

# Columbus Area Multi-Ethnic Organization (CAMEO):

## Structure of CAMEO

### CAMEO Mission:

To provide a forum for ethnic associations to:

- develop and coordinate programs and activities that encourages everyone to recognize and appreciate the traditions of all ethnic cultures, and
- to help make people feel welcomed in the community.

### CAMEO Vision:

To be the cultural gateway for appreciating and promoting the diversity of the Columbus area and neighboring communities by

- enriching the lives of newcomers, residents and friends, and
- bringing culture, diversity and fun to their doorstep.

### Strategic Goals:

- Provide all community members and potential community members a continually updated portal website which is a cultural gateway of information for appreciating and promoting the diversity of the Columbus area & neighboring communities.
- Support for Ethnic Associations & communication between Associations.
- Continue to monitor CAMEO structure/organization/bylaws for effectiveness and make amendments and changes as CAMEO grows and evolves.

### CAMEO Values:

<b>Guiding Values:</b>	<b>Behaviors:</b>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Respect each other</li> <li>• Honor your words/commitments</li> <li>• Follow the rules</li> </ul>
<b>Cooperation</b>	<ul style="list-style-type: none"> <li>• Sharing experiences/lessons learned</li> <li>• Helping each other with organizing events and using one another as resources</li> </ul>
<b>Responsibility/ Accountability</b>	<ul style="list-style-type: none"> <li>• Follow through with commitments</li> <li>• Fulfill your role to its fullest as a CAMEO member</li> <li>• Comply within the framework of the CAMEO bylaws and structure</li> </ul>
<b>Achievement</b>	<ul style="list-style-type: none"> <li>• Meet your targets &amp; objectives</li> </ul>
<b>Diversity</b>	<ul style="list-style-type: none"> <li>• Openness to an “all inclusive” policy</li> <li>• Value differences &amp; build on similarities</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Be proactive</li> <li>• Take initiative</li> <li>• Take time &amp; initiative for future planning</li> </ul>

## **SECTION 1. General: Membership in CAMEO:**

- 1.1 **MEMBERSHIP IN CAMEO** is available at three levels - **Voting Member, Partner Member and Individual Member**. Voting Member organizations are based in Bartholomew County. Partner Level Members are not required to live, go to school or work in Bartholomew County but shall have an interest in promoting the mission, vision and goals of CAMEO in Bartholomew County. Individual Level Members are not required to live, go to school or work in Bartholomew County but shall have an interest in promoting the mission, vision and goals of CAMEO in Bartholomew County. If a representative of a Partner Member or an Individual Member wishes to take part in CAMEO Committee work and vote as a member of a Committee, or hold office in CAMEO, the representative of the Partner Member or the Individual Member shall live, go to school or work in Bartholomew County.
- 1.2 CAMEO organization derives its primary funds from fundraising efforts of its membership. No dues are currently required, but may be required in the future with amendment to these bylaws.
- 1.3 Any voting member, partner, or individual may make application for membership in CAMEO by submitting the appropriate application. The application for voting members must be approved by the Executive Committee consistent with these bylaws. All other membership applications shall be received by the CAMEO secretary and approved by the CAMEO secretary consistent with these bylaws and if all information is received.
- 1.4 Removal Rights: A member may be removed with cause by a two-thirds vote at a CAMEO meeting. Notice of the proposed removal shall be sent by email with the notice of the meeting, and the member involved shall first be given an opportunity to be heard at the meeting. Causes for removal shall be conduct that misrepresents or is detrimental to the mission, vision, purpose and goals of CAMEO.
- 1.5 **Voting members** are organized as non-political and non-religious ethnic associations by nationality, region, common descent, ancestry or affinity for a common descent or ancestry or a common cultural/language group, dedicated to the preservation and celebration of a unique, shared cultural heritage, and not commercial enterprises. The ethnic associations qualifying as voting members shall meet and maintain their structure according to the definitions stated below:
- 1.5.1 the group is an organization, association or group with at least five (5) members residing or working in Bartholomew County and
- 1.5.2 the group commits their Board Chair/President and one other Board officer as active members of the CAMEO Board. Each group, organization or association will have one (1) vote at CAMEO meetings.

1.5.3 the group/association/ethnic association membership is required to meet on a regular basis (regular is defined as at least once a year; and the meeting may be a celebration, business meeting, or event);

1.6 **Voting members who are CAMEO Founding Ethnic Association members** include: the African American Association; Columbus Chinese Association; Indian Association of Columbus; Japanese Business Association; Korean Association; Columbus Latin American Association; Middle Eastern Association; Pakistan Association; Trinbago Association. It is expected that more groups will join CAMEO through the process outlined above in 1.3.

