

---

**Title VI Indian Parent Committee**

**Bylaws Template**

**Note:** *To assist Indian Parent Committees, the Department has prepared these sample bylaws for further editing by the entity. Committees are not required to use this sample and should determine what is appropriate for their circumstances; again, entities should edit all parts of this template, as needed. Appendix 1 includes an excerpt of the legal requirements related to Indian Parent Committees*

**ARTICLE I  
NAME OF ENTITY**

The \_\_\_\_\_ name of the Indian Parent Committee (IPC) for the Title VI Indian education program, shall be the \_\_\_\_\_ Title VI Indian Parent Committee (IPC).

**ARTICLE II  
PURPOSE**

The IPC has been established to ensure \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ in the \_\_\_\_\_ occur in a \_\_\_\_\_  
manner.

The establishment and the work of the IPC are to comply with the rules and regulations governing Title VI 20 U.S.C. §7401 et seq. In conjunction with home, community, and school support, the IPC will complete the following objective: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARTICLE III  
POWERS AND DUTIES**

**SECTION ONE: POWERS**

The IPC and the \_\_\_\_\_ recognize they must foster a positive and collaborative relationship in order to help facilitate academic success for Native students.

Section One – The IPC powers shall be:

Meet with Indian Education Department regularly (monthly, if not more frequently) to gather information to provide support and advice to \_\_\_\_\_ to assist them in understanding and meeting the academic, cultural, and wellness needs of Native American students.

Review the student, parent, and teacher needs assessment survey or questionnaire(s) and Indian pupil

assessment results (specifically, hard data concerning student performance or achievement), and provide \_\_\_\_\_ with any potential recommendations to \_\_\_\_\_.

**SECTION TWO: DUTIES**

Duties of the IPC shall be:

1. Recommend to \_\_\_\_\_ a general plan for the allocation of Title VI Native American student-generated funding.
2. Recommend Title VI EASIE Application Part II Applications and budgets to be forwarded by the Indian Education Department to the \_\_\_\_\_ Superintendent and Board of Education for review and certification.
3. Assist \_\_\_\_\_ in recruitment of personnel by \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ to better meet the needs of Native American students.
4. Participate in at least one annual Public Hearing organized and hosted by \_\_\_\_\_.
5. Recommend to \_\_\_\_\_ curricula, texts, materials, and methods to be used to better serve the educational needs of American Indian students.
6. Provide \_\_\_\_\_  
\_\_\_\_\_ about unmet educational needs.
7. Assist in providing information and regular reports to respective Indian Tribes, Pueblos, Bands, and other Native communities.
8. Have access, in accordance with \_\_\_\_\_ confidentiality policies for all reports, evaluations, surveys, and other program and budget-related documents necessary for review, in order to carry out the committee's responsibilities.
9. IPC members shall not act or speak on behalf of the entire IPC as an individual; members should only represent their own viewpoint. All IPC members must have prior formal authorization by action (motion recorded in the minutes) to represent or speak on behalf of the IPC.
10. The IPC shall exercise its authority only during official IPC meetings.
11. IPC members are expected to attend all meetings in entirety in order to establish a quorum, fully participate in the discussion, and to cast a vote.
12. IPC members shall receive training to gain knowledge and skills of their specific roles and responsibilities.
13. The IPC shall have no powers beyond those expressly set forth herein.

14. The IPC shall have no power to bind any member of the \_\_\_\_\_ to any debt, liability, or obligation in the absence of an express written authorization from \_\_\_\_\_.
15. In addition, the IPC shall abide by all \_\_\_\_\_ official Board Policies and Administrative Procedural Directives, or similar.

## **ARTICLE IV MEMBERSHIP**

### **SECTION 1 - MEMBERSHIP OF IPC**

\_\_\_\_\_ consisting of at least one of the following members:

- (a) majority **(51%) parents, family members, and or guardians** of Indian children in the local educational agency's schools,
- (b) one Teacher or Counselor Representative,
- (c) high school student members who have a current ED 506 form with Tribal affiliation from a Federally or state recognized Tribe, and
- (d) Tribal Representative(s) on Indian lands located within 50 miles of any school that the agency will serve if such Tribes have any children with ED506 forms on file in such school.

