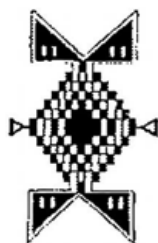


LOS ANGELES UNIFIED SCHOOL

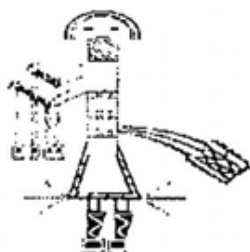
Indian Education Program

(No Child Left Behind Act of 2001, Title VII)



BYLAWS

Parent Committee for Indian Education



LOS ANGELES UNIFIED SCHOOL Indian Education Program

No Child Left Behind Act of 2001, Title VII

Parent Committee for Indian Education

BYLAWS

PREAMBLE

This Committee shall be known as the Parent Committee for Indian Education of the Los Angeles Unified School District, here after referred to as the Committee. This Committee is constituted to meet the requirements of Title VII, Section 7114 (c) (4), of the No Child Left Behind Act of 2001.

The purpose of this Committee is to advise and assist Program and District staff to determine the unique culturally related academic needs of the American Indian/Alaska Native (AI/AN) student population in the District.

Effective Committee members seek a cooperative spirit to promote educational opportunities for American Indian and Alaskan Native students in the Los Angeles Unified School District.

ARTICLE I
Duties and Limitations of Committee

Section 1. Duties: The Committee shall participate fully in the planning, development, implementation, and evaluation of services and activities provided by the Program. The Committee shall:

- a) Work with the Program staff to conduct a comprehensive need assessment to determine the culturally-related academic and general educational needs of AI/AN students enrolled in the District;
- b) Monitor and evaluate the ongoing progress of the Program towards meeting established goals and objectives and recommend appropriate action to the Program coordinator;
- c) Review and analyze the District-wide annual student performance data;
- d) Approve the annual grant application and subsequent revisions;
- e) Make recommendations for hiring Program staff and appropriate involvement of community members;
- f) Organize and implement Committee special activities that support the Program's goals and objectives;
- g) Act as a forum in which to discuss Indian community issues, needs, and recommendations related to the District's educational program;
- h) Annually review, amend, and approve Committee bylaws;
- i) Solicit input from the Indian community by planning a minimum of one public hearing per school year to obtain comments and recommendations regarding the goals and operation of the Program;
- j) Participate in training activities to obtain the skills necessary to carry out the duties of the Committee.

Section 2. Limitations: The Committee shall have no power to:

- a) Claim any debt against the District or Program without the District's and Program's expressed, prior written authorization and in accordance with governing District and Program policies, regulations, and procedures;
- b) Require any sum of money, fees, dues, property, etc., from any individual or organization as a condition of membership or participation;
- c) Pay any member for participating in Committee activities, except appropriate and approved reimbursement which conforms with District, Program, and Committee policies on such matters;
- d) Only one family member per household may serve as a voting Committee member. A student member is exempt from this limitation;
- e) Members shall not work for the Program;
- f) Members will avoid any appearance of a conflict of interest and abstain from voting on any Program matter which may directly benefit them or their immediate family;
- g) The Committee shall have no authority other than specified in these bylaws.

ARTICLE II
Committee Membership and Responsibilities

Section 1. Membership Eligibility: The Committee shall consist of the following membership categories as described in Title VII of the No Child Left Behind Act of 2001:

- a) Parents of Program-enrolled students, including individuals acting in loco parentis;
- b) Teachers and counselors of AI/AN students employed by the District;
- c) Secondary students enrolled in the Program.

A member is no longer eligible for membership if:

- a) The child of that parent representative is no longer enrolled in the District or Program;
- b) The teacher or counselor representative is no longer employed by the District;
- c) The student representative is no longer enrolled in the District or Program.

Section 2: Parent Majority: *Parent membership must be fifty percent plus one of the total membership.*

Section 3. Number of Voting Members: 'The Committee shall consist of not less than five (three parents, one teacher/counselor, and one secondary student) nor greater than fifteen eligible members and must maintain its eligible, voting parent majority as described in Article II, Section 1.

