The By-Law of SoCAPS-Cincinnati

1. The name of the Regional Chapter is “Society of Chinese-American Professors and Scientists: Cincinnati Chapter.”

2. The Chapter shall be governed by a Chapter Standing Committee, independently from the SoCAPS headquarter.

3. Officers of the Chapter Standing Committee: Chair, Vice Chair, Secretary General, and Treasurer.

   The Chair is the primary contact person and representative of the Chapter. The Chair shall maintain links between the Chapter and the SoCAPS Headquarter and other SoCAPS Chapters. The Chair shall also establish and maintain connections with other organizations.

   The Vice-Chair is the Chief Operating Officer of the Chapter. The Vice-Chair assumes significant responsibility for developing, coordinating, and implementing Chapter’s activities.

   Secretary General: The Secretary General is the Chief Communication Officer of the Chapter. The Secretary General is responsible for news and other information among Chapter members and external individuals and organizations. The Secretary General is required to distribute the minutes of major Chapter meetings and other notices.

   Treasurer: The Treasurer is the Chief Financial Officer of the Chapter. The Treasurer maintains Chapter membership and financial records, and pays all bills of financial obligation.

4. The Chapter Standing Committee is elected by SoCAPS Cincinnati Chapter members.

5. The Chair of Chapter Standing Committee is elected by its committee members. The Chair determines the position of the remaining committee members.

6. Terms of the Chapter Standing Committee: The elected committee members shall serve a two-year term, from April 1<sup>st</sup> to March 31<sup>st</sup>.

7. Term limit: a member can serve up to four terms in the Chapter Standing Committee; a member is limited to serve no more than two terms as the Chair of the Chapter Standing Committee.

8. Chapter membership: The Standing Committee shall actively recruit members. Membership application will be collected by the Standing Committee and then forwarded to the Headquarter periodically. Once the membership is approved, the applicant shall pay membership dues to the Standing Committee. Part of the membership dues will be forwarded to the Headquarter.

9. Time and procedure for electing SoCAPS Cincinnati Chapter Standing Committee members:

   a) An election is held every other year in the first week of December.
   b) The SoCAPS Cincinnati Chapter Standing Committee shall be responsible for forming an Election Committee before October 31<sup>st</sup> in the election year. The Election Committee shall consist of three Chapter members who will not seek for election.
   c) The election committee shall be responsible for sending a call for election to all members of the Chapter.
   d) All Chapter members can nominate or self-nominate candidates for the Chapter Standing Committee.
   e) The nominee emails the Election Committee to decline or accept the nomination.
   f) An vote required only if there are more than four nominees accepting the nomination.
   g) The four nominees receive the most votes form the new Chapter Committee
   i) The four elected new Chapter Committee members elect the Committee Chair

10. The newly elected Chapter Standing Committee Chair will participate in all Chapter Standing Committee activities between January 1<sup>st</sup> and March 31<sup>st</sup>, to ensure smooth transition between terms.