

Introduction

Torrance Chinese School (TCS) was founded in 1989. The campus was initially set up at South Bay Chinese-Christian Church, then relocated to Jefferson Adult School in order to accommodate the unexpectedly high charter enrollment of 155 students. Later that year, the school was again moved to Torrance West High, which has been our host campus ever since. Student enrollment has increased steadily to its current level of approximately 500 students. TCS offers 25 classes for grades K to 12, plus an adult Tai Chi class

TCS is a non-profit institution, which belongs to all school students and their parents. It has a tradition of democratic and transparent governance and of fostering an open environment for intellectual development. The Board of Directors and the Parent Services Association President are elected by our students' parents. The 9-member Board chooses its chairperson from within. Board responsibilities include setting school policies and appointing a school principal, who is responsible for day-to-day administration of school affairs and for managing the teaching curriculum. The Parent Services Association president is responsible for assisting the principal in communicating with parents, and organizing social events within the larger community.

Due to the dedication and hard work of parents and students, TCS has a longstanding reputation of excellence in providing quality Chinese language and cultural learning opportunities to students from the surrounding communities. To maintain the success of TCS and continue providing this unique opportunity to promote Chinese culture and tradition to the community, parents, teachers and students are encouraged to actively participate in cultural events and community service.

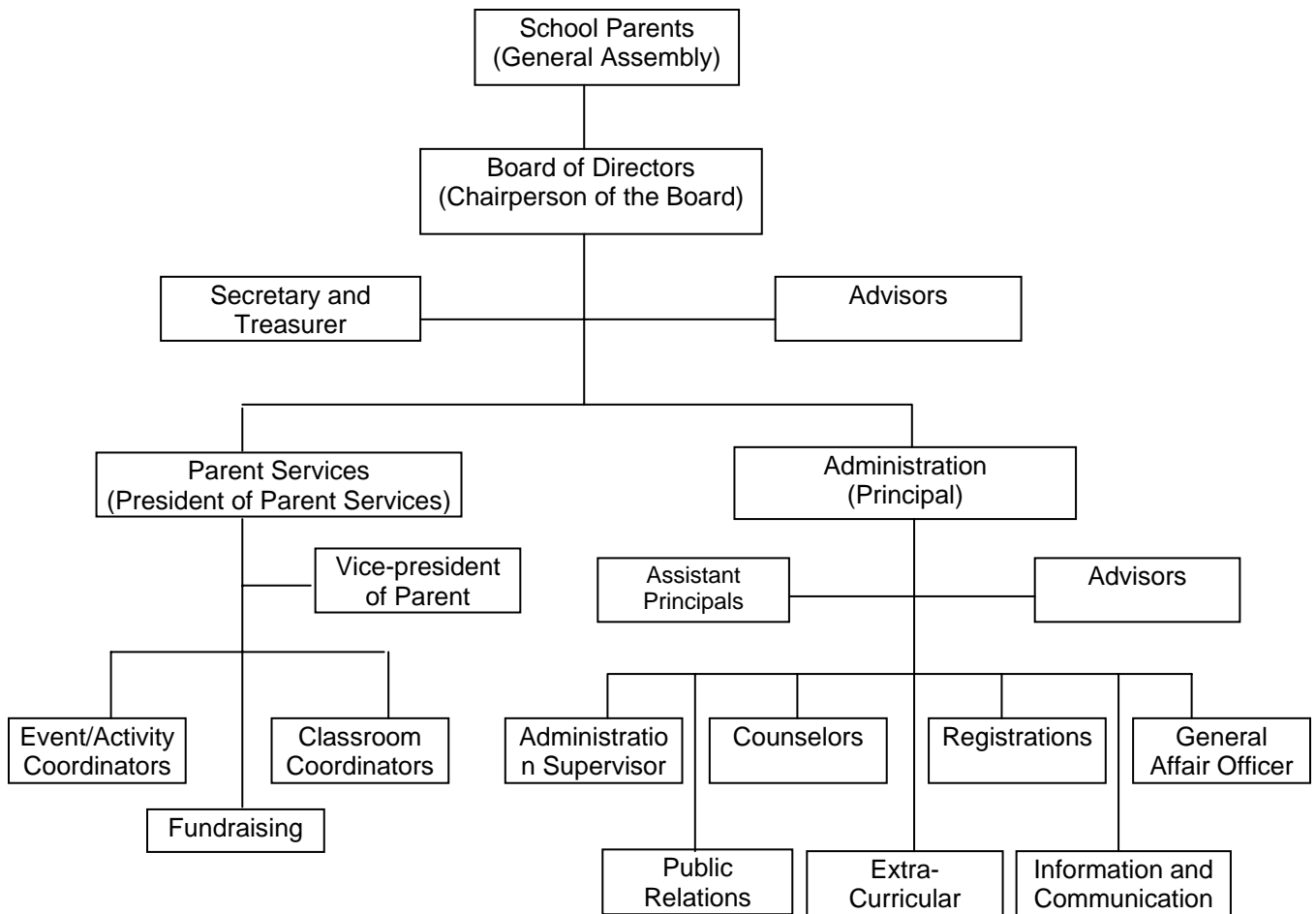
Mission Statements

TCS is a non-profit, non-religious and non-political educational institution and is governed with democracy, transparency, equality and fairness as its guiding principles. TCS seeks to promote Chinese culture, to encourage the learning of the Chinese language, to foster the balanced intellectual, interpersonal, physical, moral, and cultural development of the students, and to actively participate in community service.

