

BY-LAWS
OF THE
Refugee Educators' Network, Inc.

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1 BY-LAWS OF THE
2 *Refugee Educators' Network, Inc.*

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4 **ARTICLE I**
5 **NAME**

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7 This organization shall be known as "Refugee Educators' Network, Inc."

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9 **ARTICLE II**
10 **PHILOSOPHY**

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12 It is the philosophy of the *REFUGEE EDUCATORS' NETWORK* that in this increasingly diverse state it is
13 necessary for people to have ready access to information about the backgrounds, cultures, languages, histories, and
14 peoples who have arrived recently as refugees, immigrants, and other newcomers. As it is difficult to locate
15 information concerning some of those who have recently arrived in the United States, the *REFUGEE EDUCATORS'*
16 *NETWORK's* primary role is to serve as a clearinghouse for information and as a place at which persons interested in
17 these issues can meet to share resources and information and to promote the education of both newcomers and their
18 receiving communities. Further, the members of the *REFUGEE EDUCATORS' NETWORK* believe that it is
19 necessary to specialize in selected areas to become valuable as a resource for others, and to encourage others to
20 form similar groups to specialize in the peoples of other backgrounds, cultures, and histories. Given this scope, the
21 *REFUGEE EDUCATORS' NETWORK* has as its primary focus Cambodia, Laos and Vietnam, refugee/immigrant
22 issues, current events in the homeland and the U.S., first and second language learning, and successful acculturation
23 within the wider American society.

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25 **ARTICLE III**
26 **PURPOSE**

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28 It shall be the purpose of the *REFUGEE EDUCATORS' NETWORK*:

- 29 •To organize an annual conference on topics related to Cambodia, Laos, Vietnam, newcomer students,
30 refugees/immigrants, language acquisition, acculturation, background, research and teaching strategies.
31 •To uncover, select, and gather information resources related to the peoples who come to the United States as
32 refugees, with a primary focus on Cambodia, Laos, and Vietnam.
33 •To make information easily accessible to interested persons.
34 •To trigger greater general interest in learning about the newcomer communities.
35 •To increase the quantity and quality of educational and informational resources available to educators,
36 students, and others.

- 37 •To promote among the children of refugees greater understanding of and identification with their cultural and
- 38 linguistic heritages.
- 39 •To encourage the development of quality educational programs for newcomer students and their classmates.
- 40 •To promote the continuation and transmission of traditional arts and skills, and to preserve examples of
- 41 traditional techniques on video.
- 42 •To network throughout the nation professionals, specialists, and experts in all the fields serving the interests
- 43 of refugees, immigrants, and other newcomers.

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46 **ARTICLE IV**
47 **MEMBERSHIP**

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49 **Section 1.** The right to bonafide membership in this organization shall be extended to all persons who are
50 interested in the education of refugees, immigrants, and other newcomers, who are supportive of the organization's
51 goals and objectives, and will abide by its Articles of Incorporation and by-laws. Membership dues will be determined
52 annually by the Executive Board. Active membership shall extend from September to August of each year.

53 The Executive Board may waive membership fees for those who were active members the previous years.
54 Active membership is defined as "having attended a minimum of 60% of the year's meetings and assisted with the
55 planning and implementation of the previous year's Southeast Asia Education Faire".

56

57 **Section 2. Categories of membership.**

58 There are active members, new members, and guests. New members (those who have not attended 60% of
59 the prior year's meetings and assisted with the planning and implementation of the prior year's Southeast Asia
60 Education Faire) may join at any time by filling out a new member form and paying the membership fee established
61 by the Executive Board. Each active and new member shall have one vote. Guests may attend meetings and
62 participate but do not vote, are not eligible for benefits nor subject to responsibilities.

63

64 **Section 3. Membership lists.**

65 The lists of members shall be maintained by the Executive Board, including member's name, mailing address,
66 and attendance record. Persons on the membership list will receive meeting announcements through the mail.
67 Current members will be listed on the organization's letterhead stationery.

68

69 **Section 4. Resignation.**

70 Any member may resign by filing a written resignation form with the Executive Board.

71

105 **Section 2. Regular meetings.**

106 Regular meetings of the REFUGEE EDUCATORS' NETWORK shall be held on the third Thursday of
107 September, November, January, February, and May, or at whatever time and place as may be decided by the
108 Executive Board.

