

## **INDIAN STUDENTS PARENTS COMMITTEE**

The Bethel School District wishes to create an Indian Parents' Committee for the purpose of disposition of Title IV Part A monies for Indian Education (through the Indian Elementary and Secondary School Assistance Act); in agreement with the following by-laws:

### **BY-LAWS OF THE INDIAN PARENT COMMITTEE**

#### Section 1: Powers of the Committee

The Indian Parents Committee is established as a section of the Bethel School District with authority to receive and administer federal monies exclusively for the purpose outlined in Section 2 below and to hire employees needed to do whatever is necessary and correct in conjunction with such purposes needed to activate the program.

#### Section 2: Purposes of the Committee

The committee will determine and recommend methods of dispensing of funds to develop in the Bethel Public Schools meaningful educational experiences for Indian children, acknowledging the wide range of backgrounds, while realizing individual achievement and academic growth, and helping to guarantee uniform and fair services for Indian children. With these aims in mind, the committee is given authority to:

- A. Determine goals and objectives for Indian Education Programs that will fulfill the needs of all Indian children enrolled in the Bethel Public School System.
- B. Outline methods for the full responsibility of all expenditures in the Title IV budget relating to Indian Education with the superintendent of schools in Bethel along with whatever reporting procedures are required by federal regulations.
- C. Provide whatever training and assistance possible, especially to Indian children groups, in keeping with the Bethel school district's objectives and goals.
- D. To hold and use funds or services, providing these funds or services are given without any restrictions other than the furtherance of Indian Education.
- E. Approve expenditures or grants, either directly or in contract, as needed to meet its obligations.

#### Section 3: Membership

The committee will be comprised of:

Chairperson  
Vice-chairperson  
Secretary  
Members-at-large not to exceed six (6)

**INDIAN STUDENTS, PARENTS COMMITTEE (Cont.)**Section 4: Terms of Office

The terms of office for the committee will be one year.

Section 5: Vacancies

Should a vacancy on the committee occur, that vacancy shall be filled for the remainder of the term by appointment approved by a majority of the membership of the committee.

Section 6: Criterion for Selection of Members of the Committee

- A. Parent or parents of Indian children in school.
- B. Teachers of secondary school students.
- C. Indian secondary school students.

Section 7: Election of Officers

At its first meeting, members of the committee, by a show of hands, will elect from its membership a chairperson, vice-chairperson, and secretary. Those elected officers will serve for a one-year term.

Section 8: Powers and Duties

- A. The Chairperson will be the main executive officer of the committee, responsible for the directions of the committee, will dispense with the day-to-day operations. The chairperson will sign all legal instruments authorized by the committee that have been approved by a majority vote of the committee.
- B. The vice-chairperson will carry out the duties of the chairperson if he or she is absent. The vice-chairperson will discharge any duties assigned by the chairperson of the committee.
- C. The secretary will call roll, keep records of all official correspondence, and maintain the minutes of all regular and special meetings. Copies of these documents will be furnished by the secretary to the members of the committee.

Section 9: Quorum

The presence, at any meeting, of a majority of the committee will be necessary to constitute a quorum for the purpose of transacting business.

**INDIAN STUDENTS, PARENTS COMMITTEE (Cont.)**Section 10: Voting Rights

Each member of the committee will be entitled to one vote on each item of business presented for a vote before the committee. Only members of the committee may vote on policies relating to the administration of Title IV Part A funds.

Section 11. Removal for Absence

After two consecutive unexcused absences at any duly scheduled meeting, notice will be sent to the designated member asking his or her appearance at the next scheduled meeting of the committee. Any member who has had three consecutive unexcused absences will be removed from the committee by a majority vote of the members present at the meeting.

Section 12: Removal and Resignation

- A. Removal: A committee member or an officer will be removed for good cause, by a two-thirds vote of the complete membership of the committee, subject to approval by the Bethel Public School District. Should a removal action be proposed, the member involved will be notified at least ten (10) days before the meeting at which the removal action is to be voted on, and he or she will be permitted to be present at that meeting and defend the proposed removal.
- B. Resignation: Any member of the committee may resign from the committee by submitting a written resignation to the secretary of the committee. Resignation of any member will be accepted at any meeting of the committee.

Section 13: Meetings

- A. Regular meetings of the committee will be held on any date the committee shall determine.
- B. Special meetings of the committee may be called by the chairperson and will be called upon the request of a majority of the committee members or by written request signed by ten Indian parents.
- C. Notice and Agenda: A notice and agenda of all meetings of the committee will be delivered in person, by mail, or by telephone, to all committee members not less than 24 hours prior to the meeting.
- D. Place of Meetings: Meetings of the committee will be held at the Bethel High School or at other designated places as the committee should from time to time determine.
- E. Time of Meeting: Regular and special meetings of the committee will be held at a time that has been designated in the notice made of such meeting.
- F. Executive Session: The committee may call themselves together in executive session by a majority vote for the purpose of conducting business hearings. However, at no time will committee decisions be given except in an open meeting.

**INDIAN STUDENTS, PARENTS COMMITTEE (Cont.)**Section 14: Rules of Order

The rules of parliamentary procedure as specified in Robert's Rules of Order shall be followed by the committee in its deliberations. These rules may be amended or the order of business canceled by a majority vote of those present at any meeting if a quorum is in attendance.

Section 15

The main office of the committee shall be in the Bethel High School Superintendent's Office, Shawnee, Oklahoma.

Section 16

The committee is authorized to make whatever rules or regulations deemed necessary to perform its obligations.

Section 17: Committees

The committee may form one or more subcommittees as the business of the committee should require. With the approval of the committee, the chairperson of the committee will appoint the chairperson of each subcommittee.

Section 18: Amendments

Providing fourteen (14) days written notice has not been given, these policies may not be amended, altered, or repealed, nor may new policies by the majority vote of the committee be adopted at a duly called meeting.