. Each application shall be posted before the membership for at least two (2) weeks by the Local Lodge before it is put to ballot.

c. At the balloting of application for admission, all qualified members present except those specially exempted by the Local Lodge President shall participate and cast ballots in strict secrecy. At the meeting of the Screening Committee and of the Local Lodge on the application, no names of those voting for or against the applicant shall be revealed.

Section 4. *Reporting of Rejections.* The Secretary of the Local Lodge shall make a report of such rejection immediately to the National Secretary who in turn shall inform all Local Secretaries to keep record thereof.

Section 5. *Concurrent Membership at Two Local Lodges.* Any member belonging to one Local Lodge shall not be permitted to belong to another Lodge at the same time.

ARTICLE VI
TRANSFER OF MEMBERSHIP

Members who are not liable for past or current dues to National Lodge or Local Lodge may apply for transfer of membership. Such application shall be issued by the Board of National Officers.

ARTICLE VII
MEMBERS IN GOOD STANDING

A member in good standing is as follows:

a. One who has never violated the Constitution or Bylaws of this Alliance or the regulations of their Local Lodge and

b. One who is a member in good standing pursuant to the rules and regulations of their Local Lodge and has paid up all dues of the National Lodge for the previous year, or

c. One who has been a member in good standing for a continuous period of forty (40) years, or

d. One who has been duly exempt for the payment of Local and National Lodge dues because of hardship or any other reason.

ARTICLE VIII
OFFICERS OF LOCAL LODGES

Section 1. *Duration of Term.* All Officers of the Local Lodge listed in Section 7 and 10 of Article VII of the Constitution of the Chinese American Citizens Alliance shall have a term of one year or until their successors have been elected and recognized as qualified. Offices of the Local Lodge whenever vacated, except that of the President, shall be filled by the Board of Officers of the respective Local Lodge.

Section 2. *Qualifications of Candidates for Office.* Any member of less than one year's membership or who is not qualified as member in good standing shall not be an elected Officer. A member of less than half a year's membership or not qualified as a member in good standing shall not be appointed by a Nomination Officer. Each Local Lodge may prescribe its own regulations as to the qualifications of candidates.

Section 3. *Combining of Offices.* The Local Lodge is empowered to combine the position of Treasurer and Secretary or Assistant Secretary into one office.

ARTICLE IX
DUTIES OF LOCAL LODGE OFFICERS

Section 1. *President*. The President of the Local Lodge shall preside at all meetings of the Lodge, sign all official and legal documents issued by the Lodge, supervise all Lodge activities, enforce observance of the Constitution and Bylaws of the National Lodge as well as regulations of the Local Lodge, appoint various committees not prescribed in the Bylaws, and cast the deciding vote when a tie occurs. Shall instruct the Secretary to call meetings according to the procedure as prescribed by regulations. The President is required to countersign with the Treasurer all checks for payment of expenses. Unless the President relinquishes the chairmanship to another person the President shall not make any proposal or second any motion or take side with any argument during meetings. Shall appoint members to all standing committees at the next monthly meeting after taking office. Before the close of the term shall make a report on the general condition and progress of the Lodge.

The President also shall appoint a member of the Board of Officers or a Past President to assume the role and responsibilities of the historian of the Local Lodge, to store, maintain and collect the archives and paraphernalia of the Local Lodge, and to ensure the recording, writing and updating of the Local Lodge history.

Section 2. *Vice President*. The Vice President acts as President in the discharge of the duties during the President's absence. In the event of vacancy in the office of President, the Vice President shall become President with the honors of a full term.

Section 3. *Secretary.* The Secretary shall record the minutes of the proceedings of meetings. Shall be the custodian of the seal of the Lodge and shall sign and attest with seal all official papers and documents. Shall make a full report to the National Secretary on the following: names of rejected applicants with their birth dates and places, names of re-admitted members, names of members temporarily forfeited of rights, and names of members being expelled. The Secretary shall prepare a general report of the Lodge to be presented at the business session of the National Council. In such a report shall include a full and accurate account of members in good standing, members liable of dues, members already left the U.S., and members deceased, each with a total number and also numbers of applicants admitted and rejected since the last report. Shall comply with the procedures to inform members of meetings. Shall keep in possession all the records and correspondences and receipts of mail. Shall join the Financial Secretary to prepare a list of members in good standing with voting rights for the Election Committee. Shall keep all application forms of the applicants. The Secretary may delegate duties to the Assistant Secretary.

Section 4. *Assistant Secretary*. The Assistant Secretary shall act as Secretary during the absence or inability of the Secretary. Shall also assist the Secretary in the discharge of the duties as prescribed in Section 3 of Article VIII of the Bylaws of the Chinese American Citizens Alliance.

