

# YALE-NEW-HAVEN COMMUNITY CHINESE SCHOOL AT SCSU

## BY-LAW

*(Revised History)*

*(Draft was posted in [www.ynhchineseschool.org](http://www.ynhchineseschool.org) from May 2007 to collect feedback)*

*(The final version was submitted to The General Member Council for approval in the general member meeting on October 7, 2007)*

*(All attended members passed the bylaws on October 7, 2007)*

### Article 1. Name

1.1 The name of the organization shall be Yale-New-Haven Community Chinese School at SCSU (hereafter referred as “the School” ).

1.2 The School is registered as a non-profit organization within the State of Connecticut in the United States of America.

### Article 2. Mission

2.1 The mission of the School is to teach Chinese language, traditional Chinese arts, and to elevate the awareness of Chinese culture in the community.

2.2 The School admits students, conducts all educational programs and activities without regard to race, color, religion, sex, national origin, sexual orientation, age, marital status, ancestry or disabilities.

2.3 The School does not discriminate on the basis of race, color, national and ethnic origin in administration policies, admission policies, and other school-administered programs.

2.4 The school conducts all education and activities only on a non-profit, non-religious, and non-political basis.

### Article 3. Organization Structure

3.1 The School consists of a General Member Council, a Board of Directors, a School Administrative Office, and a Parent Teacher Association.

3.1.1 The General Member Council consists of all members.

3.1.2 The Board of Directors consists of seven to nine elected members from the general members.

3.1.3 The School Administrative Office consists of the Principal, the Vice Principal(s), Financial Director, and other positions appointed by the Principal. Any additional compensatory position requires approval by the Board of Directors.

3.1.4 The Parent Teacher Association (PTA) consists of parents and/or other family members of the enrolled students and members who are engaged in teaching activities.

### 3.2 Term of all elected and appointed officers

The term of all officers, either elected or appointed, runs through the academic year. At the end of the term, all documents and properties related in any way to the operations of the School, in the possession of any person, shall be transferred to the School

## **Article 4. Membership**

4.1 The membership consists of general members, associate members, and honorary members.

4.2. Anyone who is interested in Chinese language and culture may apply to become a member of the School.

4.3 The general members consist of adult students of 18 years or older and parents or guardians of non-adult students.

4.4 The associate members consist of those who are interested in Chinese language and culture and have not enrolled or do not have child(ren) enrolled in the school.

4.5 The honor member is the title given by the Board of Director to an individual who has made a tremendous contribution to the School. The contribution could be but not limited to voluntary work, cash donation, long-time outstanding service, etc.

### 4.6 Member Rights and Responsibilities

4.6.1 All members should agree with and obey the by-law, the rules, and regulations established by the School.

4.6.2 All general members and associate members are required to pay a non-refundable, annual membership fee:  
General membership: US \$20.00/family.  
Associate membership: US \$20.00/person.

4.6.3 The general members are required to pay tuition fee based on the enrolled classes.

4.6.4 Any member is entitled to:

- Attending membership meetings
- Attending activities organized by the School
- Participating in voluntary work including on-duty assignments for the School

4.6.5 General members are entitled to the rights to vote.

#### 4.7 Membership Suspension or Termination

Any member who violates the School By-laws, rules and regulations or commits a criminal offense at the School may have his/her membership suspended or terminated.

## **Article 5. General Member Council**

5.1 The General Member Council (hereafter referred as “the Council”), attended by all members, is the highest legislative body of the School.

5.2 The Council is held once a year before the end of the school year and presided over by the Chair of the Board of Directors or a member of the Board of Directors.

5.3 A special Council may be called for unusual situations, such as budget proposal deadlock with the Board of Directors, replacing the director or re-electing the director. A special council is called by the Principal, by the majority of the Board of Directors, or at the request of 20% of the general Members, with a signature verified petition. The meetings should be announced with an agenda to all members at least one week prior to the scheduled time.

