

**POLICIES AND PROCEDURES OF
JOINT CHINESE COLLEGE ALUMNI ASSOCIATION
OF SOUTHERN USA**



(Revised and Approved by the Board on January 13, 2018)

(Revised and Approved by the Board on June 9, 2019)

(Revised and Approved by the Board on September 13, 2020)

(Revised and Approved by the Board on December 6, 2020)

(Revised and Approved by the Board on March 5, 2022)

(Revised and Approved by the Board on December 3, 2023)

1. Name:

The full name of the organization is “Joint Chinese College Alumni Association of Southern USA”, also known as JCCAA.

2. Address:

The address of JCCAA shall be the address of its registered agent. The Board of Directors shall have the right to change the address at any time.

3. Purposes:

JCCAA shall be a non-profit organization. As a nonprofit organization, the purposes of JCCAA are set forth in Article 4 of the Amended and Restated Articles of Incorporation of JCCAA dated 2003, which includes the following:

- 3.1 To enhance networking and sharing ideas among the various Chinese College Alumni Associations.
- 3.2 To utilize the alumnus’ talents and skills to improve the members’ welfare.
- 3.3 To provide assistance to alumni and their children in study and work.
- 3.4 To unite Chinese Americans to protect our rights and well-being.
- 3.5 To facilitate the communication, understanding and building of relationships between Chinese Americans and local communities
- 3.6 To promote democracy, liberty, and equality in ideals and in life

4. Membership:

4.1 Membership Categories

- 4.1.1 Original Member: Each of the following Chinese College Alumni Associations is an original Member of JCCAA: University of Chinese Culture Alumni Association, Chung-Yuan University Alumni Association,

National Chung-Hsing University Alumni Association, Taipei First Girls' High School Alumni Association, National Cheng-Kung University Alumni Association of Houston, National Taiwan University Alumni Association, Soo-Chow University Alumni Association, Tung-Hai University Alumni Association, National Cheng-Chi University Alumni Association, Taiwan Normal University Alumni Association, National Tsing Hua University Alumni Association, Tamkang University Alumni Association, Ming- Chuan College Alumni Association.

4.1.2 General Member: Any other Chinese college or university alumni association in the Southern USA region may apply for and become a General Member of JCCAA.

4.1.3 Honorary Individual Member: JCCAA may offer one-year Honorary Individual Memberships to those individuals who have made important contributions to JCCAA or to the society as a whole.

4.2 Membership Qualification

4.2.1 Any Chinese college or university alumni association in the Southern USA region with more than ten alumni may apply to become a General Member of JCCAA if it:

- a) agrees with the purposes of JCCAA, and
- b) provides its membership directory, and
- c) pays membership dues.

More than half of the Directors shall constitute a quorum for the review of such application. With a quorum being present, the application shall be approved by more than two thirds of the Directors present at the Board meeting.

4.2.2 The Honorary Individual Member shall be an individual who is not an alumnus of a current Original Member or General Member of JCCAA, is nominated by the President, and approved by the Board of Directors.

4.3 Cancellation of Membership

The membership of JCCAA may be cancelled upon any of the following events:

- Acts against the purposes of JCCAA
- Failure to pay annual membership dues
- Failure to provide its membership directory each year
- By request by a member

More than half of the Directors shall constitute a quorum for the review of such cancellation. With a quorum being present, the cancellation shall become effective upon approval by more than two thirds of the Directors present at the Board meeting.

5. Board of Directors

5.1 Organization: The Board of Directors shall have the highest power for decision making. It shall consist of one Chairperson, one Vice-Chairperson, and Directors (see section 5.7.3). The responsibility of the Chairperson is to call for the Board

meetings and to oversee the President in conducting JCCAA's affairs. The responsibility of the Vice-Chairperson is to assist the Chairperson and to perform all the duties of the Chairperson in the Chairperson's absence. Reporting to the Board are the Officers, Legal Advisors, Auditor, and Historian. The Chairperson may set up committees depending on the needs.

