

中華教育學會

THE CHINESE SOCIETY FOR EDUCATION

1137 Western Road • London • Ontario N6G 1G7 • Canada
Email: cseoffice@uwo.ca • <http://chinesesocietyforeducation.space>

THE CHINESE SOCIETY FOR EDUCATION

CONSTITUTION*

ARTICLE I. NAME AND PURPOSE

Section 1. Name. The name of this organization shall be The Chinese Society for Education, hereinafter identified as the Society.

Section 2. Office. The principal office of the Society shall be known as the Office of the Board of Executive Directors.

Section 3. Purpose. The Society is established to build a global community focusing uniquely on and promoting Chinese and related studies, practice and/or partnership of education in the greater China region and beyond. Specifically, the Society shall:

- a. Build, expand and empower a borderless, transdisciplinary platform of Chinese studies of education for researchers, practitioners and/or partners in the field of education with cultural origin from China and those who are passionate about Chinese studies of education and culture.
- b. foster and uphold the global trinity of scholarship, practice and partnership relevant to Chinese studies of education beyond geo-political boundaries.
- c. advance education globally by hosting conferences or other events on Chinese studies of education that encourage students, researchers, practitioners and partners in the field and promoting related scholarship.

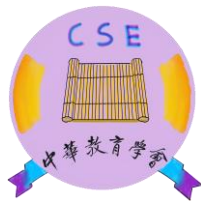
ARTICLE II. MEMBERSHIP AND AFFILIATION

Section 1. Non-Student Membership: shall be open to any individual researchers, practitioners, partners, etc. who have an interest in the field of Chinese education or related areas but are not current students.

Section 2. Student Membership: shall be open to any students who have an interest in the field of Chinese education or related areas and currently enrolled in a college or university undergraduate or graduate program.

Section 3. Honorary Membership: shall be granted to senior Non-Student Members who have received the Honorary Fellows Award of the Society, which recognizes life-long service and significant contribution to the field of Chinese education or related areas.

* Originally approved by the Annual General Meeting of the Society on July 29, 2024; Last Approved and published on August 12, 2026 by vote of the CSE Membership at the 3rd Annual General Meeting of the Society.



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Section 4. All membership fees shall be set annually by the Board of Executive Directors. Membership fees for Student Members shall be half that of Non-Student Members. Honorary Fellows enjoy lifelong free Honorary Membership after awarded.

Section 5. The membership year begins on the date of membership payment and expires before the date of the second succeeding Annual General Meeting (hereinafter identified as AGM).

ARTICLE III. OFFICERS

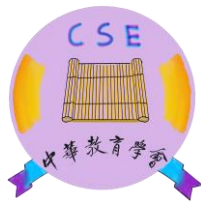
Section 1. Officers. Officers of the Society shall be the Founding President, the Founding Vice Presidents, the President, the President Elect; the Vice President, the Immediate Past President, the Secretary, the Treasurer, and other executive directors.

Section 2. Selection and Term.

- a. The Vice President shall be elected for a 1-year term and automatically and successively shall become the President Elect for a 1-year term, the President for a 1-year term and the immediate Past President for a 1-year term. Thereafter, there shall be a period of at least a year before the same member again shall be eligible for election as Vice President or Board of Executive Directors member.
- b. Directors shall be elected each for 4-year terms, 1 every other year. After service of a 4- year term, there shall be a break of at least a year before the same member again shall be eligible for election as a Director.
- c. The Secretary shall each be elected by the membership for a 4-year term. Thereafter there shall be a period of at least a year before the same member again shall be eligible for election as Secretary or Board of Executive Directors Member.
- d. The Treasurer shall each be elected by the membership for a 4-year term. Thereafter there shall be a period of at least a year before the same member again shall be eligible for election as Treasurer or Board of Executive Directors Member.
- e. Unless otherwise specified, all terms of elected officers begin and end at the AGM.
- f. The position of President is renewable.

Section 3. Vacancies.

- a. President. A vacancy in the office of President in the interim between regular elections shall be filled by the President Elect, who shall assume the title and duties of the President for the unexpired term as well as for the immediately following year. In the event of further vacancy, the Immediate Past President shall complete the unexpired term.
- b. President Elect: If a vacancy occurs in the office of President Elect that vacancy shall continue until filled at the next regular election, and the President shall immediately appoint a chair of the next Annual Conference.
- c. Vice President. A vacancy in the office of Vice President shall continue until filled at the next regular election.



