

Asian Pacific State Employees Association

Board Member Reference Guide



July 20, 2013

Helping State Employees Better Serve the People of California

Revision History

Revision	Date of Release	Purpose
Version 1	August 16, 2003	Board Orientation and Training Workshop
Version 2	July 10, 2009	Update
Version 3	July 30, 2011	Board Orientation and Training Workshop
Version 4	July 28, 2012	Board Orientation and Training
Version 5	July 10, 2013	Board Orientation and Training

Table of Contents

1	INTRODUCTION	5
1.1	Background	5
1.2	Board of Directors.....	5
1.3	Communicating with APSEA	5
2	APSEA GOVERNING BOARD OF DIRECTORS	6
2.1	STATEWIDE/SACRAMENTO CHAPTER BOARD.....	6
2.2	CENTRAL VALLEY APSEA BOARD MEMBERS.....	7
2.3	BAY AREA APSEA BOARD MEMBERS	7
2.4	SOUTHERN APSEA BOARD MEMBERS	8
3	APSEA BYLAWS	9
3.1	1.1 Article I -NAME.....	9
3.2	1. 2Article II - GOALS.....	9
3.3	1. 3Article III - MEMBERS.....	9
3.4	1.4 Article IV - ELECTED OFFICERS	10
3.5	1.5 Article V - EXECUTIVE BOARD.....	10
3.6	1.6 Article VI - DUTIES OF THE OFFICERS	11
3.7	1.7 Article VII - STANDING COMMITTEES	12
3.8	1.8 Article VIII - SPECIAL COMMITTEES.....	13
3.9	1. 9Article IX - MEETINGS.....	14
3.10	1.10 Article X - Action By Written Consent Without Meeting	15
3.11	1.11 Article X - ELECTIONS.....	15
3.12	1. 12 Article XI - ADVISORY BOARD.....	16
3.13	1.13 Article XII - AMENDMENT OF BYLAWS	16
3.14	1.14 Article XIII - PARLIAMENTARY PROCEDURE	16
3.15	1.15 Article XIV - FORMATION OF LOCAL CHAPTERS	16
3.16	1.16 Article XV - INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES, AND OTHER AGENTS.....	18
4	ARTICLES OF INCORPORATION.....	19
5	APSEA MISSION AND VISION STATEMENT	25
5.1	STRATEGIC CHALLENGES (1999)	25

6	FINANCIAL REPORTS	26
7	ORGANIZATIONAL AND CHAPTER POLICIES	26
7.1	APSEA ELECTRONIC MAIL (E-MAIL) USE POLICY	26
7.2	BOARD APPROVAL OF APSEA EXPENDITURES.....	27
7.3	APSEA ENDORSEMENT POLICY	28
8	ANNUAL CALENDAR OF ACTIVITIES	29
9	GOVERNMENTAL FILING REQUIREMENTS.....	31

1 INTRODUCTION

This reference guide is a general introduction to the governance and annual activities of the Asian Pacific State Employees Association (APSEA). It has been compiled to provide both background and insight on APSEA's recent goals, plans and actions.

1.1 Background

APSEA is a non-profit organization that advocates for members' interests and works with the larger Asian Pacific community to promote cultural awareness and supports young adults in their career and academic advancements. Our mission is to ensure equal opportunity and to advance the careers of Asian Pacific state employees.

1.2 Board of Directors

APSEA is governed by a Statewide Board of Directors in accordance with the APSEA Articles of Incorporation and By-Laws. The APSEA governing board of directors consists of:

- Statewide Executive Board (statewide elected directors)
- Local Chapters (locally elected directors);
- Ex-officio (voting) directors who served as the immediate past president with the Board

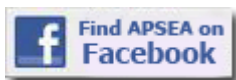
The current Bylaws are provided in Section 3 and the 1979 Article of Incorporations in Section 4.

1.3 Communicating with APSEA

Address: Asian Pacific State Employees Association
P.O. Box 22909
Sacramento, CA 95822

Voice Mail Box: (916) 962-6309

Website: www.apsea.org



2 APSEA GOVERNING BOARD OF DIRECTORS

This section provides the current roster of officers for each of the APSEA chapters.

