



# National Congress of American Indians *Youth Commission*

## By-Laws

### ARTICLE I – Name

The name of this Commission shall be the National Congress of American Indians Youth Commission.

### ARTICLE II – Purpose

The purpose of the Commission is to learn the process of the National Congress of American Indians. And, while learning, enhancing leadership skills, participating in the mentor programs, and providing a voice for all American Indian and Alaska Native Youth. Additionally, helping the NCAI in defining and resolving issues facing American Indian and Alaska Native Youth.

### ARTICLE III – Members

Any person of Indian and/or Alaskan Native ancestry in the United States is eligible for membership. Non-Indians may be admitted as non-voting members.

### ARTICLE IV – Commission Representatives

#### SECTION 1. Commission Representatives

The Commission Representatives shall consist of one (1) male and one (1) female representative and one (1) recording secretary. Other officers may be elected or appointed by the Commission, as they deem necessary or desirable.

The Commission Representatives shall preside over all meetings of the Commission, and shall exercise other duties delegated to them by the Commission.

The Commission Representatives shall be responsible for all funds of the NCAIYC.

#### SECTION 2. Alternate Representatives

If deemed necessary, the Commission shall choose Alternate Commission Representatives. Alternate Representatives shall assume the responsibilities of the Commission Representatives in the absence or the incapacity of the Commission Representatives, and shall carry out such other duties assigned by the executive committee.



#### **SECTION 4. Recording Secretary**

The Recording Secretary shall be responsible for preparing minutes of each committee meeting. The minutes shall be made available to all members of the Commission within thirty (30) calendar days of the meeting.

#### **SECTION 7. Election and Term of Office**

1. The term of office shall be one (2) years. Commission Representatives shall not serve more than two (2) consecutive terms.
2. Commission Representatives shall be elected, by consensus, at the Annual Convention Meetings. Each officer shall hold office until a successor has been duly elected and qualified.
3. The Commission Representatives shall be elected, by consensus of all voting members of the Commission present.
4. The election process is further clarified in the NCAIYC Standing Rules of Order.

#### **SECTION 8. Removal**

Any Commission Representative elected or appointed may be removed by a two-thirds (2/3) vote of the Commission whenever in their judgment the best interest of Commission would be served thereby.

#### **SECTION 9. Vacancies**

In the event of the death, resignation, removal, or disability of a Commission Representative, a replacement shall be elected for the remainder of the term by a consensus vote of the Commission.

### **ARTICLE V – Meetings**

#### **SECTION 1. Official Meetings**

The official meetings of Commission shall be the Annual Convention, The Mid-Year Conference, the winter session, the duly called meetings of the Commission, and the duly called meetings of the NCAI Executive Committee.

The location of these meetings will be decided by NCAI.

Only the Commission Representatives shall sit in on NCAI meetings. Including the winter session of the Executive Council in Washington D.C., and the duly called meetings of the Executive Council.

#### **SECTION 2. Quorum**

Ten (10) per cent of the number of commission members registered at the most recent “Annual Convention Meetings” including either the female or male Commission Representative shall constitute a quorum.



### **SECTION 3. Special Meetings**

The Commission shall meet twice a year, at the NCAI Annual Convention (“Annual Convention Meetings”) and at the NCAI Mid-year Conference (“The Mid-year Meetings”). The Commission Representatives may call additional meetings, as they deem necessary. Meetings may also be called if at least twenty-five members of the Commission deem necessary.

### **SECTION 4. Notice of Meetings**

Notice of meetings shall be made either in writing, by telephone, or by e-mail stating the purpose, place, day and time of any meeting of the members. Notice shall be delivered by postal, electronic device, in person or by telephone no less than thirty (30) days prior to the date of the meeting.

## **ARTICLE VII – Rules of Order**

All meetings of NCAIYC shall be conducted in accordance with this Constitution and By-Laws, NCAIYC Standard Rules of Order, Roberts Rules of Order and/or any other modifications or revisions to such rules as deemed appropriate and necessary by at least two thirds (2/3) vote of the members in session.

## **ARTICLE IX – Amendments to By-Laws**

These By-Laws may be amended at any meeting of the Commission by a consensus vote of the members present, or upon referral on majority vote of the membership of the NCAI Executive Committee by no less than two thirds (2/3) of the members present and voting at the Annual Convention.