

**TITLE VII INDIAN EDUCATION  
BYLAWS**

**REVISED AND AMENDED  
9/15/2015**

**BYLAWS**  
**OF**  
**TITLE VII INDIAN EDUCATION**  
**PARENT COMMITTEE**  
**OF**  
**OROVILLE UNION HIGH SCHOOL DISTRICT CONSORTIUM**

**MISSION STATEMENT**  
**(pending)**

**ARTICLE I**

Name of Committee

The name of this organization shall be Title VII Indian Education Parent Committee of the  
Oroville Union High School District Consortium

**ARTICLE II**

Limitations

The Committee shall not afford pecuniary gain, incidentally or otherwise to its members.

**ARTICLE III**

Duration

The period of duration of this committees' existence shall be concurrent to funding of the Title VII project.

**ARTICLE IV**

Committee Location

The location of this Committee shall be through the Title VII Indian Education office of the Oroville Union High School District.

## **ARTICLE V**

### **Committee Structure**

#### **Parent Committee Membership**

##### **Committee Size**

Section 1. The size of the Parent Committee shall be approximately six to ten persons.

##### **Composition**

Section 2. The Parent Committee shall consist of parents/guardians of American Indian/Alaska Native students, teachers, and American Indian/Alaska Native secondary student(s), the majority of which must be parents/guardians of American Indian/Alaska Native children. The Parent Committee will include at least one parent member from each participating LEA.

##### **Officers**

Section 3. The Parent Committee shall have the following officers:  
A. Chairperson  
B. Vice-Chairperson  
C. Secretary

##### **Election of Officers**

Section 4. Election of Officers: These offices shall be filled at the Parent Committee meeting in the month of October by election within the committee.

## **ARTICLE VI**

### **Public Hearing**

Section 1. The Parent Committee assures that it has developed the project for which application is made (1) in open consultation with parents of Indian children and teachers and, if appropriate, Indian students from secondary schools, including through public hearings held to provide a full opportunity to understand the program and to offer recommendations regarding the program; and (b) with the participation of a parent committee selected in accordance with section 7114(c) of the statute; and (c) with the written approval of that parent committee. (Section 7114(c)(3)(4) of Part A, Title VII).

## Annual Committee Election

Section 2. The Parent Committee and the OUHSD District in a joint effort shall conduct open elections for committee memberships for the following fiscal year which will be during the month of October.

### Election Procedures

Section 3. Annual elections shall be by secret ballot. All nominations shall come from the floor.

Elections shall be in the following order:

- A. Parents/guardians of American Indian/Alaska Native children whose terms of office have expired plus an alternate.
- B. At least one American Indian/Alaska Native secondary student must be appointed to the Parent Committee if the LEA has a high school. The student member(s) may be appointed at the discretion of the committee, and/or may include selection by the student body. The student must be in attendance at the election meeting to be appointed.
- C. One classroom teacher for one year term alternating from year to year and until each successive term has expired.
- D. The terms of all parent members and the term of the teacher will be staggered so as to make the Parent Committee a continuing body. The list of members and the year their term expires will be the responsibility of the Title VII staff.

### Committee Selection

Section 4. At the first Public Hearing following the adoption of these Bylaws, the following positions were elected:

1. One parent/guardian member for a three year term.
2. One teacher for a one year term.
3. OUHSD secondary student(s) for one year term, if applicable. The following year two parent members will be elected for three year term, one teacher for a one year term, and one secondary students appointed for a one year term. The third year three parents will be elected for a three year term, and one teacher for a one year term, and one secondary student appointed for a one year term. After the third year, the rotation will begin with those positions selected during the first year after the adoption of the Bylaws.

## Parent Committee Terms

Section 5. Parent Committee members can serve as long as they have a child in school. Teacher committee members can serve as long as they are employed by Oroville Union High School, Oroville City Elementary School District or Thermolito School District but for only one year terms. Parents/guardians of Indian children must comprise more than half the members.

### Eligibility

Section 6. Only parents/guardians of American Indian/Alaska Native students attending Oroville Union High School, Oroville City Elementary School District or Thermolito School District, American Indian/Alaska Native students attending Oroville Union High School, Oroville City Elementary School District or Thermolito School District, Oroville Union High School, Oroville City Elementary School District or Thermolito School District teachers, and Title VII staff and LEA representatives will be permitted in the elections. Only parents/guardians of Indian children are allowed to vote on those positions on the Parent Committee. Title VII staff and LEA members are not eligible to vote unless they are parents of American Indian/Alaska Native students within the Oroville Union High School, Oroville City Elementary School District or Thermolito School District School District.

## ARTICLE VII

### Removal

Section 1. If any Parent Committee member is guilty of using the organization for personal gain, inactive participation due to lack of interest, the Committee shall have the power upon credible proof to dismiss and cancel his/her connection immediately. Such action must be taken by two-thirds (2/3) vote of the Committee.

- A. Lack of participation for this Committee is defined as being absent from three (3) consecutive Parent Committee meetings without prior notice to the Parent Committee Chairperson. In this case, the Parent Committee Chairperson, as his/her will, may appoint the alternate to serve.
- B. Personal gain is defined as receiving monetary benefit and/or acquisition of personal property from the association with Title VII.

## ARTICLE VIII

### Vacancies

Vacancies on the Parent Committee shall be by appointment of the alternate or, if the alternates are already serving, by nomination and elections by the Parent Committee. As

soon as possible when an alternate position becomes vacant, the Parent Committee must elect another alternate to that category, using federal guidelines as to eligibility.

