

# VAN LANG CENTER CONSTITUTION & BYLAWS

## Article I: Name

Section I.1 The name of the organization is The **Van Lang Center**.

## Article II: Mission and Purposes

Section II.1 Van Lang Center is strictly an educational and cultural center.

Section II.2 Van Lang Center is established as a voluntary organization with the goals of preserving and promoting Vietnamese language and culture, and

Section II.3 Guiding students in developing moral attitudes essential for success in family, school and society.

## Article III: Membership

Section III.1 Membership in this center is open to any person who is at least eighteen years of age, and who is willing to sign an application form vowing to abide by all the rules prescribed in the Bylaws of this Center.

Section III.2 Center membership is open to all applicants without regard to race, religion, national origin, sex, physical or mental handicap.

Section III.3 Active Members are those qualified applicants who have been participating in weekly activities of the Center for at least one semester.

Section III.4 Associate Members are those qualified applicants who have been participating in weekly activities of the Center for less than one semester, or those participating in the Center's activities on a part-time or as-needed basis.

Section III.5 Honorary Membership may be conferred upon any person by a two-thirds vote of the total active membership. Such memberships shall be restricted to persons whose activities are consistent with the purposes of the Center. An honorary membership is usually conferred only on a person who has distinguished him/herself by meritorious service in the furtherance of the ideals of the Van Lang Center. It is an honor not to be lightly or indiscriminately conferred.

Section III.6 Inactive Members: Any active or associate member with three consecutive unexcused absences shall be notified by the Board of Directors that his/her membership is in jeopardy. Unexcused absences from the fourth consecutive assignment shall automatically classify him/her inactive, regardless of a notification has been sent or not.

Section III.7 All Van Lang members agree to abide by the rules of these Bylaws and to carry out the mission and purposes of the Center.

Section III.8 The membership of any person may be revoked

- in the event that he or she is absent for more than two consecutive semesters, or
- is guilty of conduct which in the judgement of two-thirds of the membership violates these Bylaws, or is contrary to the interest of this Center, or brings disrepute to the organization

## **Article IV: Organization and Duties of Officers**

Section IV.1 The Board of Directors of Van Lang Center consists of:

- a. President and Principal
- b. Administrative Vice-President
- c. Educational Vice-President
- d. Treasurer
- e. General Secretary and Librarian
- f. Director of Student Activities and Health Services

Section IV.2 The President shall:

- a. preside at all meetings of the Center and of the Board of Directors;
- b. act for the Center between meetings of the whole Center and the Board of Directors;
- c. maintain and update the membership;
- d. be ex-officio a member of all sub-committees of this Center;
- e. appoint all vacant positions;

Section IV.3 The Administrative Vice-President shall:

- a. preside at all regular meetings in the absence of the President;
- b. supervise students during their time at the Center;
- c. enforce the Center's rules of behaviors for the students and the members;
- d. monitor the Center properties and facilities;
- e. act as the liaison between the Center and outside organizations.

Section IV.4 The Educational Vice-President shall:

- a. preside at all regular meetings in the absence of the President and the Administrative Vice-President;
- b. assign the instructors to every and all classes according to their need;
- c. maintain and update student records;
- d. monitor classes' schedules and contents of educational programs;

Section IV.5 The Treasurer shall:

- a. collect all authorized fees and other funds;
- b. deposit all funds received by him/her with the bank designated by Board of Directors;
- c. make disbursements as authorized by the Board of Directors;
- d. maintain the financial records of the Center and furnish statements to the Board and members periodically and on request of those bodies.

Section IV.6 The Librarian shall:

- a. maintain the Center library;
- b. promote use of library materials;
- c. recommend additional library purchases;
- d. keep an accurate record of meetings and activities of the Center and of the Board of Directors

- Section IV.7 The Director of Student Activities and Health Services shall:
- a. direct all athletic and cultural activities at the center;
  - b. serve and guide students in all weekly extracurricular activities, art and musical programs;
  - c. maintain and recommend additional purchases of sporting goods, arts and games for the students;
  - d. provide health services including medical emergencies

### **Article V: Election of Officers**

- Section V.1 Quorum: A majority of the active members shall constitute a quorum for the transaction of all business of this Center.
- Section V.2 All active members in accordance to Article III, Section III.3 are eligible to vote.
- Section V.3 All active members who have completed two consecutive semesters of service are eligible for nomination to the Board of Directors.
- Section V.4 All elections shall be by single-name, secret ballot, unless a secret ballot is dispensed with by unanimous vote, with a majority vote of all active member present necessary for a choice. Mail votes and proxies are not permitted.
- Section V.5 The Board of Directors has the responsibility of forming the Nomination and Election Sub-Committee.
- Section V.6 Two-thirds of the Nomination and Election Sub-Committee members must be active members of the Center.
- Section V.7 Elections must be held at the Van Lang Center's regular meeting place.
- Section V.8 The Board of Directors election must be held no later than two months before the end of the term.
- Section V.9 The inauguration of the new Board of Directors shall take place no later than sixty days after the election date and at the presence of the majority membership.
- Section V.10 The Board of Directors' term is for two years, re-electable but not for more than two consecutive terms, unless there are no nominees or candidates for a vacant office.

### **Article VI: Amendments**

- Section VI.1 These Bylaws may be amended at any regular meeting of the Center by two-thirds vote of the total active membership.
- Section VI.2 Such amendment must be proposed in writing by an active member and must have majority approval of the members at the meeting immediately preceding that at which the amendment is to be voted on.
- Section VI.3 Under no circumstances shall the Articles I and II of these Bylaws be amended.

### **Article VII: Execution of the Bylaws**

- Section VII.1 Copies of these Bylaws may exist in both Vietnamese and English languages. The English copy of these Bylaws has been submitted to the Secretary of the State of California together with the Articles of Incorporation. Therefore, in the event of any conflicting interpretation of the Bylaws, the English version is considered to be the legal and official reference.

***VAN LANG CENTER – SAN DIEGO***