

**Denver Federal Executive Board
American Indian Program Council - Special Emphasis Committee**

BYLAWS

ARTICLE I – NAME OF ORGANIZATION

The name of this organization is the Denver Federal Executive Board (DFEB) Equal Employment Opportunity (EEO) Work Force Diversity (WFD) American Indian Program Council (AIPC). The DFEB approved the establishment of the AIPC in July of 1992, as one of its subcommittees. The address of the AIPC shall be 6760 East Irvington Place, Denver, Colorado, 80279-8000.

The Congress, by Public Law 102-1888, designated 1992 as the "Year of the American Indian". The proclamation, signed by the President of the United States, encouraged Federal, State and local government officials to observe the year with appropriate programs, ceremonies, and activities.

ARTICLE II – PURPOSE

The purpose of the AIPC shall be:

- a. To improve the recruitment and retention of American Indians in the Federal workforce.
- b. To further enhance the education of Federal employees and managers about the unique relationship of the Federal Government to American Indian Tribes and Nations, and other American Indian issues and concerns.
- c. To provide outreach, awareness, and education to the American Indian community and serve as a resource for Federal agencies in their programs and interactions with American Indian tribal governments, organizations and individuals.

MISSION

The mission of the AIPC is to inform American Indians about Federal opportunities, benefits, and services, and to educate the Federal workforce on American Indian issues by providing training, assisting with recruitment, and serving as an information resource.

OBJECTIVES

The objectives of the AIPC are to:

Serve as liaison between Federal agencies and American Indian Tribes and Nations, organizations, and individuals, to increase awareness of Federal employment.

2. Assist Federal managers in increasing the recruitment, hiring, promotion, and retention of American Indians, including advising Equal Employment Opportunity (EEO) managers on matters affecting the employment and advancement of American Indians.
3. In specific areas, assist Federal agencies in developing, providing, and encouraging employment and educational opportunities for American Indian youth.
4. Be a resource to Federal agencies for information about American Indians by educating and providing training to Federal employees and managers on American Indian issues and concerns, including government-to-government relations, trust responsibilities, sovereignty, and cultural patrimony.
5. Plan and coordinate activities and programs of the AIPC, or that involve the participation of AIPC through regular meetings, and inform Federal agencies of these activities and programs.

ARTICLE III – MEMBERS

Membership shall consist of:

- a. The AIPC shall consist of agency-designated representatives, known, as council members, and designated alternates, who are knowledgeable about employment needs affecting American Indians and committed to the goals of the program.
- b. The AIPC will also consist of additional agency committee members, subject to supervisory approval, who are interested in furthering the goals of the AIPC.
- c. Voting privileges will be limited to agency-designated representatives.

ARTICLE IV – FEDERAL EXECUTIVE BOARD AFFILIATION

As a subcommittee of the DFEB, the AIPC operates under the auspices of the board and will:

- a. Prepare and submit to the DFEB each year an annual work plan for review and approval.
- b. Inform the DFEB in advance of any activities or programs not reflected in the annual work plan.
- c. Report on accomplishments through an annual report and any other reports requested by the DFEB.

ARTICLE V – OFFICERS

The officers of the AIPC shall consist of a Chairperson, Vice Chairperson and Secretary. Each member of the AIPC shall serve as an Honorary Host agency on a voluntary basis when meetings are held at his/her agency.

ARTICLE VI – DUTIES OF OFFICERS

Section 1. The Chairperson shall act as chief spokesperson for the AIPC and shall preside at all general meetings; assume the responsibility for the overall coordination of the organization and assignment of duties to members and officers; all official AIPC correspondence shall bear his/her signature; he/she shall be responsible for all reports required under ARTICLE IV; he/she shall appoint a member as the chairperson for each standing and special committees; and with the DFEB maintaining funds acquired by the AIPC, the chairperson will communicate with DFEB concerning fiscal matters.

Section 2. The Vice Chairperson shall assume all responsibilities of the Chairperson in his/her absence. In the absence of the Secretary, the Vice Chairperson will take meeting minutes.

Section 3. The Secretary shall transcribe and submit minutes of all meetings and shall maintain files of all correspondence and activities.

Section 4. The officers of the AIPC shall meet at the discretion of the Chairperson or Vice Chairperson or at the request of the Secretary. They will interpret and enforce the AIPC's Constitution and Bylaws. The officers shall propose amendments to the general membership for approval or rejection.

