

CONSTITUTION AND BYLAWS OF WESTERN WASHINGTON NATIVE AMERICAN EDUCATION CONSORTIUM

Article I - Name of Committee

The name of the Consortium shall be the Western Washington Native American Education Consortium, hereafter referred to as WWNAEC. The definition of boundaries for the purpose of the Consortium will be:

North: -Canadian Border **South:** -Columbia River **East:** -Cascade Rim **West:** -Pacific Ocean

Article II - Goals

The term of the existence shall be PERPETUAL.

Article III - Purpose

The purpose of the Consortium is as follows:

- Section 1:** To serve as a Native American Education Organization in Western Washington.
- Section 2:** To support local, state, and national policies affecting Native American Education.
- Section 3:** To share and nurture cultural and technical resources and information.
- Section 4:** To develop and coordinate joint Native American Education efforts between members, individuals, and groups who are interested and supportive of Native American Education.
- Section 5:** To promote the awareness and involvement of parents and students in the area of Native American Education.
- Section 6:** To inform and advise Districts and/or their representatives on matters pertaining to Native American Education.
- Section 7:** To advise and/ or consult with the Native American Education programs regarding the needs of their program and/or Native American students in their district.

Article IV- Objective

- Section 1:**
 - 1. To provide an avenue of communication.
 - 2. Enhance mutual understanding.
 - 3. Foster a cooperative relationship between parents and the administration, teaching faculty, staff and other personnel in the Districts.
- Section 2:** To promote the welfare of Native American/ Alaskan Native students in the home, school and community.
- Section 3:** To empower Native American/ Alaskan Native students and their families within districts through social and educational events.

Article V- Membership

Section 1: Composition- The following are eligible to serve on the WWNAEC, also known as the general body.

WWNAEC voting membership includes:

- A. Regularly attending participants who are in good standing with regards to their membership dues.
- B. Anyone who is interested in Native American Education including but not limited to: OIE Office of Native Education (ONE), Indian Education Programs, Johnson O'Malley (JOM), and Higher Education.

Section 2: Voting Rights- for WWNAEC meetings

- A. Each member of WWNAEC shall have one vote on each matter put to a vote by the WWNAEC Board. (WWNAEC Board is also known as the Executive Board)
- B. Proxy voting and absentee balloting are not permitted.
- C. The Chairperson may only vote in the case of a tie among the other voting members.

Article VI - Officers

The Western Washington Native American Education Consortium Board officers shall be known hereafter as the WWNAEC Board:

Section 1: Officers. The WWNAEC board shall consist of seven (7) officers. The Officers of the WWNAEC board will be selected from the eligible general membership, and shall be known as the Chairperson, Vice-Chairperson, Secretary, Treasurer, 2 Member-At-Large, and Historian. Officers must be in good standing with their membership and attend all WWNAEC meetings.

Section 2: Election of the seven (7) Board Members of the Western Washington Native American Education Consortium (WWNAEC)

- A. New WWNAEC Board Members are elected in an open meeting for a designated term by a majority vote of eligible WWNAEC members in attendance.
- B. The officers shall assume their duties immediately following the May general meeting.
- C. The term of the Officers shall be as follows: Chairperson- 3 years, Vice-Chairperson- 2 years, Secretary- 2 years, Treasurer- 3 years, Member-at-large 1- 2 years, Member-at-large 2- 2 years, and Historian 2 years.

Section 3: Annual Election Voting Procedures

- A. The WWNAEC board shall be made up of seven (7) members who are current members of WWNAEC. Board members must be affiliated with a Tribe through direct membership, lineage, formal tribal recognition, or tribal recommendation.
- B. The annual election meeting shall be held during the month of May, of each school year, or as near to that as determined by the WWNAEC board.
- C. Nominations for new board members shall be taken from the floor by an eligible voter at

the duly called annual meeting.

- D. The nominator must be an eligible voting member of WWNAEC.
- E. Nominations for the election of officers will be taken from the floor. Nominees must be present or provide a letter of intent.
- F. Each person nominated will have the opportunity to give a 3 minute speech explaining why they want to serve on the board.
- G. The recipients with the top vote will be seated as the new WWNAEC board members.
- H. When there are multiple candidates for a position, individual votes shall be cast by secret ballot and tallied visibly so that all in attendance will know the results.
- I. The WWNAEC Chairperson or designee shall act as the election judge for the annual meeting.

