

# **BYLAWS of the Chinese American Chromatography Association (CACA)**

(Amended on August 21, 2018)

## **ARTICLE I: Purpose for amending:**

1. To account for changes since the previous version of June 23, 2008
2. To formalize the subcommittees that have been in operation for a few years.
3. To install new rules that guide the elections and votes.

## **ARTICLE II: Name, Address and Geographical Area Served**

- Name: Chinese American Chromatography Association (CACA)
- Date of establishment: May 12, 2008
- Geographical Area Served: - the United States of America, membership open to anywhere in the world
- Address: There is no office address for the Association

## **ARTICLE II: Purpose and Objectives**

### **Section 1. Formation Purpose**

With the increasing number of Chinese American separation scientists in the United States and around the world, there have been increasing requests to establish an association for networking, sharing, and helping each other technically and professionally. The Chinese American Chromatography Association (CACA) was formed by a group of interested scientists from both private and public sectors (academia, industries, and research institutions), mostly working in the separation sciences or related fields. The first informal meeting was held at the HPLC 1998 conference in St. Louis, USA. The second informal meeting was held at the HPLC 2006 conference in San Francisco, USA. The results demonstrated growing interest and very positive feedback and provided a foundation for the establishment of this association. CACA is a nonprofit Organization with the mission to share among members technical information, information on career development, and on non-confidential know-how in the areas of separation sciences and laboratory practices, particularly in the area of chromatography.

### **Section 2. Objectives**

The objectives of the Chinese American Chromatography Association (CACA) are as follows:

1. Provide career development and networking opportunities for separation scientists all over the world;
2. Reward talented young scientists and graduate students for their contributions in separation sciences;
3. Offer webinars and virtual conferences to increase knowledge of state-of-the art technology in separation sciences;
4. Provide a communication platform for our members to exchange non-confidential scientific ideas and develop cooperative relationships with each other and related organizations.
5. Provide members support and opportunities in their professional career advancement and business growth

### **Section 3. Activity Formats**

Due to the broad geographical distribution of the membership, the activity format focuses on gatherings at major international conferences. Communication platforms include the CACA website ([www.ca-ca.org](http://www.ca-ca.org) and [www.ca-ca.net](http://www.ca-ca.net)), LinkedIn (CACA group) and WeChat (北美華人色譜學會 (CACA) group).

The guidelines for the communications platforms are determined by the Executive Committee or by the Association President, in case it is not possible to reach a decision via the Committee. The Committee shall then be updated at the immediate next Committee meeting or via emails.

## **ARTICLE III: Membership**

### **Section 1. Members**

Members of the Association are mainly Chinese and Chinese American scientists from all separation sciences and related fields in the United States of America. Separation scientists of other national origins and other parts of the world are also welcome to join. Membership is on a voluntary basis and is free of charge; however, registration of a new member with minimal information and subsequent log-in is required on the CACA website ([www.ca-ca.org](http://www.ca-ca.org)). A membership list shall be maintained by the Association's Secretary and the director of membership committee. The use of members' information is determined by the Executive Committee or by the Association President in case it is not possible to reach a decision via the Committee, but the Committee shall then be updated at the immediate next Committee meeting or via emails. CACA shall meet regulatory requirements related to the Privacy laws of the USA.

### **Section 2. Privileges of Membership**

All members shall be privileged to participate in the affairs and activities of the Association and to have access to the information shared on the website and in the gathering meetings for networking and helping each other both scientifically and professionally.

### **Section 3. Dues**

There are no dues for the members and membership is free of charge. Any change on dues shall be established by the CACA Executive Committee.

## **ARTICLE IV: Executive Committee**

### **Section 1. Executive Committee Member and its eligibility**

The Executive Committee Members must be members of the Association, completely voluntary, and not compensated monetarily by the Association. The initial Committee Members were formed voluntarily and/or via recommendation. New Committee Members are selected through recommendation by at least one acting Committee Member and subsequent approval per the rules in Article VI. Guidelines for selecting a new Committee Member are as follows.

- (1). Willing to serve CACA members;
- (2). Actively participate in CACA activities;
- (3). Willing to attend CACA committee/subcommittee meetings;
- (4). Promote CACA in other conferences and communities;
- (5). Good interpersonal skills and team players;
- (6). Has an advanced degree (may be substituted by working experience);
- (7). Demonstrated professional accomplishments and/or publication record;
- (8). Being able to attend Pittcon and/or the HPLC conference would be a plus.

Committee members of current and past terms are listed on the CACA website.

### **Section 2. Terms of office**

There are no limits for terms of office for Executive Committee Members as long as he or she is active in the Association's activities and affairs. However, Committee Member status shall be dropped automatically, and the member will subsequently be removed from the Committee if the Committee Member does not participate in 3 consecutive Committee activities and/or meetings without prior excuses. An official email from the President will

be sent to this Committee Member to clearly state that his/her name will be removed from CACA Committee. In the meantime, CACA Committee will start to elect a new member to fill this now-vacant position.

