

ARTICLE I

Missoula County Public School District #1 Indian Education Parent Committee BYLAWS

Mission Statement

In order to meet the requirements set out in Title VII of the Leave No child Behind Act of 2002, this Parent Committee has been formed by the Missoula County Public School District #1, Missoula, Montana [hereafter referred to as “the district”]. Further, the Parent Committee has been formed to assist the district in meeting the Unique AI/AN language and culturally-related academic needs (CRAN) of the American Indian/Alaska Native (AI/AN) student population. The Parent committee will assist the district to:

- Advocate on Behalf of AI/AN students and parents,
- **Determine, assess and address the culturally-related academic needs of the American Indian/Alaska Native (AI/AN) student population;**
- Monitor and evaluate the progress of the Title VII program (hereafter referred to as the program) and district towards program and district goals;
- **Prioritize program activities and allocate program funds;**
- Coordinate program resources with the district comprehensive educational plan for expenditure of all federal, state and local education resources;
- **Advise the district personnel department in developing and refining program job descriptions and participate in program candidate review and selection;**
- Promote awareness and understanding of district resources and services among the AI/AN community;
- **Promote participation in and support for district programs among AI/AN parents;**
- Work in partnership with district efforts to achieve high standards for AI/AN students

Name of Committee

The name of the committee shall be the Indian Education Parent Committee (IEPC)

ARTICLE II

Duties and Limitation of IEPC

Section 1. The IEPC shall have the responsibility to participate fully in the planning, development, implementation and evaluation of all the services and activities provided by the program. In addition, the IEPC will:

1. Review the district's comprehensive program for meeting the culturally-related academic and AI/AN language needs and the general educational needs of AI/AN students within the district;
2. **Monitor and evaluate the ongoing process of the program towards meeting established goals and objectives and recommend appropriate action to the program coordinator;**
3. Review and analyze the district-wide data for AI/AN students as required by the Leave No Child Behind Act of 2002;
4. Meet with the district superintendent and school board on a regular basis to review the program objectives, progress report and discuss district services for the AI/AN community;
5. **Participate in the preparation, monitoring and revision of the program budget and work plan;**
6. **Approve the annual Title VII grant application and any subsequent revisions in writing prior to submission;**
7. **Advise the district personnel department in developing and refining program staff job descriptions;**
8. **Serve on application screening and candidate interview committees to make recommendations for hiring program staff;**
9. Partner with the district curriculum department to help assure that the district meets state regulations in providing adequate and accurate AI/AN content within district curriculum;
10. Promote district-wide cultural enrichment activities and events for AI/AN students;

11. Act as forum in which to discuss community issues, needs and recommendations related to the district educational program;
12. Review, amend and approve parent committee bylaws on an annual basis.
13. Solicit input from the Indian Community by planning a minimum of one (1) public hearing per school year to obtain comments and recommendations regarding the goals and operation of the program;
14. Participate in training to become familiar with the legal rights and responsibilities of the IEPC and to obtain skills necessary to carry out the duties of the parent committee;
15. Advocate on behalf of AI/AN students and parents.

Section 2. Limitations: The IEPC shall have no power to bind any member of the school district to any debt, without an express written authorization from the school district;

1. No member of the IEPC shall be required to provide any sum of money (i.e. membership fees, dues, etc.) or property to the IEPC;
2. The IEPC shall not pay any member for carrying out the delineated responsibilities in the bylaws;
3. The committee shall have no powers other than those specified herein.
4. Members will avoid any appearance of a conflict of interest by abstaining from voting on any program matter which may benefit their immediate family more than the rest of the program population.
5. IEPC members shall not work for the program
6. No more than one adult family member per household may serve as a voting member of the IEPC.

ARTICLE III

Committee Structure

Section 1. Eligibility: The composition of the IEPC will be made up from the following:

1. **Parents of AI/AN students enrolled in district**, including individuals acting “in loco parentis” [legal guardian of an AI/AN];

2. AI/AN community members (i.e. grandparents, aunts or uncles or enrolled AI/AN student).
3. **District teachers and**
4. **AI/AN enrolled secondary school students.**

A member will no longer be eligible to serve on the IEPC if:

- A. He/she no longer lives in the community;
- B. The teacher representative is no longer employed by the district;
- C. The student representative no longer attends a district school.

Section 2. Composition: Majority of the voting committee must be parents of AI/AN children, at least one member must be a district teacher and at least one member must be a district secondary student. AI/AN community members may also be on the committee. (A parent is any person who, on the date of an elections for IEPC membership, is the parent or person acting as a parent (in loco parentis) of an AI/AN student).

Section 3. Committee Size: The IEPC shall consist of all parents of eligible AI/AN children who attend school in the district. The voting committee shall consist of 8 eligible members.