By-Laws of TCS

Parents of all registered students in TCS (hereinafter referred to as the General Assembly) have exclusive power in the TCS organization. The General Assembly authorizes the Board of Directors to uphold school policies and to supervise the affairs of the school. The General Assembly shall elect the Board of Directors, and the Board of Directors shall elect the Chairperson of the Board. The Board of Directors shall appoint a school principal to administer school operations, and setup a Parent Services Association to assist the principal. The Parent Services Association president shall be elected by the General Assembly.

TCS Organization Chart



Board of Directors

I. Organizational Structure

1. The Board of Directors shall consist of 9 elected board members.
2. The Board of Directors shall elect a chairperson of the Board among the 9 elected board members.
3. Board members shall be elected by the General Assembly, by voting based on one vote per registered student.
4. The chairperson of the Board shall appoint 1 secretary and 4 treasurers as executive officers, subject to the approval of the Board of Directors.
5. The Board of Director may appoint advisors as required to assist in managing the affairs of the school.

II. Power

The Board of Directors shall have the highest authority to control and administer the affair and business of the school. It shall have the following powers:

1. To discuss and to decide on all matters of school policy, as authorized by parents of all registered students.
2. To appoint a school principal and to approve the selection of administrative staff designated by the principal
3. To manage and audit the financial matters of the school
4. To oversee and to assist the school principal and administrative staff in administering the business of the school
5. To oversee and to assist the parent services association in carrying out its duties

III. Duties

1. Chairperson of the Board: He/She shall act on behalf of the Board with respect to the interest of school and shall conduct meetings of the Board of Directors and preside at all meetings
2. Members of the Board: All members shall participate in all meeting of the Board of Directors, establish committees to carry out tasks for the school, and study issues pertaining to interests of the school.
3. Secretary: He/She shall participate in all meetings of the school, keep a full record of the meetings, and securely maintain all school records, by-laws and documents
4. Treasurer: He/She shall keep the records of financial transactions, ensure that transactions are completely and correctly recorded, work with the Certified Public Accountant to audit school accounting, and present school financial reports annually at a meeting of the Board.

IV. Meeting

1. Chairperson shall act as a key representative of the Board and responsible to conduct meetings of the Board of Directors and preside at all meetings
2. Special meetings of the Board of Directors may be called at any time by the chairperson or by at least three board members, to discuss special affairs pertaining to school business.

3. At least two-thirds (2/3) of the board members must be present to constitute a quorum for the board meeting.
4. Notice of the meeting of the Board of Director shall be given to each board member at least one week before the meeting, and notice of the time and place of meeting shall be posted to all parents of registered students. All parents of registered students shall be allowed to attend.
5. The minutes of all meetings shall be available for reading at the office of Parent Services.
6. As required by the nature of the meeting of Board of Directors, the Board shall invite the president of Parent Services to attend.

V. Elections and Terms of Office

1. Board members shall serve a term of two-years, and may be elected for one consecutive term.
2. To better support organizational continuity, four of the charter (1989) board members shall serve a term of one year only. Thereafter, four new board members shall be elected in odd-numbered years, and five in even-numbered years.
3. The number of candidate board members nominated shall be twice the number of board memberships to be filled. The Board of Directors shall nominate half of the candidates; the remaining shall be nominated by the General Assembly.
4. Candidates for Board of Directors shall be a registered student or a parent of a registered student.
5. Ballots shall be authenticated by imprint of the student's name.
6. The nominating committee for elections of the Board and the president of parent services shall consist of two to three board members and two to three parents appointed by the Board of Directors
7. Elections of the Board of directors and the president of parent services shall be completed before mid-December.
8. Resignation by Board members: If the remaining term of office is more than 6 months, the vacancy shall be filled with the contending candidate who had the next highest vote count. If the remaining term of office is less than or equal to 6 months, the vacancy shall not be filled.
9. Any Board member, whose actions are found in breach of the policies and bylaws of the school, and to affect the reputation of the school, may be subjected to removal proceeding by a resolution of 1/5 of the General Assembly. Such board member shall be removed from the Board upon agreement of the resolution of dismissal by a two-third (2/3) majority vote of the Board of Directors.
10. Secretary: A secretary shall be nominated by the chairperson of the Board after the election of Board of Directors and appointed upon approval by the Board of Directors. The term of office is one-year.
11. Treasurer: A treasurer shall be nominated by the chairperson of the Board after the election of Board of Directors and appointed upon approval by the Board of Directors. The term of office is one-year.

