

Adopted by the NAPAC committee on October

# **Maricopa Unified School District #20 Native American Education Program (Title VI) Parent Advisory Committee**

## **Bylaws FY 2025**

### **Article I - Name**

Section 1.

The name of this committee shall be the Maricopa Unified School District #20 Title VI Native American Parent Advisory Committee, hereafter referred to as the Parent Advisory Committee.

Section 1.

The Parent Advisory Committee ( PAC) shall be a partner with the Maricopa Unified School District #20 in the operation of the Indian Education Title VI Program. The Parent Advisory Committee will also serve as a liaison between the Native American Education Program, Title VI, parents, and the communities and will offer an opportunity for parents to become involved in the education of their children. Therefore, the Parent Advisory Committee shall accomplish these objectives by the following:

- a. Assess the needs of the Maricopa Unified School District #20 Native American children.
- b. Set program priorities based in part on the needs assessment.
- c. Implementation of programs to meet those needs, based on the priorities set.
- d. Evaluate the success of the program through data compiled by the Program Administrator based on site visits, teacher reports, principal reports, tutor reports, and academic student evaluation reports. The administrator will submit quarterly reports to the PAC to review at the scheduled quarterly PAC meeting.
- e. Assist in the compilation and preparation of the Title VI proposal.
- f. Approve the Title VI application before it is submitted by majority vote.

### **Article III – Monetary Gain**

Section 1.

The Parent Advisory Committee shall not afford monetary gain, incidentally or otherwise to its members.

- a. No member of the Parent Advisory Committee shall be required to provide any sum of money or property to the committee.
- b. The Parent Advisory Committee shall not pay any member for providing services.

**Article IV - Powers**

Section 1.

The powers of the Parent Advisory Committee are outlined as follows:

- a. The Parent Advisory Committee shall have no power to enter into contracts of any nature or to spend project funds without prior proper authority.
- b. Final written approval of the project proposal by the Parent Advisory Committee must be given before submission to the Office of Indian Education,

**Article V - Duration**

Section 1.

The period of duration for the Parent Advisory Committee's existence shall be concurrent to the funding of the Indian Education Title VI Program.

**Article VI – Committee Membership**

Section 1.

The size of the Parent Advisory Committee shall be in proportion to the total number of Indian children to be served. Membership will consist of a minimum of five persons and will be comprised of the following:

- a. The majority of the Parent Advisory Committee shall be parents/guardians of Indian students actually enrolled and in attendance in the Maricopa Unified School District #20.
- b. Maricopa Unified School District #20 teachers, including counselors, with the exception of members of the program staff.
- c. Secondary school student representatives.
- d. It shall be the responsibility of the Parent Advisory Committee officers, members, and the Native American Education Program staff to encourage maximum participation by all parents/guardians.

**Section 2.**

**Voting Rights**

- a. Each member of the Parent Advisory Committee shall be entitled to one vote on each matter put to a vote by the Parent Advisory Committee.
- b. Proxy voting and Absentee ballots are not permitted. However, video conferencing and electronic voting via email will be permitted under special circumstances.

Section 3.

Membership to the Parent Advisory Committee shall be automatically terminated for the following:

- a. A member ceases to meet the eligibility requirement set forth by the statute related to the Title VI grant.
  - 1. Parent/guardian's child is no longer enrolled in Maricopa Unified School District #20.
  - 2. Student representative is no longer enrolled in Maricopa Unified School District #20.
  - 3. Teacher or counselor is no longer employed by Maricopa Unified School District #20.
- b. A member submits a letter of resignation to the Parent Advisory Committee.
- c. A member misses three consecutive regular meetings without a valid reason.

## **Article VII – Officers of the Committee**

### Section 1.

Officers of the Parent Advisory Committee shall consist of

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary/Treasurer
- d. Parent Representative(s)
- e. Student Representative
- f. Student Representative

### Section 2.

Term of Office

- a. Officers shall be elected for a term of one year,
- b. Officers shall not serve more than three consecutive terms in the same position.
- C. Officers may be re-elected to another position.

### Section 3.

Elections

- a. Officers shall be elected by ballot from the voting membership.
- b. Officers shall be elected at the first meeting of the school year and serve until the new officers have been elected the following school year. Nominations may be made from the floor during the meeting, provided the candidate is present and accepts the nomination.

### Section 4.

Vacancies

- a. In case of a vacancy in the position of Chairperson, the Vice-Chairperson shall become and remain Chairperson until the succeeding elections.
- b. A vacancy occurring in a position other than Chairperson shall be filled for the unexpired term through appointment by the Chairperson, upon approval of the active Parent Advisory Committee.