Section 4: Powers and Duties The duties listed here are a summary of key responsibilities. For a more detailed description, please refer to Appendix A.

A. Chairperson- The Chairperson will preside at all general and executive board meetings and shall perform those duties that ordinarily pertain to that office including the delegation of responsibilities and tasks to members. The Chairperson must sign off on program applications and amendments, including revisions to the program budget and program design. In the event of a vacancy in the office of Chairperson, the Vice-Chairperson shall assume the office and title during the unexpired term of the Chairperson. The Chairperson does not vote in executive board session meetings unless there is a tie.

B. Vice-Chairperson- The Vice-Chairperson shall assist the Chairperson when called upon, and in the absence of the Chairperson, they shall preside at the meeting and shall have all the rights, privileges, duties, and responsibilities of the Chairperson. In the event of vacancy, the Chairperson, upon approval of the WWNAEC board, shall appoint a Vice-Chairperson for the unexpired term.

C. Secretary- The Secretary will ensure that the minutes are kept of all regular Consortium meetings and executive meetings. The Secretary shall maintain board members names and contact information, minutes, bylaws, etc. They will maintain accurate records of all proceedings and correspondence. The Secretary shall attend all general and executive board meetings. The Secretary will be prepared to refer to minutes of the previous meetings, prepare a list of all unfinished business for the use of the Chairperson, and record all expenditures in the minutes. They will provide minutes for each meeting at all general meetings to be approved by membership present. Minutes of each board and general meeting will be produced, distributed to members, and maintained for at least 3 years. In the event of vacancy, the Chairperson, upon approval of the WWNAEC board, shall appoint a Secretary for the unexpired term.

D. Treasurer- The treasurer is responsible for overseeing the organization's financial activities and ensuring compliance with relevant laws and regulations. Collaborating with other board members to develop an annual budget that aligns with the nonprofit's goals and objectives. Maintaining accurate and up-to-date financial records, including accounts payable and accounts receivable. This ensures transparency and accountability in the organization's financial transactions. Managing the organization's bank accounts, including depositing funds, making payments, and reconciling bank statements. The treasurer shall be responsible for managing cash flow to ensure that the organization has enough liquidity to meet its financial obligations. Providing financial analysis and guidance to support strategic planning initiatives and decision-making processes within the organization. Ensuring compliance with

all relevant financial regulations, tax laws, and reporting requirements, including filing annual tax returns and maintaining tax-exempt status for the organization. The treasurer shall provide a financial report at all general meetings and a written itemized report at the end of the year. In the event of vacancy, the Chairperson, upon approval of the WWNAEC board, shall appoint a Treasurer for the unexpired term.

E. Member- at- Large 1- The Member-at-Large will serve as a liaison to the general membership. In the event of vacancy, the Chairperson, upon approval of the WWNAEC board, shall appoint a Member at Large 1 for the unexpired term.

F. Member- at- Large 2- The Member-at-Large will serve as a liaison to the general membership. In the event of vacancy, the Chairperson, upon approval of the WWNAEC board, shall appoint a Member at Large 2 for the unexpired term.

G. Historian- The Historian will collect, file and preserve any and all data and records which pertain to the establishment, growth and development of the Association as delegated. Maintain a detailed record including officers and committees, number of meetings per year, accomplishments and activities, individuals honored, etc. Take pictures and record oral history. Send newsworthy material to the WWNAEC media editor for publication. The Historian will report at the annual meeting. In the event of vacancy, the Chairperson, upon approval of the WWNAEC board, shall appoint a Historian for the unexpired term.

Section 5: Election of officers will take into consideration a balanced geographic representation of Western Washington.

Article VII- Meetings

Section 1: A schedule of the following year's Consortium-General Membership meetings, stating the host district and dates will be determined at the May meeting. A quorum will be 10 members with current membership.

Section 2: Special Board meetings can be called at any time by the Chairperson. A Board meeting may be held if a quorum of the officers is present. A quorum will be 5 members.

