

## Oneida Pow-wow Committee Bylaws

### 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 officially recognized by the Oneida Business Committee through adoption of resolution BC-04-13-90-B and bylaws were approved by the Oneida Business Committee on October 15, 1997, and amended on February 3, 1999, February 23, 2005, June 23, 2010 and April 22, 2015.
- 1-3. *Office.*  
The official mailing address of the Committee 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) *Qualifications.* In order to be appointed to the Committee, an individual shall:
- (1) Be a member of a federally-recognized Indian tribe; and
- (2) Have Pow-wow knowledge, as demonstrated through experience coordinating a Pow-wow or participating in a Pow-wow; or have experience in coordinating a community event.
- (c) *How Appointed.* Each Committee member shall be appointed in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions to serve a three (3) year term. Qualified applicants who are members of the Oneida Tribe of Indians of Wisconsin shall be appointed to the Committee over other qualified applicants. Committee members shall not be limited in the number of terms that can be served consecutively or otherwise.
- (d) *Vacancies.*
- (1) *Filling of Vacancies, Generally.* If a vacancy occurs on the Committee, the Committee shall provide written notice to the Oneida Tribal Secretary so that the Oneida Business Committee may fill the vacancy; however, the filling of a vacancy may be timed to correspond with the activities and the needs of the Committee. The Committee may make recommendations as to possible candidates.
- (2) *Resignation.* A member may resign at any time verbally or by delivering written notice to the Committee.
- (A) *Effective Date of Resignation.* A resignation is effective upon acceptance by motion or delivery of notice.

- (B) *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.
- 1-5. *Meeting Stipends.* Dependent upon available budgeted funds, each Committee member shall be compensated at a rate of no more than fifty dollars (\$50.00) per month when at least one (1) meeting is conducted, provided that the meeting has established a quorum for a minimum of one (1) hour and the Committee member collecting the stipend was present for at least one (1) hour of the established quorum, in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions.
- 1-6. *Purpose.* The purpose of the Committee is to coordinate and manage annual Pow-wows in order to encourage people to enjoy and participate in social activities, including dancing, singing, visiting, renewing old friendships and making new ones.
- 1-7. *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 twenty-five dollars (\$25.00) per hour for services he or she provides during each Pow-wow, not to exceed two hundred dollars (\$200.00) 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. The Committee may elect 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 emergency and 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, as needed.
  - (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, conduct meetings of the Committee.
  - (b) Sign and execute all contracts or other instruments which the Committee has authorized, as needed.
- 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, as needed.
  - (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) Provide notice of regular, emergency 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 the proper officer.
  - (e) Attend to all correspondence and present to the Committee all official communications received by the Committee.
  - (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 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 three (3) year term.
- (a) Each officer shall hold his or her office until:
    - (1) the member resigns; or
    - (2) the member has his or her appointment terminated in the manner set out in the Comprehensive Policy Governing Boards, Committees and Commissions.
  - (b) A vacancy of any officer shall be filled by the Committee for the unexpired term.
  - (c) The designation of a term shall not grant to the officer any vested or contractual rights in serving the term.
- 2-7. *Subcommittees.* Subcommittees shall be created when necessary by the Chairperson with the approval of the Committee. A subcommittee shall serve until the duties it has been assigned are discharged or a final report is given.
- 2-8. *Personnel.* The Committee has the authority, dependent upon budgeted funds, to hire personnel to conduct a Pow-wow, such as: emcees, arena directors, 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 alternate designation is made by the Committee, the regular meetings shall be the last Tuesday of every month. Notice of meeting location, agenda and materials shall be forwarded by the Chairperson with the assistance of the Secretary. Meetings shall be run in accordance with Robert's Rules of Order.
- 3-2. *Emergency and Special Meetings.* Emergency or special meetings of the Committee may be called by the Chairperson or upon written request of any two (2) members. The Chairperson shall designate a time and place for holding an emergency or special meeting.
- 3-3. *Notice of Emergency or Special Meeting.* Notice of an emergency or 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 as set out herein:
- (a) Call to Order
  - (b) Roll Call
  - (c) Approving of Previous Meeting Minutes
  - (d) Subcommittee Reports
  - (e) Old Business
  - (f) New Business
  - (g) Adjournment
- 3-6. *Voting.* Voting shall be in accordance with the simple majority vote of the Board members present at a duly called meeting. The Chairperson shall vote only in case of a tie.

#### **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 is designated.

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

- 5-1. *Amendments to Bylaws.* Amendments shall be made to these Bylaws 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 the Bylaws 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 budgets 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 (\$10,000.00) shall 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 or any member of the Oneida Business Committee.

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These Bylaws, as amended and revised, are hereby attested to as adopted by the Pow-wow Committee at a duly called meeting held on the 19th day of MAY, 2015.

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

and approved by the Oneida Business Committee at a duly called meeting held on the 2 day of June, 2015.

  
Lisa Summers, Tribal Secretary  
Oneida Business Committee

