

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.
2. Each appointment of Veterans Post Committee members shall be for a term of three (3) years, except 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.
3. 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.
4. At the discretion of the Executive Council, Veterans Post Committee members may be appointed to serve consecutive terms.
5. All Veterans Post Committee members shall be required to take the Oath of Office (virtual swearing in permitted) before beginning any official duties. Any newly appointed committee member who has not served on a committee within the previous five (5) years will also be required to attend training on the Executive Council Policy on Uniform Bylaws for Committees, Robert's Rules of Order, and the Executive Council Committee Compensation Policy upon being sworn in to their position on the committee. All committee members shall be responsible for compliance with the "Tribal Official and Employee Ethics" (or successor document)(codified at 1-6 FCPC Code).

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 perform official ceremonial 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:

1. 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, and the meeting minutes have been submitted to the Executive Council.
2. Committee members may only receive one (1) meeting stipend per day per committee. Any committee member travel requests shall be submitted to the appropriate staff person for processing.
3. Compensation for Veterans Post official duties shall be according to a Schedule of Compensation approved by Executive Council from time to time. Any committee

member travel requests shall be submitted to the appropriate Executive Council staff person for processing.

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. Two (2) Committee Members

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

Section B. No person may serve on more than on more than two (2) committees at one time, except to fill a vacancy that would otherwise remain unfilled due to lack of applicants.

Section C. 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 May following the committee's annual term renewal date so as to allow participation by newly appointed members.

Section D. 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 E. 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 one-year requirement may be waived if a nominated committee member has less than one year of experience on the Veterans Post Committee but has served on a different Forest County Potawatomi committee for more than one year, or was an elected member of the Forest County Potawatomi Community Executive Council, or has been a Forest County Potawatomi Community Gaming Commissioner, The Post Commander may vote only in case of a tie. 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. 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. The minutes will be a summary of all action taken and all issues reviewed by the Veterans Post Committee. No Committee Members shall receive compensation for an official meeting until such minutes have been submitted to the Executive Council.

Section F. 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 G. 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. Keeping a record of topics discussed and recommendations. In the absence of the Secretary, or at its discretion, the committee may request minutes be recorded by an Executive Council committee liaison person (if present), or another committee member. The absence of the Secretary shall not relive the committee from the obligation to record minutes of its meeting and to submit those minutes to the Executive Council in a timely manner.
5. Maintaining a permanent record file of committee activities.
6. Formulating and distributing the proposed agenda for each regular and special scheduled meeting on the day of each meeting. All agendas for Regular meetings must be submitted to the Executive Council one (1) week prior to the scheduled meeting.
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 Post Commander, preparing an agenda for each committee meeting, and perform such other duties and responsibilities as may be requested from the Post Commander from time to time.
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 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.
11. The Secretary, in his/her discretion, may designate any of these duties to an appropriate departmental staff (if applicable), but shall remain responsible for satisfactory completion of all duties enumerated above.

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. Meeting dates may be by consensus of the committee members.
2. 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.
3. Each committee shall be responsible for notifying the Executive Council if a scheduled committee meeting is cancelled, or if the committee fails to achieve quorum for a scheduled meeting.

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 (remotely by telephone or video conferencing technology), 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. No committee member(s) shall receive compensation for an official meeting of the committee unless meeting minutes have been submitted to the Executive Council for that meeting.

Section I. 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.

Section J. General Members of the Veterans Post may not make motions during meetings, but may request that Veterans Post Committee members propose motions on their behalf.

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's 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. A majority vote of the Executive Council (quorum present) shall be required for any amendments to these bylaws.

Section C. The Executive Council, in its discretion, may review these bylaws for possible amendments at least biannually.

Article VIII. Conflict of Interest

Any committee member having a material financial interest in a contract or other transaction presented to the committee shall make a prompt, full and frank disclosure of such person's interest to the committee prior to the committee's consideration of such contract or transaction. Any committee member that is an immediate family member (spouse, father, mother, brother, sister, son, daughter, ancestor, or lineal descendant) of a person or entity owned or controlled by an immediate family member doing business with the committee must recuse himself/herself from any vote regarding the affected person/entities. The meeting minutes shall reflect the disclosures made, the vote and where applicable, the abstention from voting and whether a quorum was present.

Veterans Post Committee Bylaws History:

Bylaws originally approved concurrently with Resolution No. 022-98(establishing Veterans Post)	07/28/1998
Bylaws amended by Executive Council:	11/20/2019
Bylaws amended by Executive Council:	03/16/2022
Bylaws amended by Executive Council:	02/06/2025