

**CONSTITUTION AND BY-LAWS  
OF  
PLAINVIEW JOHNSON O'MALLEY PARENT COMMITTEE  
OF  
PLAINVIEW PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT I-27  
ARDMORE, OKLAHOMA**

**ARTICLE I  
NAME OF COMMITTEE**

The name of this committee shall be the Plainview Johnson O'Malley Parent Committee. Hereinafter called the Parent Committee.

**ARTICLE II  
PURPOSES OF THE COMMITTEE**

Establishment and work of the Parent Committee is to comply with the rules and regulations as found in the Federal Register, Vol. 40, No. 213, Tuesday, November 4, 1975.

(Refer to Sec. 273.16 Powers and duties of Indian Education Committee and Sec. 273.17 Programs approved by the Indian Education Committee to complete the purposes)

**ARTICLE III  
MEMBERSHIP**

1. Establishment of the Parent Committee

According to Sub-part A, Section 273.15 of the November 4, 1975 regulations an Indian committee is to be elected from among the parents (including persons acting in loco Parentis except school administrators or officials) of eligible Indian students enrolled in the school (s) affected by contract under this part.

The Parent Committee shall be composed of five (5) members.

2. Selection of Members

New members are elected in an open meeting for a term of two (2) years by a majority vote of parents of eligible Indian students. Two members are elected in odd-calendar year and three members elected in even-calendar years. Membership on the Parent Committee cannot be transferred.

3. Voting Rights

Each member shall have one vote in any matter submitted to the Parent Committee for general vote. Proxy voting and absentee ballots shall not be permitted. A member may abstain from voting on any matter.

#### **4. Termination of Membership**

Any member may resign by giving a written resignation to the Parent Committee.

A member shall be automatically removed from membership in the Parent Committee for the following reasons:

- a. The member's child/children no longer attends the affected school district.
- b. The member has three unexcused absences, unless an exception is agreed to by Parent Committee.

In every case, the remaining members on the committee will act on removals in a general meeting, and such action shall be recorded in the minutes of that meeting.

#### **5. Vacancies**

By majority vote members of the Parent Committee, a vacancy can be filled. The new member will serve only the unexpired portion of the term of the vacant member.

### **ARTICLE IV OFFICERS**

The officers of the Parent Committee shall be a chairperson, vice- chairperson and secretary. Other officers may be appointed as the Parents Committee desires.

#### **1. Election and Term of Office**

The officers of the Parent Committee shall be elected by the majority vote at the annual Parent Committee election and shall serve for one year.

#### **2. Vacancy**

A vacancy in any office of the Parent Committee may be filled by majority vote of the Parent Committee members present at a general meeting. The newly elected officer shall serve only for the unexpired portion of the term of the vacant office.

#### **3. Removal**

Any officer may be removed by a two-thirds vote of all members whenever it is in the best interests of the Parent Committee.

#### **4. Chairperson**

The chairperson shall perform all duties incident to the office chairperson and such other duties as may be prescribed by the Parent Committee from time to time. Specific duties are: to preside over all general committee meetings and sign all letters, reports, and other committee papers as required. The chairperson must sign off on the project application and amendments to application (including revisions to the project budget and project design).

5. Vice Chairperson

The vice-chairperson will assume the role of the chairperson when the chairperson is absent. The vice-chairperson shall have all the rights and privileges of the chairperson when acting in that capacity. Other duties of the vice-chairperson are: To see that the membership of the Parent Committee is consistent with federal guidelines, and arrange for speakers and special programs. He or she shall perform such other duties as may be prescribed by the Parent Committee from time to time.

6. Secretary

The secretary shall keep the minutes of the meeting, both regular and special, and shall provide copies to the Superintendent's Office, at Plainview Public Schools, the Parent Committee, and to such other persons the Parent Committee may indicate. He or she shall see that all notices are given in accordance with the provisions of these by-laws, be custodian of the Parents Committee's records, keep a list of the addresses and telephone numbers of each member of the Parent Committee. The secretary shall perform such other duties as may be prescribed by the Parent Committee from time to time.

## **ARTICLE V MEETINGS**

The Parent Committee shall meet upon the need and on the call of the chairperson. A majority of the members present at any meeting may adjourn the meeting.

1. Regular meetings

The date and time of regular meetings will be decided by a majority vote at the first organizational meeting of each year. All regular meetings of the Parent Committee shall be open to the public. Notice of regular meetings shall be in writing and shall state the date, hour and location of the meeting. Notification will be made to each member no later than two days before the date of such a meeting. A copy of the agenda shall be enclosed with the notice.

