

**WINDOW ROCK UNIFIED SCHOOL DISTRICT No.8**  
**Johnson O'Malley Indian Education Committee**  
**Bylaws SY 2025-2028**

**ARTICLE I**  
**Name**

The name of this committee shall be Window Rock Unified School District No.8 Johnson O'Malley Indian Education Committee (JOM-IEC).

**ARTICLE II**  
**Purpose**

The establishment and the purpose of the parent committee are to comply with the rules and regulations as found in 25 CFR Indians Sec. 273.15 Establishment of an Indian Education Committee: Sec. 273.16 Powers and Duties of Indian Education Committees and Sec. 273.17 Programs approved by an Indian Education Committee. The JOM-IEC operates in cooperative partnership with the Window Rock Unified School District No.8.(WRUSD).

In accordance with P.L 93-638 Indian Self Determination Act; Education Assistance Act-Johnson O'Malley Act 1934; 25 CFR Part 273; and the Navajo Nation Johnson O'Malley Indian Education Committee Policy October 19, 2019, a Parent Committee selected in accordance with federal regulations, will adopt and abide by reasonable by-laws for the conduct of the project for which assistance is sought.

**ARTICLE IV**  
**Membership**

**Section 1: Establishment of the Indian Education Committee**

- A. The Navajo Nation Johnson-O'Malley Indian Education Committee Policy October 16, 2019, ensures public school subcontractor Window Rock Unified School District #8 shall comply with 25 U.S.C. § 5342 to 5347 and 25 C.F.R. § 23 273.1 ct. seq. Each IEC shall establish procedures and bylaws under which the committee shall serve in accordance with the JOM laws and regulations, this policy, and with the Subcontractor's bylaws, in that order.
- B. According to Sub-Part A, Sec. 273.15 of the Nov. 4, 1975, regulations, an Indian Education Committee will be elected by the parents/legal guardians acting 'in loco parentis'. In accordance with NNJOM IEC Policy II. Establishment of IEC (b)(ii) "in loco parentis" shall mean any parent, including non-Native American parents, legal guardian, or extended family/clan member who is responsible for a child or student's welfare daily. A person acting in loco parentis must provide legal documentation demonstrating their parental responsibilities and status.
- C. The JOM-IEC consists of seven members which is one representative at each of the five schools and two at-large parent members. WRUSD officials, employees, their spouse and local tribal officials are ineligible to serve as an IEC member. JOM-IEC membership is limited to one term and is not to exceed 4 years in total.
- D. All IEC members must have formal authorization by action (motion recorded in minutes) to represent or speak on behalf of the JOM-IEC.

**Section 2: Election of the Seven Members of the JOM-IEC**

- A. Members are elected in an open meeting for one term of four years by a majority vote of parents/legal guardians of eligible students enrolled at WRUSD.
- B. Membership of the Indian Education Committee is not transferable.

**Section 3: Election Voting Procedures**

- A. An election meeting is held in August, or a date determined by the JOM-IEC.
- B. Any eligible parent voter at a duly called meeting can make a nomination from the floor.
- C. The IEC President or designee shall function as the election judge.
- D. Voting is done with a raise of hand and visibly tallied.

**Section 4: Voting Rights for JOM-IEC Meetings**

- A. Each member shall have one vote on any matter submitted to the IEC for a general vote.
- B. Proxy voting and absentee balloting are not permitted.
- C. A member may abstain only from a conflict of interest that is determined valid by the President.

## **Section 6: Termination of Membership**

- A. A member may resign by written resignation to the JOM Coordinator.
- B. The following will result in automatic removal from JOM-IEC membership:
  - 1. The member no longer has an eligible child enrolled in WRUSD
  - 2. The member fails to attend two consecutive meetings, special meetings, or work sessions.
  - 3. The member's action or conduct discredits the WRUSD or JOM-IEC. Reason may include but is not limited to failure to uphold policy listed in Article IV: Membership; Section 9: Maintain Positive Professionalism.

## **Section 7: Vacancy**

- A. The JOM-IEC shall select by majority vote, an eligible parent to fill the vacant member term.
- B. The new member will only serve the remaining time of vacancy of the former member.
- C. If the new member replaces an officer, that position does not transfer to the new member.
- D. Only committee members vote to replace officer vacancy.

