

**TULSA PUBLIC SCHOOLS
TITLE VI
INDIAN EDUCATION PARENT COMMITTEE
BY-LAWS**

**ARTICLE I
NAME OF THE COMMITTEE**

SECTION 1. The name of this committee shall be TULSA PUBLIC SCHOOLS TITLE VI-INDIAN PARENT ADVISORY COMMITTEE, herein referred to as the Title VI-IEPC for brevity.

SECTION 2. The principal office for the Title VI-IEPC shall be maintained in the City of Tulsa, Oklahoma. The offices of Indian Education (TITLE VI, PART A) are designated as the repository of Title VI-IEPC records. The principal meeting place for business shall be at a Tulsa Public Schools facility.

**ARTICLE II
PURPOSES OF THE COMMITTEE**

SECTION 1. The primary purposes of the Title VI-IEPC are to comply with the federal requirements of P. L. 103-382, TITLE VI, PART A, Subpart I, Section 6112, and any other federal laws that may be passed by Congress from time to time.

SECTION 2. Additional functions of the Title VI-IEPC are:

- A. To comply with the rules and regulations governing Native American education.
- B. To enhance and encourage the academic experience of Title VI eligible students in the district.
- C. To provide direction and build on Native American culture in meeting the academic and cultural needs of Title VI eligible students.
- D. To participate in the design, operation and evaluation of the project.
- E. To advise the school district on the development of policies and procedures.

SECTION 3. Members of the Title VI-IEPC shall have no powers to bind any member of the Tulsa Public School District to any debt, liability or obligation without an express written authorization for the party to be bound. Title VI-IEPC shall have no powers beyond those stated in these by-laws, and shall insure that the policies remain in parallel with current established policies in effect in Tulsa Public Schools.

ARTICLE III
MEMBERSHIP

- SECTION 1.** The Title VI-IEPC is open to all parents and guardians of Title VI eligible students in the Tulsa Public School District. Those eligible to serve on the committee must be parents, or persons acting in loco parentis of Indian children enrolled in Tulsa Public Schools, except that family members of program staff, school board members, those persons who have a prior felony conviction, and/or registered sex offenders and/or violent crime offenders are not eligible to serve Title VI-IEPC.
- SECTION 2.** The membership of the Title VI-IEPC shall consist of up to ten (10) members.
- SECTION 3.** Membership of the Title VI-IEPC is comprised of the following members:
- A. Chairperson
 - B. Vice-Chairperson
 - C. Secretary
 - D. Student Representative - At least one, but not more than two Title VI eligible secondary students recommended by Indian Education Academic Advisors.
 - E. Teacher Representative – At least one TPS teacher, teacher assistant or counselor of Native American students.
 - F. Members at large.
- SECTION 4.** When vacancies on the Title VI-IEPC occur, the Chairperson may appoint another parent to the vacancy.
- SECTION 5.** A member of the Title VI-IEPC may be removed from office and/or membership by two-thirds majority vote of all of the members of the committee present.
- SECTION 6.** A member may resign in writing, to the Title VI-IEPC. Membership automatically terminates when a member’s children no longer attends Tulsa Public Schools.
- SECTION 7.** Title VI-IEPC members will hold office for two (2) program years. (July 1 through June 30)

ARTICLE IV
EXECUTIVE BOARD

The Executive Board of the Title VI-IEPC will consist of the following officers: Chairperson, Vice-Chairperson, Secretary, Student Representative, and a Teacher Representative.

- SECTION 1.** Officer’s duties

- A. Duties of the Chairperson shall be:
 - a. Assuring compliance with the Title VI Rules and Regulations
 - b. Chairing all regular and special Title VI-IEPC meetings.
 - c. Serve as the official representative of the Title VI-IEPC to Tulsa Public School District in all matters pertaining to the education of Title VI eligible students.
 - d. Maintain a current Title VI eligible parent list.
 - e. Assure that the Title VI Rules and Regulations and By-Laws are disseminated to interested parents and community.
 - f. Is a non-voting member of the board unless there is a tie.
 - g. Prepare the agenda for each meeting.
 - h. With Vice-Chairperson, will appoint membership to all special committees as needed.
- B. Duties of the Vice-Chairperson shall be:
 - a. Assume the duties of the Chairperson in the event of their absence or vacancy.
 - b. Submit news items, notices, and any pertinent information to appropriate media as needed.
 - c. Arrange for speakers and special programs.
 - d. With Chairperson, appoint membership to special committees.
- C. Duties of the Secretary
 - a. Keeping minutes of all Title VI-IEPC meetings.
 - b. Maintain a list of the addresses and telephone numbers of each member of the committee.
- D. Duties of Student and Teacher
 - a. Serve in a voting capacity on the committee
 - b. Serve on standing or special committees as assigned by the Chairperson.

SECTION 2. Terms for office for Title VI-IEPC Executive Board shall be for a minimum of two (2) years. (July 1 through June 30)

SECTION 3. Any member of the Title VI-IEPC Executive Board may be removed or resign for the following reasons.

- A. An EB member may resign for personal reasons by giving a written resignation to the Chairperson.
- B. An EB member shall automatically be removed from membership if the member has been absent without excuse from three (3) consecutive regular meetings.
- C. An EB member shall be automatically removed from membership if the member does not meet the qualifications for eligible membership as a parent, student, or TPS staff member.
- D. An EB member can be removed by affirmative vote of two-thirds majority of all of the Title VI-IEPC members present for gross misconduct, or felony convictions, or for divulging confidential information.

