

Ho-Chunk Nation Tribal Aging Unit Advisory Board By-Laws

ARTICLE I NAME, AREA, LOCATION

Section 1. Name. The Ho-Chunk Nation Legislature, in recognition of the importance of its elders and pursuant to its power under Article V, Sec 2(a) and (x) of the Constitution of the Ho-Chunk Nation hereby establishes the Ho-Chunk Nation Tribal Aging Unit Advisory Board (“TAU Board”).

Section 2. Area. The Tribal Aging Unit program (“TAU Program”) serves members living throughout the entire United States. However, the geographic area in which the TAU provides services to the elders of the Nation consists of primarily 15 counties: Adams, Clark, Columbia, Crawford, Eau Claire, Jackson, La Crosse, Juneau, Marathon, Sauk, Shawano, Trempeleau, Vernon, and Wood counties in Wisconsin and Houston county, Minnesota.

Section 3. Location. The TAU program office is located at P.O. Box 430, W8825 Decorah Road, Black River Falls, WI 54615 and this office shall serve as a contact point for the TAU Board. The phone numbers are listed as (715) 284-0811, (888) 701-8284, Fax: (715) 284-3180.

ARTICLE II PURPOSE, POWERS, AND DUTIES

Section 1. Purpose. The purpose of the Ho-Chunk Nation TAU Board shall be to assure that people age sixty and over have the opportunity to realize their full potential and completely participate in and have access to all areas of community life. It shall be the body within the Tribe which represents the views, interests, and concerns of the elders. It shall be responsible for identifying and promoting ways in which elders can contribute to the community’s general welfare. To assure that all the above activities are carried out in a comprehensive and coordinated fashion, it shall assist the TAU program with the planning, development, maintenance and coordination of aging programs which focus on providing the elders with access to services, benefits and opportunities which are available in the community. In order for the TAU program to best fulfill this mission, it shall develop a mutually supportive relationship with the AgeAdvantAge Area Agency on Aging, Great Lakes Native American Elder’s Association and the National Indian Council on Aging.

Section 2. Powers and Duties. The powers and duties of the TAU Board shall be:

a. To promote the views, needs and concerns of the elders in tribal, county, state and federal decisions.

b. To provide information and personal support to individual elders.

c. To promote opportunities for elders to contribute to their own welfare and to the total community welfare;

d. To include crisis assistance to elders sixty years and over, and who have exhausted all resources in their respective areas.

e. To assist the TAU program in the development and implementation of an annual, comprehensive, coordinated Tribal Aging plan including but not limited to Title III, Title V, Title VI and Tribal NPD Funds for elders.

f. To review and approve proposals relating to matters affecting elders in conjunction with the Ho-Chunk Nation Legislature.

g. To assist the TAU program in its efforts to organize and develop, modify and expand available services and programs for elders through all resources.

h. To review reports that the TAU program is required to submit to funding agencies and such other reports as the TAU Board may deem appropriate.

i. To select and recommend representation to the AgeAdvantAge Area Agency on Aging, Great Lakes Native American Elder's Association and the National Indian Council on Aging.

j. The TAU Board members must advocate and report to their respective area elders.

k. Board members must adhere to proper protocol and chain of command insofar as they relate to behavior at all TAU Board functions, meal sites, and personnel issues.

l. In the event that proper protocol and chain of command are violated by any TAU Board member, the first violation will result in a complaint of violation letter to the member with a duplicate copy to the Chairperson of the TAU Board. A second violation will constitute cause for removal from the TAU Board. No Board member shall be removed without the opportunity to respond to the charges at the next regularly scheduled TAU Board meeting.

ARTICLE III MEMBERS

Section 1. Voting Members.

a. The members of the TAU Board shall be selected by the elders from each of their respective areas. The elders from each area shall choose its member selection process.

b. The TAU Board shall consist of two members for each of the Ho-Chunk elder's meal sites and one from the at-large area.

c. Tenure: The members shall serve for a three (3) year staggered term. The members shall serve for a three (3) year staggered term. The term of the Aging Unit members shall begin on January 1 following appointment at the November meeting of the Advisory Board. Members who are appointed to fill a vacancy caused by resignation, death or removal of a member shall serve for the remainder of the 3-year term. Members may be reappointed without limit to number of terms.

d. Replacement of inactive board member(s). Any member who misses three (3) consecutive meetings without an excuse will be automatically removed from office.

Section 2. Non-voting Members. In order for consistent services to be provided to the Nation, participation of various branches of the Nation is vital. Therefore, there shall be two non-voting members of the TAU Board: a liaison from the Ho-Chunk Nation Office of the President and the Director or Assistant of the TAU program.

Section 3. Attorney Representation. The TAU Board shall be assigned an attorney as needed, in person, or by teleconference.

