

## **Bylaws for the Florida Indian Heritage Association, Inc.**

### ARTICLE I – Name

The formal name of the organization shall be the “Florida Indian Heritage Association, Inc.,” hereinafter referred to as FIHA. The organization shall also use the shortened title of “FIHA” as needed for any official public or private correspondence

### ARTICLE II – *Governing Authority*

The Florida Indian Heritage Association, Inc., consists of a membership body as defined in Article IX of these Bylaws. FIHA is to be governed and operated in accordance with the laws of the State of Florida, the Articles of Incorporation, these Bylaws, and the instructions of the Board of Directors, hereinafter referred to as the Board.

### ARTICLE III – *Domain*

The domain of FIHA shall be the State of Florida.

### ARTICLE IV – *Board of Directors*

#### *SECTION 1: Government of FIHA*

The affairs of FIHA shall be governed by its Board of Directors, hereinafter referred to as the Board.

#### *SECTION 2: Composition*

The Board shall consist of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Secretary, Treasurer, Powwow Chairman, Immediate Past President, the current Senior FIHA Princess, and, three Members at Large whom serve at the pleasure and direction of the board in committees as set forth in these bylaws.

#### *SECTION 3: Duties*

The Board shall control and manage the day to day affairs of FIHA.

#### *SECTION 4: Meetings*

The Board shall hold not less than two regular meetings during the year; the time and location of which shall be set by the Board. All meetings of the Board shall be open to all FIHA

members who may wish to attend. Furthermore, the Board shall notify the membership of FIHA at least two weeks prior to these regular meetings of the Board, stating time and place of said meetings.

#### SECTION 5: *Quorum*

A majority of the Board shall constitute a quorum.

#### SECTION 6: *Order of Business*

The order of business for meetings shall be determined by the President. Meetings shall follow the latest Robert's Rules of Order, and shall be referred into in the case of a disagreement.

#### SECTION 7: *Vacancies*

a) If the office of the President becomes vacant by reason of death, resignation, or otherwise, the office of the President shall be filled by the current 1<sup>st</sup> Vice President for the duration of the unexpired term.

b) Any vacancies, other than the office of President, that may occur in the Board by reason of death, resignation, or otherwise, shall be filled by appointment by the majority of the Board for the duration of the unexpired term.

### ARTICLE V – *Officers*

#### SECTION 1: *President*

The President shall set the agenda and preside at all meetings of FIHA and of the Board, and shall be a member ex-officio of all committees of FIHA. He shall perform all duties that are necessarily incidental to the office of the President of FIHA.

#### SECTION 2: *1<sup>st</sup> Vice President*

In the absence or temporary disability of the President, the duties of the President shall be performed by the 1<sup>st</sup> Vice President of FIHA. The 1<sup>st</sup> Vice President, at the request of the President, shall also perform special duties in regards to the business of FIHA. The first Vice President is also responsible for the logistics, properties and site management including the procurement of authorized needs required for events to be held by FIHA.

SECTION 3: *2<sup>nd</sup> Vice President*

The 2<sup>nd</sup> Vice President shall be responsible for any of the corporation's publications and special events, advertising, marketing, online presence, and other duties related to the promotion of events and meetings conducted by FIHA. The 2<sup>nd</sup> Vice President shall perform any task that may be assigned by the President.

SECTION 4: *3<sup>RD</sup> Vice President*

The 3<sup>rd</sup> Vice President shall be responsible for the duties associated with the FIHA Princess competition, both Senior and Junior Princess divisions. The voting Princess Committee shall be chosen by the 3<sup>rd</sup> Vice President. The prizes and awards, including sashes and crowns shall be procured, priced, and gathered by the third vice president with approval of the Board. The 3<sup>rd</sup> Vice President will also be responsible for contact & encouragement of the FIHA Princesses.

SECTION 5: *Secretary*

The Secretary of FIHA shall have charge of all books, records, correspondence of the Board and of its committees. The Secretary shall issue notices for all meetings for which notice must be given as required by these bylaws. The Secretary shall attend promptly to all official correspondence, and shall notify members of their election or appointment to offices, Boards, or committees. The Secretary shall keep a correct and current roster of the names and address of the members of FIHA, of its Board, and of its various committees.

At the expiration of their term of office, the Secretary shall deliver to his/her successor all books, records, correspondence and other property, or in the absence of a Secretary-elect, to the President.

