

## **First Nations at the University of Washington Bylaws**

### ARTICLE I: NAME

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**Section 1** The name of this organization shall be “First Nations at the University of Washington” hereinafter referred to as, “First Nations.”

### ARTICLE II: PURPOSE

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**Section 1** It shall be the purpose of this organization:

- A. To promote American Indian/Alaskan Native culture and education through the annual UW Spring Powwow;
- B. To advocate for Native students’ interests, needs, and welfare;
- C. To supplement and complement the formal education of Native students on the University of Washington campus;
- D. To provide for the creative expression of our collective Native student opinion and interests to the University of Washington and community at large on issues affecting Native student life and culture;
- E. To implement the American Indian Retention and Recruitment (A.I.R.R.) Program.
- F. To provide the physical and sound environment in which to achieve the above objectives.

### ARTICLE III: AFFILIATIONS

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**Section 1** It is the goal of First Nations to be affiliated with all other Native American student groups on any campus throughout the national higher educational system.

**Section 2** The Committee will seek affiliation with the University of Washington Native American Alumni Association.

### ARTICLE IV: MEMBERSHIP

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**Section 1** Membership of First Nations shall consist of regularly enrolled undergraduate and graduate students of the University of Washington who meet and comply with the criteria for membership as delineated in Article IV, Section 2.

**Section 2** All regularly enrolled undergraduate and graduate students of the UW are eligible to be members upon condition of meeting the following criteria:

- A. Those students who believe in the purposes and goals of First Nations at UW and are interested and willing to promote the purposes of First Nations.
- B. Membership is dependent upon the individuals attendance at the regularly scheduled meetings and can be obtained in one of the following ways:
  - a. Attendance at the first regularly scheduled meeting of the month will make and individual eligible to vote;
  - b. Attendance at two consecutive regularly scheduled meetings will make an individual eligible to vote at the third regularly scheduled meeting.

**Section 3** Members shall be strongly encouraged to obtain a Food Handler’s Permit in order to participate fully in First Nation’s activities and fundraisers.

**Section 4** Members shall be responsible for being knowledgeable about upcoming First Nations events especially the Spring Powwow.

**Section 5** Loss of voting can result from excessive unexcused absences (two per month) from the regularly scheduled meetings.

## ARTICLE V: ADVISOR

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**Section 1** First Nations will be seeking advice from many on and off campus advisors.

## ARTICLE VI: OFFICERS

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**Section 1** The officers of First Nations shall consist of two Chairs, one Vice President, one Treasurer, two Secretaries, one Social Chair, one athletic director, one Senate Representative, and one Senate Representative Alternate

**Section 2** Duties of officers:

- A. Co-Chair/Chairman/Chairwoman
  - a. The Co-Chair, with the assistance of the other officers shall exercise the executive functions of the Committee, and shall participate in any and all activities deemed necessary by the Powwow Committee.
  - b. Preparing the weekly meeting agenda.
  - c. Serve as spokesperson for First Nations.
  - d. Shall countersign expenditures with the Treasurer of the Committee.
  - e. Shall be Chair of Budget and Revenue Forecast Committee.
- B. Powwow Chair
  - a. Solely responsible for powwow planning
  - b. Updates the group with any powwow activities
  - c. Communicates with outside sources for powwow
  - d. Responsible for attaining anything a powwow needs to function
  - e. Delegates others during powwow
  - f. Runs the floor during powwow
  - g. Must do anything necessary so that First Nations can have powwow
- C. Treasurer
  - a. The Treasurer shall maintain all First Nations financial records;
  - b. Shall disperse First Nations funds upon receiving a proper and valid countersignature from the President of First Nations at UW.
  - c. Shall be responsible for a thorough weekly report to First Nations.
  - d. Shall be chair of Finances and Cash Handling Committee.
- D. Secretary
  - a. Shall be responsible for the taking of minutes at committee meetings and shall have these minutes available for approval at the next regular meeting;
  - b. Shall be responsible for other clerical duties such as typing, correspondence, designing flyers, organizing effective telephone communications; check the mail on a regular basis, and other duties.
  - c. Shall be chair of at least one Special Committee.
- E. Public Relations
  - a. Contact outside sources for the needs of First Nations
  - b. Keep a friendly "face" for the group
  - c. Responsible for reaching out to other orgs on campus
  - d. Responsible for reaching out to alumni

