

Austin Independent School District
American Indian Education Project
American Indian Education Project Advisory Committee
Bylaws 2009-2010

Mission Statement

The mission of the Native American Parents Committee, (hereafter referred to as the "NAPC") and serving as the Project Advisory Committee for purposes of the Title IX; Section 9114 of the Improving America's Schools Act of 1994, has been formed in conjunction with the above act for the Austin Independent School District, Travis County, Texas (hereafter referred to as "the District"), and any affiliate Independent School District, (hereafter known as "the Affiliate"), to work with school systems and community organizations to meet the unique culturally related needs of the American Indian student population, and to reach out to parents and children of this heritage. Further, the NAPC has been formed to assist the American Indian Education Project (hereafter referred to as "the Project") in meeting these culturally-related academic needs (CRAN) of the American Indian/Alaska Native (AI/AN) student population. The Parent Advisory Committee assists the Project to:

- **Determine, assess, and address the CRAN of the AI/AN student population;**

Monitor the Project and District to ensure they are achieving the Project and District goals and assist them in achieving those goals.

- **Prioritize Program activities and assist the Project by joining the District and the Project in raising sufficient funds to support the project activities, when appropriate and necessary;**

Assist in allocating Project resources and, in coordination with the District's comprehensive educational plan, ensure maximization of all federal, state and local educational resources.

- **Promote awareness and understanding of District resources and services among the AI/AN community;**
- **Promote cross-cultural understanding and appreciation of all racial and ethnic communities among District staff, students and parents;**
- **Work in partnership with District efforts to achieve high standards for all students.**

ARTICLE I

The name of the committee shall be the Native American Parent's Committee (referred to as the "NAPC")

ARTICLE II

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

- a) Assist the Project in conducting a comprehensive needs assessment to determine the CRAN and general education needs of the AI/AN students within the District and its Affiliates;
- b) Monitor and assist the ongoing progress of the Project in achieving established goals and objectives and recommend appropriate action to the Project Coordinator;

- c) Maintain a Parents Committee chapter at each affiliated Independent School District, or combination of school districts, participating in a consortium with the District and the Project;
- d) Assist in the preparation, monitoring and revision of the Project budget;
- e) Approve the annual grant application and any subsequent revisions in writing, prior to submission;
- f) Serve on interview committees and make recommendations for hiring Project staff; Review, amend, and/or approve NAPC bylaws on an annual basis;
- g) Assist the Project in planning and conducting one or two public hearing per year;
- h) Participate in training to become familiar with the legal rights and responsibilities of the NAPC and to obtain skills necessary to carry out the duties of the NAPC;
- i) Hold, maintain, and manage funds, separate from the AIEP grant monies, in a bank account or bank accounts. The NAPC officers will advise on the use and disposition of the funds. The officers or AISD and its staff shall have no power to bind any member of the NAPC, or any of the funds in this bank account, to any debt without an express written authorization from NAPC.

Section 2: Limitations: The NAPC shall have no power to bind any member of the District or any Affiliate to any debt, without an expressly written authorization from the District or Affiliate:

- a) No member of the NAPC shall be required to provide any sum of money (i.e. membership fees, dues, etc.) or property to the NAPC;
- b) The NAPC shall not pay any member for carrying out the delineated responsibilities in the bylaws;
- c) The NAPC shall have no powers other than those specified herein;
- d) Members will avoid any appearance of a conflict of interest by abstaining from voting on a Project matter that may benefit their immediate family more than the rest of the Project population;
- e) NAPC members shall not work for the Title IX Project.

ARTICLE III

Committee Structure

Section 1: Eligibility: The composition of each NAPC will be made up from the following:

- a) Parents of Project-enrolled students, including individuals acting "in loco parentis" (legal guardian of a Project-enrolled student);
- b) District teachers, counselors and/or other personnel;
- c) Project-enrolled secondary school students (where appropriate).

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

- a) The parent representative's child is no longer enrolled in the District;
- b) The teacher, counselor and/or other personnel representative is no longer employed by the District; or
- c) The student representative no longer attends a District school.

Section 2: Composition: More than half of the committee must be parents of Project-enrolled children, at least one member must be a District teacher, counselor and/or other personnel, and at least one member may be a Project-enrolled secondary student. (A parent is any person who, on the date of an election for NAPC membership, is the parent or person acting as a parent, in loco parentis, of a Project-enrolled student or students.)

