

# **BYLAWS OF THE LACONIA INDIAN HISTORICAL ASSOCIATION, INC.**

## **ARTICLE I**

THE NAME OF THIS CORPORATION SHALL BE: LACONIA INDIAN HISTORICAL ASSOCIATION, INC.

## **ARTICLE II**

THE OBJECTIVES FOR WHICH THIS CORPORATION IS ESTABLISHED ARE:

1. TO PROMOTE THE EDUCATION OF AND TO ENSURE A SOURCE OF INFORMATION FOR THE GENERAL PUBLIC REGARDING THE CULTURES OF THE AMERICAN INDIAN.
2. TO ENCOURAGE AND PRESERVE AMERICAN INDIAN CULTURES, LANGUAGES, MUSIC, ART, AND CRAFTS.
3. TO RAISE FUNDS TO FURTHER THE EDUCATION OF PEOPLE. (12/02)
4. TO MAKE CONTRIBUTIONS TO AMERICAN INDIAN NATIONS, ORGANIZATIONS AND INDIVIDUALS, AS WELL AS THOSE NON-NATIVE ORGANIZATIONS WHOSE PURPOSES COINCIDE WITH THE ABOVE.
5. TO BE ORGANIZED FOR CHARITABLE AND CULTURAL PURPOSES, INCLUDING THE MAKING OF DISTRIBUTIONS TO ORGANIZATIONS THAT QUALIFY AS EXEMPT ORGANIZATIONS UNDER SECTION 501c3 OF THE INTERNAL REVENUE CODE, OR CORRESPONDING SECTION OF ANY FURTHER FEDERAL TAX CODE.

## **ARTICLE III**

UPON THE DISSOLUTION OF THE CORPORATION, ASSETS SHALL BE DISTRIBUTED FOR ONE OR MORE EXEMPT PURPOSES WITHIN THE MEANING OF SECTION 501C3 OF THE INTERNAL REVENUE CODE, OR CORRESPONDING SECTION OF ANY FURTHER FEDERAL TAX CODE, OR SHALL BE DISTRIBUTED TO THE FEDERAL GOVERNMENT, OR TO A STATE OR LOCAL GOVERNMENT, FOR A PUBLIC PURPOSE. ANY SUCH ASSETS NOT SO DISTRIBUTED, SHALL BE DISPOSED OF BY THE COURT OF COMMON PLEAS OF THE COUNTY IN WHICH THE PRINCIPAL OFFICE OF THE CORPORATION IS THEN LOCATED. ASSETS SHALL BE DISTRIBUTED EXCLUDESEVELY FOR SUCH PURPOSES OR TO SUCH ORGANIZATIONS, AS SAID COURT SHALL DETERMINE WHICH ARE ORGANIZED AND OPERATED EXCLUSIVELY FOR SUCH PURPOSES.

## **ARTICLE IV**

THE PLACE IN WHICH THE BUSINESS OF THIS ORGANIZATION IS TO BE CARRIED ON IS: ADDRESS OF CURRENT PRESIDENT (actual address will be on file with the state and IRS as needed.)

## **ARTICLE V**

NO PART OF THE NET EARNINGS OF THE CORPORATION SHALL INURE TO THE BENEFIT OF, OR BE DISTRIBUTABLE TO ITS MEMBERS, TRUSTEES, OFFICERS, OR OTHER PRIVATE PERSONS, EXCEPT THAT THE CORPORATION SHALL BE AUTHORIZED AND EMPOWERED TO PAY REASONABLE COMPENSATION FOR SERVICES RENDERED AND TO MAKE PAYMENTS AND DISTRIBUTIONS IN FURTHERANCE OF THE PURPOSES SET FORTH IN ARTICLE III HEREOF.

NO SUBSTANTIAL PART OF THE ACTIVITIES OF THE CORPORATION SHALL BE THE CARRYING ON OF PROPAGANDA, OR OTHERWISE ATTEMPTING TO INFLUENCE LEGISLATION. THE CORPORATION SHALL NOT PARTICIPATE IN, OR INTERVENE IN (INCLUDING PUBLISHING OR DISTRIBUTION OF STATEMENTS) ANY POLITICAL CAMPAIGN ON BEHALF OF ANY CANDIDATE FOR PUBLIC OFFICE. NOTWITHSTANDING ANY OTHER PROVISION OF THESE ARTICLES, THE CORPORATION SHALL NOT CARRY ON ANY OTHER ACTIVITIES NOT PERMITTED TO BE CARRIED ON: (a) BY A CORPORATION, CONTRIBUTIONS TO WHICH ARE DEDUCTIBLE UNDER SECTION 201c3 OF THE INTERNAL REVENUE CODE, OR CORRESPONDING SECTION OF ANY FURTHER FEDERAL TAX CODE. (b) BY A CORPORATION, CONTRIBUTIONS TO WHICH ARE DEDUCTIBLE UNDER SECTION 107c2 OF THE INTERAL REVENUE CODE, OR CORRESPONDING SECTION OF ANY FURTHER FEDERAL TAX CODE.

# **BYLAWS OF THE LACONIA INDIAN HISTORICAL ASSOCIATION, INC. (CONT.)**

## **ARTICLE VI**

THE AMOUNT OF CAPITAL STOCK OR NUMBER OF SHARES IS: NONE

## **ARTICLE VII**

**BOARD OF DIRECTORS:** A GROUP OF FIVE MEMBERS ELECTED BY THE MEMBERSHIP, SERVING A THREE (3) YEAR TERM, TO ESTABLISH AND MAINTAIN THE GOALS, AND DIRECTION OF THE ORGANIZATION IN CONTINUITY WITH ARTICLE II ABOVE. THE BOARD SHALL MEET AT LEAST ONCE ANNUALLY. MEMBERS OF THE BOARD OF DIRECTORS SHALL NOT BE RELEASED UNTIL ALL RECORDS ARE COMPLETED AND TRANSFERRED.

