



**BYLAWS OF THE  
STOCKTON UNIFIED SCHOOL DISTRICT  
INDIAN EDUCATION PROGRAM PARENT/STUDENT  
ADVISORY COMMITTEE  
TITLE VII, PART A**

**ARTICLE I**

NAME

SECTION 1. The name of this committee shall be: Indian Parent/Student Advisory Committee of the Stockton Unified School District (Title VII Part A Indian Education Parent/Student Advisory Committee,) hereafter referred to as the PSAC

**ARTICLE II**

PURPOSE

The PSAC is required by Title VII of Public Law 107. The purpose of the PSAC shall be to assist the Stockton Unified School District in bringing about the most effective Indian Education program possible. To achieve this purpose, the PSAC shall provide advice and assistance to the Stockton Unified School District in developing, operating and evaluating of the Title VII Project. Accordingly, the following sections shall apply:

Section 1: The PSAC will meet on a regular basis with the assigned administrative officers, the Indian Education Coordinator, and the Program staff to discuss the overall operation and ongoing activities of the Indian Education Program and any proposals for extensions or changes in the project.

Section 2: The PSAC, in cooperation with the Stockton Unified School District and based on the prioritization of the Indian student's needs, will develop an appropriate education plan. Through this joint effort, The PSAC shall:

## Article II Continued

- a. Assist the Stockton Unified School District to design, operate, monitor and evaluate the Indian Education Project,
- b. Support the Stockton Unified School District effort to identify and certify all eligible Indian students as required by Section 7114(c)(4) as provided under Education general Administrative Regulations. Here and after known as EDGER

### Rules and Regulations.

Section 3. The PSAC will act as a review body for any individual or group who may wish to propose additions, changes, or to express relevant concerns regarding the Indian Education Project.

Section 4. The PSAC will regularly review the overall plan to assess progress in meeting the objectives of the Indian Project.

- a. The project proposal will be consistent with and supportive of school board policies and shall be subject to final approval by the Board of Education.
- b. Recommendations to the Indian Education Project may be made to the Indian Education Coordinator who will then transmit them to the assigned Administrative Officer for final review and recommendations, before submitting them to the Board of Education for approval.

## ARTICLE III

### MONETARY GAIN

Section 1. The PSAC committee members and immediate family members shall not afford monetary gain, incidentally or otherwise to its members. (Such as financial business transactions and fundraising activities).

- a. The PSAC shall not pay any member for providing services.
- b. No member of the PSAC shall be required to provide dues or money to the parent committee.
- c. To avoid any conflict of interest, the PSAC shall not purchase supplies at a profit from committee members.

**ARTICLE IV**

**POWERS**

- Section 1. The Powers of the PSAC are outlined as follows:
- a. The PSAC shall have no power to enter into contracts of any nature or to spend project funds without prior proper authority.
  - b. Final written approval of all project proposals, by the PSAC is necessary before submission to Indian Education Programs, Washington, D.C.

**ARTICLE V**

**DURATION**

- Section 1. The period of duration for this committee's existence shall be concurrent to the funding of the Title VII Part A, Indian Education Project.

**ARTICLE VI**

**LOCATION**

- Section 1. The location of this committee shall be through the offices of the Title VII Part A, Native American Indian Education Project of the Stockton Unified School District.

**ARTICLE VII**

**COMMITTEE MEMBERSHIP**

- Section 1. Composition. The following are eligible to select and serve on the PSAC:
- a. At least half (1/2) plus 1 of the committee member shall be native American Indian.
  - b. Parents or adults (in loco parents) of Indian Children who will participate in the proposed project must be enrolled in a school of the Stockton Unified School District.

- c. Teachers, including guidance counselors, except members of the program staff.
- d. Indian students enrolled in an eighth grade to the twelfth grade students school of the Stockton Unified School District
- e. A person will only be eligible for nomination to the committee when they have attended two consecutive meeting of the PSAC committee monthly meetings. A person must sign in at the meeting to receive credit for attendance.

Section 2. Selection and Terms. The persons listed in Section 1 shall select or nominate the PSAC.

- a. At least half (1/2) plus 1 of the members of the PSAC must be parents of the Indian children to be served by the project.
- b. Proxy voting and absentee ballots shall not be permitted. Membership shall be consistent with federal guidelines. The PSAC shall have at least one (1) teacher member and one (1) student member (grade eight through graduation).
- c. Nominations may be made from the floor at a PSAC meeting. All nominees must accept the nomination within seven (7) days from the date of the nomination.
- d. An individual may continue to be a member of the PSAC only so long as he/she is eligible under Section 1.
- e. Membership terms of service shall be staggered so that one-half (1/2) of the PSAC membership is open to election each year. Upon installation of PSAC in May, 2016, six (6) members will be installed for two (2) years and four (4) members for one (1) year in order to re-establish the staggered elections procedure.
- f. Membership confirmation will be by written acceptance to the PSAC. The written acceptance will make the membership effective at the specified time that the term of membership begins. Membership in the PSAC cannot be transferred.
- g. Vacancies can be filled by affirmative vote of one more than half of the full members present of the PSAC. The new member will serve only for the term of the vacancy.

