

# 上海纽约大学教育发展基金会制度

## NYU Shanghai Education Development Foundation POLICY

**名称：** 重大事项报告制度

**Title:** Significant Matter Reporting Policy

**生效日期：** 2020 年 10 月 9 日

**Effective Date:** October 9, 2020

**取代：** 不适用

**Supersedes:** Not Applicable

**发布授权人：** 理事长

**Issuing Authority:** Chairman

**负责人：** 秘书长

**Responsible Officer:** Secretary

**相关制度：** 无

**Related Policies:** None

**第一条** 为规范上海纽约大学教育发展基金会（以下简称“基金会”）的重大事项管理，落实有关重大事项报告的备案规定，保证基金会及时、全面、准确地披露相关信息，根据相关法律法规政策，依据《上海市社会组织重大事项报告指引》，结合基金会的章程及实际情况，特制定基金会重大事项报备制度（“本制度”）。

**Article 1.** In order to regulate the significant matter management of NYU Shanghai Education Development Foundation (hereinafter referred to as “the Foundation”), implement the filing requirements for the reporting of significant matters, and ensure that the Foundation discloses relevant information in a timely, comprehensive and accurate manner, the Foundation thereby formulates the Significant Matter Reporting Policy (“the Policy”) in accordance with relevant laws, regulations and policies, and in accordance with the " Reporting Guidelines on Significant Matters for Social Organizations in Shanghai", with reference to the Foundation’s Articles of Association and actual situations.

**第二条** 本制度所称重大事项包括依法需要审批和备案的事项以外，对基金会自身、服务对象和其他组织和个人，可能带来较大影响或者具有较大影响的重大决定、重大变化、重大事件和重要活动等。

**Article 2.** The significant matters mentioned in this Policy include major decisions, changes, events and important activities, etc. that may produce a major effect or have a major impact on the Foundation itself, its service objects, and other organizations and individuals, other than the matters that require approval and filing in accordance with the law.

**第三条** 基金会按照国家和上海市以及基金会章程的有关规定，合法、审慎、稳妥地自行处理重大事项，并承担相应责任。涉及行政审批和备案的，需同时依照有关规定办理。基金会接受政府相关部门对报告的重大事项给予指导和监督。

**Article 3.** The Foundation shall deal with significant matters legally, prudently and steadily in accordance with the relevant provisions of the State and Shanghai Municipality and the Articles of Association of the Foundation, and shall bear corresponding responsibilities. If it involves administrative examination and approval and filing, it shall be handled in accordance with relevant regulations. The Foundation accepts the guidance and supervision of relevant government departments on significant matters reported.

**第四条** 基金会在重大事项报告的同时，主动进行信息公开，自觉接受社会监督。

**Article 4.** While reporting on significant matters, the Foundation will actively disclose information and consciously accept social supervision.

**第五条** 基金会报告的重大事项主要有：

- （一）召开重大会议。基金会召开理事会的；
- （二）主要负责人发生变化。基金会理事会成员发生变化的；
- （三）开展涉外活动。基金会吸收境外人士担任本组织名誉职务或决策机构成员，接受境外组织、个人捐赠及资助，邀请境外人士或境外组织参加活动，加入国际组织的；
- （四）开展重要活动。基金会参加重大投资项目，接受和使用重大捐赠及资助的；
- （五）其他。在活动中发现重要社情动态的；发生重大突发事件的。

- Article 5.** The significant matters reported by the Foundation are mainly as follows:
- 1) Convene an important meeting. The foundation convenes the board meeting;
  - 2) The main responsible person has changed. Changes in the foundation board members;
  - 3) Carry out foreign-related activities. The Foundation engages foreigners to assume honorary positions or members of decision-making bodies of the organization, accepts donations from a foreign organization or a foreign individual, invites foreigners or foreign organizations to participate in activities, or joins an international organization;
  - 4) Carry out significant events. The Foundation takes part in significant investment programs, accepts significant pledges and uses significant donations;
  - 5) Others. An important social situation identified during an event; or a major emergency.

**第六条** 基金会重大决定、重大变化、开展涉外活动，需提前 20 个工作日向登记管理机关和行业主管部门进行报告，其他事项事后 30 日内及时报告。

**Article 6.** For significant decisions, changes, and foreign-related activities of the Foundation, it is necessary to report to the registration authority and industry competent authority 20 working days in advance, and other matters shall be reported in time within 30 days.

**第七条** 重大事项报告一般采用书面形式，书面材料应载明基金会名称，重大事项发生时间、地点，事项具体内容，联系人及联系方式等，并加盖基金会公章。

**Article 7.** The report of significant matters shall generally be in written. The written materials shall specify the name of the Foundation, the time and place of the significant matter, the specific content of the matter, contact persons and contact information, etc., and shall bear the official seal of the Foundation.

**第八条** 基金会主动接受行业主管部门、登记管理机关的指导和监督。

**Article 8.** The Foundation actively accepts the guidance and supervision of industry competent authorities and registration management authorities.

**第九条** 本制度未尽事宜或与有关法律规定不一致的，按有关规定执行。

**Article 9.** Any matter not covered in this policy or inconsistent with relevant laws and

regulations shall be implemented in accordance with relevant regulations.

**第十条** 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 10.** This Policy is written in Chinese and English. In the event of a conflict between the two versions, the Chinese version shall prevail.

**第十一条** 本制度由基金会秘书处负责解释。

**Article 11.** This Policy shall be interpreted by the Foundation's Office of the Secretary.

**第十二条** 本制度自基金会理事会批准之日起生效并执行。

**Article 12.** This Policy shall come into effect upon approval by the Foundation's Board of Directors.