

CONSTITUTION AND BY-LAWS

CONSTITUTION

PREAMBLE

We, of the Tlingit and Haida Indian Tribes of Alaska and our descendants do unite to establish a permanent organization to promote social and recreational needs of our members, to work for the welfare and interest of our people, and to safeguard our aboriginal rights.

CONSTITUTION – ARTICLE I: **Name, Purpose**

Section I

The name of the organization shall be Tlingit and Haida Indian Tribes of Alaska –Washington Chapter.

Section II

The purpose of the organization shall be to :

- (A) Enrich and strengthen pride among tribal citizens.
- (B) Work for the social welfare and education of our members.
- (C) Preserve and teach our cultural heritage and treasures (language, arts, stories).
- (D) Safeguard our inherent and inalienable rights.

CONSTITUTION – ARTICLE II: Membership, Voting

Section I

Classification of members shall be:

- (A) Active
 - (B) Associate
 - (C) Honorary
- (A) Active members shall be limited to adult descendants who are enrolled members of the Central Council of the Tlingit and Haida Indian Tribes of Alaska and registered to the Seattle Community Council. Active members shall have the privilege of voting and holding an elective office.
- (B) Associate members shall be the spouse or domestic partner of an Active member. They shall not have the privilege of voting or holding an elective office.
- (C) Honorary membership may be conferred by the membership on any person who by qualification of excellence and merit is entitled to this honor. Honorary members shall not have the privilege of voting and holding an elective office.
- (D) The recommended voluntary contribution shall be \$5.00 per year. Contribution is voluntary and not required for participation by Active members. An Active member who chooses to contribute will receive a membership card. Membership cards will be issued to Associate members upon request and contribution of \$5. The membership year coincides with the fiscal year (January 1 to December 31).

Section II

Voting:

Executive Board members may vote in person, or by electronic transmission. A vote submitted by electronic transmission is effective when received by the officer or agent authorized to tabulate votes and must be received prior to the closing of voting on the matter submitted to a vote in order to be effective. Members voting by electronic transmission are present for all purposes of a quorum, count of votes, and percentages of total voting power present. The address, location, or system to which votes may be electronically transmitted shall be designated by the Executive Board.

CONSTITUTION – ARTICLE III: **Officers and Elections**

Section I

The officers of the organization shall be active members:

President	Treasurer
Vice-President	Sergeant At Arms
Recording Secretary	Trustees (3)
Corresponding Secretary	

All elected officers shall constitute the Executive Board.

Section II

Nominations and election of officers shall be held in the month of January at the regular meeting in even numbered years.

Section III

All officers shall be elected by secret ballot. The term of office shall be two years.

Section IV

Vacancies in office shall be filled by a special election called by the President at the next regular meeting.

Section V

Installation of officers shall take place before adjournment of the meeting at which they are elected.

Section VI

The Executive Board shall have all the authority of the organization between meetings, but any action which would bind the organization in any way must be ratified by the members at the next meeting.

Section VII

There shall be no salaried officers or employees but by consent of the membership. Two weeks prior notice and a two-thirds favorable vote of the members present shall be required to salary such a position.

Section VIII

- (A) Representatives to attend meetings shall be elected as the need arises. Their terms and numbers shall be determined at the meeting at which they are elected.
- (B) Delegates to the Central Council of the Tlingit and Haida Indian Tribes of Alaska Tribal Assembly will be elected according to the Rules of Election established by the Tribal Assembly.

Section IX

Representatives elected from the active membership roll will be required to attend chapter meetings and activities.

Section X

Immediately upon election all board members will sign a Code of Conduct form to be kept on file by the Recording Secretary.

CONSTITUTION – ARTICLE IV: **Meetings**

Section I

Regular meetings of the membership shall be held on the first Thursday of the month: September, October, November, January, February, March, April, and May.

