

Amended Bylaws for the Veterans Post Committee of the Forest County Potawatomi Community

Article I. Name and Purpose

Section A. The official name of this committee shall be the Forest County Potawatomi Community Veterans Post Committee.

Section B. The above-named committee shall exist only during such times as it may be authorized by the Executive Council.

Section C. The purpose of this committee shall be to provide assistance to Native American veterans, their dependents, and their survivors, by:

- Identifying and addressing issues that impact Forest County Potawatomi Community veterans, their dependents and their survivors;
- Recommend veterans programs, agendas, and projects that promote positive public awareness of the Forest County Potawatomi Community; and
- Develop and encourage sponsorship of Forest County Potawatomi Community activities, including working with youth, elder, incarcerated, and housebound individuals.

Section D. The duties of this committee shall include:

- To provide veterans assistance through the oversight, review, and advocacy of veterans' issues, especially as they pertain to benefits and compensation.
- To foster camaraderie among veterans and encourage participation in cultural events in order to promote community awareness and respect for all veterans.
- To serve as a color guard and provide all flag and veteran honoring duties as requested, at both tribal cultural events and other local events, including funerals upon request, related to veterans or the Forest County Potawatomi Community.

Article II. Membership

Section A. The Veterans Post will consist of two kinds of membership: Veterans Post General Members, and Veterans Post Committee Members. The Veterans Post Committee shall consist of five (5) members, including any ex-officio members appointed at the discretion of the Executive Council. All veterans and their immediate family members may serve as General Members or Committee Members.

Section B. Appointments and Terms of Office:

1. All members of the Veterans Post Committee shall be appointed by the Executive Council from a list of candidates nominated by the Veterans Post Committee.

2. The officers and members of the Veterans Post Committee holding office at the time of approval of these Amended Bylaws shall hold office until their successors are appointed.
3. The Executive Council shall try to ensure that the officers and members of the Veterans Post Committee holding office at the time of the approval of these Bylaws serve a term approximating three (3) years, while at the same time achieving staggered terms (as defined herein) as quickly as possible. Nothing in these Bylaws shall be construed to guarantee each officer and/or member of the Veterans Post Committee holding office at the time of the approval of these Bylaws the completion of a full three (3) year term.
4. Upon the approval of these Bylaws, in order to achieve staggered terms:
 - a. The three (3) Veterans Post Committee members most recently appointed by Executive Council will be appointed to serve for at least two (2) years, with their terms ending on April 30th of the second year after they are appointed.
 - b. The remaining two (2) Veterans Post Committee members will be appointed to serve for at least one year, with their terms ending on April 30th of the year after they are appointed.
 - c. Thereafter, all Veterans Post Committee members shall be appointed for three (3) year terms.
5. Each appointment of Veterans Post Committee members shall be for a term of three (3) years, except as provided for in Article II, Section B.4.(a, b, and c) or when the appointment is to fill an unexpired term. Any appointment made to fill a vacancy shall only be for the remainder of the unexpired term.
6. All Veterans Post Committee members' annual term renewal dates shall be based on a May 1st to April 30th Committee Year. If such dates fall on a weekend or holiday, the annual term renewal date shall fall on the tribal business day immediately preceding such weekend day or holiday.
7. At the discretion of the Executive Council, Veterans Post Committee members may be appointed to serve consecutive terms.
8. All Veterans Post Committee members shall be required to take the Oath of Office (virtual swearing in permitted) and comply with the Government Official and Employee Ethics Ordinance.

Section C. Qualifications:

1. Veterans Post general membership shall be open to any individual interested in advancing the goals, objectives, and mission of the Forest County Potawatomi Community Veterans Post. Veterans Post general membership may vote for Veterans Post Committee officers and perform other functions as assigned by the Post Commander.
2. For the purposes of these Bylaws, Veterans shall be defined as: any person who served honorably on active duty in the armed forces of the United States (including discharges marked "General and Under Honorable Conditions)."

Section D. Compensation:

Members of the Veterans Post Committee shall receive compensation for no more than two (2) meetings per month, at a rate established in the Executive Council Committee Compensation Policy, provided that the committee member is in attendance at an official meeting with quorum present during which business is transacted. All General and Committee Members may be compensated for attendance, subject to any limits imposed by Executive Council.

