

BY-LAWS OF THE KYRENE SCHOOL DISTRICT
NATIVE AMERICAN PARENT ADVISORY COMMITTEE
(N.A.P.A.C.)

ARTICLE I: NAME

- Section 1. The name of this committee shall be: Kyrene School District Title VII/ P.A.S.S. Native American Parent Advisory Committee; hereafter, referred to as the Parent Committee.

ARTICLE II: PURPOSE

The purpose of the Parent Committee shall be to remain involved with the Kyrene School District in bringing about the most effective Native American programs possible. To achieve this purpose, the Parent Committee shall provide advice and assistance to the Kyrene School District staff in developing, operating, and evaluating the Title VII program (“the program”). Accordingly, the following sections shall apply:

- Section 1. The Parent Committee will meet on a regular basis with the program staff to discuss the overall operation and on-going activities of the program and any proposals for extensions or changes in the program.
- Section 2. The Parent Committee will act as a review body for any individual or group who may wish to propose additions, changes, or to express relevant concerns regarding the program.
- Section 3. The Parent Committee will regularly review the overall plan to assess progress in meeting the objectives of the program and will assist the Kyrene School District to design, monitor and evaluate the program and provide feedback.
- a. The program proposal will be consistent with and supportive of school board policies and shall be subject to final approval by the Kyrene Governing Board.
 - b. Recommendations to the program may be made to the program staff who will then transmit them to the assigned administrative officer for final review and recommendations before submitting them to the Kyrene Governing Board and United States Department of Education’s Office of Indian Education for approval.
- Section 4. To provide a forum for all Native American parents and/or guardians of Native American students to take an active part in the education of their children and the establishment of a connected Native American community within the Kyrene School District.

Section 5. To promote the cause of Native American Education in the State of Arizona.

ARTICLE III: MONETARY GAIN

- Section 1. The Parent Committee shall not afford monetary gain, incidentally or otherwise to its members.
- a. No member of the Parent Committee shall be required to provide any sum of money or property to the Parent Committee.
 - b. The Parent Committee shall not pay any member for providing services.

ARTICLE IV: POWERS

- Section 1. The powers of the Parent Committee are outlined as follows:
- a. The Parent Committee shall have no power to enter into contracts of any nature or to spend program funds without prior proper authority.
 - b. Final written approval of the program proposal by the Parent Committee is necessary before submission to the United States Department of Education's Office of Indian Education.

ARTICLE V: DURATION

- Section 1. The period of duration for this committee's existence shall be concurrent with the funding of the program.

ARTICLE VI: COMMITTEE MEMBERSHIP

- Section 1. Composition. The following are eligible to select and serve on the Parent Committee:
- a. Parents/Guardians of American Indian children who are actually enrolled and in attendance in the Kyrene School District.
 - b. Kyrene School District teachers, including guidance counselors, not working as part of the program staff.

Section 2. Selection and Terms.

- a. The persons listed in Section 1 shall select the members of the committee.
- b. Native American parents/guardians of current students in Kyrene must make up the majority of the Parent Committee.
- c. The committee must include at least two teachers.
- d. An individual may continue to be a member of the committee only so long as he or she is eligible under Section 1.

- e. Membership terms may be multi-year and may be staggered (i.e., membership terms may be for three (3) years, with one-third of the committee selected each year) consistent with funding of the program.
- f. Membership confirmation will be by written acceptance to the Parent Committee. The written acceptance will make the membership effective at the specified time that the term of membership begins. Membership in the Parent committee cannot be transferred.
- g. Any member of the Parent Committee may resign by submitting a written resignation, stating the reason, to the general membership and the Kyrene School District
- h. Vacancies can be filled by the majority vote of members of the Parent Committee.

- Section 3. Membership shall be automatically terminated in the Parent Committee for the following reason:
- a. A parent ceases to meet the eligibility requirement set forth by the statute related to Title VII, i.e. a parent's child no longer participates in the program.

- Section 4. Parent Committee membership duties shall be:
- a. To provide advice and input relative to project operations, and whenever possible, to willingly and unselfishly use their abilities for the good of the cause.
 - b. To familiarize themselves with the rules/regulations and all correspondence relative Indian Education.

ARTICLE VII: OFFICERS OF THE COMMITTEE

- Section 1. Officers of the Parent Committee shall consist of:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer (if appropriate)
- e. Parent Superintendent Council Representative

Members-at-large

- Section 2. Term of Office

- a. Officers shall be elected for a term of one (1) year and may be re-elected.
- b. Officers may be re-elected to another position.

- Section 3. Election of Officers.

- a. Officers shall be elected by majority vote during the first General Meeting of each school year. This election must be a posted agenda item.
- b. Nominations may be made from the floor, providing the candidate is present and accepts the nomination.

Section 4. Vacancy:

- a. In case of a vacancy in the position of President, the Vice-President shall become and remain President until the next election.
- b. A vacancy occurring in a position other than President shall be filled, for the unexpired term, by majority vote of the committee members present at the next general meeting.