#### 5.4 The Council Functions

5.4.1 The Council elects and approves the board Directors with the exception specified in 8.2.1.

5.4.2 The Council elects the President of The Parent Teacher Association.

5.4.3 The Council approves the School's By-law and its amendments.

5.4.4 The Council shall receive annual school reports and financial reports from the Principal.

5.4.5 The Council shall receive and approve the next school year's budget.

5.4.5 The Council shall review the annual report from the president of PTA and suggest the PTA's activities for next school year.

5.4.6 The Council shall approve other important issues for the School proposed by the Board of Directors.

5.4.7 The Council may revoke the appointment of directors and the PTA President.

## 5.5 Rule of Conduct

5.5.1 The Chair of the Board of Directors automatically becomes Chair of the Council.

5.5.2 A simple majority shall be based on the actual valid votes and this applies for decision unless otherwise specified. Vote by proxy is acceptable. Voting is restricted to one count per general membership.

5.5.3 A two-thirds majority vote is needed for removal of an elected director and the elected PTA President.

5.5.4 A two-thirds majority vote is needed for the termination of the School.

## **Article 6. The Board of Directors**

6.1 The Board of Directors (hereafter referred as "The Board") consists of five to nine directors, and headed by Board Chair.

### 6.2 The Directors

6.2.1 The Directors must have general membership and the Directors are elected by the Council. The PTA President is an automatic member in the Board as defined in 8.2.1.

6.2.2 A Director is to serve a two-year term, and may be re-elected, with a limit of two consecutive terms.

6.2.3 Every two year, at least one-third of the Directors need to be replaced by new Directors.

6.2.4 A Director may resign at any time upon an advance written notice to the Board, or upon termination of his/her general membership.

6.2.6 All Directors are non-compensatory.

### 6.3 Board Chair

6.3.1 Board Chair (hereafter referred as “the Chair”) plays a leading role on “the Board”, presides over Board meetings and communicates to the directors.

6.3.2 The Chair is elected by a simple majority of all directors.

6.3.3 The Chair is to serve a two-year term with annual review inside the Board.

6.3.4 In the case that the Chair position is vacated before the end of the term, the Directors shall vote for a replacement for the Chair.

### 6.4 Board Functions and Responsibilities

6.4.1 The Board is the highest policy-making body of the School, when the Council is not in session.

6.4.2 The Board should represent the best interest of the majority of general members and the Board oversees school operations on behalf of the Council.

6.4.3 The Board appoints the Principal and approves other administrative staff appointed by the Principal.

6.4.4 The Board approves the annual school budget proposed by the Principal.

6.4.5 The Board reviews the annual school reports and the semi-annual school financial reports.

6.4.6 The Board reviews the annual school academic plans.

6.4.7 The Board shall conduct an audit on the School's financial operations and an audit of financial reports.

6.4.8 The Board may freeze the school budget or operations in cases of grave financial circumstances.

6.4.9 The Board sets school policies and general guidelines, including but not limited to:

- Administrative structure
- Academic policies
- Budget and financial regulations and operational rules
- Tuition, stipend and compensation rates for teachers and the school officers

6.4.10 The Board shall approve any significant unbudgeted expenditure.

6.4.11 The Board organizes the General member meeting.

## 6.5 Rule of Conduct

6.5.1 The Board shall meet at least four times each year. Regular Board meetings convene

- before the beginning of the school year
- before the end of the first semester
- before the general member council
- after the general member council

6.5.2 Special session of the Board meeting may be held on the motion of one third of the directors.

6.5.3 The Board meetings are open to the entire membership, and the board meetings are to be presided over by the Chair. The meeting agenda, time, and place should be announced by the Chair school-wide at least one week before the Board meeting. Members wishing to attend the Board meeting should notify the Board at least three days in advance.

