

ONEIDA POW-WOW COMMITTEE BYLAWS

Article I. Authority

- 1-1. *Name.* The name of this entity shall be the Oneida Pow-wow Committee and may hereinafter be referred to as the Committee.
- 1-2. *Establishment.* This Committee was officially established by the Oneida Business Committee through adoption of resolution BC-04-13-90-B and is further recognized by the Oneida Business Committee through its approval of these bylaws on October 15, 1997 and subsequent amendments on February 3, 1999, February 23, 2005, June 23, 2010, April 22, 2016, June 2, 2015, and December 10, 2018.
- 1-3. *Authority.* 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, such as dancing, singing, visiting, the renewing of old friendships and the making of new ones, through the authority delegated to the Committee by the laws of the Nation.
- 1-4. *Office.* The official mailing address of the Committee shall be:
Oneida Pow-wow Committee
P.O. Box 365
Oneida, WI 54155
- 1-5. *Membership.*
- (a) *Number of Members.* The Committee shall be made up of no more than nine (9) members and no less than (5) members.
 - (1) 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 Boards, Committees and Commissions law.
 - (A) *Term Expiration.* Although a member's term has expired, he or she shall remain in office until a successor has been sworn in by the Oneida Business Committee.
 - (B) *Resignation.* A member may resign at any time verbally at a meeting or by delivering written notice to the Oneida Business Committee Support Office and the Committee Chairperson or Chairperson's designee. The resignation is deemed effective upon acceptance by motion of a member's verbal resignation or upon delivery of the written notices.
 - (b) *Appointment.* Each Committee member shall be appointed in accordance with the Boards, Committees and Commissions law to serve a three (3) year term.
 - (1) Committee members shall not be limited in the number of terms that can be served consecutively or otherwise.

- (c) *Vacancies.* Vacancies on the Committee shall be filled in accordance with the Boards, Committees and Commissions law.
 - (1) The Committee Chairperson shall review application materials and provide the Oneida Business Committee with recommendations on applicants for appointment by the executive session in which appointments are intended to be made.
- (d) *Qualifications of Members.* Committee members shall meet the following qualifications:
 - (1) Must be an enrolled member or a descendant of an enrolled member of the Oneida Nation;
 - (2) Must be at least eighteen (18) years of age or older;
 - (3) Must never have been convicted of a felony or misdemeanor related to any of the following:
 - (A) Fraud;
 - (B) Theft; and/or
 - (C) Violent or sexual misconduct; and
 - (i) Any pardon issued by the Nation or the governor of any state for a conviction specified above shall not deem a person as “exonerated” for purposes of qualifying for membership on the Committee.
 - (4) Must be able to dedicate weekends and nights to Committee related obligations/activities.
 - (5) Within the pool of candidates that meet the requirements of subsections (1) through (4), the Oneida Business Committee shall give preference to those that have experience coordinating a Pow-wow event or coordinating some other large community event.

1-6. *Termination of Appointment.* A member's appointment may be terminated in accordance with the Boards, Committees and Commissions law.

- (a) A violation of any of the expectations set forth in Article IV of these bylaws shall be cause for the Committee to place the matter on its next agenda for a vote by a majority of members in attendance at a Committee meeting of an established quorum on whether to make a recommendation to the Oneida Business Committee for termination of the member's appointment in accordance with the Boards, Committees and Commissions law.

1-7. *Trainings and Conferences.* Mandatory trainings/conferences for Committee members shall be as follows:

- (a) Each member shall be required to attend no more than one (1) full day of a training or conference per year;
- (b) Trainings/conferences shall be limited to the following subject areas:
 - (1) Planning/coordinating Pow-wow events;
 - (2) Ethics; and
 - (3) Event planning in general, whether relating to a Pow-wow event or otherwise.

- (c) Attendance shall be subject to approval of the Committee Chairperson and contingent upon financing.
- (d) Attending and/or participating in a Pow-wow does not constitute mandatory trainings/conferences for purposes of stipend eligibility.
- (e) Regardless of the number of trainings/conferences that he or she is required to attend, no member of the Committee shall be eligible to receive stipends for attending more than five (5) full days of mandatory trainings/conferences per year.