2. Quorum

The presence of three members of the Parent Committee shall be required in order to constitute a quorum for the transaction of the business of the Parent Committee. No decision of the Parent Committee shall be valid unless there is a majority vote of the members constituting a quorum.

3. Agenda

The agenda for each meeting shall be prepared with the concurrence of the chairperson. Individual members of the Parent Committee are encouraged to submit agenda items to the chairperson or present their proposals normally under the agenda item of "New Business". An item may be placed on the agenda by contacting the chairperson at least three days prior to the regular meeting date.

4. Special Meeting

Special Meetings may be called by the chairperson or by majority vote of the Parent Committee. All members shall be notified by telephone when possible.

**ARTICLE VI  
AMENDING THE BY-LAWS**

The by-laws may be amended in any duly constituted meeting in which three or more are present. A majority vote of the members of the Parent Committee in attendance is sufficient to approve any amendment, provided that the amendment is to carry out the purpose and objectives of the Parent Committee as expressed above. Any amendment must conform with the rules and regulations of the Federal Register, Vol.40, Part 213, Tuesday, November 4, 1975. It must also have the written approval of the school administrator.

**ARTICLE VIII  
RATIFICATION**

These by-laws shall be declared adopted by the Johnson O'Malley parent committee when passed by majority vote of the full membership of the parent committee, at a general meeting accepted and approved this 5 day of Dec., 1996.

In Witness thereof,

Mary Maris  
Chairperson

Dinah Benson  
Vice Chairperson

Marilyn Whitehead  
Secretary

**CONSTITUTION AND BY-LAWS  
OF  
TITLE IX PARENT COMMITTEE  
OF  
PLAINVIEW PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT-27**

**ARTICLE I**

The name of this organization shall be the Title IX Parent Committee of Plainview Schools Independent School District 27. Hereinafter called the Committee.

**ARTICLE II**

The Committee shall not afford pecuniary gain, incidentally or otherwise to its members.

**ARTICLE III**

The period of duration of the Committees' existence shall be concurrent to funding of the Title IX project.

**ARTICLE IV**

The location of the Committee shall be through the offices of the Title IX program.

**ARTICLE V**

Title IX Parent Committee Membership:

Section 1. The size of the Committee shall be seven (7).

Section 2. The Committee shall consist of five (5) parents and/or guardians of Native American students affected by the project, one (1) Native American secondary school student, and one (1) teacher or counselor who is not a member of the project staff.

Section 3. The Committee shall have the following officers:

- a) Chairperson
- b) Vice Chairperson
- c) Secretary
- d) Members

Section 4. These offices shall be filled at the Spring Parent Committee meeting of the current school year, for offices held the following year, by election within the committee.

- Section 5. Members of the Committee shall not receive any stated compensation for their services, but by resolution of the Committee a fixed sum and expenses of attendance. If any, may be allowed for attendance at special meetings, subject to approval of the membership.

## **ARTICLE VI**

- Section 1. The Committee shall conduct public open hearings annually, subject to Title IX rules and regulations.
- Section 2. The Committee shall conduct public open elections for Committee membership for the following fiscal school year, which will be held at the spring general Committee meeting.
- Section 3. Annual nominations and elections shall be by nomination from the floor. Elections shall be in the following order:
- a) Five (5) parents and/or guardians of American Indian children affected by the project.
  - b) One (1) American Indian secondary school student.
  - c) One (1) teacher or counselor who is not a member of the project staff.
- Section 4. a) The terms of office for Committee, secondary student, and teacher/counselor shall be one year.  
b) At the first public hearing the adoption of these by-laws, five (5) parent member shall be elected to one (1) year terms of office and in succeeding years, five (5) parent members will be elected to replace those members whose term have expired.
- Section 5. Any member may be elected to serve no more than six (6) consecutive years.
- Section 6. Only parents and /or guardians of American Indian students, American Indian students, school districts teachers, Title IX staff, and LEA Representatives will be permitted in election hall at the starting and until completion of the nominations and elections. Title IX staff and LEA Representatives are not eligible to vote unless they are parents and/or guardians of American Indian students within school district 27.

## **ARTICLE VII**

- Section 1. If any Committee member is guilty of using the organization for personal gain or of inactive participation due to lack of interest; the committee shall have the power upon credible proof to dismiss and cancel his/her connection immediately. Such action must be taken by a two-thirds (2/3) vote of committee. Lack of participation for the committee may be defined as being absent from three (3) consecutive Committee meetings without prior notice to the Committee chairperson.
- Section 2. A Committee member may resign, with prior notice to the Chairperson giving the reasons for his/her resignation. This resignation must be in writing.
- Section 3. A position on the Committee may be considered vacant if that person becomes ineligible for membership, per Title IX rules and regulations.
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## **ARTICLE VIII**

Filling of vacancies on the Committee shall be by nominations and elections by the Committee as soon as possible. When a position becomes vacant the Committee must elect to that category, using federal guidelines as to eligibility.

