

**BYLAWS OF  
NORTH VALLEY CHINESE SCHOOL  
(A California Non-profit Corporation)**

**1. Name:**

The name of the School shall be “**NORTH VALLEY CHINESE SCHOOL**”, or NVCS. The Chinese name of the School shall be: 光華實驗中文學校.

**2. Purposes:**

The purposes of the School shall be to provide Chinese language and culture education, so that residents and nonresidents may increase their understanding of this extraordinary culture. The School has a racially nondiscriminatory policy.

**3. Non-Profit Corporation**

3.1 The School is organized and operated exclusively for **Public** purposes within the meaning of Section 501(c)(3), Internal Revenue Code.

3.2 No part of the activities of the School shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the School shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

3.3 The property of the School is irrevocably dedicated to **Public** purposes and no part of the net income or assets of the School shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the School, its assets remaining after payment, or provision for payment, of all debts and liabilities of the School shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3), Internal Revenue Code.

**4. Location and Address:**

4.1 The registered office of the School shall be located at:606 N. First St., San Jose, California 95112

4.2 The School’s classrooms and office facilities are leased from the Berryessa Unified School District. Currently the assigned campus is at: Ruskin

Elementary School, (Berryessa Unified School District), 1401 Turlock Lane,  
San Jose, California 95132.

## **5 Organization**

### **5.1 Members**

- 5.1.1 Parents or legal guardians of the School's registered students are automatically members of the School. There are no membership dues.
- 5.1.2 Every member has the right and duty to volunteer or to be nominated, and elected as a member of the Board of Directors of the School, or as a member of the Parents Association of the School.
- 5.1.3 Every member shall volunteer at least four hours every school year to help provide services to the School.
- 5.1.4 Members of the Board of Directors of the School are volunteer positions and receive no compensation from the School.
- 5.1.5 Members of the Parents Association of the School are volunteer positions and receive no compensation from the School.

### **5.2 Board of Directors (BoD)**

- 5.2.1 The BoD shall consist of principal, vice principals, secretary, and directors of the following departments: teaching affairs, culture program, registration and records, computerization, extra-curriculum activities, finance, infrastructure, and library. The number of departments may change to meet the needs of the time.
- 5.2.2 The business and affairs of the School shall be managed by the BoD. The Board may appoint committees for special purposes.
- 5.2.3 Members of the BoD are volunteer positions and receive no compensation from the School.
- 5.2.4 All BoD positions are open to all members of the School. New members of the BoD are nominated by members of the School or by volunteering. Parents of ex-NVCS students can be nominated by current members of the School and become NVCS BoD members; the number of such members of BoD shall not exceed one-third of the total number of BoD members. The BoD appoints new BoD members to their positions based on the members' interest and BoD's needs.
- 5.2.5 Vacant positions in the BoD are announced in school newsletters, and filled for the next school year before the end of the current school year.
- 5.2.6 BoD members are appointed for a one-school-year term, and can be re-appointed to the same position.

- 5.2.7 BoD holds regular meetings, led by the Principal to attend to operational matters of the School. BoD meeting schedule is announced in school calendar and in school newsletters. BoD meetings are open to all school members. Minutes of the BoD meetings are kept by the Secretary and are open to inspection upon request.
- 5.2.8 Roles and responsibilities of the BoD members are specified in the North Valley Chinese School Board of Directors' Roles and Responsibilities Handbook.
- 5.2.9 Any BoD member may be removed by a majority vote of the BoD at a BoD meeting, or by a vote of the PA members (see 5.3 and 5.3.5.3), whenever in their judgment the best interests of the School would be served thereby.

### 5.3 Parent Association (PA)

- 5.3.1 All members of the School are members of the PA. There are no membership dues.
- 5.3.2 Each member shall be entitled to one vote on each matter submitted to a vote of the members. BoD members cannot vote as a PA member.
- 5.3.3 The PA shall be led by one Director. A number of Assistant Directors may be appointed by the Director as needed. The Director and Assistant Directors of PA are volunteer positions and receive no compensation from the School. The PA Director and Assistant Directors are elected by PA members yearly at a general PA meeting. Roles and responsibilities of the PA Director and Assistant Directors are specified in the North Valley Chinese School Handbook. Vacant positions in the PA are announced in school newsletters, and filled for the next school year before the end of the current school year.
- 5.3.4 A general PA meeting shall be held at least once a school year, called and conducted by the BoD.
- 5.3.5 The rights and obligations of PA are as follows:
  - 5.3.5.1 To review and approve the operation reports and proposals of the BoD.
  - 5.3.5.2 PA has the authority to approve and recall members of BoD. Any recall of a BoD member must be approved by more than one-half of all members present.
  - 5.3.5.3 Any matters under vote by the PA members must be approved by more than one-half of all members present.
- 5.3.6 The quorum for a decision-making meeting of PA shall be represented by

a number of parents equal to or exceeding 10% of the total number of current students.

5.3.7 A special meeting of PA can be called to discuss urgent matters, with a joint signature of parents equal to or exceeding 10% of the total number of current students.

5.3.8 The agenda of a general PA meeting is to be determined by the BoD, and shall be printed and distributed to all parents two weeks before the date of the meeting.

5.3.9 PA meeting minutes shall be published in the school's newsletter within four weeks, in order to keep all parents informed.

#### 5.4 School Finance

5.4.1 The fiscal year of the School shall be July 1<sup>st</sup> to June 30<sup>th</sup>.

5.4.2 The School is a non-profit organization funded mainly by student registration, tuition, and fees. The School also accepts donations and holds fundraising activities to raise funds for the School.

5.4.3 The finance of NVCS shall be balanced year to year.

5.4.4 Budget proposals for the current school year shall be presented to the BoD for approval before the beginning of the school year, and then reviewed with the PA at the first general PA meeting held at the beginning of the School year.

5.4.5 All over-budget expenditures that are presented to the BoD after budget presentation will need to be approved by a two-third vote by the BoD.

### **6 Modifications and Amendments to This Bylaws**

- a. Modifications and amendments to this Bylaws requires the initiation of one-third of the members of the BoD.
- b. Requests for modifications and amendments to this Bylaws should be presented to the BoD meeting for discussion. Voting on the requested modifications and amendments is to occur no sooner than the next BoD meeting.
- c. Approval of modifications and amendments to this Bylaws require a two-third vote by the members of the BoD. Then the modifications and amendments shall be submitted to a general meeting of PA and passed by two-thirds of the quorum.

#### **Records of Amendments:**

2003-10-26: First Edition

2010-05-23: Second Edition – Approved by vote at 2010-05-16 BoD meeting and then at 2010-05-23 general PA meeting

- Added to 5.2.4: Parents of ex-NVCS students can be nominated by current members of the School and become NVCS BoD members; the number of such members of BoD shall not exceed one-third of the total number of BoD members.

- Modified 5.2.8 to: Roles and responsibilities of the BoD members are specified in the North Valley Chinese School Board of Directors' Roles and Responsibilities Handbook.

- Modified 5.2.9 to: Any BoD member may be removed by a majority vote of the BoD at a BoD meeting, or by a vote of the PA members (see 5.3 and 5.3.5.3), whenever in their judgment the best interests of the School would be served thereby.