



# SUSANVILLE INDIAN RANCHERIA

## BYLAWS FOR THE SUSANVILLE INDIAN RANCHERIA EDUCATION CENTER PARENT ADVISORY COMMITTEE

### ARTICLE I Name of the Committee

The name of this Committee shall be the Susanville Indian Rancheria (SIR) Education Center Parent Advisory Committee ("PAC" or "Committee").

### ARTICLE II Purpose of the Committee

- Section 1.** The purpose of the SIR Indian Education Center Parent Advisory Committee is to advise the SIR Indian Education Committee, (the Tribal Business Council) and staff in the administration of the Education Center operated by SIR.
- Section 2.** The PAC will provide input into the development of an education plan for the Education Center and will assist with general annual planning by the SIR Indian Education Committee.
- Section 3.** The PAC will participate in the annual review of the Education Center.
- Section 4.** The PAC shall solicit input from all students and families about educational needs, programs, and services before giving advice to the SIR Indian Education Committee.

### ARTICLE III Membership

- Section 1.** The PAC shall consist of five (5) parents (or those acting "en loco parentis") nominated and elected by parents of the students currently enrolled in the Education Center. The elected Committee membership must be approved by the SIR Indian Education Committee.
- Section 2.** Parents who are employed using Education Center Funds will be allowed to participate in the Parent Advisory Committee and to vote on anything that does not relate specifically to their jobs.
- Section 3.** It will be deemed a conflict of interest for any related member (Mother, Father, Sister, Brother, Wife, Husband, Son, Daughter) of the Education Center staff to serve on the PAC.

**Section 4.** Only one adult per household will be eligible for PAC membership. If there are two (2) people eligible in the household they will decide who shall accept the nomination. They must notify the Education Center within five (5) working days, by phone or in writing, of such decision. If no such decision has been made within that time line, all nominees from that household will be considered ineligible.

**Section 5.** Removal: The PAC may make a recommendation to the SIR Indian Education Committee for removal. Removal can be for many reasons including, but not limited to, moral turpitude, failure to adhere to the tenets of the SIR Policies and Procedures, absence from two (2) consecutive meetings without prior notice, or for nepotism or conflict of interest. Removal shall be by majority vote of the SIR Indian Education Committee.

#### **ARTICLE IV**     **Election of Members**

**Section 1.** New members are elected in an open meeting for a term of one (1) year by a majority vote of the parents (or those acting "en loco parentis") of eligible Indian students in attendance.

**Section 2.** Annual Elections

- A. Nominations for new members will be taken from the floor by an eligible voter at a duly called meeting.
- B. Votes will be cast by secret ballot and tallied visibly so that all in attendance will know the results.

**Section 3.** Voting Rights

- A. Each member will have one vote in any matter submitted to the Parent Advisory Committee for a general vote.
- B. Proxy voting and absentee balloting will not be permitted.
- C. A member may abstain from voting on any matter.

**Section 4.** Termination of Membership

- A. Any member may resign by giving a written resignation to the Parent Advisory Committee.
- B. If a child of the member is no longer enrolled in the Education Center program, membership is terminated.

**Section 5.** Vacancies

- A. By affirmative vote of members of the Committee, a vacancy can be filled. The new Committee membership must be approved by the SIR Indian Education Committee.

- B. The new member will only serve the remaining time of the vacancy.

**Section 6. Powers and Duties**

The PAC plays an advisory role to the SIR Indian Education Committee in the operation of the Education Center and will have the following responsibilities:

- A. Recommend curriculum and teaching methodologies.
- B. Review and recommend approval of the Education Center budget.
- C. Evaluate job positions and program results and make recommendations.
- D. Assist in the development and review of the needs assessment.
- E. Participate in planning and in developing the Center's services.

**ARTICLE V Officers**

The officers of the PAC shall be a Chairperson, Vice-Chairperson, and Secretary. Other officers may be appointed as the Committee elects.

**Section 1. Election and Term of Office**

The officers of the PAC shall be elected by a majority vote at the annual Committee election. The Committee members shall serve one year.

**Section 2. Vacancy of an Office**

A vacancy in any office of the PAC may be filled with a majority vote of the members present at a general meeting. The newly elected officer shall serve only the unexpired portion of the term of the vacant office.