5.2 Responsibilities of the Board of Directors:

- 5.2.1 Approves any proposed changes for the Bylaws and "Policies and Procedures."
- 5.2.2 Formulates policies and makes decisions on all important issues.
- 5.2.3 Oversees all financial and administrative affairs.
- 5.2.4 Elects and removes the Chairperson, Vice-Chairperson, Officers, Legal Advisor, Auditor, and Historian.
- 5.2.5 Meets on a regular basis and on special occasions, and determines membership dues.
- 5.2.6 Approves Membership application and Membership cancellation.

5.3 Regular Meetings: The Directors shall meet quarterly each year – March, June, September and December.

5.4 Special Meetings: May be called by the Chairperson or by the order of more than one quarter of the Directors. Meeting notices must be sent to each Director in writing at least three days before the meeting.

5.5 Quorum: Unless specified otherwise, the quorum of the Board of Directors meeting shall require the presence of one third of all Directors. At all meetings of the Board of Directors, a quorum being present, all matters shall be decided by a majority votes of the Directors present at the meeting unless specified otherwise.

5.6 Action Without Meeting: Any action requires a vote of the Board at any regular or special meeting, except election, removal and amendment of Bylaws, and "Policies and Procedures," may be taken by email voting without a meeting. The vote shall be passed by more than 50% of all the Directors and Advisors consent by email.

5.7 Qualifications, Election and Responsibility

5.7.1 Chairperson of the Board of Directors

- a) Qualification: Shall be the current Vice-Chairperson of the Board, or if the current Vice-Chairperson of the Board cannot serve as the Chairperson of the Board for whatever reason, the Nomination Committee shall nominate candidates. The candidates must be a current Director.
- b) Nomination: shall be nominated by the Nomination Committee at a Board of Directors' meeting.
- c) Approval: One half of all the Directors shall constitute the quorum. With a quorum being present, the Chairperson shall be elected by a majority vote of the Directors present at the meeting. If no one gets over 50% of

the votes the first time, and if there are more than two candidates, a run-off voting shall be conducted for the two candidates with highest votes. If the run-off still does not produce one with more than 50% votes, or the original one or two candidates did not get majority of the vote, nomination will be open to the board meeting floor and vote will be taken on the new candidates.

- d) Time for Election: at the December Board of Directors meeting of previous year.
- e) Term: The Chairperson shall hold office for one (1) year January 1st to December 31, or until a successor has been elected and qualified, or until his or her earlier resignation, removal, or decease. A former Chairperson may be eligible for reelection after serving one (1) year as a Director and four (4) years as an Advisor.
- f) Removal: The Chairperson may be removed by the Board of Directors. One half of all the Directors shall constitute the quorum. With a quorum being present at any board meeting, the Chairperson may be removed by two-thirds vote of the Directors present at the meeting.
- g) Responsibility: As described in Section 5.1.

5.7.2 Vice-Chairperson of the Board

- a) Qualification: must be a current or former Director or a qualified leader of a task force.
- b) Nomination: shall be nominated by the Nomination Committee at a Board of Directors' meeting.
- c) Approval: One half of all the Directors shall constitute the quorum. With a quorum being present, the Vice-Chairperson shall be elected by a majority vote of the Directors present at the meeting. If no one gets over 50% of the votes the first time, and if there are more than two candidates, a run-off voting shall be conducted for the two candidates with highest votes. If the run-off still does not produce one with more than 50% votes, or the original one or two candidates did not get majority of the vote, nomination will be open to the board meeting floor and vote will be taken on the new candidates.
- d) Time for Election: at the December Board of Directors' meeting of the previous year.
- e) Term: The Vice-Chairperson shall hold office for one year, January 1st to December 31, or until his/her earlier resignation, removal, or decease. The former Vice-Chairperson may be eligible for re-election (see 5.7.4 for details).
- f) Removal: The Vice-Chairperson may be removed by the Board of Directors. One half of all the Directors shall constitute the quorum. With a quorum being present at any board meeting, the Vice-Chairperson may be removed by two thirds vote of the Directors present at the meeting.
- g) Responsibility: In addition to the responsibility described in Section 5.1, the Vice-Chairperson is also responsible for reviewing each proposed

web site development during the adjournment of regular board meetings to ensure that all relevant web site development meets the guidelines and requirements of JCCAA policies and procedures. The Vice-Chairperson shall attend, if possible, all the Web Site Committee meetings.

