

# Operating Agreement

Of

**Crooked River Local Longhouse, Inc.**

**Adopted: May 10, 2004, Rev 1, March 2, 2005**

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## National Agreement Provisions

### ARTICLE I PURPOSE & MOTTO

Section 1. Purpose of the Organization. The purpose of the Crooked River Local Longhouse, Native Sons & Daughters Program is to foster a deepening of the relationship between a father and his son or daughter. The attainment of this goal is achieved through the sponsorship by the program and various activities. Attendance at some of these activities is restricted to the father and his child; other activities encourage the attendance of the entire family.

Section 2. Motto of the Organization.

Native Sons – “Pals Forever”

Native Daughters – “Friends Always”

### ARTICLE II MEMBERS

Section 1. Members. The only members of the Organization (hereinafter to be known as the Crooked River Local Longhouse and sometimes described herein as the Longhouse) shall be those members who have paid their dues and submitted a membership application and had their names included on the Longhouse roster. Membership is open year round to all elementary school aged children, that are age 5 , and their fathers provided that such person agrees to the Longhouse’s and National Longhouse, Ltd.’s terms and conditions for membership. In the absence of the biological father, a surrogate father may substitute. Such surrogates include, but are not limited to, adoptive father, grandfather, uncle, or brother. Because of the responsibilities involved, the surrogate must be at least 18 years of age. Membership shall not be extended to persons who have been convicted of any crime against a child, whether or not such person is legally declared a pedophile.

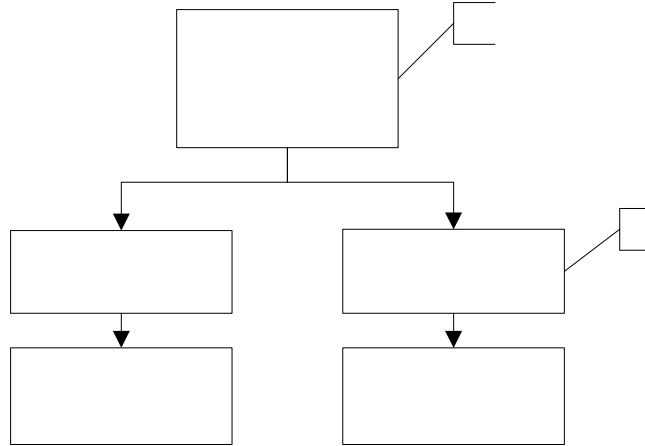
Section 2. Member Groupings (Tribes). The smallest organizational unit is a Tribe. A Tribe usually consists of six to twelve fathers and their children.

Section 3. Groups of Tribes (Nations). If deemed necessary by the Longhouse, Tribes shall be further categorized and assigned to a grouping based upon geographic location, gender, or age of the children involved, (herein after to be known as a Nation). The number of Nations shall be

such number as the Longhouse decides, but not less than two (2). A group of four to eight tribes form a Nation. Suggested Nations names are:

Fire, Smoke, Sky, Earth, Coastal, Prairie, Mountain, River

The Longhouse Chief will appoint the Tribes to each Nation as needed and determine the Nation's name.



Section 4. Gender Pairing of Members. Parents and their children within each Tribe or Other Member Grouping shall all consist of only one (1) of the following two (2) possible gender-pairing combinations: fathers and sons; fathers and daughters, hereto referred to as a Program of the Longhouse. If circumstances warrant, a new Program, nation and/or tribes may be added for moms and sons or moms and daughters. This would require a majority vote of the Longhouse Council.

Section 5. Exceptions to Gender Pairing. Two or more of the above possible gender-pairing combinations may be allowed within a tribe or Other Member Grouping when granted by this Longhouse for the sole purpose of developing a newly formed or under-enrolled National Longhouse program, or its program version, into a self-sustaining program, or program version, that utilizes only one gender-pairing combination as originally designed by National Longhouse, Ltd.

