



Responsibility of CERRITOS CHINESE SCHOOL Board of Directors Board of Supervisors

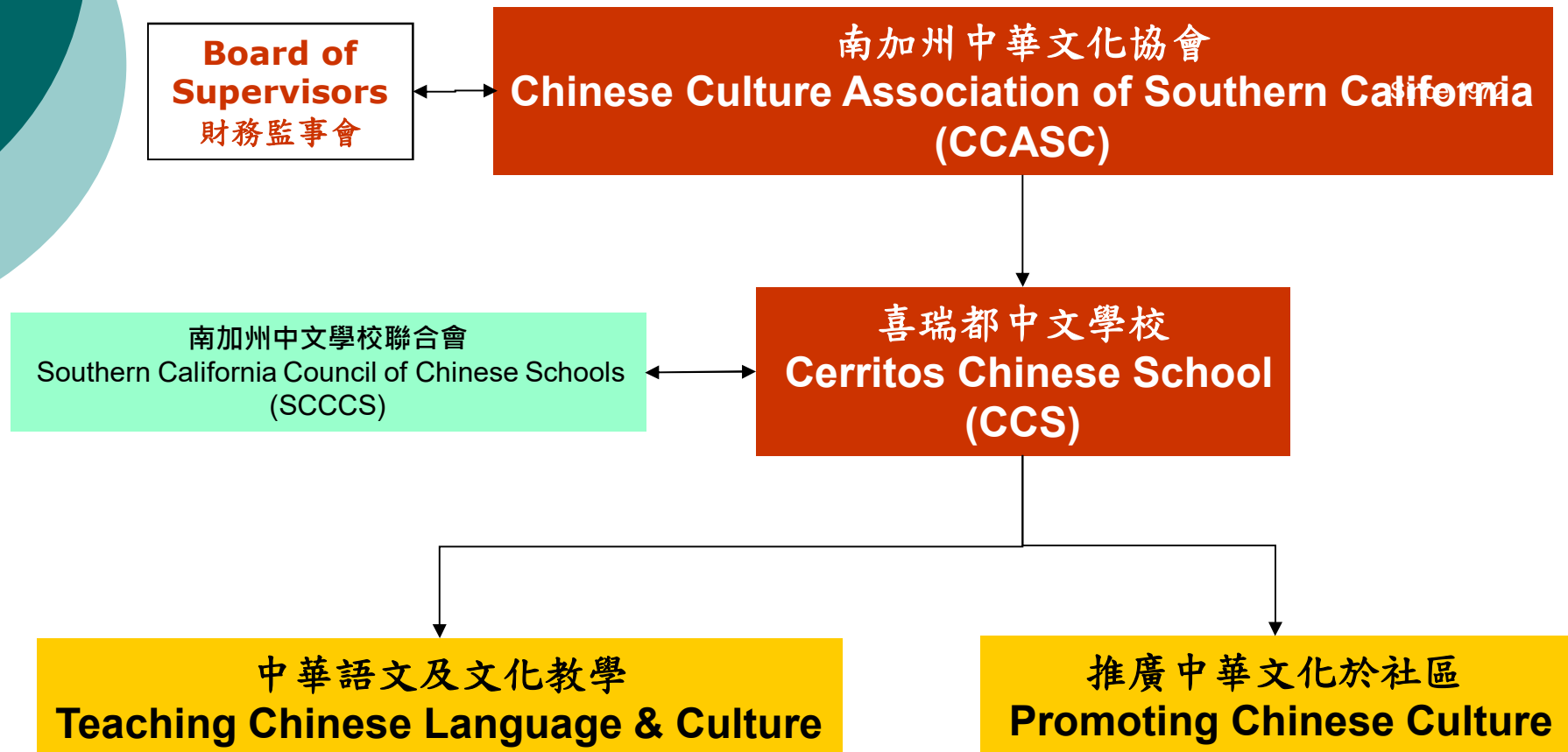
喜瑞都中文學校 理事會及監事會職責簡介

張煌緒

Hans Chang

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Basic Relationship





會員種類

Membership

(Bylaws Article 2)

- **Regular Members** 一般會員
 - annual membership fee and dues are current
 - employee of the CCASC or CCS
 - Membership is determined based on family unit;
- **Permanent Members** 永久會員
 - previous CCASC president who held the position for a year or longer
 - exempted from annual membership fee, yet have the same rights and obligations as the regular members;
- **Honorary Members** 榮譽會員
 - Donated monetary contribution to the CCASC School Establishment Foundation before 1993; or
 - Donate a Board-approved contribution of land or large sum of money for the CCASC School Establishment Foundation
 - Honorary members do not have the rights to vote and do not qualify for candidacy of the Board.



委員會

Board of Directors

4 Executive Officers

↑
1st or 2nd New Board meeting

15 Board of Directors

**7上8下
或
8上7下**

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- CCASC members shall re-elect Seven (7) to fifteen (15) new Directors and several filled Directors at the annual General Assembly Meeting in early May.

All CCASC Regular or Permanent Members



委員職責

Responsibilities of Board of Director

The Board shall be the decision-making and supervising body of the CCASC and CCS.

- A. To elect the **Executive Officers**
- B. To appoint or remove the Director(s);
- C. To establish or amend the Bylaw and regulations of the CCSAC and CCS;
- D. To adopt and interpret the Bylaw and regulations of the CCSAC and CCS;
- E. To coordinate and supervise the daily operations of the CCSAC;
- F. To develop and audit the **business plan, budget, and revenue and expenditure** of the CCASC and CCS;
- G. To **supervise and assist the Principal of the Cerritos Chinese School for the school activities**;
- H. To appoint or remove the staff of the CCASC and CCS;
- I. To enact all other matters approved in the Board Meeting.
- J. All Directors shall **attend the monthly Board meetings**.