## **Section 8: Powers and Duties**

- A. Participate fully in the planning, development, implementation, and evaluation of all JOM Programming: including both supplemental and operational support, conducted under contracts pursuant to this part.
- B. Authorize supplemental JOM programming and expenditures of those funds.
- C. Establish priorities based on annual needs assessment to develop the JOM application.
- D. Recommend curricula, including texts, and materials to be used in the JOM program.
- E. Assist WRUSD by recommending criteria for employment in the JOM program.
- F. Have access to all JOM reports, evaluations, surveys, contract, and budget related documents determined necessary by the Committee to carry out their duties.
- G. Evaluate JOM staff performance and program results and recommend appropriate action to the contractor.
- H. Participate in JOM negotiations concerning all contracts under this part and secure a copy.
- I. Recommend to the Commissioner through the appropriate Bureau contracting officer cancellation or suspension of a contract(s); which contains the program(s) approved by the JOM-IEC if the contractor fails to permit such Committee to exercise its powers and duties as specified by this section.
- J. Hold JOM-IEC committee meetings on a regular basis and are open to the public.
- K. Exercise its authority only during duly called JOM-IEC meetings.
- L. Not act or speak on behalf of the JOM-IEC as an individual.
- M. Hear grievances related to the JOM Education Plan.
- N. Meet regularly with the professional staff serving Indian children and with the local education agency.

## **Section 9: Maintain Positive Professionalism**

- A. Uphold positive relations with WRUSD staff, students, stakeholders and program partners always.
- B. Not engage in inappropriate actions or behavior that brings discredit to the JOM Program and WRUSD district. These actions include but not limited to a felony conviction or unethical political activities.
- C. Observe the WRUSD zero tolerance regarding the prohibited use/of drugs, controlled substances and alcohol while on campus and while representing the JOM-IEC and district.
- D. Employ the WRUSD chain of command practices with grievances that are not JOM-IEC duties and responsibilities.

## **ARTICLE V Officers**

The officers of the JOM-IEC shall be a President, Vice President and Secretary.

### **Section 1: Election, Terms of Office and Officers selection**

- A. Members elected by a majority vote at the Annual Election serve only one term of four years per ARTICLE IV; Membership Section 2: Election of the Seven Members of the JOM-IEC.
- B. Only IEC-JOM members elect committee officers at the first reorganizational meeting.
- C. Officer Positions are President, Vice President and Secretary.

### **Section 2: Officer Vacancies**

An officer vacancy during the year is filled by a majority vote of the members present at a regular or special meeting. The newly elected officer shall serve only for the unexpired portion of the year term.

### **Section 3: Removal**

Any officer may be removed by two thirds vote of all members present whenever it is in the best interest of the committee according to ARTICLE IV; Membership Section 6: Termination of Membership.

### **Section 4: Duties of the Officers**

- A. President: The President shall perform the following duties:
  - 1. Act on behalf of the JOM-IEC, by recorded by motion, of the JOM-IEC.
  - 2. Preside at all JOM-IEC meetings.
  - 3. Prepare the meeting agendas in collaboration with the JOM Coordinator or assigned Academic Program Staff.
  - 4. Represent the JOM-IEC at other official functions and meetings where IEC representation is required.
  - 5. Sign JOM Program documents as required with authority given by the IEC to do so.
- B. Vice President: The Vice President shall:
  - 1. Fulfill the President duties and responsibilities in her/his absence.
  - 2. Ensure that membership on the JOM-IEC is consistent with the federal regulations.
  - 3. Perform such other duties as may be delegated by JOM-IEC.
- C. The Secretary: The Secretary shall:
  - 1. Keep a record of meeting minutes and distribute copies to all members of JOM-IEC.
  - 2. Perform such other duties as may be delegated by JOM-IEC.
  - 3. If the Secretary is absent, another designated member will take notes and responsibilities.
- D. All IEC Officers must have formal authorization by action (motion recorded in minutes) to represent or speak on behalf of the JOM-IEC.

