PARENTS AND FRIENDS ASSOCIATION (PAFA)

BYLAWS

Article I: Mission, Vision, and Goals

Section 1. Mission: Together as parents, students, staff, faculty and friends, we will build a solid foundation that unites our diversity and fosters a positive, cohesive community.

Section 2. Vision: To provide support and resources to the school community through the coordination of activities and projects outside of the regular school-provided curriculum.

Section 3. Goals: To support and enhance SCIS by:

A. Promoting open communication between the Director of Schools, other administrators, teachers, parents and other staff.

B. Encouraging the entire SCIS community to participate at school functions.

C. Providing an atmosphere for parental support, e.g. parents sharing ideas, experiences, problems, and solutions.

D. Organizing and/or contributing funds and services to classrooms, special projects, and extra-curricular activities, which are defined to be "above and beyond" the scope of the school-wide curriculum.

E. Actively engaging in programs and projects that promote building community within the SCIS community.

F. Encouraging participation by all without discrimination.

Article II: Membership and Dues

Section 1. Membership to the Association shall be automatically conferred upon:

A. All parents/guardians with at least one child enrolled at and attending SCIS.

B. Any member of the staff and administrators working at SCIS.

C. All members of the SCIS Executive Board of Directors.

Section 2. There will be no dues for the Association.

Article III: Offices and Officer Election

Section 1. The Executive Committee Members shall consist of the following Officers:

- President
- Vice President
- School Representatives
- Secretary
- Treasurer
- Events Representatives
- Communications Coordinator

A. The term of office for all Executive Committee Officers shall be one year beginning on July 1st and ending on June 30th of the following year.

B. All positions shall be held by parent/guardian members of the Association. Each divisional Officer shall have at least one child enrolled in a grade level within the division the said Officer has responsibility.

C. Executive Commitee meetings should include at least one school representative.

Section 2. The Nominating Committee shall consist of the entire Executive Committee.

Section 3. The Nominating Committee shall use its best efforts to solicit recommendations for new officers from all PAFA membership. All candidates shall be considered for officer positions, without prejudice. In addition, the Nominating Committee shall submit requests for volunteers for new officers in the weekly school bulletins as and when needed. All interested members shall submit their names to be considered for each office either by electonic communication to the Secretary or by other written request to the Secretary. The candidates shall receive a confirmation from the Secretary of their status as a candidate once a collective decision has been made by the team. The nominations can also be from the floor during the PAFA General Meetings.

Section 4. The Nominating Committee shall use its best efforts to submit a list of nominees with at least one candidate (or more when co-volunteers apply) for each office. Such list shall be elected by a simple majority vote of the members present at the PAFA Executive Committee Meeting. In cases where there are two or more nominees who are not co-volunteers, nominees will undergo an interview process with the President, Vice-President, and other members of the Nominating Committee, as deemed appropriate by the President. Once the interview has been completed, the interviewers will collectively decide which nominee is most suitable for the position and present their rationale and decision to the Nominating Committee accordingly. All candidates should be advised of the outcome in a timely manner, prior to the official announcement of the newly elected PAFA Executive Committee members.

Section 5. Outgoing Officers will need to provide all PAFA financial and other pertinent records to incoming Officers within fifteen business days from election. Outgoing Officers will be required to make themselves available to incoming Officers at a predetermined meeting to transition their responsibilities. Furthermore, outgoing Officers will make themselves available when possible to incoming Officers to provide assistance as necessary throughout the upcoming school year.

Section 6. The President and the Vice President shall not serve more than two consecutive terms, and the Treasurer shall not exceed four consecutive terms, except as specifically requested by the Director of Schools or the Board of Directors or the PAFA Board.

Article IV: Officer Duties

The primary duties of the Officers of the Association are included below. The Officers are free to delegate any of their responsibilities unless their title is specifically called out elsewhere in the Bylaws. The Officers, collectively referred to as the Executive Committee, have additional duties outlined in Article VI. The Executive Committee or the membership of the Association can also encourage additional duties for the Officers.

