

Bylaws of  
Sino American Heritage Foundation

## Chapter 1 General Provisions

Article 1: This Association was originally named the "1937 Sino-Japanese War and Taiwan Retrocession Association of Northern California." It was established on April 1, 2021. However, due to business and current circumstances, the name was changed with the approval of the committee meeting on April 12, 2024. "Sino American Heritage Foundation". From now on, it is referred to as the Association.

The English name is: "Sino American Heritage Foundation".

The English abbreviation is: "Sino AHF."

Article 2: The Association is a non-profit organization, and its headquarters is located in the San Francisco Bay Area.

Article 3: The purpose of this Association:

1. Commemorate the revolutionary history of the Republic of China founded by Dr. Sun Yat-sen, the founding father of the Republic of China, carry forward the historical achievements of the July 7 Anti-Japanese War of the Republic of China, celebrate the liberation of Taiwan, and be committed to the mission and mission of inheriting and promoting Chinese culture.
2. Unite Chinese people in the United States and educate future generations of Chinese people to understand Chinese traditional history and culture.
3. Enhance the American people's knowledge and understanding of traditional Chinese history and culture to achieve mutual respect, racial integration, and prosperous coexistence between Chinese Americans and other ethnic groups.

## Chapter 2 Organization and Committee Members

Article 4: Membership, termination of qualifications and rights:

1. Anyone who agrees with the Association and is willing to abide by the bylaws can apply to join the Association upon recommendation by its members and then become a member after the Association reviews and approves the application.
2. If a member fails to abide by the Association's charter or behaves in a manner that damages the Association's reputation, the Association may terminate with the joint signature of two members of the Association and the membership with the approval of two-thirds of the members present. They may no longer use the full title of the Association to continue operating the Association's affairs.

3. The withdrawal of members of this Association is as follows:

- 1) Natural withdrawal.
- 2) Exclusion from membership (retired members shall not request a refund of any paid membership fees).

4. Anyone who meets any of the following circumstances will be deemed to have withdrawn from the membership naturally:

- 1) A member of the Association writes a letter of representation and voluntarily withdraws from membership
- 2) Those who have failed to perform their duties as a member for more than one year.
- 3) Those who naturally withdraw from membership will be notified after approval by the Association.

5. Rights enjoyed by members:

- 1) The right to speak.
- 2) The right to propose and vote.
- 3) The right to vote and the right to be elected.
- 4) Power of removal.
- 5) Grant power of attorney to consultants attending committee meetings.
- 6) Other entitlements.

Article 5: The Association's highest decision-making body is the Board of Directors, which consists of seven directors.

Article 6: Structure of the Association:

1. The Association has a president (chairman), a vice president (vice-chairman), a secretary-general, a treasurer, and a deputy treasurer. It also has organization, activity, and publicity groups, each with a group leader to divide the work.
2. Secretariat: The Association has one secretary-general, and several executive secretaries may be under it. The secretary-general is nominated by the President and appointed by the Committee. The terms are the same as the President's and can be re-elected.
3. Finance Department: The Association has a treasurer and a deputy treasurer. The treasurer and deputy treasurer are nominated by the President and appointed by the Committee. The terms of treasurer and deputy treasurer are the same as those of the President, and they can be re-elected.
4. If the President cannot perform his duties for any reason, the vice president shall act on his behalf.

5. When the position of Secretary-General or Treasurer becomes vacant, the President nominates a replacement candidate, who the Committee then appoints.
6. The Association may appoint a number of supervisors as necessary, and the terms are the same as that of the President. The total number of supervisors shall be based on an odd number whose responsibilities are:
  - 1) Supervise the execution and financial status of the Association's business.
  - 2) Audit financial books, documents, and property information.
  - 3) Supervise the implementation of affairs in accordance with relevant laws and regulations and donation regulations.

Article 7: To meet the needs of a specific area of expertise, the Association shall set up a number of advisors who may be nominated and approved by the Association. Scholars and experts who are enthusiastic about the Association's affairs and have outstanding service performance shall be selected as consultants for a three-year term.

Article 8: President and Board of Directors:

1. The terms of office of the President and vice-president of the Association are three years, and they may be re-elected once.
2. The board of directors shall consist of seven directors. After the number of members exceeds fifty, the number of directors may be increased for every twenty-five additional members. The total number of directors shall be based on an odd number.
3. Five ex-officio directors (one each for the President, former President, vice president, secretary-general, and treasurer).
4. The two elected directors shall be elected from among the Committee, and their terms are the same as that of the President, and they may be re-elected. If a vacancy occurs, a candidate shall be nominated by the President and approved by the Committee.
5. The previous director and the new director shall hold a pre-assume joint meeting within one month after the conclusion of the next committee meeting to exchange meeting experience, and the new chairman shall convene the meeting.