Section 5. *Treasurer.* The Treasurer shall have charge of all funds placed in account in the name of the Lodge in designated banks. Shall countersign all checks with the President covering the Lodge expenses. Shall be custodian of all title deeds, bonds, stocks, notes and other evidences of title and investments.

Section 6. *Financial Secretary*. The Financial Secretary shall keep a record of membership dues and is responsible for collection. Shall keep an accurate account of receipts and expenditures and balance the account every month in such a manner as to be ready for inspection. The monthly account shall be prepared in duplicates with one copy posted in the Lodge for the information of its members and another copy filed with the National Secretary. All monies received by the Financial Secretary, save an amount of petty cash in hand as regulated, shall be turned over to the Treasurer. The Financial Secretary shall assist the Secretary in preparing various reports in accordance to Section 3 of Article VIII of the Bylaws of the Chinese American Citizens Alliance for the Biennial Convention.

Section 7. *Compliance Officers*. The Compliance Officers shall examine all financial accounts of the Lodge at least quarterly during the fiscal year, including but not limited to cash inflow, outflow, and statement of conditions including asset summary, attesting to their examinations shall review periodically financial policies and practices of the Lodge, and further, shall review board policies, practices, and actions for conflicts of interest.

Section 8. *Marshal*. The Marshal shall be commander of processions, under the President, with power to appoint his assistants. Shall have charge of the assembly hall to maintain its order and prevent unauthorized intrusions. During the ceremony of initiation the Marshal shall introduce new members and perform other duties under the orders of the President and the Lodge. In any procession or festival sponsored by the Lodge, the Marshal shall insure that non-members shall not be allowed to use uniforms or regalia of the Lodge.

Section 9. *Sentinel*. The Sentinel shall not permit unauthorized persons to enter the assembly hall during session or during ceremony of initiation and shall perform such duties as may be required.

Section 10. *Collector*. The Collector shall issue temporary receipts for the convenience of collecting dues from members, whereupon shall transfer the money within three (3) days to the Financial Secretary for official receipts which in turn shall be forwarded to the member. The Financial Secretary should make available notices and bills for collection.

Section 11. *National Representative.* National Representative privileges and rights are defined in Article V, Section 11 of the Constitution.

Section 12. *Associates.* The Associates shall undertake all services as decided by meetings of the members.

Section 13. *Completion of Term.* All Officers who complete their terms and retire from office must deliver all books, accounts, money and properties to their successors within one (1) week after the new Officers assume office.

Section 14. *Other Duties of Officers.* All officers shall perform duties as designated by the Local Lodge besides those encompassing the office.

Section 15. *Replacement of Officers.* All members must attend monthly meetings of the Local Lodge. Officers who have been absent three (3) times from such meetings without proper cause or not due to sickness, shall be replaced by election conducted at the following meeting.

Section 16. *Dues.* All dues assessed by the National Council or Board of National Officers according to Article IX of the Constitution must be duly observed and collected by the Local Lodge, which shall forward all dues collected for the National Lodge from time to time but at least once every month to the National Lodge.

ARTICLE X
MEETINGS OF LOCAL LODGES

Section 1. *Monthly and Special Meetings.* Every Local Lodge shall hold one (1) monthly meeting every month. The time and place of such meeting shall be determined by local regulation. The President of the Local Lodge shall call a special meeting upon a signed petition by seven (7) members in good standing.

Section 2. *Quorum at Meetings.* All members have the obligation of attending meetings. The quorum of a meeting for the Board of Officers of the Local Lodge shall be decided by local regulation, but no meeting shall be held with less than one-half (1/2) of the Officers present.

Section 3. *Powers of the President.* The President of the Local Lodge shall have the power to call meetings of Officers to discuss all business of an executive nature and decide upon expenditures of not more than a certain amount as prescribed by local regulation.

Section 4. *Topic of Special Meetings.* A special meeting of the Local Lodge shall not discuss or transact matters other than those for which such meeting is called unless authorized by a two-thirds (2/3) vote of those members present.

Section 5. *Regulation of Meetings.* All regulations and procedures of various meeting and process of calling meetings must be enacted by local regulations.

Section 6. *Attendance at Meetings.* Meetings of the Local Lodge shall be attended by the members in good standing but members of another Lodge may be admitted to the Assembly Hall with permission from the Sentinel or Marshal.

ARTICLE XI
REVENUES OF A LOCAL LODGE

All dues assessed every year by the Local Lodge must be fixed by regulation on the principle of equality. Such regulations shall have a provision covering admission fees assessed on the applicants. Any special dues proposed by the Local Lodge must be discussed at a special meeting and will take effect only upon adoption by a two-thirds (2/3) vote.

