

BY-LAWS OF THE CHEROKEE SOUTHWEST TOWNSHIP with APPROVED AMENDMENTS July 8, 2015

ARTICLE I: MEMBERSHIP

1) Definitions of CSWT-Members

Membership: CSWT-Membership shall be granted to an applicant who is registered with the Cherokee Nation (CN) and upon payment of annual dues and completion and approval of the application form of the CSWT council. Annual dues shall apply per household. At the time of application each household shall designate the names of participating members, registered and non-registered with the CN, over eighteen (18) years of age at the same address for voting purposes. CN-registered members have voting privileges in CSWT elections and can serve in any CSWT council or committee position.

2) Definitions of CSWT Registered

<u>CSWT-Registered</u> Applicants who are not registered with the Cherokee Nation shall be admitted as CSWT-Registered upon a payment of annual dues and completion and approval of the application form of the CSWT council. Annual dues shall apply per CSWT household. CSWT-Registered have CSWT voting privileges and can serve on any council or committee position in CSWT.

A CSWT-Registered person may be granted membership at the discretion of the CSWT council. Once CSWT-Membership is granted to a CSWT-Registered person it cannot be rescinded.

3) CN-Registered Members and CSWT-Registered

Rights and Obligations of CSWT-Members and CSWT-Registered.

- A. Upon payment of dues, a household shall receive one newsletter monthly.
- B. Termination of CSWT-Member and/or CSWT-Registered person. CSWT-Member or CSWT-Registered person may be terminated by the Council for the following reasons:
 - (a) violation of the by-laws of the CSWT and/or
 - (b) action that is detrimental to the organization.

Only the council has the authority to investigate and/or terminate a CSWT-Member or CSWT-Registered person. However, any CSWT-Member or CSWT-Registered person is entitled to bring to the council a grievance concerning conduct by any CSWT-Member, CSWT-Registered or council member which they



believe to be a violation of the by-laws and/or action that is detrimental to the organization. The council shall investigate all grievances. As part of the investigation, the council is obligated to receive testimony and evidence from the person in question in their own defense. A CSWT-membership or CSWT-Registered person may be terminated only after a consensus of the members of the council is reached. If a member of the council is under investigation, he or she may not participate and shall not be counted in the process of reaching consensus on the question of their termination. The decision of the council shall be transmitted in writing to the person in question. The decision of the council is final.

ARTICLE II: SUBSCRIPTIONS

1) Types of Subscriptions

Anyone may receive only the newsletter upon payment of the CSWT annual newsletter fee. They will be listed in the CSWT database as Subscriptions. There is no CSWT application required or CSWT council approval required for subscriptions.

<u>Honorary Subscriptions</u>: Honorary subscriptions to the newsletter shall also be provided to specified non-CSWT persons, CSWT-Registered person or CSWT- member at the discretion of the council. Such subscriptions may include, but are not limited to, the Principal Chief and Deputy Chief of the Cherokee Nation, the members of the Tribal Council of the Cherokee Nation, and other selected community leaders and representatives. Honorary Subscriptions are awarded for a maximum of 2 years; recipients will not be required to pay an annual Newsletter fee and will receive a monthly CSWT newsletter.

<u>Lifetime Award</u>: A Lifetime Award may be recommended by any CSWT-Member or CSWT-Registered in writing to the CSWT council.

Lifetime CSWT membership may be awarded to CSWT- Members or CSWT-Registered for distinguished service to CSWT and/or to the Cherokee Nation. Lifetime membership recipients will not be required to pay annual dues and will receive a monthly CSWT newsletter. Lifetime Award recipients retain all of their previous membership and voting privileges.

The approval of the Lifetime award is at the discretion of the council.

ARTICLE III: MEETINGS

1) Types of Meetings

A general meeting of the CSWT shall be held Monthly.



In addition, the council shall also meet monthly at a regular time, which shall be decided upon annually by the council upon their election.

2) Notification of Meetings

All CSWT- Members and CSWT-Registered will be notified ten (10) days in advance of the time and place of all general meetings.

ARTICLE IV: COUNCIL

1) Composition of the Council

The council shall be comprised of five members, at least three of who shall be registered members of the Cherokee Nation. Each person of the council must be a CSWT member in good standing.

Only one member of any household may serve on the CSWT council at any given time. A household is defined as a domicile where people, not necessarily blood related, reside.

Members of the same household may serve concurrently on any CSWT committees but may not serve concurrently on the CSWT council.

Members of the same family not living in the same household may serve concurrently on the council.

2) Terms of the Council

Council members shall serve a term of two years. The terms shall be staggered as follows: upon the <u>initial election of seven council members</u>, the top four vote-getters will take two-year terms. The remaining three will take one-year terms. Thereafter, all council members will be elected to two-year terms.

A council member may serve two CSWT terms (four years), and then must sit out one year before running again.

3) Council Positions and Duties

The positions on the Council shall be as follow:

- (a) Meeting Facilitator, who shall organize the agenda, coordinate, and conduct council meetings.
- (b) Records Keeper, who shall take attendance and keep minutes at council and general meetings, and who shall maintain all other records except as herein otherwise provided.
- (c) Membership Coordinator, who shall keep updated membership rolls, provide notification of pending renewal dates to members, and supply current membership lists monthly to the newsletter committee.
- (d) Treasurer, who shall keep all financial accounts, and who shall convey information concerning the dues of new and renewed memberships to the Membership Coordinator.



(e) General Meeting Coordinator, who shall organize the agendas and coordinate general meetings and who shall conduct the general meetings.

