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# PARENT COMMITTEE BY-LAWS

*Revised January 19, 2009*

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## **ARTICLE I: COMMITTEE NAME**

The name of this committee shall be: El Dorado/ Amador Counties Indian Education Parent Committee for Title VII, Part A.

## **ARTICLE II: OBJECTIVES**

The purpose of the Parent Committee (PC) shall be to assist the participating districts in creating the cooperation and coordination of Federal, State and community programs which enhance the learning potential and achievement of Indian students. To achieve this objective, the PC shall provide advice and assistance in:

1. Planning, developing, and evaluating the cooperative Indian Education Project and disseminating information relative to the objectives of the project.

2. Reviewing the administrative and fiscal activities of the Title VII, Part A funds. The PC shall approve the Title VII annual budget, review expenditure reports at regular monthly meetings, and make recommendations for the expenditure of any program funds (spend down) remaining at the end of the program year.

3. Final approval of any program proposed by the PC must be authorized by the Local Education Agency (LEA), ie, El Dorado County Office of Education.

4. The PC, in cooperation with the LEA, shall act as a hearing board for any individual or group who may wish to propose additions or changes, or to express grievances regarding the Title VII Indian Education Project. Such comments or concerns shall come forward at a regularly scheduled meeting.

## **ARTICLE III: MEMBERSHIP**

### **Section 1. Composition of Parent Committee (see USC 7424(c)(4))**

1. The committee voting membership shall be composed of:

a. Parents or legal guardians of Indian students served, Indian com-

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munity members, and teachers in participating school districts. Indian secondary students (grades 7-12) may serve on the committee as non-voting members. An Indian community member is a person of Native heritage living in the program service area, or a non-Native person who is active in the Native community.

b. No less than 51% shall be parents, legal guardians of Indian students served.

c. No less than 60% shall be Indian.

d. All PC members shall be residents of El Dorado or Amador Counties.

2. All voting members shall enjoy full rights and obligations of membership.

3. There shall be no more than eighteen members and no less than six members on the Parent Committee.

4. There shall be no more than two voting member from any family serving on the PC.

5. No employee of the Title VII program or Foothill Indian Education Alliance may serve on the PC.

## **Section 2: Selection of Members**

Any parent, legal guardian, or guardian of an Indian student, Indian community member, Indian secondary student, or teacher in a participating school district is eligible to be nominated. Nominations will be made in March. Ballots will be mailed by the program coordinator to all parents/guardians of students with 506 forms on file. Votes shall be tabulated at the May (PC) meeting. Those persons receiving the most votes in each category (parent, Indian community member, teacher, student, etc), according to the limits of Article III, Section 1, will be elected to serve.

## **Section 3: Terms of Office**

All members of the PC shall serve for a one-year term from June 1st to May 31st. Members can be re-elected.

## **Section 4: Voting Rights**

Every PC voting member shall be entitled to one vote. No proxy or

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absentee voting is permitted.

### **Section 5: Termination of Membership**

a. A member who ceases to be a resident (El Dorado or Amador County) of the area being served, parent or legal guardian member whose child is no longer attending a public school in our program area, or a student member who is no longer attending a public school in our program area shall be terminated.

b. A member who is absent from three consecutive meetings without notifying the chairperson or vice-chairperson may be terminated.

c. A member shall be terminated by 2/3 vote of the membership present when the best interest of the project and committee is served.

d. A letter of termination from the PC Chair shall be sent immediately to the terminated member.

### **Section 6: Resignation**

Any member may resign by (1) filing a written resignation with the PC chairperson or vice-chairperson or (2) by verbally stating to the PC chairperson or vice-chairperson that he/she resigned.

A letter from the PC chairperson will be sent to the person resigning as confirmation.

### **Section 7: Transfer Membership**

Membership in the PC is not transferable or assignable.

### **Section 8: Vacancies**

Vacancies on the PC shall be filled by parents or legal guardians with students in the Title VII, Part A project, secondary Indian students, Indian community members, or teachers in participating schools receiving a majority of the votes of the PC members in attendance at a PC meeting, providing the new members participation falls within the limits of Article III, Section 1.