Article II. Officers

2-1. *Officers.* The Committee shall have four (4) Officer positions: Chairperson, Vice-Chairperson, Treasurer and Secretary.

2-2. *Responsibilities of the Chairperson.* The duties, responsibilities and limitations of the Chairperson of the Committee shall be as follows:

- (a) To call and preside over all meetings of the Committee and, with the assistance of the Secretary, forward notice of meeting location, agenda, documents and minutes in accordance with the Boards, Committees and Commissions law.
- (b) To be an ex officio member of all subcommittees of the Committee and keep the Committee informed as to the business of the Committee and Pow-wows.
- (c) To sign and execute all contracts or other instruments, as needed, that have been duly authorized under the Nation's accounting policies and, with the assistance of the Treasurer, maintain the Committee's books and records in accordance with all laws of the Nation.
- (d) With the assistance of the Secretary, to submit annual and semi-annual reports to the Oneida General Tribal Council and submit quarterly reports to the Oneida Business Committee as required by the Boards, Committees and Commissions law.
- (e) To attend, or designate a Committee member to attend, the meetings of the Oneida Business Committee where the Committee's quarterly report is on the agenda.
- (f) The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this Officer position. These duties and responsibilities are subject to change based on organizational needs and/or as deemed necessary by the Committee.

2-3. *Responsibilities of the Vice-Chairperson.* The duties, responsibilities and limitations of the Vice-Chairperson shall be as follows:

- (a) In the absence of the Chairperson, to conduct meetings of the Committee.
- (b) In the absence of the Chairperson, to sign and execute all contracts or other instruments, as needed, that have been duly authorized under the Nation's accounting policies.

- (c) The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this Officer position. These duties and responsibilities are subject to change based on organizational needs and/or as deemed necessary by the Committee.

2-4. *Responsibilities of the Treasurer.* The duties, responsibilities and limitations of the Treasurer shall be as follows:

- (a) To be aware of and have primary knowledge of all funds and securities of the Committee and deposit of such funds.
- (b) To prepare appropriation requests and, with the assistance of the Chairperson, maintain the Committee's books and records in accordance with all laws of the Nation.
- (c) To report on the condition of the finances of the Committee at each regular meeting of the Committee and at other times as required or requested.
- (d) The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this Officer position. These duties and responsibilities are subject to change based on organizational needs and/or as deemed necessary by the Committee.

2-5. *Responsibilities of the Secretary.* The duties, responsibilities and limitations of the Secretary shall be as follows:

- (a) To keep minutes of the Committee meetings in an appropriate format and assist the Chairperson with forwarding the notice of meeting location, agenda, documents and minutes in accordance with these bylaws, the Boards, Committees and Commissions law and the Open Records and Open Meetings law.
- (b) To assist the Chairperson in providing notice of regular and emergency meetings of the Committee in accordance with these bylaws, the Boards, Committees and Commissions law, and the Open Records and Open Meetings law.
- (c) To act as custodian of the records and maintain records in accordance with the Open Records and Open Meetings law.
- (d) To attest to the execution of instruments on behalf of the Committee by the proper Officer.
- (e) To attend to all correspondence and present to the Committee all official communications received by the Committee.
- (f) Along with the Chairperson, to submit annual and semi-annual reports to the Oneida General Tribal Council and submit quarterly reports to the Oneida Business Committee in accordance with the Boards, Committees and Commissions law.
- (g) In the event that both the Chairperson and Vice-Chairperson positions become vacant before the end of their terms, call Committee meetings to fill the vacancies and preside over those meetings for the sole purpose of

appointing new Officers, at which point the Chairperson, or Vice-Chairperson in the absence of the Chairperson, shall preside.

- (h) The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this Officer position. These duties and responsibilities are subject to change based on organizational needs and/or as deemed necessary by the Committee.

2-6. *Selection of Officers.* The Officers of the Committee shall be appointed by the Committee for a three (3) year term by a majority vote of the members in attendance at a regular or emergency Committee meeting of an established quorum.

- (a) Each Officer shall hold his or her office until:
 - (1) The member resigns as an Officer.
- (b) A vacancy of any Officer position shall be filled for the remainder of the unexpired term by the Committee by a majority vote of the members in attendance at a regular or emergency Committee meeting of an established quorum.
- (c) Committee members may be dismissed from their Officer positions by majority vote of the members in attendance at a Committee meeting of an established quorum.
- (d) No Officer shall hold more than one (1) Officer position per Officer term.
- (e) The designation of a term shall not grant to the Officer any vested or contractual rights in serving the term.