2.1 STATEWIDE/SACRAMENTO CHAPTER BOARD

2013/14 Board Member	Office	Phone	Email
Jeff Uyeda	President	(916) 464-3831 w (916) 600-6247 c	jeff.uyeda@state.ca.gov
Linda Ng	1 st Vice President	(916) 996-3770 c	lngjmh@sbcglobal.net
Grace Koch	2 nd Vice President	(916) 845-8553 w	grace.koch@calema.ca.gov
Sandy Jang	Treasurer	(916) 599-4007 c	sjang59@yahoo.com
Rebekah Christensen	Recording Secretary	(916) 801-7462 c	rebekahchristensen@gmail.com
Oliver Chu	Immediate Past President	(916) 206-8749 c	ollieintune@sbcglobal.net
Dean Lan	Senior Advisor Chapter Liaison	(916) 446-3809 h	dlan0000@gmail.com
Helen Fong	Senior Advisor Chapter Liaison	(916) 391-5297 h (916) 591-6424 c	helenfongie@gmail.com
Dan Tokutomi	Senior Advisor	(916) 206-0358 c	dan_tokutomi@hotmail.com

2.2 CENTRAL VALLEY APSEA BOARD MEMBERS

2013/14 Board Member	Office	Phone	Email
Adam See	President	(559) 304-1911	adamseemail@gmail.com
Natalie Trevino	1st Vice President	(559) 665-6100	Natalie.Trevino@cdcr.ca.gov
Fawn Seaman	2nd Vice President	(559) 361-2128	itzmalani5@sbcglobal.net
Stacie Rhodes	Treasurer	(559) 665-5531	Stacie.Rhodes @cdcr.ca.gov
Tanya Hall	Corresponding and Recording Secretary	(559) 665-5531	Tanya.Hall @cdcr.ca.gov
Pete Cerrillo	Immediate past President	(559) 665-5531 (559) 999-4688 c	Pete.Cerrillo@cdcr.ca.gov

2.3 BAY AREA APSEA BOARD MEMBERS

2013/14 Board Member *	Office	Phone	Email
Bao Chan	Immediate Past President	(510) 286-6148	apsea.bc@gmail.com
May Kung	Vice President	(510) 286-5228	may_c_kung@dot.ca.gov
Mercy Lam	Treasurer	(510) 286-5520	mercy_lam@dot.ca.gov
Raymund Lomongsod	Recording and Corresponding Secretary	(510) 622-0710	raymund_a_lomongsod@dot.ca.gov
Kai Chan	Board Member	(415) 812-4144	kai.chan@atkinsglobal.com
Judy Chen	Board Member	(925) 989-8834	JudyChen111@yahoo.com
Roger Dayoan	Board Member	(510) 286-5870	roger_dayoan@dot.ca.gov
Mai Lieu	Board Member	(510) 286-7216	mai.lieu@dot.ca.gov
Eric Schen	Board Member	(510) 286-4785	eric.schen@dot.ca.gov

* Note: The Bay Chapter's President position has not yet been identified.

2.4 SOUTHERN APSEA BOARD MEMBERS

2013/14 Board Member	Office	Phone	Email
Paul Perez	President	(213) 503-4323	pgperezjd@yahoo.com
Vi Comia	Vice President	(909) 636-3134	vicc171@yahoo.com
Yuen Wong	Treasurer	(213) 897-6833	yuen_wong@yahoo.com
Joyce Minzey	Secretary	(213) 880-6534 c (213) 897-3631 w	joyce_e_minzey@dot.ca.gov
Arthur Young	Board Member	(626) 284-8990	youngart808@gmail.com
Milly Yamada	Board Member	(310) 989-7659	fwyfler@dslextreme.com

3 1 APSEA BYLAWS

ASIAN PACIFIC STATE EMPLOYEES ASSOCIATION (APSEA)

3.1 1.1 Article I - NAME

Section 1. This organization shall be known as the Asian Pacific State Employees Association (APSEA). APSEA may have local chapters with the rights and obligations set forth herein.

3.2 1.2 Article II - GOALS

Section 1. The goals of this organization shall be:

(a) To advise and work with the State Government in all areas of concern to the membership, including increasing career opportunities, assisting members to become more effective in employer/employee relations, and informing all members of equal employment opportunities, policies, and guidelines.

(b) To provide an advocacy role in assisting members of the Asian and Pacific Islander community to ensure their legal rights to services provided by the State and to represent the needs of the Asian and Pacific Islander communities in the development of State policies and programs.

Section 2. APSEA shall be a nonpartisan organization. The President and Executive Board will adopt and maintain a nonpartisan position and will not endorse candidates or issues that are of a partisan nature.

