



OREGON INDIAN EDUCATION ASSOCIATION

Constitution and Bylaws

Revisions Approved by the Oregon Indian Education Association

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OREGON INDIAN EDUCATION ASSOCIATION CONSTITUTION

ARTICLE I: NAME AND MISSION

NAME: The name of this organization is the OREGON INDIAN EDUCATION ASSOCIATION which represents *American Indians, Alaska Natives, and collaborates with Native Hawaiians (AI/AN/NH)* in schools, tribes, and communities in Oregon.

MISSION: The Oregon Indian Education Association (OIEA) advances comprehensive, culture-based, and Native language educational opportunities for American Indians, Alaska Natives and Native Hawaiians (AI/AN/NH). *As a statewide, non-profit, professional development organization, OIEA supports tribal sovereignty and a tribe's inherent right to determine what is best for its tribal citizens, ancestral lands and their future.*

ARTICLE II: MEMBERSHIP

INDIVIDUAL MEMBERSHIP: All persons committed to the purpose of the organization may become members.

STUDENT MEMBERSHIP: A student is a person attending grades 1-12 or a college student currently carrying six or more credit hours per term.

ELDERS: For the Association's purposes, a senior citizen is a person 55 years or older.

INSTITUTIONAL MEMBERSHIP: Institutions, associations, and businesses may become members.

TRIBAL GOVERNMENT MEMBERSHIP: *Oregon Tribal governments may become members.*

MEMBERSHIP DUES: Annual dues shall be established by the Board of Directors. Membership dues shall be paid immediately upon joining the Association. Failure to pay dues constitutes forfeiture of membership and the right to vote.

EFFECTIVE DATES OF MEMBERSHIP: Membership is renewable at the beginning of each annual Oregon Indian Education Association conference.

VOTING PRIVILEGES: All individual paid-up members shall have voting privileges. Each institution, association or business who possess an institutional membership will constitute one vote. *Oregon Tribal Governments Membership constitutes one vote.*

ARTICLE III: MEETINGS OF THE ASSOCIATION

The Association will conduct its annual general meeting in conjunction with the annual Oregon Indian Education Association Conference.

MEETING AGENDA: Any Association member may request to make presentations or recommend topics of interest to the Board of Directors for any scheduled Association meeting. The Board of

Directors shall be responsive to the Association membership during the development of the agenda for all annual meetings, quarterly Board of Directors meetings and special meetings scheduled.

RULES OF ORDER: At all meetings of the Association *Robert's Rules of Order, by General Henry M. Robert, United States Army*, newly revised, shall govern to the extent consistent with the constitution and By-laws of the OIEA.

ARTICLE IV: BOARD OF DIRECTORS

QUALIFICATIONS: Directors shall be voting members of the Association.

Number: *The number of directors shall be twenty-two (22). All directors shall be elected by the voting membership.*

TERM: Directors will be elected so that half of these directors shall be elected on even numbered years and half shall be elected on odd numbered years. All directors shall be elected for two year terms that will expire at the annual conference business meeting.

POWERS: The affairs of the Association shall be managed by the Board of Directors. The Board shall *carry out the functions of the Association annual meetings* and perform activities that are consistent with the Association's purposes, provided that the board shall have no authority to repeal, rescind, veto, or repudiate any action taken at any general meeting of the Association, or at any special meeting held thereafter. A majority vote by the membership *at a meeting at which at least one-third of the currently seated board are present shall be necessary for the adoption of any motion.*

ARTICLE V: OFFICERS

NAMES: The officers of this Association shall be President, Vice-President, Secretary, and Treasurer. The officers shall constitute the Executive Committee. A quorum of the Executive Committee is three officers.

TERMS: *All officers shall be elected by the OIEA Board of Directors.* The President and Secretary shall be elected on odd numbered years and shall hold office for a two (2) year term. The Vice-President, Treasurer shall be elected on even numbered years and shall hold office for a two (2) year terms.

DUTIES OF OFFICERS: Duties of the officers are described in the OIEA By-laws.

ARTICLE VI: ELECTIONS

ELECTION OF THE BOARD: Elections of the Board of the Directors will be by vote of the voting membership *at the annual conference membership meeting* and shall be in accordance with the OIEA procedures as stated in the OIEA Bylaws. Each voting member shall be entitled to one vote on each

matter submitted to a vote of the membership. Proxy votes shall not be allowed. Tribal representatives shall be selected by their respective tribes.

