

BY- LAWS OF THE BISHOP INDIAN EDUCATION COMMITTEE

ARTICLE I

NAME

Section 1. The name of the committee shall be: Bishop Indian Education Parent Advisory Committee hereafter referred to as the Bishop Indian Education Parent Advisory Committee (PAC).

ARTICLE II

PURPOSE

The purpose of PAC shall be to assist the Community, Tribe and Local Education Agencies (LEA) in bringing about the most effective Indian Education and LEA programs and policies. To achieve this purpose, the PAC shall provide advice and assistance in developing, and evaluating the Bishop Indian Education Center. The following section shall apply.

Section 1. The PAC will meet on a regular basis with the Bishop Indian Education Center Director and Center staff to discuss the overall operation and on-going activities of the Indian Education programs and any proposals for extensions or changes in program activity.

Section 2. The PAC, in cooperation with the LEA, and based on the prioritization of the Indian Students needs will develop an appropriate education and action plan. Through this joint effort, the PAC shall:

- A. Assist the LEA to design, operate and monitor American Indian Student Programs.
- B. Support the LEA's effort to identify and certify all eligible Indian Students.

Section 3. The PAC will act as a review body for any individual or group who may wish to propose additions, changes, or to express relevant concerns regarding the Indian Education Center and LEA's.

Section 4. The PAC will regularly review the overall plan to assess progress in:

- A. The program activities are consistent with the plan and overall goals.
- B. Recommendations to the PAC may be made to the Indian Education Center Director who will then transmit the recommendations to the assigned Administrative Officer / Bishop Indian Tribal Council, there by meeting the objectives of the Indian Education Center.

ARTICLE III

DUTIES & RESPONSIBILITIES

Section 1. The duties and responsibilities of the PAC are outlined as follows:

- A. The PAC shall have no authority to enter into contracts of any nature or to spend project funds without prior proper authorization from the Bishop Indian Education Center.
- B. PAC shall have opportunity to review and make recommendation to Indian Education Center proposals prior to submission.

ARTICLE IV

DURATION

Section 1. The duration period for PAC membership shall be for two-year staggered terms.

ARTICLE V

LOCATION

Section 1. The location of this committee shall be at the Bishop Indian Education Center on the Bishop Paiute Reservation.

Section 2. Special meetings shall be determined by PAC.

ARTICLE VI

COMMITTEE MEMBERSHIP

Section 1. Composition. The following are eligible to serve on the PAC:

- A. Parents, guardian, or custodial parent of Indian children who attend local schools.
- B. Teacher, or guidance counselor, of the LEA.
- C. Native American High School student, if any, enrolled in the LEA's schools.
- D. Tribal Elder/grandparent caring for grandchildren enrolled in the LEA
- E. BIEC staff may not be eligible.

Section 2. Selection

The persons listed in section 1 shall be selected as members of the PAC.

- A. At least four of the five members of the committee must be parents of the Indian children.
- B. The committee may include one high school student to be served by the program. Student will be nominated by the Bishop High School Native American Liaison
- C. One Teacher/Counselor will be selected by PAC.

Section 3. Terms

- A. An individual may continue to be a member of the PAC, if he/she meets eligibility under Section 1.
- B. Membership terms will be two (2) years and staggered, two selected every other year.
- C. Membership confirmation will be by written acceptance to the PAC by the Bishop Tribal Council. The written acceptance will make the membership effective at the specified time that the term of membership begins. Membership in the PAC cannot be transferred.
- D. Any member of the PAC may resign by submitting a written resignation letter, thirty (30) days prior to the PAC, stating the reason.
- E. Vacancies will be filled by affirmative vote of three (3) members of the Bishop Paiute Tribal Council. The new member will serve only for the term of the vacant PAC Member.

Section 4. Membership shall automatically be terminated by the PAC for the following reasons:

- A. Three (3) unexcused absences from regularly scheduled meetings, unless an exception is agreed upon by the PAC.
- B. A parent ceases to meet the eligibility requirements set forth by Section VII i.e..a parents child no longer attends local schools.

Section 5. PAC membership duties shall be:

- A. To attend all meetings when called or scheduled, with timely notification (5) days prior notice.
- B. To provide advice and input relative to program operations, and whenever possible, to willingly and unselfishly use their abilities for the good of the cause.
- C. To familiarize themselves with the State of California Education Codes, rules and regulations as well as all correspondence relative to Indian Education.
- D. Provide advice and assistant in developing, and evaluating the BIEC.