1.7 **Individual members** are those people who are willing to take an active part in CAMEO activities. They may be non-delegate members of a member ethnic organization, representatives of an ethnic society too small to organize, or interested community members or individuals from outside Bartholomew County who wish to participate in CAMEO activities in accordance with CAMEO bylaws. Individual members may have the following privileges:

1.7.1 Serve on any Committee;

1.7.2 Be elected for any of the five major officers if they live, work or go to school within Bartholomew County;

1.7.3 Vote at as part of any committee on which he/she serves if they live, work or go to school within Bartholomew County, but may not vote at regular CAMEO meetings;

1.7.4 Receive all CAMEO mailings, including meeting minutes.

1.7.5 Individual members may be from outside of Bartholomew County, but shall not vote as a member of a CAMEO committee or hold office in CAMEO if they do not live, work or go to school in Bartholomew County. Individual members from outside the county may fully participate in CAMEO meetings and join in discussion, participate in CAMEO committee work and join in discussion, and receive all mailings and programming information from CAMEO.

1.8 **Partner Members** are organizations, businesses, or companies that do not meet the requirements of a regular Voting member but wish to support CAMEO and be informed of activities. *(A Partner Member can be the equivalent to having community and business leaders serve on CAMEO ex officio. CAMEO partners may also include national or internationally-based businesses that have an interest in CAMEO's mission, vision and goals).* Partner members are not expected or required to take an active part in CAMEO meetings and programming, but may do so, if they choose. Partner members may also be community or civic organizations, clubs, schools or agencies which are collections of multi-ethnic or international groups not devoted to a single culture, nation or region but instead devoted to promoting diversity in a broad sense, and wish to participate in CAMEO activities, but are not otherwise eligible for voting membership. (Examples might include local

Corporations, the Mayor's Committee on Multi-Cultural Awareness, various community groups and agencies, the Human Rights Commission, the Cosmopolitan Club or local high schools' diversity clubs).

- 1.8.1 Up to two representatives from each Partner member may (but are not required to) attend CAMEO meetings or serve on any CAMEO committee, and vote as members of a Committee, if they live, go to school or work within Bartholomew County. If a Partner member representative serves on a Committee or Sub-Committee but does not live, work or go to school inside Bartholomew County, they may not vote as a member of the Committee. Partner members are not expected or required to send representatives to be in attendance at meetings, if they simply wish to be Partners in general support of CAMEO's mission, vision, goals.
- 1.8.2 Partner members may not vote at CAMEO meetings.
- 1.8.3 Partner member representatives may hold elected office in CAMEO, just as Individual members, if they live, go to school or work within Bartholomew County.
- 1.8.4 Partner members shall receive all CAMEO mailings, including meeting minutes.

## **SECTION 2: OFFICERS**

- 2 **OFFICERS OF CAMEO:** The officers of CAMEO shall consist of the Chair, the Vice-Chair, the Secretary, the Treasurer and the Webmaster. The Officers of CAMEO shall be considered the Executive Committee. Officers shall have been active in the affairs of CAMEO for a period of one year prior to the election. Term of office is to be two years; no officer may serve more than two consecutive terms in the same office. Terms shall expire at calendar year end (every two years), with next year's officers to be elected by Voting members at the April meeting of CAMEO (every other year). The Executive Committee shall manage the affairs of CAMEO, including general procedures and regulations, and the coordination of CAMEO activities.
  - 2.1 The **Chair** shall preside over all meetings of CAMEO. The Chair shall appoint chairs for all standing and ad hoc committees of CAMEO, with the exception of the Finance Committee and the Website Committee. The Chair shall serve as an ex-officio member of the standing and ad hoc committees. The Chair is ultimately responsible for coordinating CAMEO activities as planned and implemented through participation on CAMEO's Executive Committee, and shall report back to the membership the proposed activities of CAMEO. The Chair shall represent and speak on behalf of CAMEO to other organizations, the media, the local community, and general public and co-sign all financial disbursement of CAMEO funds with the Treasurer. The Chair shall report regularly to the Heritage Fund- the Community Foundation of Bartholomew County, and serve on

any ad-hoc Heritage Fund Committee designated by the Heritage Fund. The Chair shall delegate responsibilities to members of CAMEO as needed and make every effort to provide a smooth transition to his/her successor in office when the Chair resigns, is removed, or has his/her term expire upon new election of officers.

