

**THE SOUTHEASTERN WISCONSIN
ONEIDA TRIBAL SERVICES ADVISORY BOARD BYLAWS**

Article I. Authority

- 1-1. *Name.* The name of the board shall be the Southeastern Wisconsin Oneida Tribal Services (SEOTS) Advisory Board, hereinafter, to be referred to as "Board."
- 1-2. *Authority.* The SEOTS Advisory Board was created by and has been delegated authority by the Oneida Business Committee by authority of the Oneida Tribe of Indians of Wisconsin Constitution and Bylaws, adopted November 14, 1936, under Article IV., Section I., Subsection (g).
- 1-3. *Office and Location.* The official mailing address of the Board shall be:
Southeastern Wisconsin Oneida Tribal Services Advisory Board
C/o Southeastern Wisconsin Oneida Tribal Services
6811 W. Morgan Avenue
Milwaukee, WI 53220
- 1-4. *Purpose.* It shall be the purpose of the Board to provide advice and constructive input to the Southeastern Wisconsin Oneida Tribal Services (SEOTS) Director in order that the SEOTS office can formulate social services programs for the Oneida people residing in Southeastern Wisconsin. Each member of the Board shall act as an ambassador for the SEOTS program by promoting its mission whenever possible; shall review the program's budget; shall guide and advise SEOTS administration and shall adhere to the appropriate chain of command in any and all relative communications with the Oneida Business Committee.
- 1-5. *Membership.*
 - (a) *Number of Members.* The Board shall consist of seven (7) members who shall be appointed by the Oneida Business Committee.
 - (b) *Application for Membership.*
 - (1) Applicants who wish to be considered for membership shall be enrolled Oneida Tribal members who are eighteen (18) years of age or over.
 - (2) Board members shall reside within one of the six (6) Southeastern Wisconsin counties of Milwaukee, Racine, Kenosha, Waukesha, Ozaukee and Washington.
- 1-6. Appointments to the Board shall be made in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions.
- 1-7. Board members shall agree to firm commitments for attending the Board's meetings and General Tribal Council meetings, as well as, training, functions and other events as established by the Board, SEOTS office or the Tribe.
- 1-8. *Terms of Appointment.* Board members shall serve for a three (3) year term.
- 1-9. *Vacancies.* Each member shall hold office until his/her term expires, he/she resigns or his/her appointment is terminated. Resignations shall be in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions. In the case of an unexpected vacancy on the Board, the Board Vice Chairperson shall notify the Tribal Secretary of the vacancy, requesting steps be taken to post the vacancy.
- 1-10. *Termination of Appointment.* A member may have his or her appointment terminated by the Oneida Business Committee by a two-thirds majority vote of the entire Oneida Business Committee pursuant to the Comprehensive Policy Governing Boards, Committees and Commissions. The Board may, by formal motion and action, request the

Oneida Business Committee terminate a member's appointment for one (1) or more of the following:

- (a) failure to attend four (4) regularly scheduled meetings without a verbal or written explanation to the Board.
- (b) failure to attend fifty percent (50%) of the regularly scheduled meetings within a twelve (12) month period for any reason.
- (c) alcohol use while performing official responsibilities or use of illegal drugs at any time.
- (d) violation of a Tribal law which specifies termination of appointment as a penalty; or
- (e) felony conviction while in office.

1-11. *Stipends.* A Board member shall receive a stipend, as funds permit, for each duly called meeting in the amount of \$75, per BC Resolution 10-25-06-C, provided that the meeting has established a quorum for a minimum of one hour and the Board member collecting the stipend was present for at least one hour of the established quorum.

Article II. Officers

2-1. Any member of the Board may nominate or be nominated for the offices of Board Chairperson, Vice Chairperson, or Secretary.

2-2. *Duties of the Chairperson.* The Chairperson shall:

- (a) Preside at all meetings of the Board.
- (b) Vote only in case of a tie or a need for consensus.
- (c) Sign all correspondence of the Board.
- (d) Be responsible for submitting approved Board meeting minutes to the Oneida Tribal Secretary for action or approval by the Oneida Business Committee.
- (e) Submit quarterly reports to the Oneida Business Committee and semi-annual reports to the Oneida General Tribal Council.
- (f) Assign sub-committees as necessary and maintain Board functions and responsibilities.
- (g) Prepare and follow scheduled order of business.

2-3. *Duties for the Vice Chairperson.* The Vice Chairperson shall:

- (a) Perform the Chairperson's duties under section 2-2, in the absence or incapacity of the Chairperson. In the case of termination of appointment, resignation or death of the Chairperson, the Vice Chairperson shall become the Chairperson for the remainder of the vacated term.
- (b) Notify the Oneida Business Committee SEOTS Liaison of any Board vacancy, requesting the vacancy be posted in the Kalihwisaks and on the Tribal website.

2-4. *Duties of the Secretary.* The Secretary shall:

- (a) Record and review the minutes of the Board's meetings.
- (b) Sign all approved minutes.
- (c) Disperse minutes in a timely manner to the Board.
- (d) Maintain files for all minutes, reports and correspondence to and from the Board.