Section 4. Election of Voting Members: The following election procedure shall apply:

- a) Nominees shall be determined at the April or May business meeting of each year and shall be on record as having attended at least three meetings in the previous ten months.
- b) The Program Coordinator shall *verify student enrollment or employment* eligibility status to serve on the Committee prior to elections;
- c) Members shall be elected by eligible constituents at the regular June business meeting of each year;
- d) Nominees must be present to be elected;
- e) If elections are not conducted in June, elections must take place August 31. The existing Committee shall continue until such time as the annual membership election is completed;
- f) To be elected, nominees must receive at least fifty percent of the total votes cast. Membership will be filled beginning with the individual in each membership category with the most votes above fifty percent and extending to the least votes above fifty percent until the memberships positions are filled.

- g) If there are no eligible teacher/counselor or eligible student nominees, seats must be set aside from the total membership and the newly elected Committee should fill such positions by a three-fourths majority as soon as practical;
- h) Ex-officio/honorary memberships may be conferred upon individuals by the majority vote of the quorum. Such members will receive all official Committee and Program correspondence and may participate in meetings, but may not vote on any formal matter before the Committee;
- i) Membership is not transferable.

Section 5. Term of Membership: The term of Committee membership will be one year.

Section 6. Termination of Membership:

- a) A member may be removed from the Committee upon missing two consecutive regular meetings for which there was no prior notification;
- b) Termination requires a majority vote of the quorum;
- c) The chairperson shall notify the individual in writing of the Committee's action within five business days.

Section 7. Resignation: A Committee member may resign in writing or verbally to the Committee chair or Program Coordinator. The Committee shall be informed at the next regular business meeting. Resignation is automatic if a Committee member, for any reason, no longer meets the eligibility criteria established in Article II, Section 2.

Section 8. Vacancies: Any vacancy may be filled by the affirmative vote of three-fourths of the quorum. The new member shall serve only the remainder of the term.

Section 9. Voting rights: Each voting Committee member is eligible to cast one vote on any matter submitted to the Committee, except the Chairperson. The Chairperson shall only vote to break a tie or to cause a tie, therefore defeating the motion

- a) Proxy voting shall not be permitted;
- b) Absentee voting shall not be permitted;
- c) Any Member in good standing may raise any concern, without prejudice, relating to another member's conflict of interest when voting upon Committee business. Prior to the vote in question, the Committee must resolve such a point of order.

Section 10. Delegates: Committee delegates to national, regional, and state meetings or conferences will be chosen based upon their attendance and active Committee participation.

- a) First priority for consideration shall extend to those Committee members who have not been reimbursed for such in the previous ten months;
- b) Delegates shall be selected by nomination and majority vote of the quorum;
- c) Pursuant to Board and Program policies and contingent upon written approval, the Committee may by motion and majority vote of the quorum, recommend to

the Coordinator reimbursement of a Committee member's necessary and actual conference or meeting expenses;

- d) Members selected as delegates will give a written or verbal report of the conference information prior to approval for reimbursement.

Section 11. Program Coordinator is an Ex-officio Member: The Program Coordinator is an ex-officio, nonvoting member of the Committee and its standing committees.

ARTICLE III **Committees**

Section 1. Standing Committees: The following standing committees are established to facilitate the business of the Committee:

- a) The Executive Committee is composed of the elected Committee officers and the Program Coordinator as an ex-officio member. The executive committee shall be empowered to act upon Committee matters only in an emergency and with its action(s) subject to ratification by the Committee at its next regular or special meeting. The Committee must be immediately notified in writing by the Committee Secretary of any such action(s);
- b) The Bylaws Committee, chaired by the vice chairperson and who appoints two elected Committee members, shall review, revise, and recommend the Bylaws to the Committee membership by the September business meeting of each year. The chairperson may not serve on this standing committee. The Program Coordinator is an ex-officio member.

Section 2. Sub-Committees: In order to affect the business of the Committee. the Chairperson may create and appoint members to any subcommittees deemed appropriate by a majority vote of a Committee quorum. Membership of such subcommittees will be comprised of less than half of the voting membership of the entire Committee and maintain a parent majority described in Article 11, Section 2.

