

橙郡华人协会章程 **Orange County Chinese Association Constitution**

1.0

Purpose Orange County Chinese Association (herein referred to as the Association) is an on-going, non-profit organization, and the purpose of which is to promote the Chinese culture and to benefit the community of Orange County, New York.

2.0

Membership Qualification the Association is an open, non-political organization. Individuals, who identify with the Association's purpose above, agree to abide by this constitution, register, and pays due every year can become a member.

3.0

Organization and Management the basic structure is the General Member Assembly (herein referred to as the Assembly). Below the Assembly is the Board of Directors, which steers the direction of the long-term, basic administrative policies. For detail refer to the attached sketch (Orange County Chinese Association Organizational Chart).

4.0

Board of Directors

4.1 The Board of Directors is the policy-making body, and represents the Assembly in the monitoring the functions of the Association

4.1.1 Job function: appoints/terminates the principal, the vice principal, and teachers, proposes, examines, and passes the budget and administrative plan.

4.2 The Board of Directors comprises of seven members serving two-year terms. If re-elected can serve again-footnote 11.2.

4.2.1 Job function of directors: participate in the discussion and resolution of affairs, and suggest opinions and alternatives for the business related to the Board.

4.2.2 If for some reason the director cannot serve out his/her term, a resignation must be submitted to the Board 30 days in advance.

4.2.3 If necessary the number of directors may be increased or decreased. However, the adjustment must be approved by more than 50% of the seven (7) directors to take effect.

4.2.4 Substitute director: shall be an un-elected candidate with the largest votes less than the elected director, and serve out the remaining year. Substitute status is effective for one year.

4.2.5 If there is vacancy in directorship, a substitute director in turn will take his/her place.

4.2.6 Every year starting November 15th, the Board accepts the nomination for directors. Every year before January 1st, the Board will inform all of the current members in writing a list of candidates' names. Also, during the Chinese New Year Celebration, an election will be conducted anonymously, and members must personally get to the voting place to cast their votes. An absentee voter must write a letter to the Board listing his/her choice of candidates, personally sign the letter, and submit the letter to the Board the day before the election.

4.3 The Board of directors includes a President and Vice President. They are chosen by the Board among the Board members, each serving a one-year term.

4.3.1 The Job Function of the President

4.3.1.1 Represents the Board and is responsible to the Association

4.3.1.2 Represents the Association in managing all outside activities

4.3.1.3 Responsible for chairing and convening scheduled and unscheduled Board meetings, discuss administrative policies and matters related to the financial budget. Scheduled meetings are set for once each year in March, June, September, and December. Directors are given two-week advance notice prior to the grand meetings.

4.3.1.4 Responsible for chairing and convening unscheduled grand meetings related to matters of elections, terminations, or resolutions related affairs.

4.3.1.5 Unscheduled grand meeting: The President must as soon as possible arrange for the convening of the grand meeting, if 1/3 of the members collectively request a grand meeting.

4.3.2 The Board of directors maintains meeting records managed by the general secretary. At the conclusion of each meeting, the minutes are read aloud. If there is no disagreement, the minutes become the official record of the meeting. Board meeting minutes are public; any current member has the right to peruse it.

4.3.3 The Board has decided that if the opposing parties have the equal number of votes, the proposal shall be decided by the general director.

4.4 If the directors, President, or Vice President displaces inappropriate behaviors, acts in an unfair manner unfair in handling matters, or violate the purpose and spirit of the Association, the members, with 1/3 of the signatures of the members, can initiate a meeting of all members. In the meeting, the members can elect, with the approval of 2/3 of the members, to terminate the above offender(s). If the President or Vice President is, for no reason, absent from the Board meeting more than twice a year, and if the incidents are examined and confirmed true, the Board may vote (approval by 2/3 of the seven (7) directors) to terminate the President or Vice President. If the President or the Vice President is absent three times within a year, due to reasonable matters or illness, he/she shall voluntarily resign from their position.

4.5 The Board of directors establishes the academic, recreational, financial, general affairs and secretarial offices to manage the daily administrative businesses.