## **ARTICLE IX**

- Section 1. The Committee will make needs assessments for the Title IX Program and make priority determinations for meeting such identified needs, in consultations with LEA.
- Section 2. The Committee will review budget and financial reports and analysis to determine that grant funds are being used to supplement the level of funds available to the community for the education of American Indian students in consultation with LEA.
- Section 3. The Committee will review and approve application implementations, provide on-going review of programs or project activities or services, and provide continuous analysis for evaluation and other related programs and projects.
- Section 4. The Committee shall give written approval by a majority of the Committee voting in open session of the application, and of projects and activities to be implemented by the applicant which affects the community to be served.

Section 5. The LEA shall oversee the hiring of Title IX staff. In conjunction with this, LEA will formulate job descriptions, conduct interviews appoint staff with the assistance of, and in consultation with Committee. After an applicant has been selected by the LEA, the Committee will be notified of this selection.

Section 6. LEA shall make decisions regarding removal of Title IX staff. If permanent employee commits an infraction of a policy or work performance, he/she shall be issued a verbal warning by the LEA. The appropriate state law will be followed in regard to all personnel action.

## **ARTICLE X**

Section 1. It shall be the duty of the Chairperson to preside at all general meetings, conduct the same according to "Robert's Rule of Order", enforce strict observance of the by-laws, decide all question of order without debate, sign all official documents passed by the Committee, require by Law, and giving at least three (3) days, notice, the Chairperson or his/her absence, the Vice-Chairperson shall have the power to call an immediate meeting to decide a specific issue. The Chairperson shall also work with the various committee meeting at his/her will.

Section 2. It shall be the duty of the Vice-Chairperson to act as Chairperson in the Chairperson's absence.

Section 3. The Secretary shall keep record of all general meetings, have charge of any seal and affix same to all legal documents and papers, keep a record of all the Title IX Committee members. In the absence of the elected secretary the Committee may ask the salaried Secretary to keep the minutes. If she/he is unavailable, the Committee Chairperson may, at his/her will request any member of the Committee to record minutes. The secretary shall answer all communications pertaining to the organization business at the direction of the Committee. At the expiration of the secretary's term of office, all records, etc., shall be turned over to the Chairperson or newly elected secretary within a period of fourteen (14) days.

## **ARTICLE XI**

- Section 1. General meetings of the Committee will be scheduled according to local need.
- Section 2. Special meetings may be called at the will of the Chairperson after appropriate notice to the Chairperson.
- Section 3. a) Three (3) members of Committee shall constitute a quorum for the transaction of official business at any meeting.  
b) In the absence of a quorum, the Committee may not conduct official business but may meet for the purpose of accepting minutes, hearing committee reports, providing advice and direction to Title IX staff and open discussion on on-going projects.
- Section 4. Meeting procedures shall be as follows:  
a) Roll call  
b) Committee reports  
c) Old business  
d) New business  
e) Directors report  
f) Open discussion  
g) Adjournment

## **ARTICLE XII**

The constitution may be amended or repealed by a majority of members present at any regular meeting called for this purpose, providing at least five (5) days written notice has been given of intention to alter, amend, or repeal, the said constitution and by-laws.

## **ARTICLE XIII**

The constitution and by-laws will conform to all rules and regulations, guidelines of Title IX of Public Law 92-318. If any article, section or subsection of this constitution and by-laws conflicts, with these 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 the Program Manager, Title IX , U.S. Office of Education , Office of Indian Education, Washington D.C. if necessary.

#### ARTICLE XIV

If and when the Committee is to dissolve, the Committee shall divest itself according to appropriate federal rules and regulations pertaining to funds and equipment.

Accepted and approved this 5<sup>th</sup> day of Dec., 1996.

Dinah Henson  
Chairperson

Kaye Holman  
Vice Chairperson

Mary Marks  
Secretary

Pat Jim  
Member

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Member

S. H. Hall  
Member

Mark Hare  
Student Rep.

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Accepted and approved this 5 day of Dec., 1996.

Wendy Henson  
Chairperson

Kaye Hiedrum  
Vice Chairperson

Mary Manno  
Secretary

Pat Jim  
Member

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Member

Suz Kittel  
Member

Mark Hare  
Student Rep.