

# 依岭中文学校

## Constitution of the Ealing Chinese (Mandarin) School

- 1. NAME**

The name of the School is Ealing Chinese (Mandarin) School.
- 2. ADDRESS**

The official address of the School shall be the current address of the location of the School. The location of the School shall be that as determined by the School Committee.
- 3. OBJECTS**

The objectives and purpose for which the School is formed are:

  - a) To maintain and advance the teaching of the Chinese language in the Mandarin dialect.
  - b) To set, develop and improve standards and methods for the teaching of the Chinese language in the Mandarin dialect.
  - c) To enhance the continuing existence and awareness of the Chinese culture and traditions among the residents of Ealing and the surrounding boroughs.
  - d) To participate in the celebration and enjoyment of traditional Chinese and local festive occasions.
  - e) To foster good interpersonal relationships among teaching staff, students and parents of students by way of extracurricular social activities during and after school hours.
  - f) Create opportunities for the exchange of information and ideas among interested bodies or groups on matters relating to Chinese education, culture, traditions and political social activities.
- 4. The SCHOOL COMMITTEE**

The School shall be run by a school committee consisting of four permanent teachers of the school and three representatives elected by parents of registered students of the school. The parents' representatives may co-opt a maximum of one other person.
- 5. OFFICERS OF THE SCHOOL COMMITTEE**
  - a) The Officers of the Committee shall consist of a Chairman, a Treasurer, a Secretary and the Principal of the School.
  - b) The Chairman, Treasurer and Secretary shall hold office for twelve months from September of the year of their nomination.
  - c) The Officers except one Principal, shall be appointed by the School Committee.
  - d) All Officers of the Committee shall be members of the Committee.
- 6. DEFINITIONS OF MEMBERS OF THE COMMITTEE**
  - a) Teacher Member: A permanent member of the teaching staff in the Ealing Chinese (Mandarin) School who is nominated by the School Teaching Staff to the School Committee.
  - b) Parent Member: A member of the Ealing Chinese School Parents Association nominated by the Ealing Chinese School Parents Association to the School Committee.
  - c) The Principal shall be a permanent member of the Committee.
- 7. RESPONSIBILITIES OF THE SCHOOL COMMITTEE**
  - a) The School Committee shall be responsible for the entire management of the property, funds and the affairs of the School including the appointment, dismissal and fixing of the allowances and expenses of the Principal and members of the staff, and shall have power, from time to time, to make, alter and rescind Rules and Regulations, as they may consider expedient or otherwise. They shall also decide all questions arising as to the interpretation of the Rules and Regulations concerning the management and affairs of the School.
  - b) The School Committee may, from time to time, appoint Sub-Committees from among the staff, parents of children attending the School or any other persons generally, for such purposes as they may deem expedient.
- 8. REMOVAL OF COMMITTEE MEMBERS**
  - a) Removal of any of the officers or members of the Committee may only be made by a majority of 70% of the members voting at a special general meeting.
  - b) A committee members may be struck off if he/she has been absent from three consecutive meetings without any good reason.
- 9. GENERAL MEETINGS**
  - a) The Annual General Meeting shall normally take place in June. The place, date and time of the meeting (and the names of the Members duly nominated to serve on the School Committee) shall be notified at least fourteen days previous to such Annual General Meeting.
  - b) The members of the new committee shall take office in the first week of September.
  - c) Resolutions submitted for discussions at the Annual General Meeting, proposed and seconded by Members of the School Committee shall reach the Secretary by the first day in May.
  - d) A Special General meeting shall be called by the School Committee on their own authority or at the request of three Members of the School Committee. Fourteen days' notice specifying the object, time and place of such meeting shall be given or sent to each Member of the School Committee at his last registered address and the notice shall specify the place, date and time of the Meeting and give details of the business to be transacted.
- 10. QUORUM**

The quorum of the School Committee shall be four.
- 11. VOTING**
  - a) Each member of the School Committee shall have one vote. In the case of a tie, the Chairman may exercise a casting vote.
  - b) Members of the School Committee may arrange for business to be transacted at any Annual or Special General Meeting for either proxy voting or postal voting to take place, so as to ensure that Members are enabled to exercise their votes, without having to be present in person to vote at such Meeting.
- 12. ACCOUNTS AND ANNUAL AUDIT**

The Accounts of the School for the financial year ending 31 July shall be audited by a Chartered or Certified Accountant who shall be appointed at each Annual General Meeting. A statement of the Accounts, signed by the Treasurer, or a Trustee acting for him, and the Secretary, and certified by the signature of the Auditor, shall be submitted at the Annual General Meeting in each year.
- 13. CONSTITUTION**

The Constitution may be altered, rescinded and added to, either generally or for the particular occasion, at any Special General Meeting, by the vote in favour, of eight percent of the members voting.
- 14. DISSOLUTION OF SCHOOL**

The School may be dissolved only at a Special General Meeting called for that purpose, by a vote in favour of eighty percent of the members voting, supporting a resolution to that effect. In the case of dissolution, the property and assets of the School, after discharge of all liabilities and expenses, shall be donated to a suitable charity or organisation.
- 15. GENERAL**

The School is a non-profit making institution.

Ref. ECMS Constitution V3.Doc  
November 1995