2-7. *Budgetary Sign-Off Authority and Travel.* The Committee shall follow the Nation's policies and procedures regarding purchasing and sign-off authority.

- (a) Levels of budgetary sign-off authority for the Committee shall be as set forth in the manual titled, *Oneida Tribe of Indians of Wisconsin Purchasing Policies and Procedures*, for Area Directors/Enterprise Directors.
 - (1) All Committee Officers have sign-off authority and two (2) Officers shall be required to sign-off on all budgetary requests, except as follows:
 - (A) The Oneida Business Committee Support Office shall have sign-off authority over requests for stipends, travel per diem and business expense reimbursement.
- (b) *Checks, Appropriations and Other Orders of Payment.* All checks and other orders of payment shall be handled pursuant to the Nation's accounting policies. All appropriation requests shall be prepared by the Treasurer of the Committee or, in his or her absence, the Committee Chairperson's designee.
- (c) *Deposits.* All funds of the Committee not otherwise obligated shall be deposited back into the Pow-wow budget.
- (d) *Standard Operating Procedures.* The Committee shall create standard operating procedures for cash handling and for other financial/accounting processes as deemed necessary by the Committee or the Oneida Business Committee.

- (1) All standard operating procedures created by the Committee shall be filed with the Oneida Business Committee Support Office in accordance with the Boards, Committees and Commissions law.
- (2) The Committee shall review its standard operating procedures on an annual basis for purposes of updating if necessary.
- (e) *Books and Records.* The Committee's books and records shall be maintained by the Chairperson and Treasurer of the Committee and shall be available for examination by any Committee member or any member of the Oneida Business Committee, along with any other interested party to the extent authorized under the Open Records and Open Meetings law.
- (f) The Committee shall approve a member's request to travel on behalf of the Committee by a majority vote of the members in attendance at a regular or emergency Committee meeting of an established quorum.

2-8. *Personnel.* The Committee shall not have authority to hire personnel for the benefit of the Committee.

Article III. Meetings

3-1. *Regular Meetings.* Regular meetings of the Committee shall be held on the second Tuesday of every month, commencing at 4:45 p.m., in Conference Room C of the Skenandoah Complex located in Green Bay, Wisconsin.

- (a) The regular meeting date, time and/or location shall be reviewed by the Committee from time-to-time and may change as deemed necessary by a majority vote of the members making up at least a quorum upon notice to all members in writing and, along with the public, in accordance with the Open Records and Open Meetings law prior to the implementation of a new date, time and/or location.
- (b) Notice of meeting location, agenda, documents and minutes shall be forwarded by the Chairperson with the assistance of the Secretary to all Committee members and the public in accordance with these bylaws and the Open Records and Open Meetings law.
- (c) Meetings shall be run in accordance with Robert's Rules of Order.

3-2. *Emergency Meetings.* An emergency meeting may be called when an urgent matter cannot wait for a regular meeting.

- (a) Emergency meetings of the Committee may be called by the Chairperson or upon written request of any two (2) Committee members.
- (b) Notice of an emergency meeting shall be given at least forty-eight (48) hours prior to the date set for any such meeting.
 - (1) Advance notice of an emergency meeting shall be provided to all Committee members in writing, as well as by telephone call, and, along with the public, in accordance with the Open Records and Open Meetings law.
 - (A) Written notice via email communication must be sent to the official Oneida Nation email address that was provided

to all members to conduct business electronically on behalf of the Committee.

- (c) Within seventy-two (72) hours after an emergency meeting, the Committee shall provide the Nation's Secretary with notice of the emergency meeting, the reason for the emergency meeting, and an explanation as to why the matter could not wait until the next regular meeting.

3-3. *Joint Meetings.* Joint meetings with the Oneida Business Committee shall be held within the Oneida Business Committee Conference Room of the Norbert Hill Center or at another agreed upon location on an as needed basis per the approval of the Oneida Business Committee.

