

**Title VI American Indian Parent Advisory Committee
of Boulder Valley School District
BYLAWS
(revised 3 February 2026)**

**ARTICLE I
NAME OF COMMITTEE**

- Section 1.** The name will be the Title VI American Indian Parent Advisory Committee of Boulder Valley School District (herein referred to as “BVSD AIPAC”).
- Section 2.** The principal office for the committee will be the BVSD Title VI Indian Education BVSD Title VI IEP (herein referred to as “BVSD Title VI IEP”), maintained in the Boulder Valley School District (herein referred to as “BVSD”).

**ARTICLE II
PURPOSE OF THE COMMITTEE**

The purpose of the BVSD AIPAC is to:

- A. Review the goals and objectives of the BVSD Title VI IEP as set forth by the **BVSD Indian Education Program Title VI grant** (herein referred to as “BVSD IEP Title VI Grant”);
- B. Advise, assist, monitor and recommend as needed to the Assistant Superintendent for Instructional Services and Equity and/or the BVSD American Indian Community Liaison Title VI - American Indian Education (herein referred to as “BVSD Title VI IEP Liaison”)
- C. in the planning, implementation, and evaluation of the BVSD Title VI IEP;
- D. Collaborate with and provide input to the BVSD Title VI IEP Liaison during the process to hire qualified staff to support the BVSD Title VI IEP objective in accordance with the BVSD IEP Title IV Grant and to provide input into the schedule and duties assigned to the Title VI staff;
- E. Meet, review and make recommendations to the BVSD Title VI IEP Liaison prior to submission of the grant proposal to the Office of Indian Education in Washington D.C. at a regularly scheduled BVSD AIPAC meeting;
- F. Create, organize and implement American Indian community cultural events and additional academic support to BVSD Title VI IEPs;
- G. Encourage American Indian youth to participate in the Native American community and Title VI activities;
- H. Consult with BVSD as a resource on all issues concerning American Indians.

Title VI American Indian Parent Advisory Committee of Boulder Valley School District
BYLAWS

**ARTICLE III
MEMBERSHIP AND VOTING PROCEDURES**

Section 1. Membership is open to all parents, grandparents, legal guardians, family members and/or community members who attend BVSD AIPAC meetings and events and/or whose American Indian student(s) receives Title VI services and/or attends BVSD schools. The BVSD AIPAC may include a teacher/counselor and, if appropriate, students in accordance with the Department of Education, Title VI Grant regulations.

Section 2. BVSD AIPAC Voting Members

- A. Persons must be at least 18 years of age.
- B. The membership status and thus voting status of members in good standing will be determined by attendance taken at AIPAC activities. The BVSD AIPAC Secretary will maintain the attendance records.
- C. BVSD staff with Title VI students in BVSD will not be voting members unless another member of BVSD is present.

**ARTICLE IV
EXECUTIVE COMMITTEE**

Section 1. The officers of the BVSD AIPAC will be the President, Vice President, Secretary and Treasurer. These officers will constitute the Executive Committee and will perform their duties as prescribed by these Bylaws. Duties of officers are as follows:

- A. President will:
 - 1. Preside over all BVSD AIPAC meetings and maintain order of each meeting;
 - 2. Delegate authority to others to perform functions and appoint committees to assist BVSD AIPAC in the performance of their functions;
 - 3. Develop agenda for regular meetings;
 - 4. May call special meetings in which all members will be notified of date, time, and purpose of such meetings;
 - 5. Serve as an ex-officio member of subcommittees;
 - 6. In the event of a vacancy of this office, the Vice President will preside and act as the President.
- B. Vice President will:
 - 1. Assist the President when called upon to do so;
 - 2. When the President is unavailable in any way, the Vice President will preside and act as the President;
 - 3. In the event of a vacancy of this office, the Secretary shall assume the title and duties for the duration of the unexpired term.

Title VI American Indian Parent Advisory Committee of Boulder Valley School District
BYLAWS

C. Secretary will:

1. Record all proceedings of the BVSD AIPAC meetings, which will constitute a permanent record;
2. Upon request, provide to BVSD AIPAC said record(s);
3. Maintain attendance at BVSD AIPAC Activities, in conjunction with Sub-Committee Chairs, for determining the voting status of members in good standing;
4. In the event that this office is vacated, an election to fill the office will be held at the first meeting after the vacancy is observed by the Executive Committee.

D. Treasurer will:

1. Present a monthly financial report on BVSD AIPAC funds;
2. Maintain inventory of all BVSD AIPAC supplies and equipment.
3. In the event that this office is vacated, an election to fill the office will be held at the first meeting after the vacancy is observed by the Executive Committee.

Section 2. Election of Officers

- A. At the September meeting of each academic year, the election of the officers for the coming school year will be held for any position with multiple nominees;
- B. If a seated position is uncontested a person may retain their position without a vote if they desire to remain an Officer;
- C. Nominations will be made from the floor and are open to members of BVSD AIPAC;
- D. Offices may be elected by secret ballot to serve a one-year term beginning in September and serving until a new person is elected. Officers may be re-elected for (a) consecutive term(s);
- E. A person may be elected to a different office;
- F. Filling vacancies will be conducted using the nominating and voting procedures specified above;
- G. If an Officer should be unable to attend three consecutive meetings or otherwise fails to fulfill their duties, their position will be considered vacated and be filled using the nominating and voting procedures specified above.

