



# 愛僑中文學校

The Edinburgh Chinese Community School

## Constitution and Rules THE EDINBURGH CHINESE COMMUNITY SCHOOL

### **Title of Organisation**

The Organisation shall be known as -The Edinburgh Chinese Community School - hereafter referred to as "The School".

### **Status**

The School is a community based school. It is formed jointly by the Edinburgh and District Chinese Association, the Edinburgh Chinese Association, the Edinburgh Chinese Elderly Support Association and the Edinburgh Chinese Women Association.

It is a non-political, non-religious and non-profit making voluntary organisation.

### **Objects**

The object of the School is to advance the education of the public in Chinese language, heritage and identity and in furtherance of to:

1. To promote Chinese culture, particularly amongst the younger generation.
2. To promote the learning and teaching of the Chinese language.
3. To promote cultural exchange within the community to lead to greater racial harmony

### **Membership**

Membership of the Organisation is open to all individuals who agree to the aims and objectives stated in this Constitution. Membership can be categorised as Ordinary Membership, Executive Committee Membership and Honorary Membership.

Honorary Membership will only be conferred on individuals who have made a significant contribution to The School and will be subject to ratification by Members at either a Special Meeting or Annual General Meeting.

Parents of children who are studying at The School will automatically qualify for membership: single membership is conferred irrespective of the number of children attending the school. Where a current student is aged 18 years or over he or she will automatically qualify for membership in their own right. All new members must register with the Executive Committee.

Individuals wishing to have Ordinary Membership where they do not have children currently attending The School or are not themselves students at The School must be approved by the Executive Committee.

Membership will not require payment of any subscription or charge.



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## **Rights and Obligations of Members**

1. To have the right of voting at Special Meetings and the Annual General Meeting.
2. Honorary Members shall not have the right of voting or the right of nomination to the Executive Committee.
3. To be able to call a Special Meeting if supported in writing by 30% or more of the membership.
4. To support the Aims and Objectives of The School.
5. To be entitled to participate in the activities held by The School.
6. To represent The School if required.
7. To accept nomination as an Executive Member.
8. If an Executive Member, to resign if failing to attend 3 consecutive meetings unless a valid explanation, in writing, is provided.

## **The Executive Committee**

The Executive Committee will be made up of 12 people and should include the following positions:

1. Chairperson
2. Vice Chairperson
3. Treasurer
4. Secretary
5. Parents' Representative

All members of the Executive Committee are appointed at the Annual General Meeting through election by the membership and will hold office for 24 consecutive months. At the conclusion of a term of office a member of the Executive Committee may stand for re-election.

Following the initial constitution of The School, 6 members of the Executive Committee will have an initial term of appointment of 36 consecutive months, the remaining 6 will have an initial term of appointment of 24 consecutive months.

The Executive Committee members can appoint any individual member to chair or form an Advisory or Working Group as required.

In the event that an Executive Committee member resigns, the Chairperson will have the authority to co-opt an individual member to fill the missing position. The continuing authority to co-opt will be subject to consent of the membership at each Annual General Meeting.

## **Management**

The School will be managed by an Executive Committee which shall direct the operation of The School in accordance with the stipulated Aims and Objectives and shall be responsible for determining policy and financial control.

The Executive Committee will be responsible for the appointment of a Head Teacher. Each appointment to the role of Head Teacher will be for a term of not more than 24 consecutive months or such shorter period as is agreed with the individual. On conclusion of the designated period the Executive Committee may decide to re-appoint The Head Teacher.



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The Executive Committee will be responsible for confirming the appointment of teaching staff. The initial selection panel to assess applicants for teaching positions will comprise The Head Teacher and two members of the Executive Committee.