4.6 In the absence of the President, the Vice President shall assume his/her responsibilities. If the Vice President is absent, the general secretary shall take over. If the general secretary is absent, an experienced director shall take over.

4.7 If the President for some reason cannot fulfill his/her terms, his/her job function shall be assumed by the Vice President. See footnote 11.2.

4.8 Office of the Secretary: the office is staffed by one secretary general, appointed from the directors by the board.

4.9 Job Function of the Office of the Secretary

4.9.1 Responsible for recording and safekeeping the minutes and all of the document files of the Board meeting.

4.9.2 Responsible for recording and safekeeping the Chinese School's minutes of meetings, and all of the document files of the Chinese School.

4.9.3 Apply for the necessary books.

4.9.4 Distributes registration, membership application, and other notification forms.

4.9.5 Organizes newspaper clippings.

5.0

Academics Director

5.1 Job Function of Academics Director: manages the academic research, library facility, and teaching plan related to the academic activities of the Orange County Chinese School. This position is all served by the Principle of the Orange County Chinese School.

5.2 Academics Director is in charge of the Chinese School.

5.3 Orange County Chinese School

5.3.1 The Orange County Chinese School (herein referred to as the Chinese School) serves the purpose of teaching the Chinese language, history, and traditional culture. Members of the Association and their children who join the Association in support of the founding purpose of the Association can join the Chinese School.

5.3.2 The School is staffed by a Principle and a Vice Principle, who are chosen by the Board after agreement and passage by 2/3 of the seven (7) directors to serve a one-year term. The elected can serve again, but no more than two consecutive terms.

5.3.3 Qualifications of the President and Vice President

5.3.3.1 Individuals who identify with the founding spirit of the Association, and is a member of the Association.

5.3.3.2 Members who are enthusiastic about the school affairs, and knowledgeable about the administration of the Chinese School.

5.3.3.3 Members who display leadership, strong execution skill, strong enthusiasm toward service.

5.3.4 Responsibility of the Principle

5.3.4.1 The Academics Director is the Principle.

5.3.4.2 Manages all affairs related to the Chinese School, establishes a teaching plan, which is submitted to the Board for approval prior to the beginning of each semester. Executes school affairs, and enforces the school's administrative policies approved by the Board or the Assembly.

5.3.4.3 Attends Board meetings, gives reports on the affairs of the Chinese School, and responds to the questions regarding the affairs of the School.

5.3.4.4 Attends inter-school teaching meetings and tours, and proposes improvements to the Board.

5.3.4.5 Proposes the appointment and removal of the dean and teaching staff of the school, submits the proposal at the next board meeting for approval.

5.3.4.6 Determines school emergencies including the safety measures during school hours, school delay or cancellation due to inclement weather conditions or others, and notifying the parents accordingly at the earliest time.

5.3.4.7 Sign and distribute the teachers' contracts.

5.3.5 Teachers' contracts are annually based. However, either party can initiate cancellation with 30-day advance notice.

5.3.6 Salary: principal and teachers are essentially volunteers. However, to express the gratitude for their contributions, the board will offer them travel expense compensations based on school finance and inflation level.

5.3.7 The principal may be removed for inappropriate conduct by petition from more than one third of the parents or more than one third of the board, followed by the approval of two third majority of the emergency board meeting called upon by the President.

5.3.8 In case the principal cannot fulfill his term, he should offer resignation to the board at least 30 days in advance. His duty will be temporarily assumed by the assistant principal.

5.3.9 Duty of the assistant principal.

5.3.9.1 The Assistant Principal is selected by the recommendation of the school principal or the board. His duty is to assist the principal in executing school affairs.

5.3.9.2 Acts for the principal during his absence.

5.3.9.3 Assumes the duty of the principal when he cannot finish his term.

5.4 Duty of the dean

5.4.1.1 Assists the principal in drafting teaching plan. Designs and prepares academic activities. Improves textbook and library collections.

5.4.2 Assists the principal in preparing the teacher's roll.

5.4.3 Sets up class schedules.

5.4.4 Helps teachers in improving teaching methods.

5.4.5 Manages the original textbooks. Determines the required quantity and requests the board to make up for the insufficient amount.

