

**BY-LAWS  
OF  
CHICAGO NORTHWEST SUBURBAN CHINESE SCHOOL**

**ARTICLE I: NAME, ORGANIZATION, AND LOCATION**

The name of this organization is Chicago Northwest Suburban Chinese School. In the By-laws, it shall be referred to as "the School". The School is an autonomous, non-profit, non-discriminative and cooperative organization pursuant to the laws of the State of Illinois.

The School is presently located at William Fremd High School, 1000 South Quentin Road, Palatine, Illinois, 60067. The School may be relocated to an alternative site within the Chicago Northwest Suburb as decided by the Board of Directors by majority vote, or as required by the business of the School.

**ARTICLE II: OBJECTIVES**

- To provide a learning environment for the students and their families;
- To teach traditional Chinese Mandarin language, Chinese history, culture and heritage to students;
- To promote educational networking and cultural exchange among members of the School and with other organizations ;
- To participate in charitable, humanitarian activities and community services;
- To foster fellowship and well being among the members of the School.

**ARTICLE III: REGULATIONS**

The School academic year consists of two semesters. The exact dates shall be set annually by the Board of Directors.

The success of the School depends on volunteer work by all members. Parents of the enrolled students are required to cooperate with and to assist the School in all phases of its operation including teaching, assisting teachers, preparing teaching materials, and participating in membership meetings and administrative tasks of the School.

Enrollment of students shall be limited to the member or members of the families that subscribe to the objectives of the School, contribute the best efforts to assist the School, and pay the specified tuition fees and contributions.

The Board of Directors shall determine the tuition for the coming academic year based on a proposed budget.

Children who are at least four years of age before September 1st may be admitted to the School.

**ARTICLE IV: MEMBERSHIP**

Members of the School shall consist of two categories: voting and non-voting members.

Voting members include enrolled students of eighteen years of age or older, parents of underage students, and volunteer faculty members. Each member is entitled to one vote on any issue and may hold any elective office subject to the limitation set forth in Article V, Section 1 of the By-laws of the School.

Non-voting members include participants of adult classes who have no children enrolled in the regular Chinese language classes. Non-voting members are not entitled to the right to vote or to hold any elective office. Non-voting members shall pay an annual membership fee in addition to the regular adult class fees.

## **ARTICLE V: THE BOARD OF DIRECTORS**

### **Section 1: General Powers**

The Board of Directors is the highest governing body of the School. It shall make and execute policy decisions concerning daily operation; manage all business and activities based on the objectives (stated in Article II) and the regulations (stated in Article III) of the School; approve and sign written agreements with other parties; and safeguard the School reserve funds.

The Board of Directors shall have the authority to appoint necessary committees to assist them in achieving the objectives of the School. The Board of Directors may handle all business transactions that are either under five hundred dollars (\$500.00) or are a part of the approved budget by the membership. Any other transactions shall be approved by a majority vote from the membership body.

### **Section 2: Election**

The Board consists of nine members elected by the voting members of the School to serve a two-year term with four or five new members being elected annually.

Any member of the Board of Directors may be re-elected.

Unexpected vacancies on the Board shall be filled for the remainder of the term by appointment of the Board and the Nominating committee.

Candidate for the Board of Directors shall have been a full member of the school for at least one year prior to the beginning of the term. Only the board members who served one-year shall be eligible for principal election.

### **Section 3: Officers of the Board of Directors**

The Officers of the Board of Directors shall consist of one President/Principal, one Secretary, one Treasurer, one Director of Education, one Director of Extra-Curriculum, one Director of Operations, one Director of Social Activities, one Director of Public Relations and one Director of Information Technology. These officers are to be elected within the Board of Directors no later than one month after the general election.

### **Section 4: Responsibilities of the Officers**

#### **(a) President/Principal – the chief officer of the Board:**

- Coordinates all school activities.
- Files School official documents.
- Represents the School in community activities.
- Prepares school calendar and school budget.

#### **(b) Secretary:**

- Issues School newsletters and directory.
- Administers overall registration process.
- Coordinates with the Director of Information Technology to complete registration and publication/distribution of the school directory and newsletters.
- Makes announcement of the membership meetings.
- Maintains all record and correspondence of the School including the minutes of the meetings of the Board of Directors and the membership, and all historical documents of the School.

- Prepares ballots for all elections.
- In the absence of the Principal, the Secretary shall perform the duties of the Principal.

**(c) Treasurer:**

- Maintains records of the school funds.
- Deposits and disburses funds as the Board of Directors determines.
- Submits financial reports of all the receipts and expenditures at the Board of Directors meetings.
- Reports school financial status at the parents and membership meetings.
- Acquires insurance coverage for the school operations and special events.
- Files annual Federal and State tax reports.
- Provides independent auditing reports to the Board.

**(d) Director of Education:**

- Conducts teacher's meetings and reports to the Board of Directors.
- Coordinates academic activities including but not limited to speech contest, vocabulary contest, school accreditation process, credit transfer, and SAT II Preparation test.
- Assists teachers to order teaching materials and approves education expense reimbursement.
- Organizes teacher appreciation events.
- Recruits, trains, assigns and evaluates teachers.
- Leads teaching methods research and development.
- Be responsible for library management.

**(e) Director of Extra-Curriculum:**

- Administrates the 4<sup>th</sup> period student extra-curriculum enrichment programs, including designs, develops, promotes, and manages the programs.
- Superintends 4<sup>th</sup> period program teacher recruitments and evaluates extra-curriculum teachers.
- Coordinates out-of-school activities related to the 4<sup>th</sup> period programs, including but not limited to student performances, sport tournaments and voluntary community services.
- Leads and advises the Student Council. Provides guidance and oversees all Student Council's activities.
- Develops and supervises the adult class programs. Organizes adult class registration process and out-of-school performance activities.
- Conducts non-voting adult class members' initial enrollment screening process.