**IMPORTANT:** The overall majority **(51%)** of the membership must be **parents, family members, and or guardians** of Indian children, e.g., the **parents, family members, and or guardians must outnumber the other members of the IPC.**

### **SECTION 2 - MEMBER DEFINITIONS**

A Parent is defined as any person who is the parent or family member, as defined by \_\_\_\_\_ of an Indian student who has an ED 506 Form on file and is enrolled in the \_\_\_\_\_.

The Teacher or Counselor(s) Representative is a person who is employed by \_\_\_\_\_ in either a Teacher or Counselor position. All Indian Education Department staff members are disallowed to serve.

A Student Representative is a person who has a compliant ED 506 Form on file and is actively enrolled and attending classes at an \_\_\_\_\_ high school served by the Title VI funded program.

A Tribal Representative is a representative(s) of Indian Tribes on Indian lands located within 50 miles of any school that the agency will serve if such tribes have any children in such school.

### **SECTION 3 - ELECTIONS**

The election of IPC members shall be held during an open public meeting announced by the following

\_\_\_\_\_  
\_\_\_\_\_.

IPC members shall be nominated and elected at this open meeting by parents, family members, and/or relatives of Indian students attending \_\_\_\_\_. Eligible members shall include:

- a. Parents of American Indian children attending \_\_\_\_\_;

- b. Teachers and Counselors employed by \_\_\_\_\_;
- c. American Indian high school student(s) attending the \_\_\_\_\_; and
- d. Representatives of local Indian Nations/Tribes, Pueblos, Bands, and similar on Indian lands located within 50 miles of any school that the agency will serve if such tribes have any children in such school.

**SECTION 4 – OFFICER/MEMBER TERMS OFFICE**

Parent members will serve multi-year terms. All parent members will serve \_\_\_\_\_ so long as their child(ren) are enrolled in \_\_\_\_\_.

The Student Representative(s) will serve a \_\_\_\_\_. The student representative must comply with all \_\_\_\_\_ student policies as addressed in the \_\_\_\_\_ Student Handbook, and maintain a GPA of 2.5, as determined by semester grades. The student may serve only as long as he/she is actively enrolled in \_\_\_\_\_.

The Teacher or Counselor members will serve a \_\_\_\_\_ as long as she/he is employed as a Teacher or Counselor in \_\_\_\_\_.

A term is defined as three Fiscal Years (FY) from July 1st to June 30th of the School year. All members will serve \_\_\_\_\_ except for the student representative. The student member will serve one year.

The IPC will elect three officers: Chairperson, Vice-Chairperson, and Secretary. The officers will be elected on an annual basis and serve \_\_\_\_\_. The election will take place at the first meeting of the required school year. Officers may serve more than one year.

**SECTION 5 - VOTING RIGHTS**

Each Committee member eligible to vote is entitled to one vote on business matters brought to a vote.

There must be a quorum \_\_\_\_\_ of IPC members for business to be taken to a vote. Otherwise, it can only be further discussed as old or new business.

**SECTION 6 - ATTENDANCE**

All members are required to attend each meeting.

An absence will be excused if member contacts the IPC Chairperson or Vice-Chairperson, and the Indian Education Department, 24 hours prior to the meeting, or in case of immediate emergency, she/he will not be attending.