Section 4. Election of Voting Committee: The voting Committee membership shall be established through a general election among all eligible constituents at the regular April meeting. Nominations will be taken at the March meeting. Those nominees who receive the largest pluralities in the total vote count will be elected. The Committee will begin their tenure in the Fall. Nominees who receive votes, but are not elected, will be appointed as alternative committee members ranked by vote count. If two or more adult members of the same household are elected all but one must step down. If there are no student or teacher nominees, the committee shall seek appointments for these two positions.

1. Each Voting Committee nominee shall complete and sign a Voting Committee application form to verify eligibility to serve on the committee.
2. Nominees must be present to be elected except under unusual circumstances.
3. Ex-officio/honorary memberships may be awarded by the majority vote of the quorum.

4. Memberships to the Voting Committee cannot be transferred.
5. A public notice of the nominations and parent committee elections will be provided to the community at least 2 weeks prior to the election.

Section 5. Term of membership: The term of voting committee membership will be two years staggered.

Section 6. Training: *All voting committee members will receive appropriate training on parent committee roles and responsibilities.*

Section 7. Termination of membership:

1. A member may be removed from the voting committee upon missing three (3) consecutive regular meetings for which he/she has not provided prior to the scheduled meeting if he/she cannot attend.
2. Termination of a voting committee member will be carried out by a majority vote of the quorum.
3. Notification of termination shall be given in writing by the Chairperson.

Section 8. Resignation: Any member may resign by notifying in writing the voting committee Chairperson. The chairperson will inform the voting committee of the resignation at the next formal meeting.

Section 9. Removal: The parent committee may be by majority vote remove any member of the committee for:

1. Neglect of duty.
2. Being found guilty of any gross misdemeanor or felony charge in state, federal or tribal court of law; or
3. Proven violations of the committee bylaws.

Section 10. Due Process: Any member of the parent committee removed for any reason stated above shall have access to due process to appeal the decision of the committee or the membership. Due process shall include the following:

1. The committee shall provide a written notification of the decision to the member removed, by certified mail (return receipt requested) stating the reason for removal, effective dates of removal and a copy of the due process procedure.
2. The individual deciding to appeal his/her removal shall file an appeal in writing to the committee chair within 15 days of receipt of the removal notice, stating his/her case of appeal.
3. The committee shall respond in writing to the individual within 30 days of receipt of appeal.
4. If not satisfied, the individual may request in writing to testify his/her case before the full committee; and shall have the opportunity to have witnesses on his/her consideration by the committee.
5. The committee shall consider any and all information presented to them in the case of the appeal, and shall render a final decision in writing to the individual within 15 days of the hearing.
6. The committee, nor any individual of the committee, shall not be held liable for any personal or legal costs incurred by the individual appealing the due process.

Section 11. Vacancies: Any voting committee vacancy shall be filled by the affirmative vote of the majority of the quorum of the voting committee. The vacancy will be filled by the potential member with the highest number of votes. The new member will serve only for the term of the vacant member.

Section 12. Voting rights: Each regular voting committee member except the Chairperson shall have one vote in any matter submitted to the voting committee for general vote. The chairperson shall vote (a) to break a tie or (b) to cause a tie, therefore defeating the motion. Proxy voting and absentee voting will not be permitted.

If any immediate need or opportunity occurs prior to the next regular IEPC meeting, a telephone survey vote may be taken. The results will be announced at the next regular IEPC meeting.

1. Alternate committee members may vote only when elected to fill a vacancy of a regular member or when appointed by the Chairperson to fill the temporary absence of a regular IEPC member.
2. Any concern relating to a conflict of interest in voting may be raised by any voting committee member and will be decided by committee vote.

Section 13. Delegates: IEPC representatives to national, regional and state conferences will be chosen based upon their attendance and active participation at IEPC meetings and functions.

1. Selected delegates/representatives will be expected to attend all appropriate sessions during the conference.
2. Selected delegates/representatives will give a verbal and written report of the conference information obtained at the next regular IEPC meeting.

ARTICLE IV

Sub-committees

Section 1. Sub-Committees: The IEPC may establish the following standing sub-committees each year at the first regular monthly IEPC meeting following the voting committee elections:

1. Bylaws
2. Fund Raising
3. Program Evaluation

Other ad-hoc sub-committees may be formed periodically (or combined) throughout the year for the duration of a special program as deemed necessary by the IEPC.

Volunteers from the IEPC or the community may serve on standing or temporary committees.

ARTICLE V

Officers

Section 1. Officer Titles will be as follows: Chairperson, Vice-Chairperson, Secretary and Treasurer.

