



# **BDOTE LEARNING CENTER AMERICAN INDIAN PARENT ADVISORY COMMITTEE BY-LAWS**

**ADOPTION DATE:  
REVISION DATE(S):**

## **ARTICLE I - NAME**

**DESIGNATION:** The name of the organization shall be the BLC AIPAC, short for Bdote Learning Center American Indian Parent Advisory Committee.

## **ARTICLE II - PURPOSE**

**RATIONALE** The BLC AIPAC exists to ensure American Indian parental involvement in the education of American Indian students in Bdote Learning Center District 4226-07 in accordance with the Indian Education Act (Title VI of Public Law 114-95 and all subsequent amendments and applicable federal regulations, including regulations pertaining to applicable formula grants).

**RESPONSIBILITIES** The BLC AIPAC holds the responsibility to oversee the American Indian Education of American Indian identifying students at Bdote Learning Center District 4226-07. This includes input and approval of the Minnesota State Title VI application, the Federal Title VI application, the State Title I grant, and World’s Best Workforce Application. BLC AIPAC attendance is required for the Tribal Nation’s Education Consultation on behalf of Bdote Learning Center 4226-07 in the fall and the spring. The BLC AIPAC shall keep the parents of Native American Children in Bdote Learning Center District 4226-07 informed of their decisions and provide opportunities for participation.

**APPROVAL AUTHORITY** The BLC AIPAC shall review, approve, and sign the grant proposals final evaluation and revised program budget and activities for the Title VI grants prior to its submission for application. Approval of the proposal will be stated in the minutes of the meeting when approval was given.

**DISTRIBUTION INFORMATION** BLC AIPAC shall keep the parents of American Indian Children in Bdote Learning Center District 4226-07 informed of the Title VI program by advertising meetings and making available copies of the by-laws, minutes, list of BLC AIPAC members, and any other pertinent information related to the program which is not protected by law from disclosure.

## **ARTICLE III – MEMBERSHIP**

**COMPOSITION** Title VI requires the BLC AIPAC to be comprised of: (1) Parents/guardians and family members of eligible American Indian students within Bdote Learning Center District 4226-07. Parent or Guardians are considered: those persons who have legal custody of an American Indian child, such as grandparent, aunt, uncle, or foster parent, etc. Family members include grandparents,



sisters, brothers, aunts, etc. (2) Bdote Learning Center District 4226-07 American Indian students can be voting members with a signed parent/guardian permission and release form for addition of name to the committee roster and minutes that are posted for the public. (3) American Indian district staff & non-American Indian district staff may participate in the BLC AIPAC but are not permitted to be voting members & should not be included in the BLC AIPAC roster unless the staff is a parent/guardian of an American Indian student in Bdote Learning Center District 4226-07. (4) American Indian community members. (5) Committee members must outnumber district staff at meetings. (6) The BLC AIPAC will be composed of at least five members where the parent/guardians, family, students, and community members are the majority.

**ATTENDANCE & PARTICIPATION**

Members of the BLC AIPAC shall attend and participate in regular and special BLC AIPAC meetings. Eligible individuals are considered BLC AIPAC members after attending one meeting in a school year unless otherwise specified at the BLC AIPAC minutes by the eligible participant. BLC AIPAC members must attend four or more BLC AIPAC meetings in a school year to be a voting member, although all eligible participants are welcome to attend and comment.

**CODE OF CONDUCT**

The BLC AIPAC expectation is that all members follow the following code of conduct: (1) Work together in a positive and collaborative manner. (2) Keep interactions professional and conduct ourselves as healthy relatives. (3) Follow the BLC AIPAC By-laws around grievances. (4) Request items be added to the agenda at the beginning of the meeting that pertain to Bdote Learning Center 4226-07 American Indian students. (5) Follow the Bdote Learning Center 4226-07 parent and family handbook and policies while in attendance of BLC AIPAC meetings.

**REMOVAL**

BLC AIPAC may, by majority vote, remove any member of BLC AIPAC for the following reasons: (1) Student is no longer enrolled in Bdote Learning Center District 4226-07. (2) Proven violation of BLC AIPAC bylaws. (3) If the BLC AIPAC member violates any part of the Bdote Learning Center 4226-07 Parent & Family Handbook or BLC Policies. Before the BLC AIPAC takes a vote on a proposed removal for cause, the member subject to removal shall have the opportunity to hear the evidence supporting the grounds for their removal and to provide a statement in response to the evidence.

**ARTICLE IV - OFFICERS**

**DESIGNATIONS**

The officers of the BLC AIPAC shall consist of a Chairperson, who must be an eligible Bdote Learning Center 4226-07 parent, guardian, or family member.

**TERMS**

Each Officer shall serve a two-year term.

**REMOVAL**

An officer may be removed either from BLC AIPAC membership or from an officer's position with BLC AIPAC majority vote for cause as indicated under Article III or for missing more than one BLC AIPAC meeting.