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- d. Director. A vacancy in the office of Director shall continue until the unexpired portion of the term is filled at the next regular election. Such election shall be in addition to that for each of the two Directors elected every other year for a 4-year term.

Section 4. The duties of the Officers shall be set forth in the Society's Bylaws.

ARTICLE IV. BOARD AND COMMITTEES

Section 1. Board of Executive Directors. The Board of Executive Directors with voting rights shall consist of the Founding President, the Founding Vice Presidents, the President as Chair of the Board, the Vice President, the President-Elect, the Immediate Past President, the Secretary, the Treasurer, and the three Directors.

Section 2. The Rotating President every year is symbolic in the leadership of planning annual conferences and is not part of the Board of Executive Directors.

Section 3. Standing Committees shall be defined by the Board of Executive Directors. Members shall be appointed with related terms by the President in consultation with the Board.

Section 4. All other committees shall be defined as ad hoc with related terms, shall be charged by the President in consultation with the Board.

Section 5. The duties of the Board and Committees shall be set forth in the Society's Bylaws.

ARTICLE V. ELECTIONS

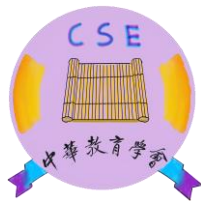
Section 1. Format. Online, at the AGM, or Board Meetings.

Section 2. Frequency. Elections shall be held annually to choose the Vice President and two Director. In the same election, any other post which has become vacant shall be filled as defined in Article III, Section 3.

Section 3. Nominating Committee. The Nominating Committee shall be appointed from among the members who are not holding office in the Society and who shall have been members for at least one year. The committee shall consist of not less than three members including the Chair.

Section 4. Eligibility to Vote. Only full-status of non-student members and student members are entitled to vote in an election.

Section 5. Requirement for Election. A candidate receiving a majority of the votes cast shall be elected provided at least 30% of current members voted in the election. If the vote does not reach this requirement, officers shall be elected by a majority vote of the current Board of Executive Directors.



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Section 6. In the case of a tie vote the President shall call immediately for subsequent general elections until the tie for the contested position is broken.

Section 7. Installation. Newly elected officers shall be installed by the President at the succeeding AGM.

ARTICLE VI. FINANCES

Section 1. The Society may maintain bank accounts and raise funds to conduct its matters of business, in accordance with Canada's Federal laws governing not-for-profit organizations.

Section 2. The Society shall have its accounts audited by a certified agency not less than every three years.

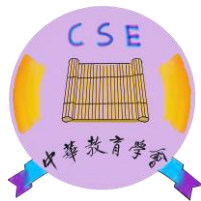
Section 3. No part of the net earnings of the Society shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Section 4. Upon the dissolution of the Society, after discharge of liabilities, assets shall be distributed to one or more qualified donees within the meaning of subsection 248(1) of the Income Tax Act.

ARTICLE VII. MEETINGS (OR CONFERENCES)

Section 1. Annual Meeting (or Conference). The Annual Meeting shall consist of a professional program and shall include at least one AGM.

- a. Time and Place. The time and place of the Annual Meeting shall be approved by the Board of Executive Directors at least one year in advance of that Annual Conference.
- b. Consultation. At a duly called Meeting on the AGM, the members so assembled shall constitute a consultative body to consider policy brought before the Society by the President or other officers, the Board of Executive Directors, or the Board in keeping with their respective authority and any related procedure specified in this Constitution. Nothing in this Constitution shall be construed to prevent any member in such an AGM from raising any other matter of business.
- c. Annual Reports. Annual reports of officers and committee chairs shall be issued to each member of the Board of Executive Directors at least one week prior to the AGM. A summary of the program and business deliberations of the Annual Meeting shall be issued to members within four months of such an AGM.
- d. Program. Participation in professional development workshops shall not preclude individuals from additional participation in the professional program.



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ARTICLE VIII. ARCHIVES

Section 1. The Board of Executive Directors shall establish the Archive of the Society, consisting of the Society's official publications and the papers and documents of the members of the Board as they pertain to the work of the Society.