Section 3: Notification of regular Consortium-General Membership meetings will be the responsibility of the Chair and Host. Host responsibilities include, but are not limited to, the following:

- A. Plan and develop an agenda with the chairperson.
- B. Provide an address, map and/or directions, which may include some to greet members and have signage displayed to help members find meeting location.
- C. Reserve meeting place.
- D. Mail announcements and map to members at least two weeks prior to scheduled meetings.
- E. Submit receipts for reimbursement if necessary to the treasurer.

Section 4: All regular meetings of the Consortium will follow proper protocol and when necessary use Robert's Rules of Order as a guide.

Section 5: A quorum of WWNAEC members will consist of a minimum of ten voting members.

Section 6: It will be the responsibility of the participating members to disseminate information regarding Consortium meetings and business to the parent committees and communities connecting to our Title VI programs and schools.

Article VIII- Standing Rules

Section 1: In case of emergency, action may be taken by the Chairperson after consultation with the Vice-Chairperson and the Secretary. There must be a concurrence of a majority of these officers, and such action shall be noted in a special memorandum placed in the minutes book and signed by the person obtaining such concurrence, and shall be reported in the minutes of the next scheduled meeting.

Section 2: Standing rules may be adopted as needed and without previous notice by majority vote at any General Membership meeting. However, amendments to the standing rules require a two-thirds (2/3) vote of the quorum without previous notice or majority vote with such notice. They should be procedural rather than parliamentary in nature and may not conflict with the Bylaws.

Section 3: Bylaws shall be reviewed and updated every two years by the WWNAEC General Membership and Board members.

Section 4: Minutes of each Board and General Membership Meeting will be produced, distributed to members, and maintained for at least 3 years. The notebooks/records are to remain with the secretary and historian.

Article IX- Permanent and Special Committees

Section 1: The officers of WWNAEC can create special or permanent committee(s) as they see necessary to carry out the purpose(s) of the WWNAEC.

Section 2: Membership of permanent and special committees will be composed of volunteers, appointees, or elected by the members present within the WWNAEC membership.

Section 3: Permanent committees: Each permanent committee shall include a committee coordinator.

A. Permanent committees to the WWNAEC will be:

1. Educators Conference

2. Merit Award

A. The WWNAEC Merit Award will be awarded to at least two Native American high school seniors during each calendar year.

B. The student must have a sponsor with a current WWNAEC membership by the

application due date.

C. Individual memberships can only sponsor one senior for the merit award.

3. Fundraising

A. WWNAEC officers: Chairperson, Vice-Chairperson, Treasurer, Members-at-large, secretary, and historian.

B. Other members can contribute to this committee by being appointed, or volunteers selected by Board Members and membership.

4. Native American Youth Leadership Academy (NAYLA)

A. For a more detailed description of duties, please refer to Appendix B.

- Chairperson
- Co-chairperson
- Title VI Educators

Section 4: Special committees are defined as temporary committees appointed or elected to perform a special task, make a report or recommendation, and cease to function when its duties are completed.

Article X -Removal or Resignation of Members

Section 1: Removal of an Board Member will occur automatically after two unexcused absences from regularly scheduled Consortium meetings.

Section 2: Removal of a permanent committee coordinator will occur automatically after two absences or failure to conduct committee meetings. A vacancy created by the resignation or removal of the permanent committee coordinator will be filled by vote of the permanent committee.

Section 3: Resignation of board members will be required in writing.

Section 4: Resignation of permanent committee coordinator will be required in writing.

Article XI-Amendments

Upon recommendation of the Board or upon the recommendation of the quorum of the active membership, this constitution and bylaws may be amended by a two-thirds ($\frac{2}{3}$) majority vote of the active membership present.

Article XII- Order of Business

The following order of business is recommended for the WWNAEC Membership and Board meetings in accordance with Parliamentary Procedures Robert's Rules of Order.