- 2.2 The **Vice-Chair** presides over CAMEO meetings in the absence of the Chair, and in the event the Chair resigns or is removed from office, the Vice-Chair shall immediately become Chair, and a special election will be held for Vice-Chair, to fill his or her position. The Vice-Chair position shall be considered preparation for becoming Chair, but elections for all positions shall be held every two years. The Vice-Chair shall actively support the work of CAMEO, the Executive Committee and the Chair by serving collaborating with the Chair to the lead the organization and accepting delegated responsibilities from the Chair.
- 2.3 The **Secretary** shall keep the minutes of CAMEO and Executive Committee meetings; shall keep the attendance of delegates and members at the meetings; shall retain all official documents of CAMEO; shall retain official lists of all officers, members, committee members, and general members of CAMEO; shall notify all members of CAMEO meetings and provide them with the agenda for the meeting; shall bring to each meeting a copy of the by-laws; shall monitor meetings to assure that all official business, both old and new, is conducted.
  - 2.3.1 The secretary will communicate with CAMEO members by email at all times, unless the secretary receives a request in writing from a CAMEO member for communications to be received by regular mail.
  - 2.3.2 It is the duty of the Secretary to provide notice of meetings, agendas, copies of minutes for their consideration, and any other communications of CAMEO. The usual form of communication shall be email, unless a CAMEO member has requested regular mail, in writing.
  - 2.3.3 Every other year, in March and April, it shall be the duty of the Secretary to manage the CAMEO Officer election process by recording nominations that are made in March at the regular CAMEO meeting. After checking the names of nominees against eligible Voting Member and Individual Member lists and checking their eligibility to serve as officers based on their membership status and length of terms already served the secretary will create a written slate of eligible nominees. The slate of nominees shall be sent by email to all Voting Members seven (7) days prior to the April Annual Meeting in election years (every other year). The secretary shall provide all Voting Members present with written ballots to fill out anonymously at the CAMEO Annual Meeting in April, in an election year (every other year). The Secretary shall collect the ballots, and with the treasurer, count the ballots, report the results of the election in writing and read the results to the CAMEO members at the meeting in April during the April annual

- 2.4 The **Treasurer** shall keep and disburse funds for CAMEO; shall keep accurate financial records and present a report at each regularly scheduled meeting of the Executive Committee and CAMEO; shall be chair of the Finance Committee, and responsible for preparing and presenting an annual budget and financial report. The treasurer shall review the written ballots electing officers with the Secretary, every other year at the April meeting, or within 48 hours after the April meeting (in election years). The treasurer shall co-sign with the Chair all financial disbursements of CAMEO. Donations to CAMEO shall currently be donations to the Heritage Fund - the Community Foundation of Bartholomew County, as this is a special project of the Heritage Fund. The Treasurer will work closely with the staff of Heritage Fund to keep financial records that meet the expectations of the Community Foundation.
- 2.5 The **Webmaster** shall be responsible for communicating the mission, vision and strategic goals of CAMEO through the columbuscameo.org website and promoting the columbuscameo.org website to the community at large. The webmaster will be responsible for monthly updates to the website and prepare web-based communications including but not limited to email distribution to CAMEO members and other community members who may be included in distribution lists. The Webmaster will communicate monthly with the other Executive Committee members on concepts/ideas for website, insure all website materials are current, post all press releases as they are released, and make reasonable efforts to protect the CAMEO image, brand and logo.
- 2.6 **Election of CAMEO officers:** Every other year, in March, at a regular CAMEO membership meeting, CAMEO Officer Nominations for the CAMEO slate will be a regular agenda item at the meeting. The Secretary shall write down the names of persons who are nominated for each executive committee position (Chair, Vice-Chair, Treasurer, Secretary, and Webmaster). Voting members may nominate other voting members, individual members or themselves (self-nominate). The secretary shall manage the election process in March and April by recording nominations that are made in March at the regular CAMEO meeting, then after the meeting checking the names of nominees against eligible Voting Member and Individual Member lists and checking their eligibility to serve as officers based on their membership status and length of terms already served, and creating a written slate of eligible nominees. The slate of nominees shall be sent by email to all Voting Members seven (7) days prior to the April Annual Meeting in election years (every other year). The secretary shall provide all Voting Members present with written ballots to fill out anonymously at the CAMEO Annual Meeting in April, in an election year (every other year). The Secretary shall collect the

ballots, and with the treasurer, count the ballots, report the results of the election in writing and read the results to the CAMEO members at the meeting in April during the April annual meeting or within 48 hours of the April Meeting by email to all voting members of CAMEO.

