

Southwest Region School District Parent Advisory Committee Bylaws

Table of Contents

Article I – Committee Name	2
Article II – Purpose and Objective	2
Article III – Responsibilities	2
Article IV – Committees	3
Section I. Committee Membership	
Section II. Committee Composition	
Article V – Committee Officers, Duties, Voting	3
Section I. Officers	
Section II. Duties	
Section III. Terms of Office	
Section IV. Voting Privileges	4
Article VI – Meetings	4
Article VIII – Ratification	4

Article I – Committee Name

The name of the committee shall be Southwest Region School District Parent Advisory Committee (SWRSDPAC).

Article II – Purpose and Objectives

The SWRSDPAC has been established to ensure the goals/objectives, planning, implementation, and evaluation of the Elementary & Secondary Education Act (ESEA) which includes Title I, Migrant Education, and Indian Education; and any other state or federal program requiring parental involvement. The establishment and work of the SWRSDPAC are to comply with the rules and regulations governing ESEA programs and SWRSD School Board policy. The advisory committee was established to assist the district in meeting the unique culturally related academic needs of its Alaska Native student population and will assist the district:

1. To improve supplemental educational opportunities for students who qualify for Federal Programs.
2. To involve qualified parents in the planning, development, evaluation, and monitoring of federally funded programs.
3. To work cooperatively with the Southwest Region School District (SWRSD), acknowledging that the SWRSD School Board has final program approval authority.
4. To review proposals and recommendations regarding the school district's Federal Programs, consistent with SWRSD policies.
5. To monitor Federal Programs and assure that federal funds are used to supplement, not supplant, programs within SWRSD.

Article III – Responsibilities

Section I. General

1. The Federal Programs Director or designee will act as chief communicator and contact between grant funded programs and the community, on behalf of the SWRSDPAC.
2. The SWRSPAC Chairperson, Federal Programs Director or designee will act as liaisons between the SWRSPAC and grant funded programs.

Section II. SWRSDPAC

1. SWRSDPAC members will attend all meetings in entirety in order to establish a quorum, fully participate in the discussion, and to cast a vote.
2. SWRSDPAC members will represent their community and/or organization, and will serve as a liaison between the Federal Programs Department and the population/organization in which they represent.
3. SWRSDPAC members will provide recommendations on behalf of the population/organization that they serve.
4. The SWRSDPAC will hold regular, open meetings to discuss and act upon any business to ensure proper and effective operation of grant-funded program.
5. The SWRSDPAC will recommend applications and budgets for each program to the SWRSD Superintendent and Board of Education
6. SWRSDPAC members shall not act or speak on behalf of the entire SWRSDPAC as an individual; members should only represent their own viewpoint.
7. The SWRSDPAC shall have all additional responsibilities, consistent with grant regulations.

8. SWRSDPAC shall have no powers beyond those expressly set forth herein.
9. SWRSDPAC shall abide by all SWRSD School Board policies and administrative regulations.

Article IV – Committees

Section I. Committee Membership

A parent or guardian is eligible to serve on the advisory committee as long as he or she has a child or legal ward enrolled in school who has qualified status, as defined by Title IA, Migrant Education, or Indian Education.

Section II. Committee Composition

1. The Indian Education committee shall consist of ten (10) members including one (1) qualified parent from each community, one (1) teacher, and one (1) student.
2. The Title IA program committee shall consist of nine (9) members including one (1) qualified parent from each community and one (1) student.
3. The Migrant Education program committee shall consist of nine (9) members including one (1) qualified parent from each community and one (1) student.
4. Other grant committees shall consist of nine (9) members including one (1) qualified parent from each community and one (1) student.

Article V – Committee Officers, Duties, Voting

Section I. Officers

Officers shall be elected by their respective committee and shall consist of a chairperson, vice-chairperson, and secretary. Each officer shall be elected for a one year-term.

Section II. Duties

1. The chairperson shall preside at all meetings and sign all letters, reports, and all other committee communications. The chairperson will perform other duties as may be prescribed by the SWRSDPAC.
2. The vice-chairperson shall represent the chairperson and substitute for the chairperson during his/her absence. The vice-chairperson shall perform other duties as assigned by the chairperson or by the SWRSDPAC.
3. The Federal Programs Director or designee will record minutes of meetings and send them to the Secretary for review and confirmation. The Secretary will perform any other duties assigned to him/her by the SWRSDPAC.

Section III. Terms of Office

1. Committee members shall be selected to serve for two (2) years with staggered seats as follows:
 - a. Aleknagik - expires in 2026 and every two years thereafter.
 - b. Clarks Point - expires in 2024 and every two years thereafter.
 - c. Ekwok - expires in 2026 and every two years thereafter.
 - d. Koliganek - expires in 2024 and every two years thereafter.
 - e. Manokotak - expires in 2024 and every two years thereafter.
 - f. New Stuyahok - expires in 2025 and every two years thereafter.
 - g. Togiak - expires in 2025 and every two years thereafter.
 - h. Twin Hills - expires in 2026 and every two years thereafter.
2. Continuation in committee shall be based upon a member's willingness to serve but if there are other interested parents, then an appointment shall be made from a list of candidates by the SWRSDPAC.
3. A member shall be removed from office upon missing two (2) consecutive regular or special meetings, without being excused by the committee's Chair. Removal may also occur by motion approved by two-thirds (2/3) vote of the members present at a duly constituted meeting.
4. Any member's vacancy through resignation or removal shall be filled for the remainder of the school year by appointment from the Federal Programs Director or designee, or during the next meeting, whichever comes first. The member that is resigned will be asked to recommend names for potential replacement members.

Section IV. Voting Privileges

1. Each adult member, as defined in Article IV Section I, shall have one (1) vote in any matter submitted to the SWRSDPAC for general vote at the annual meeting, or other duly constituted meeting. Proxy voting and absentee ballots shall not be permitted. Voting on all matters will be by voice called for by the chairperson. Any member may request a roll call vote. A roll call vote will occur whenever committee members are in attendance remotely.
2. Decisions of the SWRSPAC shall require a majority vote of the quorum, which is a majority of currently seated SWRSDPAC members.

Article VI – Meetings

1. The SWRSPAC shall conduct regular meetings at a public location designated by the chairperson twice during the school year, or more often, if needed. One of those meetings will be called the “Annual” meeting
2. All regular and special meetings of the SWRSDPAC shall be conducted in accordance with Robert’s Rules of Order.
3. Special meetings may be called by the chairperson, or by majority poll of the SWRSPAC by any member.
4. A public hearing may be called to get more input from the public.
5. The secretary or designated member shall notify all SWRSDPAC members at least seven (7) days in advance of regular meetings, giving the date, time and location.
6. Notice of special meetings shall require the SWRSDPAC secretary/treasurer, or designated member, to notify members at least twenty-four (24) hours in advance of the meeting, giving date, time and location.
7. An agenda for each upcoming meeting and minutes of the previous meeting shall accompany the notice of the meeting and shall be send to all members of the SWRSDPAC.
8. All regular business and special meetings shall be open to the general public. During open meetings, an open forum will be available to the public for five (5) minutes per public comment unless a longer time is approved by the SWRSDPAC, with no immediate response expected from the SWRSDPAC.

Article VII – Amendments

These processes may be amended at any meeting by two-thirds (2/3) vote of the members of the SWRSPAC present.

Article VIII – Ratification

These processes were reviewed and approved by the SWRSDPAC on February 26, 2024.