Article 9: Responsibilities of the Board of Directors:

1. Carry out the affairs stipulated in the Association's bylaws.
2. Carry out meetings of the Association and make reports and suggestions.
3. Planning of the Association's expenses and funds.
4. Preparation of the Association's budget and final accounts.

6. Contact the relevant government authorities and submit reports.
7. Conduct a detailed assessment of the year's work performance and fund income and expenditure, and make rewards for the Association's activities.

#### Article 10: Responsibilities of directors:

1. Perform its duties by the authorization of the board of directors.
2. Report their duties to the President and the board of directors.
3. Provide necessary assistance to committee members who implement conference affairs and be responsible for supervision.
4. Attend various meetings related to the Committee and its duties.
5. Promote the affairs of the Association and carry forward the purpose of the Association.

### Chapter 3 Responsibilities

#### Article 11: The responsibilities of personnel at all levels of the Foundation are as follows:

##### President:

1. Represent the Association externally and implement committee resolutions internally.
2. Guide and supervise the performance of duties by the Secretary-General and each group.
3. Host Heritage Foundation activities.
4. Convene and chair various meetings and other matters.

##### Vice-President:

1. Adhere to the President's wishes, coordinate with the secretary-general, and handle conference affairs with each group.
2. When the President cannot perform his duties, he shall act on his behalf.

##### Secretary-General:

1. Notice of meeting, meeting minutes, and resolutions.
2. Sending and receiving documents, website, processing, and saving files.
3. Other matters assigned by the President.

Treasurer:

1. Collection and registration of annual membership fees.
2. Cash withdrawal and cashier.
3. Custody of deposit certificates and registration of financial receipts and expenditures.
4. Custody of documents, account books, financial reports, and statistical matters.
5. The Assistant Treasurer assists the Chief Financial Officer in the abovementioned matters.

Organizational Group:

1. Encourage associations that support traditional Chinese culture and overseas Chinese who support the Association's purpose to join.
2. Member contact and other matters.

Activity Group:

1. Meeting and activity venue rental and decoration.
2. Procurement and storage of public property.
3. Event catering supply and other matters.

Publicity Group:

1. Media and newspaper management.
2. Collection of historical materials related to the July 7 Anti-Japanese War and the liberation of Taiwan.
3. Publicity and other related matters.

Project Committee: Due to the needs of a specific work plan, the Association may authorize the establishment of a Project committee with a general convenor and a number of committee members or conveners, who are nominated by members or advisors and appointed by the Association. This project committee is dissolved at the end of the project.

## Chapter 4 Election

Article 12: The election of the President and vice president of the Association shall be conducted by registered or secret ballot during the committee meeting.

Article 13: The election of the President and vice president of the Association is scheduled to be held in June of the year when the terms end, and the handover will be completed by the end of July.

Article 14: Anyone who has been a member of the Committee for more than one year and participated in at least half of the annual activities and meetings has the right to elect and be elected as President and vice president.

## Chapter 5 Others

Article 15: The funding sources of this Association are as follows:

1. Annual membership fee: Annual membership fee: The basic annual fee is US\$100. It is payable starting on January 1 of each year. The final deadline for the annual fee payment is the end of January.
2. Make event balances.
3. Donate or raise funds.
4. Proceeds from charity sales.
5. Donations from public and private groups and individuals inside and outside the United States.
6. Interest on the fund.
7. Others.

Article 16: The Association holds regular annual meetings every year. Committee meetings should be held three to five times yearly, and extraordinary sessions may be held when necessary. More than half of the members must attend committee meetings, and resolutions must be passed by more than half of the members present to be valid. Resolutions that conflict with the bylaws of the Association are invalid.

Article 17: The Association's administrative staff, including the President, vice president, secretary-general, treasurer, and other directors, is voluntary and unpaid.

Article 18: If any unfinished matters exist in the bylaws, three or more members shall jointly propose an amendment to the bylaws of the Association. Two-thirds of the members must be present, and two-thirds of the members present shall vote to approve the amendment.

Article 19: To facilitate the implementation of this bylaws of the Association, additional implementation details may be formulated with the approval of the Association, and the Association shall formulate other unspecified matters.

Note: The Association adopted and approved the bylaws on June 12, 2024.