ARTICLE IV
Officers

Section 1. Officers' Titles: The officers of this Committee shall be the Chairperson, Vice-Chairperson, and Secretary.

Section 2. Duties of Officers:

- a) The Chairperson shall be of American Indian heritage and perform the following duties and responsibilities:
 - a. Conduct meetings in a fair and orderly manner, assuring speakers a reasonable amount of time to present a point of view regarding agenda items;
 - b. Preside over and uphold order at Committee meetings;
 - c. Approve meeting agendas;
 - d. Sign all letters, reports, and other documents indicative of Committee business and as authorized by a majority of a quorum;
 - e. Be an ex-officio member of all sub-committees;
 - f. Represent the Committee regarding specific positions over which the Committee has jurisdiction and adopted by a majority vote of a quorum.

- b) The duties of the Vice-Chairperson will be to:
 - a. Preside over the Bylaws Committee as described in Article III, Section 1;
 - b. Preside over meetings in the absence of the Chairperson;
 - c. Perform such other duties as may be prescribed the Chairperson or the Committee.

- a) The Secretary shall:
 - a. Maintain a record of meeting attendance.
 - b. Record minutes of all Committee meetings;
 - c. Represent the Chairperson in the absence of both the Chairperson and Vice-Chairperson.
 - d. Act as the custodian of Committee records;
 - e. Maintain a current list of addresses and telephone numbers of Committee members;
 - f. Perform such other duties as may be prescribed the Chairperson or the Committee.

Section 3. Election and Terms of Office:

- a) Nominees for each office shall be determined after the election of voting members as described in Article II, Section 4.
- b) Officers shall be elected by a majority of eligible Committee members at the regular June business meeting of each year;

- c) If elections are not conducted in June, such elections must take place by August 31. In this situation, retiring officers shall continue in their duties until such time as the election is completed and new officers immediately assume their responsibilities;
- d) The term of each office shall be July 1 through June 30 of each year.

ARTICLE V

Meetings

Section 1: Regular Meetings: The Committee shall meet. Not less than four times during the school year. **Meetings shall be held in August or September and May or June of each school year. The Committee may determine the remaining two meetings at its discretion.** Meeting dates and times for the year will be affirmed by a majority vote of the Committee at the first regular meeting of the new-school year: This calendar of regular meetings shall be a published record of the Committee and made available to the public. Meeting notices shall be mailed to each Committee member six days prior to the scheduled regular meeting.

Section 2. Quorums: A quorum shall consist of a simple majority of the total number of duly elected Committee members.

Section 3. Agendas: The agenda for each meeting shall be prepared by the Chairperson and Program Coordinator and available prior to the call to order for any business meeting. The Committee membership is encouraged to submit individual agenda items to the Chairperson.

Section 4. Special Meetings: the Chairperson or a majority vote of the Committee may call special meetings. The Committee secretary shall notify committee members by telephone or in writing at least one day prior.

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

ARTICLE VI
Correspondence

Section 1. Official Correspondence: To be deemed official, all Committee correspondence must originate from and responses returned to:

Los Angeles Unified School District Indian Education Program
P.O. Box 513307 Los Angeles, CA 90051

ARTICLE VII
Governing Authorities

Section 1: Specified: Any authority extended to this Committee is determined by the order of the following jurisdictions:

- a) Federal laws, rules, and regulations affecting Indian Education Program formula grants to Local Education Agencies:
- b) State of California education code and applicable laws:
- c) The governing policies and regulations of the Los Angeles Unified School District;
- d) The legally adopted bylaws of the Parent Committee for Indian Education in so far as such bylaws do not conflict the previous governing authorities.

ARTICLE VIII
Amendments to Bylaws

Section 1. Procedures: These bylaws may be amended at any Committee meeting by a two-thirds vote of the quorum. Any amendment shall not

- a) Violate federal, state, or District policies and regulations;
- b) Confer upon this Committee or individuals acting on behalf of the Committee any power or responsibility not pursuant those authorized by current federal legislation and regulations in the *No Child Left Behind Act of 2001*, Title VII, Indian Education Act Formula Grants to Local Education Agencies,