*(Footnote: We would allow a Dad and Daughter to join a Dad and Sons Tribe only if it were believed that in doing so, it would get more Dads and Daughters to join, which would then allow them to split off and form their own Dad and Daughter Tribe and hopefully develop more Dad and Daughter Tribes.)*

Section 6. Other Member Groupings. All or a portion of the members may be categorized and assigned to other types of groupings, based upon the age of the children involved, when required by a National Longhouse program or its program version.

### ARTICLE III TRIBE OFFICERS

Section 1. Tribe Officers. Each Tribe shall nominate and elect a Tribe Program Officer (herein after to be known as a Tribe Chief) to operate the Tribe's affairs and programs of this Organization. Each Tribe may nominate and elect additional Tribe Officers to assist with Tribe operations as outlined in the handbook. Tribal Chiefs are responsible for providing representation at the monthly

Longhouse meetings and are the liaison between the Longhouse Council and the Longhouse members.

ARTICLE IV  
NATION OFFICERS (NATION CHIEFS)

Section 1. Nation Officers (Nation Chiefs). If Nations are deemed necessary by the Longhouse, then there shall be one (1) Nation Chief per nation. Nation Chiefs shall represent their respective tribes at Council meetings and shall be responsible for communication between the council and the Tribal chiefs. They should contact their tribes before each monthly Longhouse meeting to insure attendance, and should strive to participate in at least one tribal meeting per tribe each year. They should attend at least one monthly meeting for each of their tribes to introduce themselves and gauge the status of the tribe and its functions.

ARTICLE V  
LONGHOUSE OFFICERS (LONGHOUSE ELDERS)

Section 1. Longhouse Council. The Longhouse shall have a Longhouse Administrative Body (herein after to be known as the Longhouse Council) that shall act as the Board of Trustees of Crooked River Local Longhouse, Inc., and consist of:

- A) the Longhouse Elders from each Program (ex officio),
- B) two (2) Regional Advisory Lodge Representatives, unless they are otherwise a member of the Longhouse Council as a Longhouse Elder or Nations Chief, and
- C) the Delegation of Tribes if no Nations exist, or the Nation Chiefs from each Nation, if Nations are formed by the Longhouse (ex officio).

Section 2. Longhouse Officers (Longhouse Elders). The Longhouse Elders shall consist of all persons nominated and elected to said office. The number of officers (hereinafter called Longhouse Elders) shall be such number as the Longhouse Council shall nominate and elect, but shall not be less than three (3) for each Program of the Longhouse and which shall consist of at least the following:

- A.) Longhouse President (Longhouse Chief). The Longhouse Chief(s) shall preside at all meetings of the Longhouse Elders and the Longhouse Council. The Longhouse Chief(s) shall be the Chief Executive Officer(s) of the Longhouse unless otherwise determined by the Longhouse Council, and shall have general supervision over its property, business and affairs, and perform all the duties usually incident to such office, subject to the directions of the Longhouse Council. As approved by a quorum of the Council, the Longhouse Chief may execute all authorized deeds, mortgages, bonds, contracts and other obligations, in the name of the Longhouse; may appoint counsel to represent the Longhouse; and, shall have such other powers and duties as may be

prescribed by the Longhouse Council.

B.) Sachem. Serve as induction officer at the annual induction ceremony. Advise and assist the Longhouse Chief as required. Direct Alumnus activities

C.) Longhouse Treasurer (Longhouse Wampum Bearer). The Wampum Bearer shall have the custody of the corporate funds and securities and shall provide for full and accurate accounts of receipts and disbursements in books belonging to the Longhouse and shall deposit all moneys and other valuable effects in the name and to the credit of the Longhouse in such depositories as may be designated by the Longhouse Council. See Article XI for further clarification of the Wampum Bearer duties.

i.) Disbursements of Funds. The Wampum Bearer shall disburse the funds of the Longhouse as may be ordered by the Longhouse Council, taking proper vouchers for such disbursements, and shall render to the Longhouse Chief and the Longhouse Council, at its regular transactions as Wampum Bearer and of the financial condition of the Longhouse.

ii.) Bond May Be Given. If required by the Longhouse Council, the Wampum Bearer shall give the Longhouse a bond (which shall be renewed annually) in such sums and with such surety or sureties as shall be satisfactory to the Longhouse Council for the restoration to the Longhouse, in case of death, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind belonging to the Longhouse in the possession or under the control of said person.