5.7.3 Directors

5.7.3.1 Number: Each of the current Original Members or General Members of JCCAA shall nominate two representatives (preferably the President and Vice-President of the member organization) to serve as Directors. The current Chairperson, Vice-Chairperson, Officers, shall also serve as Directors. The immediate past Chairperson, Vice-Chairperson, and President shall serve as Directors for one year.

5.7.3.2 Responsibilities and Privileges: Directors act as representatives of their respective alumni associations to JCCAA.

5.7.3.3 Vacancies: When an Original Member or General Member of JCCAA has less than two Directors on the Board of Directors, it can submit a written request to the Chairperson to nominate a new Director to fill the vacancy. When a Director is elected to serve as Chairperson, Vice Chairperson, Officers, Legal Advisor, or Historian, or when a Director resigns, that Director's seat is considered vacant. Each of the current Original Member or General Member of JCCAA shall not have more than five Directors on the Board.

5.7.3.4 Substitution: The current Original Member or General Member of JCCAA may change its Directors by submitting a written request to the Chairperson.

5.7.3.5 Voting right: Each Director shall have one vote. A Director may vote in person or by proxy. If the Board receives a notice of a representative for a Director in writing prior to the meeting, the representative has the same voting right as that Director.

5.7.3.6 Attendance: It is the responsibility of a Director to attend Board meetings. If a Director's attendance rate is below 75%, the Secretary shall verbally counsel that Director.

5.7.3.7 Term: Each Director shall hold office until his/her successor is nominated and qualified or until his/her earlier resignation or removal.

5.7.4 Advisors

The Chairperson and the President shall serve as Advisors for four years after serving as a Director for one year following the expiration of their respective terms. Advisors may sit in the Board meeting and may vote on matters other than elections, removals, and amendment of the Bylaws and "Policies and Procedures." A former Chairperson or President may be eligible for re-election for the Vice-Chairperson or Executive Vice-President position after completing the four-year Advisor term,

5.7.5 Legal Advisor

a) Qualification: must be a licensed attorney in the state of Texas.

- b) Nomination: shall be nominated by the Nomination Committee at a Board meeting.
- c) Approval: One half of all the Directors shall constitute the quorum. With a quorum being present, the Legal Advisor shall be elected by a majority vote of the Directors present at the meeting. -
- d) Time for Election: at the June Board meeting each year.
- e) Term: one year, July 1st to June 30th, and may be re-elected.
- f) Responsibility: The Legal Advisor shall provide legal advice regarding JCCAA business and protect the interest of JCCAA within the confines of the laws.

5.7.6 Historian

- a) Qualification: must be a past President or Chairperson of JCCAA.
- b) Nomination: shall be nominated by the Nomination Committee at a Board meeting.
- c) Approval: One half of all the Directors shall constitute the quorum. With a quorum being present, the Historian shall be elected by a majority vote of the Directors present at the meeting. -
- d) Time for Election: at the June Board meeting.
- e) Term: three years, July 1st to June 30th of the 4th year, and may be re-elected.
- f) Responsibility: The Historian shall be responsible for maintaining all the documents designated by the Board of Directors.

5.7.7 Auditor

- a) Qualification: must be a CPA (Certified Public Account).
- b) Nomination: shall be nominated by the Nomination Committee at a Board meeting.
- c) Approval: One half of all the Directors shall constitute the quorum. With a quorum being present, the Auditor shall be elected by a majority vote of the Directors present at the meeting.
- d) Time for Election: at the June Board meeting.
- e) Term: three years, July 1st to June 30th of the 4th year, and may be re-elected.
- f) Responsibility: The auditor shall be responsible for occasional and annual internal audits of JCCAA accounts including an internal audit before a new treasurer term starts. See Appendix A for more information.