## **ARTICLE VIII**

**COUNCIL OF ELDERS:** A GROUP OF THREE TO FIVE ELDERS ELECTED BY THE MEMBERSHIP FROM A RECOGNIZED BODY OF ELDERS, SERVING FOR A MINIMUM OF THREE YEARS, PROVIDING GUIDANCE AND WISDOM TO THE ORGANIZATION.

## **ARTICLE IX SECTION I**

**OFFICERS:** THE OFFICERS OF THE ORGANIZATION SHALL BE MEMBERS ELECTED BY THE MEMBERSHIP, SERVING A TWO (2) YEAR TERM. (1/20/2001) THE OFFICERS SHALL BE AT LEAST: PRESIDENT, VICE-PRESIDENT, TREASURER, AND SECRETARY. THE OFFICERS SHALL BE RESPONSIBLE TO THE BOARD OF DIRECTORS TO ESTABLISH, COORDINATE, EXECUTE, AND OVERSEE THOSE PROGRAMS WHICH WILL SERVE TO ACHIEVE THE GOALS, AS ESTABLISHED FOR THE ORGANIZATION BY THE BOARD OF DIRECTORS, WITHIN THE STRUCTURE OF THESE BYLAWS. OFFICERS SHALL NOT BE RELEASED UNTIL ALL RECORDS ARE COMPLETED AND TRANSFERRED.

### **SECTION II**

**PRESIDENT:** SHALL SERVE AS CHIEF EXECUTIVE OFFICER OF THE ORGANIZATION.  
SHALL PRESIDE AT ALL OFFICERS MEETINGS AND GENERAL MEMBERSHIP MEETINGS.  
SHALL BE RESPONSIBLE FOR APPOINTMENTS TO AND THE FORMATION OF ALL COMMITTEES. THESE APPOINTMENTS INCLUDE COMMITTEE CHAIRPERSONS, AUXILIARY OFFICES INCLUDING THOSE OF A STANDING NATURE. ALL APPOINTMENTS MUST MEET THE APPROVAL OF THE BOARD OF DIRECTORS, AND SHALL NOT EXCEED THE TENURE OF THE PRESIDENT.  
SHALL CALL FOR OFFICERS MEETINGS AT LEAST ONCE QUARTERLY.  
SHALL REPORT TO THE BOARD OF DIRECTORS AT THE ANNUAL MEETING OF THE BOARD AND AT OTHER TIMES AS REQUESTED.  
SHALL PROVIDE THE MEMBERSHIP WITH A PROGRESS REPORT AT THE ANNUAL MEMBERSHIP MEETING.

### **SECTION III**

**VICE-PRESIDENT:** SHALL EXERCISE THE POWERS AND RESPONSIBILITIES OF THE PRESIDENT DURING THE ABSENCE OF THE PRESIDENT.

**BYLAWS OF THE LACONIA INDIAN HISTORICAL ASSOCIATION, INC. (CONT.)**

**SECTION IV**

**TREASURER:**

SHALL BE THE FINANCIAL AGENT OF THE ORGANIZATION.  
SHALL BE RESPONSIBLE FOR THE PROPER ACCOUNTING AND DISBURSEMENT OF FUNDS INCOMING TO THE ORGANIZATION.  
SHALL MAINTAIN GOOD AND ACCURATE RECORDS OF THE FINANCIAL STATUS OF THE ORGANIZATION.  
SHALL MAKE ALL SUCH RECORDS AVAILABLE TO THE MEMBERSHIP AND OTHER APPROPRIATE PARTIES FOR INSPECTION UPON REQUEST.

**SECTION V**

**SECRETARY:**

SHALL BE RESPONSIBLE FOR THE ACCURATE RECORDING OF MINUTES AT ALL OFFICERS MEETINGS AND GENERAL MEMBERSHIP MEETINGS.  
SHALL BE RESPONSIBLE FOR ALL CORRESPONDENCE REGARDING MATTERS AFFECTING THE ORGANIZATION.

**SECTION VI**

**COMMITTEES:**

ALL COMMITTEES, APPOINTED AND STANDING, WILL BE HELD RESPONSIBLE FOR THE COMPLETION AND TRANSFERAL OF RECORDS.  
STANDING COMMITTEES AND POSITIONS MAY BE COMPOSED OF BUT NOT LIMITED TO:

<b>POSITIONS</b>	<b>COMMITTEES</b>
MEMBERSHIP CHAIRPERSON	POW-WOW COMMITTEE
NEWSLETTER EDITOR	PUBLIC RELATIONS COMMITTEE
CULTURAL LIAISON	GRANTS AND FUNDS COMMITTEE
MASTER AT ARMS	BUDGET COMMITTEE
QUARTERMASTER	BALLOT AND NOMINATIONS COMMITTEE
CURATOR OF ARTIFACTS AND EDUCATIONAL PROPERTIES	

**ARTICLE X**

**MEMBERS:** ANY PERSON INTERESTED IN PRESERVING AND CONSERVING THE NATIVE AMERICAN TRADITIONS AND CULTURE MAY BECOME A MEMBER. MEMBERSHIPS SHALL BE FOR A PERIOD OF ONE (1) YEAR. MEMBERS, 18 YEARS OF AGE OR OLDER, OR HEAD OF HOUSEHOLD AND/OR SPOUSE ARE ELIGIBLE TO VOTE.

