

AMERICAN INDIAN SOCIETY OF THE
WASHINGTON, D.C. METROPOLITAN AREA

BY-LAWS
AS AMENDED SEPTEMBER 1, 2010

ARTICLE I
DUTIES OF THE EXECUTIVE BOARD

Section 1. PRESIDENT

The President shall supervise the affairs of the Society, preside at all meetings, and exercise other duties delegated. In the absence or incapacity of the Treasurer, the President shall sign all checks, which shall be countersigned by another member of the Executive Board.

Section 2. FIRST VICE PRESIDENT (Administration)

The First Vice President shall assume the responsibilities of the President in the absence or incapacity of the President, and shall carry out other duties as assigned by the membership or the Executive Board. The First Vice President shall coordinate the activities of the Finance, Scholarship, Reception and Food, Awards, Property and Constitution and By-Laws Committees.

FINANCE COMMITTEE

The Finance Committee shall review, from time to time, the financial status of the Society and shall make recommendations to the membership for action. They also shall be responsible for all fundraisers and necessary items for such, and review and process loan applications as received by the Society.

SCHOLARSHIP COMMITTEE

The Scholarship Committee shall make recommendations for criteria for receiving and awarding scholarship funds.

RECEPTION AND FOOD COMMITTEE

The Reception and Food Committee shall make all arrangements for all receptions or social functions sponsored by the Society.

AWARDS COMMITTEE

The Awards Committee shall be responsible for nominees for awarding of the Distinguished Service Award and the Outstanding Club Member Award. Criteria for these awards will be made by the Executive Board.

PROPERTY

THE CONSTITUTION AND BY-LAWS REVIEW COMMITTEE

The Constitution and By-Laws Review Committee shall draft and present to the Executive Board any changes necessary for carrying out the performance of the Society, who in turn will present these changes to the Membership.

Section 3. SECOND VICE PRESIDENT (Promotional Activities)

The Second Vice President shall assume the responsibilities of the President in the absence or incapacity of the President and the First Vice President. The Second Vice President shall coordinate the activities of the Performing Arts, Publicity, Arts and Crafts, Sports and Recreation, Powwow/Social Dance and Newsletter Committees.

PERFORMING ARTS COMMITTEE

The Performing Arts Committee shall schedule and arrange all scheduled performances for the Society.

PUBLICITY COMMITTEE

The Publicity Committee shall be responsible for all writing and news releases covering all phases of the Society activities, photographic services, and maintaining a file of all publicity material on the Society.

ARTS AND CRAFTS COMMITTEE

The Arts and Crafts Committee shall encourage artistic and vocational pursuits. Encourage the preservation of and foster the arts and crafts of the American Indian.

SPORTS AND RECREATION COMMITTEE

The Sports and Recreation Committee shall organize and supervise all sports and games for all age groups for the members of the Society at all functions.

NEWSLETTER COMMITTEE

The Newsletter Committee shall be responsible for the editing and publishing of the AIS Newsletter. The newsletter shall be published monthly and shall contain information on the activities of the society, Old Business, New Business, Minutes of the Monthly Meeting, and a Calendar of Events. Any news to be published in the newsletter must be received by the Editor no later than the 1st of each month.

POWWOW/SOCIAL DANCE COMMITTEE

PRINCESS COMMITTEE (Subcommittee)

Powwow

At a powwow, the AIS Princess shall represent the Society during every Grand Entry, wearing the AIS crown and sash. The Princess shall introduce herself to the Head Staff.

Election

Nominations for Princess and Junior Princess shall be made at the monthly meeting prior to the annual anniversary voting event. At the annual voting event, the Society Treasurer shall take a roll call of all paid Society members present. Each paid individual and each member of a family membership including spouses and immediate family members 18 years of age or over are entitled to one vote. The Society Secretary and Princess Committee shall collect and tally the ballots. The nominee with the highest number of votes shall serve as princess until the next annual voting meeting. In the event of a tie, the Society shall hold a question & answer secession, followed by a run off vote—using a simple majority to determine the winner. Each year the Princess shall pass the crown, and the Society shall update the sash.

