

**Mustang Public Schools
Title VI Indian Education Parent Advisory Committee
By-laws**

ARTICLE I

NAME

Section 1. The name of this committee shall be: Mustang Title VI Indian Education Parent Advisory Committee; hereafter referred to as Indian Education Advisory Committee (IEAC).

ARTICLE II

PURPOSE

Purpose: The establishment of and the work of the parent committee is intended to comply with the rules and regulations of the Title VI Indian Education Act.

The purpose of IEAC shall be to assist the Mustang Public Schools in bringing about the most effective Indian Education program possible. To achieve this purpose, the IEAC shall provide advice and assistance to the Mustang Public Schools in developing, operating and evaluating the Title VI project. Accordingly, the following shall apply:

Section 1: The IEAC will meet on a regular basis with the assigned/elected administrative officer(s), and the Indian Education staff to discuss the overall operation and on-going activities of the Indian Education program and any proposals for extensions or changes in the project.

Section 2: The IEAC, in cooperation with the Mustang Public Schools, and based on the prioritization of the Indian students' needs, will develop an appropriate education plan for implementation of the Title VI grant. Through this joint effort the IEAC shall:

- a. Support the Mustang Public Schools effort in identification and/or verifying the Indian students to be served by the project.
- b. Assist in ensuring widespread community awareness of existing programs and beginning programs.
- c. Give suggestions and recommendations based on documented student needs.

Section 3: The IEAC will act as a hearing board for any individual or group who may wish to propose additions, changes, or to express relevant concerns regarding the Indian Education Project.

Section 4: The IEAC will regularly review the overall plan to assess progress in meeting the objectives of the Indian Education Project.

- a. The project proposal will be consistent with and supportive of Mustang school board policies.
- b. Recommendations to the education project may be made to the Indian Education staff that will transmit them to the assigned administrative office(s) for final review and recommendations before submitting notification to the Mustang Board of Education.
- c. Hiring concerning the Title VI project staff be conducted within the parameters of Federal/State guidelines and local school district procedures, policies, and laws thereto; and reflect appropriate recommendations and involvement of the IEAC.

ARTICLE III

MONETARY GAIN

Section 1. The IEAC shall not afford monetary gain. No member of the IEAC shall be required to provide any sum of money or property to the IEAC.

ARTICLE IV

POWERS

Section 1. The powers of the IEAC are outlined as follows:

- a. These bylaws in no way give the IEAC a veto over any education program. The IEAC shall have no power to enter into contracts of any nature or to spend project funds.
- b. The IEAC shall give written approval by a majority of the committee, voting in open session, on the proposal application (in accordance with Indian Education Formula Grants, CFDA#84.060) prior to submission to Indian Education Programs, Washington, D.C.

ARTICLE V

DURATION

- Section 1. The period of duration for this committee's existence shall be concurrent to the funding of the Title VI, Indian Education Project; which coincides with the State of Oklahoma's fiscal school year of July 1 through June 30.

ARTICLE VI

MEETINGS

- Section 1.
- a. Meetings shall be held quarterly and dates shall be set at the first quarterly meeting each year.
 - b. Notice of all regular meetings shall be posted on the Mustang Public Schools website and shall state the date, hour and location of the meeting.
 - c. Title VI IEAC meetings will fall under the Oklahoma Open Meeting Act (25 O.S. Sections 301-314) requirements.

SPECIAL MEETINGS

- Section 2. Special meetings may be called by the Chairperson or by a majority vote of the committee. All members shall be notified, in a timely manner, by telephone and/or email, if necessary.

ARTICLE VII

COMMITTEE MEMBERSHIP

- Section 1. Composition:

The following are eligible to elect, serve, and vote on the IEAC.

- a. Parents and/or guardians of Indian children who will participate in the proposed project.
- b. Teachers, including guidance counselors, except members of the project staff and other personnel paid by the project.
- c. Indian secondary school students, enrolled in the Mustang Public Schools.

- Section 2. Committee membership ceases if a parent fails to meet the eligibility requirements set forth by the statute related to Title VI, i.e. a parent's child no longer participates in the project.
- Section 3. Membership shall be automatically terminated in the IEAC if the member is no longer eligible according to above section 1.