委員候選人資格

Qualification for Director of the Board

- (a) Current member with good standing;
- (b) No criminal record;
- (c) Willing to commit time and effort to the CCASC;
- (d) Nominated by three (3) current CCASC members, signed an acceptance of the nomination, and approved by the Board.

- Spouses of a family may each be eligible for candidacy, but may not be nominated at the same time or serve as the Directors during the same term.
- The current Director shall not hold any paid position in the CCASC or its subsidiary **except for the teacher's position**.
- The CCASC Accounting personnel as well as their spouse, immediate family, or business partners shall not serve as the Directors.
- The Director shall not be paid or compensated in any fashion.



委員應注意事項

as Director of the Board

- 1) Responsible for maintaining the cohesiveness of the CCASC.
- 2) Present all proposals in the Board Meeting and obtain the Board's approval before making any public speaking on behalf of the CCASC.
- 3) Any proved violation of such rule will result in removal from the seat of Director due to conduct unbecoming. The Board shall conduct thorough investigation to substantiate the allegation(s) against the accused Director before removing the Director.
- 4) The Director shall not represent the CCASC without the President's written authorization.
- 5) The CCASC does not participate in any political activities.



會長職責

Responsibilities of Board President

- A. To **represent the CCASC** on participating in other organization's activities, **signing the contracts**, or directing the general issues;
- B. To **direct and coordinate the operations of the CCASC**;
- C. To assign and modify the duties of the Directors;
- D. To execute the Board-approved appointment or removal of staff;
- E. To report the dedication and dereliction of the Directors;
- F. To act as the guardian and the authorized user of the **Seal of the CCASC**.
- G. **Hold Board Meeting once a month** with a power of calling **special meetings** as needed.

Board President is not a King or Queen. Decision making is in the hands of majority Board Members.



執行委員資格

Qualification for Executive Officers

- Candidate of the **President** must be a current Director **who has served a full year of Directorship in the past year.** (最近一年當過一年委員)
- Anyone who holds a paid position in the CCASC or CCS shall not take the office of the **Executive Officers** or act as a Proxy for them.



副會長職責

Responsibilities of Vice President

- To manage and supervise the Activity Committee of the CCASC and act as the Chairperson of the Committee;
- To oversee all CCSAC events and facilitate related communications of events;
- To perform all the duties in the absence or disability of the President.



秘書職責

Responsibilities of Secretary

- A. To manage and supervise the Secretariat Committee of the CCASC and act as the Chairperson of the Committee;
- B. To maintain CCASC files and records, prepare for meetings, and keep a book of minutes;
- C. To take charge of official correspondence, newsletters, and other publication of the CCASC;
- D. To report any changes of the Executive Officers.
- E. To renew and update all licenses of the CCASC.



財務長職責

Responsibilities of Treasurer

- A. To manage and supervise the Finance Committee of the CCASC and act as the Chairperson of the Committee;
- B. To maintain accounting files and keep records of the revenues and expenditures of the CCASC and CCS;
- C. To develop, audit, and control the annual budget and revenues and expenditures of the CCASC and CCS; and
- D. To oversee the procurement procedures of the CCASC and CCS.



工作小組

Misc. Committees (Support Groups)

- Legislation Committee
- Activity Committee
- Secretarial Committee
- Finance Committee
- Property Committee
- Fund-Raising Committee
- IT Support

add in new groups as needed



財務監事會

Board of Supervisors

- Purpose: To safely and effectively manage all CCASC funds and real estate and facilitate the fund-raising activities. The **CCASC funds** include the School Establishment Foundation, current year donations, and budget balance.
- formed by the former presidents of the CCASC, and consists of **five (5) Executive Supervisors**. Serve a term of two (2) years, commenced on July 1st of every year
- **The Supervisors Meeting shall be called by the current President in May or June of every year to re-elect Executive Supervisors.**
- Usage of the School Establishment Foundation shall be signed by **three (3) Executive Supervisors**, the President, and the Chief Financial Officer and can only be utilized through the CCASC account(s) during transactions.
- Executive Supervisors shall hold at least four (4) annually meetings and report to the Board.



Finance, Revenue and Expenditure, and Budget

- Revenue and Income include:
 - Membership fee
 - Tuition
 - Activity fee
 - Advertisement and fund-raising
 - Rental income from the Culture and Education Center
 - Interest from bank deposits
 - Donations, contributions, and other incomes



Finance, Revenue and Expenditure, and Budget

- All incomes and expenses must have original invoices and receipts.
- All expenses must be approved by the Finance Committee.
- Supplemental budget (追加預算) shall be commenced only for:
 - A. New facility or subsidiary; or
 - B. Unforeseen emergent circumstances.
- The annual budget or supplemental budget must be based on the balance of annual income and expenses.
- The CCASC shall not carry loan(s) of any type or guarantee for other parties.

Annual Major Events/Activities

1st Semester	Events	2nd Semester	Events
July	Planning for new fiscal year Registration Marketing	January	
August	Registration	February	New Year party School News No.3 CCS Speech Contest
September	School Begin Welcome Party SCCCS contest	March	Pre-Registration
October	School News No.1	April	Hai-Hua Track & Field Contest
November	Fall Carnival SCCCS Drawing/ Calligraphy/ Writing Contest Year Book publication	May	School News No.4 Spring Carnival CCASC Board Election
December	School News No.2	June	School End Party