

Michigan Chinese School Organizational By-Laws

Definition of Terms

By-Laws - Refers to the Organizational By-Laws of the Michigan Chinese School.

CCC - Chinese Culture Club

Parent - Refers to the parent of the current students who are enrolled in the School

Principal - Refers to the principal of the Michigan Chinese School

School - Refers to the Michigan Chinese School

Student Family - The family that has one or more students who are currently enrolled in the School. For certain voting processes, each Student-Family has one vote.

WCCS - Wayne County Chinese School

1. Name and Location

- 1.1 School Name: Michigan Chinese School
- 1.2 Location: Schoolcraft College
Haggerty Road
Livonia, MI 48152-2696

2. Mission Statement

- 2.1 Provide an environment that is conducive to the learning of the Chinese language and Chinese culture. Develop the students' ability to understand, speak and read the Chinese Language.
- 2.2 Encourage cooperation between the teachers and parents. Promote traditional Chinese virtues such as family values, friendship, and respect for teachers and elders.
- 2.3 The School shall be a not-for-profit organization. The School shall be non- political, non-discriminatory and non-religious.

3. General Provisions

3.1 The By-Laws contains the following sections:

- (1) Name and Location
- (2) Mission Statement
- (3) General Provisions
- (4) Organizational Structure
- (5) Members of the Parents' Assembly
- (6) Parents' Representatives
- (7) Decision Making Process
- (8) Election of Administrative Officers
- (9) Administrative Officers
- (10) Registration
- (11) Teachers Selection Committee
- (12) Rules and Procedures Pertaining to Teachers'
- (13) Responsibilities of the Parents on Duty
- (14) Dissolution
- (15) Indemnification of Representatives and Administrative Officers
- (16) Statement of Nondiscriminatory Policy as to Students
- (17) Special Names and Their Chinese Translation

The By-Laws define the way in which the School will conduct its functions.

3.2 Any amendment made to the By-Laws shall be done in accordance with articles in Sections (7), Decision Making Process.

3.3 The School shall elect its Administrative Officers and representatives of the Parents' Assembly in accordance with the articles in the By-Laws.

3.3.1 The Administrative Officers of the School shall function in accordance with what is defined in the section, Rules of Operation.

3.3.2 The Parents' Representatives shall function in accordance with the articles in the By-Laws.

3.3.3 The hand-off of responsibilities between the existing Administrative Officers and newly elected Administrative Officers shall occur during the Closing Ceremony held annually in the month of June, after the Spring Semester.

3.3.4 The Parents' Representatives shall be elected by the parents of each class. The election shall be conducted within one month after the start of the Fall Semester.

3.4 The positions of Administrative Officers and Parents' Representatives are strictly voluntary and non-paid positions.

3.5 The Parents' Assembly shall meet twice a semester year; and such meetings shall be organized by the Chairperson of the Parents' Assembly.

3.6 For the purpose of providing annually a smooth transition between the previous and new administrations of the School, the position of Principal

in each school year shall be assumed by the Assistant Principal elected during the previous school year. Election of the Assistant Principal shall be held every year in the month of May; and the election shall be conducted by the Council of the Parents' Representatives. The result of such election shall be announced by the Chairperson of the Parents' Assembly, who is also the Chairperson of the Council of Parents' Representatives.

- 3.7 The selection and hiring of teachers shall be determined by the Teachers Selection Committee.
- 3.8 The School shall not be subordinated to nor shall it be governed by any political group or religious organization. The School is a not-for-profit organization.
 - 3.8.1 Unless it has been approved by the authorized decision making bodies in the School, the facilities of the School shall not be used for any for-profit, political, or religious activities
 - 3.8.2 The School reserves the rights to terminate unauthorized activities conducted in the School's premise. The School shall not advertise any authorized extra-curricular activities that are conducted in the School's facilities. Furthermore, the School shall respect the Students' and Parents' decisions regarding whether or not to participate in extra-curricular activities.
 - 3.8.3 The Parents, Students or Members of the School shall not claim to be representative of the School while participating in for-profit, political or religious activities.
 - 3.8.4 In its student selection process, the School shall not discriminate on the basis of race
- 3.9 The teaching materials of the School shall be the Chinese Readers provided by the Overseas Chinese Council of the Republic of China.
- 3.10 The school year shall begin each year with the Fall semester (beginning of September through mid-December) and ends with the Spring semester (beginning of January through mid-June). The classes shall meet for the total of 34 sessions during a school year.
- 3.11 The pre-school Class shall admit students who are four years of age or older. The kindergarten (Beginning Chinese Reader) Class shall admit students who are five years of age or older. Applications of under-aged students shall be reviewed by the responsible teachers and the responsible Administrative Officers of the School.
- 3.12 The mailing address of the School shall be the mailing address of the Principal of the School for that school year.

