科大校友基金会章程修改引言

- 2 各位中国科大校友基金会(USTCAF)会员:
- 3 经过一个月左右的 2010 届理事会(Governing Board)的内部讨论,我们达成了一个章程
- 4 (Bylaws)修改方案。本修改方案的缘起是 Bylaws 2003(这也是当前的有效力的章程)
- 5 里面关于理事会的任期的限制造成了本届理事会的尴尬处境:按照 Bylaws 2003 规定,理
- 6 事会的选举必须在每一年的11月和来年的二月之间完成,新的理事会在二、三月上任。
- 7 但同一个章程又规定理事会的任期是一年(考虑到选举的时间范围,实际任期长度可以有
- 8 十二个月加减一两个月的弹性)。本届理事会是 2010 年九月底选举产生的,实际开始运
- 9 作是十月初,到明年二月的在任上时间仅为五个月多一点。在2010年2月举办选举换届
- 10 的话,一定会影响目前本届理事会正在推行的难以速成的好几件重大任务(财务,会员信
- 11 息的自主管理,章程里面关于会员资格和选举事务的及时修订并生效等等),同时也会有
- 12 本届任期过短的争议。在前述这几个重大任务完成前就换届,只是把过去出现并后推的难
- 13 题几乎原样继续推给下一届理事会。经历了接手时 USTCAF 的运转停滞、延宕的状况并
- 14 费力将各项工作逐步转入正轨,本届理事会的共识是不乐见目前正在推行的工作在尚未能
- 15 告一段落的时候就换人。

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- 16 在具体讨论修改方案的时候,理事会的主要着眼点是那些直接影响到 AF 和理事会的当前
- 17 运作和有关会员资格认定、选举如何进行这样一些核心条款。这些条款在修正方案生效
- 18 后,将可大幅度减少、减轻未来由此而生的问题和争议,同时也提高了相关条文的严密性
- 19 和可操作性。对于某些条款的修订是可能有诸多选择的。理事会讨论的时候是以条文简练
- 20 严密,易操作,会员资格和权利的平衡等几方面来衡量的。它们可能还可以更严密更好,
- 21 特此欢迎您们的意见和建议。
- 22 本方案并不是一个全面修订案。章程里面其他的属于当前非紧迫的或短期内难以定案的议
- 23 题将留待本案通过以后再讨论。并通过向会员通报预案的方式增进双向的沟通,争取最广
- 24 泛的认同和支持。
- 25 敬请各位会员向理事会(ustcaf2010@gmail.com)提供意见。我们预定于 2011 年一月上
- 26 旬就此方案进行投票。
- 27 执笔人: 龚晓华
- 28 中国科大校友基金会 2010 理事会
- 29 2010年12月29日
- 30 【注】在后续的章程修订案的正文里面,黑色的字体是 Bylaws 2003 的原文(包括那些被
- 31 划线的字句)。红色的字体是修订方案。同时我们还提供了针对重要条文的一些背后思
- 32 考的逻辑或解释,请查看。文字内容通过以后,我们将会调整格式,包括各个条文的系
- 33 列号码,以便于引用。

The University of Science and Technology of China Alumni Foundation

BYLAWS

(revised on xx/xx/xxxx -- adopted on xx/xx/2011)

Article I

Section 1. Name:

The name of the organization is the University of Science and Technology of China Alumni Foundation, hereinafter referred to as "USTCAF".

The University of Science and Technology of China will be abbreviated as USTC in this document.

Section 2. Nature:

The USTCAF is a non-profit organization. All members of the USTCAF work voluntarily. The USTCAF is independent of USTC. The USTCAF is independent of any USTC alumni association.

Section 3. Address:

Registered Office. The registered office of the USTCAF within the State of Delaware shall be at 7 Burkwood Drive, Newark, DE 19713.

Section 4. Other Offices:

The USTCAF may also have offices other than said registered office within the United States and around the world.

Such office address(es) shall be made publicly available, within seven (7) days of its establishment, on the USTCAF website.