ARTICLE XII
AMENDMENTS AND RESOLUTIONS OF LOCAL REGULATIONS

Section 1. *Scope of Amendments.* All regulations and enactments of the Local Lodge are subject to amendments. The amendments take effect only upon passage by a two-thirds (2/3) vote present in a special meeting for such amendment. Amendment or ratification to the Local regulations shall not be in conflict with the Constitution or Bylaws of the Chinese American Citizens Alliance.

Section 2. *Reporting of Amendments.* The Secretary of the Local Lodge shall prepare for the National Secretary a copy of the amendment of local regulations and attest thereto with the seal of the Local Lodge.

Section 3. *Resolution Adoption.* A majority vote is required for the adoption of a resolution.

RULES OF THE NATIONAL COUNCIL

Revised	Nov. 1986
Revised	Oct. 1983
Revised	Mar. 1983
Revised	Aug. 1983
Revised	Nov. 1997
Revised	Nov. 2009

1. MEMBERS

All officers of the National Lodge and all Local Lodge representatives who participate in the meetings of the Council are members of the National Council.

2. QUORUM

All meetings of the Council shall require a quorum of two-thirds (2/3) of the members.

3. MEETING

The council is scheduled to have one meeting daily. The meeting may be held once in the day time and once in the evening; it may also be held three (3) or four (4) times on the same day, it is nevertheless regarded as one (1) meeting.

4. CHAIRMAN

a. The National President shall act as Chairman and preside at all meetings of the Council; his duty is to maintain order. Whenever disturbances occur at a meeting, the Chairman shall rise and take immediate steps to regain order; whenever a motion under discussion meets opposition, he shall put it to a vote. In the event of a tie, the Chairman shall cast the deciding vote.

b. When the Chairman participates in a discussion, he shall yield his functions and duties as Chairman; he shall resume the functions and duties as Chairman as soon as he finishes the discussion.

c. Concerning order in a meeting, the Chairman is empowered to make any decision, and the members shall not argue about it. In the event the Chairman is confronted with a problem which he is unable to resolve, he may bring it to the Council and have the members vote upon it.

d. If any member disagrees with any decision of the Chairman, he may move that the decision be made by vote of the Council, but this motion must be seconded and approved by majority vote.

5. APPROVAL

Any bill proposed must have the approval of two-thirds (2/3) of the members present, but a motion will carry if it is approved by a majority of the members present.

6. PROPOSED MOTIONS OR BILLS

A proposed bill or motion shall first be read publicly at the meeting by the Chairman and registered with a number. The Chairman shall then assign it to the appropriate Committee or Committees. It shall not be discussed until the Committee has made a report on it.

7. TIME FOR PRESENTING

a. Substantive and Constitutional Amendment Resolutions shall be submitted to the National Secretary no later than 75 days prior to the start of the biennial convention. These resolutions shall be disseminated to the various local lodges no later than 60 days prior to the start of the convention for study and consideration.

b. Except for Substantive and Constitutional Amendment Resolutions, a resolution proposed by a member during the National Council must be presented no later than one (1) hour after the beginning of the meeting on the second day of the Council.

c. Presentation of any resolution generated on the floor of the National Council must be introduced by title and approved by a majority vote before being considered further by the National Council.

d. This rule does not apply, however, to the discussion of Council procedure during the Council, nor to the discussion of the choice of time and place for the next council.

8. MOTIONS

a. A principal motion may be proposed only when there are no other motions still undetermined.

b. A subsidiary motion may be proposed while another motion is still under discussion and undetermined.

It has the following classifications:

1. To lay on the table, undebatable.

2. To suppress debate (two-thirds vote), undebatable.

3. To postpone to a certain time, limited debate.

4. To make special order (two-thirds vote) limited debate.

5. To refer, debatable.

6. To amend, debatable.

9. PROCEDURE

The procedure for making a motion is as follows:

a. The member who has a motion to make shall rise and address the Chairman.

b. The Chairman recognized the member.

c. The member sits downs as soon as he has made the motion.

d. The Seconder announces that he seconds this motion.

e. The Chairman restates the motion.

f. The Chairman calls for discussion of the motion.

g. The Chairman calls for a general vote of the motion and announces the result of the vote.

10. DISCUSSION AND ARGUMENT

a. Except to inquire or to reply to questions on a motion under a discussion a member may not have the floor to argue in support of or against the same motion more than three times, and each time must be no more than ten minutes.

b. When a member argues, he must keep to the subject, and his choice of words must be appropriate. Coarse and rude expressions should be avoided. The Chairman is empowered to correct or to stop the member's argument whenever it becomes disruptive or repetitious.

c. When an argument goes beyond the subject under discussion, any member who has sensed it may call for maintenance of order, and the Chairman may stop the arguing member until order is regained. Only with permission from the Chairman may the arguing member be allowed to continue.

d. Any member who either approved or opposed a motion or a bill should speak up or raise his hand to indicate his intention, or ask the secretary to bring it to the attention of the meeting and put it to vote. This should be done through the Chairman. If the Chairman deems it necessary, the vote should be cast in secret. In other words, when a motion or bill meets both opposition and approval, the Chairman shall ask the members to cast their vote orally or by raising their hands, or order the secretary to put it to vote by announcing their names and distributing the ballots to them.