6.5.4 The agenda and scheduled time for the Board meeting are established with agreement of each director. The Board Chair should have consulted with the directors before setting the final agenda and the meeting time.

6.5.5 Simple majority rule applies unless otherwise specified. The Chair of the Board shall cast a tiebreaker vote unless the vote is in connection with the Chair's position and conduct.

6.5.6 A two-thirds majority vote is required for the following issues:

- Appointment of the Principal
- Termination of the school operation
- The amendment of the School by-law
- To impeach the school officers and the PTA President
- Any issue raised by 1/3 of the board members

6.5.7 No Directors may vote upon a matter coming before that body in which he or she has a direct financial interest. Immediately upon becoming aware that such a conflict may exist, the directors must disclose the existence of the potential conflict to the remaining directors, withdraw from further deliberation on the issue, and refrain from voting on the matter. Any such disclosure and withdrawal shall be fully documented in the organization minutes.

6.5.8 An Anonymous vote is taken at the Board meetings

6.5.8 Any motion made by one third of the Board directors must be recorded as a part of the Board meeting minutes and be available to all members. Any decision made by the Board must be announced in the School publication.

6.5.9 The Directors have the obligation to attend the Board meetings. Proper notification is required if a director is not able to attend the meeting, and his/her point view is required in writing form to present at the meeting. Director-ship will be revoked automatically if a Director is absent from half of board meetings in a year without appropriate reasons.

6.5.10 In case of the director's resignation or termination, a special General Member Council should be called to elect a new director.

## **Article 7. School Administrative Office**

7.1 The School Administrative Office (hereafter referred as "the Office") is the executive body of the school for education program.

7.2 Structure

7.2.1 The Office consists of the Principal, the Vice Principal(s), Financial Director, and other positions appointed by the Principal.

7.2.3 The Principal is appointed by the Board of Directors, and all other administrative officers are nominated by the Principal and approved by the Board of Directors.

7.2.4 All of the officers are entitled to compensation at rates proposed by the Principal and approved by the Board of Directors.

### 7.3 Principal Responsibilities

7.3.1 The Principal is in charge of school administration.

7.3.2 The Principal's administrative responsibilities include, but are not limited to:

- Managing all teaching related activities
- Proposing and executing the annual school budget
- Presiding over the Administrative Office meetings
- Submitting a semi-annual academic report to the Board of Directors and to the General Member Council
- Managing public relations and the school publications

7.3.3 The Principal may delegate some of his/her duties to other school officers or staff.

7.3.4 The Principal shall designate, with proper notification to the Board, a Vice-Principal as the Acting Principal in his or her absence.

### 7.4 The Vice-Principal

7.4.1. The Vice-Principal is to assist the Principal to carry out all the routine work of school operations, and to execute the administrative duties assigned by the Principal. The Vice-Principal is the Acting Principal in case of the absence of the Principal.

### 7.5 The Financial Director

7.5.1 The Financial Director is to operate the financial affairs of the School.

7.5.2 The Financial Director's responsibilities include, but are not limited to:

- Maintaining the School's financial books and records.
- Providing cooperation for financial audit
- Assisting the Principal in preparing the school annual budget



- Working with the Principal to prepare the semi-annual financial report to the Board of Directors and the General Member Council
- Preparing the School annual tax return or working with an external firm to prepare the School annual tax return.
- Executing other relevant duties assigned by the Principal.

## 7.6 Rule of Conduct

7.6.1 The Principal is appointed by the Board with the approval of the Council. The duration of service rendered by the Principal is not limited, but under condition of being fully performed.

7.6.2 The performance of the Principal shall be reviewed annually by the Board in school wide matters.

7.6.3 The Office meetings are presided over by the Principal.

7.6.4 The Principal and Vice-Principal(s) may resign at any time with a two week advance notice in writing to the Board.

7.6.5 In case of the Principal's absent or resignation, one Vice-Principal shall be appointed by the Board of Directors as the acting Principal up to the new principal is appointed by the Board.