4. Organization

4.1 The parents of the students who are enrolled in the School form the Parents' Assembly. Within the Parents' Assembly, there are the Council of the Parents' Representatives and the Administrative Department.

4.2 Parents' Assembly

4.2.1 The Parents' Assembly is the highest decision making body in the school. The Parents' Assembly has the powers of election, impeachment, bill initiation, bill approval, auditing, inquiry and supervision.

4.2.2 Each school year, the Chairperson of the Parents' Assembly shall organize two meetings of the Parents' Assembly, to which every Parent shall be invited.

- 1) During the Fall Semester, the Parents' Assembly meeting shall be held within the first month of the semester. This meeting shall be organized by the Chairperson of the Parents' Assembly from the previous semester. The installment of the new Chairperson of the Parents' Assembly shall take place during this meeting.
- 2) The second meeting for the Parents' Assembly in the Fall Semester shall be held each year in the month of December.
- 3) The first meeting for the Parents' Assembly in the Spring Semester shall be held each year in the month of January.
- 4) The second meeting for the Parents' Assembly in the Spring Semester shall be held each year in the month of June.

4.2.3 Every Parent has the right and the responsibility to attend the meetings of the Parents' Assembly.

4.2.4 The Administrative Officers of the School are required to attend the meetings of the Parents' Assembly. Teachers of the school may attend the meetings of the Parents' Assembly, if they wish to do so.

4.2.5 Any special meetings of the Parents' Assembly not specified above shall be called by the Principal or shall be called by the Parents after being approved by more than one-half of the Representatives of the Parents or approved by more than one-fifth of the Parents (one vote per Student-Family).

4.2.6 Qualifications for membership in the Parents' Assembly:

- 1) Parents of current students who have completed the registration process; or,
- 2) Current teachers, or individuals who served more than one year as teachers of the Michigan Chinese School, Chinese Culture Center, or Wayne County Chinese School, and have completed the required procedures for registering to be a member of the Parents' Assembly.
- 3) Parents of students who attended the Michigan Chinese School, Chinese Culture Center, or Wayne County Chinese

School for more than three years. Provided that such parents have completed the required procedures for registering to be a member of the Parents' Assembly.

4.3 Council of the Parents' Representatives

- 4.3.1 The Council of the Parents' Representatives shall be an organization that functions under the supervision of the Parents' Assembly. The Council of the Parents' Representatives is charged with the responsibility of overseeing the actions of the Administrative Officers of the School.
- 4.3.2 The parents from each class within the School shall elect from among themselves a Parents' Representative for that class. All the Parents' Representatives collectively form the Council of the Parents' Representatives and shall elect from among themselves a Chairperson for the Council of the Parents' Representatives.
- 4.3.3 A Parents' Representative shall not be an Administrative Officer of the School at the same time.

4.4 Administrative Department

- 4.4.1 The Administrative Department of the School shall consist of the following Administrative Officers: Principal, Assistant Principal, Director of Education, Director of Discipline, General Manager, Treasurer, Director of Recreation, Librarian and Secretary.
- 4.4.2 The Administrative Department is responsible for planning and execution of the activities in the School.

5. Members of the Parents' Assembly

The Rights and Responsibilities of the Members of the Parents' Assembly:

5.1 Rights:

- 5.1.1 The Members of the Parents' Assembly and their family members have the right to receive education in the School.
- 5.1.2 The Members of the Parents' Assembly shall enjoy the right to exercise voting power in a democratic decision making process.
- 5.1.3 Voting may take place through ballot or through in-person voting in the meetings of the Parents' Assembly. The exact rules of voting shall be governed by articles in the By-Laws. Any voting rules not specified in the By-Laws shall require approval of the Council of the Parents' Representative.
- 5.1.4 If voting is done through ballot, the School shall make sure that each member of the Parents' Assembly receives the ballot. The ballots shall be returned within the specified deadline. The voting processing shall be done in accordance with the section in the By-Laws.
- 5.1.5 If voting is done through a meeting of the Parents' Assembly, the meeting time, date, location, and motions shall be publicized in advance and with sufficient lead-time. The voting processing shall be done in accordance with articles in the By-Laws.