- (a) Notice of the joint meeting agendas, documents and minutes shall be provided, and the joint meeting conducted, in accordance with resolution BC-03-27-19-D titled, Oneida Business Committee and Joint Meetings with Boards, Committees and Commissions – Definitions and Impact, as may be amended from time-to-time hereafter.

3-4. *Quorum.* A quorum consists of no less than a majority of the current membership and must include the Chairperson or Vice-Chairperson.

- (a) In lieu of the Chairperson and Vice-Chairperson, the Secretary may complete a quorum for meetings that are called pursuant to section 2-5(g) of these bylaws.

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) Adopt the Agenda
- (c) Approval of Minutes
- (d) Old Business
- (e) New Business
- (f) Reports
- (g) Other Business
- (h) Executive Session
- (i) Adjournment

3-6. *Voting.* A majority vote of the Committee members in attendance at a meeting of an established quorum is required for official action of the Committee.

- (a) The Chairperson, or Vice-Chairperson if presiding in lieu of the Chairperson or Secretary if presiding under section 2-5(g) of these bylaws, shall not be allowed to vote unless a tie needs to be broken.
- (b) E-Polls are permissible and shall be conducted in accordance with the Boards, Committees and Commissions law.
 - (1) The Vice-Chairperson will serve as the Chairperson's designee for the responsibility of conducting an e-poll at the discretion of the Chairperson.

Article IV. Expectations

- 4-1. *Behavior of Members.* Committee members are expected to be respectful of others and to arrive at meetings, as well as other Committee related activities, prepared and on-time. The following behavior constitutes a violation of this section of the bylaws:
- (a) Missing three (3) unexcused consecutive Committee meetings without sufficient justification.
 - (1) A Committee member will be deemed unexcused if he or she fails to provide written notice of the intended absence to a Committee Officer at least thirty (30) minutes in advance of the meeting that he or she will be absent from.
 - (b) Being found guilty of or substantiated for committing any of the following:
 - (1) Acts of fraud;
 - (2) Acts of theft; and/or
 - (3) Any other acts of violence, dishonesty or abuse of power.
 - (c) *Enforcement.* If a member violates this or any other section of these bylaws, he or she may be subject to any of the following upon majority vote of the members present at a Committee meeting of an established quorum:
 - (1) Removal of the member from a meeting or other gathering of the Committee, which could affect the member's stipend eligibility;
 - (2) Committee action to discipline the member in accordance with any law of the Nation governing sanctions and penalties for appointed officials; and/or
 - (3) A recommendation for termination of the member's appointment to the Oneida Business Committee in accordance with the Boards, Committees and Commissions law and/or any other law of the Nation governing the termination of appointed officials.
- 4-2. *Prohibition of Violence.* Intentionally violent acts committed by a member of the Committee that inflicts, attempts to inflict, or threatens to inflict emotional or bodily harm on another person, or damage to property, are strictly prohibited.
- 4-3. *Drug and Alcohol Use.* The use of alcohol and prohibited drugs by a member of the Committee when acting in his or her official capacity is strictly prohibited.
- 4-4. *Social Media.* Committee members shall comply with the Oneida Nation's Social Media Policy and their oath of office when using social media while acting on behalf of or as a representative of the Committee.
- 4-5. *Conflict of Interest.* Committee members shall comply with all laws of the Nation governing conflicts of interest.

Article V. Stipends and Compensation

- 5-1. *Stipends.* Dependent upon available budgeted funds, each Committee member shall be eligible for the following stipends as set forth in and subject to these

bylaws, the Boards, Committees and Commissions law, and resolution BC-05-08-19-B titled, Amending Resolution BC-09-26-18-D Boards, Committees and Commissions Law Stipends, as may further be amended from time-to-time hereafter:

- (a) One (1) meeting stipend per month, provided that:
 - (1) A quorum was established;
 - (2) The meeting of the established quorum last for a minimum of one (1) hour; and
 - (3) The Committee member collecting the stipend was physically present for the entire meeting of the established quorum in accordance with the Boards, Committees and Commissions law.
- (b) For attending a conference or training, a stipend for each day of attendance, provided that:
 - (1) The Committee member attended a full day of training or was present at the conference for a full day; and
 - (2) The Committee member's attendance at the conference or training was required by law, bylaws or resolution.
- (c) A stipend for attending a Judiciary hearing if the Committee member's attendance at the hearing is required by official subpoena.
- (d) A stipend for attending a duly called joint meeting between the Committee and the Oneida Business Committee, provided that:
 - (1) A quorum was established by the Committee;
 - (2) The joint meeting lasted for at least one (1) hour; and
 - (3) The Committee member collecting the stipend was physically present for the entire joint meeting.
- (e) Members will be required to fill out a time-sheet for stipend requests.