ARTICLE VII

OFFICERS OF THE COMMITTEE

Section 1. Officers of the PAC shall consist of:

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

Section 2. Term of Office:

- A. Officers shall be elected for a term of **one (1)** year and may be re-elected.
- B. Officers shall not serve more than two (2) consecutive terms.
- C. Officers may be re-elected to another position.

Section 3. Election of Officers:

- A. Officers shall be selected for the following year, by ballot, during the month of August.
- B. Nominations may be made from the floor, providing the candidate accepts nomination.
- C. Officers shall assume these duties during the month of August.

Section 4. Vacancy

- A. In case of a vacancy in the position of Chairperson, the Vice-Chairperson shall assume Chairperson until the next election.
- B. A vacancy occurring in a position other than Chairperson shall be filled for the unexpired term, by majority vote of the PAC member present at the next regular scheduled meeting with a duly called quorum.

Section 5. Duties

- A. Chairperson:
The Chairperson shall perform all duties as may be assigned by the PAC. Specific duties are to preside over all general meetings and sign all letters, reports and other committee documents as required. The PAC Chairperson must review the program applications the center budget and center design within the scope of authority. The Chairperson shall utilize Roberts Rules of Order as a guide to maintaining parliamentary procedures.

- B. Vice Chairperson:
Responsible for ensuring that the by laws governing PAC are followed.
- C. Secretary:
Ensures that meeting minutes are distributed and notifications of all meetings are made in a timely fashion. The PAC secretary will work in conjunction with the Education Center's Administrative Assistant.

Section 6. Removal of Officers

Any officer may be removed by a two-thirds vote of members whenever it is in the best interest of the committee and students.

ARTICLE VIII

MEETINGS

Section 1. Monthly meetings:

- A. Meetings shall be held once a month on the 2nd Tuesday of the month at 12pm or 5:30pm to transact all business. Meetings shall be in writing and shall state the date, hour and location of the meeting. Notices, including an agenda, minutes from prior meeting and liaison reports shall be emailed to each member not less than 5 days before the meeting.

Section 2. Special Meetings

- A. Special meetings may be called by the chairperson or by majority vote of the committee. All members shall be notified, in a timely manner by email if necessary.

ARTICLE IX

QUORUM

Section 1. Monthly Meetings

For any monthly meeting of the PAC a quorum shall consist of majority of the total PAC membership.

ARTICLE X
RESOLUTIONS

Section 1. The PAC resolves:

- A. The agenda be prepared by the Indian Education Director, with cooperation and input by the PAC members.
- B. All hiring concerning program staff be conducted within the parameters of funding guidelines and Bishop Tribal Hiring Policy and local school district procedures and policies and laws there to reflect appropriate recommendations and involvement of the PAC.
- C. All job descriptions related to the activities of the center, be reviewed by the PAC, with opportunity for their involvement.
- D. All budget revisions, center amendments, and changes in center staff be reviewed as necessary by the PAC.
- E. The PAC will review needs assessments for the Bishop Indian Education Center and establish priority for meeting culturally related academic needs and make recommendations to the LEA's.
- F. The PAC will receive and review all center and financial reports pertinent to all education projects to insure that grant funds are being used appropriately in helping meet the academic needs of American Indian students in the LEA.

ARTICLE XI
AMENDMENTS

Section 1. These By- Laws may be amended, provided that written notice of the proposed change had been sent out to each member of the PAC and posted at least two weeks prior to a regularly scheduled meeting. The By-Laws may then be amended by a majority affirmative vote of PAC membership.

ARTICLE XII
COMPLIANCE

Section 1. These By-Laws may be amended, to all rules regulations and guidelines of funding.

ARTICLE XIII

PARLIAMENTRY AUTHORITY

Section 1. Robert's Rule of order shall be the governing authority for the conduct of all business brought before the committee for approval or disapproval.

ARTICLE XIV

CERTAFICTION

These BY-LAWS shall be declared adopted by the PAC when passed by a majority vote of the full membership of the PAC, at a general meeting of the Education Committee PAC.

These BY-LAWS are approved by the Parent Advisory Committee at a meeting on September 26, 1995, revised January 27th, 2014. Approved _____, 2014.