### Section 5.

Duties

#### a. Chairperson

- 1. Preside at all Parent Advisory Committee meetings.
- 2. Appoint sub-committees.
- 3. Call special meetings when necessary.
- 4. Work to implement the objectives of the Parent Advisory Committee.

#### b. Vice-Chairperson

- 1. Assist the Chairperson.
- 2. Preside at meetings in the Chairperson's absence. When presiding he/she shall have all the rights, privileges, duties and responsibilities of the Chairperson.

#### c. Secretary/Treasurer

- 1. Record and transcribe minutes of all Parent Advisory Committee meetings and provide a copy to the Native American Education Program.
- 2. Assist the Program

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Coordinator in ensuring that all parents/guardians receive notice of all regular and special meetings. 3. Keep committee records, attendance records, and a register of addresses and phone numbers of each member. In general, perform all duties incident to the office of Secretary/Treasurer and such other duties as from time to time may be assigned by the Chairperson.

### **Article VIII – Meetings**

#### Section 1.

##### General Meetings

a. Meetings shall be held every month to transact all business properly coming before said meeting. b. Notice of each meeting shall be given at least two weeks in advance.

#### Section 2.

##### Special Meetings

a. Special meetings may be called by the Chairperson, Vice-Chairperson or Secretary/Treasurer. b. Notice of special meetings shall be given at least one week in advance.

#### Section 3.

##### Meeting Locations

a. Locations of all meetings, quarterly and special, shall be included with appropriate meeting notices.

#### Section 4.

##### Meeting Structure

a. All regular and special meetings of the Parent Advisory Committee shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof. The following is the recommended meeting structure; however, adjustments can be made by the Chairperson as needed:

1. Call to Order 2. Roll call/sign-in 3. Introduction of all in attendance 4. Read and approve previous minutes 5. Old or unfinished business 6. New business 7. Open Forum 8. Adjournment

### **Article IX - Quorum**

#### Section 1.

##### Quarterly Meetings

a. For any quarterly meeting of the Parent Advisory Committee, a quorum shall consist of 2/3 of the total committee membership in attendance at the meeting.

#### Section 2.

##### Special Meetings

a. For any special meeting called by the Officers of the Parent Advisory Committee, a quorum shall consist of 2/3 of the total committee membership in attendance at the meeting.

### **Article X-Resolutions**

#### Section 1.

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The Parent Advisory Committee resolves:

a. That the agenda be prepared by the Native American Education Program

Coordinator with cooperation and input by the Parent Advisory Committee Chairperson and Secretary. b.

That all hiring concerning Title VI program staff be conducted within the parameters of Federal guidelines and local school district procedures, policies and laws thereto, and reflect appropriate

recommendations and involvement of the Parent Advisory Committee. C. All job descriptions related to the activities of the program be reviewed by the Parent Advisory Committee with opportunity for

involvement. d. That all budget revisions, program amendments and changes in program staff be reviewed and recommended for approval by the Parent Advisory Committee. That the Parent Advisory Committee

will review needs assessments for the Title VI Indian Education Program and establish priority determinations for meeting such identified, culturally related academic needs and make recommendations

to the Maricopa Unified School District #20. The Parent Advisory Committee will receive and review all budget and financial reports pertinent to the Title VI Indian Education Program to ensure that grant funds

are being used to **supplement and not supplant** the level of funds available to the Maricopa Unified School District #20 for the education of Indian children. g. That in accordance with Article IV, Section 1,

Part b of these bylaws and in concurrence with federal guidelines, the Parent Advisory Committee shall give written approval by a majority of the committee voting in open session on the proposal application to

be submitted to the Office of Indian Education, Washington, D.C., by the Maricopa Unified School District #20.

### **Article XI – Amendments**

Section 1.

These bylaws may be amended or revised in any way, provided that written notice of the proposed change has been sent out to each member of the Parent Advisory Committee and the Maricopa Unified School District #20, at least two weeks in advance, and the proposed change has been presented and discussed at the previous meeting with a 2/3 vote from the Parent Advisory Committee membership

### **Article XII – Ratification**

These bylaws shall be declared adopted by the Parent Advisory Committee when passed by 2/3 of the full membership of the Parent Advisory Committee, at a general meeting of the committee. These bylaws are approved by the Maricopa Unified School District #20 Native American Parent Advisory Committee at its meeting on October 22, 2024.