Section 3: Election of Committee: The NAPC membership shall be established through a general election on all eligible constituents at a regular Fall meeting, but no later than December 1 of the current school year. Nominations may take place prior to the election meeting. Those nominees who receive the largest pluralities in the total vote count will be elected. If necessary, two (2) regular positions shall be reserved for the District teacher, counselor and/or other personnel, and secondary student to assure compliance with Title XI regulations. If there are no student or teacher nominees, the NAPC shall seek appointments for these two positions from the District.

- a) If Nominations take place prior to the election meeting, Nominees do not need to be present to be elected;
- b) Ex-officio/ad hoc memberships may be awarded by a simple majority vote. These members will receive meeting notices and participate in meetings, but may not vote;
- c) Membership in the NAPC cannot be transferred.

Section 4: Term of Membership: The term of NAPC membership will be one (1) year. Members may be reelected for subsequent one-year terms as long as their eligible child(ren) is still in the Project.

Section 5: Training: All NAPC members will receive training on parent advisory committee roles and responsibilities sponsored by the Project. This training will be arranged by Project staff.

Section 6: Termination of Membership:

- a) A member may be removed from the NAPC upon missing three (3) consecutive regular meetings for which he/she has not provided prior notification of his/her absence. A member must notify a NAPC officer, NAPC member or a Project staff member prior to the scheduled meeting if he/she cannot attend;
- b) Termination of NAPC membership will be carried out by a majority vote.
- c) The Chairperson shall give notification of termination in writing.

Section 7: Resignation: Any member may resign either in writing or by notifying the NAPC Chairperson or the Project Coordinator. The Chairperson will inform the NAPC of the resignation at the next formal meeting.

Section 8: Removal: The NAPC may, by two-thirds of the membership, remove any members of the committee for:

- a) Neglect of duty;
- b) Being found guilty of any gross misdemeanor or felony charge in state or federal court; or
- c) Proven violations of the NAPC bylaws.

Section 9: Due Process: Any member of the NAPC 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:

- a) The NAPC shall provide a written notification of the decision to the member removed, by certified mail (receipt requested) stating the reason for removal, effective dates of removal and a copy of the due process procedures.
- b) If not satisfied, the individual deciding to appeal his/her removal shall file an appeal in writing to the NAPC Chairperson within 15 days of receipt of the removal notice, stating his/her case of appeal.
- c) The individual may request to bring his/her case before the full committee and shall have the opportunity to have witnesses on his/her behalf presented for consideration by the NAPC.

- d) The NAPC shall consider any and all information presented to them in the case of an appeal, in closed session. Final decision will be made by a majority vote and shall be rendered to the individual within 15 days of the hearing.
- e) Neither the NAPC, nor any individual on the NAPC, shall be held liable for any personal or legal costs incurred by the individual appealing the removal and using the due process procedure.

Section 10: Vacancies: Any NAPC vacancy shall be filled by the affirmative vote of a majority of a quorum of the NAPC members. The potential member with the highest number of votes will fill the vacancy. The new member will serve only for the remainder of the term of the vacancy. They may be elected to one or more full terms after they finish serving the remainder of the term of the vacancy.

Section 11: Voting Rights: Each regular NAPC member except the Chairperson shall have one vote in any matter submitted to the NAPC for general vote. The Chairperson shall vote only: (1) to break a tie; or (2) to cause a tie, therefore defending the motion. Proxy voting and absentee voting will not be permitted. If an immediate need or opportunity occurs between regular NAPC meetings, a telephone survey vote may be taken. The result of this vote will be announced at the next meeting. Any concern relating to a conflict of interest in voting on the part of any member, may be raised by any NAPC member and the member's eligibility to vote will be decided by majority vote of the NAPC.

ARTICLE IV

Sub-Committee Structure

Section 1: Sub-Committees: The NAPC may establish sub-committees as necessary. Regular standing sub-committees will be appointed each school year at the first NAPC regular meeting following the NAPC elections. Ad hoc sub-committees may be appointed as the need arises. Ad hoc sub-committees may be appointed at any regularly scheduled NAPC meeting. Volunteers from the NAPC 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 NAPC shall be selected by majority vote each year in the Fall, and shall serve from September to September. Nominees for the office of Chairperson in previously established NAPCs must have served as an officer or member of the NAPC for at least one term prior to being elected Chairperson.

Section 3: Duties of Officers:

- a) The Chairperson shall perform all of the duties listed below and such other duties as may be prescribed by the NAPC. The duties of the Chairperson will be to:
 - 1) Know the major procedures rules of conducting a meeting;
 - 2) Establish 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 NAPC funds;
 - 7) Be an ex-officio member of all standing committees;
 - 8) Perform other duties as may be prescribed by the NAPC.