Section 4. TREASURER

The Treasurer shall accept and deposit all funds of the Society in a bank authorized by the membership. The Treasurer shall maintain a register of all checks and deposits made, and keep accurate records of deposits and expenditures. The register shall be open for inspection and audit at the direction of the Executive Board and/or membership.

The Treasurer shall not disburse any funds without the consent of the Executive Board or membership. Any member receiving an authorized disbursement must take receipt of said funds at the monthly meeting or otherwise receive it in the mail.

The Treasurer shall be bonded to perform the duties of this office. The Society will pay all bonding costs/fees.

The Treasurer shall reimburse any officer or member or any other person for expenses authorized for the Society upon the submission of a signed expense report with appropriate receipts.

All appropriate receipts must be submitted to the Treasurer at the next monthly meeting, or within thirty (30) days from the date of the event or transaction for which funds were advanced. Failure to do so will result in the responsible person being denied any advance funds for two (2) years except for reimbursements. If an accounting with appropriate receipts is not submitted within sixty (60) days from the expense date, the responsible member's participation in the Society's cultural events will be forfeited until an accounting with appropriate receipts is submitted. If an accounting with appropriate receipts is not submitted within ninety (90) days from the expense date, in addition to the above, the Society reserves the right to seek legal remedies.

The maximum amount of funds initially advanced to any Society member requesting funds for an authorized event or service shall not exceed \$2,500.00. Subsequent requests of advance funds for the same event or service must be approved by majority vote of the Executive Board, but shall not exceed \$250.00 unless approved by a full quorum of the general membership.

The Treasurer shall submit written monthly reports to the Executive Board of all receipts, deposits and expenditures made for the Society.

The Treasurer shall submit a written Annual Report to the Executive Board at the January meeting. The annual report shall be open to inspection by any member in good standing. The Annual Report shall show beginning and ending balances, income, and expenditures. The Executive Board may require outside Audit of the Society's financial records.

Section 5. SECRETARY

The Secretary shall keep an accurate record of all the minutes, resolutions, and any other actions taken by the Executive Board or the membership; perform other duties as necessary within the established guidelines of the Society; maintain a current listing of the members of the Society; be responsible for all files, records, and correspondence of the Society; prepare and send out all notices of meetings; and verify eligible voters of the membership.

Section 6. ELDERS COUNCIL

American Indian Society Elders shall determine the appointment of members to the Elders Council. The Elders Council shall advise the Executive Board in decision-making.

Section 7. INAGURAL BALL

ARTICLE II ORDER OF BUSINESS

Section 1. ORDER OF BUSINESS

The order of business of the Society shall be as follows:

- A. President shall call the meeting to order.
- B. Reading of last month's minutes by the Secretary.
- C. Unfinished Business.
- D. Reports by the Committees.
- E. New Business
- F. Adjournment

Section 2. REGULAR MEETINGS

Regular meetings of the Society shall be held on the first (1st) Wednesday of

each month at 7:30 p.m.

The Executive Board may change the time and place when necessary.

Section 3. SPECIAL MEETINGS

Special meetings may be called by the President or by any three of the members of the Executive Board when major decisions have to be made for the membership.

Section 4. VOTING

All voting at meetings shall be either by acclamation or by casting written ballots, as directed by the presiding officer.

Section 5. ROBERTS RULES OF ORDER

All business, meetings, and decisions shall be conducted in accordance with Roberts Rules of Order.

ARTICLE III BILL OF RIGHTS

All members shall be accorded equal rights and opportunities to participate in the activities of the Society. NO person shall be denied freedom of conscience, speech, or right to petition for the redress of grievances. Each member shall continue undisturbed in their religious beliefs and nothing in this Constitution and By-Laws will authorize the Society to interfere with these traditional religious practices according to their customs.

