

Revision date: Dec. 07, 2006

By-Laws of the Michigan New Century Chinese Center (MNCCC)

1. Mission, Purpose and Principles

1.1 Michigan New Century Chinese Center (here after MNCCC) is a non-political, non-profit, non-religious, and independent community center, open to the general public, no discrimination based on ethnic origin, age, gender, etc.

1.2 MNCCC's mission is to teach the Chinese language and promote the Chinese culture, heritage, understanding, and exchange in the diverse American society.

1.3 MNCCC accepts donations and supports from individuals and other organizations.

1.4 MNCCC adopts Pin-Yin, Pu-Tong-Hua (standard Mandarin), and standard simplified Chinese characters as the basic elements of delivery for the Chinese language education.

1.5 Michigan New Century Chinese School (MNCCS) is the core organization of MNCCC.

2. The Organization Structure

The center governing structure consists of the Board of Directors and Executive Committee.

2.1 The Board of Directors consists of 5 to 9 Directors, each with a two-year term, without term limits. The Board of Directors are non-paid volunteers.

2.2 Policy-making voting and Election voting must be conducted with a minimum of 70% of total board members; Such meetings shall be announced through a track-able means with one week or longer leading time, **with voting item(s) pre-announced if applicable;** or notified-and-confirmed in short notice in emergency.

All voting follows simple majority rule **unless otherwise stated.**

Board of Directors shall follow a good code of conduct for the best interest of the school.

2.3 The Chairperson of the Board shall be elected annually during the last quarter of each calendar year by the Board of Directors.

2.4 The Chairperson is responsible for leading the Board of Directors for the Center's long term planning and policies, including but not limited to, organizing bi-annual status reviews, annual elections, **and** policy-making meetings **when needed**, etc.

2.5 The board of directors must supervise school's **fundamental matters**, including but not limited to:

Annual Elections **for Board Chairperson and Principal**

Approvals for Deans, Treasurer, General Secretary, Web Master, etc.

Annual financial review and budget **approval**

Tuition rate **in general**, pay rate **in general**, school location, class time, textbook, etc.

2.6 Membership of the Board of Directors is established by 1) available position, 2). voluntary, 3). recommended by 2 existing members of the Board of Directors, 4). approved by simple majority vote of existing members of the Board of Directors.

2.7 Members of the existing Board of Directors can be terminated by 1). Resignation or away from the area for more than 6 month; 2) Dismissed by a minimum of 75% majority vote of the Board of Directors excluding himself/herself.

2.8 Directors shall attend scheduled Board meetings on a twice-a-year basis.

If absence is unavoidable, he/she shall ask for leave in a timely manner with a good reason, cast vote **with** a track-able means prior to the meeting, and abide by decisions made during the meeting.

2.9 The executive committee is the executive body of the School, and to carry the daily operations for the School. The committee shall carry out the policy established by the board of directors, including but not limited to the following:

1. Define school daily tasks;
2. Hire (or terminate) teachers and other workers;
3. Enforce School Policies including student discipline;
4. Approve student grades according to teacher recommendations, and maintain records;
5. Perform other activities necessary and appropriate for school operation.

2.10 The School Principal is the Chief Executive Officer of the School. He/She may nominate candidates for positions needed for Executive Committee's discussion, and present candidates for key positions to the board for approval.

2.11 The Executive Committee shall present budget for Board approval on a semester or annual basis.

2.12 Executive Committee members are representing the school in carrying out all daily routine activities. Committee members should cooperate with each other, and follow school's operation guidelines whenever applicable. Some tasks, **especially when commitment and obligation are involved**, must be coordinated with the Principal for final approval whenever possible.

3. Financial Policy

3.1 The **detailed** tuition rate and pay rate may be proposed by executive committee and must be approved by the board of directors.

3.2 Expense of the school

All expense for the school must abide by the IRS regulations whenever applicable. Expense must be submitted by written expense report for reimbursement, except for approved school

routine items, such as **facility** rental, textbook fees and teachers pay, etc.

3.2.1 Principal may authorize Non-operational expenditures up to \$100, limited to two times per semester. Any excessive needs must be approved by the executive committee, and expense report for **such items** shall have at least three signatures.

3.3 Financial report: Financial report must be available to the board of directors within 4 weeks after each semester, or within 4 weeks after the board so requested. The financial report must be in both formats: as daily ledger with all items, and as a summary report with categories:

- Teaching expense
- School supplies and **major** equipment
- **Facility** rental
- School activity expense
- Income: Tuition; donations; and **fundraising**
- **Administration cost**

4. Parent Teacher Association

4.1 Parent Teacher Association (PTA) may be formed by teachers and parents (or legal guardians) of currently registered students on a voluntary basis to assist student learning and enhance communication between parents and the school.

4.2 The PTA may engage in activities upon approval of the Executive Committee 1) organizing parents activities; 2) assisting the Executive Committee in communication with parents; 3) providing parents' feedback and suggestions to the Executive Committee; and 4) other non-teaching activities not affecting school normal operations.

5. Organization Responsibility and Dismissal

5.1 The board is responsible for the organization in general, including handling legal affairs. The Board Chair, board members, and any officer may be its representative, but any individual **shall not be held responsible personally** for its legal obligations, nor for its financial obligations.

5.2 Should MNCCC become unable to continue functioning, or need to be dismissed, the residual assets, if any, shall be donated to **a** non-profit organization selected by then Board members.

6. Administrative Policies and Documents

6.1 The Administrative Policy, Teacher Contract, Worker Contract, and other related documents shall be supplement to but not conflict with By-Laws.

6.2 Amendment of the By-Law must be approved by 75% of the Board of Directors. Revisions shall be effective for new term **and** new events only; **or otherwise may also be applied to** an on-going event **if so approved** by 100% of the Board of Directors.

Michigan New Century Chinese Center

Board of Directors

Revised and Co-signed on **December 7**, 2006
Changsi Chen Xiaoying Cheng

Xianli Huang Xiaomei Liu

Zhe Kong Aiming Sun

Lianggen Zheng

Revision Date: November 11, 2001
Hong Qiao, Lianggen Zheng, Jian Pan, Qian Li, Changsi Chen , Aiming Sun

(The End)