D) Additional Longhouse Officers (Optional).

i) *Assistant Chief:*

a) Assist the Longhouse Chief as necessary

ii) *\*Medicine Man:*

a) Assist in all areas of the camp out preparation. Makes and distributes feathers for events, camps, etc. Direct election of Longhouse officers.

iii) *\*Awards Chief:*

a) Oversee procurement of patches, beads, and awards and distribute these to the sponsoring Tribes

b) Oversee procurement of headdresses and feathers for incoming Tribes and Officers

c) Approve community service and Longhouse functions

iv) *\*Longhouse Recorder (Longhouse Tally Keeper):*

a) The Tally Keeper shall attend and keep the minutes of all meetings of the

Longhouse Elders or the Longhouse Council.

- b) The Tally Keeper shall keep such books as may be required by the Longhouse Council Members, shall certify the records of the Longhouse as necessary, and shall give all notices of meetings of the Longhouse Council, provided, however, that any persons calling such meetings may, at their options, themselves give such notice.
  - e) The Tally Keeper is responsible for keeping track of the points earned by each tribe and verifying the validity of said points.
  - d) The Tally Keeper shall have such other powers and duties as may be prescribed by the Longhouse Council.
- v) *\*Smoke Signal Editor:*
- a) Coordinate and prepare information for the monthly publication of the Smoke Signals.
  - b) Ensure that details relevant to upcoming Longhouse events are published in the Smoke Signals at least two months before the event.
  - c) Oversee the assembly and mailing of the Smoke Signals.
- vi) *\*Assistant Smoke Signal Editor:*
- a) Assist Smoke Signals editor as necessary Assist sponsoring Tribes in the preparation of informational material regarding upcoming events for inclusion in the Smoke Signals
- vii) *\*Property Chief:*
- a) Maintain an inventory of all property owned by the organization
  - b) Be responsible for return of items loaned to Tribes for use at Longhouse events
- viii) *\*Membership Chief:*
- a) Oversee and direct Indian Program recruitment
- ix) *\*Event Chief:*
- a) Develop camping schedules, other events, and overseeing contracts
  - b) Maintain an event information folder for each event to assist in the event's preparation
- x) *\*Assistant Event Chief:*
- a) Assist the Event Chief as necessary in an apprenticeship position
  - b) Assist OIC in preparation of informational material regarding upcoming events
- xi) *\*Ceremonial Chief:*
- a) To oversee the organization and directing of ceremonies and activities at all Longhouse Campfires and functions

xii) *\*Cyber Chief:*

- a) To oversee the creation and maintenance of the Longhouse web site, [www.crookedriver.org](http://www.crookedriver.org).

\* Indicates a single combined officer position that represents the whole longhouse.

Section 3. Tenure of Office.

- A) Longhouse (Program) Chief: Recommended term limit is one (1) year. The only condition for a chief to run for consecutive terms would be if the longhouse members present no new candidates at election time.
- B) Other Officers: The recommended term limit is three (3) years. The only condition for an officer to run for additional terms would be if the longhouse members present no new candidates at election time.

Section 4. Vacancies. Any vacancy occurring in any office of the Longhouse during the course of the year shall be filled by a person designated by the consensus of the Longhouse Chiefs for the remainder of the term.

Section 5. Removal.