Section 5. URL:

The website of USTCAF shall be http://www.ustcaf.org. The email address shall be afgb@ustc.edu

Article II

Section 1. Mission:

The foundation is founded to (1) promote the excellence of members of USTC, including students, teachers, and alumni in USA and elsewhere; and (2) promote the academic and cultural exchange between USTC and researchers in USA

Section 2. Goals and Awards:

- a. USTCAF shall raise donations from USTC alumni and elsewhere. USTCAF shall present various awards to USTC students and faculty members, but not limited to, to accomplish USTCAF mission.
- b. USTCAF offers awards defined in following sections. Depending on the fund availability and circumstances, USTCAF can decide additional criteria for scholarship or award recipients. USTCAF will announce

Comment [XG1]: The full text of Bylaws 2003, the currently ruling bylaws, is available at http://www.ustcaf.org/en/about-us/governance/bylaws

Comment [XG2]: This is the current registered office of USTCAF. All the official and legal documents to USTCAF will be sent to this address. Since USTCAF will sent to this address inceporated in Delaware in 1995, the registered office has to be at a physical street address in the State of Delaware. Change of registered address would cost \$100-150.

Comment [XG3]: Contact email address shall be available on the website. The website shall adopt ustcaf.org domain to better reflect its independence from USTC and its autonomy.

these additional criteria before the application procedure starts. USTCAF will also sponsor awards set up by private groups (see Article IV-5). Any new award and its selection criteria must to be consistent with USTCAF mission and must be approved by the Board (GB) (see Article IV-1). USTCAF current or retiring leadership within certain years may not be eligible for any award (see Article III-3(i)).

- c. Provide a scholarship to the most outstanding high school graduates in China to attend USTC. The scholarship is named "USTC Alumni Foundation Outstanding New Student Award". The recipients must be either ranked top in his/her province, or ranked top among all new students admitted to USTC.
- d. Provide an award, named "USTCAF Young Faculty Career Award" to outstanding young USTC faculty members at the HEFEI campus, based on achievements or promises in teaching and research.
- e. Provide a scholarship to the USTC students based on financial need with some minor academic standing requirements. The scholarship is named "USTCAF Goodwill Fellowship".
- f. Provide award to people making significant, recognized achievement in promoting scientific exchange programs between USTC and universities in the USA and other countries. Provide financial assistance to bring distinguished professor(s) based in USA and other countries to give (series) lectures in USTC, or qualified USTC professor(s) to visit and lecture in USA and other countries.
- g. Provide a scholarship to the best graduates of USTC to assist them going to good graduate schools in the USA and other countries.
- h. Provide a scholarship to the best college graduates in USA and other countries, excluding those from USTC, to attend USTC for their graduate studies.
- i. Assist USTC to recruit distinguished faculty members. Provide fellowship to bring promising young postdoctoral researchers from USA and other countries to work in USTC.

Article III

Section 1. Organization:

The USTCAF shall have a Governing Board, being referred as GB in this document, consisting of no less than ten (10), but no more than twenty (20) members. These members are called directors. The important decisions must be made by the GB meetings.

The USTCAF shall have a three-member executive committee (EC), consisting of a chairperson, a vice-chair, and a secretary, and several other standing committees in charge of various functions/areas. Standing Committees include Membership/Alumni Services, Fund-raising, Finance, Publicity, Communication, USTC Liaison, and Scholarship.

The Chairperson, Vice-chair, and directors of subcommittees are appointed by the GB, and they are usually directors of GB.

Comment [XG4]: The original text here could be confusing.

143 The head and members of committees are appointed by the GB. 144 There should be GB directors in each committee. 145 146 Section 2. Executive Committee: 147 a. The EC supervises the management, represents USTCAF externally, 148 solves urgent problems, and sets agenda for the board (GB) meetings. 149 b. The EC shall follow the bylaws and execute the resolutions 150 of the GB. 151 After vetoing any resolution made by the GB, a written 152 153 report must be presented to the GB's next meeting. 154 155 c. The EC must file a report on GB operations once every two months. 156 d. The EC is responsible to deposit fund raised by the USTCAF into a bank 157 and to co-sign all checks. 158 e. The EC is responsible to record all contributions, member lists, and all 159 expenditures. 160 161 f. EC can invite advisors to attend GB meeting and monitor GB email 162 discussion. However, the advisors can not vote. 163 164 g. Vice-chair will serve as acting chair at Chairperson's absence. 165 h. Chairperson is the official spokesperson for USTCAF. He/she can 166 authorize any other officer or board member to represent him/her 167 externally. $\dot{\text{i.}}$ Chairperson and other leaders of USTCAF are forbidden to conduct 168 any political, business and other activities under the name of 169 170 USTCAF inconsistent with the mission of USTCAF.