**Section 3. Removal**

Any officer may be recommended for removal by a two-thirds vote of all PAC members present whenever it is in the best interest of the Committee.

**Section 4. Duties of the Officer**

- A. The Chairperson shall perform all duties incidental to the office of Chairperson and such other duties as may be prescribed by the PAC from time to time. Specific duties are to preside over all general Committee meetings and sign all letters, reports and other Committee papers as required.
- B. The Vice-Chairperson will assume the role of the Chairperson in his/her absence. He or she shall perform such other duties as may be prescribed by the Committee from time to time.
- C. The Secretary shall keep the minutes of the meetings, regular, special, and emergency and shall provide minutes to the Committee, Education

Center Director, SIR Indian Education Committee and to such other persons the Committee may indicate. He or she shall see that all notices are given in accordance with the provision of these bylaws and keep a list of the address and telephone numbers of each Committee member. The Secretary shall perform other such duties as prescribed by the PAC from time to time.

## **ARTICLE VI**      **Meetings**

The PAC shall meet not less than four (4) times a year and on the call of the Chairperson.

### **Section 1.**    Regular Meetings

- A.    The date and time of regular meetings will be decided by a majority vote at the first organizational meeting each year.
- B.    Notice of regular meetings shall be in writing and state the date, hour and location of the meeting.
- C.    Notices shall be mailed or e-mailed to each member not less than five (5) days before the date of each meeting.
- D.    A copy of the agenda shall be enclosed with the notice.
- E.    All regular meetings shall be open to the public in compliance with the Open Meeting Act and the Brown Act.

### **Section 2.**    Quorum

The presence of a simple majority of the Committee shall be required to constitute a quorum necessary for the transaction of the business of the PAC. No decision of the Committee shall be valid unless there is a majority vote of the members present.

### **Section 3.**    Agenda

- A.    The agenda for each meeting shall be prepared by the Chairperson. Individual PAC members are encouraged to submit agenda items to the Chairperson or present their proposals formally under the agenda item of "New Business".
- B.    An item may be placed on the agenda by contacting the Chairperson at least five (5) days prior to the regular meeting date.
- C.    In accordance with the Brown Act an agenda must be posted at the place of the regular meeting at least 72 hours in advance of the meeting.

**Section 4. Special Meetings**

Special meetings may be called by the Chairperson or by a majority vote of the Committee. All members shall be notified. In accordance with the Brown Act, an agenda must be posted at the place of the regular meeting 24 hours in advance of the meeting.

**ARTICLE VII Parliamentary Authority**

The Susanville Indian Rancheria PAC will be ruled by Robert's Rules of Order and the Brown Act.

**ARTICLE VIII Amending the Bylaws**

Amendments to the Bylaws may be proposed at any regular meeting by a majority vote of the members of the Parent Advisory Committee in attendance, provided that the amendment is to carry out the purpose and objectives of the Parent Advisory Committee as expressed above.

**ARTICLE IX SIR Indian Education Committee**

The SIR Indian Education Committee is the Tribal Business Council. All amendments of the Bylaws of the PAC must be approved by the SIR Indian Education Committee.

**ARTICLE X Duration**

The duration of the PAC shall be as long as there is a binding Education grant between the State of California Department of Education and the Susanville Indian Rancheria.

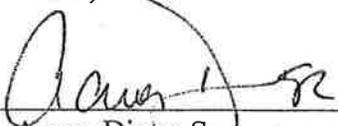
**ARTICLE XI Ratification**

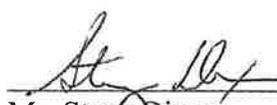
These Bylaws shall be declared adopted when approved by a two-thirds (2/3) vote of the SIR Indian Education Committee.

**CERTIFICATION**

We, hereby certify that the above Articles of Bylaws were adopted by the Susanville Indian Rancheria Indian Education Committee / Tribal Business Council at a duly called meeting held December 18, 2012 with a vote of 5 for, 0 against, 0 abstaining.

**ATTEST;**

  
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Mr. Aaron Dixon Sr.  
Secretary / Treasurer

  
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Mr. Stacy Dixon  
Tribal Chairman