

JAPANESE AMERICAN WOMEN / ALUMNAE OF UC BERKELEY

CLUB OF THE CALIFORNIA ALUMNI ASSOCIATION

BY-LAWS

ARTICLE I. NAME

The organization shall be known as the Japanese American Women/Alumnae of UC Berkeley, Club of the California Alumni Association.

ARTICLE II. PURPOSE

The purposes for which the Club is formed are

- A. To present scholarship and fellowship awards from the Endowment Fund established by agreement with the Regents of the University of California (endowment fund, November 16, 1966; award guideline, June 12, 1979)
- B. To promote donations, gifts and bequests for continued growth of the Endowment Fund for student awards at UCB
- C. To support research and educational initiatives focused on or related to Japanese American women.

ARTICLE III. MEMBERSHIP AND DUES

Section 1. Membership

- A. Membership is open to all UCB alumni and friends and shall not be denied on the basis of race, ethnic origin, age, sex, marital status or sexual preference.
- B. Alumni are defined as persons who have completed 12 units of study at UCB.

Section 2. Dues

- A. Annual dues shall be collected from all members. The Board of Directors shall determine the amount of dues.
- B. Dues shall be used for Club operations and to support research and educational initiatives focused on or related to Japanese American women (Art. II, C).

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Qualifications of Officers and Directors

All officers and directors shall be members in good standing in the Club and the California Alumni Association (CAA).

Section 2. Composition

- A. The minimum number of directors shall be fifteen.
- B. To the extent possible, composition of the Board of Directors shall reflect generational diversity of UCB alumni.

Section 3. Election of the Board

- A. The initial Board shall be appointed to serve until the next election of directors by the general membership at the annual meeting.
- B. Subsequent directors shall be elected by majority vote of the general membership at the annual meeting.

Section 4. Duration of Service

- A. The length of a director's term shall be four years.
- B. There shall be no limit to the number of terms a director may serve.
- C. In the event of a director's resignation, the Board may appoint a qualified Club member to complete the term.

Section 5. Duties

The Board shall

- A. Present scholarships and fellowships to the students identified by the UCB Offices of Financial Aid and Graduate Division
- B. Promote donations, gifts and bequests from members and others on behalf of the Endowment Fund for student scholarships and fellowships
- C. Support research and educational initiatives focused on or related to Japanese American women.

Section 6. Powers

- A. Voting powers shall be vested in directors who are present at a scheduled meeting.
- B. Each director shall be entitled to one vote upon any proposition on which a vote is taken.

Section 7. Quorum

- A. A quorum for voting shall be more than one half the number of elected directors.
- B. Should the number of directors be insufficient to constitute a quorum, proxy votes may be accepted.

ARTICLE V. OFFICERS

Section 1. Elective Officers

The elective officers of the Club shall be Chair, Vice-Chair (or Co-Chairs in lieu of Chair and Vice-chair), Recording Secretary, Corresponding Secretary and Treasurer.

Section 2. Appointive Officers

The appointive officers of the Club shall be Communications and Publicity, Historian, Nominations, Scholarship and Fellowship Awards, and Website Administrator. The Board may appoint, or direct the Chair to appoint, other officers as the business of the Club may require. Each appointive officer shall have such authority to perform duties as the Board may determine or as specified in the by-laws.

Section 3. Past Chair

Following an election, the immediate former Chair shall assume the office of Past Chair.

Section 4. Nominations and Election

A. Nominations Procedure

1. The directors shall appoint the Nominations Chair at the first scheduled board meeting each fall.
2. Prior to the annual membership meeting, the Nominations Chair shall present to the Board a slate of nominees to fill vacancies. All nominees shall give prior consent to serve and hold memberships in the Club and CAA.
3. Additional nominations may be made from the floor at the annual meeting provided the nominee has given prior consent to serve and holds membership in the Club and CAA.

B. Election of officers

1. Officers shall be elected by the general membership at its annual meeting.

Section 5. Term of Office

- A. Elective Officers. The term of office for each elective officer will run from July 1st to June 30th and shall be two years. The Chair and Recording Secretary shall be elected on alternate years from that of the Treasurer and Corresponding Secretary.
- B. Appointive officers. The term of office of appointive officers shall be determined by the Board and such officers shall serve at the pleasure of the Board.
- C. Past Chair. The term of office of the Past Chair shall be two years.

Section 6. Vacancy in Office

In the event of a vacancy in any elective office, the Board shall appoint a member to fill the office until the next regular election.

ARTICLE VI. DUTIES OF THE OFFICERS

Section 1. Elective Officers

A. Chair

1. To oversee implementation of the purposes for which the Club was formed (Art. II)
2. To represent the Club or delegate the responsibility as appropriate
3. To schedule and conduct all meetings
4. To approve official statements released for publicity and/or other purposes
5. To oversee program planning for the annual membership meeting.

B. Vice-Chair

1. To conduct the meeting in the absence of the Chair
2. To assume additional assignments as needed.

Note: In the event of Co-Chairs, the two elected persons will share both Chair and Vice-Chair duties.

C. Recording Secretary

1. To record minutes of the meetings
2. To send notice of upcoming meetings with documents necessary to conduct business.

