

BYLAWS OF THE AMERICAN INDIAN PARENT ADVISORY COMMITTEE

An Indian Education Program with Minneapolis Public Schools

Mission Statement

To improve Native student achievement, retention and graduation rates through culturally responsive instruction, family and student engagement and collaborative partnerships with the community.

Title VI Indian Education

The Indian Education program was created in accordance with the Indian Education Act of 1972. The Act was in recognition of the unique educational needs of American Indian students in the United States. The Act provides financial assistance to the Title VI Indian Education program to meet the distinct educational and culturally related academic needs of American Indian students in the public elementary and secondary schools.

SEC. 7102 Purpose

- (a) Purpose – It is the purpose of this part to support the efforts of local educational agencies, Indian Tribes and organizations, postsecondary institutions, and other entities to meet the unique educational and culturally related academic needs of American Indian and Alaska Native students, so that such students can meet the same challenging Minnesota State student academic achievement standards as all other students are expected to meet.
- (b) Programs – This part carries out the purpose described in subsection
- (c) by authorizing programs of direct assistance for –
 - i. Meeting the unique educational and culturally related academic needs of American Indians and Alaska Natives;
 - ii. The education of Indian children and adults;
 - iii. The training of Indian persons as educators and counselors, and in other professions serving Indian people, and;
 - iv. Research, evaluation, data collection, and technical assistance.

SEC. 7111 Purpose

It is the purpose of this subpart to support local educational agencies in their efforts to reform elementary and secondary school programs that serve Indian students in order to ensure that such programs:

- (a) are based on challenging State and academic content and student academic achievement standards that are used for all students; and
- (b) are designed to assist Indian students in meeting those standards.

ARTICLE I – Name of Committee

The name of the committee shall be the American Indian Parent Advisory Committee (AIPAC). The AIPAC derives its authority from the **Indian Education Act of 1972**. The Act provides financial assistance to the Title VI Program. Every act of the Committee shall conform to the status and regulations used set by the federal regulations.

ARTICLE II – Duties and Limitations of AIPAC

Section 1. Duties: The Native Community has duly elected the AIPAC and given the AIPAC responsibility to participate fully in the planning, development, implementation and evaluation of all the services and activities provided by the project. In addition, the AIPAC will:

1. Work with Indian Education Director and program staff to determine the culturally-related academic needs and the general educational needs of American Indian students within the district;
2. Monitor and evaluate the ongoing progress of the project towards meeting established goals and objectives and recommend appropriate action to the program staff;
3. Review and analyze the district-wide annual data report for all Native students;
4. Meet with the Indian Education director, program staff, district superintendent and school board representative on a regular basis to review the project needs, progress report and discuss district services for the Indian community;
5. Participate in the preparation and revision of the project budget and work plan;
6. Approve the annual grant application and any subsequent revisions in writing prior to submission;
7. Advise the district personnel department in developing and refining project staff job descriptions;
8. Serve on application screening and candidate interview committees to make recommendations for hiring project staff;
9. Delegates the duty of consulting with district curriculum department to MPS Indian Education program staff to help assure adequate and accurate American Indian content within district curriculum and report annually to the committee;
10. Delegates the duty of consulting, organizing and implementing district-wide cultural enrichment activities and events to MPS Indian Education. The AIPAC will also commit to participating in the events;
11. Act as a 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 project;
14. Participate in training to become familiar with the legal rights and responsibilities of the AIPAC and to obtain skills necessary to carry out the duties of the parent committee.

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

- (a) No member of the AIPAC shall be required to provide any sum of money (i.e. membership fees, dues, etc.) or property to the AIPAC;
- (b) The AIPAC shall not pay any member for carrying out the delineated responsibilities in the bylaws;
- (c) The committee 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 any project matter, which may benefit their immediate family more than the rest of the project population.
- (e) AIPAC members shall not work for the Title VI Project.
- (f) No more than two family members per household may serve as a voting member of the AIPAC.

ARTICLE III – Committee Structure

Section 1. Eligibility: The composition of the AIPAC 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) At least one district teacher;
- (c) At least one American Indian enrolled secondary school student.
- (d) An American Indian Community Member with demonstrated involvement and exceptional impact in the American Indian community, professionally, and personally.
- (e) A member will no longer be eligible to serve on the AIPAC if:
 - The parent representative's child no longer attends the district;
 - The teacher representative is no longer employed by the school district;
 - The student representative no longer attends a district school.

