

UNITED SOUTH AND EASTERN TRIBES, INC.
An IRS 501 C 3 Designated Corporation
BYLAWS



**BYLAWS
OF**

UNITED SOUTH AND EASTERN TRIBES, INC.

ARTICLE I OFFICES

United South and Eastern Tribes, Inc. (the Corporation) shall maintain a registered office in and shall be a registered agent of the District of Columbia. The Corporation may have such other offices, either within or without the District of Columbia, as the business of the Corporation may require from time to time.

ARTICLE II VALUE STATEMENT

The Mission of USET

United South and Eastern Tribes, Inc. is dedicated to enhancing the development of federally recognized Indian Tribes, to improving the capabilities of Tribal governments, and assisting the USET Members and their governments in dealing effectively with public policy issues and in serving the broad needs of Indian people.

Statement of Unity

We, the Eastern Band of Cherokee Indians, Chitimacha Tribe of Louisiana, Mississippi Band of Choctaw Indians, Coushatta Tribe of Louisiana, Miccosukee Tribe of Indians of Florida, Saint Regis of Mohawk Tribe, Passamaquoddy Tribe Pleasant Point, Passamaquoddy Indian Township, Penobscot Indian Nation, Seminole Tribe of Florida, Seneca Indian Nation of New York, Houlton Band of Maliseet Tribe, Poarch Band of Creek, Tunica-Biloxi Tribe of Louisiana, Narragansett Indian Tribe, Mashantucket Pequot Tribe, Wampanoag Tribe of Gay head, (Aquinnah), Alabama-Coushatta Tribe of Texas, Oneida Nation of New York, Aroostook Band of Micmac of Maine, Catawba Indian Nation of South Carolina, Jena Band of Choctaw Indians of Louisiana, Mashpee Wampanoag Tribe of Massachusetts, the Cayuga Nation, the Mohegan Tribe of Connecticut and Shinnecock Indian Nation, being numbered among the Nations People of the South and Eastern United States, desiring to establish an organization to represent our united interest and promote our common welfare and benefit, do of our own free will in Council assembly, affirm our membership in the organization to be known as United South and Eastern Tribes, Inc., and proclaim the following objectives and declare our purpose to be:

- a. To promote Indian leadership in order to move forward in the ultimate, desirable goal of complete Indian involvement and responsibility at all levels in Indian affairs;
- b. To lift the bitter yoke of poverty from our people through cooperative effort;
- c. To promote better understanding of the issues involving Indian Tribes and other people;
- d. To advocate for more effective use of existing local, state, federal, and international resources;
- e. To promote a forum for exchange of ideas;
- f. To combine our voices so we can be heard clearly by local, state, federal, and international governments;
- g. To dedicate ourselves to improvement of the quality of life for American Indians through increased health, education, social services and housing opportunities;
- h. To reaffirm the commitments of our Tribes to the treaties and agreements heretofore entered into with the Federal

Government in a government-to-government relationship and to promote the reciprocity of this relationship and those agreements and treaties; and

i. To provide protection of Tribal natural resources.

ARTICLE III MEMBERS

SECTION 1. ADMISSION. Federally recognized Tribes interested in becoming a Member of the Corporation shall submit both a letter and a Tribal resolution to the Corporation's Secretary no later than two weeks prior to a regularly scheduled Board of Directors meeting. Upon receipt of the letter and resolution, the Secretary will provide a copy to the Board of Directors of the Corporation. Request for membership will be taken up as the first order of business in the next regularly scheduled Board of Directors meeting and the Board of Directors will vote on the admission of the new Member by secret ballot. If the majority of the Board of Directors votes in favor of the request for membership, a motion must be put forth to accept and seat the new Member. Upon approval of the motion, and the payment of annual dues, the new Member's rights shall be fully vested.

SECTION 2. MEMBERS. Members, whether Tribe, Nation or Band, of the Corporation are: Eastern Band of Cherokee, Chitimacha Tribe of Louisiana, Mississippi Band of Choctaw, Coushatta Tribe of Louisiana, Miccosukee Tribe of Indians of Florida, Saint Regis Band of Mohawk, Passamaquoddy Pleasant Point, Passamaquoddy Indian Township, Penobscot Nation, Seminole Tribe of Florida, Seneca Nation of New York, Houlton Band of Maliseet, Poarch Band of Creek, Tunica-Biloxi Tribe of Louisiana, Narragansett Indian Tribe, Mashantucket Pequot Tribe, Wampanoag Tribe of Gay Head (Aquinnah), Alabama-Coushatta Tribe of Texas, Oneida Nation of New York, Aroostook Band of Micmac of Maine, Catawba Indian Nation of South Carolina, Jena Band of Choctaw Indians of Louisiana, the Mohegan Tribe of Connecticut, the Cayuga Nation, the Mashpee Wampanoag Tribe and the Shinnecock Indian Nation.

