



**INDIAN EDUCATION  
TITLE VI (formerly Title VII)  
PARENT ADVISORY COMMITTEE**

**BY-LAWS**

**RATIONALE:**

The purpose of the Title VI Parent Advisory Committee (hereafter referred to as the Committee) *is to assist the District in meeting the unique culturally-related academic needs of American Indian students so that such children can meet or exceed the same challenging academic achievement standards adopted for all students.*

**ARTICLE I: NAME OF THE COMMITTEE:**

The name of this organization shall be the Lakota Wa-Wo-Kiye (Wa-Wo\_Kiye ~ to help, to accompany, someone who helps, helper) Title VI Parent Advisory Committee. All board members – Executive Board or the Officers.

**ARTICLE II: OBJECTIVES AND PURPOSES**

A. To support the District in its effort to reform elementary school and secondary school programs that serve American Indian students in order to ensure that such programs:

1. Are based on challenging State academic content and student academic achievement standards that are used for all children; and
2. Are designed to assist American Indian students in meeting those standards.

B. To ensure participation in needs assessment, project design, monitoring, and evaluation of the Title VI program.

1. The Title VI Parent Advisory Committee will review and approve the E-grant application prior to its submission on the U.S. Department of Education – EDEN (Education Data Exchange Network Submission system). The approval of the grant application will be made in writing, documenting the approval by the Parent Advisory Committee.

C. To provide guidance to the District in the policies and procedures to ensure that the program will be effectively operated and evaluated in consultation with, and with the involvement of parent(s)/guardian(s) of American Indian children, and representatives of the area to be served.

D. To adopt by-laws for the conduct of the activities of the Committee and abide by such by-laws so long as the by-laws are not in conflict with policies of the Rapid City Area Schools or the Federal guidelines of Title VI programs.

1. The Committee will review, and if necessary, amend and approve by-laws on an annual basis.

E. To keep the served community informed of the program by advertising meetings and making available copies of the by-laws, minutes, list of committee members, budget, and any other pertinent information related to the program which is not protected by Federal, State or District statutes.

### ARTICLE III: RELATIONSHIP BETWEEN COMMITTEE AND THE DISTRICT

A. The Committee will work in consultation with district administration to conduct a comprehensive needs assessment to determine the culturally-related academic needs and the general education need of American Indian and Alaska Native (AI/AN) students within the district; monitor and evaluate the ongoing process of the program towards meeting established goals and objectives and recommend appropriate actions to the program director:

B. Will meet with the program director, district superintendent/designee, and school board representative on a regular basis to review the program needs assessment, progress report and discuss district services for the AI/AN community;

C. Will approve the annual grant application, including program budget and any subsequent revisions in writing prior to submission;

D. Will serve on application screening and candidate interview committee to make recommendations for hiring program staff;

E. Will consult with the district curriculum department to help assure adequate and accurate AI/AN content within district curriculum;

F. Will work with program director to help organize and implement district –wide cultural enrichment activities and events;

G. Will act in conjunction with the program director, the principal contacts and communication link between the served community and the district administration relative to the program;

H. Will act as a forum in which to discuss community issues, needs and recommendations related to the district educational program;

I. The district will solicit input from the community by planning a minimum of one (1) public hearing per school year to obtain comments and recommendations regarding the goals and operation of the program.

J. The program director and/or designee of the Title VI Indian Education Program will serve as a liaison between the Committee and the district;

K. Will provide monthly program reports, including, but not limited to personnel changes and program changes.

### ARTICLE IV: COMMITTEE LIMITATIONS

A. The Committee shall have no power to bind any member of the Rapid City School District to any debt, without an express written authorization from the School District Board.

B. Committee members shall not work for the Title VI Program.

C. Committee members will avoid any appearances of conflict of interest by abstaining from voting on any program matter which may benefit their immediate family member more than that rest of the program population.

D. No more than one immediate family member may serve as a voting member of the Committee.

E. Committee members shall exercise no administrative or supervisory authority over any Title VI staff member.

F. Committee members shall function in a purely advisory capacity.

ARTICLE V: GENERAL & OTHER MEMBERSHIP

A. Composition and Eligibility of General Voting Membership

Eligible general voting membership will consist of a parent or guardian of American Indian students who attend District schools and American Indian High School students. All voting members must reside within District boundaries and/or attend District schools and have a completed 506 form, eligibility for services, for their student(s) on file.

