

SAULT STE. MARIE TRIBE OF CHIPPEWA INDIANS
SPECIAL NEEDS/ENROLLMENT COMMITTEE CHARTER
JANUARY 1994

ARTICLE I - PURPOSE

The purpose of the Special Needs/Enrollment Committee is to review the activities of the Enrollment Department of the Sault Ste. Marie Tribe of Chippewa Indians. The functions of the Special Needs/Enrollment Committee will include, but not be limited to:

(1) Recommend policies and assist with the development of administrative procedures of the Enrollment Department. Also assist and advise the Board of Directors on implementation of policy and procedures.

(2) Review client appeals pertaining to the Enrollment application and to establish procedures to fairly address those appeals.

ARTICLE II - AUTHORITY

The authority of the Special Needs/Enrollment Committee is expressly derived from the action of the Board of Directors. There is no other source of authority for the Special Needs/Enrollment Committee.

ARTICLE III - METHOD OF APPOINTMENT

There will be twelve (12) members appointed to the Special Needs/Enrollment Committee. The appointment to the Special Needs/Enrollment Committee shall be made by the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians. District (1) shall have five representatives, district (2) shall have two representatives, district (3) shall have two representatives, district (4) shall have two representatives, district (5) shall have one representative. In the event no interested parties are available, members will be appointed at large.

All letters of intent to serve on the Special Needs/Enrollment Committee will be forwarded to the Special Needs/Enrollment Committee for review with recommendations made to the Board of Directors.

ARTICLE IV - TERM OF APPOINTMENT

The term of appointment shall be for 2 calendar years. Initial appointments will require a letter of intent and 3 letters of reference from Tribal Members residing in the unit of appointment. All reappointments to the Special Needs/Enrollment Committee shall require only a letter of intent.

Each member unable to attend a regular or special meeting of the Special Needs/Enrollment Committee shall notify the Secretary of the Enrollment Department of his or her expected absence.

Members having two consecutive unexcused absences or six excused absences during any twelve month period shall forfeit their membership. Excused absences will be only for sickness, work related absence, death in the family, or adverse travel conditions. The Chairperson shall declare their seat vacant and shall direct that a letter be sent to the Tribal Chairperson informing him/her of the action.

All resignations shall be forwarded to the Tribal Chairperson for declaration of vacancy.

All vacancies shall be filled in accordance with the provisions of Article III of the Committee Charter.

ARTICLE V - QUORUM

A quorum shall be constituted by at least 50% of the active members of the entire membership of the Special Needs/Enrollment Committee.

ARTICLE VI - THE ENROLLMENT COMMITTEE LEADERSHIP

The leadership envisioned by the Special Needs/Enrollment Committee Charter is a Chairperson who is appointed by the Board of Directors and a Vice Chairperson who shall be elected by the Special Needs/Enrollment Committee.

ARTICLE VII - DUTIES OF THE CHAIRPERSON

The Chairperson shall preside at all meetings of the Special Needs/Enrollment Committee. The Chairperson shall present all Committee matters requiring action to the Tribal Board of Directors. The Chairperson is only eligible to vote in matters concerning a tie during Special Needs/Enrollment Committee meetings.

The Chairperson shall be responsible for scheduling regular meetings and shall have the responsibility for calling special meetings of the Special Needs/Enrollment Committee. Five (5) days notice must be given before a special meeting, if at all possible.

ALL MEETINGS SHALL BE LIMITED TO THE APPOINTED COMMITTEE MEMBERS UNLESS ATTENDANCE IS REQUIRED BY THE SPECIAL NEEDS/ENROLLMENT COMMITTEE.

He/She shall have the responsibility for conducting all Special Needs/Enrollment Committee meetings in an orderly manner and for submitting all minutes from each meeting to the Board of Director's secretary.

ARTICLE VIII - METHOD OF AMENDMENT

This charter can be amended by any of the following two (2) methods:

1. By majority vote of the Tribal Board of Directors.
2. By recommendation of the Executive Directors and approval of the Board of Directors.