Section 1. President

The responsibilities of the office shall include, but are not limited to, the following: serve as a voting member of the Executive Committee, manage overall objectives of PAFA, facilitate monthly PAFA Executive Committee Meetings and regular General Meetings, work with the Nominating Committee to recruit a new leadership team during the election process, assign or make payments from PAFA funds, promote an environment where parent involvement is encouraged and respected, and model the Code of Conduct (as defined in Article V of the Bylaws).

Section 2. Vice President

The responsibilities of the office shall include, but are not limited to, the following: serve as a voting member of the Executive Committee, attend monthly PAFA Executive Committee Meetings and regular General Meetings, chair meetings the President cannot attend, work closely with the President in liaison with SCIS leadership, work with the nominating Committee to recruit a new leadership team during the election process, promote an environment where parent involvement is encouraged and respected, and model the Code of Conduct (as defined in Article V of the Bylaws). This position is dependent on the needs of the current PAFA Board President.

Section 3. ECE Representative
The responsibilities of the office shall include, but are not limited to, the following: serve as a voting member of the Executive Committee, attend monthly PAFA Executive Commitee Meetings and regular General Meetings, act as a liaison between parents and ECE administration, work with the Nominating Committee to recruit a new leadership team during the election process, promote an environment where parent involvement is encouraged and respected, communicate PAFA-related information to the ECE community, assign or make payments from PAFA funds, and model the Code of Conduct.

Section 4. Lower School Representative
The responsibilities of the office shall include, but are not limited to, the following: serve as a voting member of the Executive Committee, attend monthly PAFA Executive Commitee Meetings and regular General Meetings, act as a liaison between parents and Lower School administration, work with the Nominating Committee to recruit a new leadership team during the election process, promote an environment where parent involvement is encouraged and respected, communicate PAFA-related information to the Lower School community, assign or make payments from PAFA funds, and model the Code of Conduct.

Section 5. Upper School Representative
The responsibilities of the office shall include, but are not limited to, the following: serve as a voting member of the Executive Committee, attend monthly PAFA Executive Commitee Meetings and regular General Meetings, act as a liaison between parents and Upper School administration, work with the Nominating Committee to recruit a new leadership team during the election process, promote an environment where parent involvement is encouraged and respected, communicate PAFA-related information to the Upper School community, assign or make payments from PAFA funds, and model the Code of Conduct.

Section 6. Secretary
The responsibilities of the office shall include, but are not limited to, the following: serve as a voting member of the Executive Committee, attend monthly PAFA Executive Commitee Meetings and regular General Meetings, work with the Nominating Committee to recruit a new leadership team during the election process, promote an environment where parent involvement is encouraged and respected, attend and keep accurate records of all Executive Committee Meetings and General Meetings, make such records available to members, submit Executive Committee minutes for school publication, and model the Code of Conduct.

Section 7. Treasurer
The responsibilities of the office shall include, but are not limited to, the following: serve as a voting member of the Executive Committee, attend monthly PAFA Executive Commitee Meetings and regular General Meetings, work with the Nominating Committee to recruit a new leadership team during the election process, promote an environment where parent involvement is encouraged and respected, maintain complete and accurate financial records and provide monthly reports, make such records available to members, manage the annual budget, assign or make payments from PAFA funds, and model the Code of Conduct.

Section 8. Events Representative
The responsibilities of the office shall include, but are not limited to, the following: serve as a voting member of the Executive Committee, attend monthly PAFA Executive Commitee Meetings and regular General Meetings, work with the Nominating Committee to recruit new leadership team during the election process, promote an environment where parent involvement is encouraged and respected, oversee the organization of PAFA-sponsored events, promote and advertise such events and model the Code of Conduct.

