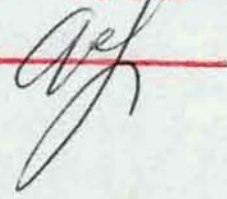


CHITIMACHA SCHOLARSHIP COMMITTEE
BY-LAWS

APPROVED

SEP 20 2006

By



Article I – Organizational Requirements:

I. Authority:

The Chitimacha Tribal Council hereby grants the Chitimacha Scholarship Committee the authority to develop scholarship guidelines for the Chitimacha Tribe.

II. Officers and Qualifications:

1. The Committee shall consist of five (5) members. One (1) Member shall serve as Chairperson; one (1) Member shall serve as Vice-Chairperson; and one (1) Member shall serve as Secretary.
2. Qualifications of the Committee are as follows:
 - a. The Scholarship Committee shall be comprised of a majority of Tribal Members.
 - b. Must be eighteen (18) years of age or older at the time of applying for appointment.

No person may be an applicant for the committee or continue to serve as a committee member, if that person has ever been convicted of a felony, or of any offense involving minors, in any jurisdiction.

III. Terms, Appointments and Vacancies:

1. **Terms:** A term of appointment of each Member shall be four (4) years. Positions shall be staggered so that no more than three (3) Members are chosen each year. On the first year subsequent to the adoption hereof, three (3) Members shall be chosen. On the second year subsequent to the adoption hereof, two (2) Members shall be chosen. Available positions shall follow in the same order each year thereafter.
2. **Appointments:** Appointments for the Chitimacha Scholarship Committee shall be advertised by the Tribal Council for a two (2) week period. Said appointment shall be decided at the next scheduled formal Tribal Council Meeting following the announcement.
3. **Vacancies:** Vacancies will be filled by appointment of the Tribal Council. Such vacancies shall be filled within thirty (30) days of its occurrence. If a vacancy occurs in an office position, the Committee shall re-elect office positions. If a vacancy occurs in a non-office position, the appointee shall fill such position.

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IV. Meetings, Quorum, and Compensation:

1. **Meetings:** Regular meetings of the Committee shall be held on a monthly basis and these meetings are not open to the community. A quorum of the Committee may designate time and/or place for regular or emergency meetings.
2. **Quorum:** A simple majority of the Committee members must be present before a meeting can be an official meeting. (Minimum of three). Should a quorum not be assembled at the appointed hour, the members present may adjourn temporarily in order that an opportunity may be given for a quorum to assemble, without which no business can be legally transacted. It shall be within the Chairperson's discretion to cancel the scheduled meeting when he/she deems it appropriate having allowed time to elapse.
3. **Compensation:** Dependent upon the availability of funds, the Committee members shall be eligible for compensation. The Tribal Council at the beginning of each fiscal year shall determine stipend amount for Committee Members. Members that do not attend a minimum of one meeting within a month or do not participate in the day to day business regarding Scholarship matters within the same month, will not receive their stipend for that month.
4. **Individual Members:** The Committee, while composed of individuals, acts only as a group. No individual action of a member can bind the Committee without specific written instruction endorsed by the Committee as a whole nor can the Committee act legally outside regular or special meetings that are duly called.
5. **Board Minutes and Recording Votes:**
 - a. The minutes of the actions and deliberations of the Committee shall be kept by the Secretary. These minutes shall be a permanent record of the Committee. The minutes shall become official minutes upon the approval of the Committee and shall be maintained in the safekeeping of the Secretary.
 - b. In content and style, the official minutes shall be as brief and simple as possible and still retain the essential facts of each meeting. A record of all motions and amendments thereto which are offered, the disposition thereof and the vote thereon shall be recorded.
 - c. A record of all persons making presentations and the subject of their presentation shall be noted.
 - d. Following proper editing, the unofficial minutes shall be sent to Committee members prior to the next regular Committee meeting.

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- e. Minutes of the previous Committee meeting shall not be read to the Board except for the purposes of corrections or omissions. An early procedural matter on the agenda shall be the adoption of the minutes of the previous meeting.
 - f. The official vote on all decisions that are unanimous decisions shall be recorded in the official minutes as such. In case of a split vote, a roll call vote shall be requested.
6. **Robert's Rules of Order:** All meetings shall be held in the manner prescribed in Robert's Rules of Order with the rules of parliamentary procedure being adhered to by all participants in Committee meetings.
7. **Tie Votes:** All matters submitted to the Committee shall be determined by a majority of the members voting on the matter. In the case of a tie vote,; this matter shall be handled at the next meeting. In the case of another tie vote after complying with this procedure, it shall defeat the motion, resolution or issue voted upon.