ARTICLE VIII

OFFICERS OF THE COMMITTEE

- Section 1. Officers of the IEAC shall consist of a Chairperson, a Vice-chairperson a Secretary, a Teacher Representative, and a Student Representative.
- Section 2. Selection and Terms:
- The persons listed in Article VII, Section 1 shall select the Officers of the committee.
- a. More than half of the committee officers must be parents of the Indian children to be served by the proposed project.
 - b. The committee officers shall include three parents of Indian children to be served, one teacher representative, and one student representative.
 - c. The teacher representative must be a paid employee of Mustang Public Schools.
 - d. The student representative must be a secondary student who is in good academic standing according to the school district eligibility guidelines.
 - e. An individual may continue to be an officer of the committee only so long as he or she is eligible under Article VII, Section 1.
 - f. Officers shall be elected for a term of two years and may be re-elected; however, after the first year of the officer's two-year term, the officer may re-evaluate his/her seat and may resign. A publicly announced meeting will be held to elect an individual to fill the vacant seat.
 - g. In case of vacancy in the position of Chairperson, the Vice-Chairperson shall become and remain Chairperson until the next election.
 - h. Officers shall not serve more than two consecutive terms.
 - i. Officers may be re-elected to another position.
 - j. Officer(s) position in the IEAC cannot be transferred.
 - k. Any officer may resign by submitting a written resignation, stating the reason, to the general membership of the IEAC.

1. By affirmative vote two-thirds of all voting members in attendance of the IEAC, a vacancy can be filled. The new officer will serve only for the term of the vacant officer.

Section 3. Election of Officers:

- a. Officers shall be elected for the following fiscal year at the last IEAC meeting of the current school year, which coincides with the State of Oklahoma's fiscal school year of July 1 through June 30.
- b. Nominations may be made from the floor, providing the candidate is present and accepts the nomination.
- c. Officers shall assume these duties July 1.

Section 4. Duties:

- a. The Chairperson shall oversee all general meetings and sign all letters, reports and other committee documents required. All documents requiring Chairperson's signature must first be approved by the IEAC prior to Chairperson's signature. The Chairperson shall utilize Robert's Rules of Order as a guide to maintaining parliamentary procedure.
- b. The Vice-Chairperson shall assist the Chairperson in coordinating the work of the IEAC. The Vice-Chairperson shall perform the duties of the Chairperson in his or her absence.
- c. The Secretary shall keep the minutes of the meetings, and shall provide minutes to the IEAC and the Indian Education staff. He or she shall keep a list of the address and telephone numbers of each committee member. The Secretary shall perform other such duties as prescribed by the IEAC.
- d. The teacher representative shall represent and bring forth recommendations from faculty/staff.
- e. The student representative shall represent and bring forth recommendations from the student body.

Section 5. Removal of Officers:

- a. Three consecutive unexcused absences from regularly scheduled meetings, unless an exception is agreed upon by the IEAC.
- b. Any officer may be removed by a two-thirds vote of all members present whenever it is in the best interest of the IEAC. The officer removed will still remain a member of the IEAC unless such person is in violation of Article VII, Section 1.

ARTICLE IX

RESOLUTIONS

Section 1. The IEAC resolved:

- a. That the agenda be prepared by the Title VI staff with cooperation and input by any committee member.
- b. That budget revisions, project amendments and changes in the project staff be reviewed and recommended for approval by the IEAC within the parameters of the Federal/State guidelines and local school district policies.
- c. That the IEAC will review needs assessments for the Title VI project and establishes priority determinations for meeting such identified culturally related academic needs and makes recommendation to the Mustang Public Schools.
- d. That the IEAC will receive and review all project and financial reports pertinent to the Title VI project, to ensure that grant funds are being used to supplement and not supplant the levels of funds available to the Mustang Public Schools for the education of Native American children.

ARTICLE X

Section 1. Amendments:

These by-laws may be amended only during a regularly scheduled meeting. The amendment shall be presented and discussed at the committee meeting. The by-laws may then be amended by two-thirds affirmative vote of the IEAC members in attendance.

ARTICLE XI

Section 1. Compliance:

These by-laws will conform to all rules, regulations, and guidelines of Federal law, State law and Mustang Public Schools policies and procedures.

ARTICLE XII

Section 1. Parliamentary Authority:

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