ANY MEMBER WHOSE BEHAVIOR IS DETRIMENTAL TO THE ORGANIZATION, ITS GOALS, OBJECTIVES OR MEMBERS SHALL BE SUBJECT TO EXPULSION BY A MAJORITY VOTE OF THE BOARD OF DIRECTORS, AND OFFICERS. THE MEMBER IN QUESTION, HOWEVER, SHALL BE ALLOWED TO EXPLAIN THEIR CASE TO THE TO THE BOARD OF DIRECTORS PRIOR TO ANY OFFICIAL ACTION. THE MEMBER MAY REQUEST IN WRITING A HEARING BY THE BOARD OF DIRECTORS AND BE ALLOWED TO REMAIN A MEMBER BY A SIMPLE MAJORITY OF THE VOTING EXECUTIVE BOARD. (12/2019)

**AMENDMENT II**

ANY MEMBER WHOSE ACTIONS ARE CONSIDERED CRIMINAL CAN BE REMOVED IMMEDIATELY BY A MAJORITY VOTE OF THE BOARD OF DIRECTORS AND OFFICERS. BUT CANNOT BE BROUGHT BACK TO THE MEMBERSHIP FOR A VOTE FOR RE-ADMITTANCE INTO THE ORGANIZATION DUE TO THE CRIMINAL ACTIVITY. THEY MAY ASK FOR A HEARING IN WRITING IN FRONT OF THE EXECUTIVE BOARD (SEALED MEETING). (12/2019)

**ARTICLE XI**

**MEETINGS:** THERE SHALL BE AN ANNUAL MEMBERSHIP MEETING WITH NOTIFICATION OF TIME, PLACE AND AGENDA BEING SENT BY MAIL TO ALL MEMBERS.  
THE ANNUAL MEMBERSHIP MEETING SHALL BE A SEPARATE EVENT NOT HELD DURING ANY OTHER MEETING, AND OPEN ONLY TO MEMBERS AND INVITED GUESTS.

## **BYLAWS OF THE LACONIA INDIAN HISTORICAL ASSOCIATION, INC. (CONT.)**

### **ARTICLE XII**

**ENCOMPASSMENTS:** NO MEMBER HOLDING ANY OFFICE OR POSITION WITHIN THE ORGANIZATION SHALL RECEIVE COMPENSATION FOR SERVICES RENDERED WITHOUT THE APPROVAL OF THE BOARD OF DIRECTORS AND OFFICERS. APPROVAL FOR COMPENSATION MAY NOT BE MADE BY THOSE UNDER CONSIDERATION FOR SAID COMPENSATION.

ANY MEMBER FOUND TO BE OPERATING OUTSIDE OF THESE BYLAWS OR SUBSEQUENT AMENDMENTS THERETO SHALL BE SUBJECT TO FORFEITURE OF MEMBERSHIP AND ITS PRIVILEGES.

### **ARTICLE XIII**

**AMENDMENTS:** THESE BYLAWS AND ANY SUBSEQUENT AMENDMENTS THERETO MUST BE APPROVED BY A SIMPLE MAJORITY OF THE ELIGIBLE VOTING MEMBERSHIP OF THE ORGANIZATION.

### **ARTICLE XIV SECTION I**

**ARCHIVES:** ARCHIVAL MATERIAL IS DEFINED AS THOSE MATERIALS HAVING PERMANENT ADMINISTRATIVE, LEGAL, FISCAL, INFORMATIONAL, OR HISTORICAL VALUE. THESE RECORDS INCLUDE ALL OFFICIAL RECORDS OF THE ORGANIZATION ESPECIALLY MINUTES OF ALL MEETINGS, TREASURER'S REPORTS, FINAL COMMITTEE REPORTS, MEETING AGENDA, ANNUAL REPORTS OF ALL OFFICIALS, LEASE COMMITTEE DOCUMENTS, BY-LAWS AND AMENDMENTS. CORRESPONDENCE PERTAINING TO OFFICIAL BUSINESS, AUDIT REPORTS, FINANCIAL STATEMENTS, STUDIES, GRANT PROPOSALS AND NEWSLETTERS.

#### **SECTION II**

THESE ARCHIVES ARE TO BE KEPT AND MAINTAINED AT THE ACTUAL ADDRESS OF LIHA. THESE ARCHIVES ARE NOT THE PROPERTY OF ANY INDIVIDUAL; THEY ARE THE PROPERTY OF THE LIHA ARCHIVES.

#### **SECTION III**

ALL PERSONS POSSESSING RECORDS DEFINED BY ARTICLE XIV, SECTION I ARE REQUIRED TO SUBMIT A COPY OF THEIR OFFICIAL RECORDS TO THE ARCHIVES.

12/21/2019

**OPERATING RULES OF  
LACONIA INDIAN HISTORICAL ASSOCIATION, INC.**

**SECTION I**

**BOARD OF DIRECTORS:**

1. SHALL BE ELECTED TO SERVE STAGGERED TERMS OF THREE YEARS TO PROVIDE CONTINUITY TO THEIR PURPOSE.
2. MAY SERVE ONLY ONE TERM CONSECUTIVELY.
3. MAY NOT SERVE IN ANOTHER ELECTED POSITION OF OFFICE IN THE ORGANIZATION WHILE SERVING ON THE BOARD OF DIRECTORS EXCEPT THAT OF ELDER.
4. SHALL HOLD THEIR ANNUAL MEETING AT LEAST TWO WEEKS BEFORE THE ANNUAL MEMBERSHIP MEETING.
5. SHALL REVIEW THE PROGRESS OF THE PREVIOUS YEAR, SET THE GOALS AND DIRECTION FOR THE FOLLOWING YEAR AT THEIR ANNUAL MEETING.
6. SHALL ASSURE THAT THE OFFICERS EXECUTE PLANS AND ACTIVITIES TO REACH THESE GOALS.
7. SHALL MEET AS NEEDED BUT IN NO CASE FEWER THAN ONCE PER YEAR.
8. SHALL ELECT THE CHAIRMAN OF THE BOARD OF DIRECTORS FROM ITS SEATED MEMBERS ON AN ANNUAL BASIS. THE CHAIRMAN SHALL PRESIDE AT THE BOARD OF DIRECTORS MEETINGS. THE CHAIRMAN SHALL PROVIDE THE MEMBERSHIP WITH AN ANNUAL REPORT AT THE ANNUAL MEMBERSHIP MEETING.
9. ABSENCE FROM THREE CONSECUTIVE MEETINGS BY A MEMBER OF THE BOARD OF DIRECTORS SHALL BE GROUNDS FOR DISMISSAL FROM THE BOARD OF DIRECTORS BY A TWO-THIRDS VOTE OF THE REMAINING BOARD MEMBERS.
10. ANY VACANCY ON THE BOARD OF DIRECTORS SHALL BE FILLED BY A MEMBER OF THE COUNCIL OF ELDERS BUT ONLY UNTIL THE VACANCY CAN BE FILLED IN THE NEXT ELECTION.