SECTION 3. ANNUAL DUES. Each of the Members listed in Section 2 of this Article shall be responsible for the full and prompt payment of Annual Dues on or before October 1, in the amount of \$500.

SECTION 4. TERMINATION OF MEMBER MEMBERSHIP. Membership of each Member listed in Section 2 of this Article may be terminated or otherwise restricted in accordance with this section.

4.1 MEMBER RESIGNATION. A Member may resign its membership from the Corporation by filing a Tribal resolution, or letter from the governing body, with the Secretary of the Corporation. The resignation shall be effective upon filing, however such resignation shall not relieve the Member so resigning of the obligation to pay any dues or other charges theretofore accrued and unpaid.

4.2 MEMBER SANCTIONS. A Member may be sanctioned for any willful action that violates the terms of membership, for willfully acting against the best interest of the Corporation, for any other reason deemed appropriate by the Board of Directors, or for a combination of factors. If a Director brings an allegation of such conduct then the Board of Directors shall decide by a majority vote whether to investigate the allegation. Before a final vote on whether to impose a sanction, the Member shall be granted [a hearing in front of the] an opportunity to address the Board of Directors with the assistance of counsel, if the Member so chooses. By a two-thirds vote, the Board of Directors may determine whether the Member should be sanctioned and the nature of that sanction.

Sanctions may include a written reprimand to be kept on file in the official records of the Corporation, suspension of membership to the Corporation, any other sanction deemed appropriate, or a combination of multiple

sanctions. Any and all sanction related activity will take place during Executive Session.

4.3 MEMBER REMOVAL. A Member may be removed from the Corporation for any willful action that violates the terms of membership, for willfully acting against the best interest of the Corporation, or for any other reason deemed sufficient by the Board of Directors, or for a combination of factors.

If a Director brings an allegation of such conduct then the Board of Directors shall decide by a majority vote whether to investigate the allegation. Before a final vote on whether to revoke a Member's membership, the Member shall be granted a hearing in front of the Board of Directors with the assistance of counsel, if the Member so chooses. Upon the conclusion of the hearing, the Board of Directors shall vote on the Member's removal. By a two-thirds vote, the Board of Directors may remove the Member, then immediately following the vote the Member shall no longer be a member of the Corporation and shall be removed from inclusion within Article III, SECTION 2. A Member's removal from the Corporation shall not relieve the Member so removed of the obligation to pay any dues or other charges theretofore accrued and unpaid.

If removed, the Member may seek readmission after a period of two to four years.

ARTICLE IV BOARD OF DIRECTORS

SECTION 1. GENERAL POWERS. The Board of Directors shall oversee the affairs of the Corporation.

SECTION 2. SELECTION OF DIRECTORS. The Board of Directors as identified in Article III, Section 2 of the USET Sovereignty Protection Fund, Inc. (USET SPF) Bylaws shall also serve as the Board of Directors for United South and Eastern Tribes, Inc.

SECTION 3. PRESIDENT EMERITUS. The Board of Directors may designate past presidents with the title "President Emeritus" as the Board of Directors may determine. Individuals designated as a President Emeritus shall be non-voting and shall be entitled to attend regular meetings, with the exception of Closed or Special. This position shall only have those powers granted to it by the Board of Directors through resolution.

SECTION 4. VOTING RIGHTS. Each Director on the Board of Directors shall have one vote. The President shall be permitted to cast a vote in the event of a tiebreaker, except in the case of an election.

SECTION 5. BOARD OF DIRECTOR SANCTIONS. A Director may be sanctioned for any willful action that violates the terms of membership, for willfully acting against the best interest of the Corporation, for any other reason deemed appropriate by the Board of Directors of the Corporation, or for a combination of actions. If a Director brings an allegation of such conduct then the Board of Directors shall decide by a majority vote whether to investigate the allegation. Before a final vote on whether to impose a sanction, the Director shall be granted [a hearing in front of] an opportunity to address the Board of Directors with the assistance of counsel, if the Director so chooses. By a two-thirds vote, the Board of Directors may determine whether the Director should be sanctioned and the nature of that sanction.

