



UNITED SOUTH AND EASTERN TRIBES, INC.

USET Resolution No. 2003:103

TRIBAL ADMINISTRATION COMMITTEE BY-LAWS

- WHEREAS,** United South and Eastern Tribes, Incorporated (USET) is an intertribal organization comprised of twenty-four (24) 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,** USET Board of Directors passed USET Resolution No. 2003:058 titled SCOPE OF TRIBAL ADMINISTRATION COMMITTEE; and
- WHEREAS,** the Tribal Administration Committee drafted by-laws and approved those by-laws in committee on June 4, 2003; therefore, be it
- RESOLVED** that the USET Board of Directors does hereby approve the by-laws of the Tribal Administration Committee.

CERTIFICATION

This resolution was duly passed at the USET Semi-Annual Meeting, at which a quorum was present, in Choctaw, MS, Thursday, June 5, 2003.

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

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

UNITED SOUTH AND EASTERN TRIBES, INC.

**TRIBAL ADMINISTRATION COMMITTEE
BYLAWS**

**ARTICLE I
MISSION STATEMENT**

The Mission of the United South and Eastern Tribes, Inc. (USET) Tribal Administration Committee (Committee) is to provide a proactive forum to share information on cross cutting administrative issues including but not limited to tribal administration, human resources, finance, and contracts and grants.

**ARTICLE II
MEMBERSHIP**

The designated representative of a member Tribe and all persons who are either employed by or affiliated with a USET member tribe may participate in committee meetings. A committee member shall serve at the discretion of the Tribe he/she represents.

**ARTICLE III
VOTING AND QUORUM**

Each tribe represented on the committee shall have one vote. A majority of members present who shall be entitled to vote shall constitute a quorum.

**ARTICLE IV
MEETINGS**

The Committee's regular meetings shall occur at the same time as the USET Board of Directors meetings. Special meetings may be called as determined necessary by the committee.

**ARTICLE V
OFFICERS**

SECTION 1. GENERAL

Officers of the Committee shall be a Co-Chair representing Tribal Administration, a Co-Chair representing Human Resources and a Secretary. Each Co-Chair shall be responsible for preparing the agenda for and chairing the committee meeting on a shared basis. The Co-Chairs shall seek out agenda items from Committee members.

SECTION 2. ELECTIONS AND TERMS OF OFFICE

Officers of the Committee shall be elected by its membership at its February meeting and shall serve for terms of two years until their successors are elected. A nominee for an officer's position must be a member of the Committee.

SECTION 3. ELECTION PROCEDURES

Only one committee member from each Tribe in attendance may vote in committee elections.

SECTION 4. AUTOMATIC REMOVAL

If an officer holding the position of Co-Chair or Secretary has two consecutive unexcused absences, such officer shall automatically be removed from office and his or her office declared vacant.

If the secretary notifies the Co-Chair responsible for chairing the next upcoming Committee meeting in advance of said meeting that he/she will be unable to attend the meeting, the Co-Chair may appoint a Secretary Pro Tempore to serve in the Secretary's place.

SECTION 5. REMOVAL

Any officer of the committee may be removed by majority vote of the Committee where the officer's employment or affiliation with the USET member tribe has ceased.

SECTION 6. VACANCIES

Any vacancy occurring in the office of the Co-Chair or Secretary shall be filled by election at the next meeting of the Committee. The person elected to fill such vacancy shall serve until the next regular elections.

ARTICLE VI RULES AND PROCEDURES

The chair of the meeting shall establish rules to govern the meeting as needed.

ARTICLE VII AMENDMENTS

The power to alter, amend or repeal these Committee Bylaws shall be vested in the Committee. Such action may be taken at a regular or special meeting.