

ORGANIZING A NEW USCPFA CHAPTER

The US-China Peoples Friendship Association (www.uscpfa.org) is a 501(c)(3) nonprofit, tax-exempt organization - incorporated in the state of California.

USCPFA ORGANIZATIONAL STRUCTURE

For organizational purposes, the Association is divided into national, regional (& sub-regional in the Western Region), and chapter units. The Association is a national membership organization and all its sub-units are governed by USCPFA National Bylaws and by other national resolutions and rules as adopted by the Association's members. All (national and sub-units) are subject to U.S. federal and state requirements for nonprofit organizations tax-exempt under 501(c)(3). Sub-units listed with IRS as USCPFA subsidiaries share in USCPFA group tax exemption.

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In general, regions and sub-regions are responsible for organizing and dissolving chapters within their geographic areas, and the National Board is responsible for reviewing and hearing appeals of such decisions. The National Administration chair, appointed by the National Board, is the liaison between the National Board and the chapter, region, and sub-region in these matters. Each region or sub-region may have its own specific procedures for establishing and dissolving chapters; the National By-laws here describe the general process and requirements.

(1) Persons interested in beginning a USCPFA chapter should contact the relevant USCPFA region or sub-region (listed in the *US-China Review*) for information and assistance. If there appears to be sufficient community interest after one or more public meetings, the group may request Organizing Committee status from the region/sub-region. When the request is approved and dues for at least five members have been paid to USCPFA National, USCPFA National will recognize the group as an Organizing Committee (O.C.) and list it as such in the *US-China Review*. Members will be added to the USCPFA National membership database as dues are received, however, members can be assigned to the new group only after the group has received Organizing Committee status.

(2) Chapter status may be requested from the region/sub-region and may be granted by that body after the Organizing Committee has completed the following, and has certified their completion to the region/sub-region. ***The Organizing Committee must have:***

- a. Adopted the USCPFA Statement of Principles (printed at the end of this document).
- b. Collected membership dues from 10 or more people and sent national dues for those members to USCPFA National. (Standard annual dues are \$24/person; \$12 of this is sent to National.)
- c. Elected officers and reported their names/addresses to the region/sub-region and to USCPFA National.
- d. Held public programs for six months and maintained written records for those six months (dated from first public meeting).
- e. Agreed to support and participate regularly in regional (& sub-regional, if in Western Region) and National USCPFA activities - for instance, by sending representatives to conferences, conventions, and seminars.
- f. Adopted by-laws and operational procedures that do not conflict with National By-laws and policies. The sub-unit's bylaws constitute its governing document.

(3) USCPFA National will recognize the new chapter after the region or sub-region certifies to the USCPFA National Administration chair that the group has completed the requirements in (2) above, and the USCPFA National Membership chair confirms that membership dues have been paid for at least ten members.

ATTAINING TAX-EXEMPT STATUS

USCPFA National is recognized as a non-profit and tax-exempt 501(c)(3) organization by the Internal Revenue Service under a group tax-exemption letter issued February 4, 1976 (and affirmed in a shortened letter dated May 3, 1999). This group tax exemption allows USCPFA subunits (including chapters, regions, sub-regions, and projects) to share USCPFA's tax-exempt status.

Requirements: Pursuant to IRS rules, a USCPFA subsidiary must be affiliated with USCPFA National, be subject to the general supervision and control of USCPFA National, and conduct educational activities for which the National organization obtained tax-exempt recognition. (An Organizing Committee must achieve chapter status before being listed as a USCPFA subsidiary.)

Process: A chapter, region, sub-region, or project may be added to the USCPFA subsidiary list for the benefits of group tax exemption under IRS regulation 501(c)(3) by submitting its request, with required information, to the USCPFA Tax Coordinator. If the chapter, region, sub-region, or project meets the requirements (stated in 2 a-f above), the Tax Coordinator will obtain a tax identification number (Federal Employer Identification Number or FEIN) for the chapter and request that the Internal Revenue Service add the chapter to the USCPFA subsidiary list. Chapters on the USCPFA subsidiary list share USCPFA's group tax exemption.

RESOURCES FOR PROGRAMS

Each chapter has its own character, depending on the interests of members. Program ideas include the history and culture of China, current political events or economic situation, U.S.-China relations, travel experiences, Chinese music, art, dance, calligraphy, architecture, gardens, artifacts, cuisine, literature and films. Speakers, videos, films, and slide shows may be helpful. See www.uscpfa.org for film listings & other ideas, and read Friendship Work in each *US-China Review* issue for chapter activity reports.

USCPFA's Center for Teaching about China (CTAC) has resources for sale, including books, films, language aids, cultural activities, and US-China friendship pins. Other resources are available for loan, such as Chinese Minority costumes, art scrolls, cultural activities, and language aids. CTAC contact information can be found in any issue of USCPFA's quarterly journal, the *US-China Review*.

USCPFA PURPOSE AND STATEMENT OF PRINCIPLES

- The US-China Peoples Friendship Association (USCPFA) is a non-profit educational organization. Our goal is to build active and lasting friendship based on mutual understanding between the people of the United States and the people of China.
- We recognize that friendship between our two peoples must be based on the knowledge of and respect for the sovereignty of each country; therefore, we support the declaration of the United States of America and the Peoples Republic of China that the resolution of the status of Taiwan is the internal affair of the Chinese on both sides of the Taiwan Straits.
- We also recognize that friendship between our two peoples and good relations between our two governments plays a critical role in maintaining peace in the Pacific Basin and in the world.
- As an educational organization, our activities include sponsoring speakers and programs which inform the American people about China, organizing tours and special study groups to China, publishing newsletters and other literature, promoting friendship with Chinese students and scholars while in the United States, and promoting cultural, commercial, technical, and educational exchanges.
- Everyone is invited to participate in our activities, and anyone who agrees with this Statement of Principles is welcome to join.

Adapted from USCPFA National Bylaws as revised 2007, Sections 2.5-2.6. - Barbara Cobb, 2/16/15