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110 **Section 3. Place of meeting.**

111 The annual meeting will be held at the Southeast Asia Community Resource Center or at another place as the
112 Executive Board shall decide.

113

114 **Section 4. Notification of place and time.**

115 Members shall be notified in writing by the Secretary of the time and place of the annual meeting seven (7)
116 days in advance of the meeting. Notice of the regular meetings is given to the general public in the monthly newsletter
117 "Context".

118

119 **Section 5. Special meetings.**

120 From time to time, there may be reason to call a special meeting. Special meetings may be called by any two
121 active or new members of the Refugee Educators' Network for the purpose of conducting business on one item only.
122 Notification of the special meeting shall be mailed to all members at least 3 days (72 hours) prior to the meeting.

123

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125 **ARTICLE VI**

126 **EXECUTIVE BOARD**

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128 **Section 1. General powers.**

129 The Executive Board of the organization shall constitute its governing body and shall have such powers and
130 authority as shall be conferred upon them by the Articles of Incorporation, the by-laws, and the general laws of the
131 state of Incorporation. The Executive Board comprises the elected officers of the organization.

132

133 **Section 2. Quorum.**

134 One-half plus one of the Executive Board shall constitute a quorum for the transaction of business at any
135 meeting of the organization, provided that if less than such a quorum is present at said meeting, a majority of those
136 attending may adjourn the meeting to another time without further notice.

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175 organization; perform such other duties incident to his/her office, and perform other duties and have such other
176 powers as the Executive Board shall designate from time to time.

177

178 **Section 5. Treasurer.**

179 The Treasurer shall be the principal financial officer of the organization. The Treasurer is charged with the
180 collection and custody of the funds and other property of the organization; shall keep or cause to be kept full and
181 accurate records of all receipts and disbursements in the financial books of the organization; shall keep the
182 organization's legal documents and other documents requiring safety deposit; and shall deposit all moneys and other
183 valuable effects in the name and to the credit of the organization in such depository as may be designated by the
184 Executive Board. He/she shall be charged with the disbursement of funds of the organization, taking proper vouchers
185 for such disbursements, and shall render to the Executive Board at their annual meetings, and whenever requested
186 by them, a full written report of all his/her transactions as Treasurer, and the financial condition of the organization.
187 He/she shall accept membership dues, and keep a timely record of all members in good standing. He/she shall
188 perform such other duties as the Executive Board shall designate from time to time.

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190 **Section 6. Past Chairperson.**

191 The Past Chairperson shall serve on the Executive Board for the purpose of effecting a smooth transition from
192 one Executive Board to another.

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ARTICLE VIII

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NOMINATION AND ELECTION TO OFFICE

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197 All members in good standing of the REFUGEE EDUCATORS' NETWORK shall be eligible to run for the
198 Executive Board. At the September meeting of each even-numbered year, the membership shall nominate and elect
199 by ballot the officers of the organization. The secretary shall present an official announcement of the newly elected
200 officers by mail to the membership.

201

202 **Section 1. Election and term of office.**

203 The officers of the organization shall be elected bi-annually by the members at the bi-annual meeting. If the
204 election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently
205 may be. Voting may be in writing provided that the nominations have been mailed to each member. Vacancies may
206 be filled or new offices created and filled at any meeting of the Executive Board. Each officer shall hold his/her office
207 until his/her successor shall have been duly elected and shall have qualified or until his/her death or until he/she shall
208 resign or shall have been removed in the manner hereinafter provided.

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211 **Section 2. Removal.**

212 Any officer elected by the members or appointed by the Executive Board may be removed by the Executive
213 Board whenever in its judgment the best interests of the organization would thereby be served.

214
215 **Section 3. Resignation.**

216 The Executive Board may accept the resignation of any of its members submitted in writing at any meeting of
217 the Board.

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219 **ARTICLE IX**
220 **MEETINGS OF THE EXECUTIVE BOARD**

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223 **Section 1. Regular Meetings.**

224 At least one annual meeting of the Executive Board of the organization shall be held at a time and place as
225 determined by the Executive Board Chairperson. Notice of all meetings of the Executive Board, stating the time and
226 place of such meeting, shall be sent to each Executive Board member at his/her address as it appears on the records
227 of the organization at least seven (7) days prior to the date of such meeting. Meetings of the Executive Board may be
228 held electronically, via phone, computer, or fax.