Sanctions may include a written reprimand to be kept on file in the official records of the Corporation, suspension of the right to serve on the Board of Directors, removal from the Board of Directors, or any other sanction deemed appropriate, or a combination of multiple sanctions. In the event that a Director's right to serve is suspended or if the Director is removed, the Member may appoint a replacement. Any and all sanction related activity will take place during Executive Session.

SECTION 6. BOARD OF DIRECTOR REMOVAL. A Director serves on the Board of Directors at the discretion of the

governing body of his or her Member. A Director may be relieved of his or her position on the Board of Directors for any reason deemed sufficient by the governing body of his or her Member. The Board of Directors may remove a Director in accordance with the procedures of Section 5 above.

SECTION 7. COMPENSATION. Directors shall not receive any stated salaries for their services.

SECTION 8. RIGHT OF INSPECTION. All books and records of the Corporation may be inspected by a Director, or his agent or attorney for any proper purpose at any reasonable time.

SECTION 9. CONFLICT OF INTEREST STATEMENT. No Director shall participate in the selection, or the award or administration of a contract supported by USET funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the Director or any member of his or her immediate family, his or her partner, or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. No Director will solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

SECTION 10. CONTRACTS. The Board of Directors may authorize any officer or agent, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation.

The President shall sign, with the Secretary or other proper Executive Committee Member authorized by the Board of Directors, any deeds, mortgages or bonds the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall expressly be delegated by the Board of Directors to some other officer of the Corporation. For any other document that is not a deed, mortgage, or bond, the President and/or the Executive Director shall have signature authority. Said authority is limited, however, to signing documents, agreements, contracts, contract modifications, and other legally binding agreements that are consistent with the mission of USET and the policies adopted by the Board of Directors.

Further, the President or Executive Director, as relevant, shall notify the Executive Committee at least two business days in advance before signing a document that has a value in excess of [\$250,000]. The Executive Committee shall be deemed to have received notice if they have actual knowledge of the matter that will be the subject of a signed document or if the President or the Executive Director has provided notice by email with the emails send date as the effective date of notice. The President and the Executive Director shall also provide regular updates to the Board of Directors of any documents signed pursuant to this paragraph.

Executive Committee members are required to disclose all real or apparent conflicts of interest regarding all contracts. If such a conflict of interest exists, and the President is unable to fulfill his or her contract responsibilities, such responsibility will default to the Vice President.

SECTION 11. GIFTS. Directors may accept on behalf of the Corporation, from anyone other than contractors, potential contractors, or parties to sub-agreements, any contribution, gift, bequest or device for the general purposes or for any special purpose of the Corporation.

ARTICLE V OFFICERS

SECTION 1. GENERAL. The officers of the Corporation shall be a President, a Vice-President, a Secretary and a Treasurer. No one shall hold two offices concurrently within the organization. Officers of the Corporation shall be known as the Executive Committee. The officers of the USET Sovereignty Protection Fund (USET SPF) shall hold the same position within USET and all USET SPF Officer procedural language shall also apply.

SECTION 2. TERM OF OFFICE. The Executive Committee shall serve a term of two years and/or until their successors are elected and there shall be no limits on the number of terms an Executive Committee member may serve. In the event of a resignation, vacancy or removal these actions are dictated and defined by the USET SPF Bylaws.

SECTION 3. PRESIDENT. The President shall be the Principal Executive Officer of the Corporation. Subject to the authority and direction of the Board of Directors, the President shall have general charge of the business and affairs of the Corporation, and shall act as the Corporation's primary governing body representative for the purposes of any activity or event that the Corporation participates in or attends. The President shall preside at all meetings of the Board of Directors, keep the Board of Directors fully informed concerning the programs and activities of the Corporation, and, in general, perform all duties incident to the office and such other duties as the Board of Directors may prescribe. Notwithstanding the foregoing, the President may appoint a delegate to serve as the Corporation's representative for the purposes of any activity or event that the Corporation participates in or attends.

SECTION 4. VICE-PRESIDENT. In the absence of the President or in the event of his inability or refusal to act, the Vice-President shall perform the duties of President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time-to-time may be assigned to him by the President or by the Board of Directors. In the event the presidency shall become vacant, the Vice-President shall serve as Acting President, with all the powers of the presidency, until the vacancy is filled.

