

CLARK COUNTY SCHOOL DISTRICT
Indian Education Committee –Title VI Final Bylaws

BYLAWS
of the
CLARK COUNTY INDIAN EDUCATION COMMITTEE

ARTICLE I

Name

The name of this committee shall be the Clark County Indian Education Committee (CCIEC).

ARTICLE II

Limitations

The committee shall not afford pecuniary gain, incidentally or otherwise to its members.

ARTICLE III

Duration

The period of duration of this committee's existence shall be concurrent to funding of the Title VI Formula Grant, Part A and/or during times of dispute, grievance, or during resolution processes, the committee shall function in the interest of eligible Title VI students.

ARTICLE IV

Committee Location

The location of this Committee shall be through the current Local Education Agency (LEA)/ Education Services Division, and CCIEC meetings will be held at CCIEC designated location.

ARTICLE V

Committee Membership Structure

Committee Size

Section 1 The size of CCIEC shall be an odd number between 5-21 elected voting members.

Composition

Section 2 The CCIEC shall consist of the following voting members:

CLARK COUNTY SCHOOL DISTRICT
Indian Education Committee –Title VI Final Bylaws

1. Parents/guardians and/or family members of American Indian/Alaska Native students who are currently enrolled in the Title VI program.
2. 1-2 CCSD teachers.
3. An Elder/Member who is working within the indigenous community at large.
4. The majority of CCIEC members must be parents/guardians and/or family member of American Indian/Alaska Native children who are currently enrolled in the Title VI program.
5. A representative 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 The CCIEC shall consist of the following non-voting members:

1. Tribal Liaison appointed by Tribal Governments/Councils who have students enrolled located outside 50 miles of any school that the agency will serve if such tribes have any children in such school.
2. Members at large: parents, guardians, family members and students. An active member

Student Advisory Composition

Section 4 5-15 American Indian/Alaska Native secondary student(s) who are currently enrolled in the Title VI program.

Officers

Section 5 The CCIEC shall have the following officers:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Historian
5. Treasurer

Election of Officers

Section 6 Election of Officers: Officers positions shall be filled at the CCIEC election meeting in the month of October using CCIEC election procedures.

CLARK COUNTY SCHOOL DISTRICT
Indian Education Committee –Title VI Final Bylaws

ARTICLE VI

Annual Committee Election Procedures

- Section 1 Annual elections shall be by secret ballot. All nominations shall come from the floor. Only Title VI parents/guardians/family members of active CCSD Title VI students who are physically present on election night may vote.
- Section 2 The terms of CCIEC Executive Board members of Chairperson, Vice-chairperson and Secretary will be staggered so as to make the CCIEC a continuing body. The list of members and a record of the year of their term expires will be the responsibility of the IEOP Project Facilitator and the Grants Department.
- Section 3: Elections shall be in the following order:
1. Officers whose terms of office have expired
 2. Voting Members
 3. Tribal Representative
 4. Community Member
 5. One classroom teacher
 6. 1-15 Student Advisory Representatives

Committee Term Lengths

- Section 4 Committee term lengths shall be as follows:
1. Chairperson, Vice-Chairperson and Secretary for a three-year term.
 2. Treasure and Historian for a one-year term
 3. Teacher for a one-year term
 4. Student Advisory for a one-year term

CCIEC Terms

- Section 5 CCIEC members can serve as long as they have a child enrolled in the Clark County School District. Teacher committee members can serve as long as they are employed by the *Clark County School District*, but for only one year term. Community member is anyone that is active in the Native Community at large for only one year term. Parents/guardians of American Indian/Alaska Native children must comprise more than half plus one the members.

CLARK COUNTY SCHOOL DISTRICT
Indian Education Committee –Title VI Final Bylaws

Eligibility

- Section 6 Only parents/guardians/family members of American Indian/Alaska Native students attending the *Clark County School District (CCSD)*. American Indian/Alaska Native students attending CCSD, CCSD teachers, who are running for teacher position will be permitted in the elections. Only parents/guardians/family members of American Indian/Alaska Native children are allowed to vote on those positions on the CCIEC.

