

BY LAWS  
OF  
WHITE EARTH COMMUNITY COUNCIL

Section I: The organization shall be known as the White Earth Community Council. Although we are recognized by the White Earth RTC, we are a separate entity.

ARTICLE 1

Title and Purpose

Section II: The organization shall be known as the White Earth Community Council.

Section III: The purpose of this organization shall be to promote the well being of the White Earth Community of White Earth, Minnesota. This shall be accomplished through the development and/ or operation of services programs which may include, but not limited to; education, recreation, health services, public housing, employment opportunities, beautification, development and the betterment of our community.

ARTICLE II

Section III: The officers of the Board of Directors shall consist of a chairperson, vice chairperson, secretary/treasurer from four (4) committee-persons (1 youth representatives and 1 elder representatives).

Section IV: The terms of office for first election of the Board of Directors shall be: two (2) year term for chairperson, secretary/treasure; (1) year term for vice-chairperson and four (4) committee-persons.

Section V: The terms of office for the Board of Directors after the first election shall be two (2) years in length.

Section Vi: No person shall hold an office of the Board of Directors unless the age of twenty-one (21) has been reached before the election.

Section VII: In the event any member of the Board of Directors shall, without justification, fail to attend three (3) consecutive meetings, they shall be deemed to have resigned and a vacancy to have been created.

Section VIII: Any vacancies occurring in the Board of Directors shall be filled by the remaining members of the board. Only individual(s) who sought a position on the Board of Directors shall be considered. When no individual(s) have sought a position on the Board of Directors the Board of Directors shall appoint individual(s) to said vacancies.

### ARTICLE III

#### Meetings of the Board of Directors

Section I: The Board of Directors shall meet on the second Monday of each month. Time and location of the meetings is determined by the chairperson of the Board of Directors. Special meetings may be held at the request of the chairperson of the Board of Directors or any other three (3) members of the Board of Directors. Limit of one (1) special meeting per month.

Section II: At all meetings of the Board of Directors a majority of the directors shall be necessary and sufficient to constitute a quorum for the transaction of business. The acts of a majority of the directors present at any meeting at which there is a quorum, shall be the acts of the Board of Directors. A quorum shall consist of at least four (4) members present.

Section III: Each member of the Board of Directors, except the chairperson of the Board of Directors, shall be entitled to one (1) vote on matters submitted to a vote of the directors. The chairperson of the Board of Directors will vote in case of a tie, and in the absence of any board member.

Section IV: Roberts Rules of Order shall govern the proceedings of all meetings of the Board of Directors.

Section V: Order of Business:

A. Call to order

- B. Roll Call
- C. Reading of minutes
- D. Treasurer's report
- E. Approval of bills
- F. Unfinished business
- G. Old Business
- H. New Business
- I. Adjournment

Section VII: All Meetings of the Board of Directors shall be open to the public.

#### ARTICLE IV

##### Duties of Officers

Section I: The chairperson shall:

- A. Pre-side at all regular and special meeting of the Board of Directors
- B. Assume responsibility for the implementation of all resolutions and ordinances of the White Earth Community Council.
- C. Sign with treasurer on behalf of the White Earth Community Council, all official papers and disbursements when authorized to do so.
- D. Assume general supervision of all officers and committees of the White Earth Community Council and, as delegated, take direct responsibility for the satisfactory performance of such officers and committees.
- E. Prepare a report of negotiations, important communications, and other activities of the White Earth Community Council, and shall make this report at each regular meeting of the Board of Directors. He shall include in this report all matters of importance to the White Earth Community, and in no way shall he/she act for the community unless specifically authorized to do so.
- F. Have general management of the business activities of the White Earth Community Council. He/she shall not act on matters binding the community until the White Earth Community Council, has deliberated and enacted appropriate resolution has been granted.
- G. Shall not vote in meetings of the Board of Directors except in case of a tie, in the absence of any board member and in amending By-Laws of the Community Council.

## Section II: Vice-Chairperson

In the absence of disability of the chairperson, the vice -chairperson shall preside. When so presiding, he shall have all rights, privileges and duties as set fourth above under duties of the chairperson, as well as the responsibility of the chairperson.

## Section III: Secretary/ Treasure shall:

- A. Keep and maintain a complete record of the meeting of the Community Council.
- B. Sign, with the chairperson, all official papers as provided in Section I (c) of this article.
- C. Be the custodian of all property of the White Earth Community Council.
- D. Keep a complete record of all business of the White Earth Community Council.
- E. Serve all notices required for meeting and elections.
- F. Receive all funds of the White Earth Community Council, entrusted to it, deposit same in depository selected by the Community Council, and disburse such community funds as authorized by the Board of Directors.
- G. Shall maintain a safety deposit box for all official documents pertaining to the White Earth Community Council.
- H. Keep and maintain, open to inspection by members of the White Earth Community at all responsible times, with written request, current amounts of the properties and business transactions of the White Earth Community Council.
- I. Make a monthly report and account for all transactions involving collections and obligations of White Earth Community Council funds. He/she shall present such financial reports to the Board of Directors at each of its regular meetings. Disbursement of such obligations shall be approved by the Board of Directors.
- J. Perform other duties as many as required by the Board of Directors.

## ARTICLE V

Section I: Directors shall be permitted to inspect the books of the White Earth Community Council with written request, at all reasonable times.

Section II: All checks of the White Earth Community Council shall be signed by the chairperson, vice chair and by the secretary/ treasurer.

Section III: These By-Laws may be amended or altered by the vote of 5 (5) voting members of the Board of Directors at any meeting.

Section IV: Any member of the Board of Directors; can have a recall vote taken with a petition signed by forty (40) percent of voters, from the election which said members was elected. Board

members will be expelled from the Board of Directors if two thirds (2/3) of the electorate vote for expulsion

We do hereby certify that the foregoing By-Laws were adopted by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against, at a special meeting of the First Board of Directors of the White Earth Community Council, a quorum being present, held on \_\_\_\_\_.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary