



## **SUMMARY OF APAPA CHAPTER OBLIGATIONS & RULES UNDER BYLAWS**

**MISSION:** The Asian Pacific Islander American Public Affairs (Community Education Foundation) “APAPA” is a national non-profit organization with a mission to advance Asian American and Pacific Islander communities through increased leadership and civic engagement.

**NUMBER OF BOARD MEMBERS PER CHAPTER:** Each Chapter Board is comprised of a minimum of 5 and a maximum of 21 Board Members

**OFFICERS REQUIRED:** Chair, President, Treasurer, Secretary (optional to add other positions such as Advisors, Ambassadors, Outreach Chair, Fund Development Chair, Program/Events Director, Community Liaison etc.)

**BOARD MEETINGS:** Recommended to meet monthly, bi-monthly, or as frequently as needed.

**BOARD OF DIRECTORS TERMS:** All Officers and Board Members serve a term of two (2) years and up to two (2) terms or four (4) years total. Then, the past Board Member can take a one year non-voting position on the board, and may be re-elected with a majority vote. Elections should occur with new terms starting on January 1st each year.

**VOTING:** All Boards operate based on 51% for a voting quorum (to be present) with majority vote for decisions. (Note: The Chair and/or President may at their discretion choose to serve as a nonvoting board member their entire term).

**COMPENSATION:** Directors, including those who are also officers, shall receive no compensation as directors.

**FINANCES:** New and existing Chapters may receive national funding or other funding sources to start the new entity, hold a grand opening, or hold successful local or national events and programs. However, all APAPA chapters/entities shall be financially independent and shall be solely liable for their own debts.

**RECORDS:** Each Chapter shall maintain all administrative files and records of the entity, including receipts or contracts related to services provided or purchases to support the entity. Chapters are required to provide quarterly and annual financial and activity summary reports to APAPA HQ and NGB, and more frequently as requested.

**NATIONAL POLICIES:** Chapters must follow all national resolutions and policies and act according to the national bylaws. APAPA Chapters shall make best efforts to support local and national APAPA events and programs to advance the objectives, mission and purpose of APAPA.

**ACT IN ACCORDANCE WITH 501(c)(3) NONPROFIT STATUS:** Chapters are required to act in accordance with the rules for 501(c)(3) nonprofits including but not limited to rules regarding no political activity, individual members, directors or leaders can't benefit financially from the programs and activities of the organization, and no activity outside of APAPA's stated mission

I am a board member of an APAPA Chapter and I have read and understand the above summary and APAPA bylaws and will comply.

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_