- I. Call to order by Chairperson
- II. Invocation
- III. Ascertainment of a quorum by circulating an attendance roster
- IV. Approval of agenda
- V. Approval of minutes of last meeting
- VI. Announcements/ Public comments
- VII. Financial and/or Program reports
- VIII. Next meeting scheduled
- IX. Adjournment

Appendix A:

Board Chairperson

Organization: Western Washington Native American Education Consortium

Location: Western Washington

Position Type: Volunteer

Overview:

The Board Chairperson serves as the leader of the Western Washington Native American Education Consortium (WWNAEC) Board, ensuring the effective governance and strategic direction of the organization. The Chairperson plays a vital role in fostering collaboration, supporting the mission of promoting educational opportunities for Native American students, and engaging with stakeholders.

Key Responsibilities:

1. Leadership and Governance:

- Provide overall leadership to the Board, ensuring effective governance and adherence to the organization's mission and values.
- Facilitate board meetings, ensuring they are productive and focused on strategic issues.
- Establish and maintain effective working relationships with board members, committee members, and stakeholders.
- Attend all WWNAEC meetings.

2. Strategic Planning:

- Collaborate with the board to develop and implement the strategic plan of WWNAEC.
- Monitor progress towards goals and objectives, adjusting strategies as necessary.

3. Representation:

- Act as the primary spokesperson for WWNAEC, representing the organization at public events, meetings, and in communications.
- Advocate for the needs and interests of Native American education programs and communities within the education system.

4. Board Development:

- Lead efforts to recruit, orient, and develop board members, ensuring a diverse and effective governing body.
- Promote a culture of accountability and engagement among board members.

5. Committee Oversight:

- Ensure the effective functioning of board committees, such as Native American Youth Leadership Academy (NAYLA), by appointing a committee chair and facilitating communication between committees and the board.
- Monitor the work of committees and support their alignment with organizational goals.

- Actively plan and participate in the WWNAEC Conference to ensure it effectively promotes educational opportunities and fosters meaningful connections within the Native American and educational community.
- 6. **Financial Oversight:**
 - Collaborate with the Treasurer to ensure sound financial practices and oversight.
 - Assist in fundraising efforts, including donor engagement and grant applications.
- 7. **Evaluation and Accountability:**
 - Assess the performance of the board and its individual members, promoting continuous improvement.
 - Provide feedback and evaluation to board members, ensuring alignment with organizational goals.
- 8. **Cultural Competency:**
 - Foster an understanding and appreciation of Native American cultures and issues within the board and broader community.
 - Ensure that the organization's programs and policies reflect cultural relevance and sensitivity.

Qualifications:

- Strong understanding of Native American educational issues and the challenges faced by Native communities.
- Previous experience in a leadership role, preferably on a nonprofit board or in a similar organization.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse groups and individuals.
- Commitment to the mission and vision of the Western Washington Native American Education Consortium.

Time Commitment:

The Chairperson is expected to dedicate a significant amount of time to board duties, including monthly meetings, committee work, and engagement with the community, with an estimated commitment of 5-10 hours per month.

Appendix A:

Board Vice Chairperson

Organization: Western Washington Native American Education Consortium

Location: Western Washington

Position Type: Volunteer

Overview:

The Board Vice Chairperson supports the Board Chairperson in leading the Western Washington Native American Education Consortium (WWNAEC) and assumes the Chair's responsibilities in their absence. This role is critical for fostering effective governance, ensuring the organization's mission is upheld, and promoting educational opportunities for Native American students.

Key Responsibilities:

1. Support to the Chair:

- Assist the Chairperson in planning and facilitating board meetings and organizational activities.
- Collaborate with the Chair to develop agendas and ensure that meetings are effective and focused.

2. Leadership and Governance:

- Step in as Chairperson when needed, ensuring continuity of leadership and governance.
- Participate in board decision-making and provide input on strategic issues facing the organization.
- Attend all WWNAEC meetings.

3. Committee Involvement:

- Chair or participate in key committees as assigned, ensuring that committee work aligns with organizational goals.
- Facilitate communication between committees and the board, reporting on progress and outcomes.
- Actively plan and participate in the WWNAEC Conference to ensure it effectively promotes educational opportunities and fosters meaningful connections within the Native American and educational community.

4. Member Engagement:

- Promote engagement among board members, encouraging active participation and collaboration.
- Assist in the onboarding and orientation of new board members, fostering a welcoming environment.