B. Duties of General Voting Membership

1. Attend PAC Committee meetings.
2. Eligible to run for office or representative.
3. Eligible to be appointed to a standing or special committee.
4. Eligible to vote in the election of officers and representatives.
5. Eligible to vote in special motions as designated by the executive committee.
6. Must be present to vote.

C. Other Members

1. The District Board of Education shall appoint a minimum of one (1) of its members to serve in an *advisory* capacity to the Committee.

ARTICLE VI: EXECUTIVE COMMITTEE

A. Composition and Eligibility of Executive Committee

1. The Executive officers shall be elected by the Parent Advisory Committee members.
2. The officers of the Executive Committee shall consist of a Chairperson, Vice-Chair, and a secretary.

B. Executive officers and representatives of the Parent Advisory Committee will consist of 9 nine members. All members must reside within the Rapid City School District boundaries and only (1) one immediate family member shall serve at a time. Membership will include:

1. Six (6) members, a majority, shall be parents of American Indian students eligible under Title VII regulations.
2. One (1) member shall be a teacher appointed by the Superintendent of RCAS who will represent the school district philosophy on the Indian Education issues.
3. Three (3) members shall be American Indian students each from a different High School within district attendance area.

C. Ineligibility

An officer or representative will no longer be eligible to serve on the Parent Advisory Committee if:

1. The parent committee member/officer or representative's child is no longer enrolled in a District school or
  2. The teacher representative is no longer employed by the District.
- D. Selection of Teacher and Student Representatives
1. Student representatives will be selected by participating schools.
  2. Teacher representative shall be selected by the Superintendent of the RCAS.
- E. Elections of Parent Representatives
1. Applications will be solicited from eligible persons interested in serving on the Parent Advisory Committee. In soliciting applications, the public will be notified by the Chairperson of any vacancies at least thirty (30) days prior to an election being held.
  2. Eligible persons interested in serving on the Parent Advisory Committee will submit a letter of intent to the Executive officers of the Parent Advisory Committee.
- F. Election Procedures
1. A public meeting will be held each year no later than the regularly scheduled meeting in November for the purposes of nominating and electing members.
  2. Nominees must be present to be elected
  3. Eligible parents/guardians shall be elected by majority vote of the general membership at a regularly scheduled meeting.
  4. Elections shall be by secret ballots.
- G. Term of Office
1. Parent and teacher representative will serve two-full school year terms.
  2. Student representatives will serve one-full school year term.
  3. No Representative shall serve more than two consecutive full terms.
- H. Removal
1. Officers and representatives will be automatically removed from the Parent Advisory Committee after two (2) unexcused, consecutive regular meetings.
  2. Termination of an officer or representative will be carried out by a majority vote of the quorum by secret ballot.
  3. The Chairperson of the Committee shall give notification of termination in writing.
  4. Removal of Cause  
All Committee members shall conduct themselves in a professional manner at all times. Any member can be removed for cause, after an appropriate hearing, by a majority vote of committee members. Reasons for removal may include but are not limited to such areas:
    - i. Verbal abuse of Community members, Title VI staff, or District personnel.
    - ii. Interference in daily working of Title VI staff.
    - iii. Failure to perform Committee duties as assigned.
- I. Resignation

Any officer or representative may resign by filing a written resignation with the Committee Chairperson.

J. Vacancy

The Parent Advisory Committee shall fill any vacancy through resignation or termination of an Officer or representative for the remainder of the unexpired term at a regularly scheduled meeting.

K. Compensation

There shall be no compensation provided to Committee members for attending Committee meetings.

L. Duties

Duties of the officers and representatives shall be as follows.