Section 2. The Board of Executive Directors shall see that an appropriate institution houses the archives of the Society.

Section 3. The Secretary shall ensure the proper maintenance of the Archive.

ARTICLE IX. AMENDMENTS

This Constitution shall be amended when the following activities have taken place:

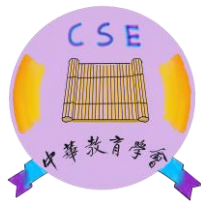
- a. A proposal to amend the Constitution is submitted in writing to the Board of Executive Directors at least one week prior to a formal meeting of the Board of Executive Directors;
- b. The Board of Executive Directors votes to endorse the proposal as a provisional amendment;
- c. The provisional amendment is presented for a vote at a duly constituted AGM held during the Annual Meeting unless by unanimous vote the Board of Executive Directors determines that a minor change can go directly to membership for a vote;
- d. A summary of the discussion and preliminary action together with an official ballot for voting on the proposed amendment is sent to the members along with any related recommendation by the Board of Executive Directors; At least 25% of members who respond within one month to an electronic poll vote in favor of the proposed amendment; and
- e. The President makes a formal announcement of the results of the poll to the membership.

ARTICLE X. BYLAWS

Section 1. The Society shall have the authority to determine rules and regulations which shall be called Bylaws. Bylaws shall be consistent with the content and purpose of the Society's Constitution.

Section 2. A proposal to pass or rescind a Bylaw must be presented in writing at least one week prior to a formal meeting of the Board of Executive Directors, other than at meetings of the Board of Executive Directors at annual CSE conferences.

Section 3. It shall require a two-thirds (2/3) majority vote of a formal quorum of the Board of Executive Directors to pass or rescind a Bylaw.



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BYLAWS

ARTICLE I. GENERAL BYLAW CODE

Section 1. Definition of a Bylaw. A Bylaw shall be defined as any set of rules adopted by the Board of Executive Directors for governing the affairs of the Society. A Bylaw shall be considered a definite part of the Society framework and shall carry the full weight of legal and regulatory power.

Section 2. Creation of Bylaws. Bylaws shall be created and put into effect when legislation is approved by the Board of Executive Directors with a two-thirds (2/3) majority vote of a formal quorum.

ARTICLE II. MEMBERSHIP RIGHTS AND PRIVILEGES

Section 1. Members of full status shall be entitled to:

- a. Attend the Annual Meeting;
- b. Vote in all elections;
- c. Participate in the AGM;
- d. Vote on matters being decided by poll of all members;
- e. Receive regular communications of the Society, including its publications;
- f. Be eligible for office in the Society beginning with the second year of membership; and
- g. Enjoy other rights and privileges accorded to all members.

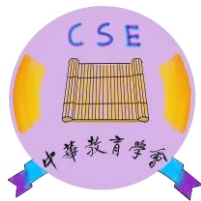
Section 2. Members of student and honorary status shall be entitled to all the rights and privileges accorded to members of full status.

Section 3. Honorary Fellows shall be exempt from paying conference registration fees.

ARTICLE III. OFFICER DUTIES

Section 1. The President shall:

- a. Represent the Society in keeping with its purpose;
- b. Serve as Chair of the Board of Executive Directors and as Chair of the Board;
- c. Within 6 weeks of assuming office, and after consultation with the Board, appoint or reappoint the members and chairs of standing committees in accordance with Article V below or any standing committee handbooks that have been approved by the Board.
- d. Establish ad hoc committees and appoint chairs of these committees;
- e. Serve as ex officio on Committees other than the Nominating Committee;



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- f. Preside at the Annual Meeting and deliver the Presidential Address;
- g. Plan the business agendas and conduct the Meeting on the AGM at the Annual Meeting;
- h. Sign or authorize warrants on the Treasurer for disbursements other than those fixed amounts authorized by vote of the Board of Executive Directors or the Board;
- i. Appoint a minimum of three tellers to tally election ballots and count other votes at the Annual Meeting; and
- j. Perform other duties consistent with the office.