6.0

Recreational officer

6.1 The recreational officer is selected from the board members and approved or removed by the majority vote of the board for a one-year term, renewable by re-election. He can appoint an assistant recreational officer and notify his selection to the board.

6.2 Duty of the recreational officer

6.2.1 Sponsor movies, dinner parties, dances, and other recreational activities. Submits an annual plan to the board for approval during March.

6.2.2 Sponsors seminars and youth activities.

7.0

Treasurer

7.1 The treasurer is selected from the board members and is approved or removed by the majority vote of the board for a one-year term, renewable by election.

7.2 Duty of the treasurer.

7.2.1 Manages the finances of the association. Maintains a balanced budget.

7.2.2 Collects tuition from the parents during the first day of the semester. Proposal of the tuition amount is submitted by the principal to the board for approval.

7.2.3 Makes payments for the school expenses, such as rent, stationary, books, and other equipments.

7.2.4 Presents the budget of the following year to the board and executes it after approval.

7.2.5 In case of budget deficit, submit request to the board for approving tuition increase.

7.2.6 Prepare detailed accounting record for regular board inspection. The finance of the association is open to any current member for examination.

7.2.7 Collect membership fee during spring festivities.

7.3 Fiscal year of the association begins on March 1st.

8.0

The association starts the new annual term on the first Sunday of March. All the transition of offices should take place on that day.

9.0

If the whole board resigned for unforeseeable reasons, the new board shall be elected by the general assembly of the members.

10.0

General Services Officer

10.1 The general services officer is selected from the board members and approved or removed by the majority vote of the board for a one-year term, renewable by re-election.

10.2 Duty of the general services officer.

10.2.1 Manage and inventory the properties of the association.

10.2.2 General purchase.

10.2.3 Manage the printing of the students' homework material. Coordinate the teachers and other staff for the above.

10.2.4 Other general business of the association.

11.0

Appendix

11.1 When necessary, this charter can be revised by the board meeting initiated by two thirds of the board members. The revision is drafted by the board and presented to the members at large. The revision will become effective in two weeks if no objection is raised. In case of objection, a petition is required to return the revision to the board for further consideration.

11.2 Only half of the board members are re-elected each year to maintain stability. Excluded are the elections for make-up or expansion. After the annual election of the president, the vice president is elected from and by the board members. When the vice president cannot assume his duty, the board will re-elect his replacement within 30 days.

11.3 When objection of the direction or personnel change of the association is raised by petition of more than half of the general members, the board has to seek satisfactory resolution as soon as possible.

11.4 Except travel expenses for the principal and teachers, there are no monetary compensations to all the other personnel due to the voluntary nature.

1.0

宗旨: 橙郡华人协会(以下简称本会)为一永久性,非营利性之组织,以介绍中国文化,增进橙郡华人與社區共同福利為宗旨。

2.0

会员资格 本会为公开,非政治性之组织,凡符合本会上述宗旨,并同意遵守本会规章 而于每年登记并缴纳会费者,均可成为本会会员。

3.0

组织与职掌 本会之根本基层组织为全体会员大会(以下简称大会),下设董事会,职掌长期性基本之施政方针,董事会须对大会负责。参见附图《橙郡华人协会 组织一览表》。

4.0

董事会 董事为决策机关,代表大会负责监督所属行政单位。

4.1 职责: 任免正副校长、干事、教师、审订及通过预决算及各单位之行政计划方案。

4.2 董事会设有董事七人,任期二年,连选得连任。(见附注 11.2.)

4.2.1 董事之职责: 参加有关事务之商讨与表决,并提供意见以及协办与董事会有关之业务。 4.2.2 董事如因故不能任职期满时,得于三十天前向董事会提出辞呈。

4.2.3 董事人数于必要时可酌予增减,但需现任董事半数以上通过,方为有效。

4.2.4 董事出缺时,得由现任候补董事依次递补。

4.2.5 候补董事: 票数少于当选董事之董事候选人,候补资格有效一年。

4.2.6 每年十一月十五日起,董事会开始接受董事候选人之提名。董事会于每年一月一日以前将候选人名单以书面通知所有现任会员,并在春节联欢会时 举行投票,投票采不记名方式,会员必须亲自前往投票所签名领取选票并 当场投票以示公