SECTION 6: *Treasurer*

The Treasurer shall deposit the funds and securities of FIHA in such banks or depositories as they deem fit; and shall, subject to the Board, disburse and dispose of the same, taking proper vouchers for such disbursements. The Treasurer shall keep accurate books of account, recording therein the sources and the amounts of all monies, funds, securities, property and assets in his/her custody, showing at all times the amount of all property belonging to FIHA, wherever located, and showing the amount of disbursements made and the disposition of the

property. He/she shall render to the Board, when so directed by them, an account of all his/her transactions as Treasurer, and of the financial condition of FIHA to every voting member of FIHA.

The treasurer shall complete the required tax-exempt filing forms applicable at the time before the final date of submission as set forth by the Internal Revenue Service.

At the expiration of their term of office, the Treasurer shall deliver to their successor all books, records, monies, correspondence and other property, or in the absence of a Treasurer elect, to the President.

### *SECTION 7: Elected Members at Large*

The members at large will be assigned duties by the Board, and are voting Board members that will be charged with committees and other assigned duties. The primary responsibility of the first member at large is to the affairs of the Veterans that serve this country. This includes speaking to veterans' groups, veterans' homes, and arranging for the Head Veteran that will attend the annual powwow. The second member at large will be charged with obtaining and working with the vendors for the events held by the organization. This includes assisting the first Vice President and the Powwow Chairman with efficient layout and as-semblance of the vendors. The third member at large will be charged with the gate operation and security of the grounds. This includes ensuring that the event is safe by necessary means and that coverage is provided at all entrances to the organization's events.

### *SECTION 8: Princess*

The FIHA Princess shall be chosen at the annual Powwow by a committee that is selected by the 3<sup>rd</sup> Vice President. The candidates for Princess shall be female by birth. The Princess candidates shall never have been married, and have borne any children. The junior princess shall be between the ages of 8 and up to the day of her 14th birthday. The Junior Princess cannot turn 14 during her reign ending April 1 of the following year of election. The Senior Princess shall be 14 by April 1 of the year of election. She shall be a current FIHA member who is at least 14 years of age by April 1<sup>st</sup> of the current year. The Senior Princess shall be a non-voting member of the board unless they are of voting age as set forth elsewhere in these bylaws.

SECTION 9: *Powwow Chairman*

The Powwow Chairman, as Chairman of the Powwow Committee, which shall be appointed by the Board, is responsible for planning the Annual FIHA Powwow in accordance with these bylaws.

ARTICLE VI – *Nomination of Officers*

- a) Nomination and election proceedings are presided over by the current President of FIHA in office at the time of election.
- b) Nominations and elections of officers are to be held during the business meeting of the annual FIHA Powwow.
- c) Any voting member of FIHA, as defined in of these Bylaws, whose membership began prior to the opening day of that year’s annual powwow is eligible for election to any FIHA office.
- d) Nominations are to be made by any voting member of FIHA, and approval of the nomination expressed by at least one other voting member of FIHA. All nominations made in the above manner are to be placed on the ballot.
- e) Election to office requires a majority of votes from all voting members present at the annual FIHA elections.
- f) The Board shall notify the membership of FIHA at least two weeks prior to the nominations and election of officers of FIHA, stating time and place of said meeting.

ARTICLE VII – *Disqualification of Officers*

Officers of FIHA who cease for any reason whatsoever to be members of FIHA, or who cease to be eligible for membership in FIHA in the voting and/or honorary classifications, as defined in Article VIII of these By-laws, shall no longer hold such office in FIHA.

In the event the Immediate Past President allows his membership to lapse; that position will remain vacant until the current President is replaced. This vacancy shall not be counted in quorum matters.

ARTICLE VIII – *Committees*

The Board shall create such committees of the Board and of FIHA, and shall delegate to these committees such powers and functions as it finds desirable for the conduct of its business

and for carrying out the purposes for which FIHA has been organized. The Board may authorize compensation for justifiable expense for same. All members serving on FIHA committees shall be members of FIHA.

## ARTICLE IX – *Membership Requirements*

### *SECTION 1: Membership Classification*

FIHA shall consist of voting members, non-voting members, through the following membership types. They are junior members, associate members, life members, family members, and honorary members.

### *SECTION 2: Voting Requirements for Members*

a) Voting members shall be individuals who desire membership in FIHA and pay the annual dues for membership as stated in these bylaws.

b) Non-voting members shall be individuals who gain a membership in FIHA through payment for a family membership as stated in these bylaws, but are under the age of 18.

c) Individuals 18 years of age or older, who gain membership in FIHA through payment of family membership dues, as stated in these bylaws, shall be voting members of FIHA.

d) All individuals who are designated as voting members of FIHA shall be eligible to vote in FIHA elections, and to hold any office FIHA.

f) Associate members shall have no voting rights.

g) Persons under the age of 18 shall not be voting members.