- A) By Longhouse Member(s): A Longhouse member may petition the council to remove an officer. Discussions about the requested removal will be scheduled for the next regularly scheduled Council meeting. The member(s) must be present at the Council meeting to present the case against the officer. Removal will follow the procedure outlined below in section V.5.B.
- B) By Longhouse Officer(s): If a Longhouse officer(s) makes a motion, at a regularly scheduled Council meeting, to remove an officer, then the floor must be opened for discussion. After discussions are concluded, and if the motion is seconded, and a quorum of officers is present, then a vote will be taken. A vote of 75% or more is needed to remove an officer.

Section 6. Compensation. No officer, Nation Elder or Longhouse Elder shall receive compensation for his services as officer, Nation Elder or Longhouse Elder, but the Longhouse may reimburse reasonable out-of-pocket expenses incurred in the performance of the officer's, Nation Elder's, or Longhouse Elder's duties. Additionally, the Longhouse Chief(s) may have the fees for themselves and their children paid for as an incentive to attend as many non-family campouts as possible. A majority vote of the council may rescind this practice for the balance of the then current program year only.

Section 7. Line of Succession for Presiding Officer at Longhouse Activities. Unless designated otherwise for a specific activity, the line of succession for presiding officers at Longhouse activities (e.g. Longhouse Meetings, camp outs, etc.) shall be: Longhouse Chief, Assistant Chief, Sachem, Officer in Charge of event, Wampum Bearer, Event Chief, Ceremonial Chief, Medicine Man, Tally Keeper, Award Chief, Membership Chief, and Council Chief.

ARTICLE VI  
ELECTION OF OFFICERS and ELDERS

Section 1. Election of Officers and Elders. The election of officers shall be conducted on an annual basis, and occur at the August Longhouse Meeting. Any member of the organization may be nominated for any open position, as long as they are Longhouse members in good standing. All positions are open, except Sachem, which is filled by the preceding Longhouse Chief.

Each term of office is for one year, beginning on November 1 and ending on October 31. For each term of office, an individual may hold only one position, with the exception of Sachem.

Nominations for officers will commence at the June Council Meeting and conclude at the July Longhouse Meeting. For inclusion on the ballot, the nominee must accept the nomination, and nominations must be received prior to the end of the July Longhouse Meeting by the Medicine Man. Officer candidate nominations received by the July Longhouse will be published in the August Smoke Signals, listing the officer positions and the names of the respective nominees. A sample ballot and available candidate material will be handed out at the July Longhouse Meeting, or published in the August Smoke Signals.

Election of the officers will occur at the August Longhouse Meeting, where the official ballot will be handed out. Each tribe must have its Chief or tribal representative present at the August Longhouse Meeting to receive the ballot and cast the vote, with the ballot being returned to the Medicine Man at the August Longhouse meeting. Each Tribe has one vote for each elected position. Election will be by majority vote of the Tribes represented at the August Longhouse Meeting. Native Daughters Tribes vote for Native Daughters officers; Native Sons Tribes vote for Native Sons officers; both Native Daughters and Native Sons Tribes vote for Combined Longhouse officers. For the purpose of nomination and voting, the Nation Chief position will be considered as a Combined Longhouse office.

Elected officers will be considered “officers-elect” until taking their respective offices effective November 1<sup>st</sup>. Oath of office will be taken at the annual induction ceremony.

Section 2. Election of Other Officers and Elders. The Longhouse Council and all Tribes may appoint such other officers and agents as it shall deem necessary who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the appropriate Council or Tribe.

Section 3. Officer and Elders Disclosure Statement. Each officer, Nation Elder, or Longhouse Elder shall be required to complete an Officer/Volunteer Disclosure Statement, which shall be submitted to the National Longhouse, Ltd. offices. Such application shall require a.) That each officer, Nation Elder, or Longhouse Elder shall consent to having a criminal background check, b.) an affirmative affirmation under oath that such person has not been convicted of a crime involving fraud, embezzlement, financial impropriety, moral impropriety with a child, c.) An affirmative affirmation, under oath, that such person has not been charged with a crime involving moral impropriety with a child whereby such charges have not yet been dismissed.