允。通信投票者,必须亲笔写信给董事会开列所选之人名,并亲自签名,该信必须于投票日以前送达董事会。

4.3 董事会设正副董事长各一人,由董事互相推选产生之,任期各一年。(见附注 11.2)

4.3.1 董事长之职责

4.3.1.1 代表董事会向大会负责。

4.3.1.2 对外代表本会,职掌一切对外活动。

4.3.1.3 负责主持及召开定期或非定期之董事会议,商讨行政方针、财经预算等有关业务。定期会议于每年三月、六月、九月、十二月各开会一次,于会期前二星期通知各董事。

4.3.1.4 负责主持及召开定期或临时大会、选举、罢免、或表决有关业务。

4.3.1.5 临时大会:三分之一以上会员联名要求召开大会时,董事长必须尽快安排召开临时大会。

4.3.2 董事会设有会议记录,由秘书长掌管,于每次会议结束前,或下次会议开始时,宣读一次如无异议,则正式成为会议记录。董事会议记录一切公开,任何现任会员均有权索取。

4.3.3 董事会决议如双方票数相等时,该议案应由董事长全权决定之。

4.4 董事,正副董事长如行为不当,或处事有失公允,或有违反本会宗旨及立会精神时,得由会员自动发起,且具三分之一之签名附议时,得召集会员大会,以三分之二大多数通过罢免之。董事、正副董事长,如一年内有两次无故不出席董事会,而经董事会审查确实者,得由董事会投票过半数,决定免除其董事,正副董事长之职务。董事,正副董事长于一年之内,因事或因病不克参加董事会三次者,得自动放弃其董事,正副董事长之职位。

4.5 董事会下设学术、康乐、财务、总务及秘书处、主理日常行政业务。

4.6 董事长不在时,其职务应由副董事长代理,如副董事长不在时,应由秘书长代理。如秘书长亦不在时,应由资深董事代理。

4.7 如董事长因故不克任职期满时,其职务应由副董事长代理。(见附注 11.2)

4.8 秘书处:秘书处设秘书长一人,由董事长指定一董事兼任。秘书处之职责

4.8.1 负责录取并保管董事会议记录,及有关董事会之一切文件档案。

4.8.2 负责录取并保管中文学校会议记录,及有关中文学校之一切文件档案。

4.8.3 申请所需书籍。

4.8.4 发注册及会员入会表格及其他通知。

4.8.5 整理剪报。

5.0

学术董事

5.1 学术董事之职责:职掌有关中文学校的学术研究、图书设备、教学计划等有关学术之活动,由橙郡中文学校校长兼任之。

5.2 学术董事主管橙郡中文学校。

5.3 橙郡中文学校。

5.3.1 橙郡中文学校(以下简称本校)以教授中国语文、历史、传统文化为目的。凡符合本会立会宗旨,成为本会会员者及其子弟,均可参加。

5.3.2 本校设正副校长各一人,由董事会推选,经三分之二以上董事赞成通过后聘请,其任期为一年,连选得连任,但连任不得超过二次。

5.3.3 正副校长资格。

5.3.3.1 符合本会立会精神,且参加本会者。

5.3.3.2 热心校务,熟悉学校行政者。

5.3.3.3 有领导能力,办事能力强,服务热心者。

5.3.4 校长之职责。

5.3.4.1 校长为当然的学术董事。

5.3.4.2 处理与本校有关之一切业务,拟定教学计划,于每学期开学前交董事会审查通过,推行校务,执行董事会及大会所通过之校务施行方针。

5.3.4.3 出席董事会,作校务施政报告,答询校政。

5.3.4.4 参加有关校际教学观摩会议,建议董事会以求改进。

5.3.4.5 建议任免本校教务长及教职员,送交下次董事会审查通过。

5.3.4.6 决定校务方面有关之紧急措施,包括学生在校时之安全措施,因天候或其他原因而更动,或取消上课时间时,依当时情形尽早通知各位家长等等。

5.3.4.7 签发教师聘书。 \

5.3.5 教师聘请以一年为期。如有必要,双方得于三十日以前通知对方取消聘约。

5.3.6 薪水:校长及各级教师均为义务性质,但为酬其教学辛劳与支付其交通,及其他与教学有关之费用,设有车马费。其数量多寡则由董事会每年按物价指数,及该年之财政状况斟酌予以调整。