3.3 1.3 Article III - MEMBERS

Section 1. The members of this Association shall be of three types:

(a) Active: An Active member shall be any person presently or formerly employed by the State of California; who has paid the current dues; who shall be entitled to make motions, and to vote at general meetings. An active member can hold office and shall be entitled to any and all services provided by the Association.

(b) Associate: An Associate member shall be one who has paid the current dues; who, although not employed by the State of California has shown deep interest and involvement in the goals of the Association; and who shall be entitled to all the rights and privileges of membership except holding office in the Association. An Associate member may hold office, if no Active member seeks office and the Executive Board approves of the nomination or appoints the Associate member to fill a vacancy on the Board. There shall not be more than one Associate member on the Executive Board.

(c) Honorary: An Honorary member shall be one honored by the Association for his or her outstanding service to the Association. He/She shall be entitled to the same rights as active members. In recognition of honorary members' contributions to APSEA, their dues shall be waived.

Section 2. The annual dues shall be set by the Executive Board each fiscal year (which shall be the period from July 1 of the current year through June 30 of the following year). Members on retired status from employment or student members shall pay one-half the annual dues each fiscal year.

3.4 1.4 Article IV - ELECTED OFFICERS

Section 1. The officers of this Association shall be: President, First Vice-President, Second Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary.

Section 2. No member shall hold more than one elected office at a time.

Section 3. If an office is vacated for any reason, the President shall, with the approval of the Executive Board, appoint a member for the vacated office for the remaining unexpired term.

3.5 1.5 Article V - EXECUTIVE BOARD

Section 1. The current elected officers and the immediate past president shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Association, make recommendations to the membership, and shall perform such other duties as are specified in these Bylaws.

Section 3. Four members shall constitute a quorum sufficient to conduct business.

3.6 1.6 Article VI - DUTIES OF THE OFFICERS

Section 1. The President shall preside at all meetings; represent the Association at official functions; appoint, with the advice and consent of the Executive Board, the Chairpersons of all committees; and coordinate the activities of the other officers.

Section 2. The First Vice-President shall act in the President's absence or at his/her request. The First Vice-President shall oversee and coordinate those duties delegated by the President.

Section 3. The Second Vice-President shall act in the President's and First Vice-President's absence or at their request. The Second Vice-President shall oversee and coordinate those duties delegated by the President.

Section 4. The Recording Secretary shall keep all records and minutes of the Executive Board and general meetings, maintain the Association's master calendar, and preside in the absence of the President and First and Second Vice-Presidents.

Section 5. The Corresponding Secretary shall, at the direction of the Executive Board or the President, write all correspondence on behalf of the Association, assist the Recording Secretary in any manner requested by her/him, and shall act in the latter's absence. The Corresponding Secretary shall preside in the absence of the President, First and Second Vice-Presidents, and Recording Secretary.

Section 6. The Treasurer shall be responsible for the funds of the Association, disburse those funds as directed by the Executive Board, and make quarterly written financial reports to the membership and verbal reports at each regular meeting. The Treasurer shall have authority to audit and supervise the fiscal records of the local chapters. The Treasurer shall make timely reports to governmental agencies as required by law. Such reports shall include fiscal information from local chapters. The Treasurer shall be an ex-officio member of the Membership Committee. The Treasurer shall preside in the absence

of the President, First and Second Vice-Presidents, Recording Secretary, and Corresponding Secretary.

Section 7. Should the office of President become vacant, the line of succession shall be First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. If other offices become vacant, Article IV, Section 3 shall prevail.

3.7 1.7 Article VII - STANDING COMMITTEES

Section 1. There shall be five (5) Standing Committees: Membership, Employer/Employee Relations, Programs, Communications and Publicity, and Rules. The Chairperson of each Standing Committee shall be appointed by the President subject to confirmation by the Executive Board. The Chairperson of each Standing Committee shall appoint a Deputy Chairperson to act in his/her absence. The Chairperson of each Committee shall serve at the pleasure of the President.

Section 2. The duties and responsibilities of each Standing Committee, which may be modified by the Executive Board, shall be as follows:

(a) Membership Committee

- (1) Establish and maintain current and accurate records of the membership, including but not limited to, home address and telephone number, business address, telephone number, official title, and position.
- (2) Assist the Treasurer in the collection of all membership dues.
- (3) Provide a monthly and annual report on the membership status of the Association.
- (4) Develop and implement means by which all active, inactive, and prospective members are encouraged to participate in the Association.
- (5) Develop and implement ways and means to recruit new members.
- (6) Develop the departmental coordinators' program and coordinate the program activities.
- (7) Develop and conduct surveys as needed to establish a skills bank, which shall categorize the skills available in the membership.

