

**BY-LAWS OF THE MANTECA UNIFIED SCHOOL DISTRICT**  
**NATIVE AMERICAN EDUCATION PROGRAM COMMITTEE**

**ARTICLE I**  
**NAME**

Section 1. The name of this committee shall be: Native American Indian Education program committee hereafter referred to as: NAIIEPC.

**ARTICLE II**  
**PURPOSE**

In order to meet the requirements, set out in Title VI section, of Every Student Succeeds Act. This Native American Indian Education program (committee) has been formed by Manteca Unified School District, San Joaquin county, California ( hereafter referred to as ' the District' ).

Further, the NAIIEPC has been formed to provide advice and assistance to the Manteca Unified School District in developing, operating, and evaluating the Title VI grant program. Accordingly, the following sections shall apply:

Section I. The NAIIEPC will operate the direction and governance of the Manteca Unified School District board of trustees.

Section II. The NAIIEPC will meet with an assigned administrative officer (s) to discuss overall goals and ongoing activities of the Indian Education program and any proposals for extensions or changes in the plan.

Section III. The NAIIEPC, in cooperation with a Manteca Unified School District and based on the prioritization of the Native students' needs will suggest and approve and appropriate program application which through the joint effort, the NAIIEPC shall:

A. Assist the Manteca Unified School District to design, operate, monitor, and evaluate the Native American Indian Education program.

B. Support the Manteca Unified School District's efforts to identify and certify all eligible Native American Indian students as required by the Title VI rules and regulations.

Section IV. The NAIIEPC will act as a review body for any individual or group who may wish to propose additions, changes, or express relevant concerns regarding the program.

Section V. The NAIEPC will regularly review the plan to assess progress in meeting the objectives stated in the application.

A. The program proposal will be consistent with, and supportive of the school boards policies, and shall be subject to final approval by the board of Education.

B. Recommendations to revise the plan may be made to the Office of Elementary Education for final review and recommendations before submitting them to the board of Education for approval.

**ARTICLE III**  
**DUTIES AND LIMITATIONS**

Section I. The duties of the NAIEPC are outlined as follows:

A. The NAIEPC will prove the grant application before it is submitted to the board of trustees for approval the application will be forwarded to the United States office of Indian Education after board approval.

B. The NAIEPC shall attend all meetings when called or scheduled and may attend via Zoom/phone/Teams if they cannot be present.

Section II. The location of this committee shall be through the Office of Elementary Education of the Manteca Unified School District.

**ARTICLE IV**  
**DURATION**

Section I. The period of duration of this committee's existence shall be concurrent to the Indian Education Formula Grant Program (currently Title VII of the Every Student Succeeds Act).

**ARTICLE V**  
**LOCATION**

Section I. The location of this committee shall be through the Office Of Elementary Education of the Manteca Unified School District.

**ARTICLE VI**  
**COMMITTEE MEMBERSHIP**

Section I. Composition: the following are eligible to select and serve on the NAIIEPC:

- A. Parents are parents in loco of Native American Indian children who are registered in the Manteca Unified School District.
- B. Teachers, including guidance counselors of Native American students.
- C. Secondary students enrolled in the Manteca Unified School District's Title VI program.
- D. Community members interested in the education of Native American students.

Section II. Composition Size

- A. The NAIIEPC shall consist of three members with two alternates: chair, vice chair, secretary plus one student and one teacher.
- B. At least half of the members must be parents of students enrolled in the program.
- C. At least one member must be a teacher interested in the education of the Native American Indian children in our program.
- D. At least one member must be a high school student. One student from each high school within the district can be a NAIIEPC member. This would extend the committee membership proportionately.
- E. Community members may serve as committee members if nominated by a staff or NAIIEPC member.

Currently	New
1. Chair	1. Chair
2. Vice chair	2. Vice chair
3. Secretary	3. Secretary

4. Student 5. Teacher 6. Alternate 7. Alternate	4. Student 5. Teacher 6. Alternate 7. Alternate
--	--

Section 3. Selection and terms

A. The person's listed in section I shall nominate and select the members of the NAIIEPC.

B. Proxy and absentee voting will not be permitted, but members not physically able to attend May vote by telephone during the voting time.

C. Notification of the elections will be provided to the community at least two weeks prior to the election. Nominations may be made from the floor prior to the election. All nominees must accept or decline within 5 days.

D. An individual may continue to be a committee member only if he / she is eligible under Section I.

E. Membership term is 2 years and she'll be staggered so that one half of the committee membership is open for election each year. Chair / vice chair = 2 years. Secretary, teacher, student, two alternates = one year.

F. Nomination shall be held in April. Elections shall be held within two weeks of the nominations. The largest pluralities in the total vote count will be elected.

G. Membership confirmation will be verified by the minutes from the meeting when the election was held and the elected members will take office at the beginning of the next school year. Membership on the NAIIEPC cannot be transferred without a majority vote by committee.

H. Any member of the NAIIEPC may resign by submitting a written resignation, stating the reason, a copy must go to the programs parent committee, and one to the Manteca Unified School District.

I. Vacancies can be filled by affirmative vote by the majority of the remaining membership of the NAIIEPC. The new member will serve only

the remainder of the vacated term. If chair leaves, vice chair moves up automatically unless declined. If vice chair leaves, secretary moves up automatically unless declined.