Appendix A:

5. Strategic Planning:

- Contribute to the development and implementation of the organization's strategic plan, providing insights and recommendations.
- Help monitor the progress of strategic initiatives and report back to the board.

6. Advocacy and Representation:

- Represent WWNAEC at events and meetings as needed, advocating for the educational needs of Native American education programs.
- Support outreach efforts to build relationships with community stakeholders and partners.

7. Financial Oversight:

- Collaborate with the Treasurer to ensure financial transparency and accountability.
- Support fundraising initiatives and participate in donor engagement activities.

8. Cultural Competency:

- Promote cultural awareness and sensitivity within the board and organizational practices.
- Ensure that programs and policies reflect the needs and perspectives of Native American communities.

Qualifications:

- Understanding of Native American educational issues and challenges.
- Experience in a leadership role, ideally within a nonprofit or community organization.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively and build relationships with diverse groups.
- Commitment to the mission and values of the Western Washington Native American Education Consortium.

Time Commitment:

The Vice Chairperson is expected to dedicate time for board meetings, committee work, and community engagement, with an estimated commitment of 5-10 hours per month.

Appendix A:

Board Secretary

Organization: Western Washington Native American Education Consortium

Location: Western Washington

Position Type: Volunteer

Overview:

The Board Secretary plays a crucial role in ensuring the effective operation and governance of the Western Washington Native American Education Consortium (WWNAEC). This position involves maintaining accurate records, facilitating communication among board members, and supporting the overall administrative functions of the board.

Key Responsibilities:

1. Meeting Management:

- Prepare and distribute meeting agendas, minutes, and other relevant materials prior to board meetings.
- Attend all WWNAEC meetings, taking detailed minutes and ensuring that decisions and actions are accurately recorded.

2. Documentation and Record Keeping:

- Maintain official documents, including meeting minutes, bylaws, and organizational policies.
- Ensure that all records are up-to-date and accessible to board members and relevant stakeholders.

3. Communication Facilitation:

- Serve as the primary point of contact for WWNAEC members regarding meeting logistics and documentation.
- Facilitate communication between WWNAEC and the board, ensuring that information flows smoothly.

4. Board Member Support:

- Assist in the onboarding and orientation of new board members, providing them with essential materials and information about their roles.
- Keep track of board member terms, attendance, and participation, helping to ensure compliance with governance policies.
- Actively plan and participate in the WWNAEC Conference to ensure it effectively promotes educational opportunities and fosters meaningful connections within the Native American and educational community.

Appendix A:

5. Compliance and Governance:

- Ensure that the board operates in compliance with legal and regulatory requirements.
- Support the Chair and Vice Chair in fulfilling their responsibilities by providing necessary documentation and administrative support.

6. Annual Reports and Filings:

- Assist in the preparation of the organization's annual report and any required filings with regulatory bodies.
- Ensure that all necessary documentation is submitted in a timely manner.

7. Organizational Support:

- Collaborate with the Chairperson and other board members to support the organization's mission and programs.
- Participate in board committee meetings as needed, providing support in administrative tasks.

Qualifications:

- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Familiarity with nonprofit governance and administrative practices.
- Ability to work collaboratively with diverse groups and individuals.
- Commitment to the mission and values of the Western Washington Native American Education Consortium.

Time Commitment:

The Secretary is expected to dedicate time for board meetings, committee work, and other administrative tasks, with an estimated commitment of 5-10 hours per month.

Appendix A:

Board Treasurer

Organization: Western Washington Native American Education Consortium

Location: Western Washington

Position Type: Volunteer

Overview:

The Board Treasurer plays a vital role in overseeing the financial health of the Western Washington Native American Education Consortium (WWNAEC). This position involves managing financial records, ensuring compliance with financial regulations, and providing strategic financial guidance to support the organization's mission.

Key Responsibilities:

1. Financial Oversight:

- Oversee the organization's financial planning, budgeting, and reporting processes.
- Ensure that accurate financial records are maintained, including income, expenditures, and budgets.

2. Budget Development:

- Collaborate with the Chairperson, and accountant if available, to develop the annual budget, ensuring alignment with the organization's strategic goals.
- Monitor budget performance throughout the year, providing regular updates to the board.