5.2 Responsibilities

- 5.2.1 The members shall voluntarily participate in and assist with matters in the School.
- 5.2.2 The members who are parents of current students shall remit the appropriate student tuition fees to the School and shall register the students with the School under the proper procedures.
- 5.2.3 The members who are not parents of current students shall remit the membership fees and register with the School under the proper procedures.
- 5.2.4 The members, when elected or appointed in accordance with articles in the By-Laws, shall serve as Administrative Officers or teachers in the School.
- 5.2.5 The members shall provide the necessary personal data to the School so as to facilitate communications and personnel references.
- 5.2.6 The members who are parents of current students of the School shall be the Parents on Duty when assigned and shall assume other responsibilities assigned by the School.

6. Terms of Service and Responsibilities of Parents' Representatives

6.1 Terms of Service

- 6.1.1 Each Parents' Representative shall serve a one-year term. The Parents' Representative shall be elected by the parents of each class within one month after the beginning of the school year.
- 6.1.2 When a Parents' Representative resigns or leaves the School in the middle of the school year, the vacancy shall be filled by a newly elected representative, who shall serve the remainder of the term.
- 6.1.3 The Chairperson of the Council of Parents' Representatives shall be one of the Parents' Representatives and shall be elected by the Parents' Representatives. When the Chairperson of the Council of Parents' Representatives resigns or leaves the School in the middle of the school year, the vacancy shall be filled by a newly elected Chairperson, who shall serve the remainder of the term.
- 6.1.4 Correspondence that is written on behalf of the School shall be signed by the Principal and co-signed by the Chairperson of the Council of Parents' Representatives.
- 6.1.5 The first meeting of the Council of Parents' Representatives during each school year shall be hosted by the Chairperson of the Council of Parents' Representatives for the previous school year. The hand-off of responsibilities between the previous Chairperson and the new Chairperson of the Council of Parents' Representatives shall be performed during this first meeting of the Council.
- 6.1.6 The election and impeachment of Parents' Representatives shall be held in accordance with the articles in the By-Laws.

6.2 Responsibilities

- 6.2.1 The Chairperson of the Council of Parents' Representatives is also the Chairperson of the Parents' Assembly and shall be responsible for organizing meetings of the Parents' Assembly.
- 6.2.2 If there is a need to have a special meeting of the Parents' Assembly in order to conduct formal inquiries of the Administrative Department of the School, the Chairperson of the Council of Parents' Representatives shall organize such a meeting after obtaining majority approval from the Council of Parents' Representatives for such meeting.
- 6.2.3 The Parents' Representatives shall be responsible for assisting the Administrative Department in various activities related to the School.
- 6.2.4 The Parents' Representative of each class shall serve as the communication coordinator for that class and shall assist the teacher of that class in educational matters.
- 6.2.5 The Parents' Representatives shall be responsible for handling matters related to the resignation, reward and recognition of teachers and Administrative Officers of the School.

- 6.2.6 The Parents' Representatives, working in coordination with Administrative Officers in the school, shall be responsible for selecting and retaining teachers.
- 6.2.7 The Parents' Representatives shall assist the Chairperson of the Council of the Parents' Representatives in organizing meetings of the Parents' Assembly.
- 6.2.8 The Parents' Representatives shall assist the Chairperson of the Council of the Parents' Representatives in organizing the end-of-the-school-year Closing Ceremony and any other activities related to the Council of the Parents' Representatives.
- 6.2.9 The Parents' Representatives shall assist with the creation of the membership directory.
- 6.2.10 The Parents' Representatives shall assist with fund raising for the School.

7. Decision Making Processes

The required number of votes or attendance stated below is based on the total number of current voting members, which is calculated by adding the numbers of current parents (one voting parent per Student-Family) and the number of current teachers.

7.1 Election of Administrative Officers:

7.1.1 The election of Principal of the school year starting 1998 and the election of Assistant Principal shall be organized by the Parents' Assembly and shall be by ballot. The ballots shall be sent to each voting member, who shall be either a parent of a current student (one vote per Student-Family) or a current teacher.

7.1.2 The vote of the above elections shall be counted only after the pre-announced deadline and after more than half of the ballots have been collected. The candidate who obtains the greatest number of votes shall become the winner.

7.2 Impeachment of Administrative Officers:

7.2.1 Impeachment of Administrative Officers shall be organized by the Parents' Assembly and shall be conducted by ballot.

7.2.2 The process to impeach an Administrative Officer shall be initiated after obtaining signed petition from more than one-quarter of the current parents (one signature per Student-Family) or from more than one-half of Parents' Representatives. The ballots shall be sent to the parents of the current students only (one vote per Student-Family).

7.2.3 The vote of the above ballot shall be counted only after more than three-quarters of the ballots have been collected. The impeachment shall be approved only when more than two-thirds of the votes support such proposal.