11. WITHDRAWAL OF MOTION OR BILL

a. A proponent may withdraw any motion temporarily made by him but not yet related by the Chairman. After a motion has been related by the Chairman, it cannot be

withdrawn unless the proponent is granted permission to do without opposition. In case there is opposition the Chairman shall put it to vote. To carry, it is only necessary to have a majority vote.

b. A proponent can withdraw at will any motion or bill registered with a number before it has been discussed. When a motion or bill is under discussion, the proponent may also withdraw if there is no opposition. In the event, there is opposition, the Chairman shall put it to vote. To carry, it is only necessary to have a majority vote.

12. TABLED MOTION OR BILL

If any motion or bill is tabled by the Council, the proponent may make a motion to take it from the table at the meeting where it was tabled, or at the next meeting, if approved by majority vote.

13. AMENDMENTS TO MOTION OR BILL

a. Any motion to amend must first be accepted by the original proponent of the motion; if it meets opposition or the original proponent does not accept, the Chairman shall put it to vote. The original motion shall not be discussed until the motion to amend is decided.

b. Only those motions to amend which are closely related to their original motions may be proposed, and no more than one (1) motion to amend is allowed at a time. When one (1) motion to amend is under discussion, such motion must be finally determined before any new motion to amend can be proposed.

14. RECONSIDERATION OF MOTION OR BILL

a. Any member may make a motion to reconsider a motion or bill previously decided, but only during the next meeting. The motion to reconsider shall be decided by majority vote of all members present.

b. Reconsideration of Motion of Bill on same meeting shall have approval of two-thirds (2/3) votes of all members present.

15. COMMITTEES

a. The Council has a Finance Committee, a Citizenship Committee and a Planning Committee. Each committee has seven members, with a Chairman and a Secretary elected by its members. In the first meeting of the Council, the members of each committee shall be appointed by the Chairman of the Council.

b. All motions and bills concerning finances and donations shall be examined and sanctioned by the Finance Committee.

All motions and bill concerning citizenship shall be examined and sanctioned by the Citizenship Committee.

All motions and bills concerning the improvement of the administration and the procedure for handling problems shall be examined and sanctioned by the Planning Committee.

Special Committees or special investigation committees may be appointed by the Chairman to solve certain special problems. They shall report suggested ways and means of solving said problems.

c. All proponents and those who are interested in their motions may ask permission to express their personal opinions to the members of the respective committees when the investigation is being conducted. However, the committee meetings shall not be public unless the majority of the committee so vote.

d. When similar motions or motions of the same nature or subject matter are proposed, the committee may propose to the Council that these motions be consolidated.

e. The committees should carefully consider all motions. During an investigation, discussions of any motion should not be limited, and speakers need not rise when speaking. When a committee member makes a motion in his committee, it is not necessary for him to have a second to his motion. The motions will carry if approved by a majority of votes. But it is necessary that those who approve a motion sign their names to the report. Those who oppose the motion shall write their opinions in a separate report and submit it to the National Secretary to serve as reference for the Council.

f. The Chairman of the committee is also a member of the committee. At committee meetings he has the privilege to make motions and the right to vote, and when exercising said privilege and rights, it is not necessary for him to yield his function as Chairman to someone else.

g. There are four types of recommendation reports prepared by the Committees:

1. Reports of Approval

2. Reports of Rejection

3. Reports on matters without recommendations

4. Reports on matter which have been tabled

The Committee shall report on how all motions and bills have been investigated and considered. In event a committee believes that an amendment of a motion is necessary, then a motion to amend must be made and seconded. After the amendment is accepted, the motion as amended shall then be discussed.

h. If a motion is tabled by a committee, the proponent may request the Council to give a hearing, and this request shall not be discussed. The proponent should state the case briefly, then the Chairman of the Committee and other opponents shall state the reason for tabling the motion as undebatable. The Chairman of the Council may put it to vote without further discussion. With the approval of the majority of the Council, the case may be submitted to the Council for discussion.

i. When the committee submits a report to the Council, it shall first be read aloud by a secretary at the meeting, then laid aside until the case is taken up for discussion by the Council.

16. GOVERNING RULES

These rules shall govern all proceedings of the National Council; but in the event that these rules are silent with respect to a particular procedure, then Robert's Rules of Order shall apply.