**ARTICLE V
FISCAL RESPONSIBILITY**

Section 1. Non-federal funds from fundraising activities of BVSD AIPAC Bank account and used in conjunction with the federal funds; fundraised funds will be used at the discretion of BVSD AIPAC's recommendation and shall follow its processes for decision-making.

- A. All BVSD AIPAC fundraised funds are collected, allocated, and recorded by the BVSD AIPAC Treasurer and a member of the Executive Committee, as directed by the President. Financial records will be open to BVSD AIPAC members for review;

**Title VI American Indian Parent Advisory Committee of Boulder Valley School District
BYLAWS**

- B. Funds collected at a fundraiser must be accounted for by two members of BVSD AIPAC designated by the Executive Committee and/or President and turned over to the Treasurer for deposit in the BVSD AIPAC Bank account within one business week;
- C. Proposed purchases for any BVSD AIPAC activity must have prior approval by the Executive Committee. If Federal Funds are expended, the Title VI Director and/or BVSD Title VI IEP Liaison must approve the purchase prior to the expenditures of funds. In all cases, original receipt for reimbursement is required.
- D. Prior written approval by the Executive Committee and co-signatures of the BVSD AIPAC Treasurer and a member of the Executive Committee, as directed by the President are required for the distribution of non-federal funds.

Section 2. BVSD AIPAC members of ad hoc committees may solicit and/or accept gifts and donations on behalf of the BVSD AIPAC and for the benefit of the BVSD Title VI IEP. The Treasurer maintains records of such donations. Monetary donations must be made payable to the BVSD AIPAC.

Section 3. Where Federal Funds are concerned the BVSD AIPAC will decide by majority vote what to recommend to the BVSD Title VI IEP Liaison what aspect of the BVSD Title VI IEP that the funds be used to support. Money may not be disbursed without the knowledge of the BVSD AIPAC. Request for funds must be submitted in writing to the BVSD Title VI IEP Liaison and approved by simple majority vote of the BVSD AIPAC.

Section 4. Upon dissolution of the BVSD AIPAC, any remaining funds and/or assets will be donated to the BVSD Title VI IEP upon the settlement of all outstanding debts.

**ARTICLE VI
MEETINGS OF THE BVSD AIPAC**

Regular meetings will be held monthly or quarterly. The dates, times, and places for subsequent meetings will be set at the meeting prior. Important notices will be given to students and parents via newsletter, email, BVSD Title VI/American Indian Education webpage, and/or direct email.

- A. All BVSD AIPAC meetings will be open to the public;
- B. Monthly or quarterly meetings need a minimum of three voting members for a quorum. Motions will pass by a simple majority of all voting members present. If there is a tie vote, the Executive Committee will make the deciding vote by simple majority and their decision is binding. If an even number of Executive Committee members are present, the BVSD Title VI IEP Liaison will vote;
- C. Special meetings may be called upon the recommendation of the Executive Committee. At least three working days' notice will be given prior to the meeting;
- D. Executive Committee meetings will be called on an as-needed basis. Two of the Executive Committee officers must be present to constitute a quorum. Actions of the Executive Committee must be reported to the BVSD AIPAC members at the next regular meeting;

Title VI American Indian Parent Advisory Committee of Boulder Valley School District
BYLAWS

- E. If BVSD actions requiring the input of the BVSD AIPAC are necessary and a meeting is not feasible, the BVSD Title VI IEP Liaison will make every effort (via provided contact information) to consult with the Executive Committee before proceeding. The actions(s) will be reviewed at the next meeting.

**ARTICLE VII
SUBCOMMITTEES**

- Section 1.** All subcommittees will be approved by BVSD AIPAC. BVSD AIPAC members with a special interest in an activity may serve on the specific subcommittee.
- Section 2.** Progress of subcommittees will be reported at the regular BVSD AIPAC meetings.
- Section 3.** All subcommittee expenditures must be approved by two Executive Committee Members prior to the monies being expended. All expenditures must have an original receipt with no exceptions.
- Section 4.** All meetings and activities of all BVSD AIPAC subcommittees must be specifically noticed to the BVSD AIPAC community and open to all BVSD AIPAC community members.

**ARTICLE VIII
DISSOLUTION**

Upon dissolution of the BVSD AIPAC, any remaining funds and/or assets will be donated to the BVSD Title VI IEP upon the settlement of all outstanding debts.

**ARTICLE IX
AMENDING THE BYLAWS**

- Section 1.** These Bylaws may be amended by the simple majority vote of the membership of the BVSD AIPAC.
- Section 2.** Any proposed changes in the Bylaws in collaboration with the Executive Committee and/or Bylaws Committee and BVSD will be presented in writing at the BVSD AIPAC regular meeting and will be available on the BVSD/American Indian Education webpage. Bylaw changes will be discussed and voted upon at the following regular meeting.

Title VI American Indian Parent Committee of Boulder Valley
BYLAWS

**ARTICLE X
RATIFICATION**

These Bylaws are hereby ratified, this **3rd** day of **February, 2026**.

Signatures:

Mary Amber Martinez Yellow Horse

President Printed Name



President Signature

Alison K. Takenaka

Vice President Printed Name



Vice President Signature

Tammy MusKelly

Secretary Printed Name



Secretary Signature

Joshua Sparks

Treasurer Printed Name



Treasurer Signature