7.3 Amendments to the By-Laws:

7.3.1 The amendments to the By-Laws shall be organized by the Parents' Assembly and shall be conducted by a ballot.

7.3.2 After the draft of the amendment is written, the approval process shall be initiated after obtaining signed petitions from more than one-quarter of the current parents (one signature per Student-Family) or from more than one-half of Parents' Representatives. The ballots shall be sent to voting members of the Parents' Assembly (one vote per Student-Family plus one vote per current teachers).

7.3.3 The vote for amending the By-Laws shall be counted only after more than three-quarters of the ballots have been collected. The amendment shall be approved only when more than two-thirds of the votes support the amendment.

7.4 Budget and Major Spending Approval

Any budget and major spending proposal shall be approved if more than one-half of the parents (one parent per Student-Family) attended the hearing and more than half of the parent attendees (one vote per Student-Family) voted for such proposal.

7.5 Any other proposals, including confirmation of Administrative Officers nominated by the Principal for the next school year, shall be approved if more than one-quarter of the parents (one vote per Student-Family) attended the hearing and more than half of the parent attendees (one vote per Student-Family) voted for such proposal.

8. Election of Administrative Officers

The Administrative Officers shall be elected from the pool of parents of current students who have been in the School year (including CCC and WCCS) for more than one year.

8.1 Election of Administrative Officers for the first year of the School (the school year starting September, 1998)

8.1.1 The first election for Administrative Officers shall be organized by the School Merger Committee.

8.1.2 The first Principal and first Assistant Principal shall be elected by ballot. The candidate who wins the highest number of votes shall be the Principal. The candidate who wins the second highest number of votes shall be the Assistant Principal. The candidates for the Principal and Assistant Principal shall be nominated by the signed nomination of at least ten parents of current students (one signature per Student-Family). The parents who nominate the candidate shall obtain consent from the candidate prior to nominating the candidate.

8.1.3 The Principal shall nominate other Administrative Officers (except for the Assistant Principal). The candidates for Administrative Officers need to seek confirmation by the Parents' Assembly in accordance with articles in the By-Laws. Candidates for Administrative Officers who fail to be confirmed by the Parents' Assembly shall not be installed as Administrative Officers.

8.2 Election of Administrative Officers for subsequent years (the school years start on or after September 1999)

8.2.1 The election shall be organized by the Parents' Assembly.

8.2.2 The Assistant Principal of the current school year shall automatically become the Principal of the next school year.

8.2.3 The Assistant Principal of the next school year shall be elected by ballot. The candidate for the Assistant Principal shall be nominated by the signed nomination of at least ten parents of current students (one-signature per Student-Family). The parents who nominate the candidate shall obtain consent from the candidate prior to nominating the candidate.

8.2.4 When the Assistant Principal becomes the principal in the next school year, s/he shall nominate other Administrative Officers (except for the Assistant Principal). The candidates for Administrative Officers need to seek confirmation by the Parents' Assembly in accordance with articles in the By-Laws. Candidates for Administrative Officers who fail to be confirmed by the Parents' Assembly shall not be installed as Administrative Officers.

9. Administrative Officers

9.1 Principal

9.1.1 Qualification: Parent of current student who has been with the School for more than a year.

9.1.2 Election: Shall be elected in accordance to the procedures specified in the By-Laws.

9.1.3 Term of Service: 1 year (school year)

9.1.4 Vacating Office: When the Principal leaves the office before the end of his term, the Assistant Principal shall be the Acting Principal until the end of the school year. If both the Principal and the Assistant Principal leave their offices, the appropriate Administrative Officers, in accordance with the section order in the By-Laws (Education Director then Director of Discipline, etc.), shall serve in the capacities of Acting Principal and Acting Assistant Principal, until the end of the school year.

9.1.5 Responsibilities:

- 1) Reports to the Parents' Assembly
- 2) Attends the meetings of the Parents' Assembly
- 3) Acts as authorized representative of the School. The Principal shall notify the parents of the School if s/he represented the School and participated in any significant social functions.
- 4) Responsible for administration, planning and coordination of school activities.
- 5) Responsible for organizing administrative meetings with other Administrative Officers.
- 6) Responsible for signing rental leases and agreements to secure the use of classrooms and recreational facilities for the School.
- 7) Responsible for conducting activities related to hiring teachers.
- 8) Organizes meetings to discuss teacher salaries and tuition fees.
- 9) Supervises other Administrative Officers
- 10) Publishes the School Financial Report for each semester.
- 11) Signs correspondence on behalf of the School. Any such correspondence shall be copied or shown to the Chairperson of the Council of Parents' Representatives.