**SECTION 7 - TERMINATION OF MEMBERSHIP**

Any member may be terminated from membership on the Committee for the following reasons:

The member who does not attend regular or special meetings (i.e., work sessions, retreats, and emergency meetings) of the Committee for three (3) annual meetings (unexcused absences). Termination is approved by a majority vote of the IPC;

The member no longer wishes to serve on the Committee and so indicates by submitting a letter of resignation to the IPC Chairperson or Indian Education Director (IED);

If a member does not fulfill his/her member roles and responsibilities in a professional manner consistent with \_\_\_\_\_ decorum policies and cultural values, the member may be asked to resign from the IPC by the Chairperson; and

If an IPC parent, guardian, or family member's child is no longer enrolled a \_\_\_\_\_; and if a Teacher representative no longer works at \_\_\_\_\_.

**SECTION 8 - VACANCY**

If the position of Chairperson should become vacant, the Vice-Chairperson will assume the role of the Chairperson. The IPC shall elect a new Vice-Chairperson from the members of the IPC.

Any vacancy, which occurs on the IPC for any reason shall be filled by an election as provided in Section 2 above, for the remainder of the unexpired term of the member or officer being replaced. The election shall be held as soon as is reasonably practical.

**ARTICLE V  
OFFICER ELECTIONS, TERMS AND DUTIES**

**SECTION 1 - OFFICERS**

The officers of the IPC will be the Chairperson, Vice-Chairperson, and Secretary.

**SECTION 2 - ELECTIONS & TERMS OF OFFICE**

The officers of the IPC shall be elected by a majority vote of the IPC at the first regular meeting of the school year. The officers shall serve a \_\_\_\_\_ term.

Officers shall assume their duties immediately upon election.

**SECTION 3 - CHAIRPERSON DUTIES**

The primary responsibilities of the Chairperson is to conduct all meetings of the IPC, including development of meeting agendas with input from the IPC members and the Title VI staff. Upon approval of the IPC, the Chairperson will sign IPC Approval Form, letters, documents, and reports, as necessary. The Chairperson will be the IPC Representative at District and non-District functions. The Chairperson may assign various duties to other IPC members. The Chairperson will not have the authority to commit the IPC to any function without the express approval of the IPC.

**SECTION 4 - VICE-CHAIRPERSON DUTIES**

In the absence of the Chairperson at an IPC meeting, the Vice-Chairperson will assume the role of the Chairperson. The Vice-Chairperson will carry out various duties as assigned by the Chairperson.

**SECTION 5 - SECRETARY DUTIES**

The Secretary, in collaboration with the Indian Education staff, shall record, disseminate, and file the official minutes of the IPC meetings. He/she will also maintain documents of meeting dates, attendance, and news-release bulletins to parents, via the \_\_\_\_\_

\_\_\_\_\_. Copies of all documents and minutes are to be provided to the IPC members. The IPC Secretary, along with the Indian Education Department, shall have the full responsibility to provide copies of the minutes to the Director of the Indian Education Department.

**SECTION 6 - PARENT(S), GUARDIAN(S) AND RELATIVE(S) DUTIES**

The Family Representatives shall provide input and advice concerning programs and curriculum related to entity, parents, and students.

**SECTION 7 - TEACHER OR COUNSELOR REPRESENTATIVE(S) DUTIES**

The Teacher or Counselor Representative(s) shall not serve as an officer. The Teacher or Counselor Representative shall provide input and advice concerning IPC programs and curriculum related to entity, parents, and students.

**SECTION 8 - STUDENT REPRESENTATIVE(S) DUTIES**

The Student Representative(s) shall not serve as an officer but shall provide input and advice to the IPC concerning Native students served and school-related issues.

**SECTION 9 - TRIBAL REPRESENTATIVE(S) DUTIES**

The Tribal Representative(s) can serve as an officer and shall provide input and advice to the IPC concerning the local Tribal interests, culturally responsive education, and other programming.

**ARTICLE VI  
MEETINGS**

**SECTION 1 - MEETING REQUIREMENTS**

The IPC meeting schedules will be developed one school year in advance. The IPC Secretary, in collaboration with the Indian Education Department, will email a meeting agenda indicating the agenda items, meeting location, date, and time of the meeting to the IPC members at least \_\_\_\_\_ before the meeting.