5.7.8 Procedures

All nominations shall be made with candidate's consent. Elections of the Chairperson and the Vice-Chairperson shall be conducted with written ballots signed by the Chairperson but without Director's names.

6. Committees

- 6.1 Bylaws Committee - to study any revisions and interpretations to the Bylaws and "Policies and Procedures," and make recommendations to the Board for approval.

The committee shall have a minimum of five members, either by volunteers from the Directors or previous Chairpersons or Presidents appointed by the Chairperson of the Board in January each year. The Chairperson of the Board shall be the Chair of the Bylaws Committee and shall be a committee member. The term shall be one year, January 1st to December 31st, and may serve more than one term.

- 6.2 Web Site Committee – responsible for the administration and maintenance of JCCAA web site based on the procedures approved by the Board. The Committee shall consist of five members nominated by the Chairperson of the Board and approved by the Directors at a Board meeting. The Committee Member must be an alumnus of members of JCCAA. The term is 3 years and may be re-elected. In December each year the Chairperson of JCCAA Board shall call a meeting of the committee to elect a Committee Chair by the committee members. The term of the Committee Chairperson is one-year, January 1st to December 31st, and may be re-elected. The Committee Chair shall report to the Board regularly. The Board may remove the committee members at any time. The Committee Chair shall invite the Vice-Chairperson of the Board to all committee meetings. The committee shall submit a draft of each proposed web site development to the Vice-Chairperson of the Board for review during the adjournment of regular board meetings to ensure that all relevant development meets the guidelines and requirements of JCCAA policies and procedures.

- 6.3 Special Committee – to be appointed by the President and chaired by a Director. Under the Special Committee there may be one or more task forces. The leader(s) of the task force(s) shall be alumni of members of JCCAA. The task force leader(s) may be invited to report the progress of tasks at Board meetings, but do not have any voting rights, except on task-related issues. The leader(s) may be qualified for elections to be an Officer or Vice-Chairperson of the Board within a year after completing the task(s). The President shall provide the names of those leaders who are qualified to be elected.

The Special Committee can become a Standing Committee after it has operated for a period of times, have well-defined objectives, organization, and procedures. The Special Committee shall present to the Board at one of the Board meeting and obtain approval.

- 6.4 Scholarship Fund Investment Committee – responsible for investing and managing the scholarship funds, and reporting to the Board the funds' performance at the mid-year Board meeting. The Committee shall consist of seven committee members, three of whom are regular committee members.

- 6.4.1 The Chair of the Committee shall be one of the regular committee members elected by the Committee, serving one-year term, January 1st to December 31st, and may be re- elected. The Chairperson of the Board will call a Committee meeting in December each year to conduct this election.

- 6.4.2 The regular committee members must be alumni of members of JCCAA, nominated by the Chairperson of the Board, and approved by the Directors

present at a Board meeting. The term is three years, and may be re-elected. If a Committee member is replaced during the three-year term the new member will complete the remaining of the term.

- 6.4.3 Committee Members: The Chairperson of the Board and the President shall be committee members. Their terms are those of their Chairperson and President role. The other two committee members shall be Directors nominated by the President and approved by the Directors present at December Board meeting. The term is one year, and may be re-elected.

- 6.5 Nomination Committee – responsible for the nomination of Chairperson and Vice-Chairperson of the Board, President, Executive Vice-President, Vice-President, Legal Advisor, Historian, committee members for Long Term Program Development Committee per Section 6.6, regular committee members and chair for Leisure Learning Club per Sections 6.8.2 and 6.8.3, executive committee members and committee chair for Retirement Planning and Management Committee per Section 6.9.1 and 6.9.3 and regular committee members and committee chair for Community Outreach Committee per Sections 6.10.1 and 6.10.2. The Committee shall consist of nine committee members: current Chairperson of the Board, Vice-Chairperson of the Board, President, Executive Vice-President, Immediate Past President, Immediate Past Chairperson of the Board, and three Advisors recommended by the six de facto members. The Chairperson of the Board shall be the Chair of this Committee. The Chair shall call a meeting one month before the election to discuss potential candidates, accept recommendations in writing from other Directors, and acquire consent from candidates for participating in election. The term of the members is one year starting from January 1st to December 31st, except the President and Executive Vice President. Their terms start in July 1st. The Advisor member can be re-elected.