1. Chairperson

The Chairperson shall preside at all Committee meetings. The Chairperson shall represent the Committee in any public presentations or designate a member to do so. The Chairperson shall call the meeting to order, maintain order at the meeting, may appoint a sergeant-at-arms, and announce the business at hand. When a decision has to be made, the Chairperson conducts the voting process but casts a vote only in the cast of a tie or when voting is by ballot. The Chairperson shall have signatory authority for all documents representing discussion, review, and authorized approval by the Committee.

2. Vice-Chair

The duties of the Vice Chairperson shall be to represent the Chairperson in assigned duties and to substitute for the Chairperson during his/her absence. He/she shall perform such duties as from time as may be assigned by the Chairperson or by the Committee.

3. Secretary

The secretary shall be responsible for keeping records of all minutes of Committee meetings. The secretary shall have custody of all papers and documents belonging to the Committee except those specifically held by another officer. The secretary should have copies of all project-related information including a copy of the program proposal, federal regulations, and correspondence with other agencies.

4. Representative

Representative shall attend all Committee meetings. He/she shall perform such duties as from time to time may be assigned by the Chairperson or by the Committee.

## ARTICLE VII: STANDING AND SPECIAL COMMITTEES

A. Special and Standing Committees.

The Committee may from time to time establish and abolish special and standing committees, as it may desire. Special and standing committee members shall be under the direction of the Committee Chairperson or designee.

B. Membership

Unless otherwise determined by the Committee in its decision to establish a special or standing committee, the Chairperson of the Committee shall appoint members to the various special or standing committees.

C. Term of Office

Term of office for members of standing committees shall be for one year, and special committee members' terms shall be for the duration of the task to be completed.

D. Procedures

Each special and standing committee shall adopt rules consistent with these by-laws.

E. Vacancy

The Chairperson of the Committee shall make appointments to fill any standing or special committee vacancy.

#### ARTICLE VIII: MEETINGS

A. Regular Meetings

The Committee shall meet regularly once each month during the school calendar year.

B. Special Meetings and Non-scheduled meetings.

Special meetings may be called by the request of the Chairperson. Such meetings shall be attended by the Executive Committee and any guests invited by the Chairperson. Non-Scheduled meetings may be called by request of the Chairperson. Such meetings will be open to the public.

C. Place of Meetings

The Committee shall hold its regular monthly meetings and its special meetings in a facility provided by the District.

D. Notice of Meetings

The Secretary shall notify all committee members and the public at least five (5) days in advance of all regular and non-scheduled meetings, giving the day, hour, and location of the meeting. The public media will be notified approximately five (5) days prior to regular meetings. The Secretary shall notify all committee members via email and/or the media within at least 24 hours in advance of all special meetings, giving the time, place, and agenda for the meeting.

E. Decisions of the Committee

All Decisions of the Executive Committee or Parent Advisory Committee shall require a majority vote of a quorum.

F. Quorum

The presence of simple majority of the Parent Advisory Committee shall constitute a quorum.

G. Conduct of Meeting

All regular, non-scheduled, and special meetings of the Committee shall be conducted in accordance with simple majority, or in accordance with an appropriate adaption thereof.

H. Meeting Open in Public

All regular and non-scheduled meetings of the Committee shall be open at all times to public.

I. Open Forum

All regular meetings shall include 15 minutes for Open Forum. Longer times can be allotted with the majority vote of the quorum. Each speaker shall sign in and have a formal comment form completed prior to the meeting in order to present during open forum. Speaker's remarks shall not exceed (5) five minutes. There shall be (5) five additional minutes given for clarifying questions by members of the Executive Committee.

ARTICLE IX: AMENDMENTS

These By-Laws shall be amended on an bi-annual basis through a meeting of Committee members by a majority vote of the general membership present. Any amendment shall not violate federal or school district policies and regulations.

ARTICLE X: RATIFICATION

Adoption:

These By-laws shall be declared adopted by the Committee when passed by a majority vote of general membership present at a regular meeting.

The Rapid City Area School District Title VI Parent Advisory Committee and the Rapid City Area School District Board of Education hereby approve these By-Laws.

IN WITNESS THEREOF,

\_\_\_\_\_  
Parent Advisory Committee Chairperson, Date

ACCEPTED BY,

\_\_\_\_\_  
Chair, Rapid City Area Schools, Board of Education, Date