**Warner Public Schools**

TITLE VII PARENT ADVISORY COMMITTEE BY-LAWS

ARTICLE I—NAME OF THE COMMITTEE

The name of this committee shall be the *Warner Public School District Title VII Parent Advisory Committee.*

ARTICLE II—PURPOSE OF THE COMMITTEE

The purpose of the Title VII Parent Advisory is:

 A. To comply with the rules and regulations governing Indian

 Education \ Act—Title VII.

 B. To enhance and encourage the academic experience of Title VII eligible students

 in the district.

 C. To provide direction and build on Indian culture in meeting the academic and

 cultural needs of Title VII 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

 Relating to the hiring of project staff including reviewing the qualifications of and

 Making recommendations concerning applicants for project staff positions.

 F. To serve as liaison between Title VII eligible students, parents, guardians and the

 school district.

The parent advisory committee shall have no power to bind any member of the Warner School District to any debt, liability or obligation without an express written authorization from the party to be bound.

No member of the Parent Advisory Committee shall be required to provide any sum of money or property to the Parent Advisory Committee. No member of the Parent Advisory Committee shall be required to give any service to the Parent Advisory Committee other than the services described in these by-laws. The Parent Advisory shall not pay any member for providing services.

The Parent Advisory Committee shall have no powers beyond those expressly set forth herein.

ARTICLE III—MEMBERSHIP

The Title VII Parent Advisory Committee is open to all parents and guardians of Title VII eligible students in the Warner Public School District.

Section 1: The Executive Board of the Title VII Parent Advisory Committee will be comprised of the following members elected by the general committee.

**Parents**: Not less than one.

**Teacher**: At least one teacher and one alternate as recommended by school district

**Students:** At least one, but not more than two secondary students recommendeed by the school district.

Section 2: Qualifications for the Title VII Parent Advisory Committee shall be in compliance with the Indian Education Act, Title VII, Regulations (Section 9114 Assurances).

Section 3: Each Parent Advisory Executive Board member shall hold office for a period of a minimum of one year unless the parent does not comply with the Title VII rules and regulations.

ARTICLE IV—ELECTIONS

The school district may elect one parent – no more than three - to the Executive Board of the Title VII Parent Advisory Committee shall be held during the annual meeting every year. Elections will be open to all parents/guardians of Title VII eligible students.

Section 1: Election procedures shall be as follows:

A. All nominations will be made from the floor by parents/guardians of Title VII eligible students.

B. All nominations require a second.

C. The school district shall have until the annual meeting to submit the names of the teacher and student representatives to the Parent Advisory Committee.

D. All voting will be done by secret ballot with majority voting ruling.

E. Proxy voting and absentee voting will not be permitted.

F. Title VII Parent Advisory Committee members shall not be exempt from service on the committee when close family members serve in the capacity of program staff.

Section 2: Terms for office for the Title VII Parent Advisory Committee Executive Board shall be for a term for a minimum of one year.

Section 3: Any member of the Title VII Parent Advisory Committee Executive Board may be removed or resign for the following reasons:

A. A member may resign for personal reasons by giving a written

 resignation to the Chairperson of the Parent Advisory Committee.

B. A member shall be automatically removed from membership if the

 member has been absent without excuse from three consecutive regular

 meetings.

C. A member shall be automatically removed from membership if the

 member does not meet the qualifications for eligible membership as a

 parent, student or certificated staff.

D. A member can be removed by affirmative vote of 3/4 majority of all

 members of the Parent Advisory Committee 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—EXECUTIVE BOARD

The Executive Board of the Title VII Parent Advisory Committee will consist of the following officers: Chairperson, one Student Representative, and a Teacher Representative.

ARTICLE VI—OFFICER'S DUTIES

Section 1: Duties of the Chairperson shall be:

 A. Assuring compliance with the Title VII Rules and Regulations

 B. Chairing all regular and special Parent Advisory Committee

 meetings.

 C. Serve as the official representative of the Title VII Parent Advisory

 Committee to the Warner Public School District in all matters

 pertaining to the education of Title VII eligible students.

 D. Maintain a current Title VII eligible parent list

 E. Assure that the Title VII Rules and Regulations and By-laws are

 disseminated to interested parents and community

 F. With Vice-Chairperson, will appoint membership to all special

 committees as needed.

Section 2: Duties of the Vice-Chairperson shall be:

 A. Assume the duties of the Chairperson in the event of his or her

 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 the Chairperson, appoint membership to special committees

Section 3: Duties of Teachers and Students

 A. Serve in a voting capacity on the committee

 B. Serve on Standing or special committees as assigned by the

 Chairperson

Section 4: Duties of the Secretary

The secretarial duties shall be fulfilled by the District Project Director. This is a non-voting position. Duties shall include:

 A. Keeping minutes of the meetings, both regular and special

 B. Provide copies of the minutes to the Title VII Chairperson

 C. Be custodian of the committee’s records

 D. Maintain a list of the addresses and telephone numbers of each

 member of the committee

ARTICLE VII—MEETINGS

Section 1: Meeting times and location

Regular meetings will be held at least annually at a date and time to be determined by the executive board.

Section 2: Order of business

Annual meeting will consist of but not limited to parent election, naming of officers, naming of teacher and student member, review of by-laws, reports from staff, committee, and financials. Additional meetings can be called if any additional business items need to be addressed.

Section 3: Quorum

A quorum shall consist of two executive committee members.

Section 4: Special Meetings

Special meetings may be called by the chairperson or by petition of at least three parent advisory committee members. A quorum will be as stated for regular meetings.

Section 5: Meeting Protocol

All meetings will be conducted in accordance with Robert’s Rules of Order and the adopted by-laws.

Section 6: Reorganization: Reorganization will be addressed at annual meetings.

ARTICLE VIII – COMMITTEES

Section 1: Subcommittees

The Parent Advisory Committee shall create such subcommittees as may be required to promote

it’s objectives. Each subcommittee can be created by majority vote of a quorum at any general

Parent Committee Advisory meeting. The chairperson of the subcommittee shall be appointed

by the chairperson and he/she shall select the members of his/her committee.

Section 2:

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

ARTICLE 1X – GRIEVANCES

Section 1: Filing

Formal grievances or complaints in regard to the Parent Advisory Committee will be filed in

The following manner:

 A. The aggrieved shall, in writing, file his/her grievance with the Title VII Chairperson

 and one copy to the project director.

 B. A grievance committee will be appointed by the Title VII Parent Advisory

 committee executive board and will consist of five unbiased and impartial persons

 selected from the total Title VII Parent Advisory Committee membership; one of

 which will be a school district designate selected by the project director.

 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 seven

 working days to review the grievance, interviewing the concerned parties, if

 necessary, and decide the outcome of the grievance.

 E. A written decision will be given to the concerned parties on the eighth working

 day from the date of receipt by the committee.

Section 2: All decisions issued by the grievance committee will be considered final.

Section 3: Grievances pertaining to project staff shall be handled according to school policy.

DISTRICT POLICY

ARTICLE X – AMENDMENTS

These by-laws may be amended at any time by two-thirds affirmative vote of the members of the Parent Advisory Committee in attendance, provided that the amendment is in compliance with the Title VII Rules and Regulations. The proposed amendment must be submitted to the

Title VII Parent Advisory Committee Chairman at least seven days prior to the meeting at which it will be discussed.

ARTICLE XI – RATIFICATION

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

These by-laws were approved by the general membership of the Title VII Advisory Committee

On the \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

IN WITNESS THEREOF:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice-Chairperson

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Director