- 6.6 Long Term Program Development and Planning Committee – responsible for the planning and development of long-term programs. This Committee shall consist of nine committee members. The Chairperson and Vice-Chairperson of the Board and the President and Executive Vice-President shall be de facto committee members. The Chairperson of the Board shall be the Chair of this Committee. The other five committee members shall be nominated by the Nomination Committee from the current Directors, all the past Chairpersons and Presidents, and approved by the Board. The term of elected members is three years, starting in January 1st, and may be re-elected. The committee shall meet periodically and report to the Board at the Board meeting the plan and the goals for the next three years. The plan shall be approved by the Board and then executed by the President.

- 6.7 Scholarship Committee – responsible for JCCAA scholarship program based on the procedures approved by the Board. The Committee Chair shall submit to the Board for approval the proposed annual program at the December Board Meeting. The Committee shall consist of up to 11 committee members.

- 6.7.1 Committee Chair: Must be an alumnus of members of JCCAA nominated by the President, and approved by the Directors present at the June Board meeting. The term is two years starting July 1st, and may be re-elected.
- 6.7.2 Committee Member: Must be an alumnus of members of JCCAA. The Chairperson, Vice-Chairperson, President, and Executive Vice-President shall be committee members. The remaining committee members shall be nominated by the President, and approved by Directors present in mid-year Board meeting. The term of elected member is two years, and may be re-elected.
- 6.8 Leisure Learning Club (LLC) Committee – responsible for development and carrying out JCCAA LLC programs and procedures approved by the Board. Committee Chair shall submit to the Board for approval of the proposed annual program at the December Meeting. Committee shall consist of up to fifteen committee members, five of whom are regular committee members.
 - 6.8.1 Committee Member: Must be an alumnus of members of JCCAA or current LLC member, invited by the committee Chair. The term is 1 year starting in October 1st, and may be re-elected. The President and Executive Vice-President shall be committee members.
 - 6.8.2 Regular Committee Member: Must be an alumnus of members of JCCAA, nominated by the Nomination Committee, and approved by the Directors present at the September Board meeting. The term is 2 years, and may be re-elected.
 - 6.8.3 Committee Chair: Must be a regular committee member of this committee, nominated by the Nomination Committee, and approved by the Directors present at the September Board meeting. The term is one year, starting October 1st, and may be re-elected.
- 6.9 Retirement Planning and Management Committee - The purpose of this committee is to support the needs and lifestyle of members moving into retirement age. The Committee is responsible for developing and conducting activities and programs based on the needs and interests of eligible members. Committee shall consist of a total up to 17 members.
 - 6.9.1 Executive committee members: Five to seven executive members, who must have served as an officer on the Board of JCCAA, nominated by the Nomination Committee, and approved by the Directors present at the December Board meeting. The term is two years, starting January 1st, and may be re-elected.
 - 6.9.2 Committee Member: Up to ten committee members, must be a member of JCCAA, invited by the Committee Chair. The term is one year starting January 1st, and may be re-appointed. The current Chairperson and Vice-

Chair of the Board, President and Executive Vice-President shall be committee members.

6.9.3 Committee Chair: Must be an executive member of this committee, nominated by the Nomination Committee, and approved by the Directors present at the December Board meeting. The term is one year and may be re- elected.

6.10 Community Outreach Committee - The purpose of this committee is to cultivate and promote JCCAA's community outreach initiatives. The goal of the committee is to facilitate the communication, understanding and building of relationships between Chinese Americans and local communities. The Committee is responsible for developing programs, activities and services that will reach out to mainstream Americans. The annual program and budget should be submitted to the Board for approval at the December board meeting. The committee shall have up to 17 Committee members.

6.10.1 Regular Committee Member: Five to seven regular members, who must be a member of a JCCAA alumnus and has served as an officer on the board of JCCAA, nominated by the Nomination Committee, and approved by the Board of Directors present at the December Board meeting. The term is two years, starting January 1st, and may be re-elected.

