

GUIDELINES ON TACC CLUB OPERATION

Revised April 22, 2009

1. GENERAL

Any Taiwanese American(s) in San Diego County can apply for organizing a club affiliated with TACC. Such a club will be referred to as a TACC club hereafter.

2. APPLICATION

2.1 The applicant(s) should submit an application form which should include:

- Name of the club,
- Purpose of the club,
- Description of the main club activities,
- Time and day when the club meets regularly,
- Organization of the club,
- Need for the use of TACC facilities, if any, for the club activities,
- How the club activities are financed,
- Name of an officer of the club who is responsible for club activities and serves as a coordinator between TACC and the club
- Estimated number of club members.

2.2 The purpose of a TACC club and the nature of the club activities must be consistent with the purpose of TAFSD as prescribed in its By-Laws.

2.3 The application form should be submitted to the executive director of TACC.

The decisions on the application will be made by the TACC Management Committee. The decisions will be based on the purpose of the club, availability of the facility needed by the club, and whether other aspects of the proposed club operation meet the provisions of the Guidelines.

3. ORGANIZATION

The organization of a TACC club is decided by its members. Adoption of By-Laws is encouraged but not required. The By-Laws, if enacted, should be filed with the TACC office for record. A TACC club must have at least one officer who represents the club, is responsible for running club activities and serves as a liaison between the club and TACC. A change of such an officer should be reported to TACC within one month of the change.

4. PRIVILEGES

TACC clubs may use the TACC website and YAM to announce their activities.

TACC will provide the TACC clubs with its facilities for club activities if available. Assignment of the facility will be made by TACC executive director. TACC retains the right to schedule an event or rent out a facility at a time assigned for club activities with advance notice to the club(s) involved.

As the circumstances change, it may be necessary for TACC to make changes in the allocation of TACC facilities to TACC clubs. Such changes will be made by TACC executive director in consultation with the clubs involved.

TACC clubs may request minor staff service, e.g., printing programs. Such request should be made well in advance so that the staff can plan for the allocation of staff services. TACC staff may not be able to provide the requested service when the office is carrying heavy work load. Priority for the assignments of tasks is determined by TACC office manager.

5. RESPONSIBILITIES

It is expected that each club will share part of the TACC operation cost. Such financial contribution can be made through donations to TAFSD or payments of fees by the members of the club. Determination of the fair share of the TACC operation cost will be made by the Executive Director of TACC subject to a review by the TACC Management Committee.

When a TACC club uses a TACC facility for its activities, it is responsible for setting up the facility for its activities and, after its use of the facility, for cleaning and restoring the facility to its original condition.

All TACC clubs should be self financed. In general, TACC will not provide financial assistance to TACC clubs.

All club activities must be scheduled during the TACC business hours.

No alcohol beverages are allowed during club activities at the TACC facilities.

Since TACC clubs are affiliated with TACC, their activities are part of TACC activities. Thus, all clubs should report their activities, which are not part of the regular activities listed in the YAM, to TACC. The report can be simply a list of activities with dates and places.

6. SPECIAL PROVISION

All existing clubs as well as new clubs should submit applications for approval when TACC moves to the new site.

7. TERMINATION OF TACC CLUB STATUS

A TACC club is terminated if it remains inactive for more than 6 months. The activities of TACC clubs will be reviewed periodically.

A TACC club loses its affiliation with TACC when it is determined that the club violated the purpose of TAFSD. Such determination is made by the TACC Management Committee.