

## **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, exchange in the diverse American society, [and educational charity activities.](#)

1.3 MNCCC accepts donations and supports from individuals and other organizations. [These income must be used on special projects to promote cultural diversity that the budget for routine operations may not be able to cover.](#)

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 (Hereafter MNCCS, or the school) is the core organization of MNCCC.

### **2. The Organization Structure – the Governing Team**

The center's Governing Team consists of 1), the Board of Directors, [which supervises](#) 2), the 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.

2.3 The Chairperson of the Board shall be elected annually during the last quarter of each calendar year by the Board of Directors. Candidate(s) for the Chairperson shall be nominated or self-nominated at least 2 days before the election.

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 [participate in](#) scheduled Board meetings on a [minimum of](#) 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.

[Meeting notices and voting ballots can be in the form of writing, surface mail, phone, or email.](#)

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. The Principal shall be elected on an annual basis, [during June to August](#) each year. Candidate(s) for the Principal shall be nominated or self-nominated at least 2 days before the election.

2.11 The Principal may nominate candidates for positions needed for Executive Committee's discussion, and present candidates for key positions to the board for approval.

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

2.13 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.

[2.14 The Board of Directors and the Executive Committee \(together "The Governing Team"\) shall follow a good code of conduct for the best interest of the school.](#)

[The Governing Team shall lead MNCCC along its missions, not to financially benefit any individuals in the team; Members of the Governing Team shall take a good judgment and procedures to avoid conflict of interests whenever applicable.](#)

[The Governing Team members shall have rights as a whistleblower and be protected for doing so.](#)

### **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.

School routine operational expenses, such as facility rental, textbook fees and teachers pay, etc. must follow school budget as board approved, and must have original invoices/records whenever applicable.

Miscellaneous expenses may be reimbursed only with expense report. For amount up to \$99.99, the expense report must be signed by the principal or board chair, or witnessed with signatures by 2 board members other than him/herself; for amount of \$100 or above, the expense report must be approved with signature by the Principal or the Board Chair.

3.2.1 Principal or Chairperson may authorize non-operational expenses up to \$100, limited to two times per semester. Any additional expense of this nature must be approved by the Board, 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, include but not limited to:

- 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, or report to and be ready for taking over by the government.

#### 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 Critical Administrative documents such as formal meeting minutes that involve changes in organization structure and missions, etc. must be maintained in a good manner for 3 years; Financial records, including annual tax filings, must be maintained in a good manner for 7 years.

6.3 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

(The End)

Revised and Co-signed on August 16, 2008

Shuxin Bi /s/    Changsi Chen /s/    Xiaoying Cheng /s/    Xianli Huang /s/    Xiaomei Liu /s/  
Zhe Kong /s/    Aiming Sun /s/    Xingguo Yan /s/    Lianggen Zheng /s/

Revised and Co-signed on October 13, 2007

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Revised and Co-signed on December 7, 2006

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