

**AMPHITHEATER UNIFIED SCHOOL DISTRICT
NATIVE AMERICAN EDUCATION PROGRAM**

**CONSTITUTION AND BY-LAWS OF
AMPHITHEATER NATIVE AMERICAN EDUCATION PARENT COMMITTEE**

Adopted by majority vote of members present on October 6, 2015.

ARTICLE I – Name of Committee

The Title of this committee shall be the Amphitheater Native American Education Parent Committee.

ARTICLE II – Goals

The goal of the Amphitheater Native American Education Parent Committee is to support the Native American Education Program which meet the unique educational and culturally related academic needs of Native American/Alaska Native students in the areas of reading, math, writing, and attendance.

ARTICLE III – Purpose

The purpose of the Amphitheater Native American Education Parent Committee is as follows:

- Section 1 To inform and advise the District School Board and superintendent and/or their representatives on matters pertaining to the Native American Education Program as the Committee deems appropriate and /or necessary.
- Section 2 To promote the best education interest of Native American students in the Amphitheater Unified School District.
- Section 3 To assist in educating teachers and other school staff on the educational and culturally related needs of the Native American students.
- Section 4 To advise and/or consult with the Native American Education Program regarding the needs of the Program and/or Native American students in the District schools.
- Section 5 To approve the annual Title VII, Indian Education Grant, by the closing date of Part I and Part II each fiscal year (usually in February).

ARTICLE IV – Objective

- Section 1 To provide an avenue of communication, enhance mutual understanding and foster a cooperative relationship between parents and the administration, teaching faculty, staff and other personal within Amphitheater School District.
- Section 2 To promote the welfare of children in home, school and community.
- Section 3 To conduct fundraising events to benefit Native American students within Amphitheater School District and supplement Native American Education Program funds.
- Section 4 To encourage Native American Students and their families within Amphitheater School District through social events.

ARTICLE V – Fiscal Year

- Section 1 The fiscal year of the Amphitheater Native American Education Parent Committee shall begin the 1st day of August of any given year and shall continue through the 31st of July of the following year.

ARTICLE VI – MEMBERSHIP

The membership of the Amphitheater Native American Education parent Committee shall consist of two sections as follows:

Section 1 Formal Membership

The formal parent committee membership will be composed of at least four (4) members. The committee shall include the following: Parents/guardians of Native American students who either attend that Amphitheater School District, or who are entitled to serves through the Amphitheater School District, at least one (1) teacher or counselor employed by the Amphitheater School District, and at least one (1) Native American secondary level student within the Amphitheater Public School District. Parents/guardians of Native American students shall constitute at least one-half (1/2) of the total formal membership.

Formal membership shall be granted to the above-described persons who sign a yearly, committee developed, agreement stating their intent to be an actively participating formal member of the parent committee. Formal committee members who have remained active membership in the previous year shall have their formal status renewed annually. Parents new to the committee will be granted one year of formal membership, with renewal dependent on meeting the expectations set forth in the signed agreement.

Formal membership grants the committee member the right to vote on committee business.

Section 2 Informal Membership

Informal parent committee membership shall be composed of any persons interested in the advancement of the Title VII Native American Education Program, who does not qualify for formal membership status. Informal members are eligible for associate membership.

ARTICLE VII – Officers

Section 1 The election of officers of the Amphitheater Native American Education Parent Committee shall be held during the first official fall meeting of each academic year.

Section 2 The officers of the Amphitheater Native American Education Parent Committee shall include:
A. Chairperson
B. Co-Chairperson
C. Secretary/Treasurer

Section 3 The duties of each officer shall be customary duties of that office as outlined in this section:

A. Chairperson – The Chairperson shall preside at all general and special meetings of the Amphitheater Native American Parent Committee and shall perform such other duties as ordinarily pertain to such an officer. The Chairperson must sign off on program applications and amendments, including revisions to the program budget and program design. In the event of vacancy in the office of Chairperson, the Co-Chairperson shall assume the office and title during the unexpired term of the Chairperson. The Chairperson does not vote executive session meetings unless there is a tie.

B. Co-Chairperson – The Co-Chairperson shall assist the chairperson when called upon, and in the absence of the chairperson, he/she shall preside at the meeting and shall have all the rights, privileges,

duties, and responsibilities of the chairperson. In the event of vacancy, the chairperson, upon approval of the Amphitheater Native American Parent Committee, shall appoint a Co-Chairperson for the expired term.

- C. Secretary/Treasurer – The Secretary/Treasurer shall take the minutes of all meetings of the Amphitheater Native American Education Parent Committee. The Secretary shall maintain a notebook containing the membership rolls, parent names and contact information, minutes, constitution and by-laws, etc. The Secretary/Treasurer shall keep an accurate record of the proceeding of all meetings of the Amphitheater Native American Education Parent Committee and the Executive Board in a bound book which is the legal record of Amphitheater Native American Education Parent Committee, and attend all meetings of the organization and the executive board. Be prepared to refer to minutes of the previous meetings, prepare a list of all unfinished business for the use of the Chairperson, and record all expenditures in the minutes. Keep a current copy of the By-Laws and Standing Rules and perform such other duties as may be delegated to the Secretary. Also be responsible for keeping members, parents, and the community informed about Amphitheater Native American Education Parent Committee initiatives, activities, and events. He/She shall be in charge of all internal and external communications, including but not restricted to: printed newsletter to parents, opt-in electronic newsletter to members. Minutes of each Board and General Meeting will be produced, distributed to members and maintained for at least 3 years.