Comment [XG5]: Since a resolution requires a formal process and 2/3 votes, the EC shall not have the authority to veto it. As a matter of fact, with 2/3 vote, the GB can dismiss EC.

Comment [XG6]: Redundant with II-3-k

a. GB is elected by members of the USTCAF. The procedure is defined by Article III-4.

The term of the GB is one-year.

Section 3. Procedures:

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The term of the GB shall be the duration of time between the two dates of election result announcement of the two consecutive general elections. The timing of election is defined in the article III-4.

Only those who have been members of the USTCAF for six months or more, but not a current USTC student nor an employee, are qualified to be the members of GB.

All directors of GB must have electronic mail access (see III-3(h)(j).)

b. Any member of GB can send a petition to the EC for a board debate on his/her proposal, usually, by electronic mail.

The voting deadline must be at least seventy two hours after the call. A quorum needs two-third of directors.

A passing resolution needs two-third votes.

Only the Chairperson, a majority of the EC, or three GB members can initiate such debates and voting.

c. The Chairperson is elected by GB. Only those directors of GB are qualified for the Chairperson.

The term for the Chairperson is one year which is understood not less than ten months, but not more than fourteen months.

The term for the Chairperson is for the duration of the GB term.

Comment [XG7]: Under the current scheme, elections are not set to be held on the same calendar date each year.

Comment [XG8]: The qualifications for GB membership have been specified in II-4.

No one is to hold the Chairperson position for two consecutive terms.

No one is to be elected as the chairperson consecutively and no one is to be elected as the chairperson more than once during the same GB term.

A chairperson-elect shall appoint a vice-chair and a secretary and thus form the ${\tt EC}$.

A two-thirds vote from GB is needed to disapprove such appointment and the chairperson-elect shall then appoint new persons to the posts.

- d. Upon an impeachment of two-third directors of GB, the Chairperson is to step down in fifteen days.
- e. Any officer director can resign from the GB, the EC, or other subcommittees provided a notice of resignation seven days in advance.
- f. Any <u>officer</u> director can be dismissed by 2/3 directors of GB at anytime. Initiation of dismissal shall be from the Chairperson, a majority of EC or three GB members.

The counting of dismissal votes (both the quorum and two-thirds criteria) shall exclude the GB member who is subject to dismissal recommendation.

g. Committee chair's term is one-year and there is no term limit.

The term for heads of committees is the same as the GB term and it requires a GB decision to fill a vacancy due to resignation, dismissal or term maturation.

h. Every GB member must report to the Chairperson by email once every other month either by contacting the Chairperson directly or participating in discussions at GB email list.

A GB member can be dismissed by the EC if he/she fails to report for more than 4 months.

- i. Current GB members and GB members who served in the past two terms are not eligible for any award sponsored by USTCAF. Other than normal expenditures, GB members or volunteers should not receive compensation from USTCAF for their work (see Article IV-3).
 - j. GB may select new GB members if the lower limit of GB is about to be reached due to resignation or dismissal.

If the size of GB is less than the minimum, all the remaining members of GB may still select new GB members.

The nomination shall be from the Chairperson, the majority of the EC, three GB members or one quarter of all remaining GB members.

Such selection shall receive two-thirds votes from all the remaining $\ensuremath{\mathsf{GB}}$ members.

The selected GB members' term shall expire upon the next election.

The number of selected GB members shall be such to have GB reach its minimum size.

k. GB may appoint advisors for USTCAF..

 $\ensuremath{\text{k.}}$ GB may decide to appoint advisors, upon nomination from the Chairperson or two GB directors.

Such advisors may participate in GB meetings, monitor email communications, audit financial reports and relevant documents, and participate in discussions, but do not have a voting right.

Comment [XG9]: Definition of "officer" is not clear. AF currently does not have paid staff. All are volunteers.

Comment [XG10]: Dismissal from GB membership shall belong to the rights of GB, rather than EC.