Section 2. The Immediate Past President shall:

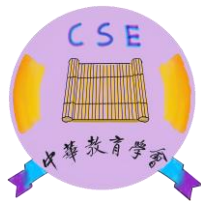
- a. Represent the Society in organizations with which the Society is affiliated, consulting with the Board on significant matters that may require CSE action. In the event that the immediate Past President is unable to carry out this function, the President will appoint another officer or director to represent the Society.
- b. Encourage current and past officers of the Society to contribute relevant materials to the Archive and report annually to the Board of Executive Directors on her/his efforts in this regard.

Section 3. The President Elect shall:

- a. Perform the duties of the President in the absence or incapacity of the President;
- b. Work with the Rotating President to 1) decide the annual conference theme, time and place, 2) plan the annual conference program associated with the upcoming Annual Meeting, and 3) present a line item budget for the conference program and accompanying activities to the Board of Executive Directors prior to December 1, which, subject to Board approval, will be incorporated into the annual Society budget for the year of the Annual Meeting;
- c. Co-approve expenditures with the Treasurer according to guidelines provided by the CSE Financial Policies and Procedures; and
- d. Perform such other duties on delegation by the Founding President, the Founding Vice Presidents, the President, the Board of directors, or the Board as shall be mutually agreed upon.

Section 4. The Vice President Shall:

- a. Perform the duties of the President Elect in the absence or incapacity of the President Elect;
- b. Work with the President Elect to 1) decide the annual conference theme, time and place, 2) plan the annual conference program associated with the upcoming Annual Meeting, and 3) present a line item budget for the conference program and accompanying activities to the Board of Executive Directors prior to December 1, which, subject to Board approval, will be incorporated into the annual Society budget for the year of the Annual Meeting; and
- c. Perform such other duties on delegation by the Founding President, the Founding Vice Presidents, the President, the Board of Executive Directors, or the Board as shall be mutually agreed upon.



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Section 5. The Secretary shall:

- a. Ensure that minutes of the Society's meetings and of its Board of Executive Directors are taken and, when approved, made available to the Board of Executive Directors, and that they are made part of the Society's records;
- b. Oversee the editing of related communications or newsletter publication;
- c. Perform other duties consistent with the Society.

Section 6. The Treasurer shall:

- a. Provide oversight of the Society's financial position for the Board of Executive Directors;
- b. Co-approve expenditures with the President Elect according to guidelines provided by the CSE Financial Policies and Procedures;
- c. Review the annual budget in consultation with the President Elect and the Vice President and present it to the Board of Executive Directors for approval;
- d. Present an annual report on the Society's financial activities for distribution and presentation to membership at the AGM;
- e. Review the Society's annual audit;
- f. Oversee the Society's finance and Investment;
- g. Perform other duties as specified in the CSE Financial Policies and Procedures and as consistent with the office.

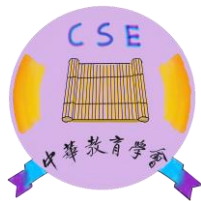
Section 7. The Founding President and Founding Vice Presidents shall:

- a. Advice and support the Board of Executive Directors;
- b. Represent the Society in occasions that all Founding President and Founding Vice Presidents decide.
- c. Encourage current and past officers of the Society to contribute relevant materials to the Archive of the Society.

ARTICLE IV. DUTIES OF THE BOARD AND COMMITTEES

Section 1. The Board of Executive Directors shall:

- a. Administer the routine affairs of the Society;
- b. Allocate appropriate resources to the Founding President, the President, the President Elect, the Editorial Office, the Secretary, the Treasurer, and other officers to conduct the operations of the Society;
- c. Permit 15 per cent of the annual budgets allocated to the President and other officers to be expended as needed without approval of the Board of Executive Directors;
- d. Serve, as individuals, and on appropriate standing or ad-hoc committees;
- e. Review and approve nominations for Honorary Fellows;
- f. Review and approve the annual reports presented by each Standing Committee and separately consider adopting any recommendations and proposals submitted;
- g. Accept grants, gifts and endowments for the maintenance and betterment of the Society;



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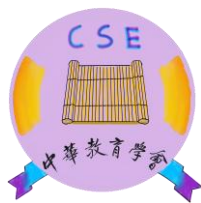
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- h. Otherwise manage the affairs of the Society within the framework of general policy and procedure established by this Constitution and the Bylaws and specific decisions voted by the members.
- i. Make decisions in the interim between the Meetings on the State of the Society on those matters not otherwise covered by this Constitution and the Bylaws;
- j. Serve as an advisory body to the Board of Executive Directors; and
- k. Serve as an advisory body to Society officers.