7.6.6 In case that the Principal and Vice-Principal(s) resign at the same time, the Board shall appoint a deputy Principal.

## **Article 8. Parents Teacher Association (PTA)**

The Parent Teacher Association (hereafter referred as "PTA") is a group of parents and/or other family members of the enrolled students, and members who are engaged in teaching activities to promote and enhance the educational opportunities available for all children in the School. The PTA promotes close ties and fosters communication among parents, faculty, administration, the community for the continual support of excellence in education at the School. The PTA provides curriculum and social enrichment activities and provides support to administration and teachers.

### 8.1 Structure and Responsibilities

The PTA consists of the President and any numbers of parents who are willing to participate in PTA activities.

8.1.2 The President leads the PTA. When necessary, the PTA President can form any numbers of sub-committees as long as approved by the Board of Directors.

- 8.1.2 The PTA and its President are responsible for:
- Maintaining school order and security by scheduling and coordinating parents-on-duty
  - Assisting teachers in maintaining classroom order and student discipline
  - Organizing school cultural events and parties
  - Coordinating and scheduling seminars
  - Conducting fund raising for the School
  - Preparing the annual budget of the PTA for the following years and submitting it to the Board at the same time that the Principal submits the school budget.

## 8.2 Rules of Conduct

8.2.1 The PTA President is elected at the General Membership meeting and is the automatic member in the Board of Directors.

8.2.2 Every classroom should have at least one parent as contact parent(s) who will be in the core team of PTA. If there is no volunteer to be contact parent(s) in a particular classroom, the PTA President and the teacher of the class should nominate parent(s) to be contact parent(s).

8.2.3 The PTA may elect vice president(s) to assist the PTA President at PTA meetings and other activities.

8.2.4 The term of the PTA President is limited to a two-year term.

8.2.5 The PTA meeting is called by the PTA President or at the request of at least one-third of the Council members. The PTA meeting shall be presided over by the PTA President or his/her designated PTA member.

8.2.6 Simple majority rules unless there is a deadlock in which case the PTA President shall rule the final decision.

## **Article 9. Budget and Finance**

9.1 The School budget year (also called school academic year) starts on August 1st and ends on July 31st of the following year.

### 9.2 Budget proposal and approval

9.2.1 Annual School budget for the following year shall be proposed and submitted by the Principal to the Board of Director four weeks before the School term ends.

9.2.2 The Board of Director shall approve or reject the budget proposal within one week of receiving the budget proposal.

9.2.3 The rejected budget shall be returned to the Principal with recommendations for modification.

9.2.4 The Principal shall re-submit the revised budget proposal within one week after receiving the rejection.

9.2.5 Should the revised budget proposal be rejected once more, a special General Member Council meeting shall be called to vote on the budget.

9.2.6 Should the budget proposal be rejected by the General Member Council meeting, a final modification to the budget proposal shall be made by the Board of Directors. The modified budget proposal passed by the Board shall become the final budget.

### 9.3 Financial Operations

9.3.1 The School's financial operation should be governed by separate financial regulations formulated in accordance with this By-law.

## **Article 10. Dissolution of the School**

10.1 The School may be dissolved with a two-third majority decision of the General Membership.

10.2 The Board of Director shall be responsible for disbursement and distribution of the School debts or assets, should there be any, in case of the School's dissolution. The remaining School assets after dissolution shall be donated to non-profit organizations.

10.3 The School reserves the right to seek legal advice in matters relating to dissolution of the School.

## **Article 11. Miscellaneous**

11.1 The School is not responsible for any physical or personal property damages incurred to any member or student on the School premises.

11.2. The Board of Directors shall interpret the By-law in its application. Final interpretation of the By-law shall belong to the General Member council.

11.3. In case of a conflict existing between this By-law and either the Federal or State laws of the US government, the articles in conflict should comply with the Federal law of the US government.