Comment [XG11]: If the size of GB is at the minimum due to election result, this non-election process of selecting GB members shall not be undertaken to expand GB size.

258 Section 259

A general election for GB will be conducted between November each year and February the next year by electronic mail ballot.

The GB or the Election Committee shall conduct a general election which will close no earlier than 11 months and no later than 13 months from the closing date of a previous general election.

The voting mechanism shall be through electronic mail ballot: one ballot per member.

If multiple email ballots were received from the same member during the voting period, the last such email ballot from this member will be processed for purposes of ballot validation and counting of votes.

The election will be conducted by the current GB, or by a committee appointed by the current GB.

A quorum needs one-forth of members.

The GB or the Election Committee shall set a date of record for each election 30 days prior to the first day of voting.

All persons whose memberships are valid on the date of record will be eligible to vote in the upcoming election.

The election quorum requires the return of ballots from one fourth or more of the number of members who are eligible to vote in the general election on the date of record.

The quorum must be specified in the election ballot.

The voting period of an election shall be at least two weeks and the first and last dates of voting period shall be specified in the election ballot.

The election needs to be announced thirty (30) days in advance.

The announcement of election shall be sent out to the complete list of members that are on USTCAF's records for at least three times, no less than seven (7) calendar days apart.

The same announcement shall also be published on USTCAF website within three (3) calendar days since the first email announcement.

See III-3(a), III-5(d) and III-5(i) for qualification specification.

All nominations must be submitted to the election committee at least seven (7) days before the election.

Qualification for GB candidacy:

The candidate must have been a member of USTCAF for 180 days or more from the date of record;

The candidate must maintain a valid membership status during the whole duration of his/her expected GB term if elected;

The candidate shall not be a current student or employee of USTC;

The candidate shall not hold official capacity and/or bear official obligation to represent USTC in handling USTCAF-relevant matters during the expected GB term;

Comment [XG12]: This was one of the motivations for this revision proposal. The GB2010 was established in Sept/Oct. 2010 and currently is around the clock to carry on the much delayed tasks of USTCAF. It will be very costly to hold an election on top of the heavy work load and it will undoubtedly affect the currently on-going work streams. In addition, there is also a provision in the bylaws stating that "GB's term is one year". In light of this contradiction between bylaws and the reality, the consensus of GB2010 is to remove the Nov-Feb limitation.

Comment [XG13]: Date of Record will be the benchmark date on which the number of members who can vote in the respective election shall be determined, which in turn determines the quorum of the election.

Comment [XG14]: The current quorum is set at ¼, the same as that specified in Bylaws 2003.

Comment [XG15]: AF or the Election Committee shall make best effort attempts to reach its membership base to inform them of the upcoming election event.

Comment [XG16]: This qualification requirement for GB candidacy has been expanded and reworded.

The candidate must have electronic mail access (see III-3(h)(j)); The candidate shall include, if any, his or her past services to the USTC alumni communities and associations with other USTC alumni organizations in his or her candidacy statement.

The ballot should properly identify every candidate by their names, in Chinese characters or PinYin. If applicable, a candidate's USTC class number shall also be specified.

In the ballot, the candidates shall be listed in the order by which the Election Committee receives the candidacy statement emails.

In case that a quorum is not met in an election or if the GB otherwise fails to declare the success of a general election within timeframes specified in these bylaws, a re-election shall be organized within no less than 30 days and no more than 90 days from the last date of voting of the failed election:

The election committee shall be comprised of no less than three life-time members;

All the members who were eligible to vote at the failed election shall be entitled to vote in the re-election;

All the members whose memberships become newly effective since the date of record of the failed election and the date of record of the reelection shall be entitled to vote in the re-election;

All the then-sitting GB members, including those who resign after the beginning of ballot casting for the failed election, shall be excluded from the election committee as well as the candidacy in the re-election; other candidacy qualification requirements still apply.

All the members who participate in re-election shall constitute the quorum.

The GB-elect shall receive majority votes;
The GB-elect shall be subject to the upper limit of the GB size;
The GB-elect shall not be subject to the lower limit of GB size;
The term of the GB-elect shall start from the end of re-election;
The GB-elect shall have the authority to shorten its own term;

The GB-elect shall have all the same rights and authority as a GB that would have been elected if a quorum was met.

