

Chung Wah Chinese Academy of New England Policies

Article I: Name of School

The school has been named as "Chung Wah Academy Of N. E. Inc."

Article II Mission

Its' mission is to provide an educational program, promote Chinese Culture, enhance American multi-cultural civilization, and engage to the mainstream society.

- A. Professional training and tutorial classes will be opened as necessary.
- B. As our school was registered as a non-profitable organization, school's staffs and executives are not allow to share all the profit and dividend earned, that was stated on page 180 of MASS State Law. Also the school shall be a non-political organization.

Article III: Basic Rule

- A. This shall be a non-border, non-political, non-sectarian, non-racial, non-sexual and non-profit organization..
- B. No staffs or executives is allowed on behalf of the school to join the commerce or political activities.
- C. Tuition fee is the school main income. If the income cannot cover all the school expenses, the school's executives will collect the supports from outside the school.

Article IV: Membership

- A. All organization members who are affiliated with The NECWBA (New England Chung Wah Benevolent Association) can apply to be one of our school's group member.
- B. Each group need to assign a person as an executive to attend the school committee conference with other group executives who have the right to vote or be a nominee.
- C. During the end of 2000, anyone who contributed over a thousand dollars automatically qualifies to be a school member and an executive for three consecutive years. With no annual member fees required.
- D. For every group member, they are required to pay an annual fee of \$100 in order to get a seat in the school committee (changing the annual fee amount, 2/3 of executives in the Board Committee has to be agreed upon).
- E. The founder of NECWBA has the authority to review the school's finance and announce the school's finance status.

Article V: Staff and Vote

- I. Our organization is a one term service duty system. Each elected staff on each subject shall serve for a two-year term, and shall be eligible to be re-elected and serve another two year term **only**.
 - A. Organization Structure:
The CWANE (Chung Wah Academy of N. E.) shall consist of a Chairman and a vice Chairman, a secretary, a financial accountant, and an auditor. Current Chairman of NECWBA will be the

- honorable chairman automatically. After he/she fulfills the chairman duty, he/she will disengage from the CWANE automatically.
- B. Staff Election on each subject,
If only one nominee appears on a subject staff election, he/she will be an elected staff automatically without voting.
 - C. After the election, new and old staffs need to complete the transitions within half month, and host a transition ceremony with our honorable chairman as a witness.
- i. Election committee will nominate nine members to set up an election group, and Candidates registration will start in July of each election year. Each candidates vote each for other without pre-registered during the date of election on our board room.
- A. Each executive has right to be candidate on any subject staff.
 - B. Each candidate will require ten member endorsements and register through the election group.
 - C. When any staff absent, board of directors have right to nominate another member to refill the absent.

Article VI: Duty

- A. Chairman and Vice Chairman have responsibility to call up all members for the board conference, hosting the conference, execute approved policy, take all the responsibility for all the decision made and finance mismanaged.
- B. Secretary take minutes for all conferences; safekeeping all in/out documents, conference minutes and general stamps.
- C. Financial accountant manages to keep all the expense records, audit school expenses, forward the financial report to NECWBA for final audit and announce. Every expense over \$500 needs approval by the financial accountant and board director. All income and outcome must be audited by auditor and endorsed by Board director.
- D. Auditor takes all the responsibility on all the school income and expense, signature on each monthly financial report.

Article VII Appendixes

- A. All staff should have all the related documents and financial report ready and listed out one month before the transition.
- B. Bank account, cash and checks etc. will be transferred to next financial accountant by financial auditor.
- C. Chung Wah Chinese School is affiliated with New England Chung Wah Benevolent Association. The school has independent management, financial independent, follow principal responsible rule , according to the staff duty on employ letter appendix and execute.
- D. Principal is hired by The Board.
- E. School director and teachers are appointed for one-year term by the school principal. Their appointment can be renewed providing the Board's notice.
- F. School financial forecast should be listed out and submitted to Board for audit a month before a new school year started. The school financial activity log should be updated and reported to The NECWBA every three months.
- G. The School General Management is the principle's responsibility. Any **IMPORTANT MATTER MUST BE** reported to the Board.
- H. CWCBA has all the authority in enforcing and supporting the school committee to follow the policies. As the owner of the school, CWCBA, also has the right to sign the renewal of the lease. The school organization has to follow the requirement of the lease.

These policies need to be approved by the Board and needs the CWCBA's final approval.

Any main issues regarding the school board, the CWCBA has the responsibility to assist in resolving the problem.

Article VIII

- A. Any concerns not covered in the articles above require 2/3 of the Board Committees' agreement in order to be added to the Amendments.
- B. These policies are required to be submitted to the state.