



### **VIII. Terms of Office**

1. The term of the KPEP Manager and Language Development Supervisor shall run concurrently with their tenure in that position. If said person shall cease to hold the above mentioned position, their replacement shall take over their Board duties.
2. The Teacher representative shall serve an initial term expiring on the 31<sup>st</sup> day of December, 2007. Each successive term thereafter shall be on the anniversary of said date. If said person decides to leave office the secondary representative will assume their duties.
3. The Parent representatives shall serve an initial term expiring on the 31<sup>st</sup> day of December, 2008. Each successive term thereafter shall be on the 2<sup>nd</sup> anniversary of said date. If a parent decides to leave office, another parent from the respective classroom shall be appointed to assume their duties.

### **VIV. Resignation**

A Parent or Teacher representative may resign at any time. A written resignation shall be submitted to the Chairperson who shall communicate this to the Board. A successor shall be appointed as mentioned above (VIII-3).

### **X. Dismissal from the Board**

A Parent or Teacher representative may only be dismissed when the following conditions are met:

1. The first step taken will be an intervention by the Chairperson, Co-Chairperson, and the KPEP Manager to problem-solve before dismissal.
2. There will be dismissal only by the discretion of the Parent Board which will be decided by a majority vote, in which the member in question is not present.
3. The member in question must be notified by the Chairperson and Co-Chairperson at least two weeks in advance of the member's dismissal will be determined. The member will be allowed to submit a letter and/or speak to the Board on their own defense.
4. There must be sufficient failure to fulfill the roles and responsibilities as outlined below for representatives.

### **XI. Continuity of Term**

At the end of each representative's term, said member will be asked if they wish to continue serving in their current position. The larger parent group will be made aware of the representative's intentions prior to the end of said member's term. The group will then decide to allow for the representative to serve another term.

### **XII. Responsibilities of Board Members**

The Parent Board's primary role is to serve as advisor and coordinator of Immersion Parent and group activities. The parent representatives will work to communicate with their respective teacher and bring up suggestions and/or concerns to the KPEP staff and visa versa. In addition, each member is expected to fulfill the following:

1. Attend all Parent Board Meetings.
2. At each Board meeting id time allows, one representative from each room will give a brief update on the happenings in their respective room; the Teacher representative will give an update from the teachers, and the KPEP representatives will give an update on anything pertinent to the Immersion Program.
3. Maintain regular communication with respective class room teacher.
4. Coordinate committees within the larger Parent Group in regards to fundraisers, activities, and volunteering.

A. Chairperson Responsibilities

Shall be the principal executive officer of the Parent Board, and subject to the control of said Board. Said person shall preside over all Board meetings and in general shall perform all duties as may be assigned by the Board from time to time. In the absence of the Chairperson, the Co-Chairperson shall preside over regular and called meetings of the Board.

B. Secretary Responsibilities

The Secretary shall keep as permanent records (a) minutes of all meetings of the Board, (b) a record of all actions taken by the Board without a meeting, and (c) a record of all actions taken by committees of the Board and/or larger Parent Group. The Secretary shall have general charge of the Board's records. The Secretary shall perform all duties incident to said office and such other duties as may be assigned from time to time by the Board.

C. Treasurer Responsibilities

The Treasurer shall have custody of all funds and securities belonging to the Board and larger Parent Group. The Treasurer shall receive, deposit, or disburse the same under the direction of the Board. The Treasurer shall require the signature of the Chairperson or the Co-Chairperson before any funds are disbursed. The Treasurer shall perform all duties incident to said office and such other duties as may be assigned from time to time by the Board.

### **XIII. Management of Parent Group Funds**

No funds received, earned, or otherwise acquired shall be used for and only for the use of the Immersion Parent Group. Exceptions to this will have to be approved to the larger Parent Group.

### **XIV. Committees**

Committees may be formed by the Board amongst itself and the larger Parent Group as required to expedite completion of projects and activities.

**XV. Amendments**

These bylaws may be altered, amended or repealed and new bylaws may be adopted by obtaining a majority vote at any Board meeting.