

Bylaws of Chinese School Andover

ARTICLE I. General

Section 1. Name: The name of the organization shall be “Chinese School Andover, Inc.” (CSA). The school web site URL is www.csandover.org.

Section 2. Purpose: CSA is a non-profit, Chinese cultural and language education and preservation organization, with objectives of providing Chinese language education and promoting Chinese culture and tradition, for both youngsters and adults with or without Chinese background in Andover, MA, and its surrounding communities. CSA is also committed to work with other cultural and educational organizations at regional and national levels to make joint efforts in promoting and enhancing the communication and cooperation.

Section 3. Principles

1. CSA does not discriminate on the basis of race, color, national, religion, sex, ethnic origin or physical condition in administration of its operational policies, and other CSA-administered programs. CSA shall not be influenced by and/or involved with any politics and religious. Solicitation material is not allowed on CSA premises.
2. The school adopts the Chinese Pinyin phonetic system and simplified Chinese characters writing system. The school should not exclude traditional Chinese characters writing system. The school develops its curriculum and programs based on the needs of its pupils and parents.

ARTICLE II. Organization

Section 4. Organization: CSA consists of the Board of Directors, the School Administration, Teachers, Parent Representatives, and Senior Advisors.

Section 5. Power of the Board: The Board of Directors has the power for the overall policy-making and full authority to modify and to interpret the bylaw. The Board of Directors can overturn decisions made by other CSA offices, branches, and groups.

ARTICLE III. Board of Directors

Section 6. Responsibility

3. The board is responsible for overall policy and direction of the School.
4. The board is responsible for CSA's strategic planning, long-term reserve fund raising, and external public relation activities.
5. The board is responsible for the appointment of principal and treasure, approval of the appointment of the vice principals, and key CSA officials. The board has the authority to terminate and hire the school principal and appointed officials during their terms.
6. The board is responsible for leasing school facility, reviewing organization financial status and approving CSA budget plan and the school programs and curriculum.
7. The board members shall assist in collecting feedback from pupils, teachers, and parents regarding the school administration and various aspects of the school programs, instructions, and operations.

Section 7. Members of the Board

8. The Board shall have up to nine but not fewer than three members. It has one Chairman. School principal shall be the board member as long as he/she holds the office. The board receives no compensation other than reasonable expenses reimbursement.
9. In general, the board members should be the ones who have involved in CSA's activities for one year. The board can accept its members from outside the school community. These members shall not be more than one fifth (1/5) of the total board members.
10. Membership of a board director shall be reviewed every school year by the board and chairman of the board.
11. Termination of a board director can be either by the director's own voluntary resignation from the board, or recommended by the board chairman or one third of the board members, and approved by two-third of the remaining directors. A board director is considered as voluntary resignation from the board with two unexcused absences from board meetings in any one CSA school year.

Section 8. Chairman of the Board: The Chairman of the Board is elected by majority votes or consensus of the Board of Directors.

Section 9. Board Meeting

12. The board shall convene meetings once per quarter and not less than twice per calendar year. Chairman of the board or any one-third board directors can call for additional special meetings.
13. Chairman of the board sets the meeting agenda, chairs and facilitates the meeting on all discussion and issues. In the absence, a director appointed by the chairman performs the chairman's duty. Chairman of the Board, per his/her discretion, can invite no-voting members sitting in board meeting.
14. The board decisions are made by majority votes unless specified otherwise. The Chairman of the board makes final decision when there is a tie vote.
15. A quorum must be attended by a majority of the board members before business can be transacted or motions made or passed.

ARTICLE IV. School Administration

Section 10. The Administration Committee

16. The committee is chaired by the principal. The committee is organized and operated by the committee chairman. Chairman of the administration committee is responsible to the Board of Directors and should report to the board frequently.
17. It consists of all school officials per the principal's discretions.
18. The task of the Committee is to manage the school's day-to-day activities. Their responsibilities also include record keeping, helping in fund raising and handling of complaints.