(b) Employer/Employee Relations Committee

(1) Identify and report on the problems, needs, and issues pertaining to the employment of Asians and Pacific Islanders.

(c) Programs Committee

(1) Plan and develop a master calendar of monthly programs of interest to the members.

(2) Submit the master calendar of monthly programs for the approval of the Executive Board and, upon its approval, implement the master calendar.

(3) Develop and conduct surveys as needed to ascertain the program interests and needs of the membership.

(4) Plan, develop, and implement special programs as requested by the President or Executive Board.

(5) Develop an outreach program and the resources necessary to achieve the goals in Article II, (b).

(d) Communications and Publicity Committee

(1) Conduct an ongoing public relations program consistent with the approved policies of the Association.

(2) Solicit, write, and disseminate all Association news bulletins, press releases, and program announcements.

(3) Publish a periodic newsletter and distribute it to the membership.

(e) Rules Committee

(1) Make recommendations to the Executive Board on the conduct of Association business and policies as needed.

(2) Maintain at all times the master copy of the Bylaws, as it may be amended.

(3) Develop the procedures for the election of officers, inform the general membership in writing at least two weeks prior to the regular general meeting in April that they may submit nominees for the positions of elected officers for the coming fiscal year, and conduct the elections.

(4) Provide advice and assistance on the conduct of the legal affairs of the Association.

(5) Develop criteria delineating conflicts of interest.

3.8 1.8 Article VIII - SPECIAL COMMITTEES

Section 1. Special Committees may be initiated by the President, as needed, with the advice and consent of the Executive Board.

Section 2. Special Committee Chairpersons shall be appointed by the President with the advice and consent of the Executive Board.

3.9 1.9 Article IX - MEETINGS

Section 1. The regular general meetings of the Association shall be held monthly at a time and place to be designated by the President, unless otherwise requested by a majority vote of the Executive Board.

Section 2. Executive Board meetings shall be held no less than once a month on a day and time designated by the Executive Board.

Section 3. General meetings and Executive Board meetings can be held concurrently at the discretion of the President and the Executive Board. General meetings can be declared in recess if necessary for the conduct of Executive Board business.

Section 4. Special meetings shall be called by the President or by a member of the Executive Board as deemed necessary to carry on the business of the Association.

Section 5. Any meeting, regular or special, may be held by conference telephone, electronic video screen communication, or other communications equipment. Participation in a meeting through use of conference telephone constitutes presence in person at that meeting so long as all directors participating in the meeting are able to hear one another. Participation in a meeting through use of electronic video screen communication or other communications equipment (other than conference telephone) constitutes presence in person at that meeting if all of the following apply:

- a) Each director participating in the meeting can communicate with all of the other directors concurrently;
- b) Each director is provided the means of participating in all matters before the board, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken by the organization; and
- c) The organization adopts and implements some means of verifying 1) that all persons participating in the meeting are directors of the organization or are otherwise entitled to participate in the meeting, and 2) that all actions of, or votes by, the board are taken and cast only by directors and not by persons who are not directors.

3.10 1.10 Article X ACTION BY WRITTEN CONSENT WITHOUT MEETING

Section 1. Any action required or permitted to be taken by the board of directors under any provision of law may be taken without a meeting, if there is a quorum of the members of the board shall individually or collectively consent in writing or by electronic mail to such action. For the purposes of this Section only, "a quorum of the Board" shall not include any "interested director" as defined in Section 5233 of the California Nonprofit Public Benefit Corporation Law. Such written consent or consents shall be filed with the minutes of the proceedings of the board. Such action by written consent shall have the same force and effect as a majority vote of the directors. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by written consent of the board of directors without a meeting and that the bylaws of this corporation authorize the directors to so act, and such statement shall be prima facie evidence of such authority.

3.11 1.11 Article X - ELECTIONS

Section 1. At the regular general meeting in February, the President shall appoint a Nominating Committee (three members minimum) whose duty will be to submit to the membership at the regular general meeting in April a slate of at least two candidates, if possible, for each office.

Section 2. Additional nominations from the floor with the concurrence of the candidate(s) may be submitted at the regular general meeting in April. The ballot shall consist of these names and those submitted by the Nominating Committee.

Section 3. An election by secret ballot shall be held by May of each year. The candidate receiving the highest number of the votes cast for a particular office shall be deemed the winner.

Section 4. The elected officers shall assume their official duties for a period of one year beginning each fiscal year.

