

# Squaxin Island Tribal Education Commission

## Bylaws

**Purpose of the Education Commission:** The Squaxin Island Education Commission (hereinafter, "the Commission") is established by the Squaxin Island Tribal Council to :

- A. Provide formal representation for all eligible students (Preschool through Higher Education) participating in educational programs.
- B. Act in a joint capacity with the Tu Ha' Buts Learning Center in program planning, development, approving operation (public hearings), and evaluation.
- C. Assist staff, faculty, and administration in providing quality educational programming.
- D. Participate on the hiring committee pertaining to education staff, to include the review of qualifications and make recommendations concerning applicants for these positions.
- E. Meet on a regular basis to promote parental, student, and tribal involvement in public education by providing an effective link between the community and educational agencies.
- F. Represent the Commission at regional, state, and/or national meetings as determined beneficial.
- G. Determine and grant monetary awards assisting community members to reach their educational goals. (Reference Higher Education policies and procedures for eligibility.)

**Authority of the Commission:** The Commission is authorized to provide recommendations and guidance to the Tribal Council and to the Tu Ha' Buts Learning Center. The Commission is not authorized to give direction to any staff. The Commission is authorized to act in accordance with the following powers and duties:

- A. To participate fully in all aspects of planning, development, implementation, and evaluation of all educational programs, including supplemental and operational support.
- B. Be directly involved in all Tu Ha' Buts Learning Center Programs.
- C. Recommend appropriate action to the Squaxin Island Tribal Council.
- D. Evaluate performance and program results.
- E. Exercise authority delegated by Tribal Council (e.g., monetary awards).

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**Commission Membership:** The Commission shall consist of eight members appointed by the Squaxin Island Tribal Council. The Commission will include one secondary student, one higher education student, and five other tribal members to be appointed by Tribal Council. Tribal Council will appoint a Tribal Council member to the Commission membership. All Commission members, except the Tribal Council representative, will be voting members.

All Commission Members are subject to the following items:

- A. All Commission Members, except the Student Representatives, shall serve for a period of three years. Secondary and higher education Student Representatives will serve for one year each.
- B. Commission Members will not participate in decision making when a conflict of interest is apparent (e.g., decisions regarding immediate family members).
- C. Commission Members will be removed for the following reasons:
  1. Failure to attend regularly scheduled Commission meetings or three consecutive meetings without just cause.
  2. Failure to participate as defined within these Bylaws under the "Purpose" of the Education Commission.
  3. Breach of confidentiality after an investigation led by the Commission Chair, in the event that the Commission Chair is under investigation, Tribal Council will appoint an investigator.
- D. Any vacancies on the Commission will be filled according to the Commission and Committees Policy Ordinance.

**Officers:** At the first regularly scheduled meeting, after appointment of Commission membership, the Commission will elect a Commission Chairperson, Vice-Chairperson, and Secretary. Officers shall serve three year terms, elections will be conducted each February every three years thereafter. A vacancy in any office shall be filled according to the procedures outlined in the Commissions and Committees Policy Ordinance. Officers' duties are as follows:

Chairperson : The Chairperson shall approve and review agendas, act as primary signatory for the Commission, forward and present actions and issues to the Tribal Council, and call special and emergency meetings as warranted. The Chairperson is obligated to attend Tu Ha' Buts Learning Center/ Tribal Education related functions as a representative of the Education Commission.

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Vice-Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson; and will relinquish those duties upon the return of the Chairperson. In the event of a vacancy in the office of Chairperson, under any circumstance; the Vice-Chair person shall reside as Chair until such time as a new Chairperson is elected by the Commission. The Vice-Chairperson shall serve as secondary signatory for the Education Commission. The Vice-Chairperson is obligated to attend Tu Ha' Buts Learning Center/Tribal Education related functions as a representative of the Education Commission.

Secretary : The Secretary shall insure that all Commission minutes, actions, records, and reports are documented and maintained by the Tu Ha' Buts Learning Center staff. In the event of the absence of the Commission Chairperson and/or Vice-Chairperson, the Secretary will serve in the capacity of Chairperson and/or Vice-Chairperson until such time as the Chairperson or Vice-Chairperson resumes their elected functions. In the event that either office of the Chairperson or Vice-Chairperson is vacated the Secretary will serve in the vacated office until such time as the Commission elects new officers. The Secretary is obligated to attend Tu Ha' Buts Learning Center/Tribal Education related functions as a representative of the Education Commission.

**Decision Making Process:** The Squaxin Island Education Commission shall use consensus to make all decisions when possible. When a consensus cannot be reached a majority vote will prevail. For actions before the Commission, voting will occur by voice or hand. In the event of the need for an emergency vote, without the convenience of a uniform meeting of the Commission, Commission members may be polled individually by the Director of the Tu Ha' Buts Learning Center. All Commission members, except the Tribal Council representative, are eligible to vote.

**Meeting Schedule:** Meetings of the Education Commission shall be held at the following times and locations:

- A. Regular meetings are to be held once a month.
- B. Special meetings may be called by the Chairperson or Vice-Chairperson of the Commission.
- C. Special meetings must be announced at least two days in advance.
- D. Executive or Special Executive sessions may be called with authorization from the Tribal Council representative.
- E. Each meeting will be called to order by the Chairperson or Vice-Chairperson as needed.

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**Meeting Procedure (Reference Sections 12, 13, and 14 of the Commissions and Committees Policy Ordinance):** Meetings will be called to order by the Chairperson or Vice-Chairperson as needed, agenda items will be reviewed and approved, agenda items will be addressed, and the meeting will then be adjourned. Commission members can add agenda items at any time before and during the meeting.

**Minutes and Reporting Requirements (Reference Section 15 of the Commissions and Committees Policy Ordinance):** Minutes will be recorded at each meeting by a Tu Ha' Buts Learning Center staff member. Minutes will reflect attendance and will record all items of discussion, except those of a confidential nature. Minutes will be distributed to Commission members before the next regularly scheduled meeting.

### CERTIFICATION

The Squaxin Island Education Commission does hereby certify that the foregoing bylaws were adopted at the special meeting of the Squaxin Island Education Commission, held on the 17<sup>th</sup> day of December, 1998, at which time a quorum was present and was passed by a vote of 4 for, and 0 against, with 0 abstentions.

  
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Michael Peters, Co-Chair

Attested by: Whitney Jones  
Commission Member

Julie Goodwin  
Julie Goodwin, Co-Chair