Compensation for Veterans Post Committee official duties shall be according to a Schedule of Compensation (copy attached) approved by Executive Council from time to time.

Article III. Officers and Their Duties

Section A. The Veterans Post Committee shall consist of the following members:

1. Post Commander
2. Vice-Commander
3. Secretary
4. Treasurer
5. One Committee Member

The Committee may also appoint a chaplain by acclamation at each meeting.

Section B. All officers shall be elected annually by a majority vote of the Veterans Post Committee members at an annual meeting. The annual meeting shall be held in the month following the committee's annual term renewal date so as to allow participation by newly-appointed members.

1. The Officers of the Veterans Post Committee will serve until their term in office expires, or sooner if they are removed or vacate office. Officers may be reelected to their Officer position and there are no limits on how many times they may serve in an Officer position.

Section C. Role of the Post Commander: The Post Commander shall be elected by the Veterans Post Committee members from among those members who have served on the committee for at least one (1) year. The Post Commander may exercise full voting rights. His/her other duties shall include:

1. Being responsible for, among other duties, the day-to-day operations of the Veterans Post, attending all Veterans Post meetings and functions, and serving as spokesperson for the Veterans Post with other Veteran organizations and the public.
2. To preside over all meetings of the Veterans Post Committee, according to Robert's Rules of Order, Revised, and to ensure that all Veterans Post Committee members are in attendance at all Veterans Post Committee meetings. The Chair shall have the

authority to sign all documentation which requires any action taken by the Veterans Post Committee, subject to the Executive Council Contract Policy approved by Executive Council on February 19, 2019 (Executive Council Resolution #07-2019).

3. With the Secretary, prepare an agenda for each Veterans Post Committee meeting.
4. Call special meetings of the Veterans Post Committee to act on urgent committee matters between regular meetings.
5. For all months during which the Veterans Post Committee meets, the Post Commander will submit meeting minutes to the Executive Council Secretary. Such minutes shall be submitted by the first Thursday of each month after the Veterans Post Committee meets. The minutes will be a summary of all action taken and all issues reviewed by the Veterans Post Committee. No General or Committee members shall receive compensation for an official meeting until such minutes have been submitted to the Executive Council.

Section D. Role of Vice Chair/Vice Commander:

If the Post Commander is not available then the Vice Commander shall assume the role of the Post Commander. The Vice Commander shall otherwise assist the Post Commander as requested.

Section E. Role of the Secretary: The Veterans Post Committee Secretary shall be responsible for the following:

1. Keeping records of the attendance of members at meetings.
2. Recording and distributing Veterans Post Committee minutes to all members of the committee and the Executive Council within ten (10) business days after each official meeting.
3. Furnishing each new Veterans Post Committee member with a copy of the Veterans Post Committee Bylaws and an Agenda and Minutes from the previous three (3) Veterans Post Committee meetings.
4. Maintaining a permanent record file of committee activities.
5. Formulating and distributing the proposed agenda for each regular and special scheduled meeting on the day of each meeting.
6. Keeping records of the terms of office for each Veterans Post Committee member and submitting a written notice to the Executive Council two (2) months prior to any term expiration.
7. Providing an annual report to the Executive Council on the committee's activities by the first Thursday in April. The annual report shall include at a minimum, a list of all meetings during the Committee Annual Year, attendance report for each committee member, a summary of activities, a certification from the Committee Chair/Post Commander that all agendas and minutes have been sent to the Executive Council and a statement on the remaining terms for each committee member.
8. With the Chair/Post Commander, preparing an agenda for each committee meeting.

9. Minutes must be adopted prior to the conclusion of any Regular or Special Veterans Post Committee meeting and signed by the Veterans Post Committee Chair/Post Commander and Secretary.
10. Transfer all records created pursuant to this Section to any succeeding committee secretary at the conclusion of his/her term.

Article IV. Meetings

Section A. Regular meetings shall be held at least quarterly, and the Veterans Post Committee will also meet with the Executive Council on a quarterly basis. The first meeting held after the annual term renewal date for the Veterans Post Committee shall be the committee's annual meeting.

1. When a regular scheduled meeting is cancelled for any reason, the cancelled meeting must be rescheduled within seven (7) calendar days. Meeting dates may be changed by consensus.

Section B. The Veterans Post Committee shall meet with the Executive Council on a quarterly basis, in July, October, January and April, to report on the Committee's activities.