Members nominated and selected shall be based upon demonstrated interest and concern for the welfare of Indian students to be served by the Title VII, Part A project.

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## **ARTICLE IV: OFFICERS**

### **Section 1: Executive Board**

The executive board shall consist of four persons: the chairperson, the vice chairperson, the secretary and the treasurer. The executive board will hear all grievances as stated in Article IX: Grievances.

### **Section 2: Officers**

The officers of the PC shall be chairperson, vice-chairperson, secretary, treasurer, and any other officers as the PC may deem desirable. No PC member shall hold more than one office at a time.

### **Section 3: Election and Term of Office**

The officers of the PC shall be elected annually at the August meeting and serve through July 31st. Officers shall be elected by the voting members of the PC.

### **Section 4: Removal**

Any officer elected by the PC may be removed for cause by a two-thirds vote of all voting members in attendance at a PC meeting, whenever the best interest of the Parent Committee is served.

### **Section 5: Vacancy**

A vacancy in any office may be filled for the unexpired portion of the term from the membership by a majority vote of the PC in attendance at a PC meeting .

### **Section 6: Chairperson**

The chairperson shall preside at all meetings of the PC and may prepare an agenda, sign all letters, reports and other communications from the PC. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed from time to time. It is preferred that the chairperson be a parent member.

### **Section 7: Vice Chairperson**

The vice-chairperson shall preside at all PC meetings in the absence of the chairperson. In addition, the vice-chairperson shall perform all duties incident to the office of vice-chairperson, including appointing of

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chairpersons to sub-committees, and shall perform other duties as may be prescribed from time to time. It is preferred that the vice-chairperson be a parent member. The vice-chairperson may sign legal documents in the absence of the chairperson.

**Section 8: Secretary**

The secretary shall keep a record of attendance at all meetings, minutes of all proceedings and transmit them to the Resource Coordinator for dissemination to the PC members. He/she shall keep a copy of the by-laws, records of attendance, meeting minutes, and all correspondence relating to the PC on file at the project's office.

**Section 9: Treasurer**

The treasurer shall keep all financial records current (PC Funds) and make monthly written reports to the PC, to include monthly copies of bank statements and the check register, at PC meetings. He/she shall keep a copy of all financial records on file at the project's office. In the absence of the treasurer, another check signer will be assigned to submit the report.

**ARTICLE V: MEETINGS OF THE PC**

**Section 1: Regular Meetings**

The PC shall meet monthly each school year with additional special meetings called as needed.

**Section 2: Special Meetings**

Special meetings may be called by the chairperson or by a majority of the PC voting membership in attendance at a meeting. The Chairperson will notify members of the meeting at least 24 hours in advance.

**Section 3: Place of Meetings**

PC shall hold its regular meeting and its special meetings in a facility provided by the school districts served or other designated facility.

**Section 4: Notice of Meetings**

All regular meetings shall be publicized by notice to PC members, and other interested parties and posted by the Resource Coordinator at the project centers not less than 72 hours prior to the meetings.

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**Section 5: Decisions of PC**

All decisions of the committee will be approved by a majority of members in attendance at the meeting.

**Section 6: Conduct of Meetings**

All regular and special meetings of the PC shall be conducted in accordance with the ROBERT RULES OF ORDER or in accordance with the appropriate adaptation thereof.

**Section 7: Quorum**

The presence of four (4) members of the PC shall be required to constitute a quorum necessary for the transaction of the PC business.

**Section 8: Open Meetings**

All regular meetings and special meetings of the PC shall be open to the public.

**Section 9: Parent Participation**

The PC shall provide a reasonable opportunity for the parents of students served and other interested persons to present their views at each regular meeting.

**Section 10: Records**

The PC shall make available to the community: copies of its records, by-laws, minutes of meetings, a list of committee members. Any records that are protected by law are excluded from disclosure. All records, correspondence, and financial records will be located at the project office. (Copies may not be reproduced at the expense of the project or the PC).

**ARTICLE VI: AMENDMENTS**

The by-laws may be amended at any time by an affirmative vote of the majority of the voting members in attendance at the PC meetings provided the by-laws changes were provided to Committee members in writing at least 30 days prior to voting. Any amendments must conform to Title VII, Indian Education Act guidelines and have the approval of the El Dorado County Office of Education (LEA).

