

BYLAWS

Bylaws of the Council of Chinese American Deans and Presidents (CCADP)

(Effective September 16, 2009. Updated on May 2, 2014, Revised November 11, 2014, Revised Again June 3, 2018, Amendments adopted June 15, 2022)

Preamble

The Council of Chinese American Deans and Presidents (CCADP) views diversity, equity, and inclusion (DEI) as an asset to maintaining the preeminence of American universities, and promotes DEI of all Americans, including Chinese Americans, as academic leaders. These promotional efforts set diversity as a priority to create an environment of equity and inclusive excellence for students, faculty, staff, and alumni from different backgrounds. More importantly, these efforts are crucial in developing multicultural capacities that enrich the educational experience of students and better prepare them to live and work competently in an increasingly pluralistic society and a global economy.

The members of CCADP share a unique set of cultural values, traits, experiences, and beliefs in addressing challenges and opportunities facing the American higher education. CCADP aims to contribute to DEI in its broadest terms in higher education and commits to the success of its members through the organization's mission and supportive functions.

Article I Purposes and Mission

Section 1 CCADP is an independent, nonprofit, nonpartisan, professional organization.

Section 2 The purposes of CCADP are to advance higher education through the promotion of DEI of all Americans, including Chinese Americans, in higher education leadership.

Section 3 The mission of CCADP is to advance the welfare of all Americans, with a particular focus on Chinese Americans, in American higher education administration through promoting professional collaboration, career development, and leadership and management skills.

Section 4 The functions of CCADP include information exchange, referral, consultation, moral support, collaboration, resource sharing, friendship, leadership training, professional development, and promotion of justice for its members.

Section 5 CCADP is registered in the State of Florida, the United States of America. CCADP and its members will abide by the laws of the United States of

America, including but not limited to classified information and homeland security/national interest requirements.

Article II Membership

Section 1 Full Member is a class of membership for individuals who hold or held a position equivalent of assistant dean or above at an accredited institution of higher education in the United States.

Section 2 Full Members in good standing have the right to vote and to be nominated for all positions of the organization.

Section 3 After a member nominates a candidate for membership, CCADP Board of Directors (Board) will review the nomination and inform the pertinent parties of the decision.

Section 4 A membership shall be granted if the nominee:
(1) accepts and follows the bylaws of the CCADP
(2) pays the membership dues, and
(3) participates in and supports the functions and activities of the organization.

Article III Membership Dues

Section 1 Dues for all membership categories shall be established by the Board of Directors.

Section 2 Dues shall be assessed annually and collected accordingly, and shall be considered delinquent if not paid within sixty (60) days from the due date. Any member whose annual dues are delinquent at the end of this 60 days period shall be dropped from the membership roster without further notice.

Section 3 There will be no refunds of membership dues to any member whose membership has been terminated for any reason.

Article IV Board of Directors

Section 1 The Board of Directors of CCADP consists of immediate-Past President, President, President-elect, Treasurer, and Secretary. The term of each board member starts on the first day of that calendar year after the election, and ends on the last day of a calendar year. The President serves as the Chair of the Board. The President-elect is elected to serve a one-year term, prior to serving as the President for a one-year term followed by another one-year term as the immediate-Past President. The Treasurer and the Secretary are elected to each serve a term of up to three years.

Section 2 The President represents CCADP and directs the operation of all CCADP activities

Section 3 The President-elect shall assist the President in conducting administrative and public relation activities. The President-elect shall represent the President and take charge of CCADP activities should the President be unable to perform his or her designated duties.

Section 4 The Treasurer shall oversee the management and reporting of CCADP's finances and operations, including:

- Bank account maintenance – Signing checks, processing sponsorship checks, etc.;
- Financial transaction oversight;
- Budget – Developing the annual budget as well as comparing the actual revenues and expense incurred against the budget;
- Financial policies – Overseeing the development and observation of the financial policies;
- Reports – Keeping CCADP informed of key trends, concerns, and assessment of fiscal health in addition to completing required tax filing and financial reports. The report should be submitted once a year or when the need arises, as determined by the Board;
- Membership applications, payment tracking, and roster updating; and
- Fulfillment of any other requirements of a board member, and performs other duties as the need arises.

Section 5 The Secretary shall oversee communications and records, including:

- Recording of decision and policy-making;
- Membership applications;
- Determination of eligibility to vote;
- Continuity of policies and practices; and
- Drafting the forum summary and meeting minutes for review.

The Secretary is responsible for assuring accurate documentation. To fulfill these responsibilities and comply with the organization's Bylaws, the Secretary records minutes of meetings, ensures their accuracy, co-proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a board member, and performs other duties as the need arises.

Section 6 The President shall not serve consecutive terms. The Treasurer and the Secretary may serve two consecutive terms, if duly re-elected.

Article V Honors and Awards

Section 1 The Honorary Membership is established to recognize members who have made prominent contributions to the creation and sustained growth of CCADP. With nomination by at least one member and election by the Board of Directors, the Honorary membership shall not exceed 10% of the total membership.

Section 2 The Annual Distinguished Speaker series is established to host successful academic leaders among all Americans, particularly underrepresented Americans to share their experiences and insights with CCADP members. The Board of Directors solicits nominations from members, selects and invites such series speakers.

Article VI Elections

Section 1 Any CCADP member may nominate an eligible member (including self-nomination) for a position on the CCADP Board of Directors.

Section 2 Elections for the President, President-elect, Treasurer, and Secretary will occur at the Council Forum or by correspondence, with anonymous assurance.

Article VII Sponsorship

There are several levels of sponsorship. Hereby the term, "sponsorship," denotes assistance, instead of formal endorsement of the events organized by CCADP. No sponsorship provided by tobacco or firearm firms is accepted. Views, products or services from the sponsors may not necessarily reflect endorsement by CCADP.

Article VIII Amendment to the Bylaws

The authority to interpret the bylaws shall be reserved to the Board of Directors. No amendment to the Bylaws shall be enacted unless such an amendment is approved by two-thirds of the members that vote, when all members are given a chance to vote.