229
230 **Section 2. Special meetings.**

231 Special meetings of the Executive Board may be held at any time or place, whenever called by any two
232 Executive Board members. Notice of the special meeting, stating the time and place of such meeting, shall be mailed
233 to each Executive Board member at least three (3) days prior to the meeting. Special meetings of the Executive
234 Board may be held electronically, via phone, computer, or fax.

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236 **ARTICLE X**
237 **CONTRACTS, CHECKS, DEPOSITS, AND FUNDS**

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239 **Section 1. Contracts.**

240 The Executive Board may authorize any officer or officers, agent or agents of the organization to enter into any
241 contract or execute and deliver any instrument in the name of and on behalf of the organization.

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243 **Section 2. Checks, Drafts, etc.**

244 All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued
245 in the name of the organization shall be signed by such officer or officers, agent or agents of the organization and in

246 such manner as shall from time to time be determined by resolution of the Executive Board. In the absence of such
247 resolution, such instruments shall be signed by the Treasurer and countersigned by the Chairperson.

248

249 **Section 3. Deposits.**

250 All funds of the organization shall be deposited from time to time to the credit of the organization in such
251 banks, trust companies or other depositories as the Executive Board may select.

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253 **Section 4. Gifts.**

254 The Executive Board may accept on behalf of the organization any contribution, gift, bequest. Donor shall be
255 provided with written recognition of the donation.

256

257 **Section 5. Inurement of income.**

258 No part of the net earnings of the organization shall inure to the benefit of, or distributable to, its members,
259 trustees, officers or other private persons except that the organization shall be authorized and empowered to pay
260 reasonable compensation for services.

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ARTICLE XI

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BOOKS AND RECORDS

264 The organization shall keep correct and complete books and records of account and shall also keep minutes of
265 its proceedings and shall keep at the registered or principal office a record giving the names and addresses of the
266 members and officers. Minutes may be a complete written record of all actions, or may be a video or audio recording
267 with a written summary of the actions of the meeting. All books and records of the organization may be inspected by
268 any member for any proper purpose at any reasonable time.

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ARTICLE XII

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FISCAL YEAR

272 The fiscal year of the organization shall be July 1 to June 30.

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ARTICLE XIII

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SEAL

276 The corporate seal shall have inscribed thereon the name of the organization.

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ARTICLE XIV

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NON-DISCRIMINATION

280 The organization shall not discriminate against any member on the basis of gender, sexual preference, marital
281 status, race, color, language, or handicap.

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ARTICLE XV
LEGISLATIVE OR POLITICAL ACTIVITIES

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

ARTICLE XVI
DISSOLUTION

At a special meeting called for the purpose of dissolution with thirty (30) days' written notice, the REFUGEE EDUCATORS' NETWORK may elect to dissolve by a vote of two-thirds of the registered voting membership. In the event that such dissolution is voted, the assets of the organization shall be disposed of exclusively for the purposes of the organization or distributed to such organizations operated exclusively for the charitable or educational purposes as shall, at the time, qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE XVII
AMENDMENTS TO THE BY-LAWS

The power to alter, amend, or repeal these by-laws or adopt new by-laws shall be vested in the Executive Board unless otherwise provided in the articles of incorporation or the by-laws. Such action may be taken at a regular or special meeting of the Executive Board. Approval of proposed amendments to these by-laws may be accomplished by a majority of the Executive Board, and shall be ratified by a majority vote of the membership. Amendments shall be listed as an afterword to the originally approved by-laws.

- Draft 1, May 17, 1990
- Draft 2, January 21, 1993
- Adopted, January 21, 1993
- Joan Criddle
- MaryEtta Hamzawi
- Judy Lewis
- Lue Vang
- Huynh Dinh Te
- Konthal Cheng
- Van LE
- Charles Hwang
- Julie Hoskins
- ((4 members absent))

BY-LAWS “At-a-Glance”
OF THE
Refugee Educators' Network, Inc.

ARTICLE I—Name—Refugee Educators' Network, Inc.

ARTICLE II—Philosophy—To serve as a clearinghouse for information about refugees/immigrants/newcomers from Cambodia, Laos, and Vietnam.

ARTICLE III—Purpose—To organize an annual conference on refugees/immigrants/newcomers from Cambodia, Laos, and Vietnam, the proceeds of which support the supply and operation of the Southeast Asia Community Resource Center.