Section 5. Officers and members of the Executive Board may be recalled from office upon petition and vote of the general membership.

Recall from office will require a petition containing the signatures of 25 active members and a majority vote of the general voting membership.

3.12 1.12 Article XI - ADVISORY BOARD

Section 1. An Advisory Board may be appointed by the President with the advice and consent of the Executive Board to serve on an annual basis and at the pleasure of the Executive Board in an advisory capacity to the Association.

3.13 1.13 Article XII - AMENDMENT OF BYLAWS

Section 1. The following procedures shall be followed for amending these Bylaws:

(a) The proposed amendment shall be submitted in writing and presented at a regular general meeting of the Association for discussion.

(b) A majority vote of the membership responding will be required for passage.

3.14 1.14 Article XIII - PARLIAMENTARY PROCEDURE

Section 1. Robert's Rules of Order shall govern in all cases where they do not conflict with these Bylaws. The Chairperson of the Rules Committee shall serve as the Parliamentarian for the Association.

3.15 1.15 Article XIV - FORMATION OF LOCAL CHAPTERS

Section 1. Upon petition of fifteen (15) active members of APSEA to the Executive Board and approval by the Board, a local chapter may be formed. A petition to form a new chapter shall include the proposed boundaries for the new chapter. Changes in boundaries of any chapter shall be subject to the approval of the Executive Board. A local chapter may only be organized to further the goals of APSEA as set forth in these Bylaws. Each local chapter shall have a Chairperson, Secretary, and Treasurer at a minimum. The local chapter may have additional officers as the chapter deems necessary subject to the approval of the Executive Board. Membership in a local chapter shall not affect membership rights in APSEA.

Section 2. The local chapter shall agree to abide by all legal requirements governing APSEA and these Bylaws but may also have local chapter Bylaws. The Bylaws of local chapters shall be subject to the approval of the Executive Board. In the case of any inconsistency between the terms of the chapter's and these Bylaws, these Bylaws shall control.

Section 3. The Executive Board shall have authority to supervise the operation and expenditures of each local chapter. The Executive Board shall call periodic meetings to include participation from all local chapters to provide assistance and supervision of operation of local chapters, and promote statewide coordination. Chapters shall submit to the Treasurer all fiscal records necessary to allow Treasurer to make complete, accurate, and timely reports to governmental agencies in conformance with legal requirements.

Section 4. The local chapter shall charge dues in the same amount as APSEA. The dues shall be remitted by the local chapter to the APSEA Treasurer. On or about the fifteenth day of January and July of each year, APSEA shall remit one-half of the dues collected by the local chapter's membership during the previous six months to the local chapter's Treasurer. The Executive Board must approve the accounting procedures of each local chapter prior to the first release of any funds to the local chapter in order to ensure conformity with legal requirements.

Section 5. Upon dissolution of a local chapter, all of the remaining funds shall be returned to APSEA.

Section 6. Local chapters may petition the Executive Board for assistance, advice, and counsel, financial allocation, need for change in Bylaws, or other matters that affect the relationship of the chapter and the Executive Board. Local chapters shall attend meetings requested and scheduled by the President and the Executive Board.

3.16 1.16 Article XV - INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES, AND OTHER AGENTS

Section 1. The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

Section 2. To the extent that a person who is, or was, a director, officer, employee, or other agent of this corporation has been successful on the merits in defense of any civil, criminal, administrative, or investigative proceeding brought to procure a judgment against such person by reason of the fact that he or she is, or was, an agent of the corporation, or has been successful in defense of any claim, issue, or matter therein, such person shall be indemnified against expenses actually and reasonably incurred by the person in connection with such proceeding.

If such person either settles any such claim or sustains a judgment against him or her, then indemnification against expenses, judgments, fines, settlements, and other amounts reasonably incurred in connection with such proceedings shall be provided by this corporation but only to the extent allowed by, and in accordance with the requirements of, Section 7237 of the California Nonprofit Public Benefit Corporation Law.

Section 3. The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee, or other agent of the corporation) against any liability other than for violating provisions of law relating to self-dealing (Section 5233 of the California Nonprofit Public Benefit Corporation Law) asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of Section 7237 of the California Nonprofit Public Benefit Corporation Law.

Original signed by Oliver Chu

Original signed by Hon Chan

Attest: _____
President

Secretary

Date: June 18, 2012

4 ARTICLES OF INCORPORATION

This section provides a reproduction of the APSEA Articles of Incorporation and the Internal Revenue Service (IRS) letter indicating the APSEA tax obligations.