- b) The duties of the Vice-Chairperson will be to:
 - 1) Preside in the absence of the Chairperson;
 - 2) Exercise all the 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 NAPC funds;
 - 5) Perform such other duties as may be prescribed by the Chairperson or by the NAPC.
- c) The duties of the Secretary will be to:
 - 1) Represent the Chairperson in the absence of both the Chairperson and the Vice-Chairperson;
 - 2) Maintain an updated list of the addresses and telephone numbers of NAPC members;
 - 3) Maintain yearly attendance records of meetings and functions;
 - 4) Prepare all correspondence, either internal or external, that is deemed necessary by the chairperson or the NAPC; and
 - 5) Perform such other duties as may be prescribed by the Chairperson or by the NAPC.
- d) The duties of the Treasurer will be to:
 - 1) Maintain an accounting of all NAPC funds;
 - 2) Deposit or cause to be deposited any monies received into the NAPC account;
 - 3) Obtain approval for withdrawal of NAPC funds voted to be expended by a quorum of the members present at a regularly scheduled meeting, or of a quorum of the officers in a phone vote between regularly scheduled meetings;
 - 4) Provide an updated budget report at all regular NAPC meetings; if the treasurer must be absent from a meeting, the report must be sent to another officer so it can be presented at the meeting;
 - 5) Serve as an authorized signatory for expenditure of NAPC funds;
 - 6) All bank transactions except deposits will require an officer's signed requisition and the signature of one other authorized signatory to be valid. Members who purchase items for the NAPC should obtain permission for the expenditure prior to the purchase, either through a quorum of a regular meeting or a quorum of the officers by phone vote between regularly scheduled meetings. Any member who purchases items for the NAPC should obtain a tax-exempt certificate from Great Promise for American Indians, the 501 (c) 3 parent organization, to present to the merchant so no sales tax is due. Because of the difficulty of arranging these transactions, the Treasurer, Chairperson, or the Vice-Chairperson should purchase items for NAPC events except in extraordinary circumstances. Any member who chooses to purchase an item without prior permission may not be reimbursed if the majority of the NAPC determines the purchase was unauthorized or unnecessary. The NAPC is under no obligation to reimburse any member or entity that expends NAPC funds without express prior permission; and
 - 7) File the annual Project budget report submitted to the NAPC by the Project Coordinator.

Section 4: Election and Term of Office:

- a) Officers shall be elected by majority vote at a Fall meeting;
- b) Officers shall assume their duties immediately upon election;
- c) The term of each officer shall be one year;
- d) Officers serve no more than two consecutive terms in the same capacity, as long as they remain eligible to serve, unless no other NAPC members are willing to fill the position.

Section 5: Vacancy: Any officer vacancy may be filled by a majority vote at a regular meeting. The newly elected officer shall serve only for the remainder of the term, but will be eligible for election at the next regular election.

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 five (5) working days prior to the next regular meeting.

Section 7: Training: Officers will attend training provided by the Project in order to fulfill their duties and responsibilities.

ARTICLE VI

Meetings

Section 1: Regular Meetings: The NAPC shall meet no less than three (3) times during the school year. The date and time of regular meetings will be decided by majority vote at first Fall meeting of each year. All regular meetings of the NAPC 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 mailed or e-mailed to each member no less than one week before the date of such meeting. 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 duly elected committee members.

Section 3: Agenda: The Chairperson and Project Coordinator shall prepare the agenda for each meeting. Individual members of the NAPC 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 NAPC. All members shall be notified within at least one (1) week prior to the meeting. Notification of special meetings may be by telephone or e-mail.

Section 5: Procedures: Meetings will be conducted in accordance with Call To Order: Meeting Rules and Procedures for Non-Profit Organizations: Alice Pohl.

ARTICLE VII

Amendments to By-laws

Section 1: Procedures: These by-laws may be amended at any NAPC meeting by a majority vote. Any amendment shall not:

- a) Violate federal or school district policies and regulations;
- b) Confer any power or responsibilities beyond those authorized by current federal regulations pertaining to the Title IX Indian Education Act or District policies and procedures.

ARTICLE VIII
Ratification

Section 1: Adoption: These by-laws shall be declared by the NAPC when passed by a majority vote at a regular NAPC meeting.

These by-laws are hereby approved by the American Indian Education Project, the Parent Advisory Committee, the Austin Independent School District and the _____ Independent School District.

IN WITNESS THEREOF,

NAPC Chairperson

Date

AISD American Indian Education Project Coordinator

Date

_____ Independent School District Liaison

Date

AISD State and Federal Programs Director

Date