ARTICLE IV—Membership—(1) Any person who attended at least 60% of the prior year's Refugee Educators' Network meetings and assisted with the organization and implementation of the prior year's annual conference. (2) Any person who pays the membership fee and fills out a member application.

ARTICLE V—Meetings of Members—General meeting in September of even-numbered years for the purpose of electing the officers of the organization. Other regular meetings: 3rd Thursday of September, November, January, February, and May of each year. Special meetings may be called; meetings may be held electronically.

ARTICLE VI—Executive Board—One-half plus one comprises a quorum for the transaction of business.

ARTICLE VII—Officers—At a minimum, a Chairperson, a Secretary/Treasurer, and past Chairperson.

ARTICLE VIII—Nomination and Election of Officers—September of even-numbered years, by nomination and ballot.

ARTICLE IX—Meetings of the Executive Board—One annual meeting. Special meetings may be called; meetings may be held electronically.

ARTICLE X—Contracts, Checks, Deposits, and Funds—Signed by Chairperson and Treasurer.

ARTICLE XI—Books and Records—Minutes may be a complete written record, or an audio/video recording with a written summary of actions. Roster of active membership on file.

ARTICLE XII—Fiscal Year—July to June

ARTICLE XIII—Seal

ARTICLE XIV—Non-Discrimination

ARTICLE XV—Legislative or Political Activities

ARTICLE XVI—Dissolution—Requires a 2/3 vote of the active membership.

ARTICLE XVII—Amendments to the By-laws

Refugee Educators' Network History:

1983-84 School Year

Refugee Educators' Network formed as sub-committee of Sacramento Area Refugee Forum, under their federal ID #

1984-85 School Year

1st annual Southeast Asia Education Faire, Mills Jr High

1985-86 School Year

2nd annual Southeast Asia Education Faire, Cordova Sr. High

1986-87 School Year

3rd annual Southeast Asia Education Faire, Cordova Sr. High

1987-88 School Year

4th annual Southeast Asia Education Faire, Cordova Sr. High

Southeast Asia Community Resource Center opens in a classroom.

1988-89 School Year

5th annual Southeast Asia Education Faire, Delta College, Stockton

Southeast Asia Community Resource Center moves to new facility.

1989-90 School Year

6th annual Southeast Asia Education Faire, Sacramento City College

1990-91 School Year

7th annual Southeast Asia Education Faire, Sacramento City College

1991-92 School Year

8th annual Southeast Asia Education Faire, Sacramento City College

Provisional Executive Board

Chairperson: Judy Lewis

Treasurer/secretary: Lue Vang

Organization office:

Southeast Asia Community Resource Center, Folsom Cordova Unified School District, 2460 Cordova Lane, Rancho Cordova, CA 95670. (916) 635-6815.

FB 3500 Exemption Application

Attachment #7d

Proposed Budget, 1992-93
Refugee Educators' Network, Inc.

INFLOWS

Income from ticket sales (SEA Education Faire)	20,000
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OUTFLOWS

Books for checkout	1,500
Books for resale	1,000
Conference expenses	13,500
Hilltribe video project	1,500
Computer supplies	400
Subscriptions	600
Office supplies & postage	1500

FB 3500 Exemption Application

Attachment #7e

Refugee Educators' Network, Inc.

Specific purposes for which the REN is formed

The Refugee Educators' Network is an outgrowth of the Education Subcommittee of the Sacramento Area Refugee Forum. The members have been meeting as an informal work group for several years.

Incorporation will formalize an informal group. In order to pay California and federal taxes, it is necessary to incorporate. Incorporation will also provide a legal means of disposal of property obtained by the Refugee Educators' Network in the event of its dissolution.

The Refugee Educators' Network intends to accomplish the following:

- *Organize a conference for educators and community members, March 20, 1993, and annually thereafter.

- *Make available resource materials related to the backgrounds, languages, and acculturation of refugees, immigrants, and newcomers, with a particular focus on those from Cambodia, Vietnam and Laos.

- Trigger public interest in learning more about the peoples of Cambodia, Vietnam, and Laos.

Signed

Judith A. Lewis,

Incorporator

FB 3500 Exemption Application

Attachment #7f

Refugee Educators' Network, Inc.

Programs and Activities

Five "networking" meetings to share information and resources

September

November

January 21, 1993

February 18, 1993

May