

CONSTITUTION AND BY-LAWS
FOR THE
TITLE VI INDIAN EDUCATION COMMITTEE
OF THE
MUSKOGEE PUBLIC SCHOOL DISTRICT I-20

ARTICLE I: TITLE

The name of this organization shall be the Title VI Indian Education Committee of the Muskogee Public Schools, District I-20.

ARTICLE II: PURPOSE

- SECTION I: To promote and encourage pride in Indian culture and heritage.
- SECTION II: To promote and encourage participation by Indian parents and children in all areas of education provided by Muskogee Public Schools.
- SECTION III: To promote and encourage excellence in education.
- SECTION IV: To evaluate and advance the opportunity of higher education for Indian children.
- SECTION V: To promote and encourage the best interests of Indian children in the Muskogee community and of the Muskogee Public Schools.

ARTICLE III: ELIGIBILITY FOR MEMBERSHIP

- SECTION I: All parents, guardians, or persons acting *in loco parentis* of Indian children enrolled in Muskogee School District 1-20. Title VI Indian Education Committee members must live in the Muskogee School District I-20, or have children attending Muskogee schools.

ARTICLE IV: ELECTIONS

- SECTION I: Title VI Indian Education Committee elections shall be held at an open hearing meeting in the month of September.

- SECTION II: Each qualified parent shall have one vote for each vacancy to select members of the Title VI Indian Education Committee. If student is not listed on roster the night of the elections parent will not be eligible to vote.
- SECTION III: Voting shall take place following nominations from the floor. Nominees must be present.
- SECTION IV: Qualified voters are persons eligible to serve on the Title VI Indian Education Committee.
- SECTION V: Only qualified voters may make nominations.
- SECTION VI: Proxy voting will not be permitted.
- SECTION VII: Superintendent of the Local Education Agency (LEA) appoints one (1) teacher representative and one (1) Indian secondary student from the LEA.

ARTICLE V: MEMBERSHIP

- SECTION I: The size of the Title VI Indian Education Committee shall be three (3) with one (1) teacher appointee and one (1) Indian secondary student appointee from the LEA.
- SECTION II: Among the qualities desirable in the members of the Title VI Indian Education Committee are:
1. An Indian secondary student from Muskogee Public Schools.
 2. A teacher from Muskogee Public Schools.
 3. Willingness to participate actively.
 4. Experience with the schools receiving federal monies and/or willingness to learn procedures and policies of the Muskogee school system.
 5. Involvement in community affairs.
 6. Representing the interests of all Indian children and the Indian community.

SECTION III: All members of the Title VI Indian Education Committee shall serve for a two (2) year term.

1. Two (2) members shall be elected in odd year.
2. One (1) members shall be elected in even year.

SECTION IV: Membership in the Title VI Indian Education Committee cannot be transferred. A member may resign by giving a written resignation to the chairperson and/or program coordinator.

SECTION V: A member shall be automatically removed from membership in the Title VI Indian Education Committee for any of the following reasons.

1. The member does not attend any regular or special called meetings of the Title VI Indian Education Committee for two (2) meetings without just cause. Just cause as agreed upon by the Indian Education Committee.
2. Member must contact chair person or Indian Education Committee (IEC) secretary in the event of absences to determine just cause.
3. If child or children are no longer enrolled in Muskogee School District.
4. The member actively operates independently of other committee members without authorization of the voting body.
5. The member does not acknowledge and adhere to the by-laws of the Title VI Indian Education Committee.
6. The member may be removed for misconduct or criminal activity, for actions or behavior that brings discredit to the Muskogee IEC/TITLE VI Program. Defamation of character or bullying staff or other committee members on social median.

SECTION VI: By affirmative vote of two-thirds (2/3) of the Title VI Indian Education Committee members present, a member may be removed from the committee membership, for any action not listed in section V.

SECTION VII: By affirmative vote of two-thirds (2/3) of all members of the Title VI Indian Education Committee members present, a vacancy may be filled. The new member will serve only for the term of the vacated membership. The nominee must be present to accept the position.

ARTICLE VI: TITLE VI INDIAN EDUCATION COMMITTEE

SECTION I: There shall be a Title VI Indian Education Committee consisting of the Chairperson, Vice-Chairperson, Secretary, and two (2) members.

SECTION II: Title VI Indian Education Committee shall elect officers immediately following general election for membership. All vacancies shall be filled at that time by the committee.

SECTION III: Duties and responsibilities of the Title VI Indian Education Committee shall be all responsibilities and duties that are in accordance with federal regulations as stated in Title VI and must be in compliance with Muskogee District I-20 school board policy and Oklahoma school law. Attendance is mandatory at special called meetings.

SECTION IV: No Title VI Indian Education Committee shall be required to give money or property to committee and/or Indian Education Program.