- h. Phone voting is acceptable no more than two times a year.

Article VII, Section 2 Continued

- i. No more than two members of any immediate family may serve on the PSAC at the same time. The immediate family is defined as husband, wife, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, grandmother, grandfather, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild, foster parent, step-parent, step-son, step-daughter, foster son, foster daughter, aunt, uncle, or any relative living in the immediate household.
- j. The election shall be held in April with the installation of members in May.
- k. There shall be two (2) alternates selected. The first alternate shall move into a vacancy for the continuation of the term. The second alternate will fill the first alternate position. Alternates are required to attend all regular meetings.
- l. In matters submitted to the PSAC, each member shall have one (1) vote.

Section 3. Membership shall be automatically terminated in the Parent/Student Advisory Committee for the following:

- a. A parent ceases to meet the eligibility requirement set forth by the statute related to the program, i.e. a parent's child is no longer enrolled in Stockton Unified School District.
- b. Any member who misses three (3) meetings will be automatically removed. The resulting vacancy will be filled by the first alternate, who will complete the term.

Section 4. The PSAC membership duties shall be --

- a. To attend all meetings when called or scheduled.
- b. To provide advice and input relative to program operations, and whenever possible, to willingly and unselfishly promote enthusiasm for the good of the program.

Article VII, Section 4 Continued

- c. To become familiar with the rules/regulations and all correspondence relative to the Indian Education Act (P.L. 107-110).

Section 5. The composition of the PSAC shall comply with the Indian Education Rules and Regulations 7114(c)(4). The PSAC shall be composed of Twelve (12) members plus two alternates.

**ARTICLE VIII**

**OFFICERS OF THE COMMITTEE**

Section 1. Officers of the PSAC shall consist of:

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary

Section 2. Term of Office:

- a. Officers shall be elected for a term of two (2) years and may be re-elected.
- b. Officers shall not serve more than two (2) consecutive terms.
- c. Officers may be re-elected to another office.

Section 3. Election of Officers:

- a. Officers shall be elected from within the PSAC membership by ballot, during the month of April, for the following school year.
- b. Nominations may be made by committee members, providing the candidate is present and accepts the nomination
- c. Officers shall assume these duties on the first day of the month of June.

Article VIII Continued

Section 4. Vacancy:

- a. In case of a vacancy in the position of chairperson, the vice-chairperson shall become and remain chairperson until the next election.
- b. A vacancy occurring in a position other than chairperson shall be filled, for the unexpired term, by a majority vote of the PSAC members present at the next general meetings.

Section 5. Duties:

a. **Chairperson**

The chairperson shall perform all duties associated with the office of chairperson and such other duties as may be prescribed by the PSAC. Specific duties are to preside over all general meetings and sign all letters, reports and other PSAC documents as required. The PSAC Chairperson must sign off on the program applications (including revisions to the program budget and program design). The chairperson shall utilize Robert's Rules of Order as a guide to maintaining parliamentary procedure during all PSAC meetings.

b. **Vice-Chairperson**

The vice-chairperson shall assist the chairperson in coordinating the work of the PSAC. Further, the vice-chairperson shall perform the duties of the chairperson during the chairperson's absence or inability to serve and shall perform other duties as are required by the PSAC.

c. **Secretary:**

The secretary shall record the minutes of all PSAC meetings and shall provide copies to the Stockton Unified School District Title VII office, the PSAC and to other persons as the PSAC may indicate. He/she shall see that all notices are made available to the community. The secretary shall maintain a file of correspondence, PSAC meeting minutes, and records, and maintain a list of the addresses and phone numbers of each member of the PSAC. The secretary shall perform other duties as are usually associated with this position (such as assisting with meeting agenda preparation) and other duties as may be prescribed by the PSAC.

Article VIII, Section 5 Continued

d. **Executive Committee:**

The officers of the PSAC shall serve as the Executive Committee.

**e. Sub-Committee:**

The PSAC and chairperson shall create as many sub-committees as may be required to promote its objectives and conduct business.

**Section 6. Removal of Officers:**

- a. Any officer may be removed by a quorum of members present at a regular meeting, whenever it is in the best interest of the committee.

