***Michigan English as a Second Language Adult Professional Advisory Committee***

**BYLAWS**

Article I. Name

The name of this organization shall be the Michigan English as a Second Language Professional Advisory Committee, hereinafter call the Committee.

Article II. Purpose

The Committee seeks to provide Michigan English as a Second Language (ESL) adult educators with a greater sense of cohesiveness through a forum for discussion, and to increase the awareness of ESL adult educators as well as the larger community on issues relating to ESL. The committee provides a resource for sharing of ideas, information, and state and federal requirements. It also provides educational opportunities for professional development and maintains a variety of media with current information, updates, and resources.

Article III. Membership

A Committee Member is an invited representative, working, volunteering, or retired, from any Michigan organization or agency that offers English language instruction to adults, i.e. public school districts, literacy councils, colleges, correctional institutes, and other public or private sectors.

Article IV. Fiscal Affairs

Section 1. Fiscal Year

The fiscal year of the Committee shall correspond with that of the Michigan Office of Adult Education and shall begin July 1.

Section 2. Budget

The annual budget shall be prepared by an appointed Budget Committee and approved by the Committee at its first meeting in the fall.

Section 3. Financial Review

The Committee shall set and maintain financial records consistent with generally accepted accounting principles and federal, state, and local laws.

Article V. Officers

Section 1. Officers

There shall be officers to fulfill the functions of chairperson, secretary, and treasurer. Officers must be active members of the Committee.

Section 2. Terms of Office

Officers shall be elected for a term of one year, except the treasurer who shall be elected for a term of two years. The term of each officer shall begin July 1.

Section 3. Vacancies

1. All vacancies in office shall be filled by the Committee for the unexpired term.
2. An officer who serves more than one-half term shall be considered, for the purpose of re-election, as

having served a full term.

## ARTICLE VI. DUTIES OF OFFICERS

Section 1. Chairperson

The chairperson shall be the official spokesperson and representative for the committee.

Section 2. Secretary

The secretary shall keep the minutes of the meetings of the Committee and shall perform such other duties as the chairperson and the Committee shall request.

Section 3. Treasurer

The treasurer shall be responsible for collecting, distributing, and accounting for all funds of the Committee.

# ARTICLE VII. NOMINATIONS

Section 1. Committee

There shall be a Nominating Committee of three members; the chair to be appointed by the Committee. The Nominating Committee shall be empowered to seek and propose candidates.

Section 2. Nominations

The chair of the Nominating Committee shall announce the candidates to the Committee at the May meeting.

ARTICLE VIII. ELECTIONS

Elections shall be held at the June Meeting. Elections shall be by secret ballot unless there is only one nominee for an office; when a voice or hand vote may be taken. Election shall be by a majority vote of those present and voting.

# ARTICLE IX. COMMITTEE

Section 1. Powers and Responsibilities

Committee members shall have the general power to administer the affairs of the Committee and to initiate and carry out its program and policies. It shall:

a. be an advisory committee for other agencies and organizations.

b. provide professional development opportunities for Michigan ESL educators and providers.

c. provide a resource for sharing of ideas, information, and state and federal requirements.

d. maintain a variety of media with current information, updates, and resources.

e. elect Committee officers

f. fill any vacancy in offices.

g. set the calendar for the Committee yearly meetings.

h. approve the budget.

i. approve the report of the auditing committee.

j. appoint the chair of the Nominating Committee.

k. approve the establishment of special committees as needed.

Section 2. Meetings and Quorums

1. Regular Meetings

Regular meetings of the Committee shall be set at the June meeting for the following year. All

Committee meetings shall be open and may be attended by anyone interested in promoting ESL

programs in Michigan.

1. Additional Meetings

Additional meetings shall be called by the chairperson; time, place, and purpose designated by the

chairperson.

c. Quorum

Those present including at least two members and two officers shall constitute a quorum for transaction of official business.

d. Voting Between Meetings

Between regular meetings of the Committee, a vote may be taken at the request of the chairperson on any proposal submitted to the Committee in writing, provided every member of the Committee shall have an opportunity to vote upon the proposal submitted. Proposal/vote may be submitted via email, conference call, or other social media specified and shall be closed at a specified time. The vote shall be recorded and made available to members in the minutes of the next meeting and shall have the same effect as if cast at the meeting. If the proposal is coming out of a committee, a second is not needed. If the proposal is from an individual member, a second is needed before submission for a vote.

ARTICLE X. SPECIAL COMMITTEES

Section 1. Budget Committee

There shall be a Budget Committee, including the Treasurer and two other members, to prepare the budget to be presented for approval by the Committee at the August meeting. If a grant is part of the budget, the grant writer should be one of the other two members.

Section 2. Audit Committee

There shall be an Audit Committee, including two Committee members, to go over the books and present its findings for acceptance at the March meeting.

Section 3. Nominating Committee

There shall be a Nominating Committee of three members, the chair appointed by the Committee, to prepare and present a slate of candidates to the Committee at the May meeting.

Section 4. Other Committees

There shall be other special committees with a minimum of two members appointed by the Committee as needed.

ARTICLE XI. PROFESSIONAL DEVELOPMENT PROPOSALS

Section 1. Call for Presentations

Call for Presentations shall be sent to all professionals who might be able to contribute to the theme for the Professional Development (PD) opportunity being planned.

1. The Call for Presentations should include general information regarding the MI ESL Professional Advisory Committee, type of professional development activity being planned, and the theme.
2. It should also include the specifics as to date, time, place, target audience, number of sessions, and length of sessions.
3. Lastly it should include the submission deadline, where to submit the presentation proposal, and date for notification of acceptance (or rejection).

Sections 2. Presentation Proposal

A printable proposal form should be attached to the Call for Presentations to help organize and include requested information.

1. Proposal must include presenter’s name, contact information, bio, and fees.
2. Presentation Information must include the session title, session description, application to the theme, application to needs in the field, alignment with CCRS and WIOA Standards, interactive activities, handouts, audio-visuals needs, and room setup.

ARTICLE XII. PROPERTY

The title to all property, funds, and assets of the Committee shall at all times be vested in the Committee for the joint use of the members. No individual member or group of members shall have the right to all or any part of such property. The Committee shall have complete control over the acquisition, administration, and disposition of its property.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Committee in all instances in which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XIV. AMENDMENTS

The provisions of these bylaws may be amended at any Committee Meeting by a two-thirds vote of those present and voting thereon, providing notice of the proposed amendment shall have been sent to each member of the Committee at least thirty (30) days prior to the meeting at which such amendment is to be acted upon; or if previous notice has not been given, by unanimous vote of the members.

An amendment to the bylaws at the Committee Meeting shall become effective and binding immediately unless otherwise stated.

ARTICLE XV. DISSOLUTION

In the event that the Michigan English as a Second Language Adult Professional Advisory Committee is dissolved, its assets, after payment of all outstanding obligations, shall be transferred and delivered to a non-profit organization as designated by the remaining committee members.

Adopted: December 9, 2003

Amended: April 24, 2015

Amended: January 15, 2016