ARTICLE VII

Removal

- Section 1 If any CCIEC member is found to be using the organization for personal gain, inactive due to lack of interest, or displaying conduct unbecoming of an officer or voting member per CCIEC Code of Conduct Oath the Committee, the Committee shall have the power upon credible proof to dismiss and cancel his/her connection immediately. Such action may be taken by two-thirds (2/3) vote of the Committee.

1. Lack of participation for this Committee is defined as being absent from three (3) Parent Committee meetings without prior notice to the CCIEC Chairperson and CCIEC Secretary by email.
2. Personal gain is defined as receiving monetary benefit and/or acquisition of personal property from the association with Title VI.

ARTICLE VIII

Vacancies

- Section 1
1. Vacancies on the CCIEC by nomination and elections by the CCIEC as soon as possible using federal guidelines as to eligibility.
 2. Those nominated for vacancies must be present and in regular attendance of CCIEC meetings.

ARTICLE IX

CCIEC Responsibilities

Duties

- Section 1 The CCIEC will assist in the development of bylaws consistent with the Clark County School District policies and procedures.

CLARK COUNTY SCHOOL DISTRICT
Indian Education Committee –Title VI Final Bylaws

<https://www.ccsd.net/district/policies-regulations/>

Fiscal Responsibilities

- Section 2 The CCIEC will assist in: project development, review budget, financial reports, analyses to determine that grant funds are being used to supplement and not supplant the level of funds available to the community for the education of American Indian/Alaska Native children, in consultation with the Clark County School District Education Services Division (LEA).

Application Approval

- Section 3 The CCIEC shall give written approval by a majority of the Committee voting in open session of the application prior to submission, including the development of specific project policies and procedures to be implemented by the applicant.

Delineation of Duties

- Section 4 All supervision of Title VI personnel will be left to the professional personnel supervisors of the Education Services Division (LEA). The CCIEC will submit a yearly evaluation of the Title VI personnel at the conclusion of the school year to be submitted to the CCSD Superintendent.

ARTICLE X

Officer Duties

Chairperson

- Section 1 It shall be the duty of the Chairperson:
1. We prepare and run all regular and special board meetings.
 - a. Calls meetings to order
 - b. Manages the agenda
 - c. Takes votes
 - d. Adjourns meetings
 2. Sign all official documents passed by the CCIEC and as required by the law.
 3. Notifying the CCIEC Secretary and Vice Chairperson in the event of the Chairperson's absence of regularly scheduled meeting, there

CLARK COUNTY SCHOOL DISTRICT
Indian Education Committee –Title VI Final Bylaws

will be at least three days' notice or in cases of emergency as soon as possible by email.

4. CCIEC Chairperson shall decide upon the necessity for emergency or special meeting and delegate the notice for same.
5. Works with other CCIEC committee members, CCSD Administrators and the IEOP staff to hold effective discussions.
6. If the CCIEC Chairperson is the public face and speaker of the organization, he may make speeches, write articles or give media interviews on behalf of the CCIEC for purpose of conveying, conferring, or advocating for CCIEC purpose and directives.

Vice-Chairperson

Section 2 It shall be the duty of the Vice-Chairperson:

1. It shall be the duty of the vice-chairperson to act as a Chairperson in the event of Chairperson's absence.
2. In the event of the Chairperson's absence, the Vice-Chairperson may call a special/emergency meeting to decide a specific issue.
3. Assists Chairperson in all leadership functions.

Secretary

Section 3 It shall be the duty of the Secretary:

1. The secretary shall keep records of all general meetings, notify Committee members of all meetings, and keep attendance records and contact information for CCIEC Title VI meetings for CCIEC Title VI voting member.
2. In the absence of the Secretary, the CCIEC Chairperson may, at his/her will, request any member of the CCIEC or volunteer to record minutes.
3. Hard Copy of Records and electronic documentation and recording of CCIEC meetings and open hearings will be kept on file in the LEA Office housing the Title VI grant.
4. Ensure meetings are effectively organized and minuted
5. Liaising with Chair to plan meetings and to work on meeting agenda.
6. Receiving agenda items from committee members.
7. Circulating agenda items, reports and minutes.
8. Ensure approved meetings motions are addressed and carried out in a timely manner.

