

# 天津茱莉亚学院教育发展基金会重大事项报告备案制度

（第一届理事会第五次会议通过）

## Tianjin Juilliard School Education Development Foundation Major Events Reporting Policy

(Approved on the 5<sup>th</sup> meeting of the 1<sup>st</sup> Board of the TJS Foundation)

**第一条** 为规范天津茱莉亚学院教育发展基金会（以下简称：本“**基金会**”）重大事项，落实有关重大事项报告备案规定，积极配合有关部门的动态管理，及时获取相关服务与指导，促进本基金会重大事项决策的科学化与规范化，根据《基金会管理条例》、《天津市开展清理和规范庆典、研讨会、论坛活动工作的实施意见》（津党办发〔2011〕12号）等规定和本基金会章程，结合实际，制定《天津茱莉亚学院教育发展基金会重大事项报告备案制度》（以下简称“**本制度**”）。

**Article 1** In order to regulate the major matters of the Tianjin Juilliard School Education Development Foundation (hereinafter referred to as the "**TJS Foundation**"), implement the relevant major matters report and review provisions, actively cooperate with the dynamic management of relevant departments, obtain relevant services and guidance in a timely manner, and promote the scientific and standardized decision-making of major matters of the TJS Foundation, in accordance with the *Regulations on Foundation Administration*, *The Opinions on Carrying out Cleanup and Standardization of Celebrations, Seminars, and Forum Activities by Tianjin Municipal* (Jin Dang Ban Fa [2011] No. 12) and other regulations and the Articles of Association of the TJS Foundation, with consideration of the TJS Foundation's actual circumstance, this "Tianjin Juilliard Education Development Foundation Major Events Reporting Policy" (hereinafter referred to as this "**Policy**").

**第二条** 本制度所称重大事项是指：

**Article 2** The major events mentioned in this Policy are as follows:

- （一）召开理事会会议；
- （二）负责人变动，理事会成员、监事发生变化；
- （三）基金会面向社会进行公开募捐、义卖、义演、义展等筹集资金的活动；
- （四）举办大型展览、展示、广告宣传、论坛及面向社会的讲座、培训班等；
- （五）重大的投资、建设、创办实体及重大公益项目；
- （六）涉外事项，包括：

1. 吸收境外人士为理事、监事或担任名誉职务;
2. 与境外机构、组织合作或联合举办的活动;
3. 接受境外机构、组织或境外人士捐赠;
4. 邀请境外机构、组织或境外人士参加的活动;
5. 以本基金会名义组织的境外学习、考察等。

(七) 本基金会庆典纪念活动 (含分支机构、代表机构的成立大会);

(八) 开展评比、达标、表彰活动;

(九) 涉及重大政治、经济、理论等方面的跨组织、跨地区的学术活动以及较大影响的社会活动;

(十) 发生重大事故;

(十一) 违法被查处或作为原被告的对本行业有重大影响的诉讼行为;

(十二) 造成重大社会影响的活动事项;

(十三) 规定应当向登记管理机关报告的其他事项。

- 1) Convene a meeting of the Board of Directors;
- 2) Change responsible person, the members of the Board of Directors and supervisors;
- 3) Conduct public fundraising, charity sales, charity performances, charity exhibitions and other fundraising activities to the public;
- 4) Hold large-scale exhibitions, show, advertisement, forums, seminars and training courses to the public, etc.;
- 5) Significant investment, construction, establishment of entities and major public welfare projects;
- 6) Foreign-related matters, including:
  1. Appointing foreigners as director, supervisor or hold honorary positions;
  2. Activities held in cooperation or jointly with overseas institutions and organizations;
  3. Accepting donations from overseas institutions, organizations or individuals;
  4. Inviting foreign institutions, organizations or foreigners to the activities;
  5. Organizing overseas study, inspection, etc. in the name of the TJS Foundation.
- 7) Celebrations and commemorative activities of the TJS Foundation (including the inaugural meeting of branches and representative offices);
- 8) Carrying out appraisal and reward activities;

- 9) Inter-organizational and trans-regional academic activities involving major political, economic, theoretical and other aspects, as well as social activities with greater influence;
- 10) Significant safety accident;
- 11) Penalties for illegal activities and the litigation proceeding involved that have a significant impact on the industry;
- 12) Activities that have significant social impact;
- 13) Other matters that should be reported to the competent registration and administrative authority.

