

CHARTER & BYLAWS of the
China-America Association for Public Affairs (CAAPA)

Article I. Name and Purpose

Section 1. Name: This organization shall be known as the China-America Association for Public Affairs (CAAPA).

Section 2. Purpose: CAAPA is organized for the professional and educational purposes of exclusively charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as now in effect or as many hereafter be amended (“Code”). Without limiting the generality of the foregoing, such purposes include the following:

- 1) Advancing the science, processes, and art of public administration and public affairs in the People’s Republic of China;
- 2) Promoting research and academic exchanges between American and Chinese researchers, teachers, practitioners, and students of public administration and public affairs.

In furtherance of its exclusively charitable and educational purposes, CAAPA shall have all general powers of an unincorporated association, together with the power to solicit and accept grants and contributions of such purposes.

Article II. Activities

Section 1. Activities: CAAPA may undertake the following activities:

1) Professional Development

- A. To organize an annual conference on public administration and public affairs in the People’s Republic of China or in the United States;
- B. To develop workshops and panels for national conferences and regional conferences in the People’s Republic of China or in the United States;
- C. To collaborate with and encourage institutions of higher education in the People’s Republic of China to develop improved programs and academic curriculum offerings in public administration and public affairs.

2) Cooperative Relationships

- A. To negotiate, execute and monitor an agreement/contract with partnering Chinese universities and American universities to organize its annual conference, workshops and related publications;
- B. To encourage and foster cooperative relationships with other professional associations in the field of public administration and public affairs.

3) Publications & Communications

- A. To publish conference proceedings from its annual conference;
- B. To identify topics which should be included in the literature on public administration and public affairs, including but not limited to conference papers, articles, and books;
- C. To develop and maintain means of communications, such as membership newsletters and the organization's website.

4) Research

- A. To identify research projects which could be funded by foundations and government agencies;
- B. To recommend to foundations and government agencies the wisdom of sponsoring research projects as identified.

Section 2. Political Campaigns or Activities: No substantial part of the activities of CAAPA shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise permitted by Section 501(h) of the Code), and CAAPA shall not participate in, or intervene in (including the publishing or distribution of statements concerning) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, CAAPA shall not carry on any other activities not permitted to be carried on

- 1) by any organization exempt from federal income tax under Section 501(c)(3) of the Code, or
- 2) by an organization, contributions to which are deductible under Section 170(c)(2) of the Code.

Article III. Membership and Membership Dues

Section 1. Membership: CAAPA has the following categories of membership:

- 1) CAAPA individual membership shall be open to individual scholars/professors who desire active association with CAAPA. CAAPA grants two types of individual membership: full membership and associate membership.
 - A. Full membership shall be granted to the following individuals:
 - a. Chinese scholars/professors who received Ph.D. degrees from or held post-doctorate positions in American universities in public administration or related fields, and work in American or Chinese universities or other research institutions;
 - b. American scholars/professors in public administration or related fields who are interested in China affairs and/or comparative public administration.

- B. Associate membership shall be granted to the following individuals:
 - a. Chinese scholars/professors who are visiting scholars in public administration or related fields in the United States;
 - b. Chinese students who are working towards Ph.D. degrees or received master degrees in public administration or related fields in the United States.
- 2) All individual members shall have voting rights in CAAPA elections. Only individual full members shall be eligible for candidacy for CAAPA Board of Directors. Individual full membership fee is \$25 per year; Individual associate membership fee is \$10 per year.
- 3) CAAPA institutional membership shall be granted to academic units, research organizations, private entities, governmental agencies, and other non-academic organizations that pay the appropriate annual membership dues. Annual dues for institutional membership shall be determined by the CAAPA Board of Directors.

Section 2. Benefits of Membership: All members shall have the right to participate in the membership activities of CAAPA and receive the benefits and opportunities provided by CAAPA as appropriate.

Article IV. Officers and Their Responsibilities

Section 1. Board of Directors:

- 1) The elective officers of CAAPA shall be the Chairperson, Chairperson-Elect, Immediate Past-Chairperson, and additional six members of the Board of Directors. The term of the Chairperson shall be two years but the person can be re-elected for up to two consecutive terms. When the term of the Chairperson expires, the Chairperson-Elect shall automatically succeed to the office of Chairperson. Other members elected to the Board of Directors will serve two-year staggering terms and can be re-elected for up to two consecutive terms.
- 2) In the event that the position of Chairperson becomes vacant before the end of the term because of unexpected circumstances, the Chairperson-Elect shall immediately become the Chairperson for the remainder of the term, and will also serve as Chairperson for the full term that follows. In the event that the position of Chair-Elect becomes vacant before the end of the term, the Board of Directors may hold a special election for replacement, or hold the position vacant until the regularly scheduled election of the position.
- 3) Any vacancies on the Board of Directors of less than one year shall be filled by an appointee selected by the remaining members of the Board of Directors. Vacancies of more than one year shall be filled by a special election of candidates recommended by the remaining Board of Directors.

- 4) The Board of Directors is responsible for overall performance and functioning of CAAPA. Among its responsibilities shall be the following:
 - A. Approve CAAPA annual programs, budget, and work plan;
 - B. Adopt policies on issues of relevance to CAAPA concerns;
 - C. Accept donations, grants, and contracts for CAAPA;
 - D. Approve and monitor the contract with partnering institutions to organize its annual conference and related publications;
 - E. Nominate candidates for the Board of Directors one month in advance before the election.
- 5) Only individual members can be elected to the Board of Directors.