## **ARTICLE IX**

### Parent Committee Responsibilities

#### Duties

Section 1. The Parent Committee will assist in the development of bylaws consistent with LEA policies and procedures.

#### Fiscal Responsibilities

Section 2. The Parent Committee will assist in project development and review budget and financial reports and analyses to determine that grant funds are being used to supplement and not supplant the level of funds available to the community for the education of American Indian/Alaska Native children, in consultation with the LEA.

#### Application Approval

Section 3. The Parent Committee shall give written approval by a majority of the Committee voting in open session of the application prior to submission, including the development of specific project policies and procedures to be implemented by the applicant.

#### Personnel Actions

Section 4. The LEA and Parent Committee assures that they will use the best available talents and resources, including persons from the Indian community. (Section 7114(c)(3) of Part A, Title VII). Descriptions of positions will be formulated by the LEA in consultation with the Parent Committee to meet the needs of the program. The Oroville Union High School District will follow through with screening of all potential applicants. The LEA will submit a list of the best qualified applicants for parent committee review and implement standard hiring policies for new employees.

#### Delineation of Duties

Section 5. The LEA and Parent Committee assures and sets forth the policies and procedures, including policies and procedures relating to the hiring of personnel, ensuring that the program will be operated and evaluated in consultation with, and with the involvement of, parents of the children, and representatives of the area, to be served. (Section 7114©(4) of Part A, Title VII). The Parent Committee shall act as a voice in representing the Indian students and their parents in the community. All supervision of Title VII personnel will be left to the professional personnel supervisors of Oroville

Union High School District. All changes and contact with Title VII personnel should follow the same sequence as all other professional and non-professional personnel employed by Oroville Union High School District.

## **ARTICLE X**

### Officer Duties

#### Chairperson

Section 1. It shall be the duty of the Chairperson to preside at all general meetings, Conduct the same according to “Roberts Rules of Order, Revised Edition”, debate, sign all official documents passed by the Parent Committee, and required and Law, and giving at least three days notice, the Chairperson of his/her absence, the Vice-Chairperson shall have the power to call a special meeting. In case of an emergency, the Chairperson may call an immediate meeting to decide a specific issue. He/she shall sit at all subcommittee meetings at his/her will.

#### Vice-Chairperson

Section 2. It shall be the duty of the Vice-Chairperson to act as a Chairperson in the Chairperson’s absence.

#### Secretary

Section 3. The secretary shall keep records of all general meetings, notify Committee members of all meetings, keep records of all the Title VII Parent Committee members. In the absence of the elected Secretary, the Parent Committee may ask the salaried Title VII Secretary to record the minutes. If he/she is unavailable, the Parent Committee Chairperson may, at his/her will request any member of the Parent Committee to record minutes. Records of Parent Committee meetings and open hearings will be kept on file in the Title VII office.

## **ARTICLE XI**

### Meetings

Section 1. Meetings of the Parent Committee will be held biannually to conduct official business. Meeting dates and location will be announced via flyers, letters, and e-mail.

#### Special Meetings

Section 2. Special meeting may be called at the will of the Chairperson after appropriate notice to the Parent Committee.

## Information Dissemination

Section 3. Parents of Native American Children in the represented LEAs will receive news and information concerning Title VII Indian Education services, goals, and objectives and the activities of the Parent Advisory Committee via quarterly newsletters, letters, flyers and e'mail.

## Quorum

### Section 3.

- A. The chairperson of the Parent Committee shall constitute a quorum for the transaction of official business at any meeting.
- B. In case of an absence of a permanent member of the Parent Committee, the alternate will be a voting member for that particular meeting.
- C. In the absence of a quorum, the Parent Committee may not conduct official business but may meet for the purpose of accepting minutes, hearing committee reports, providing advice and direction to the Title VII staff and open discussion of on going projects.

## Agenda

Section 4. Meeting procedures shall be as follows: *[as in the sample below]*

- A. Roll Call
  - B. Old Business
  - C. New Business
  - D. Committee Reports
  - E. Director's Report
  - F. Open Discussion
  - G. Adjournment
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- (1) Reading the Minutes of the previous meeting [and their approval]
  - (2) Reports of Boards and Standing Committees
  - (3) Reports of Special (Select) Committees
  - (4) Special Orders
  - (5) Unfinished Business and General Orders
  - (6) New Business



## **ARTICLE XII**

### Amending Bylaws

The LEA and Parent Committee will adopt and abide by reasonable Bylaws for the conduct of the activities of the committee. (Section 7114(c)(4) of Part A, Title VII). The Bylaws may be approved, amended, or repealed by a majority of members present at any regular meeting called for this purpose, providing at least five days written notice has been given of intention to alter, amend, or repeal, the said Bylaws.

## **ARTICLE XIII**

### Regulations

These Bylaws will conform to all rules and regulation, guidelines of Title VII, P.L. 107-110, including regulatory guidance as provided under Education Department General Administrative Regulations (EDGAR). Additionally these bylaws will comply with the requirements contained under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) or any other regulatory or statutory guidance as promulgated by the Department of Education from time to time. If any article, section, or subsection of these Bylaws conflict with these rules and regulations, said article, section, or subsection are automatically null and void, and must be amended to reflect the spirit and intent of the law.

## **ARTICLE XIV**

### Dissolution

If, and when, the Parent Committee is to dissolve, the Parent Committee shall divest itself according to appropriate federal rules and regulations pertaining to funds and equipment.

## **ARTICLE XV**

### Votes

The Chairman will withhold his/her vote in all meetings of the Title VII project, unless certain situations arise as in a tie vote.

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Date Amendments Approved