Section C. Special Meetings of the Veterans Post Committee may be called as needed by the committee Chair/Post Commander, or by any three (3) members of the Veterans Post Committee, to act on urgent committee matters between regular meetings. However, members of the Veterans Post Committee shall receive compensation for no more than two (2) meetings per month, in an amount established in the Executive Council Committee Compensation Policy.

Section D. The Veterans Post Committee Secretary shall mail written notices of regular meetings to all members of the committee at least one (1) week before each regular meeting. All members of the Committee must be notified before any Special Meeting may take place. A minimum of a one-day (1) notice must be given to all Veterans Post Committee members in advance of any Special Meeting. Notices may be made by telephone and email.

Section E. All Veterans Post Committee meetings shall be open, including virtually, to adult members of the FCP Community. The committee may go into executive session, by majority vote, to discuss confidential issues. The Secretary shall clearly identify each executive session in the minutes. During executive sessions, only committee members, special invitees and such employees/staff as the committee determines are necessary may remain in the committee meeting. Any official action of the Veterans Post Committee that commits to the expenditure of Tribal funds shall be subject to Executive Council approval.

Section F. A minimum of three (3) Veterans Post Committee members must be present at any meeting in order to achieve a quorum. Should Veterans Post Committee Member(s) leave during the meeting and the number of Veterans Post Committee members present falls below three (3) the quorum is lost. A quorum shall be required for any official action of the committee.

Section G. The minutes of Veterans Post Committee meetings, including the minutes of special meetings, shall be approved at the beginning of the next regular meeting. The minutes shall be read in full prior to approval, unless copies of the minutes have been provided to Veterans Post Committee members at least one (1) day prior to the meeting.

Section H. Virtual participation (remotely by telephone or video conferencing technology) in Veterans Post Committee meeting shall be permitted. Veterans Post Committee members attending meetings virtually will be required to maintain confidentiality as necessary, based on the nature of the subject matter being discussed.

Article V. Vacancies

Section A. A vacancy on the Veterans Post Committee shall be filled by the Executive Council in a timely manner.

Section B. Resignation from a committee must be in writing and received by the Veterans Post Committee Secretary. Upon receipt of such notice, the committee shall immediately notify the Executive Council of the vacancy.

Article VI. Removal

Section A. All Veterans Post Committee members may be subject to removal from office for any of the following reasons:

1. Gross negligence of duty.
2. Failure to attend three Regular or Special meetings within one calendar year without just cause.
3. Failure to comply with the Tribal Constitution or these Veterans Post Committee Bylaws.
4. Violating the oath of office.
5. Failure to disclose any action or information to the Executive Council when requested to do so by a motion of the Executive Council relating to paragraphs 1-4 of this section.

Section B. Any Veterans Post Committee member may be removed by a majority vote of the Executive Council members at a regular or special meeting called for that purpose, providing quorum is present. The affected Veterans Post Committee member will be provided written notice and will be asked in writing to be present at the meeting where the removal will be discussed. As long as such notice is provided, the affected committee

member's presence is not required for official action by the Executive Council. If the committee member chooses to attend the meeting, the decision whether to remove or not remove the committee member will be made after the affected committee member has had an opportunity to address the allegations against him/her and leaves the meeting.

Section C. When the Veterans Post Committee wishes to recommend the removal of a Veterans Post Committee member for a violation of Article VI Section A above, they must pass a resolution by a majority vote of the entire Veterans Post Committee (three members must vote for the removal) (quorum present) for the Executive Council to consider the removal. The resolution must state clearly the reason(s) for the recommended removal. The resolution, once adopted by the Veterans Post Committee, will be forwarded to the Executive Council Secretary.

Section D. Should the Executive Council vote in the affirmative to remove the affected Veterans Post Committee member, the Executive Council will notify the Veterans Post Committee member that they are no longer a member of the Veterans Post Committee and will remind the removed member of his or her oath of office in regard to continued confidentiality. The removal decision by the Executive Council shall be final.

Section E. Should the Executive Council vote against removal, the Veterans Post Committee member will remain on the Veterans Post Committee in accordance with these Bylaws.