**(f) Director of Operations:**

- Maintains records of service points of the parents. Prepares rosters for the "parents on duty".
- Determines and monitors the assignments of the "parents on duty".
- Maintains records of school equipment.
- Monitors school security and the conducts of the students (see CNSCS School Guideline).
- Purchases necessary school supplies.

**(g) Director of Social Activities:**

- Be responsible for school special events.
- Coordinates activities with the class parent representatives.
- Issues new releases of school activities to the news media.

#### **(h) Director of Public Relations:**

- Increases School exposure and awareness within community.
- Constructs the School partnership with families and community groups and decides on the partnership programs or activities that best suit the school.
- Teams up with other board members to promote the School's activities by inviting community and society leaders to join the School's events; and collection, distribution and publication of the event information.
- Promotes continuous interactions and cultural exchanges with community groups. Evaluates, prioritizes and recommends interaction and participation opportunities with the community.
- Initiates, promotes and organizes fund raising activities.
- Manages school directory advertisement solicitation.

#### **(i) Director of Information Technology:**

- Maintains database records of family membership, student registration, grade records and other related information.
- Prints out registration forms.
- Generates class roster, attendance sheet, grading form and report cards from the school database.
- Prints out school directory.
- Coordinates with the Secretary to complete registration and publication/distribution of school directory and newsletters.
- Provides information technology support.
- Be responsible for school website development and content updates.

### **Section 5: Board Meetings**

The Board of Directors shall meet at minimum twice a semester. Additional meetings may be assembled at the request of the President/Principal or a majority of the Board of Directors.

### **Section 6: Quorum**

Board decisions must be approved by a minimum of five votes, regardless of the number of directors present at a meeting.

### **Section 7: Installation**

The members of board directors shall be elected at the third membership meeting, and the incoming officers should be installed by the fourth membership meeting.

## **ARTICLE VI: MEMBERSHIP MEETINGS**

### **Section 1: Meetings**

Four meetings shall be scheduled for each school year to review school progress and make decisions on proposed school business. Special meetings may be called by the Board of Directors or by a petition from at least one fourth of the membership.

## **Section 2: Notice of Meetings**

Notice of the meeting shall be issued to the parents by the Secretary one week prior to the meeting.

## **Section 3: Quorum and Vote**

Fifty percent of the voting members, either present in person or by proxy, shall constitute a quorum. Mail ballots may be circulated among all eligible voters to ensure full participation in important decisions.

## **ARTICLE VII: STAFF & COMMITTEES**

The Board of Directors may appoint necessary committees to provide assistance in conducting school business. Each Board member is responsible for selecting staff members for his or her committees. The committee members report directly to each Director and perform his or her assignment during the school year.

### **(1) Long-term Planning committee:**

The President/Principal shall nominate the Long-term Planning committee's members with the approval of the Board. It may comprise of the immediate past president and representatives of parents and past officers. The goal of this committee is to provide continuity in the administrative functions and directions.

### **(2) Nominating committee:**

The nominating committee consisting of three members shall be elected annually at the second membership meeting. The committee is in charge of nominating candidates for the election of new officers to replace the outgoing member of the Board of Directors. The current Board of Directors shall recommend a minimum of three candidates for the committee, and the membership body may nominate additional candidates in the meeting. Each voting member will vote three out of the slated candidates. The candidate who receives the highest number of votes will be the chairperson of the committee.

The Nominating Committee shall recruit enough candidates for the open seats on the Board of Directors. The slate of the candidates will be announced before the third membership meeting. The membership body may nominate additional candidates in the meeting. Each voting member may vote four or five candidates as needed to replace the outgoing directors. The anonymous ballots for the election will be counted openly during the third membership meeting, and the election result announced before the end of meeting.

### **(3) By-laws Committee:**

When necessary, the President/Principal shall nominate members for the By-law committee with the approval of the Board to provide assistance in By-laws revision.

### **(4) Chinese New Year Party Program Planning Committee:**

The Director of Social Activities shall nominate the chairperson for the committee, with the approval of the Board, to assist teachers and parents in program planning for the School's annual Chinese New Year Party.

Other special committees shall be appointed by the Board of Directors or elected by the voting members as needed. However, the committees are not authorized to represent the School for business transactions with any person or persons other than the membership unless authorized by the Board of Directors.

#### **ARTICLE VIII: TERMINATION OF MEMBERSHIP AND OFFICERS**

Any member may terminate his or her membership by written notice to the Secretary of the School.

Any member who violates the By-laws of the School shall be suspended by two-thirds of the voting membership approval. Any Board member who does not fulfill his or her duty or does not abide by the By-laws of the School may be removed from the Board by two-thirds of voting membership or by two-thirds of board membership approval.

#### **ARTICLE IX: AMENDMENTS TO BY-LAWS**

The By-laws may be amended in part or in whole by a quorum present at any membership meeting, provided that a written notice containing the proposed amendment or amendments has been sent by the President of the Board of Directors to the eligible voters at least two weeks prior to the said meeting. The By-laws may also be amended at a special meeting provided the requirements for a special meeting as described in Article VI, section 1 have been fulfilled.

#### **ARTICLE X: DISSOLUTION**

In the event of the dissolution of the School, all the remaining assets of the School shall be disposed of according to the recommendations presented by the Board of Directors and approved by the membership at a special meeting.

#### **ARTICLE XI: EFFECTIVE DATE OF THE BY-LAWS**

The effective date of the By-laws is September 28, 2008. All revised By-laws shall be effective immediately after being approved by the membership unless other dates are specified.