**SECTION II**

**COUNCIL OF ELDERS:**

1. SHALL BE ELECTED TO STAGGERED TERMS OF THREE YEARS TO PROVIDE CONTINUITY TO THEIR PURPOSE.
2. MAY SERVE FOR MORE THAN ONE TERM CONSECUTIVELY.
3. MAY SERVE IN MORE THAN ONE ELECTED POSITION IN THE ORGANIZATION.
4. THOSE SERVING ON THE COUNCIL OF ELDERS SHALL BE ELECTED BY A SIMPLE MAJORITY OF THOSE WHO HAVE BEEN ELECTED AS ELDERS.
5. ANY MEMBER IN GOOD STANDING MAY BE NOMINATED AS AN ELDER BY THE VOTING MEMBERSHIP ON AN ANNUAL BASIS.
6. ELDERS SHALL SERVE AS ADVISORS AND MENTORS TO ALL THOSE WHO SEEK THEIR CONFIDENCE AND WISDOM. PATIENCE, UNDERSTANDING AND SENSITIVITY SHALL MARK THOSE ENTRUSTED WITH THIS POSITION.
7. THE MINIMUM AGE REQUIREMENT IS 55 YEARS OLD.

**SECTION III**

**OFFICERS:**

1. SHALL BE ELECTED TO A TWO (2) YEAR TERM. SHALL HOLD OFFICE FOR THE CALENDAR YEAR STARTING JANUARY FIRST AND SHALL SERVE THE REMAINDER OF THE TERM (1/20/01)

**OPERATING RULES OF LACONIA INDIAN HISTORICAL ASSOCIATION, INC. (CON'T)**

2. SHALL BE RESPONSIBLE FOR TRANSFERRING TO NEW OFFICERS ALL APPLICABLE FORMS, DOCUMENTS, RECORDS AND ASSOCIATED PAPERWORK AT THE LAST SCHEDULED MEETING OF THE YEAR, BUT IN NO CASE LATER THAN JANUARY FIRST.
3. ANY VACANCY OF AN OFFICER'S POSITION SHALL BE FILLED BY A VOTE OF THE BOARD OF DIRECTORS AND ALL OF THE REMAINING OFFICERS WITH A TWO-THIRDS MAJORITY.

**PRESIDENT:**

1. SHALL PROVIDE AN AGENDA FOR, ANNOUNCE AND PRESIDE OVER ALL MEETINGS OF THE OFFICERS AND/OR MEMBERS.
2. SHALL DIRECT THE PROPER AND RIGHTFUL COORDINATION OF THE BYLAWS, BOARD DIRECTIVES AND THESE RULES OF OPERATION.
3. SHALL BE EX-OFFICIO CHAIRMAN OF ALL COMMITTEES.

**VICE PRESIDENT:**

1. SHALL ASSIST THE PRESIDENT, THE OTHER OFFICERS AND APPOINTEES IN THE EXECUTION OF THEIR DUTIES.
2. SHALL BE EX-OFFICIO VICE-CHAIRMAN OF ALL COMMITTEES.

**TREASURER:**

1. SHALL MAKE ALL DISBURSEMENTS BY CHECK WHENEVER POSSIBLE.
2. SHALL OBTAIN THE APPROVAL OF THE BOARD OF DIRECTORS AND THE PRESIDENT FOR ALL DISBURSEMENTS UNLESS PREVIOUSLY AUTHORIZED BY THE BOARD OF DIRECTORS AND PRESIDENT, OR THE BYLAWS OR THESE RULES OF OPERATION.
3. SHALL SERVE AS CHIEF FINANCIAL ADVISOR ON ALL COMMITTEES ESTABLISHED FOR THE OVERSEEING, RAISING OR EXPENDITURE OF FUNDS, I.E. GRANTS, POWWOWS, CLOTHING DRIVES, ETC., THEREBY ASSURING THE PROPER RECORD-KEEPING AND ACCOUNTING.
4. SHALL KEEP ACCURATE RECORDS OF ALL FINANCIAL TRANSACTIONS AND SHALL MAKE THESE RECORDS AVAILABLE TO REVIEW ON REQUEST.

**SECRETARY:**

1. SHALL KEEP ACCURATE MINUTES OF ALL MEETINGS OF THE OFFICERS AND/OR MEMBERS. A COPY OF WHICH SHALL BE MAILED/EMAILED TO THE PRESIDENT BEFORE THE NEXT SCHEDULED MEETING.
2. MAY APPOINT AN ASSISTANT SECRETARY AS NECESSARY.
3. SHALL NOTIFY OFFICERS AND MEMBERS OF APPROPRIATE MEETINGS IN ACCORDANCE WITH SECTION VI OF THESE OPERATING RULES.
4. SHALL BE RESPONSIBLE FOR TIMELY CORRESPONDENCE REGARDING ORGANIZATIONAL MATTERS, TO INCLUDE LETTERS OF APPRECIATION, INFORMATION AND RESPONSE.
5. SHALL BE RESPONSIBLE FOR KEEPING AND PRINTING UPDATED COPIES OF THE BY LAWS AND OPERATING RULES.
6. ALL CORRESPONDENCE SHALL BE APPROVED BY THE PRESIDENT.