### *SECTION 3: Junior Membership*

Junior members shall be individuals under 18 years of age who gain membership in FIHA through the payment of family membership dues as stated in these bylaws.

### *SECTION 4: Associate Membership*

a) Associate membership in FIHA may be obtained by any organization or institution from outside or within the State of Florida.

b) Associate members shall not vote in any FIHA elections or hold any office in FIHA.

SECTION 5: *Honorary Membership*

Honorary membership shall be governed by Article X, Honorary Memberships.

SECTION 6: *Life Membership*

Life membership shall be conveyed to any family who pays the equivalent of ten years of the current family membership dues as specified in these bylaws. The Family Life Membership shall only be valid to those currently living in the household at the time of conveyance and is not transferable beyond those initial member's natural lives.

SECTION 7: *Family Membership*

Family membership may be obtained for a single family residing in a single household. The family membership shall include those members who are children of the person submitting the family membership application. The family membership shall consist of 2 adults and those minors residing in the house of those two adults.

ARTICLE X – *Honorary Memberships*

SECTION 1: *Qualifications*

Honorary members were individuals who had performed distinguished services in fields of activity related to the purposes of FIHA or who have rendered meritorious service to FIHA.

SECTION 2: *Nomination and Election*

The board may convey and honorary life membership only if said membership is paid for by either the board itself or the person(s) wishing to convey this honor or otherwise underwritten.

SECTION 3: *Rights*

An Honorary member shall have the same rights and privileges as a voting member of FIHA.

SECTION 4: *Duration*

An Honorary membership shall be conferred for life.

ARTICLE XI – Meetings and Events of FIHA

SECTION 1: *Annual FIHA Pow-Wow*

a) FIHA shall hold an annual Powwow within the first quarter of the calendar year, the date and place of which shall be set by the Pow-Wow Committee and the Board.

b) An official FIHA business meeting shall be held at this annual Powwow for the purpose of conducting business as set forth in these Bylaws, or any other business as deemed necessary by the Board.

SECTION 2: *Other Events*

The Board may propose, organize, and sponsor any activities deemed desirable to fulfill the purposes of FIHA, or hold a general business meeting.

ARTICLE XII – Fiscal Administration

SECTION 1: *Fiscal Year*

The fiscal year of FIHA shall commence on April 1 of each year.

SECTION 2: *Non-Profit Status*

FIHA is a recognized 501c3 Not for Profit Corporation as recognized by the Internal Revenue Service. It is the responsibility of the Board, namely the Treasurer to ensure all filings and rules are complied with for this status.

SECTION 3: *Membership Dues*

a) The Annual Membership dues shall be paid in person to any FIHA officer, mailed to the treasurer of FIHA or paid by any method approved by the Board. The duration of membership shall be the same as that of the fiscal year as stated in these Bylaws. All memberships shall expire with the expiration of the fiscal year in which the payment is made, unless the member is a life member.

b) The annual dues shall be determined 2 months prior to the end of the fiscal year by the board each fiscal year. The Board shall provide to the membership, in writing, the current and proposed rate, prior to implementation. The secretary shall mail renewals to all members in good standing 30 days prior to the annual powwow.



SECTION 4: *Dissolution*

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE XIII – *Administrative Year*

All officers of FIHA shall be elected to hold office for a period beginning April 1 and ending March 31 of the following year.

ARTICLE XIV – *Amending/Ratification*

SECTION 1: *Method of Amendment*

a) Proposals for amendments to these Bylaws may be made by the Board, or submitted to the Board in a petition, accompanied by detailed justification for the proposed changes, and signed by not less than five percent (5%) of the members of FIHA. Such percentages shall be based on the total number of members as of the date the petition is received by the Secretary of FIHA. The Board, through the Secretary, shall mail the proposed amendments together with the proponent's rationale in support thereof, and its recommendations to the voting members of FIHA.

SECTION 2: *Methods of Ratification*

a) Notification of proposed amendments shall be distributed by mail to the entire current FIHA membership at least 30 days prior to a vote on that amendment.

b) The amendment shall be ratified by a three-fourths (3/4) affirmative vote of all the voting members present at a general FIHA business meeting or by a three-fourths (3/4) vote of all currently registered FIHA members if the voting is done by mail. The method of ratification in this case shall be determined by the Board.

ARTICLE XV – *Numbering of Articles and Sections*

The Board is authorized to number the articles and sections of these Bylaws to correspond with any changes that may be made with these By-laws in accordance with these By-laws.

ARTICLE XVI – Ratification of Bylaws

The ratification of these Bylaws shall be done in accordance with the methods set forth in Article XIV, Section 2, Paragraphs a and b of these By-laws. Upon ratification of this document all previous documents of this nature of FIHA shall be considered null and void.