ELECTION OF THE OFFICERS: *The newly seated board will select the officers of the organization at the first regular board meeting after the Conference of the Association. Nominees will be American Indian/Alaska Native/Native Hawaiian.*

ARTICLE VII: COMMITTEES

Committees of the Association, both standing and special, may be created to promote the purposes of the Association.

STANDING COMMITTEES: The Association has the following standing committees. The chairperson of each committee must be a member of the Board of Directors and shall report regularly at the Board of Directors meetings.

Executive Committee

Annual Conference Committee

Communication/Elections Committee

Constitution and By-laws Committee

Post-Secondary Merit Awards Committee

Professional Recognition Awards Committee

Legislative/Resolutions Committee

SPECIAL COMMITTEES: Additional committees shall be established by the President of the Board of Directors *with input of the Board Executive Committee*, as the need arises.

ARTICLE VIII: COMMUNICATION

OIEA will promote communication among individuals and organizations committed to improving education for AI/AN/NH in the state of Oregon. An online newsletter/minutes shall be sent to all members and to other associations and organizations to inform them of the Association's activities and positions. OIEA will maintain an organizational website to be updated regularly.

ARTICLE IX: PROPERTY OF THE ASSOCIATION

MANAGEMENT: All property of the Association shall be subject to the control and management of the Board of Directors. Upon the dissolution of the Association, none of its property shall be distributed to any of its members and all such property shall be transferred to such other organization or organizations as may be deemed advisable by the Board of Directors, providing such organizations shall be non-profit Indian organizations, preferably having purposes similar to those of the Association.

ARTICLE X: REPOSITORY

PURPOSE: The Association shall develop a repository for materials of *American Indian, Alaska Native, Native Hawaiian (AI/AN/NH)* historical value. Such a repository shall be established for the express purpose of keeping pertinent information relative to the Association's purposes.

The Association shall further serve to develop *AI/AN/NH* materials to disseminate for educational purposes and shall lend support to preserving and protecting Native languages and cultures, including records and artifacts, from exploitation.

OREGON INDIAN EDUCATION ASSOCIATION BYLAWS

<i>Article I</i>	<i>Use of Name, Purpose</i>
Article III	Membership Dues
Article III	Meetings
Article IV	Board of Directors
Article V	Officers
Article VI	Recall
Article VII	Committees
Article VIII	Communication
Article IX	Referendum
Article X	Amendments

ARTICLE I: USE OF NAME The name of this Association shall not be used for endorsement purposes without approval of the OIEA Board of Directors.

PURPOSE: *The purpose of the Association is to promote quality educational services for American Indian/Alaska Native/Native Hawaiian (AI/AN/NH) people in the state of Oregon. The following shall be the primary activities of the Association:*

- 1. To recommend and support legislation (or oppose unfavorable legislation) that affects the education of AI/AN/NH people.*
- 2. To provide assistance to local and state agencies to assure that AI/AN/NH in our state receive the full educational benefits offered.*
- 3. To promote cooperation in solving AI/AN/NH educational problems by encouraging participation in the development and/or implementation of relevant educational programs.*
- 4. To increase communication by serving as a liaison for AI/AN/NH information specific to education programs, procedures, and opportunities for people and to disseminate that information to all members and interested parties.*
- 5. To assist in the development and endorsement of AI/AN/NH curriculum and methodology provided to AI/AN/NH and all non-Native students in the state of Oregon.*
- 6. To promote awareness of accurate AI/AN/NH history, contributions, and cultural differences; and to support those associations, agencies, programs, individuals, and studies that reinforce a positive approach to AI/AN/NH education.*
- 7. To provide professional development for educators working with Native students and non-Native educators teaching about AI/AN/NH history and culture.*

ARTICLE II: MEMBERSHIP DUES

Dues for members shall be approved by a majority of the Association Board of Directors prior to the annual business meeting of the Association. All dues shall be paid at the beginning of the annual business Meeting. New members shall pay dues immediately upon joining the Association.