— GB members that have served only one year are encouraged to be self-nominated or nominated by others for a consecutive term to ensure continuity of USTCAF policies.

Section 5. Membership:

- a. Founding members are alumni and teachers of USTC.
- b. Life-time members are those donating no less than the lifetime membership dues during any calendar year.
- c. Regular members are those donating no less than the regular membership dues during any calendar year. The regular membership expires within one year.

There shall not be membership for non-natural-person entities.

There shall be only one membership per natural person.

Comment [XG17]: If candidates are also USTC alumni, they shall provide their USTC class number in addition to their names.

Comment [XG18]: This is an important addition to bylaws to handle difficult situations where the election quorum is not achieved.

Comment [XG19]: This clause should be removed

A membership shall become effective <a>45 days <a>after the earliest donation dates by which time the respective membership due requirement is met. Such date shall be available from a donation receipt issued by USTCAF.

For donation records in which there are multiple natural persons, USTCAF___shall allocate the whole donation to the person whose email was provided in the donation form unless the donors provided instructions, in writing, on the allocation of donation among donors.

A member shall be entitled to change his or her email address after a process of verification. Change of membership emails shall become effective immediately upon the verification is completed.

A donor may opt to reject the membership at the time of making donations if a clear indication of such intention is specified on the donation form and/or in the memo field of the payment transaction documents.

A member shall be entitled to cancel his or her membership at any time by informing, in writing, the GB or GB-appointed Membership Committee of such intention. A process of verification on the identity and intention will be conducted by officers of the GB or the Membership Committee. The termination of the membership shall become effective immediately after the verification is completed.

Membership, once cancelled, cannot be reinstated without new donations. All past donations prior to the cancellation shall be excluded from any future considerations of membership establishment.

The GB is authorized to terminate a membership upon verification of the death of a member.

The GB is authorized to terminate a lifetime membership if the GB have made best effort attempts in vain to establish contacts with this person.

Terminated memberships due to loss of contact can be reinstated upon reestablishment of contact with UTCAF. The reinstated membership shall become effective immediately after the verification of the identity and intention is completed.

Regular members for at least three consecutive years with accumulative donation above a limit set by the GB will automatically become lifetime members.

- d. Payment of annual dues one hundred days prior to the election is a a prerequisite to being a voting member.
- e. The amount of dues is set by the GB. It may change each year at most once per calendar year and no less than six (6) months apart from the last change.

Percentage changes to membership dues shall not exceed 25 per cent in either direction during any GB term with exceptions allowed for rounding to the nearest dollar amount.

The regular membership due shall not be greater than one-third of the life-time membership due.

Comment [XG20]: Since the date of record is 30 days prior to the first day of voting, and the voting period is at least two weeks, we propose to set the waiting period of membership becoming effective as 45 days, to safeguard against the least likely purposes of manipulating election outcomes.

Comment [XG21]: This is a difficult situation where a perfect solution is not possible as of now without back and forth communications between the donors and the GB. In the future, donation form will be revised to ease the burden of extra communications.

Comment [XG22]: A membership self-admin utility is being developed. Once done, it shall offer a convenient way for such purposes. Before that, direct communications to GB through emails shall be acceptable.

Comment [XG23]: We intend to offer mechanisms in case donors are not interested in becoming a member of USTCAF, for there are aspects of being a member that someone may not want to be subject to. One example is, upon written request(s) from another or other members, USTCAF has to disclose the contact info of the member being requested upon.

Comment [XG24]: This is also a very important addition to the bylaws. Part of the reason is to address the challenges of reaching the election quorum. If too many voting-eligible members (all lifetime members are eligible to vote in any election after their membership status is established.) cannot be reached through their emails, the quorum will be impractically high and infeasible to reach

Comment [XG25]: We propose to retain a way to restore such memberships terminated due to loss of contact. However, the reinstatement of membership cannot grant retrospective voting rights on anelection whose date of record has passed by the time of reinstatement.

Comment [XG26]: This article has been removed for the purpose of simplifying membership rules. In practice, not many regular members, if not none, have been converted to lifetime members due to this provision.

Comment [XG27]: This is also very important revisions to bylaws. We try to cap the annual changes (esp. the increase) to membership dues, to safeguard against big increases which is against AF's philosophy of reaching and seeking contributions from most of alumni and friends.