Section 4. Delegation of Duties. The Longhouse Council is authorized to delegate the duties of any officers to any other officer, and generally to control the action of the officers and to require the performance of duties in addition to those mentioned herein.

## ARTICLE VII MEETINGS OF THE LONGHOUSE COUNCIL

Section 1. Place of Annual Meetings. All annual meetings of the Longhouse Council shall be held at the principal office of the Longhouse or at such place within or without the geographic area served by the Longhouse, as shall be designated from time to time by the Longhouse Council and stated in the notice of the meeting.

Section 2. Annual Meetings. Annual meetings of the Longhouse Council shall be held on the **first Monday of December**, if not a legal holiday, and if a legal holiday, then on the next secular day following, at 7 P.M., or at such other day and time as shall be designated by the Longhouse Council, and transact such other business as may be properly brought before the meeting. The first annual meeting shall be held in 2004. Items for review at the annual meeting shall include, but not be limited to, Budget for the new year, Financial report from prior year, Financial Status, membership, events.

Section 3. Notice. Written notice of the annual meeting stating the place, date and hour of the meeting shall be given to each Longhouse Council Member not less than seven (7) and not more than sixty (60) days before the date or the meeting or as otherwise designated by the Longhouse Council.

Section 4. Special Meetings. Special meetings of the Longhouse Elders or Longhouse Council, for any purpose or purposes, unless otherwise prescribed by statute or by the Articles of Organization, may be called by the Longhouse Chief, or in the case of the Longhouse Chief's absence, death or disability, the Assistant Longhouse Chief, authorized to exercise the authority of the Longhouse Chief. Such request shall state the purpose or purposes of the proposed meeting.

Section 5. Notice of Special Meeting. Written notice of a special meeting stating the place, date and hour of the meeting and the purpose or purposes for which the meeting is called, shall be given not less than seven (7) nor more than sixty (60) days before the date of the meeting, or as otherwise designated by the Longhouse Council, to each Longhouse Council Member.

Section 6. Quorum. A simple majority of Longhouse Council Members present, in person or represented by proxy, shall constitute a quorum at all meetings of the Longhouse Council for the transaction of business except as otherwise provided by statute or by the Articles of Organization. If, however, such quorum shall not be present or represented at any meeting of the Longhouse Council, the Longhouse Council Members, present in person or represented by proxy, shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting from

time to time until a quorum shall be present or represented. At such adjourned meeting at which a quorum shall be present or represented, any business may be transacted which might have been transacted at the meeting as originally notified. If the adjournment is for more than thirty (30) days, or period as agreed upon by the Longhouse Council, a notice of the adjourned meeting shall be given to each Longhouse Council Member of record at the meeting.

Section 7. Voting. When a quorum is present at any meeting, the vote of 75% or more of the Longhouse Council Members present in person or represented by proxy shall decide any question brought before such meeting, unless the question is one upon which by express provision of statute or of the Articles of Organization, a different vote is required in which case such express provision shall govern and control the decision or such question.

Additionally, each Longhouse Council Member, when voting shall only be entitled to one (1) vote, notwithstanding that such person may hold more than one position as an officer of the Longhouse.

Section 8. Voting by Proxy. Whenever voting by a Longhouse Council Member is referenced or permitted by proxy in these Articles, a valid proxy must be in writing, signed by the Longhouse Council Member who is giving the proxy, and given to the person who will be voting the proxy. A copy must be provided to the Longhouse Tally Keeper prior to beginning of the meeting. If the proxy is not provided to the Longhouse Tally Keeper prior to the beginning of the meeting and completion of the roll call of members present, then such proxy shall be deemed invalid and may not be exercised. A proxy may be specific, based upon the issues described in the meeting announcement, or may be general in its scope for any issues that come before the Longhouse Council at the announced meeting.