**OTHER OFFICES:**

1. AUXILIARY OFFICES MAY BE CREATED AS NEEDED WITH THE APPROVAL OF TWO-THIRDS OF THE BOARD OF DIRECTORS AND THE OFFICERS.

2. SHALL SERVE IN PLACE OF ANY ABSENT OFFICER OR BOARD OF DIRECTOR. MAY SERVE DURING AN EXECUTIVE BOARD MEETING AS NEEDED
3. THESE AUXILIARY OFFICERS SHALL HAVE AN ANNUAL REVIEW BY THE BOARD OF DIRECTORS.

## **OPERATING RULES OF LACONIA INDIAN HISTORICAL ASSOCIATION, INC. (CONT.)**

### **SECTION IV**

#### **COMMITTEES AND POSITIONS:**

##### **CULTURAL LIAISON:**

1. SHALL ACT AS LIAISON BETWEEN LIHA AND OTHER NATIVE AMERICAN ORIENTED ORGANIZATIONS FOR MUTUAL BETTERMENT.

##### **FUND RAISING/GRANT COMMITTEE:**

1. SHALL SEEK FUNDS TO SUPPORT PROGRAMS, PURPOSES AND DIRECTIONS AS ESTABLISHED BY THE BOARD OF DIRECTORS AND THE BYLAWS.

##### **SERGEANT-AT-ARMS:**

1. SHALL BE RESPONSIBLE FOR MAINTAINING PROPER DECORUM AND BEHAVIOR AT ALL MEMBERSHIP MEETINGS, ORGANIZATIONAL EVENTS AND CULTURAL AFFAIRS SPONSORED BY THE ORGANIZATION.
  - A. SHALL HAVE AUTHORITY IN THIS REGARD WITHIN THE CONFINES OF APPLICABLE RULES OF ORDER, THE BY-LAWS AND OPERATING RULES OF THE ORGANIZATION.
  - B. SHALL HAVE AUTHORITY WITH THE PRESIDENT'S APPROVAL TO DELEGATE OTHERS FOR NECESSARY ASSISTANCE IN CARRYING OUT THESE RESPONSIBILITIES.

##### **MEMBERSHIP CHAIRPERSON:**

1. SHALL BE RESPONSIBLE FOR ORGANIZING AND DIRECTING MEMBERSHIP DRIVES.
2. SHALL BE RESPONSIBLE FOR ACCURATE TABULATION AND FINANCIAL ACCOUNTING OF MEMBERSHIP FEES.
3. SHALL MAKE AVAILABLE TO ANY MEMBER UPON REQUEST A CURRENT MEMBERSHIP LIST.
4. SHALL PROVIDE THE OFFICERS AND THE CHAIRMAN OF THE BOARD OF DIRECTORS WITH A CURRENT MEMBERSHIP LIST WITHIN ONE MONTH FOLLOWING THE START OF THE MEMBERSHIP YEAR, WITH QUARTERLY UPDATES AS NECESSARY.

##### **NEWSLETTER EDITOR:**

1. SHALL GATHER AND DISSEMINATE INFORMATION PERTINENT TO LIHA AND ITS AFFAIRS, AS WELL AS INFORMATION ABOUT NATIVE AMERICANS IN GENERAL IN A NEWSLETTER FORMAT.
2. SHALL PUBLISH AT LEAST SIX NEWSLETTERS PER YEAR TO BE SENT TO EACH MEMBER HOUSEHOLD UNLESS OTHERWISE REQUESTED.
3. SHALL MAINTAIN AN ACCURATE MAILING LIST WITH THE MEMBERSHIP CHAIRMAN.
4. SHALL BE REIMBURSED BY THE TREASURER FOR ALL ASSOCIATED COSTS OF PUBLICATION.
5. CONTROVERSIAL ISSUES OF A NEGATIVE NATURE SHALL BE REVIEWED BY THE EXECUTIVE BOARD PRIOR TO ANY PUBLICATION OF SAID MATERIALS (2/97)
6. UNSIGNED CORRESPONDANCE SHALL NOT BE CONSIDERED FOR PUBLICATION (2/97)

##### **POW-WOW COMMITTEE:**

1. SHALL CONSIST OF A CHAIRMAN AND OTHER MEMBERS THAT THE CHAIRMAN DEEMS NECESSARY FOR THE PROPER ORGANIZATION AND OPERATION OF A POW-WOW.

##### **PUBLIC RELATIONS COMMITTEE:**

1. SHALL BE RESPONSIBLE FOR DISSEMINATION OF ORGANIZATIONAL INFORMATION TO THE PUBLIC/MEDIA. WITH PRESIDENT APPROVAL (12/2019)
2. MAY BE COMPOSED OF A MINIMUM OF A CHAIRPERSON.