- e. Keeps in close contact with the administrative assistant and historian to ensure that any information given to the public from the Chairman/woman is accurate
- F. Senate Representative
  - a. An eligible member will volunteer or shall be elected to fill the established First Nations seat on the ASUW Senate.
  - b. Shall be chair of at least one Special Committee.
- G. Historian
  - a. Responsible for taking pictures
  - b. Documenting and editing pictures
  - c. Uploading pictures to First Nations related accounts (email, drive, Instagram)
  - d. Keeps in close contact with the Administrative assistant and public relations chair to help advertise any First Nations events ex. making posters, printing, any media posts
  - e. Helps powwow chair with poster
  - f. Delegates those who help any advertising with posters and posts
- H. Coastal Chair
  - a. In charge of Coastal indigenous events First Nations may have
  - b. Works close with powwow chair to incorporate( or not) coastal culture within powwow if necessary
  - c. Responsible for spreading Coast Salish culture to the University
- I. SAB
  - a. Attend regular meetings on scheduled days
  - b. Reports what happened in meeting to First Nations regularly every Wednesday
  - c. Represents First Nations and is the voice within SAB meetings
  - d. Must find a replacement if cannot attend meetings.
  - e. You must register First Nations as an organization, then attend the First SAB meeting
  - f. You cannot miss more than 2 meeting in a row.
  - g. This position can be changed quarterly
- J. Fundraiser Chair
  - a. Responsible for bringing money IN the First Nations account through fundraising
  - b. Must get ideas/fundraising events approved by outside sources, UW, Chairman/Chairwoman and group
  - c. Responsible for organizing small events to raise money
  - d. Responsible for Grant writing and in charge of those who are helping write the Grants for the year
- K. Cultural Chair
  - a. Responsible for Indigenous Cultural events
  - b. Must plan at least one small event for First Nations that pertains to our culture
  - c. In charge of also communicating to the group of any cultural activities off or on campus the group may be interested in

### **Section 3**

#### **Removal and vacancy of office:**

- A. First Nations officers who do not promote the goals and purposes of First Nations, may be removed from office by a two-thirds (2/3) vote at a special meeting of the First Nations. Provided the proposed removal shall not occur without appropriate due process hearings as provided for the individual by First Nations.

- B. The vacancy thus created shall be filled immediately as provided in Article VII; Section 2.
- C. To institute a recall, a petition of at least 50 percent of the active membership is necessary.

## ARTICLE VII: ELECTIONS

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- Section 1** Procedure
  - A. Election of officers shall be held within the last four weeks of Spring Quarter.
  - B. The duration of the office shall be one calendar year.
  - C. The officers may succeed themselves and there is no limitation as to office tending; except as limited by the election process and it is strongly preferable to elect officers who do not currently hold an executive position with any other Native American student group.
  - D. The American Indian Student Commissioner shall call the election and be responsible for administering it.
- Section 2** Vacancies
  - A. A special election shall be held to fill any vacant offices.
- Section 3** Voting
  - A. All elections shall be determined by majority vote.
  - B. Members shall be nominated or volunteer to run for office at one regular meeting with the election occurring at the next regular meeting.
  - C. In the event of a tie or a failure to obtain a clear majority when three or more candidates run, run-off elections shall be held until a candidate receives a majority vote.

## ARTICLE VIII: SPECIAL COMMITTEES

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- Section 1** The Special Committees of First Nations shall consist of Budget and Revenue Forecast, Funding Sources, Public Relations, Concessions and Food Safety, Vendors, Volunteers, Raffle and Royalty, Security, Children's Activities and T-Shirts, Finances and Cash Handling, Cleaning: Recycling and Trash Removal, and Drums, Dancers, and Master of Ceremonies.
- Section 2** Duties of committees:
  - A. Budget and Revenue Forecast
    - a. The Budget Committee will be responsible for establishing a projected cost analysis and revenue forecast in cooperation with other committees.
    - b. Writing instructions for preparing forecast, tracking funds, and financial report.
    - c. Maintain regular contact with the Financial Consultant at the Office for Minority Affairs to obtain status of the FN@UW account.
    - d. Participate in post-event evaluation.
    - e. As follow-up to the event, a clear, concise financial report (readable by laypersons) will be prepared for FN@UW records.
  - B. Funding Sources
    - a. Funding Sources will pursue funding from sources both on and off campus.
    - b. Hold regular meetings with ASUW Student Activities representatives, such as Christina Coop and Phil Hunt; and the American Indian Student Commissioner, to meet criteria procedures for obtaining the ASUW funds.
    - c. Make request for funds from ASUW Special Appropriations based on last year's award.