### **Section 3. Duties**

1. The Executive Committee shall be a standing Committee of the Association and have the responsibility for planning various gathering meetings and establishing policies and such other activities necessary to meet the objectives of the Association.
2. The Executive Committee shall fill any vacancy occurring among its officers. If the office of President becomes vacant, the President-Elect shall serve for the remainder of the term. Such service shall not affect such person's eligibility to become the President of the Association in the next term. In the event that both the office of President and the office of President-Elect are vacated, the Executive Committee shall take action immediately to fill both vacancies.
3. The Executive Committee shall have the responsibility and authority to elect, change, and remove any officers if necessary.

### **Section 4. Meetings**

1. The Executive Committee shall hold at least one meeting a year for the purpose of planning activities and follow up on any Association issues. Additional meetings may be called as needed by the President or by majority consent of the Committee Members with proper advance notice. Due to the wide geographic distribution of the Committee Members, it may be more convenient to have teleconferences. Meetings with some Committee Members physically present may be held whenever possible.
2. If a seated member of the Executive Committee cannot attend the scheduled meetings, he/she may deliver absentee votes, input, and comments through emails and/or other means to the Committee.

### **Section 5. Subcommittees**

In response to requirements created by the growth of CACA, the following subcommittees have been established. Each subcommittee member shall strongly encourage the participation of young scientists. Each subcommittee is composed of a director and a number of subcommittee members approved by the Executive Committee.

The Director of the Subcommittees (1) discuss annual activities with the Executive team, (2) organize events, (3) perform routine tasks, and (4) report to the President and Executive Committee.

1. **Advisory Committee**

Offers advice for directions that CACA could go in. It is not necessary for the Advisory committee to participate in the routine operation of CACA.

When an election/voting is in progress, a vote cast by a member of the Advisory Committee will be counted. Otherwise, they will automatically be counted as having abstained.

2. Award Committee

Includes at least 5 members from the current Executive Committee. If one Award Committee member cannot perform this duty for any reason, then the spot shall be filled by order of the (1) President, (2) President-elect, (3) Secretary, or (4) An Executive Committee member designed by the Director of the Award Committee.

3. Communication Committee

Manages the communication platforms, including website, LinkedIn group, WeChat group and other platforms approved by the Executive Committee.

4. Election Committee

Performs the vote for new Officers and new Executive Committee members

5. Event Organization Committee

Plans and organizes CACA events, including but not limited to Pittcon, HPLC Conferences, etc.

6. Membership Committee

Regulates the guidelines for membership. Maintains the membership information.

7. Public Relations Committee

Establishes and maintains the relationship between CACA and other related organizations. Invites speakers for CACA events.

8. Sponsorship Committee

Leads the Fundraising and Sponsorship campaigns every year.

9. Webinar & Symposium Committee

Organizes CACA webinars and symposiums

The directors and members of all subcommittee members are listed on

<http://www.ca-ca.org /index.php/subcommittees>

## **ARTICLE V: Officers**

### **Section 1. Officers**

The officers include President, Immediate-Past-President, President-elect, Secretary, and Treasurer. The officers shall have the responsibility for administering and executing the duties of the Association within the framework of the policies established by the Executive Committee.

Executive Committee Officers List for each term is listed on [www.ca-ca.org](http://www.ca-ca.org).

## **Section 2. Eligibility**

The President-elect automatically becomes the President of the next Executive team.

President-elect, Secretary, and Treasurer are elected by the Executive Committee from the current Executive Committee Members who have served on the Committee for at least 2 years.

## **Section 3. Terms of Office**

The terms of the Association Officers shall be for 2 years. If it is necessary, one can continue serving the same position for another term with the approval of the Executive Committee. No individual can hold more than one elected position within the Association at any time. The term of office will begin with the gathering meeting at the HPLC conference or other major conferences approved by the Executive Committee

## **Section 4. Duties and Privileges of Officers**

- 1. The President shall be the executive officer of the Association and shall:**
  - a. Be responsible for all the business and affairs of the Association in accordance with its policies;
  - b. Call regular and special meetings as needed;
  - c. Coordinate the planning, organizing and conducting different activities and gatherings;
  - d. Preside (or delegate to other Committee Members) at all meetings of the Executive Committee and gathering meetings;
  - e. Audit (or delegate another committee member to audit) the association's financial details at least once a year; and
  - f. Report to the Executive Committee
- 2. The Immediate Past President shall:**
  - a. Transfer all documents and instructions to the new President
  - b. Help the President get used to his/her functions
  - c. Help the President to build up external connections
- 3. The President-Elect shall:**