Section 2. Standing Committees shall be limited to the Nominations Committee; the Awards Committee; the Finance and Investment Committee; and the Publications Committee. Unless the Standing Committee is differently specified below or in a board-approved handbook, each Standing Committee shall be composed of 4 members, each of whom will serve a staggered 4-year term, with one committee membership appointed by the President annually. Each committee shall submit an annual report to the Board of Executive Directors at least two weeks prior to the annual meeting.

- a. The Nominations Committee shall select a slate of candidates as outlined in BYLAWS, ARTICLE VIII. Elections.
- b. The Awards Committee shall select the winners of (1) 1 Annual Best Article Award; (2) 1 Annual Best Book Award; (3) 1 Annual Best Dissertation Awards; and (4) nominated candidates for Honorary Fellowships in a manner consistent with guidelines approved by the Board of Executive Directors.
- c. The Finance and Investment Committee (FIC) shall be a board sub-committee chaired by the Treasurer and shall consist of the President, the President Elect and the Vice President and one additional non-Board member. The committee shall be appointed by the President in consultation with the Board. The committee shall oversee the CSE endowments and general funds consistent with the broad risk and income objectives of the Board of Executive Directors, and will also advise the President and the Board on the Society's overall financial situation and fiscal needs and opportunities.
- d. The Publications Committee shall be a liaison between the Society and the publisher(s) of its publications, especially in regard to contractual and other business matters. It will assess and recommend to the Board of Executive Directors any revisions to CSE contracts with publishers, as needed. This committee may also recommend to the Board of Executive Directors sponsorship of new publications, and oversee CSE communications, such as the official website. This committee is also charged with assessing and making recommendations on proposals for other media carrying the Society's name.

Section 6. Ad Hoc Committees shall carry out investigations and development activities as charged by the President, and submit, upon completion of their work, their report to the Board and Board of Executive Directors.



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Section 7. Responsibilities of all committees and committee chairs shall commence on the date of their appointment by the President and end at the AGM subsequent to the date of their appointment.

ARTICLE V. BOARD MEETINGS

Section 1. The Board shall:

- a. Convene regularly every month, and before and at the site of the Annual Meeting;
- b. Meet at other convenient times on call of the President or any two of its regular members, provided that notice to convene a meeting is given at least one week in advance;
- c. Constitute a quorum for the transaction of business if 2/3 members are present.
- d. When convenient, hold its meeting by electronic means, such as by video or audio conference.
- e. On matters that the Founding President or the President determines to be highly time-sensitive, deliberate asynchronously through electronic means and vote electronically. In such instances the one-week advance notice requirement will be waived. Only the Founding President and/or the President may present motions for consideration in this manner. The notice from the Founding President and/or the President shall indicate who has seconded the proposed motion and is to be followed by asynchronous deliberation through electronic means lasting at least 24 hours. This process is then to be followed by a period of voting through electronic means also lasting at least 24 hours. To be binding, motions considered in this manner must pass with more than 50% of the full membership of the Board voting in favor. Business transacted in this manner shall be recorded in the minutes of the next regularly convened Board meeting.
- f. The Board shall minute its meetings and transmit approved minutes to the Board of Executive Directors upon approval.

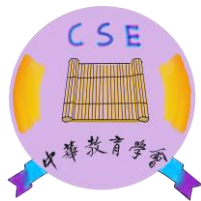
ARTICLE VI. ANNUAL MEETINGS

Section 1. Following approval by the Board of Executive Directors, the President-Elect shall announce the exact time and location of the Annual Meeting at least 10 months in advance of that Annual Meeting.

ARTICLE VII. ELECTIONS

Section 1. The Nominating Committee shall:

- a. Seek two candidates for each elective office;
- b. Receive nominations from current members (including its own members);
- c. Prepare the slate for the annual election after obtaining the consent of those included; and



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- d. Submit the slate, related brief biographical sketches, and the draft ballot to the Secretary in time for communicating it to all members.