Membership dues rates:

Individual Membership X

Student Membership 1/2 X

Senior Citizen (55 years or older) 1/2 X

Institutional Membership 2 X

ARTICLE III: MEETINGS OF THE ASSOCIATION

ANNUAL MEETING: The Association shall schedule one annual meeting each year as decided by the general membership or the Board of Directors. The Association will conduct its annual general meeting in conjunction with the Oregon Indian Education Association Conference. *Elections and designations of Board members will be conducted.*

The Secretary and Treasurer will arrange with the co-host site committee to set meeting places, times, and costs that might be incurred by the Association.

The President will give a written report of the Association's accomplishments at the annual Association meeting. Copies will be distributed to the membership.

The Treasurer will give a written yearly report at the annual general meeting. Copies will be distributed to the membership.

All committee chairpersons will present a written report of committee progress at the annual general meeting.

SPECIAL MEETINGS: Special meetings of the Oregon Indian Education Association may be called at the discretion of the President, or by a vote of the Board of Directors, *or by petition of at least 50 members of the of the association.* The Board of Directors shall schedule location, time and place of special meetings of the Association when it is determined vital to the impact of Indian educational concerns. Agenda and notices of special meetings shall be sent to the general membership at least ten (10) days prior to such a scheduled meeting.

QUORUM: One-fourth (1/4) of all members in good standing with the Association at any duly authorized meeting shall constitute a quorum. American Indian/Alaska Natives/Native Hawaiians (AI/AN/NH) must constitute a majority of the quorum.

ARTICLE IV: BOARD OF DIRECTORS

Each board member must be an American Indian/Alaska Native/Native Hawaiian and live or work in the areas for which he/she is elected to represent. Any Native member may be elected to serve as an

at-large Board member, regardless of residence. Tribal representatives shall be selected by their respective tribes, regardless of residence. The Board of Directors will include one Association member in good standing representing each of the following:

- 1) *The Confederated Tribes of the Umatilla Indian Reservation*
- 2) *The Confederated Tribes of Warm Springs*
- 3) *The Confederated Tribes of Grand Ronde*
- 4) *The Confederated Tribes of the Coos, Lower Umpqua, and Siuslaw Indians*
- 5) *Cow Creek Band of Umpqua Tribe of Indians*
- 6) *The Confederated Tribes of Siletz Indians*
- 7) *Coquille Indian Tribe*
- 8) *The Klamath Tribes*
- 9) *Burns Paiute Tribe*
- 10) *Portland Metro Area*
- 11) *Salem/Corvallis Metro Area*
- 12) *Eugene/Springfield Metro Area*
- 13) *Roseburg Area*
- 14) *Ashland/Medford Metro Area*
- 15) *At-Large - Western Area*
- 16) *At-large - Eastern*
- 17) *At-large - Eastern*
- 18) *At-large*
- 19) *At-large*
- 20) *At-large*
- 21) *At-large - Native Hawaiian*
- 22) *ODE -Indian Education Office, (ex-officio)*

The even numbered Board member shall be elected on even numbered years. The odd numbered Board members shall be elected on odd numbered years:

Alternatives may be selected by an elected member to ensure participation from that community on the Board when emergencies require a board member's absence.

BOARD RESPONSIBILITIES: Board members are responsible for recruiting membership in their area. Board members are responsible for publicizing all Board and other meetings by using all media available. All Board members should report local, state, and national information relevant to the purposes of AI/AN/NH education at quarterly Board meetings. Board members are responsible for disseminating all OIEA news, procedures, etc., in their respective areas.

BOARD OF DIRECTORS MEETINGS: The Board of Directors shall meet on a quarterly basis and make the minutes of each meeting available to the general membership thirty (30) days after each meeting. General membership may attend quarterly Board meetings. The meeting place and dates

shall be scheduled at the discretion of the Board. The last quarterly meeting will be held in conjunction with the statewide annual Conference.

SPECIAL MEETINGS: Special meetings can be called at the discretion of the President, or by a vote of the Board of Directors, or *by petition of at least fifty (50) members of the current association.*

SECRETARY NOTICES: The Secretary will send a written notice of regular meeting place, time, and date at least two weeks prior to the meeting to all Board members.

All Board members shall notify the President or Secretary of any problems in attending required meetings. The Secretary will send a written notice to Board members after their second absence.