Section F. The Veterans Post Committee may remove an Officer from his/her position, by a three-fifths (3/5ths) vote at a special meeting called for that purpose, provided a quorum is present. A removed Officer will remain a Veterans Post Committee Member. The committee shall notify the Executive Council of its decision to remove an officer from his/her position. The committee decision to remove an officer shall be final. Vacant officer positions shall be filled by the committee at the next regular scheduled meeting.

Article VII. Bylaws Adoption and Amendment

Section A. A majority vote of the Executive Council (quorum present) shall be required for the adoption of these Veterans Post Committee Bylaws.

Section B. These Bylaws may be adopted and amended by a majority vote of the Executive Council when meeting at a regular scheduled meeting, or a special meeting called for the specific purpose of approving or amending these Bylaws, providing a quorum is present.

Article VIII. Conflict of Interest

Any Veterans Post Committee member that is an immediate family member (spouse, father, mother, brother, sister, son or daughter) of a person, or entity owned or controlled

by an immediate family member, being considered for any Veterans Post Committee-related services, contracts, etc., must recuse him or herself from any vote regarding the affected person/entities.

Veterans Post Committee Bylaws History:

Bylaws approved by Executive Council:

11/20/2019

Bylaws amended by Executive Council:

03/14/2022



Forest County Potawatomi Community
P.O. Box 340 • Crandon, Wisconsin 54520

**FOREST COUNTY POTAWATOMI COMMUNITY OF WISCONSIN
EXECUTIVE COUNCIL RESOLUTION**

Approving Amended Bylaws for the Veterans Post Committee of the Forest County Potawatomi Community

Resolution No: 023-2022

WHEREAS, the Forest County Potawatomi Community of Wisconsin (the “Community”) is a federally-recognized Indian Tribe organized under a Constitution adopted June 5, 1982, and approved by the Secretary of Interior on July 14, 1982, pursuant to the provisions of the Indian Reorganization Act of 1934, as amended, and

WHEREAS, the Executive Council has the authority to appoint subordinate committees pursuant to Article V, Section 1(e) of the Constitution, and

WHEREAS, the Executive Council adopted Resolution No. 022-98 on July 28, 1998, approving the request of the Forest County Potawatomi Veterans Post to establish a Veterans Service Office in the Community, as a means of receiving educational funding, and other rights and benefits available to veterans through the U.S. Department of Veterans Affairs, and

WHEREAS, the Executive Council approved bylaws for the Forest County Potawatomi Community Veterans Post concurrently with the adoption of Resolution No. 022-98, and

WHEREAS, on September 12, 2012, the Executive Council approved the Executive Council Policy on Uniform Bylaws for Committees, which was amended in 2012 and 2018, and

WHEREAS, on November 20, 2019, the Executive Council approved Amended Bylaws for the Veterans Post Committee that were consistent with the Executive Council Policy on Uniform Bylaws for Committees, and

WHEREAS, the Executive Council finds that it is necessary to further amend the Amended Bylaws for the Veterans Post Committee to keep them current with recent updates to the Uniform Bylaws for Committees.


NOW THEREFORE BE IT RESOLVED, that the following amendments to the Amended Bylaws for the Veterans Post Committee of the Forest County Potawatomi are hereby approved:

1. Amending Article II (Membership) to permit “immediate family members” of veterans to serve on the committee, replacing “spouses who are also veterans.”
2. Amending Article II, Section B(1) to replace “veterans” with “candidates.”
3. Amending Article II, Section B(8) to permit virtual swearing in.

- 003-2022
4. Moving “virtual participation” in meetings from Article II, Section E to a new Article IV (Meetings), Section H.
 5. Amending Article IV, Section E to permit adult members of the FCP Community to attend committee meetings virtually, as well as in person.
 6. Adding a new Section G to Article IV requiring meeting minutes to be approved at the beginning of the next regular meeting, and the minutes read in full prior to approval unless sent to committee members at least one (1) day in advance.

CERTIFICATION

I, James A. Crawford, the undersigned Secretary of the Forest County Potawatomi Executive Council, do hereby certify that 4 members constituted a quorum at a meeting duly called, convened, and held on the 16 day of March, 2022, and that the above resolution was duly adopted by an affirmative vote of 3 members for, and 0 members against, and 0 members abstaining, and that said resolution has not been rescinded or amended in any way.


James A. Crawford
Tribal Secretary, Executive Council
Forest County Potawatomi Community