SECTION 5. SECRETARY. The Secretary shall be responsible for assuring that tasks such as keeping minutes, sending out notices, maintaining the Corporation's records, and maintaining an official list of contact information for each Director, among other administrative functions, are properly delegated and carried out by the Corporation's administrative staff, and performing all duties that may be assigned to him or her by the President or the Board of Directors.

SECTION 6. TREASURER. The Treasurer shall be responsible for assuring that the Corporation's funds and securities, financial books and records, and all other monies, deposits, and accounts, are properly maintained and collateralized through appropriate coordination with and delegation to the Corporation's Controller and the Corporation's administrative staff, and for performing all duties incident to the office of Treasurer and such other duties that may be assigned to him by the President or the Board of Directors.

SECTION 7. BONDING OF EXECUTIVE COMMITTEE AND EXECUTIVE DIRECTOR. The Corporation shall ensure that the Executive Committee and the Executive Director are bonded while acting in official capacity.

ARTICLE VI ADMINISTRATION

The positions of the Executive Director and Deputy Director shall be determined by the selections made by article V, Sections 1 and 2 of the USET SPF Bylaws.

ARTICLE VII MEETINGS

SECTION 1. REGULAR MEETINGS. The Board of Directors shall hold three regular meetings each year: Impact Week Meeting, Semi-Annual and Annual. The Impact Week Meeting shall be held in the Washington, DC area. The Semi-Annual Meeting shall be held in Nashville TN in late Spring/early Summer in conjunction and partnership with the Bureau of Indian Affairs Eastern Region Office and Indian Health Service Nashville Area Office, and the Annual Meeting shall be held in the Fall.

The Annual meeting shall be hosted by Members to the extent possible. The location and dates of regular meetings shall be established two years ahead of time, or as close to two years ahead of time as is reasonable, and notice of the location and date shall be disseminated promptly after it is decided. Additional notice shall be provided at least 45 days prior to the regular meeting. Notice shall mean written notice delivered personally or sent by mail to each Director at his address as shown on the records of the Corporation, or electronic notice sent by electronic mail to each Director at his email address as shown on the records of the Corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice emailed, such notice shall be deemed to be delivered when the said email is received.

SECTION 2. SPECIAL MEETINGS. Special meetings of the Board of Directors may be called by the President or any two members of the Executive Committee. Items to be discussed at special meetings shall be restricted to those items in the call for the meeting. Notice of any special meeting of the Board of Directors shall be given at least ten days, but not more than 45 days, prior thereto. Notice shall mean written notice delivered personally or sent by mail to each Director at his address as shown on the records of the Corporation, or electronic mail to each Director at his email address as shown on the records of the Corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If emailed, such notice shall be deemed to be delivered when said email is received. The notice requirements of this section may be waived by majority vote of the Board of Directors. If such a waiver is granted, a summary of the meeting and any actions taken shall be provided to any absent Directors within two business days of the special meeting.

Directors may participate in a special meeting by means of a video or audio conference technology or similar communications equipment so long as all persons participating in the meeting can hear each other at the same time, and participation by such means shall constitute presence in person at a meeting.

SECTION 3. EMERGENCY EXECUTIVE COMMITTEE ACTION. The Executive Committee may take action between Regular meetings, when it would be impractical or untimely to call a special meeting of the Board of Directors, that has the effect of an action taken at a regular Board of Directors meeting, when all four Executive Committee members affirmatively agree that such action is necessary and in the interests of USET. For such action to be authorized, the President and/or the Executive Director shall poll the Executive Committee, ensuring that communications are sent in a timely fashion to every member of the Executive Committee. Polling of the Executive Committee under this section has the effect of a regular meeting vote of the Board of Directors and may be described as such in any document. The polling may be in person, by telephone, by text or by email, but where an Executive Committee member has responded in person, by telephone or by text, he or she must follow up with documentation confirming his or her vote by email, mail or courier within 24 hours. If emergency Executive Committee action is taken, a summary of the action shall be provided to the Board of Directors within two business days of the authorization of the action.

SECTION 4. QUORUM. Ten Board of Director members who are entitled to vote shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. A quorum must be present at the time of any vote in order for the vote to be lawful and binding.

SECTION 5. WAIVER OF NOTICE. The attendance of a Director at any regular or special meeting shall constitute a waiver of notice of such meeting, except where a Director attends a special meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully cancelled or convened. The business to be transacted at a meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by Statute, The Articles of Incorporation, or these Bylaws.

