



UNITED SOUTH AND EASTERN TRIBES, INC.

Resolution No. USET 2000:23

ENDORSEMENT OF AMENDED SOCIAL SERVICES COMMITTEE BY-LAWS

WHEREAS, the United South and Eastern Tribes Incorporated (USET) is an intertribal organization comprising twenty-three (23) federally recognized tribes; and

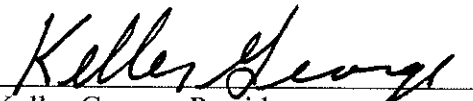
WHEREAS, the actions taken by the USET Board of Directors officially represent the intentions of each member tribe, as the Board of Directors comprises delegates from the member tribes' leadership; and

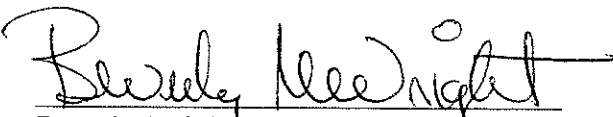
WHEREAS, the USET Social Services Committee has amended the By-Laws of the Committee; therefore, be it

RESOLVED that the USET Board of Directors endorses the amended USET Social Services Committee By-Laws. (See attached for changes)

CERTIFICATION

This resolution was duly passed at the annual USET Board of Directors Meeting, at which a quorum was present in Verona, New York on Thursday, October 28, 1999.


Keller George, President
United South and Eastern Tribes, Inc.


Beverly Wright, Secretary
United South and Eastern Tribes, Inc.

UNITED SOUTH AND EASTERN TRIBES, INC. (USET)
SOCIAL SERVICES COMMITTEE BY-LAWS

MISSION

The Committee shall actively promote, enhance and support all social services (mental, physical, emotional, spiritual, educational, financial) and legislation that positively impact Tribal People.

GOVERNANCE

1. **The Social Services Committee, whose purpose is to advise the USET Board of Directors on social services issues, shall be under the authority of the USET Board of Directors. The Social Services Committee will collaborate with all USET committees to address the social services issues of concern to USET member tribes.**

MEMBERSHIP

2. **Membership shall be open to Social Services Directors or a person acting in that capacity from those tribes in good standing with USET requirements and shall have voting privileges. In the absence of the Social Services Director, a person designated in writing by the Social Services Representative may attend meetings and exercise voting rights.**

PROXY

3. **If an appointed representative is unable to attend, a Proxy must be brought to the Social Services Committee Chairperson if a representative is filling in for a delegate.**

QUORUM

4. **A majority of members who are registered to attend a regularly scheduled Social Services Committee meeting and who are entitled to vote shall constitute a quorum. Determination of a quorum will be made at each scheduled Social Services Committee meeting by having a list of pre-registered members and taking roll call of all Tribes at the beginning of each**

meeting. This will be a standing agenda item for the Social Services Committee.

OFFICERS AND ELECTIONS

5. **Officers shall be elected at the USET Annual Fall meeting, on even years, and shall serve for a term of two years. Nominations and elections shall be included as an agenda item on the Social Services Committee agenda that is forwarded to its members before the scheduled meetings. Nominations for each office will be made on the second day of the annual fall meeting and elections will be held on the third day. Elections will be conducted by written ballot.**

DUTIES OF OFFICERS

6.

A. Chairperson:

The Chairperson shall allow time on the agenda at each meeting for the Committee to develop an agenda for the upcoming meeting. The Chairperson, using this input, shall develop a draft agenda and submit it to the USET office and to the members of the Committee one month before the meeting. No changes will be made to the agenda without the approval of the Committee.

The Chairperson shall also preside at all meetings, shall appoint subcommittees, shall be an ex-officio member of all subcommittees and shall perform other duties as may be prescribed or assigned to him/her by the USET Board of Directors.

B. Vice-Chairperson:

The Vice-Chairperson shall assist the Chairperson and shall perform the duties of the Chairperson in his/her absence.

C. Secretary:

The Secretary shall keep an accurate record of all meetings and shall perform such other duties as delegated by the Social Services Committee. The Secretary shall provide minutes for approval at the next regular meeting and shall prepare reports for the USET Board of Directors.

COMMITTEES

7. **The Chairperson may appoint members of the Social Services Committee to serve on any internal committee as needed. The representative(s) to external committees representing the Social Services Committee shall be nominated and approved by the Committee.**

RESPONSIBILITIES OF COMMITTEE MEMBERS

8.
 - A. **Attendance at regularly scheduled USET Social Services Committee meetings, including all scheduled sessions, three times per year.**
 - B. **Active participation in Committee meetings.**
 - C. **Participation in subcommittees as requested**
 - D. **Contribution of personal skills, knowledge, expertise and abilities to assist with specific needs and requests.**
 - E. **Promotion of peaceful conflict resolution among Committee members.**

GUESTS AND PRESENTERS

9.
 - A. **Guests are welcome but may not participate without permission of the Committee. Guests do not have voting privileges. Guests shall be seated behind the members in seats provided for that purpose.**
 - B. **A Presenter may be any person/organization (technical or advisory) pre-authorized by the Social Services Committee Chairperson to participate in the meeting who will provide technical assistance and/or information regarding issues and concerns related to Social Services. Individuals or organizations requesting to present to the Committee shall submit such request in writing to the Chairperson one month before the scheduled USET meeting. Presenters will be seated behind the members in seats provided for that purpose.**
 - C. **No audio or video equipment can be used during a meeting without prior approval of the Chairperson.**

AMENDMENTS

10. **Any amendments to these by-laws require the approval of the Board of Directors, United South and Eastern Tribes, Inc.**

SUMMARY OF CHANGES TO BY-LAWS

SOCIAL SERVICES COMMITTEE

- 1. Mission statement added.**
- 2. Governance: Clarifies purpose of Committee.**
- 3. Quorum: Changes “pre-registered” to “registered” when determining a quorum for each meeting. Requires that the Chairperson conduct a roll call for purposes of determining a quorum and that a list be made of registered tribes. Determining the quorum shall be a standing agenda item.**
- 4. Elections: Expands the section on elections to include elections as an agenda item that is announced to the membership prior to the meeting. Determines that nominations will be made on the second day of the meeting, with elections on the third day. Requires written ballot for election of officers.**
- 5. Duties of Officers: Requires that the Chairperson allow time at each meeting to discuss the agenda for the next meeting, requires that the draft agenda be sent to members one month before the meetings, requires permission of the committee to change the agenda.**
- 6. Committees: Nominations for external committees to be made and voted on by the Social Services Committee.**
- 7. Responsibilities of Members: Adds a section detailing the responsibilities of Social Services Committee members.**
- 8. Guests and Presenters: Adds a section describing the conduct of guests and the proper process for persons requesting permission to address the Committee. This section also forbids the use of video and audio equipment in the meeting without prior authorization from the Chairperson.**