**SECTION 2 - REGULAR MEETINGS**

Regularly-scheduled business meetings will be held on the \_\_\_\_\_ third \_\_\_\_\_ of every month in the calendar year. A pre-determined time and place will be established. All official meetings of the IPC will be open to the public.

The open meetings will be advertised at community-based facilities, via the \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**SECTION 3 - SPECIAL MEETINGS**

The Chairperson or the Director of the Indian Education Department may call special meetings of the IPC at any time. Members shall be notified by telephone or email, within a reasonable time before the meeting. Special meetings may be conducted via in-person meeting, conference calls and/or by any electronic means.

**SECTION 4 - SPECIAL COMMITTEES**

The Indian Education Department may establish an Ad Hoc Committee, which shall consist of appointed IPC and non-IPC members. Ad Hoc Committees shall be established as needed. All final decisions are reserved for the IPC and will be reported there.

**SECTION 5 - QUORUM**

\_\_\_\_\_ shall constitute a quorum to conduct official business and vote at any duly called meeting by the IPC. Decisions made by the members present at any meeting shall be an act of the IPC.

The Teacher/Counselor and Student Members will count as part of the IPC quorum.

Members will wait no more than \_\_\_\_\_ for a quorum to be present. IPC members present may then conduct a working session.

**SECTION 6 - OPEN MEETINGS**

All regular business and special IPC meetings shall be open to the general public. During open meetings, an open forum will be available to the public for \_\_\_\_\_, with no immediate response expected from the Committee.

**SECTION 7 - MEETING RULES OF ORDER**

\_\_\_\_\_ shall govern the parliamentary procedures of all meetings of the IPC, not otherwise covered by these Bylaws. Training in selected meeting guide and parliamentary procedures will be provided as needed to newly-elected members.

**SECTION 8 - AGENDA AND MINUTES**

An agenda for each upcoming IPC meeting and minutes of the previous meeting shall accompany the notice of the meeting and shall be sent to all members of the IPC. Any information supporting agenda items will also be forwarded before the meeting. The Indian Education Department and the IPC shall coordinate the dissemination of agenda, minutes, and information.

**ARTICLE VII  
UPDATING AND AMENDING BYLAWS**

**SECTION ONE: UPDATING BYLAWS**

The IPC, with the advisement of the Indian Education Department, shall have the power to update or amend these Bylaws at any time, by \_\_\_\_\_, provided that the alteration or amendment is to carry out the purpose of the IPC as herein above-expressed. Any such rewriting and/or amendment must conform to Title VI statute, Federal regulations and U.S. Department of Education guidelines.

**SECTION TWO: AMENDMENTS TO BYLAWS**

The Title VI IPC Bylaws may be modified or amended by mutual and majority consent of the Title VI IPC, and the \_\_\_\_\_.

**[END BYLAW TEMPLATE]**

**APPENDIX 1**

Excerpt from the Elementary and Secondary Schools Act of 1965, as amended, section 6114(c)(4).  
§ 6114 (c) ASSURANCES.— Each application submitted under subsection (a) shall include assurances that—

- (1) . . .
- (2) . . .
- (3) . . .

(4) the local educational agency developed the program with the participation and written approval of a committee—

(A) that is composed of, and selected by—

(i) parents and family members of Indian children in the local educational agency's schools;

(ii) representatives of Indian tribes on Indian lands located within 50 miles of any school that the agency will serve if such tribes have any children in such school;

(iii) teachers in the schools; and

(iv) if appropriate, Indian students attending secondary schools of the agency;

(B) a majority of whose members are parents and family members of Indian children;

(C) with respect to an application describing a schoolwide program in accordance with section 6115(c), that has—

(i) reviewed in a timely fashion the program;

(ii) determined that the program will not diminish



the availability of culturally related activities for Indian students; and

(iii) determined that the program will directly enhance the educational experience of Indian students; and

(D) that has adopted reasonable bylaws for the conduct of the activities of the committee and abides by such bylaws;