Revised 3/2/78 842993

ARTICLES OF INCORPORATION
OF
ASIAN STATE EMPLOYEES ASSOCIATION

ENDORSED
FILED
In the office of the Secretary of State
of the State of California
APR 3 1978
MARGH FUNG ELI, Secretary of State
By BILL HOLDEN
Deputy

I.

The name of this corporation shall be ASIAN STATE EMPLOYEES ASSOCIATION.

II.

The purposes for which this corporation is formed are:

a) The specific and primary purposes are:

- 1) To operate an employee association for charitable and educational purposes;
- 2) To advise and work with state government in all areas of concern to the membership, including increasing career opportunities, assisting members in becoming more effective in employer/employee relations and informing all members of equal employment opportunities, policies and guidelines; and,
- 3) To provide an advocacy role in assisting members of the Asian community to ensure their legal rights to services provided by the state and to represent the needs of the Asian communities in the development of state policies and programs.

b) The general purposes and powers are to have and exercise all rights and powers conferred on nonprofit corporations under the laws of California, including the power to contract,

2.

rent, buy, or sell personal or real property, provided, however, that this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.

- d) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

III.

This corporation is organized pursuant to the General Nonprofit Corporation Law of the State of California. This corporation does not contemplate pecuniary gain or profit to the members thereof and it is organized for nonprofit purposes.

IV.

The principal office for the transaction of the business of this corporation is located in the County of Sacramento, State of California.

V.

The general management of the affairs of this corporation shall be ~~under the control, supervision and direction of the executive board.~~ The names and addresses of persons who ~~are~~ to occupy the capacity of executive board members until the selection of their successors are:

3.

Dean Lan	1576 Ninth Avenue Sacramento, CA 95818 446-3809
Stinson Suzuki	19 Parklite Circle Sacramento, CA 95831 428-3862
Maria Chin	5512 Dorset Way Sacramento, CA 95822 446-4561
George Nakagawa	250 Touchstone Place, #66 West Sacramento, CA 95691 372-2847
Amy Kanemoto	2453 - 39th Avenue Sacramento, CA 95831 421-9248
Ronald Shinn	1625 O Street, #101 Sacramento, CA 95814 524-0754
Marilyn Ouye	5204 Gloria Drive, #214 Sacramento, CA 95831 421-4442
Peter Ouchida	2085 - 18th Avenue Sacramento, CA 95827 451-3003
Lori Hara	520 P Street, #25 Sacramento, CA 95814 442-8697

VI.

The authorized number and qualifications of members of the corporation, the different classes of membership, if any, the property, voting and other rights and privileges of members, and their liability to dues and assessments and the method of collection thereof, shall be as set forth in the bylaws.

VII.

The name of the unincorporated association which is being incorporated is ASIAN STATE EMPLOYEES ASSOCIATION.

Address any reply to: P.O. Box 36040, San Francisco, Calif. 94102

Department of the Treasury

District Director

Internal Revenue Service

Date: **MAY 24 1979** In reply refer to:

EP/EO:EO:Woo
SF:EO:79-734
(415) 556-1585

Asian State Employees Association
P.O. Box 22361
Sacramento, CA 95822

Internal Revenue Code: Section 501(c) (d)
Form 990 Required: Yes No
Accounting Period Ending: June 30

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$50 or more to each of your employees during a calendar quarter. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act on remuneration of \$50 or more to each of your employees during a calendar quarter if, during the current or preceding calendar year, you have one or more employees at any time in each of 20 calendar weeks or pay wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to this office.

If your purposes, character, or method of operation is changed, you must let us know so we can consider the effect of the change on your exempt-status. Also, you must inform us of all changes in your name or address.

The block checked at the top of this letter shows whether you must file Form 990, Return of Organization Exempt From Income Tax. If the Yes box is checked, you are only required to file Form 990 if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file the return on time.

(OVER)

Letter 948 (DO) (7-77)

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.


You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

92-249-718

0/26

Please keep this determination letter in your permanent records.

Sincerely yours,



District Director

This determination extends to your prior, unincorporated entity, Asian State Employees Association.

As a local association of employees contributions to you are not deductible by donors. You should advise your contributors to that effect.

5 APSEA MISSION AND VISION STATEMENT

This section provides the current APSEA Mission and Vision statement developed by the APSEA Strategic Planning Committee in 1999. The strategic challenges at that time were also identified by the committee in conjunction with the statewide board of directors.