Section 2. Balloting

- a. The President shall be responsible for the conduct of elections.
- b. The CSE Office shall disseminate electronic ballots, information about the candidates for elective office as provided by the Nominations Committee, and directions for voting to all current members and honorary fellows using secure and confidential electronic voting app.
- c. Members shall vote by means as determined by the Board.
- d. The CSE Office will set the schedule for nominations and the elections to be approved by the Board. Elections must conclude at least two weeks in advance of the succeeding Annual Meeting.
- a. The CSE Office will determine if the threshold of 50% of current members (as required in the CSE Constitution Article V Section 4) has been met by comparing the number of votes cast with the CSE member count as it stood when the elections opened.
- b. The CSE Office will be responsible for the tabulation of ballots and secure confidential procedures which can be audited by at least 2.3 Board members.
- e. The CSE Office will inform the Secretary and Nominations Committee of the results immediately on the closing of the election period, and the Chair of the Nominations Committee will inform the President.
- f. The President shall inform all candidates standing for election of the election results. A public announcement of results will be shared with the CSE membership. The President will install the newly elected officers at the next AGM.

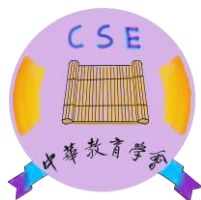
Section 2. Balloting. Candidates must be current CSE members at all times during the election period or else will be removed from the slate.

Section 4. The Independence of the Nominating Committee. All CSE members are welcome to submit nominations. No party, including Board members, shall be permitted to interfere with the decision-making process of the Nominating Committee.

ARTICLE VIII. TERMINATION, RESIGNATION, AND REMOVAL OF MEMBERS OR OFFICERS

Section 1. Membership

- a. Failure of a member to pay dues for any membership year by the date to be fixed by the CSE Office with the approval of the Board, automatically terminates membership. At the member's request and payment of dues, anyone whose membership has been automatically terminated for non-payment of dues within a period of one year may be reinstated by the CSE Office without penalty.
- b. If continued membership of any individual is believed to be contrary to the interests or purposes of the Society, the Board may terminate membership based on procedures established by the Board.



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- a. Any member may resign by filing a written resignation with the CSE Office. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued, or entitle them to a refund of annual dues already paid.

Section 2. Officers

- a. Any Board member may resign at any time by giving written notice to the President of the Society. Such resignation shall take effect at the time specified therein, or, if no time is specified, then on delivery.
- b. Any Board member or elected representative of a group or committee may be removed from such office, with or without cause, by a vote of, at minimum, two-thirds of all current Board members, which voting Board members must be present at any regular or special meeting of the Board called expressly for that purpose in order to constitute that minimum.
- c. The Board also shall have the authority to take other reasonable steps to preserve intact the offices of the Board, and to maintain the continuity of the Society's operation. In the case of an elected representative of a group or committee, the Board will consult with the members of the group or committee before taking action to remove the representative or an action that affects the members of the group.
- d. Any Board member who does not attend at least three of the scheduled Board meetings during each year of their term and/or who does not maintain current paid membership in the Society may be asked, at the discretion of the Board, to resign as a director or may be removed as stated above.

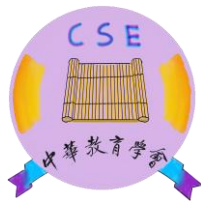
ARTICLE IX. ENDOWMENTS AND GRANTS

Section 1. Grants and contracts. In keeping with its objectives, the Society may receive grants and contracts from agencies, institutions, or organizations to help carry out its programs and objectives. Unrestricted and restricted grants and contracts shall be held in financial accounts appropriate to the condition of these awards and their intended use.

Section 2. Gifts and endowments. The Society may receive gifts or endowments where there are special requirements imposed as a condition of acceptance of funds. In such instances, the Finance and Investment Committee (FIC) shall review the conditions of the gift or endowment and recommend to the Board of Executive Directors regarding acceptance and conditions for controlling the funds.

Section 3. Use of funds. The Society shall use funds collected only to accomplish objectives and purposes stated in these Bylaws. No member or group of members shall commit the financial resources of the Society in any manner except as stipulated in these Bylaws.