CLARK COUNTY SCHOOL DISTRICT
Indian Education Committee –Title VI Final Bylaws

Treasurer

- Section 4 It shall be the duty of the Treasure:
1. The Treasurer is to keep a record book of fiscal yearly budget expenditures.
 2. Treasurer will review the organization’s financial budget monthly to ensure expenditures, line items, and budget are transparent. (Detailed Budget provided by Grants Department).
 3. Treasurer will deliver the treasurer’s reports to the CCIEC at each regular meetings to ensure that CCIEC is aware of actual budget amounts and accountability of LEA.
 4. Maintain log and records of invoice, purchases, FADA PO’s, shopping carts, online purchases, and receipts of all budget expenditures. (All reports that have FERPA information shall be redacted in order for CCIEC viewing.)

Historian

- Section 5 The Historian shall record, label, date, time, and place all Indian Education events and other related events for historical purposes.
1. Should Historian be unable to attend all events they should have an appointed substitute to take over duties when absent.
 2. Historian should be absent for no more than three events.
 3. When absent Historian is responsible for getting needed equipment to be checked in and out to the designated substitute.

ARTICLE XI

Meetings

- Section 1 Meetings of the CCIEC will be held on the first Thursday of each month to conduct official business.

Special Meetings

- Section 2 Special meeting may be called at the will of the Chairperson after appropriate notice to the Parent Committee.
1. CCIEC Chairperson or CCIEC secretary shall notify by text, phone, other electronic methods, and/or email all CCIEC members prior to special/emergency meetings within 24 hour notice and for meetings to be held after 5:00 pm either in person or by electronic method.

CLARK COUNTY SCHOOL DISTRICT
Indian Education Committee –Title VI Final Bylaws

Quorum

Section 3

1. *Five members* of the CCIEC shall constitute a quorum for the transaction of official business at any meeting including motions, votes or committee decisions and consensus.
2. In the absence of a quorum, the CCIEC may not conduct official business but may meet for the purpose of accepting minutes, hearing committee reports, providing suggestions and direction to the LEA staff and open discussion of on-going projects.
3. All voting will be done by hand tally unless secret ballot is required.

Section 4

Votes

1. The Chairperson will withhold his/her vote for all hand votes in all meetings unless certain situations arise as in a tie vote.
2. In the instance of a tie, the Chairperson may choose to abstain from voting.
3. Chairperson may vote secret ballot voting.

Agenda

Section 5 Meeting procedures shall be as follows:

1. Roll Call
2. Welcome and Introduction
3. Minutes
4. Chair Report
5. LEA Staff Report
6. New Business
7. Old Business
8. Events Update
9. Public Comments
10. Adjournment

Or [Roberts Rules of Order recommend]

ARTICLE XII

Code of Conduct

Section 1

1. All CCIEC Members will adhere to the adopted Code of Conduct – Officers and

CLARK COUNTY SCHOOL DISTRICT
Indian Education Committee –Title VI Final Bylaws

Voting Members.

2. Upon swearing in to a new position after elections all CCIEC Members will acknowledge their commitment by signing the adopted Code of Conduct.
3. Officers will sign an addendum acknowledging the standard of respect and decorum CCIEC Officers.
4. A copy of the Code of Conduct and CCIEC will be attached to the bylaws as Addendum A.

ARTICLE XIII

Amending Bylaws

The LEA and CCIEC will adopt and abide by reasonable Bylaws for the conduct of the activities of the committee. (Section 7114© (4) of Part A, Title VII). The Bylaws may be approved, amended, or repealed by a quorum of elected voting members present at any regular meeting called for this purpose, providing at least five days written notice has been given of intention to alter, amend, or repeal, the said bylaws.