Section 9. Written Consent of Longhouse Council Members. Any action required to be taken at any annual or special meeting of Members of the Longhouse Council, or any action which may be taken at any annual or special meeting of such Longhouse Council Members, may be taken without a meeting, without prior notice and without a vote, if a consent in writing, setting forth the action so taken, shall be signed by a two-thirds majority of all the Longhouse Council Members.

## ARTICLE VIII NOTICES

Section 1. Notices. Whenever, under the provisions of the statutes or of the Articles of Organization or of this Operating Agreement, notice is required to be given to any Longhouse Council Member, it shall not be construed to require personal notice, but such notice may be given in writing, by mail, fax or e-mail, addressed to such Longhouse Council Member or Longhouse Council Members, at the address, fax phone number, or e-mail address which appears on the records of the Longhouse, with first class postage thereon prepaid, if mailed, and such notice shall be deemed to be given at the time when the same shall be deposited in the United States mail, or by fax or e-mail, at the address, fax phone number, or e-mail address which appears on the records of the Longhouse.

Section 2. Waiver of Notice Whenever any notice is required to be given under the provisions of the statutes or of the Articles of Organization or this Operating Agreement, a waiver thereof in

writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent thereto. The attendance of any Longhouse Council Member at any such meeting without protesting, prior to or at the commencement of the meeting, the place of proper notice shall be deemed to be a waiver by him of notice to such meeting.

## ARTICLE IX COMMITTEES

Section 1. Committees. The Longhouse Council may, by resolution passed by a majority of the whole Longhouse Council, designate one or more committees, each committee to consist of three (3) or more of the Longhouse Council Members or other Members of the Longhouse. The Longhouse Council may designate one (1) or more Longhouse Council Members or other Members of the Longhouse, as alternate members of any committee, who may replace any absent or disqualified member at any meeting of the committee. Any such committee, to the extent specifically provided in the resolution of the Longhouse Council, shall have and may exercise all the powers and authority of the Longhouse Council in the management of the business and affairs of the Longhouse. No such committee shall have the power or authority to fill vacancies among the Longhouse Council Members or in any committee of the Longhouse Council. Such committee or committees shall have such name or names as may be determined from time to time by resolution adopted by the Longhouse Council.

Section 2. Minutes. Each committee shall keep regular minutes of its meetings and report the same to the Longhouse Council when required.

## ARTICLE X PROGRAMS

Section 1. Adopted Programs and Versions. The Longhouse shall operate as a single organization franchised through National Longhouse, Ltd. and as an affiliate of the Native Sons and Daughters Programs or any other program operated by National Longhouse, Ltd. The Longhouse Council shall determine by a 75% majority vote, which version or versions of the Native Sons and Daughters Programs, or other National Longhouse program, the Longhouse shall operate and offer to its membership.

Section 2. Native Dads and Sons. Tribes consisting of fathers and sons shall operate under the Native Dads and Sons program of the National Longhouse, Ltd. "Fathers" may be a natural father, a person who has legally adopted his son, a male legal guardian, a male foster parent, or other male adult with the written consent of the child's legal guardian.

Section 3. Native Dads and Daughters. Tribes consisting of fathers and daughters shall operate under the Native Dads and Daughters program of the National Longhouse, Ltd. "Fathers" may be a natural father, a person who has legally adopted his daughter, a male legal guardian, a male foster parent, or other male adult with the written consent of the child's legal guardian.

Section 4. Native Moms and Sons. Tribes consisting of mothers and sons shall operate under the Native Moms and Sons program of the National Longhouse, Ltd. “Moms” may be a natural mother, a person who has legally adopted her son, a female legal guardian, a female foster parent, or other female adult with the written consent of the child’s legal guardian.

Section 5. Native Moms and Daughters. Tribes consisting of mothers and daughters shall operate under the Native Moms and Daughters program of the National Longhouse, Ltd. “Moms” may be a natural mother, a person who has legally adopted her daughter, a female legal guardian, a female foster parent, or other female adult with the written consent of the child’s legal guardian.

