ONEIDA TRUST ENROLLMENT COMMITTEE (OTEC) BYLAWS

Article I. Authority

1-1. *Name.* The name of this entity shall be the Oneida Trust Enrollment Committee and may be referred to as the OTEC.

1-2. *Establishment.* The OTEC was established by the Oneida General Tribal Council ("GTC") through resolution GTC-4-28-74 titled, *GTC Establishment of Trust Committee to be responsible for Administration and Deposition of Trust Monies with $1,000,000 Maintained for Developmental Purposes and not Dissolved Through Per Capita Distributions.*

1-3. *Authority.*

(a) *Purpose.* The OTEC was created by the GTC to be responsible for all aspects of the Nation's Tribal enrollment and trust assets. The OTEC is delegated the authority established through the laws, policies, rules and resolutions of the Nation, including, but not limited to, the following as may be amended from time-to-time:

(1) Resolution GTC-1-8-77-C;
(2) The Nation's Membership Ordinance;
(3) The Oneida Trust Enrollment Committee and Oneida Business Committee Memorandum of Agreement dated February 27, 2019 ("MOA");
(4) The Nation's Per Capita law;
(5) The Nation's Endowment law;
(6) The General Tribal Council Meeting Stipend Payment Policy; and
(7) Any additional authority delegated to the OTEC through other laws, policies, rules, resolutions and/or applicable trust agreements/plans of the Nation.

(b) Powers and Duties. The OTEC shall have the power to carry out, including, but not limited to, the following duties:

(1) Administer the Emigrant New York Indian Claims Award Docket 75 Trust Fund known as Elderly Per Capita; Higher Education and General Welfare Trust f/k/a the Elderly Per Capita Payment Distribution Fund; and the Oneida Trust Scholarship Fund;
(2) Oversee the management of the Trust Enrollment Department;
(3) Administer membership distributions;
(4) Administer the Minors Per Capita Trust Funds;
(5) Administer the Language Revitalization Fund;
(6) Administer the Oneida Life Insurance Plan Plus ("OLIPP") and oversee the OLIPP benefit;

(7) Administer endowments;
(8) Monitor funds held in the name of the Oneida Nation at the Bureau of Indian Affairs;
(9) Maintain the official roll of the Oneida Nation by carrying out all enrollment duties in accordance with the Membership Ordinance, as well as any other rules/resolutions related thereto;
(10) Report to the Oneida General Tribal Council semiannually;
(11) Develop policies relating to trust funds and enrollments for adoption by the Oneida Business Committee and/or General Tribal Council; and
(12) Carry Out any further or additional duties established through the laws, policies, rules and resolutions of the Nation

1-4. *Office.* The official mailing address of the OTEC shall be:
Oneida Trust Enrollment Committee
PO Box 365
Oneida, WI. 54155

1-5. Membership.

(a) *Number of Members.* The OTEC shall be composed of nine (9) members, one (1) of whom shall be a member of the Oneida Business Committee.

(b) *Elected.* OTEC shall be elected in accordance with the Nation's election laws and/or policies for three (3) year staggered terms.

(1) Members shall hold office until their term expires, they resign, or they are removed/terminated from office.

(A) A member whose term has expired shall remain in office until his or her successor is sworn in by the Oneida Business Committee.

(B) A member may resign at any time verbally during an OTEC meeting or by delivering written notice to the Government Administrative Office and the OTEC Chairperson or Chairperson's designee.

(i) The resignation is deemed effective upon acceptance by OTEC motion of a member's verbal resignation or upon delivery of the written notices.

(c) Vacancies. Vacancies on the OTEC shall be filled as follows:

(1) *Expired Terms.* Vacancies caused by the expiration of a member's term shall be filled by election in accordance with the laws and/or policies of the Nation governing elections.

(2) *Unexpired Terms.* Vacancies in unexpired terms shall be filled by appointment by the Oneida Business Committee pursuant to the Boards, Committees, and Commissions law for the remainder of the unexpired term.

(A) The OTEC Chairperson shall provide the Oneida Business Committee with recommendations on all applications for appointment to fill a vacancy of an unexpired term per the process set by the Boards, Committees, and Commissions law.

