

## **BY-LAWS OF THE EAST BAY CHINESE SCHOOL**

### **ARTICLE I - NAME AND LOCATION**

- 1.1 **Name:** The name of this school is The East Bay Chinese School.
- 1.2 **Location:** The principal office of the School shall be located in the county of Alameda, California.

### **ARTICLE II - PURPOSE AND PRINCIPLE**

- 2.1 **Purpose:** The purpose of the School is to promote the Chinese language and culture as well as the Sino-American culture exchange.
- 2.2 **Principle:** The School is a non-profit making organization, and is open to all students who are interested in learning Chinese language and culture, regardless of their race, creed, color, sex or national origin.

### **ARTICLE III - GENERAL MEMBERS AND PARENT CLUB**

- 3.1 **General Member:** Any family whose child or children are currently registered at the School is a General Member of the School.
- 3.2 **Parent Club:** A Parent Club Officer shall be elected from the Parent Club and this Officer shall participate in the election and removal of Board Director, confirmation of the new and revised School By-Laws and fund-raising activities.
- 3.3 **Parent Club Officer:** Elected by the entire body of General Members for a term of one year and may be re-elected. The Parent Club Officer shall be responsible for organizing the Parent Club, and shall also be a self-evident Board Director.
- 3.4 **Removal of Parent Club Officer:** A Parent Club Officer shall be removed simply by a removal petition signed by a majority of General Members.

### **ARTICLE IV - BOARD OF DIRECTORS**

- 4.1 **Powers:** The School shall be governed by the Board of Directors, which shall formulate new policy, revise old policy, appoint and approve School officers, and non-General Member Directors.
- 4.2 **Organization:** The Board of Directors is composed of “Elected Directors” and “Non-Elected Directors”, both exercise equal rights. A Chairperson shall be elected by the Board Directors for a term of one year and may be re-elected. The number of “Elected Directors” shall be no less than seven or more than twenty as determined by the Board.
- 4.3 **Elected Directors:** The Elected Directors shall be elected by the General Members for a two-year term and may be re-elected twice for serving a total of six consecutive years. During March and April of each year, the Chairperson of the Board shall notify the General Members of the pending election of the new Board Directors. Any interested General Member shall

submit an application, which shall state the applicant's experiences and other pertinent information as required by the Board, or nominate by other members with the nominee's approval to join the election. The Chairperson shall obtain enough applications by the end of April.

The candidates who receive the most votes to fill the new seats in the Board shall become new Board Directors commencing on the day of the last Board meeting of the school year. Any vacancy in the Board caused by resignation, ineligibility, removal, or otherwise shall be filled by provisionally appointed Director by 2/3 of the Board Directors with a term up to the next election.

- 4.4 **Non-Elected Directors:** Have a term of one year, composed of 1) the current Chairperson of Parent Club 2) the current Principal 3) the representatives of teachers 4) the Principal of previous year 5) non-General Member director.

The Teachers' Representatives

Teachers may recommend one to three representatives to the Board as Directors. The accurate number shall be decided by the Board, and shall be less than 1/7 of the entire Board.

The Non-General Member Directors

Any non-General Member persons who have a concern for the School may be recommended by a General Member and granted Directorship by consent of 2/3 of Board Directors. The number of Non-General Member Directors shall be determined by the current Board and shall be less than half of the Elected Directors.

- 4.5 **Removal of Directors:** Any Board Director can be recalled by a petition signed by a simple majority of the General Members of the School.

## ARTICLE V - MEETINGS OF THE BOARD OF DIRECTORS

- 5.1 **Regular Meetings:** Regular meetings of the Board shall be held four times each school year, once during the beginning four weeks and once during the last four weeks of the school year. The date and place of the regular meeting shall be arranged by the Chairperson and communicated to each Board Director at least one week prior to the meeting.
- 5.2 **Special Meetings:** Special meetings of the Board may be called by the Chairperson of the Board, and also shall be called by the Chairperson within three days on the receipt of a written request from three or more Directors.
- 5.3 **Quorum:** At all meetings of the Board a majority (no less than half) of the Directors shall constitute a quorum for the transaction of business and the act of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board.

## ARTICLE VI - OFFICERS

- 6.1 **Appointment:** The School Principal shall be elected and approved by a majority of votes of the entire Board Directors and shall be appointed by the Chairperson of the Board. The other Officers of the School shall be nominated by the Principal and approved by the Board.

The term of all Officers shall be one year commencing from the day of the last Board meeting of the spring semester till the same meeting of the next year. All Officers may be re-elected for a total of six consecutive years. The Chairperson of the Board shall preside over the installation of all new Board Directors and Officers.

- 6.2 **Principal:** The Principal shall naturally be the official School representative and coordinator of all functions: formulating School development programs, budgeting, submitting the proposed programs to the Board for approval, executing them afterwards and carrying out any policy as determined by the Board.

The Principal is responsible for the selection of all teaching staff and appointments of all teaching staff with consent of the Board. The Principal is also authorized to establish the duties and functions of each and every administrative staff member.

The Principal, in consultation with the Board, shall set the general agenda of the staff meetings concerning administrative and academic affairs. All staff meetings shall be open to General Members.

- 6.3 **Removal of Principal:** The Principal shall be removed for malfeasance, misfeasance or nonfeasance of the office by a majority vote of the entire Board.

#### **ARTICLE VII - GENERAL PROVISION**

- 7.1 **Effective Date:** These By-laws shall be effective immediately upon their adoption by a simple majority vote of the entire Board.
- 7.2 **Amendment:** These By-laws may be revised, amended or repealed and new By-laws may be adopted by a simple majority vote of the entire Board.
- 7.3 **Minutes:** The School shall keep correct and complete books and records of account and shall keep the complete minutes of the Board meetings.