- 2.7 A **special election** may be called by CAMEO in the event that any member of the Executive Committee resigns or is removed from that position; in the event of such special election, written notices by email shall be sent to all CAMEO members thirty (30) days prior to the date of the election. Regular voting rules shall apply.
- 2.8 Any officer or director serving on the Executive Committee may be removed from position for malfeasance or for failure to attend four consecutive meetings; a motion to recall may be initiated by any three voting members of CAMEO. Written notice of a formal vote on the issue of malfeasance must be sent to all CAMEO members thirty (30) days prior to the date of the vote. Regular voting rules apply.

### **SECTION 3. MEMBERSHIP MEETINGS**

- 3 CAMEO shall meet not less than 10 times per year at the call of the Chair. Regular meeting dates shall be posted and updated on the columbuscameo.org website, and all members shall receive notice of a meeting by email at least seven (7) days prior to a meeting.
- 3.1 Special meetings of CAMEO may be called by any member of the Executive Committee or by any five (5) voting members of CAMEO; written notice must be emailed to all CAMEO members no fewer than seven (7) days prior to the special meeting date. Only such agenda items as are stipulated in the notification may be discussed and acted upon at a special meeting.
- 3.2 All CAMEO meetings shall require a quorum of not less than one-third (1/3) of the voting members in order to conduct business. A meeting cannot be opened, business transacted, nor voting become effective without a quorum.
- 3.3 Action on all motions submitted shall be by a vote of the majority of those voting members present, with the exception of a motion to change the by-laws, which shall require written notification of the membership seven (7) days prior to the vote, and shall require two-thirds (2/3) majority of those voting members present.
- 3.4 The Annual Meeting of the membership shall be held in the month of April or May of each year. At the Annual Meeting, CAMEO will summarize the CAMEO work accomplished in the previous year (running on a calendar year (Jan 1-Dec 31). All CAMEO meetings, including the Annual Meeting, are open to all levels of membership, with voting members being the voting body but all members fully participating in discussions.
- 3.5 All votes shall be cast by the one designated representative or alternate, of voting member associations/groups/organizations in good standing,

one vote per association. Good standing may be interpreted to mean that, in the judgment of the Executive Committee, the member club:

- a) ensures that its delegate or alternate attends at least half of the regularly scheduled meetings annually;
- c) displays conduct in the best interests of CAMEO and the international community, enhancing the spirit, purpose, and public image of CAMEO.

3.6 All decisions at meetings shall be decided based on majority rule, with all voting member associations present being eligible to vote, and decisions may be made only when a quorum of voting members is present. (see Section 3.2, a quorum consists of 1/3 of voting members).

#### **SECTION 4: COMMITTEES—Standing and Ad-Hoc**

- 4 **EXECUTIVE COMMITTEE:** The **Executive Committee** shall manage the affairs of the association, including general procedures and regulations, and the coordination of CAMEO activities.
  - 4.1 The Executive Committee will also review requests for membership to CAMEO and make recommendations at the next CAMEO meeting.
  - 4.2 The Executive Committee of CAMEO will conduct an annual review of the qualifications of each club for voting status and recommend approval or denial of voting status of each member to CAMEO.
  - 4.3 The Executive Committee of CAMEO shall originate, devise and periodically update a strategic long-range plan for CAMEO; to derive ideas that are in keeping with the purposes of CAMEO; to ensure that the direction of CAMEO's programs remains consistent with its stated goals and purposes, and review the strategic plan with CAMEO members periodically for approval.
  - 4.4 Regular meetings of the CAMEO Executive Committee shall be held bi-monthly or at least five times per year, at a time convenient for the majority of Executive Committee members. The CAMEO Executive Committee meetings consist of meetings of CAMEO elected officers, and those meetings are closed, with the exception of persons who are invited by the Chair because their presence is necessary to conduct the business of the Executive Committee (for example, chairs of Ad-Hoc or Standing Committees might be invited to give a report to the Executive Committee or answer questions).
  - 4.5 Special meetings of Executive Committee shall be called by the Chair or shall be called upon the written or oral request of at least three (3) members of the executive committee.
  - 4.6 Notice in email or verbal form for executive committee meetings shall be given to the executive committee members by the Chair at least seven (7) days prior to the day of the Executive Committee meeting to be held.