9.2 Assistant Principal:

9.2.1 Qualification: Parent of current student who has been with the School for more than one year.

- 9.2.2 Election: Shall be elected in accordance to the procedures specified in the By-Laws.
- 9.2.3 Term of Service: 1 year (school year)
- 9.2.4 Vacating Office: If the Assistant Principal leaves his office before the end of the school year, the vacancy shall be filled in accordance with articles in the By-Laws.
- 9.2.5 Responsibilities:
 - 1) Reports to the Parents' Assembly
 - 2) Attend meetings of the Parents' Assembly and meetings organized by the Administrative Officers
 - 3) When the Principal vacates his office before the end of the school year or when the Principal is temporarily not able to perform his duty, serve as the Acting Principal.

9.3 Director of Education:

- 9.3.1 Qualification: Parent of current student who has been with the School for more than one year.
- 9.3.2 Appointment: Nominated each school year by the new Principal and confirmed by the Parents' Assembly.
- 9.3.3 Term of Service: Same as that of the Principal.
- 9.3.4 Vacating Office: If the Director of Education leaves his position before the end of the School Year, the replacement shall be nominated by the Principal and confirmed by the Parents' Assembly.
- 9.3.5 Responsibilities:
 - 1) Reports to the Principal
 - 2) Shall attend meetings of the Parents' Assembly
 - 3) Responsible for organizing Curriculum Meetings:
 - 3.1) There should be at least two Curriculum Meetings per school semester.
 - 3.2) The Curriculum Meetings shall be organized by the Director of Education. The Principal, the Assistant Principal and all teachers shall attend the Curriculum Meetings.
 - 4) Responsible for obtaining textbooks and teaching tools:
 - 4.1) Apply for textbooks from the Overseas Chinese Council, then distribute the textbooks to the teachers.
 - 4.2) Purchase or obtain other textbooks or teaching tools.
 - 5) Responsible for assigning teachers to their respective classes. When doing class assignments, the Director of Education shall consider the School's needs as first priority and the teachers' desire as second priority. The class assignment shall be submitted to the Principal for final approval.

- 5.1) The Director of Education can reassign teachers to classes only in one of the following situations:
 - a) The first semester after the merger of CCC and WCCS.
 - b) A teacher resigned from his/her position.
 - c) Adding or reducing the number of classes.
 - d) Class assignment change that is volunteered by the teachers affected.
- 5.2) Establish personnel file for teachers. Such file shall be kept by the Secretary of the School. The following information on the teachers shall be collected:
 - a) Name
 - b) Address
 - c) Phone Number
 - d) Education and Experience
 - e) Dates of service with the School (including CCC and WCCS)
- 6) Assigns students to classes.
- 7) Organizes intramural academic contests and selects students for participation in inter-school academic contests.
- 8) Assists teachers with obtaining developmental training.
- 9) Assists teachers with organizing parent-teacher conference:
 - 9.1) Such conference should be held once a semester for each class.
 - 9.2) Individual meetings between a parent and a teacher shall be held on an as needed basis.
- 10) Collect and organize teaching materials that are not contained in the standard textbooks. Such materials shall be included in the archive for the School.

9.4 Director of Discipline:

- 9.4.1 Qualification: Parent of current student who has been with the School for more than a year.
- 9.4.2 Appointment: Nominated each school year by the new Principal and confirmed by the Parents' Assembly.
- 9.4.3 Term of Service: Same as that of the Principal.
- 9.4.4 Vacating Office: If the Director of Discipline leaves his position before the end of the School Year, the replacement shall be nominated by the Principal and confirmed by the Parents' Assembly.
- 9.4.5 Responsibilities:
 - 1) Reports to the Principal.
 - 2) Shall attend meetings of the Parents' Assembly.
 - 3) Responsible for creating the schedule for the Parents on Duty. Responsible for notifying the Parents on Duty.
 - 4) Responsible for maintaining order and safety when the School is in session.

- 5) Responsible for cleanliness of the School's facilities.
- 6) Responsible for contingency and emergency procedures.
- 7) Responsible for furniture arrangement before and after the classes.
- 8) Coordinate with the Parents on Duty to fulfill responsibilities specified in the By-Laws.

9.5 General Manager

- 9.5.1 Qualification: Parent of current student who has been with the School for more than a year.
- 9.5.2 Appointment: Nominated each school year by the new Principal and confirmed by the Parents' Assembly.
- 9.5.3 Term of Service: Same as that of the Principal.
- 9.5.4 Vacating Office: If the General Manager leaves his position before the end of the School Year, the replacement shall be nominated by the Principal and confirmed by the Parents' Assembly.
- 9.5.5 Responsibilities:
 - 1) Reports to the Principal.
 - 2) Shall attend meetings of the Parents' Assembly.
 - 3) Responsible for safekeeping of the Schools' materials.
 - 4) After approval by the Principal, procure materials, food and beverages as required by the various School activities.