J. No more than two members of any immediate family may serve on the committee at any one time.

K. In matters submitted to the NAIIEPC each member shall have only one vote.

Section IV. Automatic termination of NAIIEPC membership

A. Automatic termination of NAIIEPC membership will occur if:

1. A parent or student ceases to meet the eligibility requirements set forth by Title VI regulations.

B. Any member can be removed by a majority vote of the NAIIEPC for:

1. Neglect of duty
2. Being found guilty of any gross misdemeanor or felony charge in state, federal, or tribal court of law.
3. Having proven violations of the committee by-laws.

**ARTICLE VII**  
**OFFICERS OF THE COMMITTEE**  
**(NAIIEPC OFFICERS)**

Section I. Officers of the NAIIEPC shall consist of:

- A. Chairperson
- B. Vice chairperson
- C. Secretary

Section 11. Term of office

- A. Officers (chair/vice chair) shall be elected for a term of 2 years and may be reelected. Remaining members shall be elected for a term of one year.
- B. Officers shall not serve more than two consecutive years in the same position.
- C. Officers may be elected to another position on the committee.

Section III. Election of officers

- A. Officers shall be elected in April for the following school year
- B. Nominations may be made by committee members, providing the candidate is present and accepts the nomination or via email / phone call /text.
- C. Officers shall assume these duties during the month of August.
- D. If chairperson is a no show for 3 consecutive meetings, the chairperson will forfeit their position

Section IV. Vacancy

- A. In case of a vacancy in the position of chairperson, the vice chairperson shall become and remain chairperson until the next election. At this point the vice chairman and secretary will be promoted.
  
- B. A vacancy in any position other than chairperson or vice chairperson shall be filled by a majority vote of the committee members present at the next general meeting. The new member will serve only for the remainder of the term of the vacant position.

Section V. Duties

A. Chairperson

- 1. The Chairperson shall perform all duties associated with the office of the Chairperson and such other duties as may be prescribed by the NAIIEPC.

Specific duties are to :

- A. Preside over general meetings and sign all required documents.
- B. Sign off on the program application, application for continuation awards, and amendments to applications ( to the program budget and program design. ); Utilize Robert's Rules of Order as a guide to maintain parliamentary procedure.

B. Vice Chairperson

- 1. The Vice Chairperson shall perform all duties associated with the office of the Vice Chairperson and such other duties as may be prescribed by the NAIIEPC.

Specific duties are to:

- 1A. Assist the Chairperson in coordinating the work of the committee.
- 1B. Perform the duties of the chairperson during any absence or inability to serve.
- 1C. Perform such other duties as required by the committee.

C. Subcommittee

1. The NAIIEPC and chairperson shall create as many subcommittees as may be required to promote its objectives and conduct business. A subcommittee can be created at any general meeting.

Section VI. Removal of officers

A. Any officer may be removed by a quorum of members present at the general meeting whenever it is in the best interest of the committee and the program.

**ARTICLE VIII**  
**MEETINGS**

Section I. Meetings

A. Meetings shall be regularly at a district location to transact all business on the agenda.

B. All regular meetings of the NAIPC shall be committee only.

C. Separate meetings for committee, public, parents. The meetings will be announced all families enrolled in the Title VI program.

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

E. Every attempt will be made to keep the meeting under 2 hours.

F. NAIIEPC elected officers only meetings may be held via Zoom / phone call / Teams if requested. The NAIIEPC meetings with the parents and public will also have the option of attending via Zoom/phone call/Teams if requested prior to the date of a meeting.

Section II. Special meetings

Special meetings may be called by the chairperson, a majority of the committee officers will vote whether or not the meeting is needed, the program coordinator, or the district. All NAIIEPC members must be notified.

**ARTICLE IX**  
**QUORUM**

Section I. Meetings

For any vote requiring a quorum that quorum shall consist of 25% of the members of the NAIIEPC.

**ARTICLE X**  
**RESOLUTIONS**

Section I. The NAIIEPC resolves:

A. That the agenda will be prepared by the Title VI coordinator with input from the NAIIEPC chairperson and vice chairperson.

B. That all job descriptions related to the program and funded by the grant be reviewed by the NAIIEPC, with the opportunity for input. Job descriptions are approved by the district.

C. That all budget revisions and plan revisions will be recommended for approval by the NAIIEPC.

D. That the NAIIEPC will review all chair positions, and using needs assessments, will establish a priority determination for hiring. Needs to be considered our academic, cultural, and behavioral.

E. That the NAIIEPC will receive and review all plan reports to ensure that the grant funds are being used to supplement and not supplement the level of funds available to the Manteca Unified School District for the education of Native American Indian children.

F. That the NAIIEPC shall give written approval by a majority of the committee members, voting in open session, on the proposal application to be submitted to the Office of Indian Education in Washington, DC, by the Manteca Unified School District.

**ARTICLE XI**  
**AMENDMENTS**

Section 1. These by-laws may be amended provided that written notice of the proposed change has been sent out to each member of the NAIIEPC and the Manteca Unified School District at least 2 weeks prior to a general meeting. The amendment shall be presented and discussed at the committee meeting. The by-laws may then be amended by a quorum vote of 25% of the NAIIEPC.

**ARTICLE XII**



## **COMPLIANCE**

Section 1. These by-laws will conform to all rules, regulations, and guidelines of Title VI, Indian Education Act, Manteca Unified School District policy, and laws. If any articles, section, or subsection of these by-laws conflict with those rules and regulations, set article, section, or subsection is automatically null and void and must be amended to reflect the spirit and intent of the law.

## **ARTICLE XIII DISSOLUTION**

Section 1. In the event of dissolution, the NAIIPC shall dissolve itself according to appropriate federal guidelines and the Manteca Unified School District policy pertaining to funds and equipment.