

BY-LAWS OF THE GRAND COULEE DAM SCHOOL DISTRICT TITLE VII PARENT ADVISORY COMMITTEE

ARTICLE I—NAME OF THE COMMITTEE

The name of this committee shall be the *Grand Coulee Dam School District Title VII Parent Advisory Committee*.

ARTICLE II—PURPOSE OF THE COMMITTEE

The purpose of the Title VII Parent Advisory is:

- A. To comply with the rules and regulations governing Indian Education Act—Title VII.
- B. To enhance and encourage the academic experience of Title VII eligible students in the Grand Coulee Dam School District
- C. To provide direction and build on Indian culture in meeting the academic and cultural needs of Title VII eligible students.
- D. To participate in the design, operation, and evaluation of the project.
- E. To advise the Grand Coulee School District on the development of policies and procedures relating to the hiring of project staff including reviewing the qualifications of and making recommendations concerning applicants for project staff positions.
- F. To serve as liaison between Title VII eligible students, parents, and guardians and the Grand Coulee Dam School District.

The parent advisory committee shall have no power to bind any member of the Grand Coulee Dam School District to any debt, liability or obligation without an express written authorization from the party to be bound.

No member of the Parent Advisory Committee shall be required to provide any sum of money or property to the Parent Advisory Committee. No member of the Parent Advisory Committee shall be required to give any service to the Parent Advisory Committee other than the services described in these by-laws. The Parent Advisory shall not pay any member for providing services.

The Parent Advisory Committee shall have no powers beyond those expressly set forth herein.

ARTICLE III—MEMBERSHIP

The Title VII Parent Advisory Committee is open to all parents and guardians of Title VII eligible students in the Grand Coulee Dam School District.

Section 1: The Executive Board of the Title VII Parent Advisory Committee will be comprised of the following members elected by the general committee.

- Parents: Not less than five (5).
- Teacher: At least one teacher and one alternate as recommended by the Executive Board of the Title VII Parent Advisory Committee.
- Students: At least two (2), but not more than three (3) secondary students selected by their peers.

Section 2: Qualifications for the Title VII Parent Advisory Committee shall be in compliance with the Indian Education Act, Title VII, Regulations (Section 9114 Assurances).

Section 3: Each Parent Advisory Executive Board member shall hold office for a period of two (2) years unless the parent does not comply with the Title VII rules and regulations.

ARTICLE IV—ELECTIONS

Elections to the Executive Board of the Title VII Parent Advisory Committee shall be held during the regular May meeting every year. Elections will be open to all parents/guardians of Title VII eligible students.

Section 1: Election procedures shall be as follows:

- A. All nominations will be made from the floor by parents/guardians of Title VII eligible students.
- B. All nominations require a second.
- C. The Grand Coulee Dam School district shall have until the October meeting to submit the names of the teacher and student representatives to the Parent Advisory Committee.
- D. All voting will be done by secret ballot with majority voting ruling.
- E. Proxy voting and absentee voting will not be permitted.
- F. Title VII Parent Advisory Committee members shall not be exempt from service on the committee when close family members serve in the capacity of program staff.

Section 2: Terms for office for the Title VII Parent Advisory Committee Executive Board shall be for two years with one-half (1/2) of the elected board up for election each year.

During the first year of adoption of these by-laws the position of Chairperson and two Members-At-Large will be held for a period of three years.

Section 3: Any member of the Title VII Parent Advisory Committee Executive Board may be removed or resign for the following reasons:

- A. A member may resign for personal reasons by giving a written resignation to the Chairperson of the Parent Advisory Committee.

- B. A member shall be automatically removed from membership if the member has been absent without excuse from three consecutive regular meetings.
- C. A member shall be automatically removed from membership if the member does not meet the qualifications for eligible membership as a parent, student or certificated staff.
- D. A member can be removed by affirmative vote of $\frac{3}{4}$ majority of all members of the Parent Advisory Committee for gross misconduct, or felony convictions, or for divulging confidential information.

Section 4: A vacancy may be filled by appointment by the Executive Board. The appointment will remain in effect for the remainder of the unexpired term.

ARTICLE V—EXECUTIVE BOARD

The Executive Board of the Title VII Parent Advisory Committee will consist of the following officers: Chairperson, Vice Chairperson, three (3) Members-At-Large, two (2) Student Representatives, and a Teacher Representative.