Section 2. Composition: More than half of the committee must be parents of project-enrolled Indian children, at least one member must be a district teacher and at least one member must be a project-enrolled secondary student. (A parent is any person who, on the date of elections for AIPAC membership, is the parent or person acting as a parent (in loco parentis) of a project-enrolled student.

Section 3. Committee Size: The AIPAC shall consist of no less than 8 and no more than 15 eligible members.

Section 4. Election of Committee: The committee membership shall be established through a general election among all eligible constituents this election will occur annually. Eligible constituents include parents or persons acting as parents of project-enrolled students, and project-enrolled students enrolled in 8th grade or higher. 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 AIPAC teacher/counselor and secondary student to assure compliance with Title VI regulations. If there are no student or teacher nominees, the committee shall seek appointments for these two positions from the district.

- (a) Employees of the Title VI Indian Education Department and immediate family members of the Title VI Indian Education Director's family (mother, father, spouse, and children) are not eligible for the AIPAC.
- (b) Each AIPAC nominee shall complete and submit a biography to verify eligibility to serve on the committee.
- (c) Persons on the ballot who are not elected to membership shall become alternate members, beginning with the highest of vote among those not elected. If a regular member resigns or is removed from committee membership, an alternate shall become a regular member.
- (d) Memberships to the AIPAC cannot be transferred to another person.
- (e) A public notice of the parent committee election will be provided to the community at least 2 weeks prior to the election.
- (f) Parents are able to vote for staff, parent and student representatives. Students are able to vote for student representatives.

Section 5. Term of Committee Membership: The term of Committee Membership will be established at AIPAC's first official meeting; Officers will be elected by the committee during the convening of the first official meeting. Elected committee members will hold office as outlined below:

- (a) Officer positions of the Chair and Vice Chair elected will hold two (2) year terms;
- (b) Parents of committee membership will hold two (2) years terms; half of whom will be up for re-election each year;
- (c) Teachers, the term of membership will be (1) one year.;
- (d) Community Members, the term of membership will be (1) one year;
- (e) Student Representatives, the term of membership will be (1) one year;
- (f) All other members will be up for reelection on an annual basis.

Section 6. Training: All AIPAC members will receive training on parent committee roles and responsibilities sponsored by the project.

Section 7. Termination of membership:

- (a) A member may be removed from the AIPAC upon missing two (2) consecutive regular meetings for which he/she has not provided prior notification. A member must notify an AIPAC officer prior to the scheduled meeting if he/she cannot attend.
- (b) Termination of a AIPAC member will be carried out by a majority vote of the quorum.
- (c) Notification of termination shall be given, in writing, by the Chairperson.

Section 8. Resignation: Any member may resign either in writing or by notifying the AIPAC Chairperson or Indian Education director. The chairperson will inform the AIPAC of the resignation at the next formal meeting.

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

- (a) Neglect of duty;
- (b) Being found guilty of any gross misdemeanor or felony charge in state, federal or tribal court of law; or
- (c) 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:

- (a) The committee shall provide a written notification of the decision to the member removed, by mail or email stating the reason for removal, effective dates of removal and a copy of the due process procedure;
- (b) The individual deciding to appeal her/his 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;
- (c) The committee shall respond to the individual within 30 days of receipt of appeal;
- (d) If not satisfied, the individual may request to testify his/her case before the full committee; and shall have the opportunity to have witnesses on his/her consideration by the committee;
- (e) The committee shall consider any and all information presented to them in the case of the appeal, and shall render a final decision to the individual within 15 days of the hearing;
- (f) 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 AIPAC vacancy shall be filled by the affirmative vote of the majority of the quorum of the AIPAC. 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 AIPAC member except the Chairperson shall have one vote in any matter submitted to the AIPAC 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 an immediate need or opportunity occurs prior to the next regular AIPAC meeting, a telephone survey vote may be taken. The results will be announced at the next regular AIPAC meeting.

- (a) 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 AIPAC member.
- (b) Any concern relating to a conflict of interest in voting may be raised by any AIPAC member and will be decided by committee vote.