3. Financial Reporting:

- Attend all WWNAEC meetings.
- Prepare and present financial reports at board meetings, highlighting key financial metrics and any areas of concern.
- Ensure that financial reports comply with generally accepted accounting principles (GAAP) and any applicable regulations.

4. Audit and Compliance:

- Assist in the preparation for external audits, working with auditors to ensure compliance with financial regulations and organizational policies.
- Ensure that the organization adheres to all financial and legal requirements.

5. Fundraising Support:

- Support the board and staff in fundraising efforts, including grant writing and donor engagement.
 - Monitor and report on the financial impact of fundraising initiatives.
- 6. Financial Policies and Procedures:**
- Develop and maintain financial policies and procedures to ensure sound financial practices.
 - Educate board members and staff on financial matters and best practices.

Appendix A:

7. Cash Management:

- Oversee the organization's cash flow, ensuring that funds are managed effectively to meet operational needs.
- Approve expenditures and financial commitments within established limits.

8. Investment Oversight:

- Monitor any investments and ensure that they align with the organization's financial strategy and risk tolerance.
- Provide recommendations regarding investment strategies and financial planning.

Qualifications:

- Strong understanding of nonprofit finance and accounting practices.
- Experience in financial management or accounting, preferably in a nonprofit organization.
- Excellent analytical and organizational skills.
- Strong communication skills and ability to present financial information clearly.
- Commitment to the mission and values of the Western Washington Native American Education Consortium.

Time Commitment:

The Treasurer is expected to dedicate time for board meetings, financial reporting, and administrative tasks, with an estimated commitment of 5-10 hours per month.

Appendix A:

Board Member at Large

Organization: Western Washington Native American Education Consortium

Location: Western Washington

Position Type: Volunteer

Overview:

A Board Member at Large plays a crucial role in the governance and strategic direction of the Western Washington Native American Education Consortium (WWNAEC). This position allows for diverse input and perspectives, contributing to the organization's mission of enhancing educational opportunities for Native American education programs.

Key Responsibilities:

1. Board Participation:

- Attend all board meetings and actively participate in discussions, decision-making, and strategic planning.
- Contribute insights and perspectives based on personal experiences and expertise to inform board actions.

2. Committee Involvement:

- Serve on at least one board committee (Native American Youth Leadership Academy, NAYLA), providing support and contributing to the committee's goals and initiatives.
- Actively plan and participate in the WWNAEC Conference to ensure it effectively promotes educational opportunities and fosters meaningful connections within the Native American and educational community.
- Collaborate with committee members to address specific issues, develop policies, or implement programs.

3. Advocacy and Outreach:

- Advocate for the mission and values of WWNAEC within the community and among stakeholders.
- Engage with the Native American community and other partners to raise awareness of the organization's programs and services.

4. Support Fundraising Efforts:

- Participate in fundraising activities and initiatives, including grant writing, donor engagement, and community events.

- Assist in identifying potential funding sources and opportunities for collaboration.

Appendix A:

5. Networking and Relationship Building:

- Build and maintain relationships with community members, stakeholders, and organizations that align with WWNAEC's mission.
- Leverage personal and professional networks to promote the organization and its initiatives.

6. Education and Advocacy:

- Stay informed about educational issues affecting Native American students and communities.
- Bring relevant knowledge and expertise to board discussions, helping to shape policies and programs.

7. Continuous Improvement:

- Participate in board development activities, including training and workshops, to enhance governance skills and knowledge.
- Provide feedback and suggestions for improving board processes and effectiveness.

8. Cultural Competency:

- Promote understanding and respect for Native American cultures within the board and broader community.
- Ensure that organizational practices and policies are culturally relevant and sensitive to the needs of Native American students.

Qualifications:

- Commitment to the mission and values of the Western Washington Native American Education Consortium.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with diverse groups and individuals.
- Interest or experience in education, nonprofit governance, or community service.
- Familiarity with Native American cultural issues and educational challenges is a plus.

Time Commitment:

A Board Member at Large is expected to dedicate time for board meetings, committee work, and community engagement, with an estimated commitment of 5-10 hours per month.