Section 2. Chairperson: The Chairperson shall perform the following duties

- 1) Represent CAAPA in any official events and functions;
- 2) Act as CAAPA's official spokesperson, always striving to further the interests and concerns of the membership;
- 3) Appoint the following officers and other positions as deemed necessary:
 - A. Secretary
 - B. Treasurer
 - C. Conference Organizer

Section 3. Secretary: The Secretary of CAAPA shall perform the following duties:

- 1) Maintain a current list of the Board of Directors and membership. This list should include important contact information, such as name, address, phone numbers, and email.
- 2) Attend and record the minutes of all Board of Directors meetings, forwarding a copy of such to each member of the Board of Directors no later than 30 days after the date of the Board of Directors meeting.
- 3) Ensure that all members of the Board of Directors are notified of the date and time of each Board of Directors meeting.
- 4) Perform other duties as assigned/requested by the Chairperson.

Section 4. Treasurer: The Treasurer of CAAPA shall perform the following duties:

- 1) Have a fiduciary responsibility over financial matters for those related to CAAPA (i.e., any cooperative relationship that includes a financial concern).
- 2) Prepare and execute the annual budget, to be approved by the Board of Directors no later than 30 days prior to the beginning of the fiscal year.

- 3) Maintain the financial records of CAAPA in accordance with sound financial management and accounting practices, and provide regular financial reports to the Board of Directors, consisting of:
 - A. Balance Sheet
 - B. Statement of Cash Flows
 - C. Statement of Income and Expenses
 - D. Schedule of Accounts Receivable and Accounts Payable
 - E. Budget versus Actual Expenditures
- 4) Submit the required annual reports on the financial position of CAAPA to the Board of Directors and all individual and institutional members.
- 5) In collaboration with the Chairperson and the Conference Organizer, exercise responsibility for the financial affairs associated with the CAAPA annual conference.
- 6) Perform other duties as assigned/requested by the Chairperson.

ARTICLE V. Elections

Section 1. Eligibility: All current CAAPA individual and institutional members shall have the right to nominate candidates for the elected officers of CAAPA. All current CAAPA individual members shall have the right to vote for the candidates in CAAPA elections.

Section 2. Election Procedure: The election procedures shall be as follows:

- 1) The Board of Directors shall receive and solicit nominations from all members and publish a slate of candidates at least two months prior to the annual CAAPA annual conference.

The following positions shall be open for election every two years:

- A. Chairperson-Elect (assuming the position of Chairperson when the term of the current Chairperson expires.)
 - B. Other Board of Directors positions that shall be vacant
- 2) Election ballots shall be mailed to all those on the current CAAPA individual membership list. The ballot shall include (1) the nominees recommended by the Board of Directors, (2) a brief biographical summary of each nominee, and (3) ample space for write-in candidates. All completed ballots will be returned to the Chairperson or the Secretary (if appointed).
 - 3) The results of the election of officers shall be announced in the meeting of the Board of Directors and the general membership meeting (during the CAAPA annual conference). All members shall also receive electronic notification of the results.

- 4) All newly elected and appointed officers shall assume their office on the date of the Board of Directors meeting at the annual conference or upon the effective date of their appointment.

ARTICLE VI. Finance and Administration

Section 1. Accounting Method: CAAPA shall maintain its own financial records, checking and savings accounts, and be responsible for all financial transactions. CAAPA shall use the accrual method of accounting.

Section 2. Fiscal Year: CAAPA's fiscal year shall begin on July 1 and end on June 30 of each year. The employer identification number assigned by the Internal Revenue Service to CAAPA is: [TBA].

Section 3. Change of Accounting Procedures: CAAPA may change the accounting procedures as described in Article VI, Section 1 by decision of the Board of Directors.

Section 4. Compensation: No part of the net earnings of CAAPA shall incur to the benefit of, or be distributable to any director or officer of CAAPA, or any other private person, except that CAAPA shall be authorized and empowered to pay reasonable compensation for services rendered to or for CAAPA and to make payments and distributions in furtherance of the purposes set forth hereinabove.

Section 5. Office of the Secretariat: To maintain relationships with CAAPA and facilitate the operations of CAAPA, the Office of the Secretariat of CAAPA shall be responsible for the following duties:

- 1) Maintain and update the official web site and listserv for CAAPA
- 2) Carry out other responsibilities as assigned by the Board of Directors and agreed upon by the host institution

The Board of Directors of CAAPA shall determine the location of the host institution. The host institution of the Office of the Secretariat shall provide the necessary personnel, space, and administrative support to perform the above responsibilities without any compensation from CAAPA.

Section 6. Administration and support: CAAPA shall be responsible for the administration and support of its program and activities.

Section 7. Dissolution and Liquidation: In the event of dissolution or final liquidation of CAAPA, after paying or making provision for the payment of all of the liabilities and obligations of CAAPA and for necessary expenses thereof, all of the remaining assets and property of CAAPA shall be liquidated and distributed for an exempt purpose described in Section 501(c)(3) of the Code, or to the federal government, or to a state or local government for a public purpose.

ARTICLE VII. Meetings

Section 1. General Membership Meetings: A general membership meeting of CAAPA shall be held at least annually as scheduled by the Board of Directors.

Section 2. Board of Directors Meetings: The Board of Directors shall meet as such times and places as may be arranged by the Chairperson or as requested by two-thirds of the current Board of Directors members.

Section 3. Other Meetings: The Board of Directors may arrange for other meetings of CAAPA at such times and places as appropriate. Funding for all such meetings shall be limited to amounts budgeted unless special additional funds are made available from other sources.

ARTICLE VIII. Amendments

Section 1. Substantive Changes: Substantive changes in this Charter & Bylaws may be approved by the Board of Directors.

AGREED TO and APPROVED by the BOARD OF DIRECTORS on _____.

FOR THE BOARD OF DIRECTORS OF CAAPA

By _____
Name
CAAPA Chairperson

_____ Date