

**By-Laws of the Congressional Asian Pacific American Staff Association**  
**Adopted January 22, 2020**

Established 1st Session, 106th Congress

**ARTICLE I. TITLE**

The Congressional Asian Pacific American Staff Association (CAPASA), hereafter referred to as the Association, is a bipartisan, bicameral organization of employees of the United States Congress, its support agencies and others as set forth below.

**ARTICLE II. STATEMENT OF PURPOSE**

The objectives, purposes and powers of this Association and the general nature of the business it proposes to transact are: el

(a) To build a sense of community among Asian Pacific American congressional staff by exchanging ideas and promoting social and cultural interests; and

(b) To promote a pipeline of Asian Pacific American congressional staff by providing professional development programs and events, as well as advocating for greater representation of Asian Pacific American staff; and

(c) To provide a platform for the membership to increase their familiarity to and knowledge of issues affecting the Asian Pacific American community through forums and events which address such concerns and through other social exchange.

**ARTICLE III. ORGANIZATION**

**Section 1. Procedure**

The Association shall abide by Robert's Rules of Order in all of its deliberations. Robert's Rules of Order will be subordinate to this document.

(a) The Association shall hold at least two general membership meetings per calendar year.

(b) The presence of one-fifth of Association membership shall constitute a quorum for purposes of meetings of the membership. No votes of the membership may take place without such quorum.

## Section 2. Board of Directors

(a) The Association shall be governed by a Board of Directors, hereafter referred to as the Board, composed of the Association's Elected Officers and Appointed Officers.

(b) Unless otherwise enumerated in this document, decisions of the Association shall be under the purview of the Board. Votes by the board are approved by a simple majority vote.

(c) Officers shall serve without compensation. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

(d) Officers shall not be personally liable for the debts, liabilities, or other obligations of the Association. In the event that an Officer is determined by a majority vote of the Board to be acting to the detriment of the Association, the preceding sentence may not apply.

(e) Five members of the Board shall constitute a quorum for purposes of meetings of the Board. No votes of the Board may take place without such quorum.

## Section 3. Committees

The Association shall be composed of several Committees which are open to all members of the Association. The Board may establish additional Committees as it deems necessary. The following Committees are charged with organizing and hosting events and generally promoting the objectives and purposes of the Association:

### (a) Professional Development

The Committee shall coordinate events and programs (e.g., speakers, seminars, etc.) which will promote the professional development of the membership.

### (b) Membership

The Committee shall compile and maintain an accurate listing of the membership; create a Membership Directory; disseminate information as necessary.

### (c) Social

The Committee shall coordinate social activities and other events.

### (d) Communications

The Committee shall disseminate information about the Association's activities and other information.

## Section 4. Membership

The Association shall be composed of three categories of membership as follow:

(a) Member

A voting member, or Member, is an employee of the United States Congress or its support agencies. Only Members in good standing are entitled to vote and are eligible for all of the benefits of membership. A Member is in good standing if they have paid Association dues within the last 12 calendar months or have an active recurring payment arrangement for Association dues.

(b) Non-Voting Member

A Non-Voting Member is an intern, fellow, detailee, or other individual who performs duties for the United States Congress or its support agencies for a fixed period of time. Such individual in good standing is eligible for all of the benefits of membership outside of voting status. A Non-Voting Member is in good standing if they have paid Association dues within the last 12 calendar months or have an active recurring payment arrangement for Association dues.

(c) Associate Member

Associate Members are individuals whom the Association selects f. Associate Members are not afforded voting status, nor shall they pay dues. The Board of Directors shall determine the benefits of membership provided to Associate Members.

Section 5. Dues

The Board of Directors shall determine the annual dues of members.

ARTICLE IV. OFFICERS' DUTIES

Section 1. President

The President shall preside over meetings of the Board and of the Association. Furthermore, the President shall chair all votes; be accountable for all press relations; ensure that all Officers are adequately performing their duties; assume powers not expressed herein or delegated to other Officers; and in general perform all duties incident to that office and such other duties as may be prescribed by the Board.

Section 2. Vice President-House Side

In the President's absence, the Vice President shall perform the duties of the President and when so acting shall have all the powers of, and be subject to all the restrictions of, the office of President. Otherwise, the Vice President shall perform all duties incident to that office and such other duties that may be assigned by the President or the Board.

Section 3. Vice President-Senate Side

In the President's absence, the Vice President shall perform the duties of the President and when so acting shall have all the powers of, and be subject to all the restrictions of, the office of

President. Otherwise, the Vice President shall perform all duties incident to that office and such other duties that may be assigned by the President or the Board.

#### Section 4. Secretary

The Secretary shall be responsible for recording the minutes of all Board and Association meetings and maintaining a journal of all records, reports and correspondence of the Board and the Association. Furthermore, the Secretary, in conjunction with the membership Committee, shall maintain a list of Members', Associates', and Honorary Members' contact information. Otherwise, the Secretary shall perform all duties incident to that office and such other duties that may be assigned by the President or the Board.

#### Section 5. Treasurer

The Treasurer shall be responsible for managing all funds of the Association; maintaining financial records and regularly issuing reports to the Board; monitoring fiscal matters related to all Association events, including costs incurred and expenses paid; establishing and maintaining the Association's bank accounts. All bank accounts shall be held in the name of the Association and disbursements shall require the signatures of the President and the Treasurer. Otherwise, the Treasurer shall perform all duties incident to that office and such other duties that may be assigned by the President or the Board.

#### Section 6. Appointed Officers

Each Appointed Officer shall be appointed by the President and approved by a majority of the Elected Officers. An Appointed Officer may be appointed to chair a committee. Each Committee Chair shall be responsible for planning events for his or her particular Committee. Otherwise, the Chairs shall perform all duties incident to that office and such other duties that may be assigned by the President or the Board.

#### Section 7. Other

Up to two individuals may be elected to an Officer position if such decision is proposed by the President and approved by a majority vote of the Board, a quorum being present.

### ARTICLE V. TENURE OF OFFICERS

#### Section 1. Elections.

An annual meeting or digital election shall be held for the purpose of electing Officers.

(a) Elections shall be decided by a majority of the Members present, a quorum being present.

(b) The Board shall call an election at the end of each term and appointed an Election Commissioner to oversee the election. The Election Commissioner may not be a current Officer.

(c) Members must be notified of this meeting at least one month in advance, unless otherwise practicable. Only Members in good standing may be nominated and elected to office. The acceptance of new membership will temporarily be suspended one week prior to the general election.

(d) The Election Commissioner shall establish procedures for not less than one early voting period prior to the election. Early votes cast shall be counted towards the presence of a quorum for purposes of an election. There will be no provision for absentee or proxy ballots.

#### Section 2. Removal

Officers serve at the pleasure of the Members and may be removed from office for misfeasance, malfeasance or nonfeasance. The Association must be served a two week notice that a vote to remove an officer will be held. Removal from office must be by a two-thirds majority of Members present, a quorum being present.

#### Section 3. Vacancies

In the event that an Elected Officer position is vacated, a replacement will be elected by a special election called by the President, in accordance with regular election by-laws. The replacement shall serve for the remaining term of the vacated office.

### ARTICLE VI.AMENDMENTS

Amendments to this document must be approved by a majority vote of the membership, a quorum being present . Proposed amendments to the by-laws must be offered in writing and made public at least one week prior to being considered for a vote. These amendments shall become effective upon receiving the required vote and be made available to the general membership as soon as practical.