## ARTICLE XI FINANCIAL METHODOLOGY

Section 1. The Longhouse shall maintain one checking (main disbursing account) and an optional savings account. Consideration should be given (and annually reviewed) to maintaining the savings in an investment-type account; e.g., a money market, or mutual account.

Section 2. Authorized signers on all accounts will be: one Wampum Bearer, both Longhouse Chiefs, and one additional officer at the discretion of the three names (e.g., Council chief, a Sachem, etc.). The second Wampum bearer shall not have signature authority on any account.

Section 3. Regardless of membership level of the longhouse, two Wampum Bearers (treasurers) will hold office.

Section 4. One Wampum Bearer will have check writing authority, validating all disbursements have sufficient support (invoice receipts); no disbursements will be made without support. This Bearer shall maintain the official check register, and will not have access to the monthly bank statement.

Section 5. All disbursements exceeding \$250 require two signatures. Invoice receipts will be documented with the purpose (i.e., camp craft, party supplies, etc.) prior to forwarding the support to the second Bearer.

Section 6. The second Wampum Bearer will maintain the financial records. All disbursements will be recorded in the financial records by event and purpose. The Bearer will be responsible for monthly reconciliation of the checkbook to the bank statements. Bank statements should only be opened by this Bearer.

Section 7. An annual budget will be presented to the officer group (both the then current and officers elect) at the November officers meeting. The budget will be approved by simple majority of the present officers. The budget will remain in effect unless financial circumstances make it prudent to adjust expectations. Revisions must be presented to the Officer corps and approved by simple majority.

Section 8. Receipts (dues, donations and event fees) will be received in a variety of manners. Do to the nature of the organization; segregation of duties is not feasible. The help track funds, pre-numbered tickets should be used when appropriate; checks will be listed and accounted for; tribal registration forms will reconcile to receipts. Receipts will be categorized as to purpose – restricted (such as event fees) and unrestricted (such as annual membership dues).

Section 9. Financial presentation will be in accordance with GAAP (generally accepted accounting procedures) under a modified accrual basis.

Section 10. Quarterly financial positions will be published in the monthly Smokes one month after the fiscal quarter end. Fiscal quarters are: January 31<sup>st</sup>, April 30<sup>th</sup>, July 31<sup>st</sup>, and October 31<sup>st</sup>.

Section 11. Annual statements will be presented and discussed with the membership at the December Longhouse meeting.

Section 12. Prior to the financial presentation, one officer and two general members will review the financial records. They will each be independent of the Wampum function, and preferably possess basic accounting knowledge. While not a formal audit, their review will constitute an independent evaluation of the financial presentation stipulating the records are reasonably stated and supported, and that controls and processes are functioning as intended. This will be based on test samples of transactions and discussion with both wampum bearers.

Section 13. Prepare (or outsource to appropriate professionals) annual federal and state financial filings (information returns, etc.). Completed documents to be signed by the Longhouse Chief(s) prior to submission.

Section 14. Returned Check Policy: The Longhouse shall be permitted to recoup any and all costs associated with a returned check. The minimum fee to be charged to any person who issues a bad check to the Longhouse shall be \$20.00.

## ARTICLE XII INDEMNIFICATION OF LONGHOUSE ELDERS, OFFICERS AND AGENTS

Section 1. Scope of Indemnification. The Longhouse shall indemnify each Longhouse Elder and officer, each former Longhouse Elder and officer, and each person who is serving or has served at its request as a Longhouse Elder, or officer of another enterprise and, may indemnify any employee or agent, any former employee or agent, and any person who is serving or has served at its request as an employee or agent or any other enterprise against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement, to the fullest extent from time to time permitted by the laws of the State or Local Area in which the Longhouse exists, and according to any procedures and requirements of such laws, in the event any of such persons shall be made, or be threatened to be made, a party to any action, suit or proceeding, whether criminal, civil, administrative, or investigative, by reason of serving or having served as a Longhouse Elder, officer, employee or agent of the Longhouse or of another enterprise at the request of the Longhouse. As used herein, the terms Longhouse Elder, officer, employee and agent shall include their heirs and personal

