



Vietnamese American Youth Alliance (VAYA)

Liên Hội Tuổi Trẻ Việt Nam San Diego

P.O. Box 711912, San Diego, CA 92171

<http://www.vayasd.org> info@vayasd.org

VAYA 2016-2018 Executive Board Application

Board of Directors (Executive Board)

- 1) The terms of the elected Executive Board shall be two years.
- 2) All elected positions shall be determined by the general members' votes at VAYA's election in the spring of election year which is to be held once every two years.
- 3) The elected Executive Board shall have the power to create and appoint other offices for the duration of their term. These appointed offices shall last only for the duration of the concurrent term of the Executive Board.
- 4) No elected officer shall receive any salary or compensation for his or her own office; however, expenses made on behalf of VAYA by an officer shall be reimbursed per authorization from both the Treasurer and the President.

General responsibilities of the Board of Directors:

- (a) Fulfilling the organization's mission and purpose.
- (b) Clarifying, interpreting, and applying bylaws.
- (c) Representing the organization in the community and enhancing the organization's public image.
- (d) Present to the VAYA Staff all communications addressed to him/her as an executive officer of VAYA.
- (e) Managing the organization's operations.
 - 1) Planning
 - a) To maintain the organization's mission and review the staff's performance in achieving it.
 - b) To review and approve the organization's plans for funding of its programs and activities.
 - c) To involve members, when possible, in planning and decision making processes.
 - 2) Recruitment and Retention
 - a) To recruit new members and Member Organizations, the Executive Board must constantly outreach to other youth organizations and the community.
 - b) To retain members, the Executive Board must maintain a high level of participation from the members in a planning, organizing and operations of VAYA.
 - 3) Organizing
 - a) To elect, monitor, advise, support, reward, and when necessary, change management.
 - b) To assure that the human resources are sufficient in order to achieve organizational objectives.
 - c) To create committees, and appoint new offices as needed. These committees and appointments are to be dissolved and renewed at the end of each term.
 - 4) Operations
 - a) To review the results achieved by the organization and compare them with the organization's mission.
 - b) To ensure that the financial structure of the organization is adequate for current needs and long-term strategies.
- (f) All major issues concerning the organization must be voted by the Executive Board with a simple majority consensus.



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Conditions for Candidacy of the Executive Board

- 1) Candidates must be at least 21 years of age and not exceed 35 years of age in the year of election.
- 2) Candidate has been an active member of VAYA for at least one (1) year.
- 3) Candidate has been an appointed staff by the previous Executive Board or Tet Chair for at least one (1) position.
- 4) Candidate must accept the term of two (2) years working as VAYA Executive Board if elected.
- 5) Announce his/her candidacy at least two (2) weeks prior to Election Day.

Voting Rules & Regulations

- 1) Each Active Member shall have one ballot in the E-Board Election.
 - A Member is any individual who voluntarily joins VAYA that participates in the functions of VAYA regardless of age, sex, or race or any other affiliations.
 - An Active Member is any individual who participates in at least 50% of VAYA official events and attends at least 1/3 of VAYA general body meetings.
 - Attendance must be recorded by VAYA officers during VAYA's meetings and events.
 - In the case of questionable activeness of a Member, the decision shall be made by a majority membership vote during a general body meeting.
- 2) There shall be no absentee ballot.
- 3) Candidates must receive 50% + 1 votes to win (simple majority).
- 4) In the event of a tie between multiple Executive Board candidates, the current Executive Board shall cast the deciding vote, as determined by a simple majority.
- 5) In the event where there is no candidate for an office in the Executive Board, the current Executive Board officers may continue his/her term as Acting-officer for the vacant position until the next election or until a replacement is found.

