

Constitution
Of the
Tlingit and Haida Indians of Alaska
Ketchikan Chapter

Preamble

We of the Tlingit and Haida tribes and our descendants of the State of Alaska do unite to establish a permanent organization to promote the social and economic needs of our members, to work for the Welfare and interest of our people and to safe guard our aboriginal rights.

Article I
Name

The name of the organization shall be: Tlingit and Haida Indians of Alaska, Ketchikan Chapter.

Article II
Membership

Section 1 Classification of members shall be:

- (a) Active: Active members shall be limited to adult descendents of Tlingit and Haida tribes. All active members of the age nineteen (19) years of over shall have the privilege to vote.
- (b) Associate: Associate members shall be the husband or wife of guardians of an active member. Associate members shall not have the privilege of voting or holding any elective office but may serve on any committee.

Article III
Officers and Elections

Section 1 The elective offices of the organization shall be:

President
Vice-President
Recording Secretary
Corresponding Secretary
Treasurer
Board of Trustees of six (6) members
Sergeant of Arms

Section 2 Notice of nominations and elections shall be published in the Ketchikan Daily News seven (7) days prior to the date of elections. Date of notice will be the date nominations are open. Nominations will be open till the date of election.

Section 3 All officers shall be elected by secret ballot. The term of office, except for Trustees, shall be for one (1) year. The term of office for Trustees shall run for one (1), two (2), and three (3) years. Two (2) Trustees shall serve one (1) year, two (2) Trustees shall serve for two (2) years and two (2) Trustees shall serve for three (3) years. The President of the organizations shall be the chairman of the Trustees.

Section 4 The Trustees will elect an Executive Committee from within their membership, to consist of three (3) members plus President to act as Chairman.

Section 5 The Executive Committee shall have power to initiate action and conduct business for the organization between meetings except such action that would bind the organization in any way must be ratified by the members at the next meeting before said action.

Section 6 Vacancies in Offices shall be filled by a special election called by the President at the next regular meeting.

Section 7 Installation of Officers shall be within 30 days after completion of elections.

Section 8 There shall be no salaried officers or employees but by consent of the membership. Two (2) weeks notice shall be given of a meeting to be held to vote upon the paying of officers or employees. Such a position will be approved only when carried by a two-thirds (2/3) majority of members voting.

Article IV Meetings

Section 1 Meetings shall be held on the call of the President

Section 2 The order of business during the regular meetings shall be as follows:

- (a) Roll call of Officers and number of members in attendance.
- (b) Reading of minutes of previous meeting and their approval
- (c) Reports of boards and standing committees
- (d) Reports of special committees
- (e) Special orders
- (f) Unfinished business and general orders
- (g) New business

Section 3 Special meetings may be called by:

- (a) A majority of the members present at a regular meeting
- (b) The President
- (c) The Executive Committee
- (d) A request signed by ten (10) active members

Section 4 the presence of ten active members in good standing shall constitute a quorum at any annual, regular, or special meeting.

By-laws

1. Dues: Annual dues for active members are: Adults – Three dollars (\$3.00), Minors – one-half dollar (\$.50) and Seven dollars (\$7.00) for a family group.
2. Duties of the Officers:
 - (a) President: The President shall preside at all the meetings of the organization and of the Executive Committee. He shall be Ex-official member of all committees. He shall read or have to read to the organization of all communications which the Executive Committee deems of interest to the members. The President shall sign all orders of the Treasurer for disbursement of funds as directed by the organization.
 - (b) Vice-President: The Vice-President shall perform the duties of the President in his absence and shall serve in an advisory capacity at all times. In case of death or resignation of the President he shall serve the unexpired term.
 - (c) Recording Secretary: The Recording Secretary shall keep a correct record of the proceedings of all meetings and of the lists of names, addresses and vocations of all members. He shall preserve in permanent file, all records and letters of value to the organization and its officers which shall be transferred to his successor at the close of his term of office.
 - (d) Corresponding Secretary: The Corresponding Secretary shall send our proper notice of all called meetings and initiate correspondence which shall be approved by the President prior to release. In the absence of the Vice-President it shall be the duty of the Secretary to preside until the election of a Chairman pro tem, which shall take place immediately.
 - (e) Treasurer: The Treasurer shall be responsible for all monies and the payment of all obligations of the organization. He shall keep an itemized record and permanent file of all receipts and expenditures. He shall give a written report of the same at all regular meetings. All disbursement shall be made by check or special interest funds as directed by the President. The Treasurer shall be bonded. In the absence of the Treasurer the treasure's report shall be given by the Corresponding Secretary.
 - (f) Executive Committee:
 - (1) The Executive Committee shall constitute the advisory body to the organization.
 - (2) The Executive Committee shall attend to all matters referred to it by the organization and shall suggest remedies for immediate or permanent benefit to the organization.
 - (3) The Executive Committee shall consist of three (3) members plus the President to act as Chairman.

(g) Sergeant of Arms: The Sergeant of Arms shall see that all members in attendance are in good standing and qualified to remain. He shall assist the President in preserving order and permit no one to retire without consent of the presiding order.

3. The chair of any Officer absent for three (3) consecutive meetings, without valid excuse, shall be declared vacant.
4. Only paid up active members shall have the privilege to vote or hold office.
5. Robert's Rules of Parliamentary Procedure shall prevail at all meetings.