VI. Others

1. The Rules of the Board of Directors may be amended where necessary in accordance with statutory requirements for non-profit organizations and shall be unanimously approved by the Board of Directors
2. The Board of Directors shall conduct two General Assembly meetings annually. The first General Assembly shall be in November. Its main purpose shall be the nomination for candidates of board of directors and parent services association president. The second General Assembly shall take place in May to have a dialog between parents and the board of directors. Special meetings may be called by a resolution of two-thirds of the board members or 1/5 of the General Assembly.
3. All legal proceedings pertaining to school business shall be in accordance with statutory requirements for Non-profit Organizations.

Administration Office

I. Organization

- a. The Principal of the school shall be appointed by the Board of Directors.
- b. The Administrative staff shall include the following positions:
 1. Assistant principals (two to three positions)
 2. Administration supervisor
 3. Registration
 4. Counselors
 5. General affairs officer
 6. Extra-curricular coordinators
 7. Information and communication,
 8. Public relations
 9. Advisors

II. Duties

- a. Principal: Administer the business of the school, prepare budget each semester for Board of Directors approval, conduct regular school administrative meetings with the board members and president of parent services association. Upon agreement of the Board of Directors, the principal may be exempted from holding additional Administrative staff positions.
- b. Assistant principal: Assist the principal in administering the business of the school and safeguarding the school's property. May act on behalf of the principal to attend meetings.
- c. Administration Supervisors: Responsible for the selection of qualified teachers and teaching assistants, providing guidelines and improvements to teaching methods, providing assistance and training to students who are participating in extra-curricular contests, and regularly conducting parent-teacher conferences.
- d. Registration: Responsible each semester for registering students for classes and parents for parent service dates. Also responsible for maintaining the database of student & parent registration information.
- e. Counselors: Maintain student orderliness and tidiness to ensure the safety of students during and after school sessions, and serve as intermediaries between teachers and the parent services association.
- f. Information and Communication: Maintain and manage school documents on the computer system, control the use of software on that system, collect information pertaining to teaching curricula and methods and forward to administration supervisors, and support and improve the school's communications and computing infrastructure.
- g. General Affairs Officer: Responsible of the maintenance of school equipment and the purchasing of items needed for school operations.
- h. Extra-curricular Coordinators: Responsible for the selection of extra-curricular instructors and promoting student participation in extracurricular activities and in school and Chinese community track and field meets; for providing necessary training to students who are participating in these events; and for participating in the south bay community activities.

- i. Public Relations: Community outreach including communications concerning major school activities which are of interest to the broader community.
- j. Advisors: Advise the school principal on issues involving the business of the school.

III. Appointment and Terms of Office

- a. Principal: Shall be appointed by the Board of Directors. Term of office shall commence at the conclusion of the spring semester and shall last one year; may be re-appointed for one additional consecutive term.
- b. Assistant principal(s): Shall be appointed by the principal and concurred by the Board of Directors. Term of office shall be the same as the principal.
- c. Administration supervisors, registrations officers, counselors, general affairs officer, extra-curricular coordinators, information and communication, and public relations: shall be appointed by the principal and term of office shall be the same as the assistant principal.
- d. Advisor: Experts in various areas may be appointed by the principal as required

Parent Services Association

- I. Purpose
Act as a “communications bridge” between parents and school officials, provide services to students, assist in organizing school and community activities, assist the principal in administering school affairs, and organize events consistent with the principles of the school.
- II. Organization
Headed by a president of parent services, who shall be elected by the General Assembly. The president shall appoint vice-presidents, and the parents of each classroom shall select a classroom coordinator.
- III. Budget
Shall prepare budget each semester for Board of Directors approval; the allocation of budget for the parent services association shall be made as part of determining the annual budget for the school.
- IV. Election
Nominations for president of the parent Services association shall be made by the General Assembly in November of each year. The election shall be conducted at the same time as the election for the Board of Directors. Only one candidate shall be elected as the president. Board member cannot concurrently hold the position of president of the parent services association.
- V. Term of Office
The president shall serve a term of one year, and the inauguration of the president shall occur at the same time as the board members.
- VI. Types of Service
 - a. Collect suggestions from parents and forward them to the principal or the board of directors.
 - b. Provide assistance during the student and parent services registration
 - c. Responsible for assigning weekly parent service duties to parents
 - d. Assist in organizing the track and field meets and other school activities, exhibitions and performances.
 - e. Organize community and cultural events.
 - f. Responsible for the storage of the beverages utensils and supply beverages and water during the school sessions
 - g. Subject to approval of the Board of Directors, the parent services association may sell scrip and conduct other activities for the purpose of fundraising.
 - h. Assist in organizing the parent-teacher conferences
 - i. Assist in organizing seminars in school