ARTICLE XIV

Regulations and Title VI Assurances

Section 1 A. The bylaws will conform to all rules and regulations, guidelines of Title VII, P.L. 107-110, including regulatory guidance as provided under Education Department General Administrative Regulations (EDGAR). Additionally, these bylaws will comply with the requirements contained under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) or any other regulatory or statutory guidance as promulgated by the Department of Education from time to time. If any article, section, or subsection of these bylaws conflict with these rules and regulations, said article, section, or subsection are automatically null and void, and must be amended to reflect the spirit and intent of the law.

B. Drawing upon this guidance Indian Formula Grant, it is the position that, for Title VI purposes, employment practices under which preferential treatment may be accorded to Indians are those requiring the selection of individuals to fill positions, however created, or to retain positions when jobs are eliminated. Accordingly, the preference is applicable to employment decisions involving, for example, hiring, promotion, transfer, and reinstatement as well as to layoffs and reductions in force.

CLARK COUNTY SCHOOL DISTRICT
Indian Education Committee –Title VI Final Bylaws

ARTICLE XV

Dissolution

If, and when the Parent Committee is to dissolve, the Parent Committee shall divest itself according to appropriate federal rules and regulations pertaining to funds and equipment.

ARTICLE XVI

Public Hearing

Section 1 The Local Education Agency (LEA) assures that it has developed the project for which application is made (1) in open consultation with parents of American Indian children and teachers and, if appropriate, American Indian students from secondary schools, including through public hearings held to provide a full opportunity to understand the program and to offer recommendations regarding the program; and (b) with the participation of a parent committee selected in accordance with section 7114(c) of the statute; and (c) with the written approval of that parent committee. (Section 7114(c) (3) (4) of Part A, Title VI).

ARTICLE XVII

Ratification

These by-laws shall be declared adopted by the Title VI Clark County Indian Education Committee when passed by majority of the full membership of the committee at a regular meeting of the Title VI IEC. These By-Laws are ratified by the **Clark County School District/Title VI** Indian Education Committee at a regular meeting held on _____, 2018.

IN WITNESS THEREOF,

_____	_____	_____	_____
Chairperson	Date	Vice-Chairperson	Date
_____	_____	_____	_____
Secretary	Date	School District Designee	Date

The signatures may include all the Title VI officers, the Chairperson and School District Representative or a limited number of Title VI IEC members. The bylaws must be signed and dated to be valid. Minutes of the Title VI IEC meeting where the minutes were approved must also be submitted along with the by-laws to show that the Title VI IEC voted to approve.

CLARK COUNTY SCHOOL DISTRICT (Final Draft)
Indian Education Committee –Title VI

ARTICLE XV

Dissolution

If, and when the Parent Committee is to dissolve, the Parent Committee shall divest itself according to appropriate federal rules and regulations pertaining to funds and equipment.

ARTICLE XVI

Public Hearing

Section 1 The Local Education Agency (LEA) assures that it has developed the project for which application is made (1) in open consultation with parents of American Indian children and teachers and, if appropriate, American Indian students from secondary schools, including through public hearings held to provide a full opportunity to understand the program and to offer recommendations regarding the program; and (b) with the participation of a parent committee selected in accordance with section 7114(c) of the statute; and (c) with the written approval of that parent committee. (Section 7114(c) (3) (4) of Part A, Title VI).

ARTICLE XVII

Ratification

These by-laws shall be declared adopted by the Title VI Clark County Indian Education Committee when passed by majority of the full membership of the committee at a regular meeting of the Title VI IEC. These By-Laws are ratified by the **Clark County School District/Title VI Indian Education Committee** at a regular meeting held on Dec 6 2018.

IN WITNESS THEREOF,

Petra Wilson 12/6/18
Chairperson Date

Unice Palmar 12-6-18
Vice-Chairperson Date

Antonia 12/6/18
Secretary Date

Jimmy Malich 12-6-18
School District Designee Date

The signatures may include all the Title VI officers, the Chairperson and School District Representative or a limited number of Title VI IEC members. The bylaws must be signed and dated to be valid. Minutes of the Title VI IEC meeting where the minutes were approved must also be submitted along with the by-laws to show that the Title VI IEC voted to approve.