Appendix A:

Board Historian

Organization: Western Washington Native American Education Consortium

Location: Western Washington

Position Type: Volunteer

Overview:

The Board Historian plays a vital role in preserving and documenting the history, achievements, and stories of the Western Washington Native American Education Consortium (WWNAEC). This position involves collecting, organizing, and sharing historical information to promote the organization's mission and legacy.

Key Responsibilities:

1. Documentation of History:

- Gather and preserve records, documents, and materials related to the history of WWNAEC and its impact on the Native American community.
- Maintain an organized archive of historical documents, photographs, and other relevant artifacts.

2. Historical Research:

- Conduct research on the organization's founding, key milestones, and significant events to provide context and depth to WWNAEC's narrative.
- Explore the broader historical and cultural context of Native American education in the region.

3. Communication:

- Share stories and historical information through newsletters, social media, and other communication channels to highlight the organization's legacy.
- Collaborate with board members and staff to integrate historical context into organizational communications and presentations.

4. Participation:

- Attend all WWNAEC meetings.
- Participate in WWNAEC events and activities, documenting significant moments and experiences for future reference.
- Assist in organizing and promoting events that celebrate the history and achievements of the organization and the communities it serves.

5. Community Engagement:

- Build relationships with past and present members of WWNAEC, community elders, and stakeholders to gather oral histories and insights.
- Facilitate discussions about the importance of preserving cultural and educational histories within the Native American community.

Appendix A:

6. Advisory Role:

- Serve as a resource for the board and staff regarding historical context in decision-making and strategic planning.
- Advise on best practices for preserving cultural heritage and promoting historical awareness within the organization.

7. Annual Reporting:

- Contribute to the organization's annual reports by providing a summary of significant historical highlights and achievements over the year.
- Assist in documenting the outcomes of events and initiatives to preserve the organization's legacy.

Qualifications:

- Strong interest in history, particularly related to Native American education and cultural heritage.
- Excellent research and organizational skills.
- Effective communication and storytelling abilities.
- Familiarity with archival practices and documentation is a plus.
- Commitment to the mission and values of the Western Washington Native American Education Consortium.

Time Commitment:

The Board Historian is expected to dedicate time for board meetings, research, and community engagement, with an estimated commitment of 5-10 hours per month.

Appendix B:

Job Description: Chairperson, Native American Youth Leadership Academy Planning Committee

Position Title: NAYLA Chairperson

Location: Puyallup Tribe Youth Center

Reports To: Western Washington Native American Education Consortium (WWNAEC)
Chairperson

Position Type: Volunteer

About the Native American Youth Leadership Academy:

The Native American Youth Leadership Academy (NAYLA) is an immersive experience aimed at empowering Native American youth through activities that teach traditional cultural practices, leadership skills, unity, and mentorship. This event will bring together Native youth from various Title VI programs in Washington to learn about their heritage, strengthen their leadership potential, and foster a spirit of unity and service. NAYLA will feature things like interactive workshops, leadership training, traditional arts and crafts, storytelling, mentorship opportunities, and more.

Position Overview:

The Chairperson for the Native American Youth Leadership Academy (NAYLA) Planning Committee will play a pivotal role in overseeing the development and execution of these unique and impactful events, such as the four field trip days, high school senior celebration, and overnight camp. The Chairperson will lead the planning committee, coordinate with community leaders and partners, and ensure that the event reflects the values of Native American culture, leadership, and empowerment. The Chairperson will be responsible for guiding the vision and direction of the Academy, managing logistics, and ensuring that the event runs smoothly on the day of execution.