5-2. *Compensation.* A Committee member shall be compensated on an hourly basis consistent with resolution BC-05-08-19-B titled, Amending Resolution BC-09-26-18-D Boards, Committees and Commissions Law Stipends, as may further be amended from time-to-time hereafter, for services he or she provides during each Pow-wow event, contingent upon available budgeted funds and so long as approved by majority vote of the members in attendance at a Committee meeting of an established quorum in advance of providing the services.

- (a) Services provided "during each Pow-wow event" shall include:
 - (1) Services relating to coordinating the Pow-wow event;
 - (2) Services relating to setting up the Pow-wow grounds and/or location;
 - (3) Services provided on the day(s) of the Pow-wow event; and
 - (4) Services relating to taking down/cleaning up and reconciliation after the Pow-wow event.
- (b) Committee members shall keep track of their hours of service provided during a Pow-wow event on a timesheet.
- (c) Besides the travel, per diem and business expense reimbursement authorized by the Boards, Committees and Commissions law and as further

authorized herein, Committee members shall not be eligible to receive any other form of compensation for the duties/activities they perform on behalf of the Committee.

Article VI. Records and Reporting

- 6-1. *Agenda Items.* Agenda items shall be maintained in a format provided by the Oneida Business Committee Support Office.
- 6-2. *Minutes.* Minutes shall be typed in a format provided by the Oneida Business Committee Support Office and as agreed upon by the Committee to generate the most informative record of the Committee's meeting and shall include a summary of the action taken by the Committee during meetings.
- (a) All minutes shall be submitted to the Oneida Business Committee Support Office within two (2) business days of the meeting date.
- 6-3. *Attachments.* Any handouts, reports or documents shall be attached to the minutes and agenda from the meeting in which they were presented and kept together in an electronic filing system.
- 6-4. *Oneida Business Committee Liaison.* The Committee shall meet with the Oneida Business Committee member who is its designated liaison as needed, the frequency and method of communication to be agreed upon between the liaison and the Committee, but no less than that required in any law or policy on reporting developed by the Oneida Business Committee or Oneida General Tribal Council.
- (a) The Committee shall check in with its liaison on a quarterly basis.
- (b) Purpose of the liaison relationship is to uphold the ability of the liaison to act as support to the Committee.
- 6-5. *Audio Recordings.* All Committee meetings shall be audio recorded.
- (a) The Oneida Business Committee Support Office shall supply a recording device to the Committee in advance of each meeting.
- (1) The Committee shall return, or the Oneida Business Committee Support Office shall pick up, the recording device within two (2) business days of each meeting.
- (2) Audio recordings shall be maintained by the Oneida Business Committee Support Office.
- (b) *Exception.* Audio recordings of executive session portions of a meeting shall not be required.

Article VII. Amendments

- 7-1. *Amendments.* Amendments shall be made to these bylaws at a regular meeting of the Committee, provided that written notice of the proposed amendments is made at a prior regular meeting.

- (a) The Committee may amend these bylaws by the affirmative vote of a majority of the members in attendance at a Committee meeting of an established quorum.
- (b) Amendments to these bylaws shall conform to the requirements of the Boards, Committees and Commissions law and any other policy of the Nation.
- (c) Amendments to these bylaws shall be approved by the Oneida Business Committee before implementation.
- (d) The Committee shall review these bylaws on an annual basis.

These By-laws are hereby attested to as adopted by the Oneida Pow-wow Committee at a duly called meeting held on [INSERT DATE], by the Oneida Pow-wow Committee Chairperson's signature.

Tonya Webster, Chairperson
Oneida Pow-wow Committee

These By-laws, as amended and revised, are hereby approved by the Oneida Business Committee at a duly called meeting held on September 25, 2019, by the Secretary of the Oneida Business Committee's signature.

Lisa Summers, Secretary
Oneida Business Committee