(B) The Chairperson's recommendation shall be decided by majority vote of the members present at an OTEC meeting of an established quorum.

(d) *Qualifications of Members.* Each OTEC member shall be:

(1) An enrolled member of the Nation;

(2) A Resident of Brown or Outagamie County;

(3) At least eighteen (18) years of age; and

(4) Able to obtain a fiduciary bond.

1-6. *Termination or Removal.* An OTEC member found to be in violation of these bylaws, or any other governing laws of the Nation, may be subject to the following:

(a) If the member was elected, the OTEC's filing of a petition for his or her removal in accordance with the Removal law and/or any other law of the Nation governing the removal of elected officials.

(b) If the member was appointed, the OTEC's submission of a recommendation to the Oneida Business Committee for termination of his or her appointment pursuant to the Boards, Committees, and Commissions law and/or any other law of the Nation governing the termination of appointed officials.

(c) The filing of a petition for removal or submission of a recommendation for termination shall be decided by the majority vote of the members present at an OTEC meeting of an established quorum.

1-7. *Trainings and Conferences.* The following trainings/conferences shall be mandatory for members of the OTEC to attend as determined by a majority vote of the members present at an OTEC meeting of an established quorum:

(a) OTEC Orientation

(b) Trainings/conferences relating to investing, financing, administration and fiduciary duties applicable to their positions on the OTEC.

(c) Trainings/conferences on the Nation's Legislative Procedures Act; the laws/policies governing the OTEC; and the various trust/departmental

guidelines , as well as standard operating procedures, that apply to the OTEC; and

(d) Any additional training as needed to fulfill expectations outlined in these bylaws.

(e) Regardless of the number of trainings/conferences that he or she is required to attend, no member of the OTEC 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 OTEC Officers shall consist of Chairperson, Vice-Chairperson and Secretary.

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

(a) Shall call and preside at all meetings of the OTEC;

(b) Shall appoint subcommittees of the OTEC in accordance with these bylaws;

(c) Shall oversee all OTEC activities and meetings;

(d) Shall supervise the Trust Enrollment Director, inviting input from the OTEC members for purposes of his or her evaluation;

(e) Shall, personally or through designee, submit quarterly reports to the Oneida Business Committee and annual/semi-annual reports to the Oneida General Tribal Council in accordance with the Boards, Committees, and Commissions law, as well as any other applicable trust agreements/plan;

(f) Shall be present at, or designate an OTEC member to be present at, the Oneida Business Committee meeting where the OTEC's quarterly report appears on the agenda, and

(g) Shall serve as an ex-officio member of all established subcommittees.

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

(a) Shall act with the same authority as the Chairperson in his or her absence.

2-4 *Responsibilities of the Secretary:* The duties, responsibilities and limitations of the Secretary are as follows:

(a) With assistance from the Trust Enrollment Department and/or Government Administrative Office, shall be responsible for keeping/taking minutes of OTEC meetings, submitting copies of

meeting minutes to the Government Administrative Office in accordance with the Boards, Committees, and Commissions law; and making meeting minutes available to all OTEC members, as well as the public, pursuant to these bylaws and the Nation's Open Records and Open Meetings law; and

(b) In the event that both the Chairperson and Vice-Chair positions become vacant before the end of their terms, shall call meetings to fill the vacancies and preside over those meetings to conduct an election of new Officers, at which point the Chairperson, or Vice-Chairperson in absence of the Chairperson, shall preside.

2-5 *Selection of Officers.* Officers shall be elected by a majority vote of members present at the first OTEC regular monthly meeting of an established quorum that follows the final result approval by the Oneida Business Committee of an election of OTEC members.

(a) OTEC Officers shall serve one (1) year terms and shall not hold more than one (1) Officer position per Officer term.

(1) If an Officer position is vacated, an interim election shall be held at the next OTEC meeting to fill the position for the balance of the year.

(b) Nominations for Officer positions may only be made by members who are present, as defined within the Boards, Committees, and Commissions law, at the OTEC meeting to elect Officers.

(c) OTEC members may be dismissed from their Officer positions by majority vote of the members present at an OTEC meeting of an established quorum.