Section 9. Communications Coordinator
The responsibilities of the office shall include, but are not limited to, the following: serve as a voting member of the Executive Committee, attend monthly PAFA Executive Commitee Meetings and regular General Meetings, work with the Nominating Committee to recruit new leadership team during the election process, promote an environment where parent involvement is encouraged and respected, promote and advertise PAFA events, communicate PAFA-related information to the school community, in school publications and on the PAFA website, manage the PAFA sharepoint, and model the Code of Conduct.

Article V: Code of Conduct

The Association shall not engage in any activities that run counter to SCIS policies or procedures. All Executive Committee members will promote the Code of Conduct within the community.

Section 1. SCIS expects parents and/or guardians to show respect and concern for others by:

A. Supporting the respectful ethos of the school by setting a good example in their own speech and behavior towards all members of the school community.

B. Working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution.

C. Correcting own child's behavior, especially in public where it could otherwise lead to conflict, aggressive or unsafe behavior.

D. Respecting the school environment.

E. Observing campus security measures.

Section 2. In order to support a peaceful and safe school environment, the school cannot tolerate:

A. Disruptive behavior, which interferes with the operation of a classroom, an office area or any other part of the school grounds. This includes words or actions that bring the institution into disrepute or gravely affect the conduct of school business.

B. Using loud and/or offensive language or displaying temper.

C. Threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else's child in order to chastise them and physical punishment against your own child on school premises. (Some actions may constitute an assault with legal consequences.)

D. Damaging or destroying school property.

E. Abusive or threatening emails, phone calls, social network messages or other communications.

F. Chain email communications that elicit unsolicited support for a concern or complaint and do not follow appropriate lines of communication.

Section 3. Violations of the Code of Conduct will be reported to the appropriate administration and may result in a parent and/or guardian being restricted from entering the school grounds to safeguard our school community. In extreme cases involving a major violation and/or repeated violations of the Code of Conduct, disenrollment of a parent's child(ren) from SCIS may be necessary.

Article VI: Executive Committee

Section 1. The Executive Committee shall consist of the Officers of the Association.

Section 2. The duties of the Executive Committee shall be to:

A. Schedule and announce regular and special meetings of the Association.

B. Prepare and adopt an annual budget for the Association, with approval from the Director of Schools.

C. Present a status report at the General Meetings of the Association and effectively communicate with the general membership of PAFA pertinent matters involving PAFA.

D. Prepare and maintain a complete and accurate record of the accounts of the Association and the minutes of its Executive Committee Meetings.

E. Create standing and special committees.

F. Review the plans of work of the standing and special committees.

G. Authorize expenditures that have been budgeted or subsequently approved by the Association and the Director of Schools.

H. Transact necessary business in the intervals between regular or special meetings of the members and such other business as may be referred to by the Association.

I. At the end of the school year ensure that at least RMB 50,000 is left in the SCIS Safekeeping Treasury Account for the upcoming school year.

J. Prepare PAFA events and activities in accordance with the SCIS system-wide calendar.

K. Additional Executive Committee position(s) may be added during the term if such position(s) becomes necessary for the Association. A two-thirds majority approval vote is necessary from the existing Officers. Following such approval, the President shall inform the Director of Schools of such decision.

Article VII: Meetings and Voting

Section 1. At least two General Meetings of the Association shall be held during the school year. The schedule for these meetings shall be established by the Executive Committee at the first Executive Committee Meeting in the school year and published in each divisional school's weekly bulletin (or on the PAFA calendar and school website) identifying the time and location. The schedule and location shall be changed only if notified sufficiently in advance following approval by the Executive Committee.

Section 2. Special Meetings of the Association shall be called by the President or any of the Executive Committee Officers upon the agreement of a minimum of two-thirds of the Officers.

Section 3. Executive Committee Meetings

A. Monthly Executive Committee Meetings shall take place on the second Thursday of each month of the SCIS school year, or on another date as agreed to by the Executive Committee. Special Meetings of the Executive Committee shall be called when deemed necessary, with sufficient notice. Special Meetings of the Executive Committee shall require a simple majority to constitute a quorum.