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## **ARTICLE VII: COMMITTEES**

### **Section 1: Standing and Special Committees**

The PC may from time to time establish and abolish such standing or special committees as it desires. No standing committee may exercise the authority of the PC. All committees must keep minutes of their meetings to be filed with the project coordinator and be subject to the Brown Act as required.

### **Section 2: Membership**

Unless otherwise determined by the PC in its decision to establish a committee, the vice-chairperson shall appoint the chairperson of the various committees. The appointed committee chairperson shall select his/her committee members.

## **ARTICLE VIII: HIRING AND DISCHARGING EMPLOYEES**

### **Section 1: Hiring**

1. The PC shall advise the LEA on the development of policies and procedures relating to hiring of project staff.

2. Indian preference will be applied in hiring project personnel to comply with Section 7 (b) of P.L. 93-638, the Indian Self-Determination and Education Assistance Act (45CFR 186.5).

3. The Recourse Coordinator, one Indian Education Liaison and at least one PC member (if available) shall interview any new contract persons, i.e., tutors, cultural person, evaluators, etc., and make recommendations to the LEA for hiring.

5. The LEA may not hire for a position on the project staff, any member of the parent committee or the immediate family of a parent committee member. The term "immediate family" shall always be consistent with EDCOE's Personnel Policy Manual.

### **Section 2: Discharge**

1. The PC may recommend to the LEA the discharge of project personnel when the PC believes the best interest of the program is in jeopardy.

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2. The Superintendent or designee will have the responsibility of discharging project and or contract personnel.

**ARTICLE IX: GRIEVANCES**

The PC executive board will hear grievances about project personnel and program elements and make recommendations to the LEA as appropriate.

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Approved this January 19, 2009 by the action of the El Dorado/Amador Counties Indian Education Parent Committee, for Title VII, PartA.

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Phillip Moore, Chairperson, Title VII Parent Committee

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Vicki L. Barber, Ed.D., El Dorado County Superintendent of Schools

in witness whereof,

the Superintendent of Schools of the El Dorado County Office of Education and the El Dorado/Amador Counties Indian Education - Title VII Parent Committee have caused these amended by-laws to be duly executed on January 19, 2009.

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# PARENT COMMITTEE BY-LAWS

*Revised January 19, 2009*

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## **ARTICLE I: COMMITTEE NAME**

The name of this committee shall be: El Dorado/Amador Counties Indian Education Parent Committee for Title VII, Part A.

## **ARTICLE II: OBJECTIVES**

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1. Planning, developing, and evaluating the cooperative Indian Education Project and disseminating information relative to the objectives of the project.

2. Reviewing the administrative and fiscal activities of the Title VII, Part A funds. The PC shall approve the Title VII annual budget, review expenditure reports at regular monthly meetings, and make recommendations for the expenditure of any program funds (spend down) remaining at the end of the program year.

3. Final approval of any program proposed by the PC must be authorized by the Local Education Agency (LEA), ie, El Dorado County Office of Education.

4. The PC, in cooperation with the LEA, shall act as a hearing board for any individual or group who may wish to propose additions or changes, or to express grievances regarding the Title VII Indian Education Project. Such comments or concerns shall come forward at a regularly scheduled meeting.

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b. No less than 51% shall be parents, legal guardians of Indian students served.

c. No less than 60% shall be Indian.

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2. All voting members shall enjoy full rights and obligations of membership.

3. There shall be no more than eighteen members and no less than six members on the Parent Committee.

4. There shall be no more than two voting member from any family serving on the PC.

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**ARTICLE IX: GRIEVANCES**

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Approved this January 19, 2009 by the action of the El Dorado/Amador Counties Indian Education Parent Committee, for Title VII, PartA.

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Phillip Moore, Chairperson, Title VII Parent Committee

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Vicki L. Barber, Ed.D., El Dorado County Superintendent of Schools

in witness whereof,

the Superintendent of Schools of the El Dorado County Office of Education and the El Dorado/Amador Counties Indian Education - Title VII Parent Committee have caused these amended by-laws to be duly executed on January 19, 2009.