

# **Huaxia Edison Chinese School**

## **Tai Chi Club By-law (Revised in September 2008)**

### **Article I - Nature**

Huaxia Edison Chinese School Tai Chi Club, being the official name of the club, is a non-profit, non-religious, and non-political organization under Huaxia Edison Chinese School.

Suggested addition:

Note: The word Tai Chi and Taiji are interchangeable.

### **Article II - Purpose of Club**

The Club promotes the awareness of Tai Chi, an ancient Chinese martial arts form, as an excellent exercise for relaxation and the achievement of physical and mental balance. The Club will provide Tai Chi classes to improve members' Tai Chi skills and serve the community through Tai Chi demonstrations and distribution of educational material.

### **Article III - Membership Prerequisites**

To be a member of club, a person must apply for his/her membership and accept the bylaws of the club.

- He/She must have learned Taij Chi Quan 24 and Tai Chi Sword 32.
- He/She must be recommended by at least one member.
- The Membership Committee must review the membership application and make recommendation to the President.
- The President reviews the recommendation and accepts or rejects the application.

### **Article IV - Governing body**

#### **Section 1. Positions and Terms**

The Executive Board is the highest authority of the Club. It consists of a president, a vice president and a treasurer, all elected by club members.

The term of a president is one school year. A vice president is elected by the club members each year and will automatically become president the following year. A treasurer will be nominated by the president and vice president, and approved by a majority of the club's members. The term of treasurer is two years.

#### **Section 2. Vacancies happened at any cases**

Current vice president should become a president if the current president cannot fulfill the one year term for any reason. A vacancy in the vice presidential position may be filled by a previous president or a previous vice president if the vice president leaves less than two months before the end of the school year. Otherwise, a new vice president should be elected. The previous treasurer may fill a vacancy in the treasury position if the position is vacant for less than two months before the end of the school year. Otherwise, a new treasurer should be nominated and approved by the majority of the club's members.

#### **Section 3. Governing body Functions**

The functions of the governing body includes but are not limited to:

Making policies, making a budget plan, planning and organizing club activities, applying grants, coordinating teaching related activities, releasing club news and coordinating communication, ensuring that financial operations of the Club are in accordance with generally accepted accounting principles, coordinating financial audits, and collecting all money for the Club.

If the real cost exceeds more than 10% of the approved budget plan, the extra cost should be approved by the majority of club members.

If the governing body cannot make a decision on a particular issue, or a decision is rejected by one-third of the club's members, a member special meeting will be called.

The President will appoint the Membership Committee to review and recommend membership applications and recommend the requirement changes.

#### **Section 4. Nomination of Governing Body**

Vice president candidates should be nominated by at least three members and the nominee shall show his/her willingness to be a candidate. A candidate should have more than half of all members' approval by the end of current school year.

#### **Section 5. Meeting**

Governing body will have regular meetings attending in person or by conference call or by email within a school year – before each new semester starts and by the end of the semester.

A special meeting can be called to discuss some important matters that cannot wait for the next regular meeting.

#### **Article V – Members**

##### **Section 1. Annual meeting and special meetings of members**

The annual meeting will be once per semester.

Special meetings may be called by the president at the request of the governing body or one-third of club members. A notice should be transmitted to all members by email at least two days prior to the meeting.

##### **Section 2. Voting by Electronic Mail**

The president shall be permitted to conduct votes via email unless at least one-third of the club members object to email voting on a particular issue. If no member objects to email voting, the governing body shall be responsible for transmitting the proposal to be voted on and for establishing a reasonable voting deadline.

The president shall report the results of the voting to the Club members in a timely fashion. At least a majority of the entire club must vote before a vote can be considered valid. If voting by e-mail, the e-mail should be sent to at least two members of the executive board.

### **Section 3. Rights and Responsibilities**

- a. Members must pay membership dues by due dates and follow club rules. If a member cannot attend most of classes, he/she must pay half of membership due to still be considered a member. Otherwise, \$10.00 per week classes will be charged with no benefits of membership. A previous member can renew his/her membership.
- b. It is recommended that members participate in at least one club-organized public performance each school year.
- c. The club official name, website and club member email list cannot be used for commercial purposes without the approval of a majority of the club's members.
- d. Club is financially independent from Hua Xia Edison Chinese School. Club will participate in and support Hua Xia Chinese School's activities. In case of a conflict existing between the by-law and the school's by-law, the club should comply with the school's by-law.

### **Article VI General provision**

#### **Section 1. Finance**

- a. The Club's revenues come from, but are not limited to, membership dues, donations, other operational income, and grants. Membership dues should be set at an appropriate level to cover routine expenditures and to guarantee the quality of teaching in the club.
- b. The financial operations must comply with the financial regulations formulated by Hua Xia Chinese School.
- c. Club shall make its annual financial report known to all the members.

#### **Section 2. Amendment of the Bylaw**

The bylaw may be amended, altered, or repealed, in whole or in part. The new by-law should be adopted by an affirmative vote of a two-thirds majority of the club.

Huaxia Chinese School Tai Chi Club adopted the foregoing by-laws in 2006.

#### **Revision History**

##### **9/14/2008 Approved by over 2/3 of club members**

Changes:

1. Removed the 2 year restriction for new members
2. Added a Membership Committee to approve new member applications
3. Remove the punishment for members not participating public performances
4. Removed the mandatory public performance
5. Recommend members participate in at least one public performance