

**BYLAWS OF
AMERICAN INDIAN PARENT COMMITTEE OF
SOUTH WASHINGTON COUNTY SCHOOL DISTRICT**

MISSION STATEMENT

The mission of the Indian Education Parent Committee of South Washington County Schools is to help ensure the academic success of indigenous students by promoting the heritage of students through cultural activities, accurate and representative curriculum instruction related to indigenous history and culture, and engaging families with the schools.

ARTICLE I

Organization

Organized in accordance with Minnesota Statutes section 124D.78 and requirements of Elementary and Secondary Education Act, Title VI; the name of this organization shall be American Indian Parent Committee of South Washington County School District.

ARTICLE II

Committee Membership

Parent Committee Membership is in accordance with Minnesota Statutes section 124D.78 and Title VI requirements.

Section 1: The size of the Parent Committee shall be comprised of no more than eleven (11) members, executive positions being one (1) Chairperson, one (1) Vice-Chairperson, one (1) Secretary, and up to eight (8) at-large members.

Section 2: A majority of the Parent Committee members must be the parent or legal guardian of an American Indian child (including those eligible per 506 form) enrolled or eligible to be enrolled in the South Washington County School District.

Section 3: Other members can be American Indian secondary education students, American Indian employees of the South Washington County School District or grandparents/guardians of American Indian students enrolled or eligible for enrollment in South Washington County School District.

Section 4: Executive Committee and At-Large Members are elected in an open meeting for a term of two years by a simple majority. Members may seek additional terms on the Committee

as long as the composition of the Committee is in compliance with Article IV, section 2. Committee elections will be held annually at the second meeting after the start of the school year in the fall.

ARTICLE III

Elections

Section 1. The Parent Committee and the South Washington County School District in a joint effort shall conduct open elections for committee membership.

Section 2. Annual elections shall be by secret ballot. Individuals may nominate themselves or be nominated from the floor; if a nominee accepts nomination they will be added to the slate of candidates. A non-voting individual will be designated to tally votes. The American Indian Community Liaison or other district representative will verify eligibility of nominees. Only parents/guardians of American Indian children enrolled or eligible for enrollment in the South Washington County School District are allowed to vote. Voting may be done by paper or electronic ballot and does not need to occur in person. No proxy voting is allowed. The American Indian Community Liaison or other district representative will verify voting eligibility. Individuals with the highest number of votes will fill the committee. In the event of a tie the duly elected committee members will vote to break the tie.

Section 3. The executive committee will be comprised of elected committee members and voted on by the committee. Each nominated person will submit a one page biography addressing their qualifications to serve on the committee and their goals for service on the committee. Additionally, a person may give a speech explaining why they want to serve on the executive committee.

Article IV

Officers

The officers of the American Indian Parent Committee shall be a Chairperson, Vice-Chairperson, and Secretary. Other officers may be appointed as the committee elects.

Section 1. Officer selection

The election of officers shall be by a simple majority vote at the second or third committee meeting held after the beginning of the school year in the fall. The officers shall serve in their position for two years.

Section 2. Officer Vacancies

A vacancy of any officer of the American Indian Parent Committee during the year may be filled by a majority vote of the members present at a regular/special meeting. The newly elected officer shall serve only for the unexpired portion of the year term.

Article V

Committee Business

Section 1. Duties of the Officers and members at-large.

Chairperson shall: preside over meetings, prepare meeting agendas in coordination with the committee, sign or be representative of the committee in official capacity, attend in community engagement events, ensure that membership is consistent with state and federal law, delegate duties as needed, vote in case of a tie and other duties as they arise.

Vice-Chairperson shall: in the absence of the Chairperson perform duties of the Chairperson, assist the Chairperson with delegated tasks, attend or participate in community engagement events, and perform other duties as needed.