4.7 At least three (3) members of the executive committee shall constitute a quorum. Resolutions shall be adopted by a majority vote of the Executive Committee members present.

4.8 **OTHER STANDING COMMITTEES:** The Chair shall appoint chairs for all standing committees of CAMEO, except that the **Webmaster shall act as chair of the Website Committee** and the **Treasurer shall act as chair of the finance committee**. The Chair shall serve as an ex-officio member of the standing and ad hoc committees. CAMEO Standing Committees shall consist of at least two CAMEO Voting Members (representatives appointed by Voting member associations), and other non-CAMEO members of the community who may be recruited to serve on CAMEO Committees. The purpose of the committees established by these by-laws shall be to undertake and perform such functions as described below: Standing Committees:

4.8.1 **Programs Committee:** The purpose of the Programs Committee shall be to originate, plan and implement activities for CAMEO members and the community at large. The Programs Committee shall create programs and events that are in keeping with the purposes of CAMEO; to ensure that the direction of CAMEO's programs remains consistent with its stated goals and purposes. The Programs Committee will consult with member associations to ensure that programs and activities planned by associations are coordinated throughout the year. The Programs Committee will coordinate CAMEO participation in outside programs such as mini-festivals, fairs, ethnic events and develop any CAMEO diversity trainings that will be offered to the community. The Programs Committee chair with consult regularly with the Heritage Fund - the Community Foundation of Bartholomew County on community programming that fosters a welcoming community.

4.8.2 **Finance Committee:** The chair of the Finance Committee shall be CAMEO treasurer. The purpose of the Finance Committee shall be to determine the feasibility of Long-Range plans devised by the Executive Committee; to devise an annual budget to be presented to the membership for approval; to work with any ad hoc or standing committee to devise appropriate budgets for CAMEO projects and activities; to oversee the routine recordkeeping in the financial area.

4.8.3 **CAMEO Outreach Committee.** The purpose of CAMEO outreach committee is to communicate and promote the mission of CAMEO to the community in order to build participation in CAMEO by ethnic associations, individuals, and partners. The Outreach Committee will work with the school systems to increase participation of school-age children, senior citizens and other groups in CAMEO activities and to develop a speakers' bureau of CAMEO members for presentations within the community. The CAMEO Outreach Committee will also

facilitate communication between ethnic associations, individuals, and partners of CAMEO. The CAMEO Outreach Committee will work with the CAMEO Secretary to maintain an up-to-date membership list with addresses and telephone numbers of all voting, individual and Partner members, and contact new organizations or individuals regarding membership in CAMEO.

4.8.4 **Website Committee:** The purpose of the Website Committee shall be to plan, supervise, and conduct all negotiations, business transactions, and arrangements for the website and develop and maintain the website and promote use of the website in the Bartholomew County area. **The chair of the Website Committee shall be CAMEO Webmaster.** The Website Committee shall work closely with the Finance Committee in formulating a budget and shall present regular reports to the Executive Committee and CAMEO membership on the website.

4.9 **Ad-hoc:** The Chair of CAMEO shall from time-to-time create ad-hoc committees for particular projects or special tasks and select the chair of the ad-hoc committees. The term of such committees shall be determined when appointed and shall be extended as needed. Each Committee shall report its findings to the Chair or the Chair's designated substitute. CAMEO Ad-Hoc Committees shall consist of at least two CAMEO members, and other non-CAMEO members of the community who may be recruited to serve on the Committee. The Chair shall be an ex-officio member of all committees.

## **SECTION 5: AMENDMENTS & DISSOLUTION**

5 Amendments Procedure: Amendments to these bylaws of CAMEO may be adopted by majority vote (at least 51%) of CAMEO voting members based on its entire membership or two-thirds vote at a membership meeting, of the voting members present. A proposed Amendment to a bylaw must be provided in writing by email to all CAMEO voting members at least seven (7) days prior to the meeting where the amendment will be an agenda item.

5.1 Effective Date: Amendments to these bylaws shall take effect on the day of its passage, unless otherwise ordered.

5.2 If CAMEO is dissolved, all of its property remaining after payment and discharge of its obligations shall be transferred and conveyed to the Heritage Fund - the Community Foundation, to be used for cultural, educational or charitable purposes.

■ *Approved April 15, 2009 by a 100% vote of CAMEO Founding Voting Members.*