2-6 *Purchases and Travel.* OTEC shall follow the Nation's policies and procedures regarding purchasing and sign-off authority.

(a) Levels of budgetary sign-off authority for the OTEC shall be as set forth in the manual titled, Oneida Tribe of Indians of Wisconsin Purchasing Policies and Procedures, for Divisional Directors/Tribal School Chairperson/Trust Committee/Gaming Director.

(1) All OTEC Officers have sign-off authority and two (2) Officers shall be required to sign-off on all budgetary requests.

(A) Upon approval by both Officers, the Government Administrative Office shall have official budgetary sign-off authority for the OTEC.

(b) The OTEC shall approve a member's request to travel on its behalf by majority vote of the members present at a regular or emergency OTEC meeting of an established quorum.

2-7 *Personnel.* The OTEC shall have the authority to hire a Trust Enrollment Director.

(a) The hiring of a Trust Enrollment Director shall be conducted in accordance with the Nation's Personnel Policies and Procedures law and shall be dependent upon available funding.

(b) The duties of the Trust Enrollment Director shall be per the directive of the OTEC Chairperson or Chairperson's designee and as set forth in the job description and/or documents governing the position.

Article III. Meetings

3-1 Regular Meetings.

(a) Subject to subsection (1) of this section, the OTEC shall meet on the fourth Tuesday of each month for regular business, commencing at 5:00 p.m., in the Trust Enrollment Department located at 210 Elm Street in Oneida, WI. Meetings of the OTEC may be attended in person, by telephone, through videoconferencing or through other telecommunications so long as presence of each member is demonstrated consistent with the Boards, Committees, and Commissions law.

(1) In February and August of each year, the OTEC shall meet on the third Tuesday of the month for Enrollment meetings.

(2) The OTEC may change its regular meeting date, time and/or location from time-to-time as it determines necessary by majority vote of the members present at an OTEC meeting of an established quorum so long as notice is provided to all members in writing and, along with the public, in accordance with the Nation's Open Records and Open Meetings law, prior to implementation of a new date, time and/or location.

(b) Notice of meeting location, agenda, minutes and materials shall be forwarded by the Trust Enrollment Department to all OTEC members via email communication, sent to the official Oneida Nation email address provided to members to conduct business electronically on behalf of the OTEC ("Official Email"); and notice shall further be provided to all OTEC members, as well as the public, in accordance with the Nation's Open Records and Open Meetings law.

(c) Meetings of the OTEC shall be conducted in accordance with the rules contained in the current edition of Robert's Rules of Order, in all cases to which they are applicable, unless they are inconsistent with these bylaws.

3-2 *Emergency Meetings.* An emergency meeting may be called when there is an imminent issue that needs to be addressed by the OTEC before its next regular meeting which

requires a thorough discussion, and thus, cannot be done by e-poll. Emergency meetings may be attended in person, by telephone, through videoconferencing or through other telecommunications so long as presence of each member is demonstrated consistent with the Boards, Committees, and Commissions law.

(a) Any OTEC Officer may call an emergency meeting so long as in accordance with these bylaws.

(b) At least twenty-four (24) hours before the start of the meeting, the Trust Enrollment Department shall notify all OTEC members of the emergency meeting by telephone call and shall send them the meeting location, agenda and materials via their Official Email address.

(1) OTEC members, as well as the public, shall further receive notice of emergency meetings per the Nation's Open Records and Open Meetings law.

(c) Within seventy-two (72) hours of the emergency meeting, the OTEC 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 between the OTEC and the Oneida Business Committee shall be held at the Norbert Hill Center in accordance with the MOA, which may be amended from time-to-time hereafter, upon agreement by both parties, and as follows:

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

3-4 *Quorum.* Five (5) OTEC members shall constitute a quorum. If a quorum is not present within fifteen (15) minutes of the announced meeting time, the meeting shall be declared dismissed.