ARTICLE IV MEETING OF MEMBERS

Section 1. Regular Meetings: Regular meetings of the TAU Board shall be held on the third Wednesday of each month. The time and place of such meetings shall be determined by the TAU Board members. A change in the time and date of a specific meeting may be made upon the agreement of a majority of the members of the TAU Board.

Section 2. Special Meetings: Special meetings of the TAU Board may be called by the Chairperson or by 51 (fifty-one) percent of the membership. The members shall be informed by mail, phone, etc., of the time and place of these meetings at least three days before the meeting.

Section 3. Quorum: 51 (fifty-one) percent of the TAU Board members must be in attendance in order to constitute a quorum for the transaction of business at any meeting of the TAU program.

Section 4. Attendance at the Meetings. All meetings of the TAU Board shall conform to the Open Meeting Law of the Ho-Chunk Nation.

a. Stipends shall only be paid to the primary Board member. Alternate may only receive a stipend if attending in a member's absence.

b. Stipend shall only be paid for duly called meetings under the Nation's Open Meetings Act at which quorum is achieved. If the Board fails to achieve quorum within one (1) hour of the scheduled start time, the payment of stipend shall be prohibited; however, mileage may be paid as applicable.

c. Members of the TAU Board shall be paid stipend plus mileage at the going rate, according to Treasury Policy.

Section 5. Meeting Cancellations. It shall be the responsibility of the Chairperson to notify all TAU Board Members of meeting cancellations at least 24 hours before the scheduled meeting.

ARTICLE V OFFICERS

Section 1. Officers. The TAU Board shall consist of a Chairperson, A Vice-Chairperson, Secretary and any delegates appointed under Section 7 of this Article.

Section 2. Election and Term of Office. The officers shall be elected in January of each year by the TAU Board, and the term shall be for 3 years.

Section 3. Removal. Any officer elected by the TAU Board may be removed for cause by a 51 (fifty-one) percent vote of the entire TAU Board.

Section 4. Chairperson. The duties of the Chairperson shall be:

a. To preside at all meetings of the TAU Board.

b. To work with the staff persons in preparing an agenda for each regular meeting.

c. To guarantee that the TAU Board follows through on motions made at its meetings.

d. To maintain communication between the Legislature and the TAU program staff and the TAU Board.

e. To carry out responsibilities as assigned to him/her as outlined here or appointed by the TAU Board.

f. To assist the programs in making decisions when emergencies arise.

g. When presiding at meetings, the Chairperson shall not vote except to break a tie vote.

Section 5. Vice-Chairperson. The duties of the Vice-Chairperson shall be:

a. To assume the responsibilities of the Chairperson when he/she is absent, including presiding over meetings in the Chairperson's absence. When presiding at meetings, the Vice-Chairperson shall not vote except to break a tie vote.

b. To carry out responsibilities assigned to him/her by the Chairperson of the TAU Board.

Section 6. Secretary. The duties of the Secretary shall be:

a. To record the minutes of all TAU Board meetings. In the absence of the secretary, the Chairperson will appoint an acting Secretary for the day.

b. To be the custodian of the TAU Board records including By-laws, minutes, membership register, correspondence and other important documents. Minutes of all TAU Board meetings must be submitted to the TAU office within 3 (three) business days after the meeting. The files must be kept in the TAU program office.

c. To conduct correspondence as assigned by the TAU Board.

d. To perform other duties assigned by the Chairperson of the TAU Board.

Section 7. Delegates. The duties of the delegates shall be:

a. To attend regular and special meetings of the AgeAdvantAge Area Agency on Aging, Great Lakes Native American Elder's Association, and the National Indian Council on Aging.

b. To give regular and written reports to the TAU Board meetings about the action and activities of agencies referenced in Section 7(a).

**ARTICLE VI
TASK FORCES, STANDING COMMITTEES, AND AD HOC
COMMITTEES**

Section 1. Establishment. Task forces, standing committees or ad hoc committees may be established for particular purposes as necessary. The names, powers, and duties of such task forces, standing committees, or ad hoc committees shall be determined by the TAU Board by majority vote.

**ARTICLE VII
AMENDMENTS TO THE RULES OF PROCEDURE**

Section 1. Amendments. These By-Laws may be amended as deemed necessary by a majority of the TAU Board members voting at any TAU Board meeting provided all members are also notified prior to the meeting at which the vote takes place. Any amendments to these by-laws will not be effective until approved by the Legislature.

**ARTICLE VIII
ORDER OF BUSINESS**

Section 1. Order of Business. Unless otherwise amended during the course of a meeting, all business conducted by the TAU Board shall be conducted according to the following agenda outline:

- a. Call meeting to Order
- b. Prayer
- c. Roll Call
- d. Recognition of Others Present
- e. Approval of Minutes
- f. Approval of Agenda
- g. Reports – Approval
- h. Old Business
- i. New Business
- j. Other
- k. Adjournment