Section 2. Selection and Terms of Office: The officers of the voting committee shall be selected by majority vote of the voting committee at the first regular FALL meeting of each year and shall serve from the first day of school to the last day of summer break.

Section 3. Duties of Officers:

- a) The **Chairperson** shall perform all duties incident of the Office of Chairperson and such other duties as may be prescribed by the IEPC. The duties of the Chairperson will be to:
 - 1. Know the major rules or parliamentary procedures of conducting a meeting;
 - 2. Approve the agenda for the meeting;
 - 3. Conduct all general parent committee meetings;
 - 4. Uphold order at meetings;
 - 5. Sign all letters, reports and other documents as may be required;
 - 6. Serve as an authorized signatory for expenditure of IEPC funds;
 - 7. Be an ex-officio member of all standing committees
 - 8. Other duties as may be prescribed by the IEPC.

- b) The **duties of the Vice-Chairperson** will be to:
 - 1. Preside in the absence of the Chairperson;
 - 2. Exercise all rights and privileges of the Chairperson when acting in that capacity;
 - 3. Oversee work of standing committees
 - 4. Serve as an authorized signatory for expenditure of IEPC funds;
 - 5. Perform such other duties as may be prescribed by the Chairperson or by the IEPC.

- c) The **duties of the Secretary** will be to;
1. Record minutes of all meetings.
 2. Provide copies of the minutes to the Education Specialist, the voting committee and to such other persons the IEPC may indicate;
 3. Represent the Chairperson in the absence of both the Chairperson and Vice-chairperson;
 4. Act as custodian of the IEPC records;
 5. Maintain an updated list of the addresses and telephone numbers of IEPC members;
 6. Maintain yearly attendance records of meetings and functions;
 7. Perform such other duties as may be prescribed by the Chairperson or by the IEPC.
- d) The **duties of the Treasurer** will be to: (revised 3/3/2009)
1. Present an updated MCPS District Indian Club account report at all regular IEPC meetings;
 2. Authorize the Title VII Indian Education Specialist to manage transactions of the IEPC account with the approval of the Parent Committee officers.

Section 4. Election and term of office:

1. Officers shall be elected by majority vote of voting committee members at the first regular meeting following the election.
2. Officers shall assume their duties immediately upon election.
3. The term of each officer shall be one year.

Section 5. Vacancy. Any officer vacancy may be filled by a majority vote of the quorum at a regular meeting. The newly-elected officer shall serve only for the remainder of the term.

Section 6. Removal. Any officer may be removed by a majority vote of all voting members present at the meeting for any violation under Article III, section 9. The officer must receive written notice by certified mail at least (5) working days prior to the next regular meeting.

Section 7. Training: Officers will attend appropriate training in order to fulfill their duties and responsibilities.

ARTICLE VI

Meetings

Section 1. Regular Meetings: the voting committee shall meet not less than eight (8) times during the school year. The date and time of regular meetings will be decided by a majority vote at the first meeting of each school year. All regular meetings of the IEPC shall be open to the public. Notice of regular meetings shall be in writing and shall state the date, hour, and location of the meeting. Notices shall be received by all AI/AN parents not less than one week before the date of such meetings. A copy of the agenda shall be enclosed with the notice.

Section 2. A quorum shall consist of a simple majority of the total number of Voting Committee members who have been duly elected.

Section 3. Agenda. The agenda for each meeting shall be prepared by the Chairperson and program staff. Individual members of the IEPC are encouraged to submit agenda items to the Chairperson.

Section 4. Special Meetings. Any special meetings may be called by the Chairperson or by a majority vote of the IEPC. All members shall be notified within at least 1 day prior to the meetings. Notification of special meetings may be by telephone or e-mail.

Section 5. Procedures. Meetings will be conducted in accordance with Robert's Rules of Order or in accordance with appropriate adaptation thereof.

ARTICLE VII

Amendments

Section 1. Procedures. These bylaws may be amended at any meeting of the IEPC by a majority vote of all regular Voting Committee members. Any amendment shall not:

1. Violate federal or school district policies and regulations;
2. Confer any power or responsibilities beyond those authorized by current federal regulations pertaining to the Leave No Child Behind Act or school district policies and procedures.

ARTICLE VIII

Ratification

Section 1. Adoption: These bylaws shall be declared adopted by the IEPC when passed by majority vote of the full membership of the Voting Committee at a regular IEPC meeting.

These bylaws are hereby approved by the Leave No Child Left Behind Act Program Indian Education Parent Committee and the Missoula County Public School District #1.

IN WITNESS THEREOF:

IEPC CHAIRPERSON

DATE

SCHOOL BOARD CHAIRPERSON

DATE

SUPERINTENDENT/LEA Representative

DATE

TITLE VII INDIAN EDUCATION SPECIALIST

DATE