- a. Assist the President on routine operations;
  - b. Coordinate with the subcommittees to keep the operation working smoothly; and
  - c. Report to the President of the Association
4. **The Secretary shall:**
- a. Record and distribute minutes of all meetings of the Executive Committee to Committee members;
  - b. Assist the Executive Committee with mailings and related items for all activities if needed;
  - c. Maintain an accurate membership roster of the Association;
  - d. Prepare needed materials for gathering meetings and Committee Meetings;
  - e. Apply and maintain the non-profit organization status of the Association; and
  - f. Report to the President of the Association
5. **The Treasurer shall:**
- a. Be in charge of the Association's finances according to the financial guidelines set forth by the Association;
  - b. Be responsible for the collection of registration fees, sponsors' contributions and other monies due to the Association, and for all disbursements approved by the Executive Committee, and keep an accurate financial record thereof;
  - c. Periodically submit a financial report to the Executive Committee detailing all financial transactions and the financial condition of the Association;
  - d. Process and file any needed documents to the IRS when necessary; and
  - e. Report to the President of the Association
6. **The past officers have the privilege and honor to be mentioned and listed in any appropriate Association's document and/or website.**

## **ARTICLE VI: Nominations and Elections**

### **Section 1. Nominations**

Any Committee Member can nominate the President-Elect, Secretary, Treasurer, and Executive Committee members at large.

### **Section 2. Elections**

Elections will be conducted by the Executive Committee with a quorum exceeding 60% of the Committee members. The process for approving new committee members is as follows:

1. Select candidates according to the guidelines in Article IV, Section-1 and discuss the list with the President and other officers;
2. The resume for the candidate shall be sent by the person nominating the candidate to every member of the Executive Committee;
3. A voting link (e.g., doodle) or an alternative voting channel will be sent to every member of the Executive Committee;
4. The approval period is TWO weeks;
5. The person nominating a candidate will send reminder emails to all Executive Committee members after ONE week and on the Wednesday of the second week.
6. Any member of the Executive Committee who does not respond within 2 weeks will be considered as having voted to abstain, which does not count toward the quorum. However, the total vote must be at least 60% of the Executive Committee members.
7. The person nominating a candidate will inform the candidate with a congratulatory letter that lists the duties the elected candidate is expected to perform, or a letter of encouragement in the event of a failed candidacy.

## **ARTICLE VII: Dissolution**

### **Section 1. Mandatory Conveyance**

In the event of voluntary dissolution of the Association, and after the discharge of all debts and obligations, settlement of any remaining funds and property of the Association shall be determined by the Executive Committee prior to the dissolution. Said conveyance shall be made within sixty (60) days after the decision has been made.

## **ARTICLE VIII: Amendments to the Bylaws**

Any amendments to the Bylaws of the Association will be made with the approval of the Executive Committee.

### **Section 1. Proposals**

Amendments to these Bylaws may be proposed by actions of the Executive Committee or by petition to the Secretary.

### **Section 2. Notification**



The Secretary shall provide copies of all proposed amendments as well as any explanations, pros or cons, to the Executive Committee. Proposed amendments should be received by the Executive Committee for consideration at least thirty (30) days prior to the scheduled meeting date.

### **Section 3. Approvals**

A vote of 60% or more of the Executive Committee members shall be necessary for approval of any proposed amendment to these Bylaws.

## **ARTICLE IX: Actions of the Association**

No act of the Association or its members shall be considered official unless expressly authorized, ratified, or affirmed by the Executive Committee.

Approved by all Executive Committee members and Officers

## ARTICLE X: Approval Method

This revised CACA Bylaw was reviewed by all members of the CACA Executive Committee. Out of the 19 members, 18 members approved it by online voting, and one was absent. The members of the CACA management team of 2018-2020 are also signed (authentic e-signature is considered equivalent to the wet signature) the Bylaw as follows:

Signature:  Date: 09/07/2018


Name: Xiang Zhang

Signature: nweng@its.jnj.com  
Digitally signed by nweng@its.jnj.com  
DN: cn=nweng@its.jnj.com  
Reason: I am the author of this document.  
Date: 2018.08.28 11:15:12 -0400

Name: Naidong Weng

Signature:  Date: 08/28/2018

Name: Yi He

Signature:  Date: 9/7/2018

Name: Wu Chen

## Vote for the amended BYLAW

by Chuping Luo · 7 days ago · Print

⊙ All times displayed in *America/New York*

☑ Tick the checkboxes twice to select "Yes, if need be" vote

Table Calendar

	AUS 23 THU FRI
	12:00 AM 12:00 AM
18 participants +	✓ 18
⊖ Yan-Bo Yang	✓
⊖ Mingming Ma	✓
⊖ Michael Ye	✓
⊖ Perry ... ✓	✓
⊖ Tingyu Li	✓
⊖ Wu Chen	✓
⊖ Kelly Zhang	✓
⊖ Andrew Alpert	✓
⊖ naidong weng	✓
⊖ Edward Yeung	✓
⊖ Baomin Xin	(✓)
⊖ Jerry Wang	✓
⊖ Tao Jiang	✓
⊖ Michael Dong	✓
⊖ yi he	✓
⊖ Xiang Zhang	✓
⊖ Frank J. Yang	✓
⊖ Chuping Luo	✓

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