

**BY-LAWS OF THE
AIPAC - American Indian Parent Advisory Committee
OF
DISTRICT 4017 - Minnesota Transitions Charter School**

ARTICLE I

The name of the committee shall be the Minnesota Transitions Charter School (MTCS) AIPAC.

ARTICLE II

PURPOSE OF THE COMMITTEE

The establishment and the work of the MTCS Indigenous Education AIPAC are to comply with the rules and regulations of the Title VI Indian Education Act of Every Child Succeeds Act of the United States Congress and any subsequent Indian Education Acts of the State of Minnesota.

The MTCS Indigenous Education AIPAC in addition to maintaining By-Laws must participate in the assessment of needs and the design, operation, and evaluation of all projects.

Indian Education program proposals must have written approval of the MTCS Indigenous Education AIPAC.

The MTCS Indigenous Education AIPAC shall have no power to bind any member of the school districts to any debt, liability or obligation without the express written authorization from the party to be bound.

No member of the MTCS Indigenous Education AIPAC will be required to provide any sum of money or property to the Parent Committee. No member of this parent committee shall be required to give any service to this parent committee other than the services described in these By-Laws. The MTCS Indigenous Education AIPAC shall not pay any member for providing services.

The Greenway Indian Education AIPAC shall have no powers beyond those expressly set forth herein.

ARTICLE III

1. COMPOSITION OF THE COMMITTEE

MTCS Indigenous Education AIPAC membership is composed of parents, guardians and or grandparents of American Indians students actively enrolled in MTCS: teachers,

building administrators or counselors, (not paid through any of our funding sources); and secondary students.

MTCS Indigenous Education AIPAC shall have not more than ten (10) regular members and no less than two (2) regular members.

Terms are for two (2) years.

Elections are held in even years ie: 2026, 2028, 2030, etc.

At least half of the members shall be parents, guardians or grandparents of Indian Students, at least one member shall be a teacher, building administrator or counselor, or district employee and one student representative.

No member of the Parent Committee can apply for a position on the Indian Education staff without first resigning his/her position on the Parent Committee, nor shall any member of the immediate family of a committee may be hired for any position on the Indian Education staff without the resignation of the committee member prior to hiring.

Parent Committee members cannot miss more than two consecutive meetings, or their position can be terminated by a majority vote of the committee.

2. VOTING RIGHTS

Each elected MTCS Indigenous Education AIPAC member shall have one vote on any matter submitted to the committee for general vote. Email exchanges and phone calls will be considered between AIPAC committee members, so a quorum or vote can be made. Any member can abstain from voting on any matter.

When vacancies occur, those new members filling vacancies cannot vote until they have attended two consecutive meetings.

The maximum voting members is ten (10).

3. VACANCIES

By majority vote, a vacancy can be filled and the new member will finish the term of the vacant member.

ARTICLE IV

1. OFFICERS

The officers of the Parent Committee shall be; a Chairperson and Co-Chairperson. Other officers may be appointed, as the need arises.

2. TERM AND ELECTION

The election for the MTCS Indigenous Education AIPAC will be at the open public meeting in the spring of each even year (2026, 2028, etc.) and shall be for a term of two years. If not enough new members apply, an election can be bypassed and members can join to fill vacant spots until a full quorum is met.

Nominations for members of the Parent Committee must be made at the LIEC meeting prior to the open public meeting.

Any officer can be removed from office by a majority vote of the members.

A vacancy in any office may be filled by a majority vote of the committee members present at any regular meeting. The newly elected officer will serve out the term of the vacated office.

CHAIRPERSON

The Chairperson shall preside at all meetings of the committee and can sign letters and other communications on behalf of the Parent Committee, when the committee at a regular meeting gives approval. In addition, he/she will perform duties that can be assigned from the committee from time to time. It is required that the Chairperson is not a school district employee - unless they are a parent of an Indian Education student. The Chairperson is responsible for the Agenda for all Parent Committee meetings.

CO-CHAIRPERSON

The duties of the Co-Chairperson will be to represent the Chairperson in assigned duties and to substitute for the Chairperson during his/her absence. He/she will perform other duties as that can be assigned from time to time. The Co- Chairperson cannot be a school district employee - unless they are a parent of an Indian Education student.

TAKING OF MINUTES

Minutes of all meetings will be assigned to a staff person. All minutes will be approved by a majority vote at the following regularly scheduled meeting. Minutes of all meetings will be on file at the MTCS Office of Indigenous Education and available to the public during business hours. Minutes will also be available prior to AIPAC meetings for members.

ARTICLE V

1. REGULAR MEETINGS

The Parent Committee shall meet once a month during the regular school year and once during the summer. All meetings will be open to the public in addition to, virtual. One Open Public meeting shall be held in the spring of each year and advertised as such. There will be no less than six (6) meetings per fiscal year.

2. QUORUM

The presence of one (1) parent member of the committee shall be required to perform the business of the Minnesota Transitions Charter School AIPAC. The Chairperson has the right to conduct business on urgent matters when a quorum cannot be reached, with notification at the next meeting of having done such.

3. SPECIAL MEETINGS

Special meetings can be called by the Chairperson or by a majority vote of the members. All members will be notified by phone or email of the meeting.

4. ROBERT'S RULES OF ORDER

When necessary, 'Robert's Rules of Orders Rules and Regulations', will be used to dissolve any issues or conflicts. A copy of the rules will be filed with Greenway Indian Education LIEC meeting minutes and available for use during meetings if needed.

ARTICLE VI

GRIEVANCE PROCEDURE

Grievances shall follow a specific line of authority; **FIRST** shall be the MTCS Indian Education AIPAC and if no satisfaction is reached then the grievance shall be sent to the **SECOND** step, the school district, and if no satisfaction is reached then it goes to the **THIRD** step, the Indian Education Office that governs the project. All grievances must be in writing.

ARTICLE VII

PROCEDURES FOR DISCIPLINARY ACTION

FIRST, shall be a verbal warning. SECOND, shall be a written warning. THIRD, shall be possible termination from the MTCS Indian Education AIPAC position, this will be at the discretion of the majority of remaining Greenway Indian Education AIPAC members.

Based on the severity of the offense, the committee can bypass these steps.

ARTICLE VIII

AMENDING BY-LAWS

These By-Laws can be amended at any time by a majority vote of the members of the committee in attendance at a regular scheduled meeting, providing the amendment is to carry out the purpose and objectives of the MTCS Indigenous Education AIPAC as described above. The amendment must also conform to the present law that governs Indian Education; it must also be given to the school board for approval.

These By-Laws were adopted by the MTCS Indigenous Education AIPAC by a majority vote at the regularly scheduled meeting on

MTCS Indigenous Education AIPAC Chair