ARTICLE I—NAME OF THE COMMITTEE
The name of this committee shall be the Stilwell 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 Stilwell 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 Stilwell 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 the Executive Board of the Title VII Parent Advisory Committee.
Students: At least one, but not more than two secondary students selected by their peers.
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 two (2) years unless the parent does not comply with the Title VII rules and regulations.

ARTICLE IV—ELECTIONS
Elections 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 two years with one-half (1/2) of the elected board up for election each year. During the first year of adoption of these by-laws the position of Chairperson and will be held for a period of three years.

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 VII—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 Stilwell 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 Chairman, 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 committees records
   D. Maintain a list of the addresses and telephone numbers of each member of the committee

ARTICLE VIII—MEETINGS

Section 1: Meeting times and location
   Regular meetings will be held bi-annually at a date and time to be determined by the executive board.

Section 2: Order of business
   A. Roll Call
   B. Approval of Agenda
   C. Approval of Minutes
   D. Staff Reports
   E. Committee Reports
   F. Financial Status Reports (Project Director)
   G. Old Business
   H. New Business
   I. Open Floor
J. Schedule next meeting

K. Adjournment

Section 3: Quorum

A quorum shall consist of three 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 IX—COMMITTEES

Section 1: Subcommittees

The Parent Advisory Committee shall create such subcommittees as may be required to promote its objectives. Each subcommittee can be created by majority vote of a quorum at any general parent Advisory Committee 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: Procedures

When requested, committees will report to the Parent Advisory Committee their progress and will, in writing over the committee signatures, 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 X—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 or 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 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 (7) 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 (8) working days 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 District Policy.

ARTICLE X—AMENDMENTS
These by-laws may be amended at any time by two-thirds (2/3) 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 (7) 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 Parent Advisory Committee on the____ day of ________________

IN WITNESS THEREOF:

Chairperson

Vice-Chairperson

Program Director/Secretary
INDIAN POLICIES AND PROCEDURES

SAMPLE Public School

I. Students of Indian descent who reside in the SAMPLE School District, attend the SAMPLE schools, and live on Indian land are afforded equal opportunity to participate in all school activities without experiencing discrimination by any director, teacher or administrator on the basis of race. SAMPLE Schools will review and assess comments from parents and tribal officials on an annual basis with regard to the degree of Indian students' participation in all school educational programs. Should the review prove a lack of Indian student participation, modifications will result in an attempt to allow and/or encourage equal participation for all children.

II. Dissemination of policies, plans, applications, evaluations, and modifications will follow the general plan listed as follows:
   A. The local newspaper will be used to advise tribal leaders, parents, and students of their opportunity to participate in meetings regarding education programs that utilize Impact Aid funds.
   B. The Indian community will be kept informed of educational events involving use of Impact Aid funds, make available, upon written request to properly authorized officials, parents, and students for their review.

III. Requests concerning educational opportunity made by a tribe or their designee, parent, or students to participate in a board of education open meeting will be placed on the agenda after proper request for any of the following concerns:
   A. Present view regarding applications
   B. Make recommendations concerning the needs of their children
   C. Provide input into the planning and development of the educational program of the district
   D. Present views on the education program and its components

In addition to the above, the SAMPLE Public Schools will:
   a. Provide notice of any annual meetings regarding education programs assisted with funds provided under public law Impact Aid to the Indian community and to the tribe.
   b. Work with the tribal leaders to seek input from the Indians in the community by using available surveys to communicate and encourage input.
   c. Hold all meetings involving or discussing education programs assisted with funds provided under Impact Aid in a place of sufficient size to accommodate all Indian parents who might wish to attend.
   d. Provide ample time for discussion of education programs assisted with funds provided under Impact Aid.
   e. Invite comments and suggestions from the Indian community with regard to educational programs assisted with funds provided under
Impact Aid by holding meetings with tribe and Indian community as necessary to ensure that the needs of the Indian community are received and considered.

f. LEA officials will review school data and comments from tribal officials and parents to assess the extent of Indian children's participation in the educational program on equal basis.

IV. At least annually, a public hearing will be held at which parents of children living on Indian land and/or tribal officials may discuss the current status of school programs, desired directions for future development for board consideration, and any changes needed in the Indian policies and procedures. In addition to the above SAMPLE school officials will:

A. Encourage staff members of the LEA to elicit input regarding the general educational program from Indian parents and tribal leaders to submit such suggestions to the administration for consideration and evaluation.

B. Encourage staff members to use their best efforts in maintaining an amicable relationship with tribal leaders and parents of Indian children so that they will feel free to provide input.

C. Recommendations of the tribe will be considered and written response will be submitted within a reasonable length of time.

D. Procedures for modifying policies will follow guidelines set forth by the Board of Education. These consist of recommendations by committees formed by the LEA to advise and recommend policy and procedure modification. The LEA may provide for a board meeting to modify the IPP in response to this assessment.

E. After cooperative efforts between the tribe, parents and school officials, the tribe continues to dissatisfied with the LEA's development and implementation of the districts IPP, the tribe may file a formal written complaint to the assistant secretary for elementary and secondary education in the U.S. Department of Education. Additional information regarding complaints and procedures is available from Impact Aid program upon request.

The above policies and procedures related to tribal and parental involvement in the education of children residing on Indian lands are hereby approved by the SAMPLE Board of Education, in regular session on SAMPLE.

The above policies and procedures shall remain in effect until rescinded by the local board of education.