

## Oneida Pow-Wow Committee By-laws

### Article I. Authority

- 1-1. *Name.* The name of this committee shall be the Oneida Pow-Wow Committee, hereinafter referred to as "Committee".
- 1-2. *Authority.* This Committee was created by Oneida Business Committee resolution #BC-04-13-90-B and By-laws were approved by the Oneida Business Committee on October 15, 1997, and amended on February 23, 2005 and June 23, 2010.
- 1-3. *Office.*
- (1) The official mailing address of this entity shall be:  
Oneida Pow-Wow Committee  
P.O. Box 365  
Oneida, WI 54155

The physical meeting place shall be determined at the first meeting of the Committee and may change from time to time as determined by the Committee but shall be within the Reservation boundaries.

1-4. *Membership.*

- (a) *Number of Members.* The Committee shall be made up of nine (9) members with voting powers.
  - (1) The Committee shall in no event be comprised of less than five (5) members.
  - (2) Each member shall hold office until his or her term expires, until his or her resignation, or until his or her appointment is terminated in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions.
- (b) *How Elected or Appointed.* Each Committee member shall be appointed to serve a three (3) year term. Committee members shall not be limited in the number of terms that can be served consecutively or otherwise.
- (c) *Vacancies.*
  - (1) *Filling of Vacancies, Generally.* If a vacancy occurs on the Committee, and based on the needs of the Committee, the Committee may provide written notice to the Oneida Tribal Secretary so that the Oneida Business Committee may fill the vacancy; however, the Committee is allowed to make recommendations as to possible candidates.
  - (2) *Filling of Vacancies if Resignation is Deferred.* A vacancy that may occur at a specific later date by reason of resignation may be filled before the vacancy occurs but the new member cannot take office until the vacancy occurs.
  - (3) *Terms of Replacement Member.* A replacement member shall hold office through the unexpired portion of the term of the member whom he or she has replaced or until his or her earlier exit.
  - (4) *Termination of Appointment.* A member's appointment may be terminated in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions.
  - (5) *Resignation.* A member may resign at any time by delivering written notice to the Committee or upon the acceptance by motion of the Committee of a verbal resignation. A resignation is effective upon delivery of notice unless a later effective date is specified.

- 1-5. *Stipends.* Dependent upon available budgeted funds, the Committee shall be compensated at a rate of \$50 per meeting when a quorum is established in accordance with these By-laws and the Comprehensive Policy Governing Boards, Committees and Commissions.
- 1-6. *Pow-Wow Activities.* The Committee shall, at a duly called meeting by motion and recorded within the minutes, identify each member, the services he or she shall provide during each Pow-Wow and the specific dates and times during which the member shall perform such services. A member shall be compensated \$25 per hour, not to exceed \$200 per day, contingent upon available budgeted funds.

## **Article II. Officers.**

- 2-1. *Officers.* The officers of the Committee shall consist of a Chairperson, Vice-Chairperson, Treasurer and Secretary, each of whom shall be elected by Committee members at a duly called meeting. The Committee may appoint such other officers and assistant officers as it deems necessary.
- 2-2. *Chairperson Duties.* The responsibility, duties and powers of the Chairperson of the Committee are as follows:
  - (a) Preside at all meetings of the Committee.
  - (b) Shall be an ex officio member of all subcommittees of the Committee, may call special meetings, and keep the Committee informed as to the business of the Committee and Pow-Wows.
  - (c) Sign and execute all contracts or other instruments which the Committee has authorized.
  - (d) The Chairperson and the Secretary shall submit reports to the Oneida Business Committee for publication in the General Tribal Council annual and semi-annual reports, and shall submit quarterly reports to the Oneida Business Committee.
- 2-3. *Vice-Chairperson Duties.* The Vice-Chairperson shall:
  - (a) In the absence of the Chairperson, shall conduct meetings of the Committee.
  - (b) Sign and execute all contracts or other instruments which the Committee has authorized.
- 2-4. *Treasurer Duties.* The responsibilities, duties and powers of the Treasurer are as follows:
  - (a) Be aware of and have primary knowledge of all funds and securities of the Committee and deposit of such funds.
  - (b) Sign and execute all contracts or other instruments which the Committee has authorized.
  - (c) Report on the condition of the finances of the Committee at each regular meeting and at other times as required or requested.
- 2-5. *Secretary Duties.* The responsibilities, duties and powers of the Secretary are as follows:
  - (a) Keep minutes of the Committee meetings in an appropriate format.
  - (b) Providing notice of regular and special meetings of the Committee.
  - (c) Act as custodian of the records.
  - (d) Attest to the execution of instruments on behalf of the Committee by proper officer.
  - (e) Attend to all correspondence and present to the Committee all official communications received by the Secretary.
  - (f) Along with the Chairperson submit reports to the Oneida Business Committee for publication in the General Tribal Council annual and semi-annual reports, and shall submit quarterly reports to the Oneida Business Committee.
- 2-6. *How Chosen and Length of Term.* The officers of the Committee shall be appointed by the Committee for a term as determined by the Committee.