9.6 Treasurer:

- 9.6.1 Qualification: Parent of current student who has been with the School for more than a year.
- 9.6.2 Appointment: Nominated each school year by the new Principal and confirmed by the Parents' Assembly.
- 9.6.3 Term of Service: Same as that of the Principal.
- 9.6.4 Vacating Office: If the Treasurer leaves his position before the end of the School Year, the replacement shall be nominated by the Principal and confirmed by the Parents' Assembly.
- 9.6.5 Responsibilities:
 - 1) Reports to the Principal.
 - 2) Shall attend meetings of the Parents' Assembly.
 - 3) Maintains financial records of the School's income and spending. Develops the School's financial reports.
 - 4) Pays and records teacher's salaries.
 - 5) Collects tuition fees, membership fees, activity fees and on an as needed basis, collects fees for extracurricular activities.
 - 6) Develops budget.
 - 7) Updates and keeps records of the School's properties.
 - 8) Every three months, submit income-and-spending reports and the School's bank statements to the Council of the Parents' Representatives for review.

- 9) Annually, organizes financial information for the School for tax reporting purposes.
- 10) Makes payment for miscellaneous spending related to the operation of the School.

9.7 Director of Recreation

- 9.7.1 Qualification: Parent of current student who has been with the School for more than a year.
- 9.7.2 Appointment: Nominated each school year by the new Principal and confirmed by the Parents' Assembly.
- 9.7.3 Term of Service: Same as that of the Principal.
- 9.7.4 Vacating Office: If the Director of Recreation leaves his position before the end of the School Year, the replacement shall be nominated by the Principal and confirmed by the Parents' Assembly.
- 9.7.5 Responsibilities:
 - 1) Reports to the Principal.
 - 2) Shall attend meetings of the Parents' Assembly.
 - 3) Organizes the annual New Students Welcoming Party.
 - 4) Organizes the annual Chinese New Year Party.
 - 5) Organizes intramural and inter-school sports events.
 - 6) Assists the Parents' Assembly with the end-of-the-school-year Closing Ceremony.

9.8 Librarian:

- 9.8.1 Qualification: Parent of current student who has been with the School for more than a year.
- 9.8.2 Appointment: Nominated each school year by the new Principal and confirmed by the Parents' Assembly.
- 9.8.3 Term of Service: Same as that of the Principal.
- 9.8.4 Vacating Office: If the Librarian leaves his position before the end of the School Year, the replacement shall be nominated by the Principal and confirmed by the Parents' Assembly.
- 9.8.5 Responsibilities:
 - 1) Reports to the Principal.
 - 2) Shall attend meetings of the Parents' Assembly.
 - 3) Catalogs books, audio tapes and video tapes and other media that belong to the School.
 - 4) Responsible for the check in and check out of the above media.
 - 5) Responsible for safekeeping of the above media.

9.9 Secretary:

- 9.9.1 Qualification: Parent of current student who has been with the School for more than a year.

- 9.9.2 Appointment: Nominated each school year by the new Principal and confirmed by the Parents' Assembly.
- 9.9.3 Term of Service: Same as that of the Principal.
- 9.9.4 Vacating Office: If the Secretary leaves his position before the end of the School Year, the replacement shall be nominated by the Principal and confirmed by the Parents' Assembly.
- 9.9.5 Responsibilities:
- 1) Reports to the Principal.
 - 2) Shall attend meetings of the Parents' Assembly.
 - 3) Responsible for safekeeping of legal documents and minutes that belonged to the school.
 - 4) Develops the student directory.
 - 5) Records minutes during the meetings of the Parents' Assembly and during administrative meetings.
 - 6) Responsible for registration of the School as a non-profit organization or as other legal entities as appropriate.

10. Registration

10.1 Registration Procedures

- 10.1.1 During the last month of each semester, the School shall distribute the registration forms for the next semester so that the current students can start to register for the next semester.
- 10.1.2 The parents shall fill out the registration form, remit the tuition fees and other miscellaneous fees.
- 10.1.3 The parents shall fill out the emergency contact form.
- 10.1.4 Those who fail to complete the registration procedures stated in 10.1.2 and 10.1.3 during the first four weeks of the semester shall not be allowed to attend classes.