- d. Make request for funds from Graduate & Professional Student Senate based on last year's award.
  - e. Make and hold meetings with Friends of the OMA for funding.
  - f. Meet with PR group regarding T-shirts and raffle ticket sales, etc.
  - g. Meet with Vender Committee regarding funds generated from Vender space leasing.
  - h. Meet with Concessions & Food Safety Committee regarding profit projections.
  - i. Work with Public Relations to establish ad sizes and prices for Powwow program.
  - j. Work with Public Relations to create a flyer to distribute at Powwows.
  - k. Work with Public Relations to design a poster and T-shirt.
- C. Public Relations & Registration
- a. Contact the following advertising sources: a. TV ads b. Radio ads c. Newspaper ads d. Public Service Announcements e. Some on-campus advertising sources can be funded through ASUW.
  - b. Work with Volunteer Committee to contact, inform, and involve UW communities: Residence Halls, Greek, ASUW, Commuter, and RSO's housed under the ECC/T.
  - c. Work with Funding Sources to prepare a Powwow program, create a flyer for distribution, and design a poster.
  - d. Work with Children's Activities and T-shirts and Funding Sources to design a T-shirt.
  - e. Develop clear, understandable and very comprehensive registration and number taking procedures each day of the event.
- D. Concessions and Food Safety
- a. Work with Funding Sources to pursue corporate food donations.
  - b. Work with Volunteers to secure volunteers for frybread stand to cook and vend.
  - c. Ensure that volunteers have proper food handler's certification.
  - d. Ensure that needed ingredients are available as needed during the Powwow.
  - e. Work with Cleaning to ensure that the kitchens are cleaned every night.
  - f. Work with Environmental office about proper ventilation and fire hazard compliance.
  - g. Participate in post-event evaluation
- E. Vendors
- a. Creation of an advertisement letter.
  - b. Recruit vendors by advertising, calling, writing, etc.
  - c. Clearly state limitations and restrictions
  - d. Establish fee(s)
  - e. Send rules and contracts for signature to interested parties.
  - f. Provide hotel, camping or host information for out-of-town vendors.
  - g. Invite and make space for campus student groups, particularly Native American Center of Excellence, AISES, Medicine Wheel Society, Medical School Minority Affairs, Native student groups from nearby Community Colleges and other recruiters like Indian Health Services, Indian Health Board.
  - h. Document contact and procedures.
  - i. Carefully and accurately list vendors contacted this year or that inquired.
  - j. Carefully and accurately list vendors that participated this year.
  - k. List other participants.

- F. Volunteers
  - a. Creation of a volunteer solicitation letter.
  - b. Recruit volunteers by advertising, calling, writing, etc.
  - c. Assist webmaster with creating an online volunteer registration form.
  - d. Visit all RSO's housed under the ECC/T, Residence halls, ASUW, Greek, and other UW communities to help with the powwow.
  - e. Carefully and accurately list volunteers that participated this year.
  - f. List other participants.
  - g. Send Thank You letters to all volunteers no later than one week after the Powwow.
- G. Raffle and Royalty
  - a. Make tickets: call print shops, find best price.
  - b. Participate in fundraising for making tickets.
  - c. Establish procedure for distribution of tickets for sales.
  - d. Establish royalty contest rules.
  - e. Identify and communicate with Royalty candidates.
  - f. Work with Fundraising Committee to gain donations for raffle.
  - g. Organize the interview, ticket-counting, essay-reading, and dance competition for Royalty.
  - h. Organize Giveaways
  - i. Prepare an Event Schedule
  - j. Participate in post-event evaluation.
- H. Security
  - a. Obtain Schedule of Events (from Drum Committee)
  - b. Secure facility: clearly label and enforce closed areas.
    - i. Inside
    - ii. Outside
  - c. Equipment Protection
    - i. Contact Steve Harper to discuss procedures for Intercollegiate Athletics equipment protection.
  - d. Protection for participants, arrival, departure, non-event premises security
    - i. Drums
    - ii. Dancers
    - iii. Vendors
    - iv. Emcee
    - v. Guest & Visitor Security and Safety
- I. Children's Activities and T-Shirts
  - a. Work with other committees to determine best location for the children's room.
  - b. Work closely with Security to coordinate schedule of events and plan activities to contribute to control of restless, wandering children by providing education and entertaining activities.
  - c. Plan activities
  - d. Solicit donations for activities
  - e. Work with Volunteers to recruit volunteers.
  - f. Work with Volunteers to create detailed schedule for volunteers.
  - g. Make lost child booth.
  - h. Make signs acknowledging donors.
  - i. Include blurb in program to acknowledge sponsorship.