Memberships, once established, shall not be retrospectively affected by future membership dues.

f. The EC shall be responsible for collecting the dues and keeping membership records up-to-date. The collected dues and records shall be kept by GB as well.

g. Any financial contribution from one individual to the Foundation is considered as a membership payment. Unless otherwise specified by contributors donors, those who donate more funds than the membership due will be listed as members automatically.

- h. The account summary shall be presented to the GB and public at least once every two months.
- i. The Foundation keeps the anonymity of all or part of information of a contributor donor from the public, if he or she wishes so explicitly instructs so.

Section 6. Member meetings:

Only the GB can call the general member meetings. Members can submit proposed agenda items to the Chairperson or the directors of the GB. Announcement of the general member meeting including the agenda will be sent to all members no later than seven days before the meeting.

A quorum needs one-third of members in such a case.

Any resolution needs two-thirds for-votes. Such meetings are rare.

Section 7. Minutes:

Minutes of the meeting shall be prepared by the chairperson of the meeting and shall be distributed within two weeks after the meeting. Records of the approved minutes shall be kept by the EC.

Article IV

Section 1. Award Procedure:

All USTCAF awards, no matter the source of funding is the general fund, or any subfund (see IV-5), must be approved by the Board (GB). In general, the Board (GB) would approve the award criteria and the awardee selection made by a private group whose USTCAF subfund covers the award, unless there is a concern, such as negative recommendations from USTC when verifying applicants' materials, or narrow selection base which may cause frauds, or possible discrimination in criteria or selection. In a normal situation, a subfund must submit a description and criteria of a new award to the Board (GB) six months in advance before the award can be issued.

Section 2. Fund campaign:

All donation forms and campaign letters under the name of the Foundation must be approved by the chairperson. All contributions must be payable directly to "USTC Alumni Foundation". To make checks payable to any fund raising member is illegal.

Section 3. Expenditures:

Guaranteed eighty five percent (85%) of fund will go to the scholarships. The rest of the fund would cover registration cost, fund transaction fee, postage cost, materials for printing award certificates, and other operational costs. Salary or work compensation for USTCAF officers/directors of the board is forbidden.

Comment [XG28]: This is the grandfather provision so that membership status, once established, shall not be subject to later changes to membership dues.

Expenditures for fund raising parties will never be paid by USTCAF. Such expenditures must be paid by the party members only, not from the checks payable to the Foundation. Any expenditures inconsistent with the mission of USTCAF are forbidden.

Section 4. Financial reports:

At least once a year, the Bookkeeper(secretary) needs to present a list of all contributions that year and a list of total contributions by each person in the history, which will be sent to every member as a form of receipt. All fund transactions and their description would be listed on USTCAF website so that the fund balance can be checked at any time by public.

Section 5. Private Scholarship:

Anyone who wishes to set up private scholarship under USTCAF sponsorship and management is welcome to do so. In general, the organizers of the private scholarship should be responsible for the fundraising; a certain percentage* of the private fund will be paid to the general fund; the organizers of the private scholarship have the right to set up their own criteria within the mission of USTCAF. Details of the private scholarship will be regulated by the guideline for private scholarship and the contract between the organizers of the private scholarship and USTCAF (see IV-1). All such private funds and the general fund must be listed on website for public to view. All funds are to be centrally managed by a committee under the supervision of GB, according to a fund management guideline.

* The percentage is set zero at a Board resolution 2003-3.]

Section 6. Regional subcommittees:

All members are encouraged to form local subcommittees for the Foundation. A regional subcommittee will be expelled from the Foundation if it collects its own member dues, or its own fund. The Chairperson shall make decisions to dismiss any regional subcommittee if its policy disagrees with that of the Foundation.

Article V

Section 1. Amendments:

- a. The Bylaws may be amended by member meetings specified by Article III-7.
- b. The Bylaws can also be amended by two-thirds for-votes of GB. However the new Bylaws can be effective only after fifty days of the amendment.

To ensure the continuity and independent nature of USTCAF, Article I-1, Article I-2 and Article II-1 of this bylaw shall never be changed in principle.

The end.

Comment [XG29]: This shall not appear in bylaws, though it is the currently adopted percentage.