

# **BYLAWS OF THE AMERICAN INDIAN PARENT ADVISORY COMMITTEE**

An Indian Education Program for ISD 363 Rainy River School District

## **Mission Statement**

To build meaningful relationships through family and student engagement within our school and community, while also improving Native student achievement, retention and graduation rates through culturally responsive instruction, support in traditions, and respect for values and beliefs.

## **Title VI Indian Education**

The Indian Education program was created in accordance with the Indian Education Act of 1972. The Act was in recognition of the unique educational needs of American Indian students in the United States. The Act provides financial assistance to the Title VI Indian Education program to meet the distinct educational and culturally related academic needs of American Indian students in the public elementary and secondary schools.

### **SEC. 7102 Purpose**

(a) Purpose – It is the purpose of this part to support the efforts of local educational agencies, Indian Tribes and organizations, postsecondary institutions, and other entities to meet the unique educational and culturally related academic needs of American Indian and Alaska Native students, so that such students can meet the same challenging Minnesota State student academic achievement standards as all other students are expected to meet.

(b) Programs – This part carries out the purpose described in subsection

(c) by authorizing programs of direct assistance for –

- i. Meeting the unique educational and culturally related academic needs of American Indians and Alaska Natives;
- ii. The education of Indian children and adults;
- iii. The training of Indian persons as educators and counselors, and in other professions serving Indian people, and;
- iv. Research, evaluation, data collection, and technical assistance.

#### SEC. 7111 Purpose

It is the purpose of this subpart to support local educational agencies in their efforts to reform elementary and secondary school programs that serve Indian students in order to ensure that such programs:

- (a) are based on challenging State and academic content and student academic achievement standards that are used for all students; and
- (b) are designed to assist Indian students in meeting those standards.

#### **ARTICLE I – Name of Committee**

The name of the committee shall be the American Indian Parent Advisory Committee of Northome, Minnesota (AIPAC). The AIPAC derives its authority from the Indian Education Act of 1972. The Act provides financial assistance to the Title VI Program. Every act of the Committee shall conform to the status and regulations used set by the federal regulations.

#### **ARTICLE II – Duties and Limitations of AIPAC**

**Section 1. Duties:** The Native Community has duly elected the AIPAC and given the AIPAC responsibility to participate fully in the planning, development, implementation and evaluation of all the services and activities provided by the project. In addition, the AIPAC will:

1. Work with the Indian Education Coordinator to determine the culturally-related academic needs and the general educational needs of American Indian students within the district;
2. Monitor and evaluate the ongoing progress of the project towards meeting established goals and objectives and recommend appropriate action to the program staff;
3. Meet with the Indian Education director, program staff, and district superintendent on a regular basis to review the project needs, progress report and discuss district services for the Indian community;
4. Delegates the duty of consulting on cultural enrichment activities and events for Northome Indian Education.
5. Act as a forum in which to discuss community issues, needs and recommendations related to the district educational program;
6. Review, amend and approve parent committee bylaws on an annual basis;
7. The committee will assist in program development and review budget and financial reports and analyses to determine the grant funds are being used to supplement and not supplant the level of funds available to the community for the education of Native students.

**Section 2. Limitations:** The AIPAC shall have no power to bind any member of the school district to any debt, without an express written authorization from the school district;

- (a) No member of the AIPAC shall be required to provide any sum of money (i.e. membership fees, dues, etc.) or property to the AIPAC;
- (b) The AIPAC shall not pay any member for carrying out the delineated responsibilities in the bylaws;
- (c) The committee shall have no powers other than those specified herein.
- (d) Members will avoid any appearance of a conflict of interest by abstaining from voting on any project matter, which may benefit their immediate family more than the rest of the project population.
- (e) AIPAC members shall not work for the Title VI Project.

### **ARTICLE III – Committee Structure Section**

**1. Eligibility:** The composition of the AIPAC will be made up from the following:

- (a) Parents of project-enrolled students, including individuals acting “in loco parentis” [legal guardian of a project-enrolled student];
- (b) At least one district teacher;
- (c) At least one American Indian enrolled secondary school student.
- (e) A member will no longer be eligible to serve on the AIPAC if:
  - The parent representative's child no longer attends the district;
  - The teacher representative is no longer employed by the school district;
  - The student representative no longer attends a district school.

**Section 2. Composition:** More than half of the committee must be parents of project-enrolled Indian children, at least one member must be a district teacher and at least one member must be a project enrolled secondary student. (A parent is any person who, on the date of elections

for AIPAC membership, is the parent or person acting as a parent (in loco parentis) of a project-enrolled student.

**Section 3. Committee Size:** The AIPAC shall consist of no less than 3.

**Section 4. Election of Committee:** The committee membership shall be established through a general election among all eligible constituents this election will occur annually. Eligible constituents include parents or persons acting as parents of project-enrolled students, and project-enrolled students enrolled in 7th grade or higher. Those nominees who receive the largest pluralities in the total vote count will be elected. If necessary, two (2) regular positions shall be reserved for the AIPAC teacher/counselor and secondary student to assure compliance with Title VI regulations. If there are no student or teacher nominees, the committee shall seek appointments for these two positions from the district.

(a) Employees of the Title VI Indian Education Department and immediate family members of the Title VI Indian Education Director's family (mother, father, spouse, and children) are not eligible for the AIPAC.

(d) Memberships to the AIPAC cannot be transferred to another person.