ARTICLE VII—OFFICER'S DUTIES

Section 1: Duties of the Chairperson shall be:

- A. Assuring compliance with the Title VII Rules and Regulations
- B. Chairing all regular and special Parent Advisory Committee meetings.
- C. Serve as the official representative of the Title VII Parent Advisory Committee to the Grand Coulee Dam School District in all matters pertaining to the education of Title VII eligible students.
- D. Maintain a current Title VII eligible parent list
- E. Assure that the Title VII Rules and Regulations and By-laws are disseminated to interested parents and community
- F. With Vice-Chairperson, will appoint membership to all special committees as needed.

Section 2: Duties of the Vice-Chairperson shall be:

- A. Assume the duties of the Chairperson in the event of his or her absence or vacancy.
- B. Submit news items, notices, and any pertinent information to appropriate media as needed.
- C. Arrange for speakers and special programs
- D. With the Chairman, appoint membership to special committees

Section 3: Duties of Members-at-Large, Teachers, and Students

- A. Serve in a voting capacity on the committee
- B. Serve on Standing or special committees as assigned by Chairperson

Section 4: Duties of the Secretary

The secretarial duties shall be fulfilled by the District Project Director. This is a non-voting position. Duties shall include:

- A. Keeping minutes of the meetings, both regular and special
- B. Provide copies of the minutes to the Title VII Chairperson
- C. Be custodian of the committees records
- D. Maintain a list of the addresses and telephone numbers of each member of the committee

ARTICLE VIII—MEETINGS

Section 1: Meeting times and location

Regular meetings will be held monthly at a date and time to be determined by the executive board.

Section 2: Order of business

- A. Roll Call
- B. Approval of Agenda
- C. Approval of Minutes
- D. Staff Reports (quarterly, in person)
- E. Committee Reports
- F. Financial Status Reports (Project Director)
- G. Old Business
- H. New Business
- I. Open Floor
- J. Schedule next meeting
- K. Adjournment

Section 3: Quorum

A quorum shall consist of three executive committee members.

Section 4: Special Meetings

Special meetings may be called by the Chairperson or Vice Chairperson or by petition of at least three Parent Advisory Committee members. A quorum will be as stated for regular meetings.

Section 5: Meeting Protocol

All meetings will be conducted in accordance with Robert's Rules of Order and the adopted by-laws.

Section 6: Reorganization

An annual reorganizational meeting will be held each year in May.

ARTICLE IX—COMMITTEES

Section 1: Subcommittees

The Parent Advisory Committee shall create such subcommittees as may be required to promote its objectives. Each subcommittee can be created by majority vote of a quorum at any general parent Advisory Committee meeting. The chairperson of the subcommittee shall be appointed by the chairperson and he/she shall select the members of his/her committee.

Section 2: Procedures

When requested, committees will report to the Parent Advisory Committee their progress and will, in writing over the committee signatures, submit recommendations to be acted upon by the Parent Advisory Committee. These actions will become a part of the minutes of that particular meeting.

ARTICLE X—GRIEVANCES

Section 1: Filing

Formal grievances or complaints in regard to the Parent Advisory Committee will be filed in the following manner:

- A. The aggrieved shall, in writing, file his or her grievance with the Title VII Chairperson and one copy to the Project director.
- B. A grievance committee will be appointed by the Title VII Parent Advisory committee Executive Board and will consist of five unbiased and impartial persons selected from the total Title VII Parent Advisory committee membership; one of which will be a school district designate selected by the Project director.
- C. The parties involved have the right to object to the appointment of any member of the grievance committee.
- D. Upon receipt of a formal grievance, the grievance committee will have seven (7) working days to review the grievance, interviewing the concerned parties, if necessary, and decide the outcome of the grievance.
- E. A written decision will be given to the concerned parties on the eighth (8) working day from the date of receipt by the committee.

Section 2: All decisions issued by the grievance committee will be considered final.

Section 3: Grievances pertaining to project staff shall be handled according to School District Policy.

ARTICLE X—AMENDMENTS

These by-laws may be amended at any time by two-thirds (2/3) affirmative vote of the members of the Parent Advisory Committee in attendance, provided that the amendment is in compliance with the Title VII Rules and Regulations. The proposed amendment must be submitted to the Title VII Parent Advisory Committee Chairman at least seven (7) days prior to the meeting at which it will be discussed.

ARTICLE XI—RATIFICATION

These by-laws shall be declared adopted by the Parent Advisory committee when passed by a majority vote of the general membership at a regularly scheduled meeting.

These by-laws were approved by the *General Membership* of the *Title VII Parent Advisory Committee* on the ____ day of _____.

IN WITNESS THEREOF:

Chairperson

Vice-Chairperson

Program Director/Secretary