These positions will be designated by the council members at the first council meeting after the annual election, and will be designated for a period of time that is at least, but not limited to, one year.

All council members shall transfer any records that they maintain in their possession to their successors throughout the life of the organization.

4) Quorum

A quorum of the council shall be reached when four (4) members are present. No official business shall be acted upon unless a quorum is present.

5) Attendance

Council members shall be required to attend at least sixty-seven per cent (67%),(8), of scheduled council meetings and sixty-seven per cent (67%), (8), of scheduled general meetings

6) Vacancy

In case of a vacancy, the remaining council members shall select a member to serve the remainder of the vacated term. The person selected to fill the vacancy must have the same CSWT qualifications as the person who left the council, e.g. a CSWT-Member must replace a CSWT-Member, a CSWT-Member or CSWT-Registered may replace a CSWT-Registered Council member position.

When one is available, a person-under the age of 18 residing in a CSWT household will represent the youth to the council. This person is not bound by attendance requirements. This person shall be appointed by the council.

1) Election Committee

Ninety days prior to the election for council members, the Election Committee shall be selected. It shall consist of three (3) CSWT- Members and/or CSWT-Registered persons of CSWT voting age who are in good standing. The Election Committee shall be selected by the CSWT council from CSWT volunteers.

Candidates and their families are ineligible to serve on the election committee.

2) Announcement of Candidates

Candidates must declare their candidacy no later than sixty (60) days in advance of the election. They will provide a written statement of candidacy and a biographical sketch of no more than 200 words to the Election Committee for publication in the newsletter.

If not enough candidates declare within sixty days prior to the election, then the Election Committee will recruit additional candidates



3) Election Procedures

Secret balloting shall be conducted by mail and/or ballot at the CSWT town meeting. Each CSWT-Member and CSWT Registered household shall receive ballots for each household member over 18 listed in the CSWT database. Ballots shall be sent out at least fourteen (14) days in advance of the election. Marked ballots must be received by the Election Committee by the day prior to the election in order to be valid.

The Membership Coordinator will provide the Election Committee the number (but not the names) of current CSWT- Members and CSWT-Registered. Each ballot shall then be numbered accordingly. One ballot shall be placed in each envelope and the envelope shall be sealed. Either the Membership Coordinator or newsletter editor shall then provide mailing labels that shall be applied to the envelopes.

The ballots shall be opened and counted at the general meeting in which the election takes place. One Election Committee member shall open the envelope and remove the ballot. The second and third Election Committee members shall record the votes on the ballot. After all votes have been counted, they shall be recounted by the entire Election Committee for a verification of the results.

The announcement of new council members or bylaw changes shall be made at the meeting by the Election Committee, but the vote totals will not be announced. Individual candidates may inquire privately of the Election Committee to obtain their own vote totals.

In case of a tie, the Election Committee shall conduct a runoff election by secret vote among the members present at the meeting in order to break the tie.

The Election Committee will keep the ballots for thirty (30) days after the election. After thirty days the ballots shall be destroyed and the Election Committee shall be disbanded.

4) Quorum

A quorum of fifty percent plus one (50% plus one) of the eligible voting members must be achieved in order for the election to be valid.

ARTICLE VI: AMENDMENTS

1) Proposing Amendments

Any CSWT-Member or CSWT-Registered may propose an amendment to these by-laws by submitting it to the council at least sixty (60) days prior to the annual election of council members. The council will collect all proposed amendments and present them for a vote annually at the same time as the election for council members. The council shall have the discretion to bring any proposed amendment to an immediate vote of the membership if such urgency is deemed necessary. The vote to accept proposed amendments shall be conducted in the same manner as the election of council members.



2) Accepting Amendments

A quorum of sixty per cent (60%) of mailed ballots need to be returned for a valid election to amend by-laws.

An affirmative vote of two-thirds (2/3) of the returned ballots is required to pass an amendment.

ARTICLE VII: GIFTS AND DONATIONS

1) Acceptance of Gifts and Donations

All gifts and donations must be approved by the council before acceptance.

2) Contributions by the Organization (CSWT)

All donations or honorariums made by the CSWT up to fifty dollars (\$50 US) must be approved by the council. Donations or honorariums over fifty dollars (\$50 US) must also be approved by the membership by vote. The upcoming vote shall be announced in the newsletter and shall be taken at the next general meeting. A simple majority shall prevail.

ARTICLE VIII: REPORTS

1) Required Reports

The Treasurer shall make monthly financial reports to the council

The Treasurer will make CSWT annual written reports to the council.

A copy of the CSWT Bylaws shall be provided to all CSWT- Members and CSWT-Registered persons.

ARTICLE X: ENDORSEMENTS AND REPRESENTATIONS

1) Endorsements

No CSWT-Member or CSWT-Registered person of the CSWT shall use the name of the CSWT in political campaigns or as an endorsement of any candidate for political office in the Cherokee Nation or any other election.

The CSWT as an organization is prohibited from campaigning for or endorsing any candidate for political office in the Cherokee Nation or any other election.

2) Representations

No CSWT-Member or CSWT-Registered person of the CSWT shall use the name of the organization to represent themselves for direct commercial gain, or for purposes of self-



promotion or the promotion of any individual's outside interests, except with permission from the council.

CSWT-Member or CSWT-Registered person may state their membership for identification purposes only on resumes and other similar applications.

September 2015

Cherokee Southwest Township Council Members

Darl Patrick	#CO177933	
Jeannetta Boyden	#C0321686	
Vivian Carroll	#CO200484	
Vicki Williams	#C0049105	
Kelly Saidon		
Doug Talbott		



Susan Lundy