QUORUM: One third (1/3) of the currently seated board members must be in attendance to constitute a quorum. Should a quorum not exist, absent members may be polled remotely on critical board decisions.

VACANCIES: Should any tribe or community fail to *send a representative to fill a board position for an entire year, that board position shall be declared vacant.* The Board of Directors will be required to select a new member for that position. Any vacancy on the Board shall be filled immediately by a majority vote of the Board of Directors and the newly elected member shall serve the remaining tenure of that position.

REMOVAL: Any member of the Board of Directors or an officer may be removed by missing three (3) consecutive meetings, or for causes not in line with the purpose and duties of the Association. *The removal will require an affirmative vote of 1/3 of the currently seated board members present. This Board member has the right to petition the Executive Committee within thirty (30) days for a vote on removal.*

ARTICLE V: OFFICERS

ELECTION OF OFFICERS

A majority vote by secret ballot will determine the officers and the successful candidates shall assume their duties at the close of the first OIEA Board of Directors meeting thereafter. All records pertaining to each office shall be physically transferred within one month's time.

DUTIES

(1) The **President** presides over all meetings of the Association and the Board of Directors, and performs all duties ordinarily performed by the President of such an Association, or those duties that may be assigned by the Association or the Board of Directors. The President will give an annual report of OIEA accomplishments at the annual meeting.

(2) The **Vice-President** oversees the work of the committees, and assumes the duties of the President in case of absence, and other duties as assigned by the Board of Directors.

(3) The **Secretary** shall keep minutes of all Board meetings and coordinate communication to the membership of the Association. *The Secretary of the Board will oversee the counting of election ballots.*

(4) The **Treasurer** shall receive all money for the Association and shall keep an accurate record of receipts and expenditures. The Treasurer shall pay out funds only as authorized by the Executive Committee. The Treasurer shall be prepared to present a written statement of fiscal accounts at every annual business meeting of the Association and at other times when requested by the Executive Committee. *The Treasurer shall oversee and submit the Annual 501C3 Accounting reports.*

5) The President *may* select a **parliamentarian**. The Parliamentarian will ensure that the Board of Director meetings and general Association business meeting shall be operated using Robert's Rules of Order. Further the Parliamentarian shall develop and maintain a collection of Association documents that have a historical and educational value, including records and artifacts.

ARTICLE VI: RECALL

RECALL: If any Officer shall die, resign or shall be found guilty of dishonesty in any Indian, state, or federal court, the Board of Directors shall declare the position vacant and appoint another person to fill the unexpired term of office.

The Board of Directors may by a two-thirds (2/3) vote of the currently seated board expel any member of the Board for neglect of duty or gross misconduct after due notice and an opportunity to be heard is implemented.

In case of a recall of a Board member, the position shall be considered vacant and the Board shall appoint another person to fill the unexpired term of office.

ARTICLE VII: COMMITTEES

STANDING COMMITTEES:

All standing committees will be presided over by a Board member. Other committee members shall come from the general membership whenever possible. All committees will report progress to the Board of Directors at quarterly meetings.

The committee chairpersons will present a written committee report to the general membership at the annual Conference.

Committee members will have a two-year tenure on a committee unless they complete their assigned tasks. *Committee members may include general Association members that are approved by Board consensus.*

EXECUTIVE COMMITTEE

The President, Vice President, Secretary and Treasurer shall constitute the Board Executive Committee (EC). The EC shall set the agenda for all Association meetings. The EC has the authority

to make organizational decisions in between quarterly Board meetings, or when the Board is not able to establish a quorum at regularly scheduled meetings. The EC must have at least three of the four EC members to constitute a quorum.

The OIEA Board of Directors may authorize the EC to exercise the powers of the Board and to fill vacancies on the Board of Directors.

ANNUAL CONFERENCE COMMITTEE

The Association will host or co-host the annual Oregon Indian Education Association Conference along with a local host conference committee (to be selected annually at the general meeting). All interested host sites should submit a proposal prior to the beginning of the annual meeting.

This Conference Committee may also organize an annual OIEA Youth Conference, if funding and interest exists.

COMMUNICATION/ELECTIONS COMMITTEE

The Communication/Elections Committee (CEC) shall be responsible for collecting, editing and disseminating *information for an online newsletter on a quarterly basis*. The CEC shall use all means available to publicize any local, state or federal items relating to the Association, *and maintain an organizational website*.