ARTICLE IV MEMBERSHIP DUES AND SUBSCRIPTIONS

Annual membership dues for current members are payable on or before January 1 of each year, but in order to be eligible for voting and receiving the Newsletter, dues must be paid in full by the end of January. New members will have full membership rights upon payment of dues. The dues are as follows:

A. Individual Membership - \$15.00

B. Family Membership - \$20.00

ARTICLE V ELECTIONS

The election of officers of the Society shall be held at the monthly meeting in September bi-annually. Candidate must be present and able to accept the

nomination. If unable to be present, Candidate must have provided a letter of acceptance of nomination for the position nominated for.

ARTICLE VI TENURE OF OFFICE

Officers elected for the Society shall serve in that position for two (2) years beginning upon election.

ARTICLE VII REMOVAL AND RESIGNATION FROM OFFICE

Section 1. REMOVAL

Any officer of the Society may be removed from office for cause by a three-fourths vote of the membership present and voting. Cause may include: Neglect or failure to perform the duties of office; three (3) or more consecutive absences from regular monthly meetings; taking unauthorized action or making public statements detrimental to the Society. No less than thirty (30) days written notice stating the charges and the opportunity to respond to the charges will be provided to the officer being charged, who shall have the opportunity to appear before the membership and hear the charges, examine the supporting documents or hear testimony against him (or her), and answer in person or in writing said charges, at which time the matter shall be put to a vote of the membership present by the presiding officer.

Section 2. RESIGNATION

An officer may resign from office by submitting or mailing to the Society a signed letter to that effect, yet still retain their general membership unless otherwise indicated in their letter.

ARTICLE VIII VACANCIES

If a vacancy should occur in the office of the Executive Board of an elected officer by reason of death, resignation, legal incapacity, or by removal, that office shall be filled as follows:

- A. The First Vice President shall assume the office of President for the remainder of the term, if the remainder is four (4) months or less.
- B. The Executive Board shall have the authority to fill the vacancies of a remaining term of four (4) months or less for any of the elected offices other than President.
- C. The Executive Board shall call an election for the purpose of filling any Executive Board member position where the remaining term is

greater than four (4) months for any of the elected offices other than President.

ARTICLE IX STANDING COMMITTEES/POSITIONS

The following Standing Committees/Positions as approved by the Executive Board and Membership of the American Indian Society are:

Section 1. STANDING COMMITTEES

Elders Council

Finance

Inaugural Ball

Scholarship

Powwow/Social Dance

Princess (Subcommittee)

Property

Reception and Food

Awards

Constitution and By-Laws

Performing Arts

Publicity

Arts and Crafts

Sports and Recreation

Newsletter

Section 2. POSITIONS

Vendor Chair

Webmaster

The description of duties of these committees are described under the duties of the First and Second Vice Presidents, who are responsible for overseeing these programs.

**ARTICLE X
BY-LAWS AMENDMENTS**

These By-Laws may be amended by a two-thirds vote of all eligible members present and voting. Any member of the Society may submit proposed amendments at any monthly meeting for consideration by the membership for adoption or rejection at the next monthly meeting.

**ARTICLE XI
CERTIFICATE OF ADOPTION**

The original By-Laws were adopted on August 3, 1966, in Washington, D.C. The By-Laws were formally amended on May 12, 1992, and September 4, 2002, and September 1, 2010.

**ARTICLE XII
ADOPTION**

THESE BY-LAWS WHEN ADOPTED BY THE MAJORITY VOTES OF THE MEMBERSHIP PRESENT AT A MEETING OF THE AMERICAN INDIAN SOCIETY AND SHALL BECOME EFFECTIVE ON THE DATE OF APPROVAL.

**ARTICLE XIII
APPROVAL**

Approval of these revised articles to the American Indian Society's By-Laws.

I, Michael Nephew, President, do hereby approve the By-Laws of the American Indian Society, effective as of this date, September 1, 2010.

Attest:

Michael Nephew, President

Cathi Hill, Secretary