## **ARTICLE VI Meetings**

The Indian Education Committee shall meet not less than seven times a year including the Annual Meeting. All meetings will be held using parliamentary procedures to conduct an orderly meeting. IEC meetings must be held in accordance with the school district's contractor meeting policies. The IEC shall vote on an issue brought before them in accordance with the approved agenda.

### **Section 1: Regular Meetings**

- A. The date of the regular IEC meeting shall be the second Tuesday of each month and held at the WRUSD Administration Building unless otherwise rescheduled.
- B. Notice of meetings published via WRUSD district platforms and posted at district Administration Building at least 24 hours prior to the time stated for the meeting to convene. Notice shall state the date, hours, and location of the meeting.
- C. All regular meetings shall be open to the public.

### **Section 2: Special Meetings**

President, JOM Coordinator or assigned Academic Program Staff may call Special meetings. Agenda items must be limited to those areas of concern initiating the special meeting. No additional items can be added or discussed during the meeting.

### **Section 3: Work Sessions and Leadership Academy**

No quorum is needed to conduct a Work Session or Leadership Academy. No formal action (motions) will be taken at any work session.

### **Section 5: Quorum**

- A. A majority of three members shall constitute a quorum for the transaction of meetings via in person, available virtual format and or telephone.
- B. A quorum needs to be reached within 15 minutes of meeting, after which the meeting is cancelled.



## **Section 6: Agenda**

- A. The agenda for each meeting shall be prepared by the President and JOM Coordinator or Academic Program Staff.
- B. An item may be placed on the agenda by contacting the President at least 24 hours prior to the regular meeting date.
- C. In accordance with the Arizona Open Meeting Act an agenda must be posted at the place of the regular meeting at least 24 hours in advance of the meeting.

## **Section 7: Stipend**

Stipends total \$50.00 per meeting, special meeting, work session, assigned representation at JOM program approved program activity such as negotiations, monitoring, or other. For compensation, an eligible committee member must have a W-9 on file. Attend official committee meeting, special meeting, work session, and have supporting documents of an agenda/ meeting minutes and sign-in sheet on file.

## **Session 8: Travel Reimbursement**

The JOM-IEC members participate in approved program travel. All out-of-state travel is approved by the WRUSD Governing Board. Participating members are required to have a valid Travel Authorization (TA) in place before travel. During official travel dates, expenses such as lodging, airfare and registration are paid for. In addition, some meals, incidental expenses, and certain transportation costs may also be covered. Reimbursement includes uncovered daily meals and personal vehicle round trip mileage.

## **Article VII Parliamentary Authority**

The JOM-IEC shall conduct meetings in accordance with Parliamentary Procedures.

## **Article VIII Bylaws Amendments**

Amendments permitted only during a regular meeting by a majority vote of the committee members in attendance: to carry out the purpose and objectives as cited in Article III: Purpose. Sections I. Any amendment must conform to the rules and regulations of the Federal Register 25 CFR. Part 273. 15.

## **ARTICLE IV Grievance Procedure**

Grievance procedures for complaints from WRUSO students, parents and district staff relating to program(s) contracted under Johnson-O'Malley shall be as follows:

**Section I:** The complainant shall submit a grievance in writing to the JOM-IEC and district JOM Coordinator for investigative review and action.

- A. The IEC shall, within 15 working days from the time the complaint is received to make an investigation document and submit its findings to the complainant. Unresolved complaints will require an agreed timeline.
- B. Further unresolved complaints are forwarded to the district JOM Coordinator.

**Section 2:** JOM Coordinator shall proceed as follows:

- A. Meet with IEC President within 10 working days after a complaint has been received.
- B. A grievance committee consisting of the JOM Coordinator, IEC President and an IEC member will review the complaint, investigative documents, findings, and *or* recommendations.
- C. Within ten working days of this meeting, the JOM Coordinator will review the grievance committee disposition in resolving the complaint.
- D. The findings of the JOM Coordinator shall be final.

## **Article IX Ratification**

This amended Bylaws shall be declared adopted by the JOM-IEC when passed by the majority of the full membership of the committee at a general meeting of the committee.