- (a) If no term is specified, they shall hold office until their term as Committee member expires.
  - (b) A vacancy of any officer shall be filled by the Committee for the unexpired term.
  - (c) Each officer shall hold their office until a successor has been appointed, or until the member resigns, or is removed in the manner set out in the Oneida Removal Law.
  - (d) The designation of a term shall not grant to the officer any vested or contractual rights in serving the term.
- 2-7. *Personnel.* The Committee has the authority, dependent upon budgeted funds, to hire personnel for the benefit of the Committee, such as: emcees, arena director, tabulators, and judges for drum and dance.

### **Article III. Meetings**

- 3-1. *Regular Meetings.* Regular meetings shall be determined by the Committee. The regular meeting time, place and agenda shall be determined at a regular meeting. If no designation is made by the Committee, the regular meetings shall be the last Tuesday of every month. Meetings shall be run in accordance with Robert's Rules of Order.
- 3-2. *Special Meetings.* Special meetings of the Committee may be called by the Chairperson or upon written request of any two (2) members. The Chairperson may designate a time and place for holding a special meeting.
- 3-3. *Notice of Special Meeting.* Notice of a special meeting shall be given at least forty-eight (48) hours prior to the date set for any such meeting. Notice may be communicated in person, by facsimile or other wire or wireless communication, or by mail.
- 3-4. *Quorum.* Five (5) of the Committee members shall constitute a quorum for transaction of business, which shall include the Chairperson or Vice-Chairperson.
- 3-5. *Order of Business.* The regular meetings of the Committee shall follow the order of business at set out herein:
- (a) Call to Order
  - (b) Roll Call
  - (c) Approving of Previous Meeting Minutes
  - (d) Standing and Special Committee Reports
  - (e) Old Business
  - (f) New Business
  - (g) Adjournment
- 3-6. *Voting.* The affirmative vote of the majority of the Committee members present at a meeting at which a quorum is present when the vote is taken shall be the act of the Committee.

### **Article IV Reporting.**

- 4-1. *Format.* Agenda items shall be in an identified format.
- 4-2. *Minutes.* Minutes shall be typed and in a consistent format designed to generate the most informative record of the meetings of the Committee.
- 4-3. *Attachments.* Handouts, reports, memoranda, and the like may be attached to the minutes and agenda, or may be kept separately, provided that all materials can be identified to the meeting in which they were presented.
- 4-4. *Reporting.* The Chairperson shall report to the Oneida Business Committee Liaison, if one (1) is designated.

### **Article V. Amendments.**

- 5-1. *Amendments to By-laws.* Amendments shall be made to these By-laws at a regular meeting of

the Committee provided that written notice of the proposed amendments was made at a prior regular meeting. The Committee may amend or repeal the By-laws by the affirmative vote of the majority of the members. Amendments are effective upon adoption of the Committee and approval by the Oneida Business Committee.

**Article VI. Contracting and Accounting**

- 6-1. *Budgets.* The Chairman and Treasurer of the Committee shall oversee the Pow-Wow budget and have sign-off authority according to the accounting procedures of the Tribe.
- 6-2. *Contracts.* The Committee may authorize the Chairperson, Vice-Chairperson or Treasurer to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Committee, and such authority may be general to specific instances within the purpose for which this Committee is formed. Any contract over ten thousand dollars (\$10,000) must be approved by vote of the Committee.
- 6-3. *Checks, Appropriations and Other Orders of Payment.* All checks and other order of payment shall follow the accounting procedures designated by the Tribe. All appropriation requests shall be prepared by the Treasurer of the Committee.
- 6-4. *Deposits.* All funds of the Committee not otherwise obligated, shall be deposited back into the Pow-Wow budget. The Committee shall adopt policies and procedures for handling cash, accounting and record keeping for and during all Pow-Wows.
- 6-5. *Books and Records.* The Committee's books and records shall be maintained by the Chairman and Treasurer of the Committee and shall be available for examination by any Committee member, officer or any member of the Oneida Business Committee.

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These By-laws, as amended and revised, are hereby attested to as adopted by the Pow-Wow Committee at a duly called meeting by the Chairperson's signature on the 8<sup>th</sup> day of JUNE 2010.



Lloyd E. Powless, Jr. Chairperson  
Oneida Pow-Wow Committee

and approved by the Oneida Business Committee at a duly called meeting held on this 23<sup>RD</sup> day of JUNE 2010.



Patricia Hoeft, Tribal Secretary  
Oneida Business Committee