5.3.7 校长如处理校务不当,而三分之一以上家长联名,或三分之一以上董事联名要求罢免时,董事长必须尽快召开董事会进行投票,必须有三分之二以上董事赞成,才能罢免校长。

5.3.8 校长因故不克任职期满时,得于三十日前向董事会提出辞呈,其职责应由副校长暂时代理。

5.3.9 副校长之职责

5.3.9.1 副校长由校长或董事推荐,经三分之二以上董事投票赞成后聘任。其职责为协助校长执行各项职务。

5.3.9.2 于校长不在时代理行使校长职责。

5.3.9.3 于校长不克任职期满时,暂时代理校长职责。

5.4.1 教务长之职责

5.4.1.1 协助校长拟定教学计划, 研究并筹划学术活动, 改进现用教材, 增添图书设备等。

5.4.1.2 协助校长准备教师名单。

5.4.1.3 制定上课日程表。

5.4.1.4 辅助教师改进教学方法。

5.4.1.5 掌管教科书之原稿, 核定所需书籍之数量, 如不足时, 提交董事会负责印之。

6.0

康乐干部

6.1 设正副干事各一人, 正干事由董事兼任, 经董事会以多数赞成通过任免之, 任期一年, 连选得连任, 副干事由正干事指定, 送交董事会备案。

6.2 康乐干事之职责

6.2.1 主办电影、聚餐、舞会等康乐活动, 于每年三月事先提交董事会商讨通过之。

6.2.2 举办学术座谈会, 以及各种青少年活动。

7.0

财务干事

7.1 设干事一人, 由董事兼任, 经董事会以多数赞成通过任免之, 任期一年, 连选得连任。

7.2 财务干事之职责

7.2.1 主理本会之财经预算, 收支平衡。

7.2.2 每学期开学日, 向各位家长收缴该学期之学费, 学费的数额由校长提出, 送交董事会审查通过。

7.2.3 按期支付学校有关之房屋租金, 增添纸张, 书籍, 图书, 器具设备等。

7.2.4 出席董事会, 提出下一年度之财经预算案, 经通过后执行之。

7.2.5 如收支不平衡, 有必要增加学费时, 可交董事会商讨通过。

7.2.6 详细登录财经收支帐簿, 定期送交董事会审核。本会财务公开, 任何现任会员均有权索阅。

7.2.7 每年春节联欢时收会员费。

7.3 本会财政预算年度定为由每年三月一日始。

8.0

董事会与所有附设之机构之行政年度, 一律定为每年三月之第一个星期日, 新旧交接须于是日办理完成。

9.0

如董事会由于任何不可预见之原因全体辞职时, 新董事会应由大会选举产生之。

10.0

总务干事

10.1 设干事一人, 由董事兼任, 经董事会以多数赞成通过后任免之, 任期一年, 连选得连任。

10.2 总务干事之职责

10.2.1 掌管并册列本会财产。

10.2.2 采购。

10.2.3 掌管中文学校学生作业之印刷, 协调各级教师及有关部门。

10.2.4 其他有关本会之总务。

11.0

附注

11.1 本章程于必要时,得随时召开董事会修改之,但须得至少三分之二董事附议,始可召开修改章程会议,一切修改议案由董事会起草通过,送交会员,如于两星期内无异议,则该修正案自动生效。会员如有异议,必需具有三分之一以上会员联名始可交由董事会决议。

11.2 董事会每年只改选二分之一,以维持其稳定性。增补选不在此限。副董事长于每年董事改选后,由董事间互相推选产生之。副董事长出缺时得按章程于三十日内由董事会依法选举产生之。

11.3 会员二分之一以上联名提出对本会任何决议案,行政方针或人事任免等事项有所异议时,董事会必须竞速寻求圆满解决反案。

11.4 除了本校校长与教师有车马费外,其他本会所有人员,均属义务性质,没有任何薪酬补偿。