(f) Parents and students are able to vote for staff, parent and student representatives.

**Section 5. Term of Committee Membership:** The term of Committee Membership will be concurrent with the school year.

(a) All members will be up for reelection on an annual basis.

**Section 6. Voting rights:** Each AIPAC member shall have one vote in any matter submitted to the AIPAC for general vote.

## **ARTICLE IV – Officers**

**Section 1. Officer Titles:** will be as follows Chairperson, Vice-Chairperson, Secretary.

**Section 2. Selection and Terms of Office:** The officers of the AIPAC shall be selected by majority vote of the committee by the first official committee meeting of each year and the elected officers shall serve a 1-year term.

**Section 3. Duties of Officers:** The Chairperson shall perform all duties incidental to the Office of Chairperson and such other duties as may be prescribed by the AIPAC.

(a) The duties of the **Chairperson** will be to:

1. Approve the agenda for the meeting;
2. Conduct all general parent committee meetings;
3. Sign all letters, reports and other documents as may be required;
4. Serve as an authorized signatory for all official documents needing the chairperson's signature including the application for federal funds, the evaluation report and any project budget revisions;
5. Other duties as may be prescribed by the AIPAC.

(b) The duties of the **Vice-Chairperson** will be to:

1. Preside in the absence of the Chairperson;
2. Exercise all the rights and privileges of the Chairperson when acting in that capacity;
3. Serve as an authorized signatory for expenditure for all official documents in the Chairperson's absence;
4. Perform such other duties as may be prescribed by the Chairperson or by the AIPAC.

(c) The duties of the **Secretary** will be to:

1. Record minutes of all meetings; present minutes.

2. Represent the Chairperson in the absence of both the Chairperson and ViceChairperson;
3. Ensure that required public notices are posted in accordance with the provisions of these bylaws;
4. Maintain yearly attendance records of meetings and functions.
5. Perform such other duties as may be prescribed by the Chairperson or by the AIPAC.

**Section 4. Election and term of office:**

- (a) Officers shall be elected by majority vote of AIPAC members at the next regular meeting following the election.
- (b) Officers shall assume their duties immediately upon election.
- (c) The term of each officer shall be one year.

**Section 5. Vacancy:** Any officer vacancy may be filled by a majority vote of the quorum at a regular meeting. The newly-elected officer shall serve only for the remainder of the term of the seat vacated by the former officer.

**Section 6. Removal:** Any officer may be removed by a majority vote of all voting members present at the meeting for any violation. The officer must receive written notice by certified mail at least five (5) working days prior to the next regular meeting.

**Section 7. Training:** Officers will be provided training materials by the project in order to fulfill their duties and responsibilities.

## **ARTICLE V – Meetings**

**Section 1: Regular Meeting:** The AIPAC shall meet at least quarterly during the school year. The date and time of regular meetings will be decided by a majority vote at the first meeting of each year. All regular meetings of the AIPAC shall be open to the public. Notice of regular

meetings shall be communicated in writing, and shall state the date, hour and location of the meeting. Notices shall be emailed to each member not less than one week before the date of such meeting.

**Section 2. Quorum:** A quorum shall consist of a simple majority, (which is the greater part, or more than half) of the total number of duly elected and active committee members.

**Section 3. Agenda:** The agenda for each meeting shall be prepared by the Chairperson and project staff. Individual members of the AIPAC are encouraged to submit agenda items to the project staff.

(a) Meeting procedures shall be as follows:

1. Roll Call
2. Old Business
3. New Business
4. Committee Reports
5. Coordinators
6. Open Discussion
7. Adjournment

**Section 4. Special Meetings:** Any special meetings may be called by the Chairperson or by a majority vote of the AIPAC. All members shall be notified within at least 1 day prior to the meeting. Notification of special meetings may be by telephone, e-mail, text, or in person.

**Section 5. The Executive Committee:** consists of the chairperson, the vice chairperson, secretary treasurer, and one (1) student committee member.

**Section 6. Committee Location:** The location of this committee shall be through the Superintendent's office of the South Koochiching Rainy River School district, ISD 363. Meetings shall take place at Northome Public School, Virtually, or any other location determined by the AIPAC committee members.

## **ARTICLE VI – Amendments**



**Section 1. Procedures:** These bylaws may be amended at any meeting of the AIPAC by a three-fourth (3/4) vote of all regular members. Any amendment shall not:

1. Violate federal or school district policies and regulations;
2. Confer any power or responsibilities beyond those authorized by current federal regulations pertaining to the Title VI, VII and IX Indian Education Act, or school district policies and procedures.

## **ARTICLE VII – Ratification**

**Section 1. Adoption:** These bylaws shall be declared ratified and adopted by the AIPAC when passed by majority vote of the full membership at a regular AIPAC meeting. These bylaws are hereby approved by the American Indian Parent Advisory Committee and the ISD Rainy River School District.

The attached By-laws were approved on the \_\_\_\_ day of \_\_\_\_\_, 2025 by the action of the Title VI American Indian Education Parent Committee of the South Koochiching Rainy River School District 363 of Northome, Minnesota. IN WITNESS THEREOF,

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- Kaylee Fisher, Title VI Parents Committee

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MacKenzie Lehn- American Indian Education Coordinator

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Jeremy Tammi - Superintendent, ISD 363

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Brian Dreher, ISD 363 Public School Board