**ARTICLE IX**

**MEETINGS**

**Section 1. Monthly Meetings:**

- a. Meetings shall be held once a month at the SUSD Native American Indian Center on the 1<sup>st</sup> Wednesday of the month at 6:00 p.m. to transact all business properly coming before said meeting.
- b. All regular meetings of the PSAC shall be open to the public. The meetings are scheduled for one (1) hour, but could go for a maximum of two (2) hours in length.
- c. Notice of regular meetings shall be in writing and shall state the date, hour, and location of the meeting. Notices, including an agenda, shall be mailed to each member not less than five (5) days before the date of the meeting.

- Section 2.** Special Meetings may be called by the chairperson or by majority vote of the PSAC. Each member shall be notified by telephone, email or text within 2 days of the special meeting. Notification will be carried out by an assigned PSAC member, and a written copy of the communications will be on file at the Native American Indian Center.

**ARTICLE X**

**QUORUM**

**Section 1. Monthly Meetings:**

For any monthly meeting of the PSAC, a quorum shall consist of one more than half (1/2) of the total committee.



## ARTICLE XI

### RESOLUTIONS

**Section 1. The PSAC resolves:**

- a. That the agenda be prepared by the PSAC chairperson and committee secretary, with cooperation and input by the Indian Education Coordinator.
- b. That all hiring concerning program staff be conducted within the parameters of Federal guidelines and Stockton Unified School District procedures, policies, and laws thereto; and reflect appropriate recommendations and involvement of the PSAC.
- c. That all job descriptions related to the activities of the project be reviewed by the PSAC, with opportunity for involvement.
- d. That all budget revisions, program amendments, and changes in program staff be reviewed and recommended for approval by the PSAC.
- e. That the PSAC will review needs assessments for the program. It will also establish priority determinations for meeting identified culturally related academic needs and make recommendations to the Stockton Unified School District.
- f. That the PSAC will receive and review all program and financial reports pertinent to the program, to insure that grant funds are being used to supplement and not supplant the level of funds available to the Stockton Unified School District for the education of Native American Indian children.
- g. That in accordance with these by-laws, and in concurrence with the federal guidelines, the PSAC shall give approval of program application to be submitted to Washington D.C., Application Control Center by the Stockton Unified School District by vote during open session of a PSAC meeting. Written approval of the application will also be given by the chairperson as a representative of the PSAC.

## **ARTICLE XII**

### **AMENDMENTS**

- Section 1. These by-laws may be amended, provided that written notice of the proposed change has been sent out to each member of the PSAC at least two (2) weeks prior to a regularly scheduled meeting. The amendment shall be presented and discussed at the committee meeting. The by-laws may then be amended by one (1) more than one half (1/2) of the affirmative vote of the PSAC membership.

## **ARTICLE XIII**

### **COMPLAINEE**

- Section 1. These by-laws will conform to all rules, regulations, and guidelines of the Title VII Part A of Public Law 107-110 (The Indian Education Act), and Stockton Unified School District policy and laws. If any article, section or subsection of these by-laws conflict with those rules and regulations, said article, section, or subsection is automatically null and void and must be amended to reflect the spirit and intent of the law, with assistance from Office of Education, Indian Education Programs, Washington, D.C.

## **ARTICLE XIV**

### **DISSOLUTION**

- Section 1. In the event of dissolution, the PSAC shall divest itself according to appropriate Federal guidelines and the Stockton Unified School District policy pertaining to funds and equipment.

## **ARTICLE XV**

### **PARLIAMENTARY AUTHORITY**

- Section 1. Robert's Rules of Order shall be the governing authority for the conduct of all business brought before the committee for approval or disapproval.

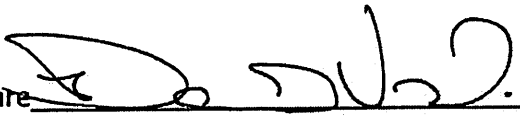
**ARTICLE XVI**

**RATIFICATION**

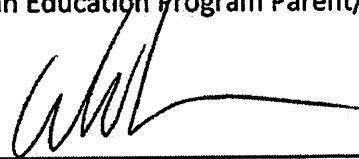
These by-laws shall be declared adopted by the PSAC when passed by one (1) more than half (1/2) of the full membership of the Parent Committee, at a regular meeting of the committee.

These by-laws are approved by the Stockton Unified School District PSAC, and at a regular meeting of the District's Board of Education on December 8, 2015.

**IN WITNESS THEREOF;**


Signature  Date 3-8-17  
CHAIRPERSON

Indian Education Program Parent/Student Advisory Committee

Signature  Date 2/24/17

Administrator, Educational Services/Special Project

The STOCKTON UNIFIED SCHOOL DISTRICT INDIAN EDUCATION PROJECT

Signature  Date 2/28/17

SUPERINTENDENT

STOCKTON UNIFIED SCHOOL DISTRICT