

Capistrano Unified School District
Marian Bergeson Elementary School
Mandarin Immersion Program Advisory Council
BYLAWS

ARTICLE I

NAME

The name of this council shall be Bergeson Mandarin Immersion Program Advisory Council, hereafter also referred to as "MIPAC".

ARTICLE II

PURPOSE

MIPAC is made up of MIP (Mandarin Immersion Program) parents, representatives from the Friends of MIP (FoMIP), MIP teacher representatives, and school administrators whose charter is to provide thought leadership, guidance, and recommendations for the Mandarin Immersion Program at Bergeson Elementary School.

The purpose of this council shall be to:

1. Develop goals for the Mandarin Immersion Program.
2. Have ongoing responsibility to periodically review the effectiveness of the Mandarin Immersion Program.
3. Annually review the program goals and, if necessary, make modifications in the plan to reflect changes as needed.
4. Present proposals for funding to Friends of MIP.
5. Ensure excellence in academic program and in student experience.

ARTICLE III

MEMBERSHIP

Section 1. MIPAC membership shall consist of administrators, teacher representatives (including the Curriculum Specialist), two representatives from the Friends of MIP board, and three parents (or other community members) selected by the MIPAC group by way of an open application process. MIPAC members representing parents shall not be employees of the school.

Section 2. Appointed parent representatives shall serve for two years. FoMIP board representatives shall be determined by that respective board, and their term on MIPAC will coincide with their term in office, with a 2 year limit. No parent representative, including FoMIP board representatives, may serve for more than one 2-year term consecutively.

New parent representatives will be selected and appointed by majority vote by the prior year's MIPAC council members to replace any outgoing parent representatives. Open applications will be taken at the beginning of the school year and the selected parent(s) will be appointed within the first 30 days of the first day of school.

Section 3. Resignations will be accepted only upon written notice to the chairperson.

ARTICLE IV

OFFICERS

The members of this council shall select a Chairperson, co-Chairperson, and Recording Secretary (see Article IX). The Chairperson and co-Chairperson should be selected from the non-administration pool, meaning from the FoMIP or from the parent representatives. The Recording Secretary can be filled by any other member.

ARTICLE V

MEETING AND QUORUM

Section 1. All MIPAC meetings are open to anyone interested in the MIP program.

Section 2. Meetings shall be held monthly, on a set day and time, to be determined annually at the beginning of each school year.

Section 3. A simple majority of the membership shall constitute a quorum.

Section 4. When there are matters to be voted upon, the majority vote of the five (5) parents who are the MIPAC representatives and FoMIP representatives will comprise the parent vote. The teacher representative will vote on behalf of the MIP teachers, and the Principal will vote on behalf of the administration. Each of these three votes (parents, teachers, administration) will have equal weight.

ARTICLE VI

AMENDMENT TO BYLAWS

Section 1. These Bylaws may be amended or repealed only on approval of MIPAC members by majority vote.

Section 2. The Bylaws will be reviewed annually and any amendments adopted by MIPAC members will be published accordingly.

ARTICLE VII

DUTIES OF OFFICERS

- Section 1. It shall be the duty of the Chairperson to preside at all meetings and post meeting date/times to the MIP community.
- Section 2. In the absence or disability of the Chairperson, the co-Chairperson shall assume the duties of the chairperson.
- Section 3. Should both senior officers be unavailable, the Recording Secretary shall assume the duties of the Chairperson.
- Section 4. The Recording Secretary shall keep the minutes of all the meetings and will post minutes when approved by MIPAC.

ARTICLE VIII

DUTIES OF COUNCIL MEMBERS

It shall be the duty of all council members to:

1. Make attendance at all meetings a high priority.
2. Be prepared to discuss the issues and business on the agenda, and read all background material relevant to the topics at hand.
3. Cooperate with and respect the opinions of fellow council members, leaving personal prejudices out of all council meeting discussions, and support actions of MIPAC even when the member personally did not support the action taken.
4. Put interests of MIPAC and MIP above personal interests.
5. Represent MIPAC in a positive and supportive manner at all times and in all places.
6. Show respect and courteous conduct in all meetings.
7. Refrain from intruding on administrative issues that are the responsibility of the Principal or Assistant Principal.
8. Submit agenda items one week prior to the next council meeting.
9. Vote on new policies.

ARTICLE IX

ELECTION OF OFFICERS

- Section 1. All officers within MIPAC shall be elected by ballot at the first meeting of the school year.
- Section 2. New officers shall assume their duties at the end of the first meeting of the new school year.

Section 3. Should an officer resign before new elections are held, the Chairperson shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy could be filled.

ARTICLE X

COMMITTEES

Section 1. The Chairperson shall appoint such committees as he/she considers necessary at any time, or as directed by a majority of the members present.