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Article II – Duties and Responsibilities:

I. Statement of General Purpose:

It shall be the general purpose of the Committee to establish Scholarship guidelines for students attending accredited institutions of higher education or other accredited entities offering vocational / proprietary and /or technical training. It shall be with this goal in mind that, with Tribal Council ratification as appropriate, Committee guidelines shall be instituted and decisions rendered. Although enumeration of all duties and responsibilities of the Committee is impractical, the following are among the most important:

1. Establishing Scholarship Guidelines.
2. Formulating and administering rules and regulations governing Committee procedures; and
3. Reviewing Appeals.

II. Duties of Officers:

Elected by a majority of the Committee Members annually at their first official meeting held at the beginning of the calendar year.

1. **Chairperson** - The chairperson shall authorize all Committee meeting agendas and preside over all Committee meetings.
2. **Vice-Chairperson** – The Vice-Chairperson shall fulfill the duties of the Chairperson in the absence of the Chairperson, including any absence resulting from the Chairperson having vacated his/her office prior to the expiration of a term, in which case the Vice-Chairperson shall fill the position of the Chairperson until a replacement has been seated.
3. **Secretary** - The Secretary shall maintain the duties in regards to official records of the Committee.

III. Personnel:

The Committee does not have authority over the hiring, firing and/or supervisory role over the Continuing Education Coordinator.

1. Applicants: The review of applicants and the approval will not be subject to formal approval by the Chitimacha Scholarship Committee.
2. The Committee is not involved in the day-to-day interaction of the Continuing Education Coordinator and therefore is not responsible for the evaluation process.

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Article III – Accountability

- I. Tribal Council:** The Chitimacha Scholarship Committee shall conduct a meeting with the Tribal Council on an annual basis to discuss projected needs for the program, proposed changes to the program and/or policy.
- II. Chitimacha Scholarship Committee:** As the policy making body, the Chitimacha Scholarship Committee is vested with the responsibility to monitor, review and evaluate the effectiveness of the Chitimacha Scholarship Program procedures. The Chitimacha Scholarship Committee is obliged to investigate alternative procedures to enhance the efficiency and applicability of the program's application process and general program requirements. This quality assurance program will ensure compliance and serve as a benchmark for responding to and the designing of programmatic changes to meet student needs and Chitimacha Tribal Government needs or mandates.
- III. Code of Ethics for Chitimacha Scholarship Committee:** The following code of ethical behavior will be subscribed to all Committee members:

As a member of the Committee, I will strive to be an advocate for the Chitimacha Scholarship Students by promoting opportunities to attend educational institutions and develop a cohesive bond among all Chitimacha Scholarship Student and the Chitimacha Community.

1. I will have integrity in all matters and support the full development of all students and welfare of the Tribe.
2. I will attend scheduled Committee meetings.
3. I will come to the Committee meetings informed concerning the issues under consideration.
4. I will make policy decisions based on the available facts and appropriate public input.
5. I will delegate authority for the administration of the Scholarship Program to the Continuing Education Director and the Division Administrator for establishing a process of accountability to the Committee.
6. I will encourage individual committee members expression of opinion and establish an open, two-way communication process with all segments of the community.
7. I will communicate in accordance with Committee policies, public reaction, and opinion regarding committee policies and programs to the full Committee.
8. I will bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable laws, regulations, and court orders.
9. I will refrain from using the committee position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.
10. I will respect the confidentiality of privileged information and make no individual decisions or commitments that might compromise the committee administration.

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11. I will be informed about current educational issues through individual study and participate in appropriate programs.
 12. I will always remember that the foremost concern of the committee is to improve and enhance the teaching and learning experience for all students in the Tribe's education system.
 13. In the event I am convicted of a felony while serving as a member of the Chitimacha Scholarship Committee, I will voluntarily remove myself from the Committee.
- Therefore, I will always strive to demonstrate appropriate behavior and conduct as a committee member.