ARTICLE VII: OFFICERS AND DUTIES

SECTION I: The elected officers of the Title VI Indian Education Committee shall include:

Chairperson — The Chairperson shall preside at all general and special meetings of the Title VI Indian Education Committee and shall perform such other duties as ordinarily pertain to such an office. The Chairperson shall be an *ex officio* member of all standing committees. In the absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson.

SECTION II: **Vice-Chairperson** — The Vice-Chairperson shall assist the Chairperson, when called upon, and in the absence of the Chairperson they shall preside. When presiding they shall have all the rights, privileges, duties, and responsibilities of the Chairperson. In the event of vacancy, the Title VI Indian Education Committee shall appoint a Vice-Chairperson for the unexpired term.

SECTION III: **Secretary** — The Secretary shall take the minutes of all meetings of the Title VI Indian Education Committee, and shall provide the Indian Education Program Office with a copy of the minutes within 5 days of the meeting. The Secretary shall transact any correspondence (pertaining to Title VI Indian Education Committee.) Unless an alternate method for these duties is approved by the committee. In the event of absence, the Vice-Chairperson or Chairperson may perform the duties of Secretary. In the event of vacancy of the secretary, the Title VI Indian Education Committee shall appoint a Secretary for the unexpired term.

SECTION IV: **Officers** — Officers shall be elected by a two-thirds (2/3) majority vote of the Title VI Indian Education Committee members. The terms of office shall be one (1) member elected even year. Two (2) members elected odd year.

ARTICLE VIII: MEETINGS

SECTION I: A general, Open Meeting shall be held four (4) times per year, all other meeting will be called as needed.

SECTION II: Title VI Indian Education Committee meetings shall be held when called by the Chairperson and Coordinator of Indian Education.

SECTION III: Special called meetings may be called by the Chairperson and Coordinator of Indian Education, using the call to meeting procedures of the following:

A. Written notice to all Title VI Indian Education Committee members or

B. Documented telephone calls to all Title VI Indian Education Committee members or

- C. Approval of a special called meeting by the Title VI Indian Education Committee at an official regular meeting. Members absent at regular meetings must be notified the next working day of the date and time of the special called meeting
- D. Special called meetings shall be published on the school website and sent through the robocall system.
- E. Regular monthly meetings shall be published on the school website and sent through the robocall system.

SECTION IV: A quorum for general or special called meetings shall consist of two-thirds (2/3) of the Title VI Indian Education Committee.

SECTION V: The order of business for all Title VI Indian Education Committee meetings shall be by Parliamentary Procedures. The following order of business is established for Title VI Indian Education Committee meetings.

SECTION VI: In the event the committee becomes unable to have a regular quorum to conduct business, the Local Education Agency (LEA) shall administratively conduct business until an active committee can be elected.

SECTION VII: All Title VI Indian Education Committee meetings must comply with the Oklahoma Open Meeting Act, (Revised).

ARTICLE IX: VOTING

SECTION I: Each Title VI Indian Education Committee member has one vote on any issue brought before said committee.

SECTION II: In compliance of the open meeting law, a roll call vote shall be taken.

SECTION III: No proxy votes shall be permitted.

SECTION IV: Title VI Indian Education Committee members may abstain voting on any issues.

ARTICLE X: AMENDING THE BY-LAWS

SECTION I: The By-Laws shall be reviewed annually by the Title VI Indian Education Department and Title VI Indian Education Committee.

- SECTION II: This review shall take place at the first monthly meeting after the Title VI Indian Education Committee elections.
- SECTION III: A vote of two-thirds (2/3) of the committee members shall be required to support an amendment of the existing Constitution and By-Laws.
- SECTION IV: All amendments must confirm with requirements of the rules and regulations of the Education Contracts, Title VI Regulations, and must be in compliance with Muskogee District I-20 school board policy and Oklahoma school law.
- SECTION V: By- Laws will take effect immediately following approval of Title VI Indian Education Committee.

ARTICLE XI: POLICIES

- SECTION I: It shall be the policy of the Title VI Indian Education Committee to give written approval to only those documents presented as completed and whole, and attached together as such.
- SECTION II: In the process of keeping all education committee members equally informed on all issues and concerns, requests for information from Title VI Indian Education Committee members are to be directed to the program office of Indian Education in order that all members have the same information. The dissemination of written information is to be from the program office. Any violation of said policy shall be grounds for immediate termination of membership.
- SECTION III: New policies submitted to Title VI Indian Education Committee for approval must follow same procedures outlined for amending constitution and by-laws. See Article X.
- SECTION IV: It shall be the policy of Title VI Indian Education Committee to adhere to these by-laws. Any conflict of interpretation of these by-laws shall be settled by two-thirds (2/3) vote of the Title VI Indian Education Committee in an official session.

The date of this vote of change in the Constitution & By-Laws was 11/05/2018



 TITLE VI CHAIRPERSON


 TITLE VI PROJECT COORDINATOR