APSEA MISSION: Ensure equal opportunity and advance the careers of Asian Pacific state employees.

APSEA VISION: Asian Pacific State employees serving, enhancing, and leading state government and the community.

5.1 STRATEGIC CHALLENGES (1999)

Internal Strategic Challenges:

- Providing quality services to members throughout their careers.
- Increasing the participation of members in management and operations of APSEA.
- Becoming learning, evolving organization unafraid to systematically and critically examine itself and to question and improve the quality of our products and services to meet the ever changing needs of our members and to attract others to become members of APSEA.
- Enhancing the marketing effort to achieve a membership that is 10 percent of the persons eligible to be members.
- Providing quality and cost-effective, one-stop services through the integration of computer technology and other resources.

External Strategic Challenges:

- Supporting affirmative action programs and redefining our "representation" role.
- Breaking through the glass ceiling.
- Addressing the special needs of new immigrant employees.
- Forging new, strategic alliances within our community and with other groups to address the year 2000 diversity.

6 FINANCIAL REPORTS

The Statewide Treasurer prepares a monthly summary report of all expenses and income in the statewide account. This information is presented at each board meeting. A copy of the report is presented to the Statewide President and duly noted in the board minutes.

By October 15 of each year, APSEA Statewide treasurer files tax returns with the Internal Revenue Service (form 990) and the Franchise Tax Board (form 199). The tax return reflects a consolidated report of all the chapters. The Statewide treasurer will request financial information from each chapter President to prepare a consolidated tax return reporting expenses and income.

7 ORGANIZATIONAL AND CHAPTER POLICIES

The following sections identify policies adopted by the Statewide Executive Board to guide activities and operations of the organization. Only policies that are approved and well documented are included for reference.

7.1 APSEA ELECTRONIC MAIL (E-MAIL) USE POLICY

Electronic mail (e-mail) has become an efficient, timely and effective method of communication. However, inappropriate use of email may result in invasion of personal privacy, adverse disciplinary action State employers, and overload of unnecessary and irrelevant information.

Therefore, the Board of APSEA hereby adopts the following policy regarding the use of email by APSEA Board members, directors and members.

APSEA supports the use of email communication by its members, officers and directors when it meets all of the following criteria:

- Use of business email does not conflict with usage policies of the State of California as promulgated by its agencies, boards, commissions and other entities.
- The message relates ONLY to the business of APSEA. The use of members' email addresses is prohibited if the message is commercial, "chain mail", or not directly related the business of APSEA.

To the extent feasible, personal email addresses shall be used for APSEA communication. Members have the right to direct APSEA to use a particular email address.

APSEA shall not allow any other person or entity to use members' email addresses unless the APSEA Board has given written advance approval for such usage. Members shall

have the right to request that APSEA not use or disseminate business or personal email address. Such notice by members shall be in writing, directed to the APSEA President.

7.2 BOARD APPROVAL OF APSEA EXPENDITURES

The APSEA board must prior approve new expenditures (above the normal budgeted operating expenses) at regular board meetings. The official board meeting minutes must document board approval for the any of the following:

Statewide APSEA related activities or functions:

- Travel and work with APSEA Chapters
- Subsidized attendance at APSEA Statewide functions.

Sacramento Chapter Reciprocity Policy:

- APSEA will mutually support those organizations and individuals that are supportive of APSEA.
- APSEA's general level of support will reflect the degree of support received from the respective organization. For example, if an organization had purchased a full table at an APSEA fundraiser, APSEA will consider purchasing a full table for that organization's fundraiser. If the organization supported APSEA at a lower level, APSEA will consider a similar level of support.

Retirements, funerals, and illnesses

The board shall consider, but it is not limited to, the following criteria when considering requests for expenditures or sponsorship approvals:

- Event/function fulfills APSEA's mission or goals.
- Event/function provides visibility (public relations/networking) for APSEA
- Organization must have a non-profit status
- Demonstrated active support for APSEA events (e.g., as volunteer or donation)
- The Board will consider factors such as APSEA annual budget needs and the status of the fund's reserves.

APSEA contribution or sponsorship levels shall be capped as follows:

- Up to \$500 per organization per fiscal year
- Up to \$50 per individual based on their contribution to APSEA.
- For attendance at functions/dinners, APSEA will subsidize one half of the cost per member, up to a maximum \$25 per event.

7.3 APSEA ENDORSEMENT POLICY

This policy sets forth guidelines and criteria for endorsing individuals seeking APSEA support for appointments to exempt or Career Executive Assignment (CEA), or other level, positions within state departments/agencies.