6.10.2 Committee Chair: Shall be one of the regular members, nominated by the Nomination Committee and approved by the Board of Directors present at the December Board meeting. The term is one year, starting January 1st, and may be re-elected.

6.10.3 Committee Member: Up to ten committee members, must be a member of JCCAA, invited by the Committee Chair. The JCCAA Chairperson and Vice-chair of the Board, President and Executive Vice-President are members de facto. The term is 1 year, starting January 1st, and may be re-elected.

6.11 Committee Chairs may vote on the matters other than elections, removals and amendments of the Bylaws and "Policies and Procedures" not pertaining to the Committees that the Chair is in charge of.

7. Officers

7.1 President

a) Qualification

- Shall be the current or former Executive Vice-President, or

- If the current Executive Vice-President cannot serve as the President for whatever reason, the Nomination Committee shall nominate candidates. The candidates must be a current Director, or the qualified leader of a task force.
- b) Nomination: shall be nominated by the Nomination Committee at a Board meeting.
 - c) Approval: One half of all the Directors shall constitute the quorum. With a quorum being present, the President shall be elected by a majority vote of the Directors present at the meeting. If no one gets over 50% of the votes the first time, and if there are more than two candidates, a run-off voting shall be conducted for the two candidates with highest votes. If the run-off still does not produce one with more than 50% votes, or the original one or two candidates did not get majority of the vote, nomination will be open to the board meeting floor and vote will be taken on the new candidates.
 - d) Time for Election: at the June Board meeting each year.
 - e) Term: The President shall hold office for one (1) year, starting July 1st, or until a successor has been elected and qualified, or until his or her earlier resignation, removal, or decease. A former President may be eligible for reelection after serving one (1) year as a Director and four (4) years as an Advisor.
 - f) Responsibility: The President shall follow the resolutions from the Board, and represent JCCAA in all external activities. The President is responsible for conducting all businesses and is held accountable to the Board. The President shall preside over all meetings except Board meetings, Bylaws Committee meetings, Nomination Committee meetings, Long Term Program Development and Planning Committee meetings, Web Site Committee meetings, Scholarship Committee meetings, LLC Committee meetings, Retirement Planning and Management Committee, and Scholarship Fund Investment and Management meetings. All expenses shall be approved by the President. If necessary, the President may form working committees. The President shall submit a work plan for the year at the first Board meeting after inauguration, and implement it after approval by the Board. The President must cosign all JCCAA checks of \$2,500 or over with the Treasurer and approve electronic transfers of funds over \$2,500 out of any JCCAA bank accounts. President shall have access to all JCCAA bank accounts online and review bank account statements routinely.

7.2 Executive Vice-President

- a) Qualification: must be a current or former Director, or the qualified leader of a task force.
- b) Nomination: shall be nominated by the Nomination Committee at a Board meeting.
- c) Approval: One half of all the Directors shall constitute the quorum. With a quorum being present, the Executive President shall be elected by a majority vote of the Directors present at the meeting. If no one gets over 50% of the votes the first time, and if there are more than two candidates, a run-off voting shall be conducted for the two candidates with highest votes. If the run-off still does

not produce one with more than 50% votes, or the original one or two candidates did not get majority of the vote, nomination will be open to the board meeting floor and vote will be taken on the new candidates.

- d) Time for Election: at the June Board meeting each year.
- e) Term: one year, starting July 1st, and a former Executive Vice-President may be re-elected (see 5.7.4 for details).
- f) Responsibility: The Executive Vice-President shall assist the President in conducting the businesses, and serving as the President's deputy when the President is absent.

7.3 Vice-President

- a) Qualification: must be a current or former Director, or the qualified leader of a task force.
- b) Nomination: shall be nominated by the Nomination Committee at a Board meeting.
- c) Approval: One half of all the Directors shall constitute the quorum. With a quorum being present, the candidate(s) with the highest votes shall be elected as Vice-President(s).
- d) Time for Election: at the mid-year Board meeting each year.
- e) Term: one year, and may be re-elected for one more term.
- f) Responsibility: The Vice-President shall assist the President in fulfilling his responsibilities and duties. There may be a maximum of five Vice-Presidents depending on the needs.