Whenever any notice is required to be given under the provisions of The Articles of Incorporation or the Bylaws of the Corporation, a waiver thereof in writing signed by the persons entitled to such notice, whether before or after the time stated herein, shall be deemed equivalent to the giving of such notice.

SECTION 6. RESOLUTIONS. Resolutions in support of USET activity may be considered at any point in time. Approval/Disapproval of resolution requests will be secured via electronic survey of the Board of Directors.

The full membership of the corporation will be notified in advance prior to the submission of any grant application.

Resolutions are not final until approved by the Board of Directors.

SECTION 7. EXECUTIVE SESSION. At every regular meeting of the Board of Directors there may be an executive session. Additionally, the Board of Directors shall go into executive session upon a motion and a second without the need for a vote on the motion. The President shall also have the authority to call an executive session. Executive sessions are closed and audio/video recording is prohibited. Any decision/action made by the Board of Directors in executive session shall be formalized when the Board of Directors reconvenes during their next regular session.

Only members of the Board of Directors or those persons invited by the Board of Directors may attend Executive Sessions.

SECTION 8. MEETING MINUTES. Excluding executive sessions, meetings must be recorded in their entirety through the recording of minutes. The summary of the minutes will be provided to the Secretary of the Corporation for review. The Board of Directors shall review and approve minutes at the next regularly scheduled meeting.

SECTION 9. PROCEDURE. The Board of Directors may choose to apply Robert's Rules of Order in instances where these bylaws do not set forth a process for conducting the meeting.

ARTICLE VIII COMMITTEES

SECTION 1. MANNER OF ESTABLISHING. The committees established under Article VII of the USET Sovereignty Protection Fund by-laws shall serve the same function for United South and Eastern Tribes, Inc. The Board of Directors may establish standing or special committees as deemed necessary to study the various interests/needs of Tribal governments. Committees are established by Board of Directors Resolution.

SECTION 2. GENERAL POWERS. The affairs of the committee shall be managed by its membership. Each committee shall have a Chairperson responsible for conducting the meetings.

SECTION 3. MEMBERSHIP. Members may designate one representative (committee member) for each respective committee established by the Board of Directors. The committee member shall serve at the discretion of the Member he or she represents.

SECTION 4. VOTING. Each Member represented on a committee shall have one vote. The act of the majority of the committee members present at the meeting shall be the act of the committee.

SECTION 5. MEETINGS. Committees can meet during regularly scheduled Board of Directors meetings. Special meetings may be called by the Committee Chairperson with the concurrence of the President.

SECTION 6. QUORUM. There shall be no quorum requirement for committee action at any regularly scheduled USET meeting; however, no Committee action becomes final until approved by the Board of Directors.

SECTION 7. BYLAWS. Bylaws of the Board of Directors shall govern all business conducted by Committees.

SECTION 8. CONDUCT OF BUSINESS. The Committees may choose to apply Robert's Rules of Order in instances where these bylaws do not set forth a process for conducting the meeting.

SECTION 9. MEMBERS AND CHAIRPERSON ROLES AND RESPONSIBILITIES. Roles and responsibilities of Committee members and chairpersons are established to ensure maximum value to USET.

- Committed to the vision, mission and values of the USET SPF Corporation.
- Represent the best interest of their USET SPF members at all times.
- Understand and comply with the corporation's governing documents.
- Hold meetings as necessary to properly fulfill their role.
- Seek professional advice when needed.
- Keep informed of the activities of the corporation and the wider issues that affect its work.
- Invite and/or confirm persons to speak to committee during scheduled meetings; by phone, e-mail, or letter.
- Draft agenda for committee meeting, with understanding USET SPF Executive Director or designee has authority to change as needed.
- Discuss issues within their jurisdiction and keep Board of Directors fully informed.
- Draft resolutions and submit to the Board of Directors for review and/or approval.
- Draft "White Paper" or other mode of communication stating position on subject for consideration by Board of Directors.
- Recommend action items to Board of Directors.
- Meet with Board of Directors when necessary.

9.1 MEMBERS. Committee members shall serve as subject matter experts and offer guidance and direction to the USET Board of Directors; represent the best interests of the USET Member at all times while remaining cognizant of broader organizational needs and strategy and ensure that Committee activities and priorities reflect the diverse needs of USET membership.