**DUTIES**

Duties of the officers shall be as follows:



**CHAIRPERSON** The Chairperson shall preside at all meetings and hearings scheduled by the BLC AIPAC. The Chairperson shall represent the BLC AIPAC in any public presentations or designate another BLC AIPAC member to do so. The Chairperson shall call the meetings to order, maintain order at the meetings, and announce the business as listed on the BLC AIPAC agenda. When decisions are to be made, the Chairperson conducts the voting process. The Chairperson shall have signatory authority for all documents representing discussion, review, and authorized approval for and by the BLC AIPAC.

**RESIGNATION** The Chairperson or officers may submit resignation in writing at any time to the Bdote Learning Center 4226-07 administration and BLC AIPAC. Upon notice the BLC AIPAC will announce the resignation at the meeting that will be reflected in the minutes and vote in a new Chairperson or officer.

**ARTICLE V – MEETINGS**

**REGULAR** Regular meetings of the BLC AIPAC shall be held at least monthly at Bdote Learning Center District 4226-07 and/or electronically via zoom which is posted on the district website. The schedule will be determined at the annual BLC AIPAC meeting in July, before the beginning of the school year. Meetings shall be open to the public. Members can add additional items to a meeting agenda at the start of the BLC AIPAC meeting by: (1) Requestion to add item to the agenda before the meeting begins. (2) If the BLC AIPAC votes to add the item to the agenda.

**SPECIAL** Special meetings will be called by the Chairperson as needed.

**NOTICE** All regular meetings will be noticed through the posting of the schedule on the Bdote Learning Center District 4226-07 website at the beginning of the school year. Special meetings will be posted on the website at least twenty-four hours in advance. Parents/guardians of American Indian students in Bdote Learning Center District 4226-07 shall receive notice of regular meetings from the district within twenty-four hours in advance through email, phone call, paper notice, or district wide text service.

**QUORUM** Quorum is met when there are three members present where two of those members must be eligible voting members.

**CONFLICT OF INTEREST** Voting members present cannot be compromised of only family members, partners, or eligible district staff. If the situation occurs where family members, partners, or eligible district staff are the only members present at a BLC AIPAC meeting a vote cannot take place. The BLC AIPAC meeting must have a variety of voting members that break up a family group, a husband and wife or partner group, and/or a eligible district staff group. Any of these grouping cannot be the signatories on any BLC AIPAC approved documents meaning the Chairperson and the District American Indian Education employee cannot be family members, partners, or both district staff.

**PUBLIC COMMENT** Public comment is encouraged only if it is about the agenda items. Members of the public attending a meeting shall be permitted to comment as follows: (1) if



the member of the public asks to add item to the agenda before the meeting begins. (2) If the BLC AIPAC votes to add the item to agenda.

### **ARTICLE VI – ELECTIONS**

**ELECTION  
PROCESS**

The BLC AIPAC shall elect members by ballots bi-annually before the start of the school year at the Bdote Learning Center 4226-07 annual open house in July or at the BLC AIPAC annual meeting. Officers shall serve a two-year term as described in Article IV. Upon resignation the BLC AIPAC will announce the resignation and vote a new Chairperson in who will take over the former Chairpersons term. Election will take place at the end of that Chairpersons term.

**ELIGIBLE  
CANDIDATES**

Candidates eligible for an officer role are those indicated in Article III – Composition as eligible voters except for community members, eligible district staff, and eligible district students.

**ELIGIBLE VOTERS**

Eligible voters are those indicated in Article III – Composition.

### **ARTICLE VII – GRIEVANCES**

**PROCESS**

Bdote Learning Center 4226-07 grievances will be redirected to follow the district grievance policy listed on the district website and take said grievance to administration and/or the Board of Directors. If the grievance is about the BLC AIPAC, the suggestion for discussion can follow the Article III – Membership procedures.

### **ARTICLE VIII - AMENDMENTS**

**PROCEDURES**

BLC AIPAC bylaws may be adopted and renewed by majority vote at any scheduled BLC AIPAC meeting. Amendments and revisions must be on approved BLC AIPAC minutes, and the date of approved amendment or revision will be added at the beginning of the bylaws document.

### **ARTICLE IX – ADOPTION & REVISION**

**REVISIONS**

The BLC AIPAC bylaws shall be revised every two years starting from the time of adoption. Revisions shall follow the Article VIII – Amendments process.

**ADOPTION**

I hereby certify that I am the duly elected and acting Chairperson of the Title VI BLC AIPAC for Bdote Learning Center School District 4226-07, and the bylaws constituted in this document are duly adopted for and by the Title VI BLC AIPAC at a Title VI BLC AIPAC meeting held on (insert date).

*Insert Signature*  
**BLC AIPAC CHAIR**