Section II

The order of business during the regular meetings shall be as follows:

- | | |
|----------------------------------|-----------------------------------------------------------------|
| (A) Call to Order | (D) Accept the Agenda |
| (B) Flag Salute | (E) Reading and approval of the minutes of the previous meeting |
| (C) Roll Call / Establish Quorum | |

(F) Treasurer's Report
(G) Reports of Other Officers
(H) Committee Reports
(I) Unfinished Business

(J) New Business
(K) For the Good of the Order
(L) Adjournment

Section III

Special meetings of the membership may be called at the discretion of the President or by five (5) members of the Executive Board whenever deemed necessary.

Section IV

The presence of twelve (12) members in good standing shall constitute a quorum at any annual, regular, or special meeting of the membership.

Section V

The presence of five (5) members of the Executive Board shall constitute a quorum at any executive meeting provided all members of the Executive Board have been properly notified.

Section VI

Any officer of the Executive Board and any delegate of the Seattle Community Council may participate in a regular or special meeting by, or conduct the meeting through, use of communication by which all board members and delegates may simultaneously hear each other during the meeting. An officer or delegate participating in a meeting by this means is deemed to be present in person at the meeting. Other members may also be invited to participate.

BY-LAWS

BY-LAWS – ARTICLE I: **Duties of Officers**

President

The President shall preside at all meetings of the organization and of the Executive Board. He/she shall appoint the Standing committee chairman subject to the ratification of the Executive Board. He/she shall be an Ex Officio Member of all committees. He/she shall read or have read to the organization all communications which the Executive Board deems of interest to the members. The President shall sign all orders upon the Treasurer for disbursement of funds as directed by the organization.

Vice-President

The Vice-President shall perform the duties of the President in his/her absence and shall act in an advisory capacity at all times. In case of death or resignation of the President he/she shall become President for the unexpired term.

Recording Secretary

The Recording Secretary shall keep a correct record of the proceedings and attendance of all meetings of the organization and of the Executive Board. He/she shall preserve, in a permanent file, all records and letters of value to the organization and its officers.

Corresponding Secretary

The Corresponding Secretary shall send out proper notices of all called meetings, conduct the correspondence of the organization as directed by the President, serve as Chairman of the Communication Committee. All correspondence shall be approved by the President prior to release.

Treasurer

The Treasurer shall be responsible for all monies and the payment of all obligations of the organization. He/she shall keep an itemized record and permanent file of all receipts and expenditures. He/she shall give a written report of the same, semiannually. All disbursements shall be made by check or special imprest funds as directed by the President.

Sergeant At Arms

The Sergeant-At-Arms will maintain order in any Community Council function.

Three (3) Trustees

Each of the three (3) trustees elected to the Board will serve in an advisory capacity on the Executive Committee, and shall lend assistance in the management of the Council. To be eligible to serve as a Trustee an Active member must have served one term as a Washington Chapter officer, one term as a Seattle Community Council delegate and have attended 80% of the meetings (or been excused by the President) in the term immediately preceding his/her election. The attendance requirement will be waived for one (1) Trustee position, to be reserved for an elder recognized for his/her many years of service, who will serve as the organization’s historian.

BY-LAWS – ARTICLE II: Committees

Section I

The Standing Committees of the organization shall consist of:

- | | |
|---------------------------------------|---------------------------------|
| (A) Membership/Enrollment | (F) Audit |
| (B) Financial/Ways and Means | (G) Cultural Heritage |
| (C) Communication | (H) Education / Scholarship (H) |
| (D) Social/Sunshine | (I) Youth |
| (E) Constitution & Bylaws/Resolutions | |

Section II

The duties of Standing committees are such as are implied by the nature of their offices.

BY-LAWS – ARTICLE III: Amendments

These By-Laws may be amended by two-thirds favorable vote of members in good standing present at a regular meeting. Such amendments to be offered in writing at a stated meeting, laid over for four weeks, and members notified at least seven days in advance of the nature of the amendment and time of action thereon.

BY-LAWS – ARTICLE IV: Roberts Rules of Order

The organization shall be governed by the Roberts Rules of Order Revised.

OATH OF OFFICE

I, [name of person] , do solemnly swear to comply with all the laws, rules and usages of the Washington Chapter of the Tlingit and Haida Indian Tribes of Alaska, to support the Constitution of the Central Council and to fulfill the duties of my office for the duration of my term.