9.2 CHAIRPERSON/VICE CHAIR/SECRETARY. Committee Chairpersons maintain the roles and responsibilities as Committee members and shall be responsible to: participate on a Quarterly Committee Chair conference call; communicate with Committee members and the USET Executive Director on a consistent basis throughout the year to ensure an optimal level of coordination and communication; communicate position paper needs and offer guidance for "white paper" drafting to the USET Executive Director; draft and submit resolutions to the Board of Directors for review and consideration and establish committee budget priorities each fiscal year.

Chairperson Responsibilities:

Before the Meeting

- Plan the agenda. Include items brought to you by other members.
- Submit agenda to USET Office in timely manner, adhering to the deadline(s) set by the USET office.
- Communicate with members to ensure meeting date is known and confirm attendance.
- Be well briefed about each item and actions taken since last meeting.

- Ensure all necessary background papers (including the last meeting's minutes) are sent to members along with the agenda beforehand.
- Check with staff to make sure meeting equipment has been ordered as requested by presenters.
- Attend the Chairperson's Meeting.

During the Meeting

- Start the meeting. Welcome any new members. Make any necessary announcements. Review the agenda for approval.
- Maintain meeting control. Establish and carry out time limits.
- Allow flexibility and freedom of expression but keep to the agenda.
- Ensure notes are being taken so minutes can be prepared.
- Try to encourage all members' participation.
- Be prepared to highlight issues when no one else will, and to be the one who always has to ask the awkward questions.
- Ensure everyone understands what is being discussed.
- Ensure that decisions are recorded and what actions are going to be taken to implement them.
- Assist members to work together for the overall purpose of the member Tribes.
- Head discussion of proposed resolution.

At the End of the Meeting

- Summarize decisions made and actions to be followed up.
- Discuss what items will be put on the next agenda, and what work needs to be done before meeting, by whom, how to be communicated, etc.
- Ensure resolutions are submitted to USET Office on time.
- Ensure minutes and/or committee report is completed and submitted to USET Office on time.
- Meet with Board of Directors during Business Session to present committee report and be available to answer any questions from the Board about proposed resolutions.

Vice/Co-Chair Responsibilities:

- The vice/co-chairman serves as the committee chairperson in the chairperson's absence and may otherwise assist with the duties of the chairperson as requested.

Secretary Responsibilities:

Before the Meeting

- Coordinate with the chairperson to ensure that members are aware of meeting date.
- Circulate to members (a) any papers to be discussed at the upcoming meeting and (b) a copy of the agenda, minutes of the previous meeting, or as requested by chairperson.
- Make sure that any reports or information requested at the last meeting is available or that its absence is explained.

During the Meeting

- Make sure sign-in sheets are available at beginning of meeting for members to sign.
- Present minutes of the previous meeting, and if they are approved, obtain proper signature.
- Take notes of the meeting, recording the key points, and making sure that all decisions are recorded, as well as the name of the person responsible for carrying them out.
- Make sure the Chairperson is supplied with all the necessary information for the agenda, and remind the Chairperson if an item has been overlooked

At the End of the Meeting

- Prepare a committee report; working with the Chairperson or other members (when needed) for submittal to USET Office by time directed.
- Send notice of each decision requiring action to the relevant member.
- Once returning to office, e-mail a copy of committee report to all members, including those not in attendance at said meeting.

**ARTICLE IX
CHECKS, DEPOSITS AND FUNDS**

SECTION 1. CHECKS, DRAFTS, DEPOSITS AND FUNDS. All checks, drafts or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time-to-time be determined by the Board of Directors, such instruments shall be signed by the Treasurer and countersigned by a Director.

SECTION 2. DEPOSITS. All funds of the Corporation shall be deposited from time-to-time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

**ARTICLE X
FISCAL YEAR**


The fiscal year of the Corporation shall begin on the first day of October and end on the last day of September in each year. The Board of Directors shall retain the services of a Certified Public Accountant to audit the financial records and accounts of the Corporation and prepare an audited financial statement report.

**ARTICLE XI
AMENDMENTS**


The power to alter, amend or repeal the Bylaws or adopt new Bylaws shall be vested in the Board of Directors. Such action may be taken at a regular or special meeting for which written notice, including the text of the proposed amendment or a statement specifying the proposed action, shall be given at least ten days prior to the meeting.

CERTIFICATION

Said Bylaws with Amendments were duly approved at the Impact Week Meeting, at which a quorum was present, in Arlington, VA, on Thursday, February 9, 2017.



Chief Kirk Francis, President



Chief Lynn Malerba, Secretary