### **第三条** 报告内容:

#### **Article 3** Reporting contents include:

- (一) 涉外事项: 名称、宗旨、目的; 主办单位、承办单位、协助单位; 实施时间、地点、具体内容; 涉及人员、资金规模等;
  - (二) 其他重大事项: 发生时间、地点、基本情况、计划措施等。
- 1) Foreign-related matters: name, aim, and purpose; sponsor, organizer, and assisting party; time, place, matters; personnel involved and amount of funds, etc.;
  - 2) Other major matters: time, place, summary and action plans, etc.

### **第四条** 报备程序:

#### **Article 4** Review and Filing Procedures:

- (一) 重大事项必须经理事会审议通过;
  - (二) 举办涉外重大活动事项涉及行政审批的, 需经行政主管部门批准;
  - (三) 填写《基金会重大事项报告备案表》一式三份, 分别加盖本基金会公章后, 至少在实施事项前, 在相关法律法规要求的时限内, 经业务主管单位初审同意后报送登记管理机关, 经登记管理机关确认同意后, 基金会方可实施事项。
- 《基金会重大活动事项报告备案表》一份留存登记管理机关, 一份留存业务主管单位, 一份由基金会归档保存。
- (四) 不可预见的重大事项, 应第一时间按照上述手续、程序报告备案;
  - (五) 重大事项按照有关规定在登记管理机关指定的网站上公布, 接受社会监督;
  - (六) 重大活动事项结束后, 在相关法律法规要求的时限内, 将书面总结分别报送业务主管单位和登记管理机关备案。

- 1) Major matters must be approved by the Board of Directors;
- 2) Major foreign-related activities which are subject to the administration's preliminary approval need to obtain the approval accordingly;
- 3) Fill out the "Report Form of the Foundation Major Event " in triplicate with the official seal of the TJS Foundation. Submit the form to registration and administration authority after

the approval of professional supervisory authority within the time limit required by relevant laws and regulations. Upon the confirm and approval registration and administration authority, the TJS Foundation will be allowed to implement the matters.

The three copies of the “Report Form of the Foundation Major Event” are respectively recorded by registration and administration authority, professional supervisory authority and the TJS Foundation.

- 4) For the unforeseen major events shall be reported and filed in accordance with the above procedures timely;
- 5) Major matters shall be announced on the website designated by the registration administration in accordance with relevant regulations, and are subject to public supervision;
- 6) After the major events ended, within the time limit required by relevant laws and regulations, a written summary should be submitted to the business regulation administration and the registration administration to be record.

**第五条** 本基金会主动接受业务主管单位、登记管理机关的指导和监督。

**Article 5** The TJS Foundation should accept the guidance and supervision given by professional supervisory authority and registration and administration authority.

**第六条** 本制度以中英文两种语言书写。如中英文版本产生歧义，以中文版为准。

**Article 6** This Policy is made in Chinese and English. In the event of a conflict between the two versions, the Chinese version prevails.

**第七条** 本制度未尽事宜或与有关规定不一致的，按有关规定执行。

**Article 7** If any matters are not prescribed in this Policy or there are contradictions of this Policy to relevant provisions in the laws, regulations, and policies, the relevant provisions of the laws, regulations, and policies shall prevail.

**第八条** 本制度由天津茱莉亚学院教育发展基金会理事会负责解释。

**Article 8** The TJS Foundation’s Board of Director reserves the right of the final interpretation of this Policy.

**第九条** 本制度自天津茱莉亚学院教育发展基金会理事会审议通过后生效。

**Article 9** This Policy comes into effect upon approval by the TJS Foundation’s Board of Directors.