3-5 *Order of Business.* The order of business, as far as applicable, is:

(a) Call to Order
(b) Adopt the Agenda
(c) Visitor/Community Forum
(d) Approval of Minutes
(e) Old Business
(f) New Business
(g) Reports
(h) Other Business

(i) Executive Session
(j) Adjournment

3-6 Voting. Decision of the OTEC shall be by majority vote of the members present at an OTEC meeting of an established quorum, witch each OTEC member having one (1) vote.

(a) The Chairperson or Officers presiding in lieu of the Chairperson may not vote except in the event of a tie.
(b) E-polls are allowed so long as conducted in accordance with the Boards, Committees, and Commissions law.
(1) The Vice-Chairperson, in the absence or discretion of the Chairperson, shall be responsible for conducting e-polls.

Article IV. Expectations

4-1 Behavior of Members. Members of the OTEC are required to adhere to the following behavioral expectations.

(a) Perform duties as outlined in these bylaws, as may be amended from time-to-time hereafter, and adhere to all other governing laws, policies, MOA's and/or rules of the Nation;
(b) Act only in the best interests of the OTEC;
(c) Put the OTEC's interest before any other personal or professional interests while acting on behalf of or as a representative of the OTEC;
(d) Be actively involved in decision-making on behalf of the OTEC;
(e) Actively participate in OTEC planning, governance and development;
(f) Make decisions jointly with the OTEC members and honor decisions/actions taken at meetings, whether in attendance or not;
(g) Not act independent of the OTEC or make statements on its behalf absent authorization;
(h) Promptly reply to email and other communications that request and require a response;
(i) Attend and contribute to all OTEC meetings.
(1) Three (3) unexcused absences from regularly scheduled meetings of the OTEC within a one (1) year period may be grounds for removal/termination or disciplinary action hereunder.
(A) An absence shall be deemed unexcused if a member fails to provide an Officer with written notice of his or her intended absence at least thirty (30) minutes prior to a meeting.
(2) If a member of the OTEC accrues three (3) unexcused absences in a one (1) year period, the matter should be added to an OTEC

meeting agenda for consideration and possible action in accordance with these bylaws.

(j) Prepare for meetings and provide feedback to the OTEC Chairperson or Trust Enrollment Director on any agenda items; and

(k) While acting in the capacity of a member of the OTEC; behave in a manner consistent with the Core Values of the Nation.

(l) *Enforcement.* Any member found to be in violation of this or any section of these bylaws may be subject to the following:

(1) Sanctions and penalties in accordance with any laws or policies of the Nation governing sanctions and/or penalties of officials.

(2) If the member was elected, the OTEC's filing of a petition for his or removal pursuant to the Removal law and/or any other laws or policies of the Nation governing the removal of elected officials.

(3) If the member was appointed, the OTEC's recommendation to the Oneida Business Committee for the termination of his or her appointment pursuant to the Boards, Committees, and Commissions law and/or any other law or policies of the Nation governing the termination of appointed officials.

(A) The filing of a petition for removal or recommendation for termination shall be decided by a majority vote of the members present at an OTEC meeting of an established quorum.

4-2 *Prohibition of Violence.* OTEC members are strictly prohibited from committing intentionally violent acts that inflict, attempt to inflict, or threaten to inflict emotional or bodily harm on another person, or damage to personal property.

4-3 *Drug and Alcohol Use.* The OTEC prohibits the use of alcohol and illegal drugs by members when acting in their official capacity.

(a) The OTEC encourages members to voluntarily seek help for their personal drug and alcohol-related problems.

4-4 *Social Media.* OTEC members shall comply with the 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 OTEC.

4-5 *Conflict of Interest.* OTEC Members shall abide by all laws of the Nation governing conflicts of interest.

(a) It is the responsibility of each OTEC member to disclose conflicts of interest.

Article V. Stipends and Compensation

5-1 *Stipends.* OTEC members 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-08-12-20-C titled, Amended Boards, Committees, and Commissions Law Stipends, as may be further amended from time-to-time hereafter:

(a) No more than twenty-four (24) stipends per fiscal year, provided that:
   (1) A quorum was established;
   (2) The meeting of the established quorum lasted for at least one (1) hour; and
   (3) The member collecting the stipend was present for the entire meeting as defined, as well as demonstrated, in accordance with the Boards, Committees, and Commissions law.