D. Corresponding Secretary

1. To send, receive and respond to correspondence
2. To write and/or send communications as requested by an officer or director
3. To update and maintain membership list and other Japanese American alumnae names.

- E. Treasurer
 - 1. To transmit monetary contributions for the student Endowment Fund to the UC Regents
 - 2. To manage contributions for Club operations
 - 3. To maintain accounts and provide fiscal data as requested by CAA or other authorized parties
 - 4. To provide discretionary operational funds for research and educational initiatives focused on or related to Japanese American women with Board approval (Art. II, C.).
- F. Past Chair
 - 1. To serve as advisor to the Chair and the Board
 - 2. To assume special assignments as may be requested.

Section 2. Appointive Officers

- A. Communications and Publicity
 - 1. To compose official press releases conferring with the Chair as necessary (Art. VI, Sec. 1, A. 4)
 - 2. To publicize Club events in appropriate media, e.g., newspapers, TV, website
 - 3. To coordinate communications with the Website Administrator.
- B. Historian
 - 1. To maintain information on UCB student awardees and JAWAUCB outstanding alumna
 - 2. To maintain current records and documents for committee usage as needed
 - 3. To archive pertinent historical and operational documents of the Club at the UC Bancroft Library or appropriate campus site.
- C. Nominations
 - 1. To implement the nominating procedure to fill vacancies on the Board (Art. V, Sec. 4, A)
 - 2. To prepare the ballot for the election of Board nominees and elective officers at the general membership business meeting
 - 3. To oversee ballot distribution, tally vote and announce election results at the conclusion of the general membership meeting.
- D. Scholarship and Fellowship Awards
 - 1. To secure names of student awardees yearly from the UCB Offices of Financial Aid and Graduate Division
 - 2. To arrange student awardees' participation at the annual membership meeting
 - 3. To serve as the liaison with UCB on matters pertaining to student scholarship and fellowship awards.
- E. Website Administrator
 - 1. To create and maintain the Club website
 - 2. To post Club information and other requested ancillary messages as deemed appropriate
 - 3. To coordinate website postings with the Communications and Publicity chair
 - 4. To serve as liaison with the director of website at the CAA Office of Alumni Events & Groups.

ARTICLE VII. MEETINGS

Section 1. General Membership Meeting

General meetings of the Club members shall be held at least once a year.

Section 2. Special Meetings

Special meetings may be called by the Board or upon signed request of 10% of the membership.

Section 3. Notification of Meeting

Due and proper notice shall be given each member before any general or special meeting can be held. The Board shall determine the location of the meeting.

Section 4. Quorum

A quorum shall consist of those members present at a general or special meeting. A decision of the majority of the members present at such meeting shall represent the action of the Club.

ARTICLE VIII. AMENDMENTS TO THE BY-LAWS

- A. Proposed amendments to the by-laws shall be presented to the Board.
- B. By-laws shall be amended by a voting majority of the directors and ratified by a voting majority of the general Club membership.
- C. By-laws amendments must be submitted for approval to the Club Steering Committee of the CAA Council.

ARTICLE IX. DISSOLUTION

Upon dissolution, the remaining Club assets (operational funds) will be transferred to the UC Regents Endowment Fund for student scholarships and fellowships.

ARTICLE X. CLOSING

A. The by-laws amendments were approved and adopted by the Board of Directors of the Japanese American Women/Alumnae of UC Berkeley, Club of the California Alumni Association:

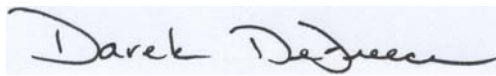
Nina Fallenbaum	c/o 1340 Peralta Ave., Berkeley, CA 94702
Betty Furuta	2633 Moyers Rd., Richmond, CA 94806
Momo Hatamiya	582 Lyndsey Ln., Yuba City , CA 95993
May Hirose	6859 Kenilworth Ave, El Cerrito, CA 94530
Ruth Ichinaga	7119 Schmidt Ln., El Cerrito, CA 94530
Gloria Imagire	6689 Riptide Wy., Sacramento, CA 95831
Margaret Kusaba	6 Chicago Wy., San Francisco, CA 94112
Alice Nakahata	148 Woodbine Dr., Mill Valley, CA 94941
Martha Ninomiya	412 Wood Glen Dr., Richmond, CA 94806
Tae Sano	1520 Coats Dr., Yuba City, CA 95993
Yuri Shibata	50 Greenway Dr., Walnut Creek, CA 94596
Joyce Takahashi	2104 St. Elias Pl., Davis, CA 95616
Irene Tekawa	547 Santa Clara Ave., Berkeley, CA 94707
Mary Tomita	12 Mount Tioga Ct., San Rafael, CA 94903
Michiko Uchida	1201 Hopkins St., Berkeley, CA 94702

(date) 20 November 2008 (place) Fairfield, CA

B. The by-laws amendments were approved by members present at the general membership business meeting, (date) 2 May 20009 (place) Oakland, CA

C. The by-laws amendments were approved by the CAA Alumni Council: Club Steering Committee.

(date) May 20, 2009 (C.S.)



May 27, 2009

President, California Alumni Association

Date