Section 5. Duties:

a. President:

The President shall perform all duties associated with the office of President and such other duties as may be prescribed by the Parent Committee. Specific duties are to preside over all general meetings and sign all letters, reports and other committee documents as required and review for accuracy and fairness. The President must sign off on the Title VII project application, application for continuation awards, and all amendments to applications. The President shall utilize Roberts Rules of Order as a guide to maintaining parliamentary procedure.

b. Vice President:

The Vice-President shall assist the President in coordinating the work of the committee. Further, the Vice-President shall perform the duties of the President during any absence or inability to serve, and shall perform such other duties as are required by the committee.

c. Secretary:

The secretary shall record the minutes of all committee meetings and shall provide copies to the program staff, the Parent Committee, and to such other persons the committee may indicate. He or she shall see that all notices are made available to the community, and maintain a file of committee minutes, correspondence and records. The secretary shall perform such other duties as are usually associated with this position (such as assisting with agenda preparation) and other duties as may be prescribed by the committee.

d. Treasurer:

In the event the Parent Committee becomes involved in any fund raising activity, for its own purposes, the treasurer shall be responsible for causing the receipt, custody, accounting, and disbursement of those funds as authorized by the Executive Committee.

e. Parent-Superintendent Support Council Representative.

Attends all meetings of the Parent-Superintendent Council and reports back to the Parent Committee information provided at these meetings. Represents the interests of the Parent Committee, when applicable, during Parent-Superintendent Council meetings.

Section 6. Removal of Officers

Any officer may be removed by a two thirds vote of all members whenever it is in the best interest of the committee.

ARTICLE VIII: MEETINGS

Section 1. General Meetings:

- a. Meetings shall be held for the General Membership at least twice during the school year. All regular meetings of the Parent Committee shall be open to the public.
- b. The active members of the Native American Parent Committee shall establish regular meeting dates at the first meeting of the school year.
- c. Notice of regular meetings shall be in writing and shall state the date, hour and location of the meeting. Notices, including an agenda, shall be communicated (i.e., phone, email, listserv or postcard) to each member not less than five days before the date of the meeting.
- d. All General Meetings will be preceded by a meeting of the Executive Committee and program staff.
- e. At least one meeting per year will constitute the “public hearing” required by Title VII and will include student achievement data, program design, and an opportunity for feedback to be incorporated into the subsequent year program application and design.

Section 2. Special Meetings:

Special meetings may be called by the President or by majority vote of the committee. All members shall be notified, in a timely manner, by telephone if necessary.

ARTICLE IX: QUORUM

Section 1. Those present but not less than two officers and two voting members of the Native American Parent Committee shall constitute a quorum at any regular or special meetings.

ARTICLE X: RESOLUTIONS

- Section 1. Parent Committee resolves:
- a. That the agenda be prepared by the program staff in cooperation with the Parent Committee President and committee secretary.
 - b. That all hiring concerning program staff be conducted within the parameters of Federal guidelines and local school district procedures, policies, and laws thereto and reflect appropriate recommendations and involvement of the Parent Committee.
 - c. That all job descriptions related to the activities of the program, be reviewed by the Parent Committee, with opportunity for feedback to be incorporated.
 - d. That all budget revisions, program amendments, and changes in program staff be reviewed and recommended for approval by the Parent Committee.
 - e. That the Parent Committee will review needs assessments and make recommendations to program staff that establish priority strategies for providing culturally relevant academic assistance.
 - f. The Parent Committee will receive and review all program reports to insure that funds are being used to supplement and not supplant the level of funds available to the Kyrene School District for the education of Native American children.
 - g. That in accordance with Article IV Section 1, Part B, of these by-laws, and in concurrence with federal guidelines, the Parent Committee shall give written approval by a majority of the committee, voting in open session, on the proposal application to be submitted to the United States Department of Education's Office of Indian Education by the Kyrene School District.

ARTICLE XI: AMENDMENTS

Section 1. These by-laws may be amended, provided that written notice of the proposed change has been sent out to each member of the Parent Committee and program staff, at least one week prior to a regularly scheduled meeting. The amendment shall be presented and discussed at the committee meeting. The by-laws may then be amended by a majority affirmative vote of the Parent Committee membership.

ARTICLE XII: DISSOLUTION

Section 1. In the event of dissolution, the Parent Committee shall divest itself according to appropriate Federal guidelines and Kyrene School District policy pertaining to funds and equipment.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order shall be the governing authority for the conduct of all business brought before the committee for approval or disapproval.

The following shall be followed in all meetings:

- a. Call to Order
- b. Roll call – determination of quorum
- c. Introduction of guests (if any)
- d. Read, approve previous minutes
- e. Committee reports (as needed)
- f. Old or unfinished business
- g. New business
- h. Program staff reports (if appropriate)
- i. Adjournment