(b) A stipend for attending a duly called joint meeting between the OTEC and the Oneida Business Committee, provided that:
   (1) A quorum was established by the OTEC;
   (2) The joint meeting lasted for at least one (1) hour; and
   (3) The member collecting the stipend was present for the entire joint meeting as defined, as well as demonstrated, in accordance with the Boards, Committees, and Commissions law.

(c) A stipend for attending an Oneida Judiciary hearing so long as the member's attendance at the hearing is required by official subpoena.

(d) A stipend for attending an official hearing of the OTEC.

(e) A stipend for attending a conference or training, provided that:
   (1) The amount of the stipend a member is eligible to receive for attending a conference or training shall be dependent on whether the member attended up to four (4) hours of a conference/training or more than four (4) hours of a conference/training; and
   (2) The members' attendance at the conference or training was required by law, bylaws or resolution.

5-2 Compensation. Besides travel, per diem and business expense reimbursement authorized under the Boards, Committees, and Commissions law, members shall not be eligible to receive any other forms of compensation for duties/activities they perform on behalf of the OTEC.

Article VI. Records and Reporting

6-1 *Agenda Items.* Agenda items shall be maintained in a consistent format as identified in section 3-5 of these bylaws.

6-2 *Minutes.* Minutes shall be prepared in a format created by the Government Administrative Office, following the order of business set forth in section 3-5 of these bylaws, to generate the most informative record of the meeting.

(a) With assistance from the Trust Enrollment Department and/or Government Administrative Office, the OTEC Secretary shall submit a copy of the approved OTEC minutes and agenda to the Government Administrative Office within thirty (30) days of approval by the OTEC.

6-3 *Attachments.* All handouts, reports, memorandum and the like shall be attached to the OTEC meeting minutes and agenda in which they were presented.

(a) The Trust Enrollment Department shall submit any handouts, reports, memoranda and the like with the respective original minutes and agenda.

(b) The Trust Enrollment Department shall maintain all original copies of the minutes, agenda and attachments in accordance with the Open Records and Open Meetings law.

6-4 *Oneida Business Committee Liaison.* The OTEC shall regularly communicate with the member of the Oneida Business Committee who is its designated liaison.

(a) The frequency and method of communication shall be as agreed upon by the OTEC and the liaison, but not less than as established by the Oneida Business Committee or the Oneida General Tribal Council.

(b) The purpose of the liaison relationship is to uphold the ability of the liaison to act as support to the OTEC.

6-5 Audio Recordings. All meetings shall be audio recorded utilizing the Trust Enrollment Department's and/or Government Administrative Office's audio recording equipment.

(a) The Trust Enrollment Department shall maintain the original digital audio recordings and submit a digital copy to the Government Administrative Office within thirty (30) days after the OTEC approves the corresponding meeting minutes.

(b) Exception. Audio recordings of executive session portions of a meeting shall not be required.

Article VII. Amendments

7-1 *Amendments.* At the first meeting following certification of election results, and annually thereafter, a review of these bylaws shall be conducted by the OTEC to determine that they are current.

(a) The OTEC, upon written notice, may, at any of its regular meetings of an established quorum by majority vote of the members present at the

meeting, amend or repeal any or all sections of these bylaws; provided, the proposed amendment or request for repeal is submitted to the Oneida Business Committee.

(1) Any amendments to these bylaws shall conform to requirements of the Boards, Committees, and Commissions law and any other policy of the Nation.

(b) Amendments or repeals to these bylaws shall be approved by the Oneida Business Committee and, when necessary, the Oneida General Tribal Council before implementation.

These By-laws, as amended and revised, are hereby approved by the Oneida Trust Enrollment Committee at a duly called meeting held on June 27, 2024, by the Chair of the Oneida Trust Enrollment Committee's signature.

Teresa Schuman, Chair
Oneida Trust Enrollment Committee

These By-laws, as amended and revised, are hereby approved by the Oneida Business Committee at a duly called meeting held on May 13, 2026, by the Secretary of the Oneida Business Committee's signature.

Lisa Liggins, Secretary
Oneida Business Committee