# **OPERATION RULES OF LACONIA INDIAN HISTORICAL ASSOCIATION, INC. (CONT.)**

## **SECTION V**

### **MEMBERS:**

1. SENIOR CITIZENS SHALL HAVE LIFETIME FREE MEMBERSHIP AFTER ONE YEAR PAID MEMBERSHIP, AND BE ALLOWED ALL RIGHTS AND PRIVILEGES THEREOF INCLUDING THAT OF HOLDING OFFICE OR POSITION.
2. EXCEPT AS ABOVE, THERE SHALL BE NO FREE MEMBERSHIPS WITHOUT UNANIMOUS APPROVAL OF THE BOARD OF DIRECTORS.
3. SHALL HAVE A VOICE AT ALL MEETINGS IN ACCORDANCE WITH APPLICABLE RULES OF ORDER.
4. SHALL HAVE CONTROL OF THE ORGANIZATION THROUGH THE BOARD OF DIRECTORS AND SHALL ISSUE THEIR WISHES, REQUESTS, AND DIRECTIVES IN WRITING TO THE CHAIRMAN OF THE BOARD FOR DISSEMINATION TO THE REMAINING BOARD MEMBERS AND OFFICES FOR CONSIDERATION AND POSSIBLE IMPLEMENTATION.
5. THE MEMBERSHIP YEAR SHALL START JANUARY FIRST AND CONTINUE THROUGH THE CALENDAR YEAR TO DECEMBER THIRTY-FIRST.
6. MEMBERSHIP DUES SHOULD BE PAID BY THE END OF JANUARY OF THE APPLICABLE YEAR. SHOULD DUES BE PAID AFTER JANUARY THIRTY-FIRST, THEY APPLY TO THE CURRENT YEAR ONLY. THERE SHALL BE NO PARTIAL DUES FOR A PARTIAL YEAR. (2/97)
7. MEMBERS, EIGHTEEN YEARS OF AGE OR OLDER, ARE ELIGIBLE TO VOTE.
8. THERE WILL BE A GRACE PERIOD FROM AUGUST 1 TO DECEMBER 31 FOR NEW MEMBERS (2/97)
9. DURING THE GRACE PERIOD, NEW MEMBERS HAVE A VOICE AND CAN VOTE AT GENERAL MEETINGS. BUT, CANNOT PARTICIPATE IN BALLOT VOTING, i.e. ANNUAL ELECTIONS (2/97)
10. NO ONE UNDER THE AGE OF 18 YEARS OLD SHALL BE ON THE LAND WITHOUT PARENT/GUARDIAN. VIOLATION OF THIS RULE CAN RESULT WITH PARENT/GUARDIAN MEMBERSHIP SUSPENSION (2/97)
11. AS OF JANUARY 1<sup>ST</sup>, 2003, ALL NEW MEMBERS WILL BE SUBJECT TO A ONE (1) YEAR SPONSORSHIP BY A MEMBER IN GOOD STANDING, AND A SUBSEQUENT ONE (1) YEAR PROBATION PERIOD (9/02)
12. ALL MEMBERS ARE REQUIRED TO SUBMIT A COMPLETED APPLICATION ANNUALLY (12/2019)

## **SECTION VI**

### **MEETINGS:**

1. THE SECRETARY SHALL BY EMAIL OR SOCIAL MEDIA, GIVE AT LEAST TWO WEEKS NOTIFICATION TO MEMBERS, COUNCILORS AT LARGE, OFFICERS, AND BOARD MEMBERS AS APPLICABLE, OF ANY AND ALL MEETINGS.
2. MEMBERS MAY ATTEND ALL MEETINGS INCLUDING OFFICERS, BOARD OF DIRECTORS' AND COMMITTEE MEETINGS.
3. THE ANNUAL MEMBERSHIP MEETING SHALL BE HELD IN JANUARY AT A PLACE DESIGNATED BY THE PRESIDENT.
4. SPECIAL MEETINGS MAY BE CALLED AS NEEDED BY THE PRESIDENT OR UPON REQUEST OF THE CHAIRMAN OF THE BOARD OR TWENTY WRITTEN REQUESTS FROM THE MEMBERSHIP.
5. ROBERT'S RULES OF ORDER SHALL APPLY TO ALL MEETINGS AND BUSINESS SESSIONS UNLESS OTHERWISE AGREED TO BY TWO-THIRDS OF THOSE PRESENT.
6. ANY MEMBER DECLARED TO BE OUT OF ORDER MORE THAN TWO TIMES DURING A MEETING SHALL BE EXCUSED FROM THAT MEETING.
7. A SIMPLE MAJORITY OF THE VOTING MEMBERSHIP CONSTITUTES A QUORUM. A QUORUM MUST BE PRESENT AT ANY GENERAL MEMBERSHIP MEETING IN ORDER TO TRANSACT BUSINESS. IF A SIMPLE MAJORITY IS NOT PRESENT, THEN ANY BUSINESS TO BE TRANSACTED MUST BE PRESENTED TO THE GENERAL MEMBERSHIP FOR A VOTE.
8. THREE OFFICERS, ONE OF WHOM MUST BE THE PRESIDENT WHO SHALL PRESIDE, CONSTITUTE A QUORUM AT AN OFFICERS MEETING AND MAY TRANSACT BUSINESS IF ALL ARE IN AGREEMENT. MINUTES OF THE MEETING MUST BE MADE AVAILABLE TO THE OFFICER NOT PRESENT.
9. THREE BOARD MEMBERS, ONE OF WHOM MUST BE THE CHAIRMAN WHO SHALL PRESIDE CONSTITUTES A QUORUM AT A MEETING OF THE BOARD OF DIRECTORS AND MAY TRANSACT



BUSINESS IF ALL ARE IN AGREEMENT. MINUTES OF THE MEETING MUST BE MADE AVAILABLE TO THE MEMBER NOT PRESENT.

**OPERATING RULES OF LACONIA INDIAN HISTORICAL ASSOCIATION, INC. (CONT.)**

10. THREE OFFICERS AND THREE BOARD MEMBERS, ONE OF WHOM SHALL BE EITHER THE PRESIDENT OR THE CHAIRMAN OF THE BOARD WHO SHALL PRESIDE, SHALL CONSTITUTE A QUORUM IN AN OFFICERS/BOARD MEETING AND MAY TRANSACT BUSINESS IF ALL ARE IN AGREEMENT. THE MINUTES OF THE MEETING SHALL BE MADE AVAILABLE TO THE MEMBERS NOT PRESENT.
11. MINUTES OF ALL MEETINGS SHOULD BE SENT TO OR MADE AVAILABLE TO THE NEWSLETTER EDITOR.
12. THE OFFICERS AND THE BOARD OF DIRECTORS WILL MEET BEFORE REGULAR MEETINGS ON THE SAME DATE AS THE MONTHLY MEETINGS IN A GENERAL OFFICERS MEETING TO START JANUARY 1, 1991.