7.4 Secretary

- a) Qualification: must be an alumnus of members of JCCAA.
- b) Nomination: shall be nominated by the incoming President at a Board meeting.
- c) Approval: One half of all the Directors shall constitute the quorum. With a quorum being present, the Secretary shall be elected by a majority vote of the Directors present at the meeting.
- d) Time for Election: at the June Board meeting each year.
- e) Term: one year, starting July 1st, and may be re-elected.
- f) Responsibility: The Secretary shall maintain all board meeting minutes for the year, assist the Chairperson and the President in drafting all business documents, send out meeting notices, verbally counsel Board Directors with less than 75% meeting attendance rate, and carry out other duties as requested by the President.

7.5 Treasurer

- a) Qualification: must be an alumnus of members of JCCAA.
- b) Nomination: shall be nominated by the incoming President at a Board meeting.
- c) Approval: One half of all the Directors shall constitute the quorum. With a quorum being present, the Treasurer shall be elected by a majority vote of the Directors present at the meeting.
- d) Time for Election: at the June Board meeting each year.
- e) Term: one year, starting July 1st, and may be re-elected.

- f) Responsibility: The Treasurer shall collect membership dues, donations and registration fees for all activities sponsored by JCCAA, guard all funds that belong to JCCAA, set yearly budget and report to the Board in each Board meeting, provide annual financial data to the accountant, sign any checks less than \$2,500, and cosign checks of over \$2,500 with the President. See Appendix B for more information.

7.6 Public Relations

- a) Qualification: must be an alumnus of members of JCCAA.
- b) Nomination: shall be nominated by the incoming President at a Board meeting.
- c) Approval: One half of all the Directors shall constitute the quorum. With a quorum being present, the Public Relations shall be elected by a majority vote of the Directors present at the meeting.
- d) Time for Election: at the June Board meeting each year.
- e) Term: one year, starting July 1st, and may be re-elected.
- f) Responsibility: The Public Relations shall be responsible for JCCAA news releases, assist the President in communicating with other organizations, enhance the image of JCCAA, and carry out other duties as requested by the President.

7.7 Procedures

- a) All nominations shall be made with candidate's consent.
- b) Elections of President and Vice-Presidents shall be conducted with written ballots signed by the Chairperson but without Director's name.

8. Sources of Income

- 8.1 Membership dues from each alumni association, the amount to be determined by the Board at the beginning of each year.
- 8.2 Revenues from all activities sponsored by JCCAA.
- 8.3 Donations.

9. Other Matters

- 9.1 JCCAA shall assist the Directors or Officers in resolving any external issues or disputes arising from the performance of their duties.
- 9.2 More than one half of all the Directors shall constitute the quorum for any amendment to the Bylaws or "Policies and Procedures." With a quorum being present, the Bylaws or "Policies and Procedures" may be amended upon approval by more than two-thirds vote of the Directors present at the meeting.
- 9.3 All members of task forces or working committees shall be alumni of JCCAA. Non-alumni of JCCAA who are recommended by the President or Committee Chairs may participate in the task forces or working committees.

APPENDIX A

JCCAA INTERNAL AUDITOR JOB DESCRIPTIONS

1. When to perform audit:
 - A) Perform audit annually before the Treasurer providing financial information and profit and loss statements for all accounts - Operating Account, Scholarship Account, and Leisure Learning Club Account, to external CPA for Federal Income Tax Return filing.
 - B) Perform audit of financial information prior to the transition of the Treasurers.
 - C) Perform audit due to a special request of the Board, approved by the board meeting.
2. JCCAA Treasurer provides Auditor through email with the following items for audit:
 - A) Detail check registers with dates, check numbers, descriptions, and amounts of deposits and withdrawals for all accounts for the entire year.
 - B) Bank reconciliations for all accounts.
 - C) East West Bank statements for all accounts.
 - D) Bank of America statement.
 - E) Fidelity Investments Year-end report and 1099s.
 - F) Three Certificates of Deposit from American First National Bank.
 - G) 1099INT from East West Bank for scholarship account, and from American First National Bank CDs.
 - H) Profit and Loss statements for operating account, scholarship account, and LLC account.
 - I) Other information as needed.
3. Performing audits:
 - A) Verify bank reconciliations with bank statements for all accounts monthly, can select certain transactions to verify.
 - B) Verify that total incomes agree with total deposits for each account.
 - C) Verify that total expenses agree with total disbursements for each account.
 - D) Review Profit and Loss statement of each account for the reasonableness of the classifications and amounts. Ask the Treasurer or the President questions for clarification if needed.
 - E) Review check registers and select the transactions which are equal to or more than \$5000 each. Verify it with the President of JCCAA.