## **Rules and Procedures at all Meetings**

- Meetings** On the first Saturday of each month, during term time, the Head Teacher will convene a meeting of all staff to discuss matters relating to the organisation and operation of The School.
- The Executive Committee will meet no less frequently than once every three months.
- The Annual General Meeting will be held in either July or August each year
- Voting** A vote will be held on issues to be decided and can only be passed with a two-third majority of those present. The Chairperson will have the power of a casting vote.
- Minutes** An accurate copy of the minutes must be made for all meetings and kept by the Secretary. Proposals for competent business raised by members must be lodged with the Secretary not less than 14 days before the date of the meeting. Notice of a meeting together with an Agenda must be in the hands of members not later than 7 days prior to the date of the meeting.
- Quorum** A quorum for any Executive Committee meeting shall consist of two-thirds of the committee members. In respect of the Annual General Meeting and any special meeting one fifth of members will require to be present.
- Election** All Executive Members are elected at the Annual General Meeting. Candidates should be nominated by registered members or self-nominated. Any nominated candidate with a majority of votes in the election will be declared a properly elected Executive Member.
- Annual General Meeting** The Executive Committee will convene an Annual General Meeting at least once per year for the purposes of receiving the Chairperson's Annual Report, the Treasurer's Financial Report, the Head Teacher's Report, electing new Executive Members and discussing major developments and future plans. All members shall be entitled to attend the Annual General Meeting.

## **Finance**

The Treasurer will be responsible for all financial matters. The membership will agree at each Annual General Meeting a sum within which The Treasurer will have sole discretion to make payments: a default limit will be set at £500. Payments exceeding this amount must be approved by the Executive Committee and signed by The Treasurer and any one of three other nominated signatories on the Bank Account. The accounts will be audited once a year and presented at the Annual General Meeting.



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All monies raised in connection with The School must be used to further the development of The School.

## **Amendment to Constitution**

Any proposals to amend the Constitution of the School must be voted on and approved by a two-third majority of the Executive Committee present at the meeting. Notice of amendments to the Constitution must be given to all members not less than 21 days in advance.

## **Dissolution**

Should there be good grounds to dissolve the Committee, a Special Meeting with no less than 21 clear days notice to all members will be called. Dissolution will be valid only after approval by a two-thirds majority of registered members voting in favour of the decision.

In the event of the dissolution of the School, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the School but shall be given or transferred to a recognised charitable organisation(s) having objects similar to those of the School.

## **ROLES AND RESPONSIBILITIES**

The main duties of the principal Executive Members and Head Teacher are as follows:

### **Head Teacher**

1. to serve as a figure head for The School
2. to maintain good relationships with concerned bodies and establishments
3. to ensure that The School business is properly conducted
4. management of the teaching staff and organisation of duties
5. to promote and lead development of teaching staff and teaching policies and practices within The School
6. to provide input to the Executive Committee on matters relating to the operation of The School
7. to effect policies agreed by the Executive Committee
8. to submit an annual report for the Annual General Meeting

### **Chairperson**

1. to chair all meetings
2. to attend meetings in pursuance of the Aims and Objectives of The School
3. to gather information useful to development of The School and its employees such as resources, training, information on government policies
4. to serve as the principal spokesperson for The School

### **Vice Chairperson**

1. to assist the Chairperson in undertaking duties detailed above

### **Secretary**

1. to arrange all meetings
2. to manage the collation of minutes
3. to handle all incoming and outgoing correspondence
4. to keep the Committee informed of all activities



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## Treasurer

1. to ensure the maintenance of all accounts
2. to ensure systems for income and expenditure control are in place and are followed
3. to manage matters relating to funding
4. to submit an annual financial report to the Annual General Meeting
5. to provide input to the Committee on matters relating to finance

## Parents' Representative

1. to build up and maintain good relationship with the parents of all students attending The School
2. to reflect parents' opinions on The School

Certified as a true copy of the constitution of The Edinburgh Chinese Community School as adopted at the meeting of the Executive Committee on .....

Name.....

Name.....

Position.....

Position.....

Date.....

Date.....