**SECTION VII**

**ELECTION PROCEDURES (2/97)**

1. NO LATER THAN THE JUNE MEETING, THE PRESIDENT SHALL APPOINT A CHAIRMAN FOR THE BALLOT COMMITTEE WHO SHALL NOT BE RUNNING FOR OFFICE (2/97)
2. AT THE JUNE MEETING NOMINATIONS WILL BE OPENED BY THE PRESIDENT. NOMINATION FORMS WILL BE MADE AVAILABLE TO MEMBERS VIA EMAIL OR WHEN ATTENDING A MEETING. (12/2019)
3. NOMINATIONS WILL BE CLOSED AT THE AUGUST MEETING. NOMINATIONS BY MAIL MUST BE POSTMARKED BY THE MONDAY BEFORE MEETING (12/2019)
4. ALL NOMINEES WILL BE CONTACTED BY THE COMMITTEE WITHIN ONE WEEK OF THE AUGUST MEETING FOR THEIR ACCEPTANCE. IF THEY ACCEPT, THEY MUST SUBMIT A RESUME SEVEN DAYS PRIOR TO THE SEPTEMBER MEETING. IF A MEMBER IS NOMINATED TO MORE THAN ONE POSITION AND ACCEPTS THE NOMINATIONS, THE NOMINEE MUST CHOOSE THE ONE POSITION FOR WHICH NOMINEE WISHES TO RUN.
5. RESUMES WILL BE PUBLISHED IN THE NEWSLETTER. (12/2019)
6. THE MONDAY FOLLOWING OCTOBER MEETING, BALLOTS WILL BE MAILED. ALL BALLOTS MUST HAVE AN OFICIAL SEAL AND S.A.E.
7. BALLOTS MUST BE RECEIVED POSTMARKED ONE WEEK PRIOR TO THE DECEMBER MEETING. (2/97)
8. BALLOTS WILL BE COUNTED AT THE DECEMBER MEETING (2/97)
9. A VOTE TO ACCEPT THE ELECTION RESULTS MUST BE TAKEN AT THE DECEMBER MEETING, AND ACCEPTED BY A SIMPLE MAJORITY OF VOTING MEMBERSHIP PRESENT (2/97)

**SECTION VIII**

**ELECTIONS:**

1. THE PRESIDENT SHALL APPOINT A BALLOT COMMITTEE OF MEMBERS NOT RUNNING FOR OR PRESENTLY IN AN OFFICE, TO COORDINATE THE ELECTIONS NO LATER THAN OCTOBER FIRST. NOMINATIONS SHALL CLOSE OCTOBER TENTH AND THE BALLOTS SHALL BE MAILED TO THE MEMBERSHIP WITH A SELF ADDRESSED STAMPED ENVELOPE NO LATER THAN OCTOBER FIFTEENTH, TO ALLOW AT LEAST THIRTY DAYS FOR THE VOTING PROCESS. THE BALLOTS SHALL BE COUNTED AND MADE PUBLIC AT THE ANNUAL MEMBERSHIP MEETING IN NOVEMBER. ELECTED REPRESENTATIVES SHALL TAKE OFFICE A THE ANNUAL MEETING IN JANUARY.
2. IF A MEMBER IS NOMINATED TO MORE THAN ONE POSITION AND ACCEPTS NOMINATION, THE NOMINEE MUST CHOOSE THE ONE POSITION FOR WHICH THE NOMINEE WISHES TO RUN.
3. A VOTE TO ACCEPT THE ELECTIONS RESULTS MUST BE TAKEN AT THE ANNUAL MEETING AND ACCEPTED BY A SIMPLE MAJORITY OF THE VOTING MEMBERSHIP PRESENT.

**OPERATING RULES OF LACONIA INDIAN HISTORICAL ASSOCIATION, INC. (CONT.)**  
**SECTION VIII**

**GENERAL:**

1. ROBERT'S RULES SHALL APPLY AT ALL MEETINGS UNLESS OTHERWISE DECIDED BY SIMPLE MAJORITY.
2. REPORTS SHALL BE TIMELY, ACCURATE, AND AVAILABLE TO THE MEMBERSHIP FOR REVIEW AND INSPECTION.
3. THE ORGANIZATIONAL FUNDS SHALL NOT BE MADE AVAILABLE FOR LOANS.
4. THERE SHALL BE NO MEMBERSHIP MEETING AT POW-WOWS
5. ANY MEMBER WHOSE BEHAVIOR IS DETRIMENTAL TO THE ORGANIZATION, ITS GOALS, OBJECTIVES OR MEMBERS SHALL BE SUBJECT TO EXPULSION BY A MAJORITY VOTE OF THE BOARD OF DIRECTORS AND OFFICERS. THE MEMBER IN QUESTION, HOWEVER, SHALL BE ALLOWED TO EXPLAIN THEIR CASE TO THE BOARD OF DIRECTORS AND OFFICERS PRIOR TO ANY OFFICIAL ACTION. THE MEMBER MAY REQUEST IN WRITING A HEARING BY THE BOARD OF DIRECTORS AND OFFICERS. THE MEMBER MAY BE ALLOWED TO REMAIN A MEMBER BY A SIMPLE MAJORITY OF THE VOTING EXECUTIVE BOARD. (12/2019)
6. ANY PROPOSED PROJECTS SHOULD BE SUBMITTED TO THE BOARD OF DIRECTORS IN A WRITTEN FORM TO INCLUDE COST AND IMPACT ON LAND AND MEMBERSHIP. A PLAN OF ACTION COMPLETE DATE. (2/97)
7. ANY MEMBER FOUND TO BE OPERATING OUTSIDE OF THESE BY-LAWS, OPERATING RULES OR SUBSEQUENT AMENDMENTS THERE TO SHALL BE SUBJECT TO FORFEITURE OF MEMBERSHIP AND ITS PRIVILEGES (9/02)