ARTICLE X. BOARD OF DIRECTORS CONFLICT OF INTEREST POLICY AND DISCLOSURE



中華教育學會

THE CHINESE SOCIETY FOR EDUCATION

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Section 1. In their capacity as directors, the members of the Board of Executive Directors (The Board) of the Chinese Society for Education (CSE) must act at all times in the best interests of CSE. The purpose of this policy is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below.

Section 2. Conflict of Interest Policy

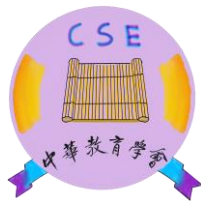
- a. Board members have a fiduciary duty to conduct themselves without conflict to the interests of CSE. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of CSE.
- b. A conflict of interest is a transaction or relationship which presents or may present a conflict between a Board member's obligation to CSE and the Board member's personal, business, professional and other interests.
- c. All conflicts of interest are not necessarily prohibited or harmful to CSE. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board members with the interested Board member(s) recused from participating in debates and voting on the matter are required.
- d. All actual and potential conflicts of interest shall be disclosed by Board members to a Board meeting. The disinterested Board members shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The Board shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.

ARTICLE XI CONFLICT OF INTEREST FOR AWARDS AND NOMINATIONS COMMITTEES

Section 1. Introduction. The following policy was adopted by the Chinese Society for Education (CSE) to guide the handling of conflicts of interest for award committees and nominations committees. This policy applies to all CSE award selection committees, the CSE Nominations committee, as well as any other CSE committees that confer awards or nominate individuals for elected positions. The purpose of this policy is to avert to the extent possible biasing circumstances, or the appearance of biasing circumstances, in the selection of CSE awardees and nominees.

Section 2. Ethical Standards.

- a. Eligibility. Members of award selection and nominating committees are not eligible to be candidates for that award or nomination during their terms of service.
- b. Required Circumstances. Certain biasing or potentially biasing relationships to an



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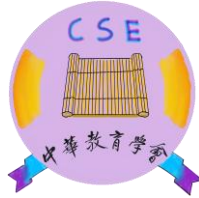
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award nominee or a candidate presented to a nominating committee for consideration to be slated on a ballot require committee members to withdraw from service on said selection committees. They include:

- a) current or former dissertation chair or current or former student of a dissertation chair;
- b) family member, spouse, or partner;
- c) anyone with whom one has a current business or financial relationship (e.g., business partner, employer, employee);
- c. Additional Required Circumstances. Certain biasing or potentially biasing relationships to an award nominee or a candidate presented to a nominating committee for consideration to be slated on a ballot require committee members to recuse themselves from decision-making on said selection committees when concerning:
 - a) research collaborator or co-author who is currently in that relationship or has been within the last five years; or
 - b) anyone working at the same department/division or having accepted a position at the same department/division.
- d. Elective Circumstances. Members of award selection or nominations committees may for other reasons determine that they have conflicts or potential conflicts that require elimination from service and then act on that determination if they believe that service could affect the fairness of the selection process.
- e. Nominees or candidates for award/position should abstain from any interference in any selection process.

Section 3. Implementation Procedures.

- a. The conflict of interest standards and implementation procedures for award committee service should be informed to all CSE members.
- b. CSE presidents, board members, chairs of committees, and others appointing members of award selection and nominations committees should make potential committee members aware of these ethical standards and the implementation procedures.
- c. Those appointing members of award selection and nominations committees should have alternates readily accessible so that substitute appointments can be readily made if any committee member or members need to step down from service.
- d. In the case of CSE committee awards, selection should be made by a subcommittee so that the committee chair can select other members of the committee as alternates if a vacancy arises due to a conflict.
- e. Upon completion of the nomination process in the case of awards, or upon completion of the presentation of candidates for consideration to be slated on an election ballot in the case of a nominations committee, committee members must make known.
- f. whether they can continue service on said selection committee or whether they are in a circumstance that mandates withdrawal from service.



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- g. If vacancies occur on award selection or nominations committees due to withdrawal of members from service, those vacancies should be filled promptly by those in a position to fill such vacancies on committees.
- h. Any award selection or nominating committee chair or committee member with questions or ambiguous circumstances or who finds the full implementation disruptive should seek the advice of the Board of Executives, who will, where necessary, consult with the President on this policy and its implementation.