ARTICLE IV – Sub-Committees

Section 1. Executive Committee: The Executive Committee shall consist of the Chair, Vice-Chair, Secretary and an additional parent committee member. The authority of the Executive Committee shall be exercised only when 3 of the 4 members of the Executive Committee meet. Any official action taken by the Executive Committee on behalf of the AIPAC will be kept in official minutes and presented to the full Parent Committee at their next regular or special meeting.

Section 2. Sub-Committees: The AIPAC may establish a standing sub-committee each year at regular monthly AIPAC meetings following the AIPAC elections. The AIPAC retains the authority to establish the specific tasks or purposes to such committees, and the timeline for such committees (Bylaws, Curriculum review, etc.). Other ad-hoc sub-committees may be formed periodically (or combined) throughout the year for the duration of a special project as deemed necessary by the AIPAC. Volunteers from the AIPAC 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.

Section 2. Selection and Terms of Office: The officers of the AIPAC shall be selected by majority vote of the committee by the first official committee meeting of each year and the elected officers shall serve a 2-year term.

Section 3. Duties of Officers: The Chairperson shall perform all duties incident of the Office of Chairperson and such other duties as may be prescribed by the AIPAC.

(a) 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 all official documents needing the chairperson's signature including the application for federal funds, the evaluation report and any project budget revisions;
7. Be an ex-officio member of all standing committees;
8. Other duties as may be prescribed by the AIPAC.

(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 for all official documents in the Chairperson's absence;
5. Perform such other duties as may be prescribed by the Chairperson or by the AIPAC.

(c) The duties of the **Secretary** will be to:

1. Record minutes of all meetings; present minutes.
2. Provide copies of the minutes to the Indian Education Director, the program staff and the AIPAC and to such other persons the PC may indicate;
3. Represent the Chairperson in the absence of both the Chairperson and Vice-Chairperson;
4. Ensure that required public notices are posted in accordance with the provisions of these bylaws;

5. Act as custodian of the AIPAC records and ensure that a copy of all records is on file in the Project office;
6. Maintain an updated list of the addresses and telephone numbers of AIPAC members;
7. Maintain yearly attendance records of meetings and functions.
8. Perform such other duties as may be prescribed by the Chairperson or by the AIPAC.

Section 4. Election and term of office:

- (a) Officers shall be elected by majority vote of AIPAC members at the next regular meeting following the election.
- (b) Officers shall assume their duties immediately upon election.
- (c) The term of each officer shall be two years.

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 of the seat vacated by the former officer.

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 Meeting: The AIPAC shall meet at least once per month during the school year. The date and time of regular meetings will be decided by a majority vote at the first meeting of each year. All regular meetings of the AIPAC shall be open to the public. Notice of regular meetings shall be communicated in writing, and shall state the date, hour and location of the meeting. Notices shall be mailed or emailed to each member not less than one week before the date of such meeting. A copy of the agenda shall be enclosed with the notice.

Section 2. Quorum: A quorum shall consist of a simple majority, (which is the greater part, or more than half) of the total number of duly elected and active committee members.

Section 3. Agenda: The agenda for each meeting shall be prepared by the Chairperson and project staff. Individual members of the AIPAC 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 AIPAC. All members shall be notified within at least 1 day prior to the meeting. Notification of special meetings may be by telephone, e-mail, text, or in person.

Section 5. The Executive Committee: consists of the chairperson, the vice chairperson, secretary-treasurer, and one (1) additional parent committee member. The additional parent committee member can be nominated and selected by the AIPAC at any regular meeting after the election as needed.

Section 6. Power and Authority: The Parent Committee may delegate to the executive committee may include acting for the committee on emergency matters or other such committee business in clearly defined categories. The authority and power so delegated may be rescinded by the Indian Parent Committee at a regular or special meeting.

ARTICLE VII – Amendments

Section 1. Procedures: These bylaws may be amended at any meeting of the AIPAC by a three-fourth (3/4) vote of all regular 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 Title VI, VII and IX Indian Education Act, or school district policies and procedures.

ARTICLE VII – Ratification

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

These bylaws are hereby approved by the American Indian Parent Advisory Committee and the Minneapolis School District.

IN WITNESS THEREOF,

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| AIPAC Chairperson | Date |
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| Indian Education Director | Date |
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| Superintendent/LEA | Date |
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| Representative | Date |
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Adopted on November 29th, 2018 by the AIPAC