**SECTION IX**

**AMENDMENTS:**

1. APPROVAL OF, AMENDMENT TO, AND ELIMINATION OF ANY OF THESE RULES MAY BE EXECUTED BY A TWO-THIRDS VOTE OF THE OFFICERS AND BOARD OF DIRECTORS.
2. SUGGESTIONS FOR CHANGES TO THESE OPERATING RULES FROM THE MEMBERSHIP SHALL BE DIRECTED IN WRITING TO THE CHAIRMAN OF THE BOARD OF DIRECTORS FOR CONSIDERATION BY THE BOARD OF DIRECTORS AND OFFICERS.
3. FOLLOWING ANY CHANGES OF BY-LAWS AND OPERATING RULES MEMBERS SHALL BE MADE AWARE OF CHANGES AND GIVEN A NEW COPY OF BY-LAWS AND OPERATING RULES AT A MEMBERSHIP MEETING. (12/2019)

**SECTION X**

1. LIHA WILL RECOGNIZE THE SONG COMPOSED AND GIVEN TO LIHA BY TOM LEONARD IN 1995 AS ITS OFFICIAL SONG (11/96)
2. SEE SECTION XIII REVISED (9/01)
3. STARTING FROM THE YEAR 1997 LIHA WILL SET ASIDE MONIES, AS THE BUDGET WILL ALLOW FOR EDUCATIONAL MEDIA AND A LIKE. THE PURPOSE OF THIS MEDIA IS TO BE APPROVED BY THE EDUCATIONAL COMMITTEE, THE STANDING OFFICERS, AND THE BOARD OF DIRECTORS. ALL PURCHASES ARE TO BE STORED AND IDENTIFIED AS LIHA PROPERTY, WITH THE LIBRARY FOR ALL MEMBERS TO ACCESS. (10/19/19)
4. STARTING ON THE FISCAL YEAR 1997, LIHA IS TO HAVE A SUBMITTED BUDGET FROM THE OFFICERS TO THE LIHA MEMBERSHIP NO LATER THAN THE MARCH MEETING. THIS BUDGET NEEDS TO BE APPROVED BY A SIMPLE MAJORITY OF THE MEMBERSHIP PRESENT AT SAID MEETING
- 5.

**SECTION XI**

1. REFER TO SECTION III: OFFICERS SHALL HOLD OFFICE FOR THE CALENDAR YEAR STARTING IN JANUARY FOR TWO (2) YEARS (1/20/01)

## **OPERATING RULES OF LACONIA INDIAN HISTORICAL ASSOCIATION, INC. (CONT.)**

### **SECTION XII**

#### **RULES GOVERNING THE LAND:**

1. A NON-MEMBER CAN STAY WITH A MEMBER FOR 3 DAYS AND 2 NIGHTS, 1 TIME PER SEASON ONLY (EXCEPT DURING PUBLIC EVENTS) (5/2012)
  2. THE FOLLOWING IS A LIST OF THINGS THAT MAY REMAIN IN DULAC LAND TRUST OVER THE WINTER MONTHS
    - a. WOOD POLES (LODGE, LONG HOUSE, WIGWAM, ETC.
    - b. WOODEN PICNIC TABLES
    - c. IF ITEM IS NOT LISTED YOU MUST REMOVE IT FROM THE LAND TILL NEXT SEASON
    - d. WOOD FOR CAMP FIRE STORED PROPERLY
3. IF YOUR EVENT SITE DOES NOT REMAIN IN COMPLIANCE WITH ALL EVENT RULES THROUGH OUT THE YEAR:
  - a. YOU WILL BE FINED ON OR BEFORE NOVEMBER 1<sup>st</sup> OF THAT YEAR \$50.00. PAYABLE BEFORE FEBRUARY MEETING OF THE FOLLOWING YEAR.
  - b. IF FINE IS NOT PAID ON OR BEFORE FEBRUARY MEETING YOUR MEMBERSHIP AND LAND ACCESS SHALL BE SUSPENDED (5/2012)
4. CAMP OPENING DATE IS THE 3<sup>rd</sup> WEEKEND IN MAY. CAMP CLOSING DATE WILL BE THE 3<sup>rd</sup> WEEKEND IN OCTOBER. THE FINAL DATE TO HAVE YOUR SITE CLEARED WILL BE THE 3<sup>rd</sup> WEEKEND IN OCTOBER.

### **SECTION XIII**

1. LIHA SET ASIDE MONIES IN THE SCHOLARSHIP ACCOUNT, AS THE BUDGET WILL ALLOW. SCHOLARSHIPS ARE TO BE AWARDED EACH YEAR CONSISTING OF THE ACCRUED INTEREST ONLY (6/2009)
  - a. THE PRESIDENT WILL APPOINT A SCHOLARSHIP COMMITTEE
  - b. APPLICATIONS MUST BE SUBMITTED WITH OFFICIAL TRANSCRIPTS, FINANCIAL RECORDS, AND PROOF OF CONTINUING EDUCATION (2/2012)
  - c. APPLICATIONS MUST BE RECEIVED DECEMBER 1<sup>st</sup> THRU MAY 15<sup>th</sup> ANNUALLY (5/2012)
  - d. APPLICATIONS ARE OPEN TO MEMBERS, FAMILIES, AND THE COMMUNITY.
  - e. A MINIMUM OF ONE SCHOLARSHIP ANNUALLY FOR \$100.00 MINIMUM WILL BE AWARDED. APPLICATIONS MAY BE SUBMITTED IN SUBSEQUENT YEARS BUT PREFERENCE SHALL BE GIVEN TO FIRST TIME APPLICANTS. (9/01)
  - f. SCHOLARSHIP ACCOUNT IS TO HAVE ITS OWN BANK ACCOUNT UNDER THE DIRECT AUTHORITY OF THE BOARD OF DIRECTORS. (11/96)
  - g. BOARD OF DIRECTORS WILL REVIEW AND APPROVE THE SCHOLARSHIP RECIPIENTS/(5/2012)
  - h. SCHOLARSHIP(S) WILL BE AWARDED AT AN APPROPRIATE TIME (5/2012)

12/21/2019