

Oneida Nation Veterans Affairs Committee By-Laws



Proud Warrior

**ONEIDA NATION
VETERANS AFFAIRS
COMMITTEE**

MISSION STATEMENT

Our Mission is to provide quality service and assistance in the delivery of entitlement and benefits due to our Oneida Veterans and their families.

We are the principal advocate for Veterans and their families and we accept the responsibility to protect the integrity of the Veterans Community.

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Oneida Nation Veterans Affairs

Committee By-Laws

Article I. Authority

- 1-1. *Name.* The name of this committee shall be the Oneida Nation Veterans Affairs Committee and may be referred to as the Veterans Affairs Committee or abbreviated "ONVAC."
- 1-2. *Authority.* This entity was created by the Oneida Business Committee by motion on January 12, 1994 and by adoption of these By-laws on October 29, 1997, which were amended on February 13, 2013.
- 1-3. *Purpose.* It is the purpose of the Veterans Affairs Committee to serve as an advisory body to the Oneida Veterans Service Office in all matters related to Oneida Tribe veteran's rights and benefits and veterans affairs issues, and to protect the honor and integrity of the Oneida Tribe and all veterans who served honorably in the United States Armed Forces. It shall be the purpose of the Veterans Affairs Committee to provide advice and constructive input to the Veterans Service Office Director on all veterans' affairs issues in order that the office can formulate veteran services and programs for the Oneida Veterans. ONVAC coordinates veteran events with the assistance of the Veterans Service Office and other organized groups that are representatives of Oneida Veterans and the Oneida Tribe.
- 1-4. *Office.* The official mailing address of this entity shall be:

Oneida Nation Veterans Affairs Committee
P.O. Box 365
Oneida, Wisconsin 54155
- 1-5. *Membership.*
 - A) *Qualifications.* The Veterans Affairs Committee shall be made up of members of the Oneida Tribe of Indians of Wisconsin who have served honorably on active duty in the United States Armed Forces. Qualifications shall also include the following:
 - a) *Honorable Service.*
 - i) A person who, served on active duty in one of the military branches of the United States Armed Forces and received an honorable discharge from active duty service.
 - ii) Active duty is having served one hundred eighty-one (181) days or more of continuous active duty unless discharged early, with less than one hundred eighty-one (181) days active duty, because of a service connected disability.

- iii) Served as a member of the Selected Reserve and completed at least six (6) years in the Reserves or National Guard, or was discharged early because of a service connected disability.
 - b) Shall be a citizen in good standing in the Oneida Community.
- B) *Number of members.* The Veterans Affairs Committee shall consist of nine (9) members.
- C) *How appointed.* Members of the Veterans Affairs Committee shall be appointed by the Oneida Business Committee for a period of three (3) years. Terms shall be staggered. The Tribal Secretary's Office shall forward copies of all applications under consideration to the Veterans Affairs Committee. ONVAC shall return all applications and submit the name of a candidate whom they recommend to the Tribal Chairperson, within thirty (30) days after receiving the applications from the Tribal Secretary's Office.
- D) *How vacancies are filled.* In case of a vacancy(ies) due to death, termination of appointment or resignation, the vacancy shall be filled by the Oneida Business Committee.
- E) *Unexcused absences, resignation.* Three (3) un-excused absences of a member may result in the member's appointment to the Veterans Affairs Committee being terminated in accordance with the Comprehensive Policy Governing Boards, Committee and Commissions. An excused absence shall be determined by the Veterans Affairs Committee on the basis of the effect the member's absence has had on the purpose and policy of the Veterans Affairs Committee. Resignations shall be submitted in writing to the Veterans Affairs Committee.
- F) No member shall act independent of the Veterans Affairs Committee.

Article II. Officers and Administrative Support

2-1. *Officers.* On an annual basis, ONVAC shall elect from among themselves a Chairperson, Vice-Chairperson and Secretary.

A) *Duties of Officers.*

- a) *Chairperson.*
 - i) Shall preside over all meetings of the Committee
 - ii) Shall have sign off authority for \$3,000 / \$1,000 budgeted/unbudgeted.
- b) *Vice-Chairperson*
 - i) Shall preside over all meetings in the absence of the Chairperson.
 - ii) Shall have sign off authority for \$3,000 / \$1,000 budgeted/unbudgeted if the Chairperson is absent.
- c) *Secretary*
 - i) Shall assist with preparing the agenda in accordance with 2-2.
 - ii) Shall prepare meeting minutes in accordance with 2-2.

2-2. The Chairperson and/or Secretary, in collaboration with the personnel from the Veterans Services Office, shall prepare agendas and minutes, submit any necessary paperwork to ensure stipends are paid, and perform other similar administrative functions.