B. A simple majority of the serving members of the Executive Committee shall constitute a quorum at Executive Committee Meetings. Each Officer shall have one vote at such meetings. For the purpose of the General PAFA Meetings, a minimum of ten PAFA members shall constitute a quorum. For the purpose of this section and throughout this document, "simple majority" shall be defined as 50% (fifty percent) plus one person.

C. A Special Meeting of the Executive Committee may be held via electronic means (without requiring the Officers' physically meeting) using the official email addresses or other electronic addressing technology as may be utilized by the Executive Committee if:
   1. The Committee votes to permit such meetings and sets proper conditions and,
   2. A complete record of the motion and vote is recorded in the official minutes.

D. Official minutes of all Executive Committee Meetings shall be recorded and made available on the SCIS website within five business days from electronic approval following such meeting. Official minutes of Executive Committee Meetings shall contain voting decisions made (with vote count and complete language of each motion) but no discussion detail. No hardcopy of the meeting minutes shall be available. Electronic copy shall be the only form of communication encompassing meeting notes.

Section 4. Per policies and procedures set forth by SCIS, English shall be the official language for all PAFA related meetings, functions and events. Official minutes of such meetings, functions and events shall be available to all members of PAFA in English only.

Article VIII: Expenditures and Disbursements

PAFA may raise funds to support various efforts that build our community. It does so under the aegis of SCIS and its parent organizations, which are legally registered enterprises under which any funds must be designated according to Chinese law. Therefore, the SCIS administration holds responsibility to audit all revenues and expenditures of PAFA and includes these figures in its annual government audit.

Section 1. Any money raised under the auspices of PAFA is accountable to the school and is the responsibility of the school in terms of annual accounting and tax audits. All money raised by PAFA must be deposited to the school accounting office immediately after it is raised, to the PAFA account. The school administration must approve all fundraising activities and proposed expenditures, and ensure that they are of general benefit to the school and to as many students as possible.

Section 2. The Executive Committee shall use its best discretion to ensure equality among ECE, LS and US in disbursing funds. Officers shall use their best discretion to ensure fair distribution of funds according to identified school needs. In addition, each of the divisional school Officers shall inform the recipients in their respective schools that they must follow the guidelines set forth by the SCIS Board Policy Manual (i.e. they must "ensure that they are of general benefit to the school and to as many students as possible"). Furthermore, the recipients shall provide accurate accounting, including, but not limited to all receipts showing the purchase of goods or services, to the Executive Committtee within fifteen business days of receipt of funds in order for the Treasurer to disclose such accounting record at the PAFA Executive Committee Meeting.

Section 3. The Executive Committee will be allowed the liberty to make charitable donations based on the agreement of a two-thirds majority of its Officers. However, at fund-raising events, parents will assume that their contributions will be going towards the school and its children. Therefore, when events are planned in order to aid a charity, that information should be publicized before and during the event so that participating parents know who is benefitting from their participation.

Section 4. All monetary requests, which are written for disbursement to pay as an expense or reimbursement, shall be signed by the Treasurer and two others:

A. For school-initiated requests, by the school administrator making the request and a divisional Officer;

B. For PAFA-initiated requests, by two Officers; and

C. For requests arising from a specific school division, by two Officers representing the same school division.

Section 5. No individual may sign a disbursement approval from PAFA that is made out to him or her, except where the funding requires two signatures, that person's signature may be one of the two required signatures.

Section 6. All such allocation of funds shall be approved by the Officers and the Director of Schools by no later than the May Executive Committee Meeting of every fiscal year.

Section 7. The Executive Committee shall use its best efforts to stay within budget for the events planned throughout the year. In the event that actual expenditures exceed, or expect to exceed, 20% (twenty percent) of the projected budget, the Executive Committee shall commence a Special Meeting, or during planned monthly Executive Committee Meeting, to vote for such excess expenditure. A two-thirds majority vote by the Executive Committee is necessary to either proceed, retract or amend such event.

