

## **Asian American Parent Committee By-laws**

**General objectives:** Establish a supportive relationship between parents/legal guardians of Asian American students and the Provo City School District. This relationship will be built through constructive discussions in which parents will expose the problems that Pacific Islander students are having in any of the schools of the Provo City School District. In addition, the Asian American Parent Committee will present possible solutions to those problems to the Provo School District coordinators. Furthermore, the Asian American Parent Committee will plan activities and create strategies to strengthen the relationship between, parents, students and the Provo City School District.

### **I. Objectives:**

- a. To identify educational support and resources for Asian American Students in the Provo School District.
- b. To work in partnership with the Provo City School District in strengthening the services provided to students.
- c. Help foster a cooperative working relationship between the district and parents.
- d. Help increase more parent involvement in schools.
- e. Provide a forum for all Asian American parents to take an active part in the education and well-being of their children.
- f. Advise the Provo School District in regards to the specific difficulties that Asian American students are dealing within the school district.

### **II. Responsibilities**

#### **II.I Of the Provo School District:**

- a. Administers the support of different programs such as: Prevention, Intervention, Instruction, and Cultural programs. **(Any other programs that might need to be listed?)**
- b. Fiscal administration and obligation of funds.
- c. Maintain all grant records (grant or budget?)
- d. Ensures that the issues brought up by the committee are evaluated and considered in order to take action.
- e. Ensured By-Laws are consistent with the policies and procedures of the Provo City School District.

#### **II.II Of the Asian American Parent Committee:**

- a. **Advise** the Provo City School District in regards of the situation of the Asian American students in the school district.
- b. Conduct regular, open meetings

- c. Consult with the Provo City School District on development, operation and evaluation of program.
- d. Abide by reasonable by-laws

**III. Monetary Gain:** none of the participants or the committee leadership of the Asian American Parent Committee shall receive monetary gain for the assistance to the committees. Neither, any parent shall be required to provide any sum of money or property to the Asian American Parent Committee.

**IV. Committee Membership:**

IV.I Eligibility:

- a. Parents, Grand Parents, Extended Family or Legal Guardians of Asian American students currently attending schools within the Provo School District.
- b. Provo City School District teacher or secondary student.
- c. Ex-officio/honorary membership may be awarded by a majority vote.

IV.II Composition:

- a. More than half of the Asian American Parent Committee must be a parent of Provo City School District.
- b. The Asian American Parent committee may include a district teacher.
- c. The Asian American Parent committee may include a secondary student.

IV.III Election of Committee:

- a. Committee membership shall be established through a general election among all eligible constituents at a regular meeting.
- b. Nominations may be accepted through email or phone call.
- c. Nominees must be present at the meeting unless prior arrangements are made.
- d. Notice of the Asian American Parent Committee elections will be provided to the community via mailing, e-mail and/or social media at least two weeks prior to election.

IV.IV Voting:

- a. Each committee member is entitled to one vote.

IV.V Removal:

The Asian American Parent Committee may by unanimous vote remove any member of the committee due to:

- a. Neglect of duty.
- b. Being found guilty of any misdemeanor or felony.

**V. Officers/Leadership of the Committee:**

V.I The leadership of the Asian American Parent Committee shall be:

- a. President

- b. President Elect
- c. Secretary
- d. Committee Chair (as needed)

The Asian American Parent Committee will annually (or as needed) elect the officers from members-at-large.

V.II Term of Office

- a. The term of office for each position shall be for one year.
- b. Officers may be re-elected to the same position or to a different position.
- c. PCSD administrators are ineligible to fill a leadership position on the parent committee.

V.III Duties of officers

President will:

- a. Work with the advocate assigned by Provo City School District.
- b. Preside at all meetings and gatherings of the Asian American Parent Committee.
- c. Shall appoint committee chairpersons, as needed, with the approval of the Asian American Parent Committee.
- d. Shall delegate responsibilities to parents and volunteers.
- e. Encourage meaningful participation in all parent and school activities.
- f. Shall attend all regular meetings at the Provo City School District level in relationship to his or her position as president of the Asian American Parent Committee.
- g. Shall be a member of the any school or district leadership committees advocating for Asian American students.
- h. Shall draft meeting agendas with input from the respective coordinators and committee members through email or in person.

President-elect will:

- a. Assist the president as needed.
- b. Attend all meeting and functions.
- c. Assume the president's responsibilities when the president is absent or unable to serve.
- d. Assume the duties of president for the following year, if necessary.

Secretary will:

- a. Record all minutes at any Asian American Committee meetings.
- b. Shall prepare notices, agendas, sign-in sheets and materials for distribution.
- c. Shall prepare and read minutes of each committee meeting.
- d. Shall distribute copies of the minutes at meetings for review and approval by the general membership
- e. Shall maintain custody of the committee's records and store records at the district office.

Subcommittees may be established, such as:

- a. Cultural education and instruction
- b. Development-fundraising
- c. Marketing-newsletter/publicity/social media
- d. Activities/Events-cultural celebrations
- e. Graduation

## **VI. Meetings**

- VI.I Regular meetings – Meetings are held every \_\_\_\_\_ during the school year and/or as needed. All meetings are open to the public. Notices of meeting dates, times and location will be published in the district website, newsletter and listed on social media.
- VI.II Quorum – A quorum shall consist of two-thirds majority of the total number of committee members.
- VI.III Agenda – The agenda shall be prepared by the president with input of the Provo City School District coordinators. Asian American Parent Committee members are encouraged to submit agenda items. The secretary will prepare the agenda for distribution no later than 7 days prior to the meeting date.
- VI.IV Special meetings – Any special meetings may be called by the president or by a majority vote of the Asian American Parent Committee. All members shall be notified within at least one-day prior to the meeting via email or phone call.
- VI.V Procedures – Motions voted on by the Asian American Parent Committee must be passed with a majority vote.

## **VII. Amendments**

Procedures – These bylaws may be amended at any meeting of the Asian American Parent Committee by a unanimous vote. Any amendment shall not:

- a. Violate federal or Provo City District policies and regulations.
- b. Confer any power or responsibilities beyond those authorized by current federal regulations pertaining to the Provo City School District policies and procedures.

- It is crucial to highlight that the Asian American Parent Committee is only an advisory group for the district, however, any final decision will be taken by the Provo City School District.
- Highlight monetary gain/loss by participating on the committee.