- j. Participate in post-event evaluation.
- J. Finances and Cash Handling
  - a. Since most honoraria will be paid in cash in consideration of the travel status of the many participants, a very strict, clear, and comprehensive plan for cash handling needs to be prepared in cooperation with: Security Committee, UW Police Department, Vendor Committee, Admission Ticket Crew, and Committee Concessionaires.
  - b. Develop clear, understandable and very comprehensive cash handling procedures for one hour before, during, and two hours after the event each day.
  - c. Establish and document bank account information with officers assigned for check writing, etc. Two signatures are required by the designated signing officers in order for a FN@UW check to be valid.
  - d. Many vendors will pay cash at the door – be prepared and staffed for this.
  - e. Schedule locked space with limited access for cash handling activities.
  - f. Train cash handlers in advance of the event.
  - g. Document carefully the cash handler’s schedule.
  - h. Work with Security to familiarize with Security escorting procedures and cash room entrance protocol.
  - i. Ticket/admission charge recipients, in the event that such procedures are utilized Minimum of 2 to 3 cash handlers (with 1 to 2 alternates) scheduled at any given time during, 1 hour before and 2 hours after the powwow each day. (2 hours after to document and verify cash balance and secure the money.).
  - j. Participate in post-event evaluation.
- K. Cleaning: Recycling and Trash Removal
  - a. Maintain main area cleaning schedule
  - b. Trash patrol
  - c. Recyclable collection schedule.
  - d. Coordination with facility management to insure this is accomplished regularly and possibly on demand.
  - e. Participate in post-event evaluation.
- L. Drums, Dancer, and Master of Ceremonies
  - a. Recruit M.C., Arena Director, Drum Groups, and Head Dancers.
  - b. Establish honoraria for each.
  - c. Notify dancers of rules, etc. for contacts.
  - d. Establish clear dance contest rules, award schedule, event time schedule, and put it in writing.
  - e. Coordinate with Public Relations by providing input for advertisements and program info to advertise contest.
  - f. Provide estimate of honoraria costs to Budget and Finance Committee and work with Fundraising Committee to raise the revenues.
  - g. Participate in post-event evaluation.

## ARTICLE IX: MEETINGS

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- Section 1** Regular Meetings of First Nations memberships shall be held every Wednesday at 6:00 pm.
- Section 2** Special Meetings may be called at any time by the committee upon three days notice to First Nations membership.

**Section 3** A quorum for all First Nations meetings shall consist of those in attendance provided the chair and two other officers preside.

**Section 4** All First Nations meetings shall be considered open meetings for First Nations membership and participation by non-committee members is welcome, provided that such participation is not disruptive or contrary to the stated goal of the organization.

#### ARTICLE X: AUTHORITY TO CONDUCT BUSINESS

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**Section 1** First Nations officers are primarily responsible for conducting business.

**Section 2** First Nations may employ personnel and conduct other such business as deemed necessary to fulfill the goals and objectives of First Nations provided that any applicable provision of University of Washington rules and regulations, and/or State or Federal laws are not in conflict with such business activity.

#### ARTICLE XI: AMENDMENTS TO THE CONSTITUTION

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**Section 1** The constitution may be amended at any regular or special meeting of the committee membership by a majority vote provided that any such amendment is proposed at one prior meeting. First Nations at UW membership is notified of the amendment, and the amendment is voted upon at the next meeting.

#### ARTICLE XI: ENVIRONMENTAL CONSERVATION

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**Section 1** Any and all materials printed by First Nations shall be double-sided where possible, and non-printed means of communication (such as email) shall be utilized as much as conveniently possible to reduce paper consumption.