Secretary shall: keep meeting minutes, provide minutes to the committee, work with staff person to provide notice of meetings, be custodian of the committee records, work with district staff to keep a list of telephone numbers, email addresses of each committee member, attend or participate in community engagement events, and perform other duties as needed.

Members at-large shall: be prepared and present at monthly meetings, attend or participate in community engagement events, serve on subcommittees if able, and perform other duties as needed.

Section 2. Additional Duties

Recommend curriculum, including texts, written or visual materials, and teaching methods to be used for academic success of American Indian students. Recommend cultural activities, speakers, and travel to educational events for American Indian students. Review MARSS data, testing data, and other relevant data, to evaluate key metrics of American Indian students within the district. Recommend recruitment and retention of American Indian teachers and staff in the district. Outreach to other parents or guardians of American Indian students in the district.

Section 3. Subcommittees

Subcommittees may engage in work on behalf of the American Indian Parent Committee. This can include, but is not limited to curriculum development, fundraising, strategic planning, event work, and other work that is within the purpose of the Committee.

Section 4. Quorum: The presence of a majority of the committee shall be required to constitute a quorum necessary for the transaction of business. No decision of the committee shall be valid unless there is a majority vote of the members constituting a quorum.

Section 5. Agenda

Agenda for each meeting shall be prepared by the Co-Chairpersons. Individual members of the American Indian Parent Committee will be asked to submit agenda items prior to the meeting.

All agendas will be posted on the American Indian Education page of the South Washington County School District's website and sent to committee members five days in advance of the meeting.

Section 6: Conduct of Meeting

Committee will conduct their meetings in accordance with Martha's Rules of Order. Before each meeting, any committee member who wishes may sponsor a formal proposal. The proposal follows a standard format, stating a summary, the full text of the proposal, background, pros and cons, and possible alternatives. This proposal must be submitted prior to the meeting, and is included in a meeting packet that is distributed to the entire group prior to the meeting. Once a member has sponsored a proposal, they are responsible for it. The group may not discuss or vote on the issue unless the sponsor is present. The sponsor is also responsible for presenting the item to the group. After the sponsor presents the proposal, a pre-vote is cast for the proposal, prior to any discussion. This vote is called a "sense" vote, wherein the group can get an idea of how everyone feels about the issue. The Sense vote is very simple: Who likes the proposal? (represented as a thumbs up); who can live with the proposal? (represented as a sideways thumb); who is uncomfortable with the proposal? (represented as a thumbs down). If all or most of the group likes or can live with the proposal, it is immediately moved to the next stage, a formal vote, with no discussion necessary. If most of the group is uncomfortable with the proposal, it is postponed for further rework by the sponsor. If some members are uncomfortable, they can state their objections, and the clock for a brief (10 minute) discussion begins. At the conclusion of the timer, the meeting facilitator calls for a vote on the following question: "Should we implement this decision over the stated objections of the minority, when a majority of the group feels it is workable?" A "yes" vote would lead to a majority rule, and a no vote would postpone the decision for future rework by the sponsor.

Section 7: Committee member may be removed if they are using the organization for personal gain, have inactive participation due to lack of interest, or whenever it is in the best interest of the Committee. Such action must be taken by two-thirds (2/3) vote of the Committee.

Personal gain is defined as receiving monetary benefit and/or acquisition of personal property from the association with Title VI.

Section 8: Meetings

The executive committee will work to schedule a regularly occurring meeting.

Parents of American Indian students are welcome at every meeting and are able to discuss agenda items.

Article VI

Amending the bylaws

The bylaws can be amended only at a regular meeting by a majority vote of the members of the American Indian Parent Committee in attendance. All amendments must carry out the purpose and objectives of the American Indian Parent Committee as cited in the mission statement and conform to the rules and regulations of the statute.

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Article VII

Ratification

These bylaws shall be declared adopted by the American Indian Parent Committee when passed by a majority of the full membership of the committee at a regular meeting, held on October 10, 2017.

In witness thereof,

Chairperson

Vice-Chairperson