Article III. Meetings

- 3-1. *Regular Meetings.* The regular meeting of the Veterans Affairs Committee shall be held every second Tuesday of each month at 5:00 p.m. The Chairperson and the personnel from the Veterans Services Office shall work collaboratively to ensure notice of meeting location, agenda, and materials are forwarded to the ONVAC members. Meetings shall be run in accordance with Robert's Rules of Order and shall be public meetings in accordance with the Open Records and Open Meetings law. The physical meeting place shall be determined by ONVAC and may change from time to time as determined by ONVAC but shall be within the Reservation boundaries unless the membership is given proper notice.
- 3-2. *Standing and Special Committees Meetings.* Standing and special committees shall be created by appointment of the Chairperson and shall meet as often as necessary. The Chairperson shall be an ex officio member of all standing and special committees. Standing and special committees shall serve until the duties it has been assigned are discharged, or a final report is given.
- 3-3. *Emergency or Special Meetings.* Emergency or special meetings may be called by the Chairperson with at least twenty-four (24) hour notice to all members of the Veterans Affairs Committee.
- 3-4. *Quorum.* A quorum shall consist of five (5) members which shall include the Chairperson or Vice-Chairperson and shall be established within thirty (30) minutes of the identified meeting time. Failure to establish a quorum shall result in rescheduling of the meeting.
- 3-5. *Order of Business.* The order of business shall be:
- A) Call to Order / Opening Ceremony
 - B) Approval of Agenda
 - C) Approval of Minutes
 - D) Standing and Special Committee Reports
 - E) Old Business/Tabled Business
 - F) New Business
 - G) Public Comment (5 minute limit per speaker)
 - H) Executive Session
 - I) Adjournment
- 3-6. *Voting.* Each member shall have one (1) vote, provided that the Chairperson shall vote only in case of a tie. Telephone voting may be allowed if all members of ONVAC are contacted, a majority of the entire membership approves the request and the action is ratified at the next regular ONVAC meeting.

Article IV. Reporting

- 4-1. *Format.* Agenda and minutes shall be compiled based upon the Order of Business identified in Article III, section 3-5. All decisions, any motions and/or amendments along with the vote and any other pertinent information that will lend to the record of the

meeting are to be recorded. The Chairperson and/or Secretary shall work with the personnel from the Veterans Services Office to ensure this information is submitted as required.

4-2. *Reporting.* Reports shall be provided to the Oneida Business Committee on the schedule and format identified by the Board Liaison or the Tribal Secretary's Office.

4-3. *Travel and Reimbursement.*

A) All individuals and organized groups who request funding from the Veterans Affairs Committee shall provide an itinerary to the Veterans Affairs Committee which includes estimated costs, dates of travel, and purpose of travel. Upon return, a report shall be submitted to the Veterans Affairs Committee regarding activities and expenses (to include receipts) in accordance with the Oneida Travel and Expense Policy. Travel sponsorship under this Article is limited to activities related to veterans that are endorsed by the Veterans Affairs Committee.

B) Veterans Affairs Committee members may be reimbursed for normal business expenses, including mileage, for performing duties as directed by the Oneida Veterans Affairs Committee, if they meet the Tribe's requirements for reimbursement.

Article V. Amendments to By-Laws

5-1. The Veterans Affairs Committee, upon written notice at any of its regular meetings, may by a majority vote adopt, amend or repeal these By-laws, provided that the proposed adoption, amendment or repeal has been submitted in writing at the previous regular meeting. All such adoptions, amendments and repeals approved shall be implemented upon the subsequent approval of the Oneida Business Committee.

5-2. The By-laws shall be reviewed on an annual basis.

Article VI. Stipends

6-1. Members of the Veterans Affairs Committee shall be paid a meeting stipend in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions, provided that the meeting has established a quorum for a minimum of one (1) hour and the member collecting the stipend was present for at least one (1) hour of the established quorum.

Article VII. Other Duties and Responsibilities

7-1. *Color Guard.* The Veterans Affairs Committee is the official color guard of the Oneida Tribe of Indians of Wisconsin. The Veterans Affairs Committee may appoint other endorsed or approved veterans or veteran group(s) in order to fulfill any Oneida Tribe Color Guard requests.

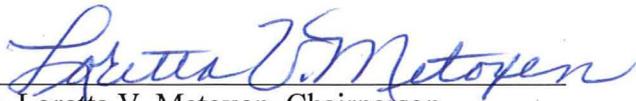
A) *Designate Representatives.* The Veterans Affairs Committee and the Oneida Veterans Service Office shall verify the authenticity of groups or individuals who wish to represent Oneida Tribe Veterans.

7-2. *Financial Requests.* The Veterans Affairs Committee shall be the screening body for individual veterans or veteran groups who are requesting funds from the Oneida Tribe for

various reasons such as: to provide a color guard while representing the Oneida Tribe Veterans at special events; to alleviate a financial hardship; to provide a veteran(s) service or event (such as the Veterans Pow-Wow, seminar, training, etc.); to attend a veteran(s) related project, event, training, seminar, etc. (i.e. military reunion).

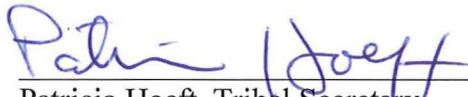
CERTIFICATION

These By-laws, as amended and revised, are hereby attested to as adopted by the Oneida Nation Veterans Affairs Committee at a duly called meeting held on the 8th day of January, 2013 by the Chairperson of the Oneida Nation Veterans Affairs Committee's signature.



Ms. Loretta V. Metoxen, Chairperson
Oneida Nation Veterans Affairs Committee

And approved by the Oneida Business Committee at a duly called meeting held on the 13th day of February 2013, by the Secretary of the Oneida Business Committee's signature.



Patricia Hoeft, Tribal Secretary
Oneida Business Committee