ARTICLE VII - STANDING SUBCOMMITTEES

The AIPC shall have the following standing subcommittees in order to achieve AIPC goals:

1. **Constitution and Bylaws Committee:** This committee will develop and recommend amendments to the Constitution and Bylaws. It will also make certain that the official document incorporates the changes approved by the membership and will ensure that approved amendments are forwarded for signature to the AIPC Chairperson and DFEB Executive Director, consistent with Article XI - Amendments to the Bylaws.
2. **Public Relations and Information Committee:** This committee will maintain continuing relations with the American Indian community and other organizations sharing the AIPC's goals. This committee is also charged with distribution of information regarding programs and events.
3. **Training Committee:** This committee will identify needs and develop training strategies aimed at improving the professional expertise of AIPC representatives and Federal managers, supervisors and employees.
4. **Special Functions Committee:** This committee will coordinate a yearly program for the celebration of Native American Indian Heritage Month.
5. **Recruitment and Outreach Committee:** This committee will organize recruiting activities such as Federal application workshops, career fairs, and other outreach activities to inform the American Indian community of Federal employment opportunities. The committee will also serve as a resource to Federal managers in the development and advancement of American Indians in addressing issues of under-representation.
6. **Web Site Committee:** At regular intervals, this committee will review the AIPC web site and recommend updates and other changes.
7. **Ad Hoc Committee:** Ad Hoc committees may be formed as the Chairperson and AIPC membership deems necessary.

ARTICLE VIII– ELECTIONS AND TERMS OF OFFICE

Section 1. The term of office shall be for two (2) years, beginning January 1 of the first year and ending December 31 of the second year. An officer may not serve more than one consecutive term except the Vice Chairperson. The Vice Chairperson (elect) shall assume the position of Chairperson upon completion of the Vice Chairperson's term of office.

Section 2. Elections of officers shall be held as follows:

- a. Elections will be held at the October quarterly meeting on the final year of the officer's term.
- b. Nominations will be accepted from the floor during the July quarterly meeting. Along with the July minutes, a slate of nominees will be sent to the membership with a notice of the October election meeting. Additional nominations will be accepted through September 30.
- c. Ballots with the final slate of nominees will be sent to the membership prior to the October meeting. Each member will be allowed one vote by secret ballot. An absentee ballot will be accepted if received by the deadline specified on the ballot.
- d. The candidate receiving the highest number of votes, both absentee and from the membership present, shall be declared elected to that office. In the event of a tie, a run-off will be conducted with only those members present.

Section 3. In the event the Chairperson cannot complete the term of office, the Vice Chairperson shall complete the unexpired term and a new Vice Chairperson shall be elected. In the event that any other officer cannot complete his/her term, the majority vote of the general membership present shall decide who shall complete the unexpired term. Any officer who fails to attend three (3) consecutive meetings without due cause, and/or without notifying an officer, will be required to vacate the position and a replacement will be elected by a majority vote of members present at the time of declaration.

ARTICLE IX – MEETINGS

Section 1. The general membership of the AIPC shall meet quarterly, normally on the first Wednesday of the first month of each quarter (October, January, April, and July).

Section 2. The Chairperson may call special meetings at his/her discretion. The Vice Chairperson may call a special meeting in the absence of the Chairperson.

Section 3. Any agency represented on the AIPC may host a meeting with prior notice to the Chairperson and Secretary.

Section 4. On voting matters not related to elections or amendments of the Bylaws, a simple majority of the agency-designated representatives present shall carry the motion.

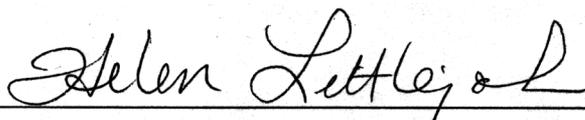
Section 5. On voting matters related to elections of officers, a required quorum shall consist of 30 percent of AIPC membership and at least one AIPC officer.

ARTICLE X – PARLIMENTARY AUTHORITY

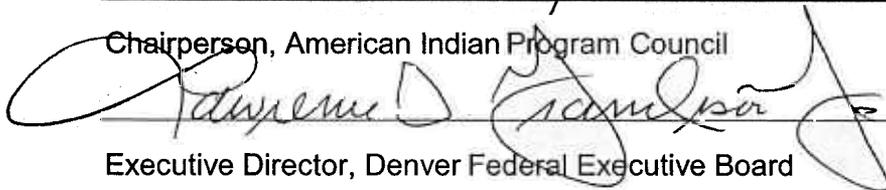
All AIPC meetings will be conducted according to traditional American Indian custom unless occurrences of major discord or disorderly conduct requires application of Robert Rules of Order.

ARTICLE XI – AMENDMENTS TO THE BYLAWS

On voting matters related to amendments, a required quorum shall consist of 25 percent of the AIPC membership. Amendments to the Bylaws will be proposed to the officers who will in turn present the proposal to the AIPC membership for approval or rejection. A simple majority of the required quorum shall suffice for passing amendments. Absentee ballots will not be accepted for voting on amendments. Amendments to the Constitution & bylaws shall take effect upon the signatures of the AIPC Chairperson and Executive Director of the Denver Federal Executive Board



Chairperson, American Indian Program Council



Executive Director, Denver Federal Executive Board

Amendment Date

Amendments to the Bylaws approved by AIPC members on December 7, 2004.