SECTION 4. A vacancy may be filled by appointment by the Executive Board. The appointment will remain in effect for the remainder of the unexpired term.

ARTICLE V
ELECTIONS

- SECTION 1.** Voting for membership on the Title VI-IEPC shall be held during the month of MAY.
- SECTION 2.** A. Three (3) Title VI-IEPC members will be elected in odd calendar years.
B. Two (2) Title VI-IEPC members will be elected in even calendar years.
- SECTION 3.** There shall be no proxy votes nor any transfer of membership from one person to another.
- SECTION 4.** All nominations will be made from the floor by parents/guardians of Title VI eligible students.
- SECTION 5.** All nominations require a second.
- SECTION 6.** All voting will be done by secret ballot with majority voting ruling.
- SECTION 7.** In case of a tie, another vote will be taken by secret ballot. In the event of a second tie, the Chairperson will be allowed to vote.
- SECTION 8.** The first order of business will be the election of officers

ARTICLE VI
MEETINGS

- SECTION 1. Meeting Times and Locations**
Regular meetings will be held every month on the second Tuesday of the month. There will be no meeting in the months of June & July.
- SECTION 2. Agenda**
A. The agenda for each meeting shall be prepared by the chairperson. Individual members of the Title VI-IEPC are encouraged to submit agenda items for the chairperson or present their proposals formally under the agenda item of "New Business".
B. An item may be placed on the agenda by contacting the chairperson at least five (5) days prior to the regular meeting date.
C. In accordance with the Oklahoma Meeting Act, an agenda must be posted at the place of the regular meeting at least twenty-four (24) hours in advance of the meeting.
- SECTION 3. Quorum**
A quorum shall consist of (1) Title VI-IEPC Board Member and (2) Title VI-IEPC members.
- SECTION 4. Special Meetings**

Special meetings may be called by the chairperson or by petition of at least three (3) Title VI-IEPC members. A quorum will be as stated for regular meetings.

SECTION 5. Meeting Protocol

All meetings will be conducted in accordance with Parliamentary Procedures and the adopted by-laws.

**ARTICLE VII
COMMITTEES**

SECTION 1. Subcommittees

The Title VI-IEPC shall create such subcommittees as may be required to promote its objectives. Each subcommittee can be created by majority vote of a quorum at any general Title VI-IEPC meeting. The chairperson of the subcommittee shall be appointed by the Title VI-IEPC chairperson. The subcommittee chairperson shall select the members of their committee.

SECTION 2.

When requested, committees will report to the Title VI-IEPC their progress and will submit recommendations to be acted upon by the Title VI-IEPC. These actions will become a part of the minutes of that particular meeting.

**ARTICLE VIII
BY-LAWS**

SECTION 1.

Any amendment to these by-laws must conform to the purpose of the Title VI-IEPC as stated in ARTICLE II and must conform to requirements in P. I. 103-382 or any other governing federal laws and regulations.

SECTION 2.

By-laws may be amended under provisions of SECTION 1 of this article by a two-thirds majority vote of all members of the Title VI-IEPC present while meeting in official session.

SECTION 3.

Any amendment approved under the provisions of this article must be recorded in the official minutes.

SECTION 4.

It shall be the policy of the Title VI-IEPC to use these by-laws as the structure of the committee. Any conflict of interpretation of these by-laws shall be settled by the majority vote of the TITLE VI-IEPC present in official session.

**ARTICLE IX
GRIEVANCE PROCEDURES**

SECTION 1.

Formal grievances or complaints in regard to the Title VI-IEPC will be filed in the following manner:

- A. The aggrieved shall, in writing, file their grievance with the Title VI-Chairperson and one copy to the Indian Education Manager.
- B. A grievance committee will be appointed by the Title VI-IEPC executive board and will consist of five (5) unbiased and impartial persons selected from the total Title VI-IEPC membership; one of which will be a school district designated selected by the Indian Education manager.
- C. The parties involved have the right to object to the appointment of any member of the grievance committee.
- D. Upon receipt of a formal grievance, the grievance committee will have ten (10) working days to review the grievance, interviewing the concerned parties, if necessary, and decide the outcome of the grievance. If the grievance cannot be resolved within the specified time, then the Title VI-IEPC may request additional time from the complainant.
- E. A written decision will be given to the concerned parties on the eighth working day from the date of receipt by the committee.
- F. If the grievance cannot be resolved by the Title VI-IEPC, the committee may forward the complaint with all investigative documents, findings and/or recommendations to the district's Executive Director of Federal & Special Programs.

SECTION 2. All decisions issued by the grievance committee or the Executive Director of Federal & Special Programs will be considered final.

SECTION 3. Grievances pertaining to Indian Education staff shall be handled according to Tulsa Public Schools Board of Education Policy.

ARTICLE X
RATIFICATION

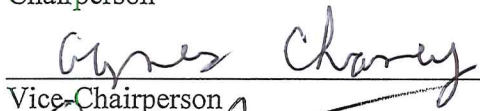
These by-laws shall be declared adopted by the Title VI-Indian Parent Advisory Committee when passed by a two-thirds majority vote of the general membership present at a regularly scheduled meeting.

These by-laws were approved by the general membership of the Title VI-Indian Education Parent Committee on the 8th day of October, 2019.

IN WITNESS THEREOF:



Chairperson



Vice-Chairperson



Indian Education Manager