Section 11. Principal and Officials

19. The Principal, by leading the administration committee, is responsible for the school's daily operation, and management of school programs; proposing the school budget, curriculum, and operation plans to the board for review and approval; execution of long term and short term plans, providing annual report to the annual parents meeting. The principal shall serve as the chief executive of the office and spokesperson of the school. The vice-principals assist the principal in the overall school operation and perform his or her designated responsibilities.

20. All admin members, teachers, parent representatives who served a school position for at least one year automatically qualified as candidates for the school principal or vice principals. Principal candidate can be nominated by any CSA member. Board will select and appoint principal. The principal shall nominate vice-principals from qualified candidates to the board for approval. The principal shall appoint other administration staffs, but in general should not replace one-third or more administrative staffs from previous school year.

21. Other officials except the treasure are appointed by the principal may subject to approval of the board of directors. The treasure is appointed by the board of directors.

22. Term of the school officials is one school year. The principal can be re-appointment by the board for a new term. There is no term limit to other principal appointed officials.

23. In the case of resignation of or losing the principal in the middle of a CSA school year, one of the current vice principals shall be, recommended by the administration committee and approved by the board of directors, promoted to be the principal for the remaining term. In the case of resignation of or losing a vice Principal in the middle of a CSA fiscal year, a new vice principal will be recommended by the principal and approved by the board.

ARTICLE V. Teacher

There is one full-time teacher per classroom plus other specialist(s) if necessary, all recruited by the Principal for a term of one school year with no term-limit. Teachers' joint responsibilities are setting up the teaching standard, teaching plan, and establishing school library for supplemental teaching/culture materials. Their individual responsibilities are classroom conducts, classroom cleaning, and other teaching activities. Teachers shall observe CSA Teacher Conduct Regulations.

ARTICLE VI. Parent Representative

Section 12. The Parent Representative:

24. A school parent representative must be parent of a school's current pupil.

25. There is at least one parent representative for each class.

26. A parent representative is elected by consensus or simple majority vote in the parents meeting of the classroom during the first month of a new school year.

27. A parent representative can be dismissed by a simple majority vote in a parents meeting of the classroom.

Section 13. Responsibility:

28. A class representative should help to enhance communications between school administration, the class teacher, and the class pupils and parents.

29. A class representative should assist the class teacher when needed.

30. A class representative should actively help CSA's fund raising.

ARTICLE VII. CSA Senior Advisor

Section 14. The Senior Advisor: A CSA Senior Advisor is appointed and certified by the board of directors after the candidate accepts the appointment by Chairman of the board.

Section 15. Responsibility: CSA Senior Advisor should provide high level advises and helpful resources to CSA offices and committees. Any recommendations and suggestions proposed by a senior advisor to a CSA office and committee should be formally discussed by the receiving office and committee followed by a decision and action feedback to the advisor.

ARTICLE VIII. Others

Section 16. Compensations to CSA's officials, if there is any, are proposed by the Administration Committee and must be approved by the Board of Directors.

Section 17. Funding: The main source income of the school is from tuitions. The principal recommends tuition rate of every school year to the Board of Directors for approval. Funding of CSA can also come from reserve fund, donations, sales and advertisements.

ARTICLE IX. School Year

Section 18. CSA School Year begins on July 1st and ends on June 30th. There are two terms in each school year.

Section 19. Financial Operation: The school financial operation shall follow CSA's finance regulations.

ARTICLE X. School Annual Meeting

The school annual meeting shall be conducted in the last month of the school year.
The principal shall give annual operation report in the meeting.

ARTICLE XI. Termination

When it becomes the decision of more than three-quarters of all current parents, teachers, staffs, and two-thirds current board directors to terminate CSA, all net assets shall be transferred to non-profit organization(s) of similar missions.

ARTICLE XII. Modification and Amendment of the Bylaw

Any modification of and amend on the bylaws shall be approved by two-third (2/3) votes in a board meeting with all board members present.

Amendment Accepted by Board of Directors on August 26, 2004

Changes accepted by Board of Directors on March 4, 2005