



BYLAWS OF THE NON-PROFIT
LIPAN APACHE TRIBE OF TEXAS, Inc.

ARTICLE I — NAME AND PURPOSE

Section 1 — Name: The name of the organization shall be The Lipan Apache Tribe of Texas, Inc., a 501(c)(3) nonprofit established by the Lipan Apache Tribe, also known as the Lipan Apache Tribe of Texas and from here on just called the Lipan Apache Tribe. It shall be a nonprofit organization incorporated under the laws of the State of Texas.

Section 2 — Purpose: The Lipan Apache Tribe of Texas, Inc., was organized to support the Lipan Apache Tribe through fundraising activities which meet the cultural, educational, and community-preservation needs of this tribal community and to educate the public about these funding needs.

Fundraising activities and donations accepted through this organization will help the Lipan Apache Tribe:

- support and promote the culture, education, traditions, health, safety, and well-being of the Lipan Apache people;
- educate the public about the Lipan Apache Tribe and American Indians through powwows and presentations in schools, museums, and other organizations.
- promote and protect our American Indian heritage including our religion, our customs, and language;
- secure and maintain land for the tribe;
- preserve, secure, and exercise all the inherent sovereign rights and powers of an American Indian tribe;
- continue relations with the United States of American and the State of Texas; and
- seek federal acknowledgement from the U. S. Bureau of Indian Affairs.

ARTICLE II — MEMBERSHIP

Section 1 — Membership: Membership shall consist of the Tribal Council. The Tribal Council is the Board of Directors of the non-profit. This is a board-driven not member-driven non-profit. The Chair may invite Tribal Council *ex officios* to participate at meetings.

ARTICLE III — BOARD OF DIRECTORS

Section 1 — Board role, and compensation: The Board is responsible for overall policy and direction of the non-profit organization. The Board receives no compensation other than reasonable expenses which have been pre-approved by the Board Treasurer. Reasonable expenses by the Treasurer are pre-approved by the Chairman or Vice-Chairman.

Section 2 — Terms, Elections, Vacancies, Resignations, and Terminations: Terms, elections, vacancies, resignations, and terminations for the Tribal Council which serves as the Board are set forth in the Constitution and By-Laws of the Lipan Apache Tribe.

Section 3 — Meetings: The Board shall meet at least once per year, at an agreed upon time and place. The meeting will not be combined with a quarterly or special Tribal Council meeting and shall not be considered a special Tribal Council meeting. The Treasurer is responsible for calling the meetings. Attendance is defined as being present in person at an in-person meeting, by phone if the meeting is tele-conference by consensus, or by video if the meeting is video-conferenced by consensus.

Section 4 — Quorum: The physical attendance of at least five (5) members of the Tribal Council shall constitute a quorum. No enactments will have any validity in the absence of a quorum.

Section 5 — Executive Officers and Duties: The Board shall have the same four executive officers of the Tribal Council consisting of a chair, vice-chair, secretary, and treasurer. The executive director is the chair of the Tribal Council. The executive director has day-to-day responsibilities for the non-profit organization, including carrying out the organization's goals and policies. The duties of the executive officers are as follows:

a. The Chair shall

- Convene scheduled board meetings.
- Report the work of the non-profit.
- Help plan the development strategy.
- Have the authority to sign checks.
- Sign, when duly authorized to do so by the Tribal Council/Board, all financial instruments (e.g. contracts, orders, deeds, liens, guarantees, and licenses).
- Work with the Treasurer to prepare the agenda for the non-profit meeting.
- Assist in the preparation of the annual budget.

b. The Vice-Chair shall

- In the event of the absence or inability of the chair to exercise his office, become acting chair of the non-profit with all the rights, privileges, and powers as if he had been the duly chosen chair.
- Assist in the preparation of the annual budget.

c. The Secretary shall

- Be responsible for the preparation and preservation of an accurate record of all meetings of the Board of Directors of the non-profit.
- Disseminate the proposed agenda for the regular or special meetings to the Board.
- Assist in the preparation of the annual budget.
- Keep copies of any documents requiring the signatures of Board members.

d. The Treasurer shall

- Maintain access to and custody of the bank accounts.
- Have the authority to write and sign checks and maintain custody of all checks.
- Help develop fundraising plans.
- Supervise preparation of the annual budget.
- Be responsible for each yearly budget allowance received by the Tribal Council/Board and shall keep an accurate account of all receipts and disbursements from this budget allowances.
- Work with the Chair to prepare the agenda for the non-profit meeting.

Section 6 — Tribal Council are required to attend regular (yearly) or special meetings of the non-profit. A Board Member who is absent from a regular or special meeting of the Board shall be required to reevaluate with the Chair of the Board his or her commitment to the non-profit.

Section 7 — Special meetings: Special meetings of the Board may be called by the Chair or Treasurer of the Board of Directors.

Section 8 — Voting: Voting is by unanimous consent or by oral vote at an in-person, teleconference, or videoconference meeting. All members of the Board, including the Chair, may vote. When a quorum is present, a majority of the votes cast is sufficient for the adoption of any motion that is in order. Tribal Council *ex officios* attending a meeting may participate in the discussion but not vote.

ARTICLE IV — COMMITTEES

Section 1 — Committee formation: The Tribal Council may create committees as needed, such as fundraising, public relations, data collection, etc. The Chair of the Board of Directors appoints all committee chairs, exception Finance Committee as set forth in this article, Section 3.

Section 2 — Executive Committee: The four officers serve as the members of the Executive Committee of the Board of Directors.

Section 3 — Finance Committee: The treasurer is the chair of the Finance Committee, which includes the three other officers of the Board. The Finance Committee is responsible for developing and reviewing fiscal procedures and fundraising plans with staff and other Tribal Council members. The financial records of the organization are public information and shall be made available to Tribal Council members by request and to the public by request at a Tribal Council quarterly meeting.

ARTICLE V — AMENDMENTS

Section 1 — Amendments: These bylaws may be amended, when necessary, by two-thirds majority vote of the Board of Directors including the Chair. Proposed amendments must be submitted to the secretary. The secretary is responsible for disseminating the proposals to all Board members via email or other private information technology or electronic means.

By-laws for the Lipan Apache Tribe of Texas, Inc., adopted 08/25/07; amended 05/01/21.