10.2 Class Size

Class size shall be approximately 15 students and shall not, in general, exceed 20 students. If a class is oversubscribed, the Principal, Director of Education and the teacher for that class shall make the appropriate adjustment.

10.3 Tuition

- 10.3.1 The student shall remit the tuition payment during registration. If a Student-Family has three or more persons enrolled in the School during the same semester, the students in that family, with the exception of two students, shall enjoy a 10% discount of tuition fee. (For example, if a family has three students, the third student gets a 10% discount. If a household has four students, the third and the fourth students get a 10% discount.)
- 10.3.2 If a student transfers into the School in the middle of the semester, the tuition shall be prorated to the nearest week.
- 10.3.3 Adjustment in tuition fees shall be determined first by discussion between the Principal and the Council of the Parents' Representatives. The proposed adjustment shall then be submitted to the Parents' Assembly for approval.

10.4 Tuition Refund

- 10.4.1 Students who withdraw in the middle of the semester may apply for tuition refund. The amount refunded shall follow the following rules:
 - a) If the withdrawal occurs during the first two weeks of the semester, the tuition fee shall be refunded in full.
 - b) If the withdrawal occurs after the second week and before the end of the sixth week of the semester, one-half of the tuition fee shall be refunded.
 - c) If the withdrawal occurs after the end of the sixth week, no tuition fee shall be refunded.

10.4.2 Before the tuition fee is refunded to the withdrawing student, the student shall complete the “Tuition Refund Application Form.” Such form needs to have the authorization signature of the Principal before the Treasurer can refund the tuition to the student.

11. Teachers Selection Committee

The Teachers Selection Committee makes hiring decisions on teachers and authorizes the Principal to hire the said teachers.

- 11.1 The Teachers Selection Committee is made up of the Principal, the Assistant Principal, the Education Director, and the Parents' Representatives.
- 11.2 The Teachers Selection Committee shall hold a meeting before the end of the Spring Semester (one week before the second meeting of the Parents' Assembly, about the middle of May). During this meeting, the Committee shall discuss retention of current teachers and hiring of new teachers. If any teacher resigns during the middle of the semester, the Teachers Selection Committee shall hold a special meeting to make hiring decisions about the replacement teacher.
- 11.3 The Teachers Selection Committee shall submit, every two years, proposal for adjustment of teachers' salaries to the Parents' Assembly for approval.

12. Rules and Procedures Pertaining to Teachers'

12.1 Teachers Hiring Procedures

When a teacher's position becomes available, the Direction of Education shall select from list of current substitute teachers the candidate that is best suited for the position. The candidate's name shall be submitted to the Teachers Selection Committee for approval. Upon approval by the Committee, the selected candidate shall teach for four weeks on a trial basis. Upon the completion of the four-week trial period, the teacher need to be approved by both majority vote of the parents in that class (one vote per Student-Family), and the majority vote of the Teachers Selection Committee. The vote shall be cast anonymously.

12.1.2 Substitute Teachers

To apply for the position of substitute teacher, one shall submit his résumé to the Director of Education. The résumé shall contain the following information: name, address, phone number, education, experience, names and phone number of two references.

12.1.3 Letter of Employment for Teachers

The Letters of Employment shall be sent to the teachers by the Principal.

12.1.4 Procedures for Dismissing Teachers

- 1) After the teacher has taught for four weeks, if the parents have objections against the teacher, the Parents' Representative of that class shall organize a parents' meeting. Upon majority decision in the parents' meeting, the parents may submit recommendations to the Director of Education for corrective actions.
- 2) Upon receipt of parents' recommendations generated in accordance with the above procedures, the Director of Education shall have a special consultation with the affected teacher. The Director of Education may also audit the class for further information. The consultation described here is limited to no more than three times per semester per teacher.
- 3) After three consultations by the Director of Education, if the majority of the parents of that class still object to the teacher, the Director of Education shall motion of dismissal to the Teachers Selection Committee.
- 4) Upon receipt of the above motion of dismissal, the Teachers Selection Committee shall hold a special meeting. This meeting shall require at least two-thirds of the members of the Committee to be in attendance. An anonymous vote shall be held in this meeting. Upon majority approval of the motion. The Committee shall notify the Principal to dismiss the affected teacher.

12.1.5 Retention of Teachers

Retention of teachers from one semester to the next shall be decided by the Teachers Selection Committee. Unless a teacher resigns or is decided to be unfit for continued employment by the School according to the procedures stated in article 10.2.2, the teacher shall be retained for the next semester.

12.2 Teacher/Class Assignment

When doing class assignment, the Director of Education shall consider the School's needs as first priority and the teachers' desire as second priority. The class assignment shall be submitted to the Principal for final approval.