The Secretary/Treasurer shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the Amphitheater Native American Education Parent Committee. Such books of account and records shall at all reasonable times be open to inspection by an Amphitheater Native American Education Parent Committee member. Attend all general and executive board meetings. Receive and retain a copy of the deposit slip for any deposit made. Pay all bills as authorized by the executive board or the Amphitheater Native American Education Parent Committee. Secure two signatures on all checks. The authorized signers shall not be related by blood or marriage or reside at the same address. Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of the Amphitheater Native American Education Parent Committee. All other financial records must be retained for seven years including the current year. Keep the executive board members informed of expenditures. Present a statement of account at every meeting of the organization and the executive board and at other times when requested by the organization, an annual financial report to the organization which includes gross receipts and disbursements for the year. Treasures should produce a monthly financial report after the receipt of each bank statement. Report should identify all revenue sources during the month and be reconciled with the deposits on the bank statement. The report should itemize all expenditures paid during the month, listing by date, check number, who it is written to, description of expense, and dollar amount. Cash balance on report should be reconciled to cash balance on bank statement. Copies of report and bank statement should be made available to all board members monthly and any other members that request or show interest. Board members should vote approval of the financial report after presented. An annual audit should be conducted by an independent third party (does not have to be a Certified Public Accountant). Notebook is to remain in the Office of Native American Education 435 E. Glenn Street, Tucson, AZ 85705. In the event of vacancy, the chairperson, upon approval of the Amphitheater Native American Parent Committee, shall appoint a secretary/treasurer for the expired term.

Section 4 All officers shall be a parent and/or guardian of a current student enrolled in the Amphitheater United School District.

Section 5 Nominations shall be made from the floor. Annual elections shall be held at the first office fall meeting of each academic year.

Section 6 Officers shall be elected by secret written ballot by majority vote of the members present at the general meeting and shall hold office for one (1) year unless re-elected.

Section 7 If an officer of the Native American Education Parent Committee shall, without cause, miss two (2) consecutive general meetings, that officer shall be recalled with two-thirds (2/3) majority vote of the members present at the third consecutively missed meeting.

ARTICLE VIII – Executive Committee

Section 1 There shall be an Executive Committee consisting of the Chairperson, Co-Chairperson, Secretary/Treasurer, and one (1) parent nominated by the Amphitheater Native American Education Parent committee. New committees will be formed at the 1st official fall meeting annually. Nominated parent members may serve at one or more executive session meeting per term and the nominated parent member may alternate as needed.

Section 2 Duties of the Executive Committee will be to schedule the regular and special meetings, plan the agenda, perform emergency business when necessary, screen and recommend to the school district administrators the selection of Native American Education Program support staff and to encourage parent participation in the program.

ARTICLE IX – Meetings

Section 1 Meetings shall be held a minimum of four times per year, or when special meetings are called. All Amphitheater Native American Education Parent Committee meetings shall be open to the public. Native American Education Program staff will post the approved agenda at 435 E. Glenn Street twenty-four (24) hours prior to each formal public meeting.

Section 2 Executive Committee meetings shall be held a minimum of 48 hours prior to an official meeting. The agenda may be set amongst the NAEP Program Coordinator and a minimum of two (2) parent officers of the Committee.

Section 3 The Amphitheater Native American Education Parent Committee will conduct or transact business if a quorum of four (4) are present, providing that at least two (2) are parent officers of the Committee.

ARTICLE X – Standing Rules

Section 1 In case of emergency a spending measure not exceeding one hundred dollars (\$100.00) may be approved by the Chair after consultation with Co-Chair, and the Secretary/Treasurer. There must be a concurrence of a majority of these officers, and such action shall be noted in a special memorandum placed in the minutes book and signed by the person obtaining such concurrence and shall be reported in the minutes of the next scheduled meeting.

Section 2 In case of emergency, action may be taken by the Chair after consultation with the Co-Chair and the Secretary/Treasurer. There must be a concurrence of a majority of these officers, and such action shall be noted in a special memorandum placed in the minutes book and signed by the person obtaining such concurrence and shall be reported in the minutes of the next scheduled meeting.

Section 3 A request for reimbursement for expenditures on behalf of the Amphitheater Native American Education Parent Committee shall be made in a timely fashion, but in no case shall exceed sixty (60) days from the date that the expense was incurred. All reimbursement requests have to be filed prior to the end of the

current school year to allow for processing during the current fiscal year of the Amphitheater Native American Education Parent Committee.

Section 4 A request for funding from the Amphitheater Native American Education Parent Committee must be submitted on a mini grant application. The application must be filled out completely.

Section 5 Amount approved will be determined at the discretion of the members voting at the meeting.

Section 6 Standing rules may be adopted from time to time as needed. They may be adopted without previous notice by majority vote at any business meeting. However, amendments to the standing rules require a two-thirds (2/3) vote of the quorum without previous notice or majority vote with such notice. They should be procedural rather than parliamentary in nature and may not conflict with the By-laws.

ARTICLE XI – Amendments

Upon recommendation of the Executive Committee or upon the recommendation of the quorum of the active membership, this constitution and bylaws may be amended by a two-thirds (2/3) majority vote of the active membership present.

ARTICLE XII – Order of Business

The following order of business is established for all Amphitheater Native American Education Parent Committee meetings in accordance with Parliamentary Procedures.

- I. Call to order by Chairperson
- II. Invocation
- III. Ascertainment of a quorum by circulating an attendance roster
- IV. Approval of agenda
- V. Approval of minutes of last meeting
- VI. Announcements/Public Comments
- VII. Financial and/or Program Report
- VIII. Next meeting scheduled
- IX. Adjournment