This committee will also be responsible for establishing a process to hold elections at the annual OIEA organizational meeting.

CONSTITUTION AND BY-LAWS COMMITTEE

The Constitution and By-laws Committee (CBC) will seek ideas for amendments, deletions or additions to the Constitution and By-laws of the Association, if needed. The CBC will submit revisions to the Board for review and endorsement. The revision will then be submitted for approval to the general assembly.

Any changes to the Constitution and By-laws from the general membership will be submitted to the CBC prior to the last general assembly of the annual Association business meetings, or any time thereafter for consideration at the next annual OIEA Board meeting or conference.

POST-SECONDARY EDUCATION MERIT AWARDS COMMITTEE

This Committee will identify if funds are available each year to award Merit Awards for post-secondary Native students. *Criteria and a process for student merit awards will be developed by this committee, as well as a process for selection and notification of worthy candidates*. This committee will make the final recommendations for Merit Awards recipients. Native students K-12 and college will be recognized annually. OIEA will recognize all students submitted from their regions by a certificate and by letter.

PROFESSIONAL RECOGNITION AWARDS COMMITTEE

The Board of Directors may decide to recognize those whom they feel have made special contributions to AI/AN/NH education in Oregon. The OIEA membership will submit nominations from their respective communities.

The criteria and process for annual Professional Recognition Awards of the Association will be developed by this committee in the following categories:

Educator of the Year

Teacher of the Year

Counselor of the Year

Administrator of the Year

Parent/Lay Person of the Year

Indian Elder of the Year

Nominations will be made on the nomination forms. The nominations will become due each year prior to the annual OIEA Conference business meeting.

The *Professional Recognition Awards* Committee will help coordinate a display of nominees to be posted at the annual conference. Voting for OIEA awards will take place at the annual Association conference by those in attendance according to the process set by this committee.

All OIEA award recipients will be recognized at the annual OIEA conference with a plaque.

LEGISLATIVE/RESOLUTIONS COMMITTEE

*The Legislative/Resolution Committee will discuss and develop proposed **legislation**, either at the state or national level. This committee will recommend any legislation worthy of the Association taking formal position or action.*

*This committee will also develop criteria and a process for **resolutions** to be submitted by the general membership of OIEA. Criteria and process will be submitted to the Board of Directors for approval.*

Prior to the annual general OIEA membership meeting the Legislative/Resolution Committee will disseminate a Board approved process for adoption of resolutions.

The committee will receive resolutions from the general membership, and will review resolutions and determine the merit in accordance with the OIEA Constitution and By-laws.

The resolution sponsors will present their resolution at the annual Association meeting.

ARTICLE VIII: COMMUNICATION

This committee will be chaired by the OIEA Secretary. In order to promote communication among individuals and organizations committed to improving education for AI/AN/NH in the state of Oregon, an online newsletter/minutes will be shared regularly. A newsletter/minutes shall be sent to

all members and to other associations and organizations to inform them of the Association's activities *and positions*.

The Communication Committee (CC) shall be responsible for collecting, editing and disseminating information for a newsletter on a quarterly basis. The CC shall use all means available to publicize any local, state or federal items relating to the Association.

REGULARITY: Minutes shall be completed and sent within thirty (30) days after each Board of Directors meeting covering the activities of the Association. Other informational notices involving AI/AN/NH locally, regionally, and nationally will be shared as soon as possible using the OIEA website.

WEBSITE: The writers/editor(s) of the website shall be appointed by the Board of Directors at the first quarterly Board meeting following the Association conference, to serve a two-year term.

ARTICLE IX REFERENDUM

At least twenty-five percent of the Association members shall have the right to establish a referendum on any enacted or proposed decision or resolution of the Board of Directors. The vote of the majority of the members in such a referendum shall be conclusive and binding.

ARTICLE X: AMENDMENTS

These Bylaws and Constitution may be amended by a majority vote of members in attendance at the annual convention, providing that a written copy of the amendment has been provided prior to the meeting. *In addition, amendments may be made by polling association members electronically throughout the year with at least one-third (1/3) of membership approval.* Amendments shall be effective when adopted.