4. Communicate with the external CPA and get involved with the annual Federal Income Tax Return filing.

APPENDIX B

JCCAA BOARD TREASURER JOB DESCRIPTION

Requirements:

1. Financial knowledge of the organization.
2. Personal commitment to devote the time necessary to perform the responsibilities of Treasurer.
3. Understanding of financial accounting for nonprofit organizations.

Responsibilities:

Financial management and/or oversight.

1. Close working relationship with Officers and Committee Chairs for financial management and oversight; develop systems for ensuring the organization's solvency.
2. Helping the board on financial policies such as who can access funds, who has check-signing authority, how expenses get reimbursed.
3. Oversees for the organization's investing funds and making sure that they are following all federal, state and local laws.
4. Keeps currently informed of legal, regulatory and sector developments relating to the Board's financial responsibilities
5. Payment checks will be issued with invoice, reimbursement will be issued with a completed standard check request form, and approved by responsible Committee Chairs and/or President. Any check in the amount of \$2,500 or above must have two signatures from both President and Treasurer. Electronic transfers of \$2,500 or above out of any JCCAA bank accounts must be approved by the President.
6. Keep all detailed invoices and other supporting document of the expense.

7. All deposit (checks/cash) should deposit to bank with deposit forms with descriptions of the receipts and responsible person's name and signature. Make copies of all checks received before deposit for record keeping.
8. Confirmed donation – a prompt acknowledgement letter includes what donors need for tax purposes is an effective way to appreciate donors' contribution.
9. Reconcile bank statements balances to the book balances on a monthly basis.

Plan and Evaluate Budget

1. The treasurer should work with President and Committee Chairs for preparing or facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget.
2. Work closely with committee chairs and officers to conduct expense reimbursements and cash deposits on a timely basis.
3. Attend board meetings and report quarterly fund activities and balances for each bank account.
4. Provide board with annual cash receipts and disbursements for each bank account during the first board meeting of the year.

Prepare timely Financial Report and Filing

1. Work with Auditor and one of more officers to conduct Annual Audit and prepares the Audit report.
2. Provide external CPA tax preparer with all account details and tax filing information for annual tax return preparation on or before April 15 each year, ensure annual tax return being filed on a timely manner on May 15 each year.
3. Keep all tax returns and supporting documents.
4. Provide event coordinators, officers and the president with the event income statements.

Treasurer Transition

1. Outgoing Treasurer should go through year-end check list, accounting file list and lists for critical documents and forms, banking needs with his/her successions, and continue guidance and assistance.

2. Within one month after transitioning to the successor, or completion of Annual tax return, the treasurer shall submit the originals of all archive documents, including accounting vouchers, accounting books, financial reports and documents related to accountancy other than those mentioned above, sorted in good order, to the Historian for centralized safekeeping.
3. During transition to a successor, go through all documentation in person with foregoing and current Presidents, communicate with the new treasurer about annual re-occurrences.
4. Ensure the bank accounts balances are agreed with the successor prior to or on the transition date.
5. Pass on the user ID and password of the online banking to new treasurer, the new treasurer must change the password once received and share it with the president.
6. Before transition, provide the auditor with information for an audit.
7. Provide the president with current contact information, including cell phone number, mailing address and email address.
8. Continue to provide guidance and assistance to the new treasurer for another six months after transition.