This policy was approved by the APSEA Executive Board at the January 5, 1999 meeting. This policy does not apply to endorsements for candidates seeking office through political election. APSEA shall not utilize this or any endorsement process for such candidates.

Endorsement Process

1. Applicants submit written request for endorsement to APSEA President with a copy of a letter and application to Governor's Office, or copy of resume/application submitted for CEA position.
2. Send APSEA's membership brochure to Applicant.
3. President schedules agenda item for next Board meeting.
4. Applicant appears before the Board for presentation. Appearance can be waived by the president if the Applicant is well-known to the Board, or, in cases of urgency, the president can poll the Board via telephone calls or e-mail.
5. Board takes matter under consideration and votes; majority vote of Board required for approval.
6. Corresponding Secretary prepares letter of endorsement to Governor's Office or Department Director, or letter of regret to Applicant.

Endorsement Criteria

The board shall consider, but it is not limited to, the following criteria when considering endorsements:

1. Are the applicant's statements and achievements consistent with APSEA's vision and mission statements (goals and objectives)?
2. How has the Applicant's performance to date reflected consistency with APSEA's vision and mission statements (goals and objectives)?
3. If appropriate and practical, has Applicant participated in or supported APSEA's activities? If so, to what extent?
4. How would/could APSEA benefit from Applicant's appointment?

8 ANNUAL CALENDAR OF ACTIVITIES

This section provides the Annual Calendar of activities for the Statewide/Sacramento APSEA Chapter. The calendar is based on plans and activities during the 2012/2013 term and is provided as a reference point for the incoming board members and to encourage planning and collaboration between chapters.

Regular monthly meetings of the Statewide Board of Directors are scheduled for the first Thursday of the month. Statewide General Meetings are planned at least bi-annually.

July

- New board members receive orientation and assume responsibilities

August

- Appoint Standing Committee Chairs (see bylaws Article VII)
- Develop Annual Budget
- Plan for trainings
- August Capitol Reception Partnership – OCA Sacramento
- August Currents Newspaper Article –deadline August 15 for September edition

September

- Meet and Greet activity to new members

October

- File Tax Return IRS (Form 990) Under section 501 (c)(4) of IRS code
- File Tax Return FTB (Form 199)
- Plan for Holiday Mixer
- Appoint APSEA Executive Board Nominating Committee and begin recruitment for 2014/15 term

November

- Provide a board member to be on the APSEA Foundation Scholarship Dinner Committee

December

- APSEA Holiday Mixer
- Appoint President's and Member's Award Selection Committee
- December Newspaper Article –deadline December 15 for January edition

January

- Continue planning of the APSEA Foundation Scholarship and APSEA Installation event

February

- APSEA Executive Board Nominating Committee presents slate of nominees for board approval
- President's and Member's Award Selection Committee presents awards nominees for board approval
- Obtain bios for new board members and President's and Member's Award recipients
- Mail Statewide Elections ballots
- Plan transition for new board members
- APSEA's Lunar New Year Dinner

March

- March Newspaper Article –deadline March 15 for April edition

April

- APSEA Scholarship and Installation Dinner
- Install incoming officers

9 Governmental Filing Requirements:

- APSEA is tax exempt under section 501 (c)(4) of the IRS code
- APSEA Federal Identification Number (FEIN): 94-2499218
- APSEA California Corporation Number: 0842993
- APSEA is on a fiscal year running from July 1 through June 30
- Internal Revenue Service Tax Return (form 990) – Due November 15 of each year.
- Franchise Tax Board Tax Return (form 199) - Due November 15 of each year.
- Secretary of State --- Biennially the Secretary of State will send notice to APSEA to request to file Statement of Information (Form SI-100) Filing Fee \$20. Last filed February 10, 2012. The next one due 2014.
- CalHR grants State Controller payroll deduction privilege for membership dues for registered Bona Fide associations. APSEA is currently registered as a Bona Fide association. CalHR monitors and conducts in-depth review of Bona Fide association registrations and **request for annual registration** and certification due on or about July 1 of each calendar year. CalHR section 599.876 provides that a Bona Fide association will not represent State employees on matters within the scope of representation. Note: The purpose of APSEA is not to represent State employees on matters within the scope representation; APSEA does not have an affiliation with an employee organization or a recognized employee organization; and APSEA is not acting as an employee organization by filing unfair labor practice charges or competing to be an exclusive bargaining agent in unit certification elections.