12.3 Absence

When a teacher needs to be absent, s/he shall notify the Director of Education well in advance so that the Director of Education can notify the substitute teacher. The teacher may not assign a substitute teacher on his own.

12.3.1 Personal Leave

The teacher shall notify the Director of Education at least one week before taking a personal leave.

12.3.2 Sick Leave

The teacher shall notify the Director of Education of any sick leave as soon as practicable.

12.3.4 Resignation

- 1) The teacher shall submit to the Principal the letter of resignation with at least two weeks notice.
- 2) In the letter of resignation, the teacher shall include his address and phone number so that the School can contact the teacher for income tax issues and for payment of remaining salaries.

12.3.5 Teachers' Responsibilities

- 1) In the second week of the semester, the teacher shall distribute to the students and parents the course syllabus and description of grading methods.
- 2) Within the first month of each semester, the teacher shall hold a parents-teacher conference. The parents representative for the class shall be elected during this conference.
- 3) Every semester, the teacher shall submit to the School the report of progress, student count, and copy of any educational material developed by the teacher.
- 4) The teacher shall show up for class on a timely basis and shall ask the students to keep the classroom clean.
- 5) The teacher shall distribute a report card to each student at the end of each semester.
- 6) The teacher shall return graded homework and tests to the students on a timely basis.

- 7) If there is a student who needs special help or special attention, the teacher shall notify the Director of Education as soon as possible.
- 8) If the teacher wishes to obtain training that will enhance his/her ability to teach in the School, s/he may apply to the School for assistance. The School shall make decisions in this type of matters in accordance with the mission of the School and in consideration of the financial condition of the School.
- 9) At the end of the semester, the teacher shall submit to the school recommendations for class assignment of his students for the next semester.

13. Responsibilities of the Parents on Duty
 - 13.1 Arrives in School 10 minutes before the start of the classes to receive work instructions from the Director of Discipline.
 - 13.2 Assists with the arrangement of desks and chairs in the classrooms.
 - 13.3 Assists with miscellaneous tasks such as distributing notices and textbooks.
 - 13.4 When the classes are in session, the Parents on Duty shall maintain the quietness and safety of the school.
 - 13.5 Maintains the cleanliness of the school environment.
 - 13.6 Stays after classes to inspect the classrooms and restore the cleanliness and furniture arrangement of the classrooms.
 - 13.7 In the event that the Parent on Duty cannot come to the School when s/he is called, s/he shall be responsible for retaining a substitute. The substitute shall be an adult.
 - 13.8 If a Parent on Duty cannot come to the School when s/he is called and cannot retain a substitute, s/he shall notify the Director of Discipline at least one day in advance. The absent Parent on Duty described here shall perform his missed duty on a later date.

14. Dissolution

In the event of the liquidation or dissolution of the School, voluntary or involuntary, no member shall be entitled to any distribution or division of its remaining property or proceeds, and the balance of all money and other property received by the School from any source, after the payment of all its debts and obligations, shall be used or distributed to organization(s) organized and operated exclusively for charitable, educational or scientific purposes as shall, at the time be qualified for tax-exemption under Section 501 (c)(3) of the Internal Revenue Code, by a majority vote of the Parents' Assembly. Any such assets not so distributed shall be disposed of by the Circuit Court of the County in which the principal office of the School is then located, exclusively for such purposes or to such organizations(s) as said Court shall determine which are organized and operated for such purposes.

15. Indemnification of Representatives and Administrative Officers

Each person who at any time is, or shall have been, a Parents' Representative, Administrative Officer, Teacher, or agent of the School may be indemnified against expenses actually and necessarily incurred by him/her in connection with the defense of any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, in which s/he is made a party, by reason of the fact that s/he is or was a Parents' Representative, or Administrative Officer, Teacher, or agent of the School except in relation to matters as to which any such current or former Parents' Representative, Administrative Officer, Teacher, or agent shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of their duty.

16. Statement of Nondiscriminatory Policy as to Students

The Michigan Chinese School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its admission policies, educational policies, scholarships and loan programs, and athletic and other school-administered programs.

17. Special Names and Their Chinese Translation

Administrative Department

Administrative Officers

Assistant Principal

Chinese New Year Party

Chinese Readers

Closing Ceremony

Council of the Parents' Representatives

Curriculum Meetings

Director of Discipline

Director of Education

Director of Recreation

General Manager

Librarian

New Students Welcoming Party

Overseas Chinese Council of the Republic of China

Parents on Duty

Parents' Assembly

Parents' Representatives

Principal

School Merger Committee

Secretary

Teachers Selection Committee

Treasurer