2-5. Additional responsibilities for Board officers shall be to perform such other duties and functions from time to time as may be requested by the Director of SEOTS, who is of management staff of the Oneida Tribe, or as required by the Constitution and Bylaws of the Oneida Tribe of Indians of Wisconsin, or by the direction of the Oneida General Tribal Council, or as provided for by Tribal law.

2-6. Terms for officer positions shall be for one (1) year.

2-7. Election of officers shall take place at the first regular meeting in March of each year.

Article III. Meetings

3-1. *Regular Meetings.* The Board's regular meetings shall be held on the 2nd and 4th Tuesday of each month. The regular meeting time shall be at 6:00 p.m. The annual meeting schedule shall be posted in the SEOTS office, on the Tribal website and in the Kalihwisaks.

3-2. *Special and Emergency Meetings.*

(a) Special or emergency meetings shall address a specific purpose and/or convene at a time outside of regular meeting times.

(b) Emergency meetings shall require a verbal or written notice from a Board officer to the entire Board within a minimum of twenty-four (24) hours prior to the beginning of the meeting.

3-3. *Quorum.* A Board quorum shall require a minimum of four (4) board members, one of which shall be the Chairperson or the Vice Chairperson. The Board shall not conduct any official action without the presence of a quorum.

3-4. *Voting.* Decisions of the Board shall be based upon the majority of a quorum of members present at regular, special or emergency called meetings of the Board.

3-5. *Community Meetings.* The Southeastern Wisconsin Community shall include all enrolled Oneida Tribal members residing in the six (6) Southeastern Wisconsin counties of Milwaukee, Racine, Kenosha, Waukesha, Ozaukee and Washington.

(a) *Community meetings.* The Southeastern Wisconsin Community shall meet semi-annually.

(b) *Special and Emergency Events.* Notice should be given in writing to the Southeastern Wisconsin Community members ten (10) days prior to the event.

(c) *Place and Time.* Community Meetings shall be in such a place within the Southeastern portion of Wisconsin that is accessible to the community and will best serve the meeting purpose.

(d) *Role and Responsibility.* The purpose of the Community Meeting shall be for communication, information and sharing of ideas.

3-6. *Order of Business.* The meetings of the Board shall follow the order of business as set out herein:

(a) Call to order/ roll call

(b) Approval of Agenda

(c) Approval of Minutes

(d) SEOTS Director's Report (once a month)

(e) Standing and Special Sub-Committee Reports

(f) Tabled Business

(g) New Business

(h) Open Session

(i) Adjournment

Article IV. Reporting

4-1. *Reporting.* The Board Chairperson shall submit reports to the Tribal Secretary four (4) times annually in March, June, October and January, and semi-annual reports to the Oneida General Tribal Council.

4-2. *Format.* Agenda items shall be in an identified format.

- 4-3. *Minutes.* Minutes shall be typed and in a consistent format designed to generate the most informative record of the meetings of the Board for the Oneida Business Committee.
- 4-4. *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.
- 4-5. *Reporting to Liaison.* The Chairperson shall report to the Oneida Business Committee SEOTS liaison or to an alternate liaison in the case that the liaison is not available due to illness, removal, resignation, etc. This reporting format may be used as the liaison and the Board agrees to, but not less than that required in any policy on reporting developed by the Oneida Business Committee or the General Tribal Council. Reports shall be made within a reasonable time after a meeting is held, or as the liaison and the Board agree. Provided that, the agreement is to uphold the ability of the liaison to act as a support for the Board.

Article V. Sub-Committees

- 5-1. *Sub-Committees.* Sub-committees shall be created by the Board on an as needed basis. Board members sitting on sub-committees shall serve as volunteers and each will be expected to share in the responsibilities of the sub-committee relative to submitting, attending and participating in subcommittee meetings and submitting reports.
- 5-2. The Board is not bound by the findings or recommendations of a sub-committee.

Article VI. Amendments

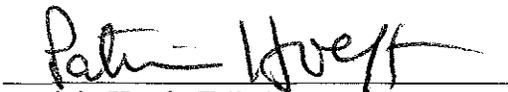
- 6-1. These bylaws may be amended by majority vote of a Board quorum, with final approval of the Oneida Business Committee. Further, any amendment(s) to these bylaws will be required to be presented at one Board meeting and can not be approved until a second Board meeting. A majority vote will be required before forwarding for final Oneida Business Committee approval.

These Bylaws, as amended and revised, are hereby attested to as adopted by the Southeastern Wisconsin Oneida Tribal Services Advisory Board at a duly called meeting by the Chairperson's signature on this 12 day of January, 2009.



Jackie Zalim, Board Chairperson
Southeastern Wisconsin Oneida Tribal Services Advisory Board

And Approved by the Oneida Business Committee at a duly called meeting held on the 25th day of November, 2009.



Patricia Hoeft, Tribal Secretary
Oneida Business Committee