Section 8. The fiscal year of the Association is from July 1st to June 30th, aligned to the SCIS fiscal year.

Section 9. A regular annual audit shall be performed by a SCIS appointed accounting representative assisted by the outgoing and incoming Treasurer (or an appointed parent if the Treasurer succeeds him or her) within ten business days following election of new Officers. This should be presented to the Executive Committee in the last Executive Committee meeting for the said school year.

Article IX: Resignations, Vacancies and Removals

Section 1. Any Officer may resign from office at any time, by written notice to the Executive Committee. In the event of resignation or vacancy occurring in any office, the Executive Committee shall be empowered to elect an Officer to fill the unexpired term of that office. In the event of a vacancy in the office of the President, the Vice President shall fill the duties of that office for the remainder of the term or until a new President can be elected by the existing Executive Committee members.

Section 2. If an Officer fails to perform his or her duties, s/he may be removed from the office by a two-thirds majority vote of the remaining Officers where one previous notice has been given of such failure to perform duties. The motion must be made during an Executive Committee Meeting or an Emergency Executive Meeting to remove such officer and shall be seconded by another Officer. Upon acceptance of the motion, secret ballot shall be cast for the decision to either remove or retain such Officer.

Section 3. If an Officer fails to or is unable to attend monthly PAFA Executive Committee Meetings three or more times during the course of a school year, such Officer shall be deemed unable to perform his or her duties and should resign from office. If a representative of the said division is assigned to attend the meeting, the said representative must stand-in for the absent representative/s from the same division.

In such instances, the attending representative shall provide the agenda(s) and updates for all the grades / levels. Also, full meeting attendance (from start till end of the meeting) shall be required by the said assigned attendee/s.

Section 4. The vacancy created by a removed or resigned Officer shall be performed by the President in interim until a replacement has been approved by the Officers.

Section 5. A Special Executive Committee Meeting shall commence no later than five business days after the official resignation or removal of the Officer to discuss the re-organization of the Executive Committee. The remaining Officers shall have the first right of refusal for the position vacated by the departing Officer. In the event the remaining Officers decline to accept the vacated position and the Executive Committee deemed it necessary to fill such position, the President shall submit a request for nomination to the general membership within five business days of the Special Executive Committee Meeting. The nomination shall be open to all parent/guardian members from the date of the announcement until the following Executive Committee Meeting or ten business days, whichever comes last. The Executive Committee shall vote for the new Officer during the Executive Committee Meeting and upon approval of the new candidate, the President shall inform the Director of Schools of its newly elected Executive Committee member.

Section 6. The newly elected Officer shall serve the remaining term of the current school year and follow the policies and procedures outlined in these Bylaws.

Article X: Amendments to Bylaws

Section 1. This document shall be reviewed annually by the Executive Committee. Any proposed amendments shall be initiated by a two-thirds vote of the Executive Committee and presented to the Director of Schools for approval.

Section 2. Approval of amendments to the Bylaws will be made by the Director of Schools and take immediate effect upon approval.

Section 3. It is the responsibility of the Director of Schools to ensure that this document aligns with the SCIS Board Policy Manual.

Article XI: Dissolution

Section 1. The Association may be dissolved in the following manner:

A. By a directive of the SCIS Board of Directors. OR

B. When the Executive Committee gives notice to the entire membership that the dissolution is being

considered by publishing the articles of dissolution. At least two weeks following the notice, a Special Meeting shall be called. Dissolution requires approval of the Articles of Dissolution by two-thirds of the Executive Committee Officers by written vote and approval by the Director of Schools. If the Director of Schools does not approve, PAFA may be disbanded for the current year, all funds would remain in the SCIS PAFA Safekeeping Treasury Account, and the Director of Schools assumes responsibility for reinstating a new Executive Committee the following year.

Section 2.

A. Upon dissolution, all funds and assets shall be distributed as directed by the SCIS Board of Directors.

Approved by:

Director of Schools **Date:**

PAFA Executive Committee President **Date:**