Duties of the President

- (a) Act as the representative of the entire organization.
- (b) Maintain general active management of the business of the organization.
- (c) Ensure the effective action of the Executive Board in governing and supporting the organization, and oversees Executive Board affairs.
- (d) Speak to the media and the community on behalf of the organization.
- (e) Recommend committees to be established. Ensure that each committee has a chairperson, and maintain communication with the chairperson to ensure that their work is executed.
- (f) Ensure that board matters are handled properly, including preparation of meeting materials, functionality of committees, and recruitment and orientation of new Board of Advisor members.
- (g) Oversee the financial status of VAYA.
- (h) Act on behalf of the Treasurer in his/her absence.
- (i) Prepare agenda for VAYA meetings

Duties of the Internal Vice-President

- (a) Act as the President in the absence of the President.
- (b) Assist the President on the above or other specified duties.
- (c) Manage intra-organizational issues and operations, such as roles and responsibilities of Executive



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Board members. Responsibilities may include, but not limited to:

- 1) Maintain good communication between members and officers, as well as among officers. Act as the mediator between the members and the Presidents and/or other Executive Officers.
- 2) Provide training for current and future officers.
- 3) Plan events and programs that serve the VAYA members directly in order to inspire potential leadership

Duties of the External Vice-President

- (a) Act as the President in the absence of the President and Internal Vice-President.
- (b) Act as the official liaison of the organization to the community.
- (c) Oversee community service projects.
- (d) Manage public relation issues.
- (e) Manage inter-organizational issues and address the concerns of the Member Organizations and of the Youth Council. Responsibilities may include but not limited to:
 - 1) Maintain good communication between VAYA and the Member Organizations and act as a mediator between Member Organizations and the VAYA Executive Board.
 - 2) Recruit new Members and Member Organizations
 - 3) Plan events and programs that enhance the relationship between VAYA and other community-based organizations.

Duties of the Secretary

- (a) Act as the President in the absence of the President, Internal Vice-President, External Vice-President.
- (b) Assist the Executive Board in any documentation.
- (c) Keep minutes of all VAYA meetings; distribute minutes promptly following each meeting, and provide minutes when necessary.
- (d) Keep record of attendance of Active Members.
- (e) File any certificates required by any statute, federal or state.
- (f) Give and serve all notices to members of this organization.
- (g) Be the official custodian of the records and seal of this organization.

Duties of the Treasurer

- (a) Act as the President in the absence of the President, Internal Vice-President, External Vice-President, and Secretary.
- (b) Manage the E-Board's perspective and action relating to its financial responsibilities.
- (c) Ensure timely processing of financial statements with appropriate governmental bodies, including working with third-party resources (i.e., accountants and lawyers).
- (d) Process financial transactions, including deposits, withdrawals, and reimbursements.
- (e) Maintain records of transactions.
- (f) Must be one of the officers who shall sign checks or drafts of the organization.
- (g) Any VAYA check or draft that exceeds \$300 shall require both the signatures of the President and the Treasurer.
- (h) Prepare and submit financial reports at least semi-annually or as determined by the Executive Board for the review of the members.



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Declaration of Candidacy

Candidate Full Name:

Position Running (one position per application):

Address:

Phone Number:

Email:

How many years have you been a VAYA member?

Which VAYA events had you participated and taken leadership position?

What staff/executive positions had you held in VAYA?

Why do you want to take part and become VAYA Board of Director?

What plan do you have for VAYA once elected as a member of VAYA Board of Director?



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I hereby declare my candidacy for _____ as a member of VAYA 2016-2018 Board of Director. I have read and understand my responsibility listed above and agree to accept VAYA's bylaw, term and condition once elected to be a member of the Board of Director.

Candidate's Signature:

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VAYA's 2016 Election Committee:

Name:	Signature:
Andy Nguyen <i>President (20013-2016)</i>	
Yen Luu <i>External Vice President(2014-2016, Tet Chair (2016)</i>	
Khoi Tran <i>Internal Vice President (2014-2016)</i>	
Vina Vo <i>Recording Secretary (2015-2016)</i>	