

**Cowlitz Indian Tribe**  
**Education Committee**  
**Mission Statement and By-Laws**

**Mission Statement**

The mission of the Education Committee is to steward and distribute tuition assistance awards to Cowlitz Tribal members.

**By-Laws**

1. Education Committee membership is open to all tribal members and immediate family subject to approval by the Education Committee. Individuals interested in joining the Education Committee must send a written request to the committee chair noting their background/relevant experience, as well as a statement on why they are interested in joining the committee. Requests for membership will be evaluated based on the statement provided and the work of the committee and voted on by current Education Committee members at the next regular meeting following the request. If approved, the new member will be invited to join future Education Committee meetings.

Education Committee members will be eligible to pursue elected committee leadership roles (chair, vice-chair, secretary) after at least one full year of membership and active involvement.

2. Officers and Duties:

- a. Chair—calls meetings, runs the meetings per Roberts Rules. The chair only votes to break a tie.
- b. Vice-Chair—assumes duties in the absence of the Chair.
- c. Secretary—records and distributes the minutes of the meetings.

3. Term of Office:

June 1 through May 31

4. Paid Staff:

Paid staff will be hired and work in accordance with the Cowlitz Tribe's established policies and procedures.

5. Conflict of Interest Statement:

Committee members and staff will recuse themselves from evaluating a family member's Tuition Assistance Award application. Family member will be defined as parents, grandparents, children, grandchildren, siblings, nieces, and nephews.

Approved by Education Committee: December 18, 2018

Approved by Cowlitz Tribal Council: January 5, 2019