Appendix B:

Key Responsibilities:

- **Leadership & Vision:**
 - Serve as the primary point of contact for the planning committee
 - Provide strategic leadership to ensure that the Academy's mission aligns with cultural values and educational objectives.
 - Create a welcoming, inclusive, and culturally respectful environment for all participants.
- **Planning & Coordination:**
 - Lead and manage the planning committee, assigning tasks, tracking progress, and ensuring timelines are met.
 - Organize and facilitate meetings with committee members, community leaders, and partners.
 - Collaborate with Native elders, educators, artists, and mentors to design and curate a series of workshops and activities that showcase traditional culture and promote leadership skills.
- **Logistics & Event Management:**
 - Oversee the logistical planning of the event, including but not limited to the selection of topics, activities, creating timelines, and managing transportation, materials, and equipment.
 - Develop, write, and present an agenda for the planning days.
 - Coordinate with volunteers, facilitators, and staff to ensure smooth execution of the event on the NAYLA student day.
 - Manage and facilitate the schedule of activities to ensure that the event flows efficiently and engages participants throughout the day.
- **Community & Stakeholder Engagement:**
 - Build and maintain relationships with tribal communities, local organizations, and partners who are committed to Native youth empowerment and cultural preservation.
 - Promote the event to local Title VI programs to ensure broad participation.
 - Serve as a spokesperson for the event in meetings, media outreach, and public engagements.
- **Mentorship & Youth Engagement:**

- Foster a spirit of mentorship by engaging experienced Native leaders, elders, Title VI leaders, and role models who can guide and inspire youth during the event.
- Ensure that the youth participants feel respected, heard, and empowered throughout their involvement.

Appendix B:

- **Evaluation & Feedback:**

- Collect feedback from participants, mentors, and facilitators to assess the impact of the event and identify opportunities for improvement.
- Provide a post-event report to WWNAEC, summarizing successes, challenges, and recommendations for future events.

Required Qualifications:

- **Commitment to NAYLA:**

- The candidate must be a Title VI educator and an active member of the Western Washington Native American Education Consortium.
- The candidate must be able to commit to attending and facilitating four planning meetings, four NAYLA student days, and one overnight camp.

- **Cultural Knowledge & Sensitivity:**

- Deep understanding of Native American traditions, values, and contemporary issues facing Native youth.
- Familiarity with leadership principles within Native communities, including mentorship and community building.
- Knowledge of traditional Native American arts, crafts, storytelling, and leadership teachings.
- Experience working with tribal governments, youth organizations, and educational institutions.

- **Leadership & Organizational Skills:**

- Proven experience in leadership roles, especially in community-based programs or youth-focused initiatives.
- Strong organizational skills, with the ability to manage multiple projects and deadlines.
- Ability to inspire, motivate, and coordinate a diverse group of volunteers, leaders, and youth.

- **Communication Skills:**

- Excellent written and verbal communication skills, with the ability to engage effectively with diverse audiences, and in a timely manner.

- Experience in public speaking or representing initiatives in a public or formal setting.
- **Event Planning Experience:**
 - Prior experience in planning, organizing, or coordinating events, especially those with cultural, educational, or youth-focused objectives.
- **Commitment to Native American Youth:**
 - Passion for empowering Native American youth and preserving Native cultures through education, mentorship, and leadership development

Article XIII -Dissolution Clause

In the event of the dissolution of the corporation, the net assets are to be distributed as follows: All such property shall be transferred to such other organizations or tribes as may be deemed advisable by the General Membership providing such organizations or tribes shall be non-profit and preferably having the same purposes of the education consortium and such property will then be distributed by the Board of Directors at the final meeting of the WWNAEC before disillusionment is final.

Article XIV-Conflict of Interest

Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

Article XV- Ratification

These Bylaws shall be declared adopted by the Western Washington Native American Education Consortium Board when passed by a simple majority of the full membership of the committee.

These Bylaws are approved on the 16th day of January, 2025.


In Witness thereof,

Rachael Barger
Rachael Barger-Chairperson


Signed by: Jerod Keopp
14F1931FD40542D

Jerod Keopp-Vice Chairperson

Signed by: Alisa Woodruff
Alisa Woodruff-Secretary


Jenny Serpa-Treasurer

Signed by:
Sandra Gordon
[REDACTED]
Sandra Gordon- Member-at-large 1

DocuSigned by:

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Shana Brown-Member-at-large 2

Signed by:
Otellie Trujillo
158D58DBDD234BF
Otellie Trujillo-Historian

The bylaws must be signed and dated to be valid. Minutes of the meeting where the minutes were approved must also be submitted along with the Bylaws to show that the Board members voted to approve.

By-laws amended: March 19, 2009

Bylaws amended: January 16, 2025