representatives. The Provisions of this paragraph shall be limited as required by the provisions for Nonprofit Corporations of the State or Local Area in which the Longhouse exists, to the extent that the laws of the State or Local Area in which the Longhouse exists are applicable. Indemnification will be provided by policy secured on behalf of the Crooked River Local Longhouse, Inc. by the National Longhouse Ltd. as agreed at the programs inception. If the National Longhouse, Ltd fails to secure said policy, then the Elders of the Crooked River Local Longhouse, Inc. shall obtain a policy and the costs shall be allocated to the membership.

Section 2. Insurance. The Longhouse is authorized to purchase and maintain insurance on behalf of any person who is or was a Longhouse Elder, officer, employee or agent of the Longhouse, or is or was serving at the request of the Longhouse as a Longhouse Elder, officer, Longhouse elder, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred in any such capacity, or arising out of the status as such, whether or not the Longhouse would have the power to indemnify such person against such liability under the provisions of this Article.

### ARTICLE XIII GENERAL PROVISIONS

Section 1. Annual Report. The Longhouse Elders shall present at each annual meeting, and at any special meeting of the Longhouse Council when called for by vote of the Longhouse Council Members, a full and clear statement of the business and condition of the Longhouse. At every annual meeting of the Longhouse Council, the Longhouse Elders shall cause to be presented a balance sheet and statement of profit and loss for a period ended not more than one (1) months before the meeting.

Section 2. Rosters. The Longhouse shall send an updated copy of the local longhouse general membership roster within thirty (30) days of any addition to the roster to the National Longhouse Tally Keeper. The Longhouse shall also send a roster of the Longhouse Elders, officers and adult volunteers, with Social Security numbers and consent to background checks no later than thirty (30) days prior to such persons taking office.

Section 3. Fiscal Year. The fiscal year of the Longhouse shall be fixed by resolution of the Longhouse Council.

Section 4. Trademark and Copyright Protection. The Longhouse shall be responsible for protecting all trademarks and copyrights of National Longhouse, Ltd. during its operations. Service marks, registered trademarks, copyright designations, and other symbols, logos, icons, or other product identifications shall be used in accordance to procedures as prescribed by National Longhouse, Ltd.

Section 5. Amendments. This Operating Agreement may be altered, amended, repealed or replaced by an affirmative vote of a 75% majority of the Longhouse Council empowered to vote thereon at any meeting called and held for that purpose, notice of which meeting has been given, or, vote

thereon provided that a quorum is present.

Notwithstanding the above permission to modify this Operating Agreement, no modification shall be permitted, nor effective, to the National Agreement Provisions or to the extent it would be inconsistent with the National Longhouse by-laws, rules and regulations, or other terms and conditions established by National Longhouse, Ltd., unless such National Agreement Provisions or National Longhouse by-laws, rules and regulations, or other terms and conditions established by National Longhouse, Ltd., are otherwise made modified and effective by National Longhouse, Ltd.

### Local Agreement Provisions

#### Section 1. COUPING:

- A) Define COUP: to physically tag an officer of the Longhouse, saying “I coup you!”
- B) Officers can be couped by any current Longhouse member.
- C) Couping can occur at any **non-Longhouse** sponsored event.
- D) At the discretion of the officer, he may ask the child about the tribal aims or the slogans.
- E) An officer cannot be couped at his own home – although it would be the officer’s prerogative to accept the coup.
- F) An exemption is also available (at the discretion of the officer) to officers performing Longhouse duties; e.g., delivering materials to another officer’s home, working on event preparation, etc.
- G) Feathers shall be presented to the child within three (3) months of the coup. The awarded feather may not be presented to the father. It is preferable that the award be presented in a public forum such as camp, etc.; however, this is not always possible, and it is more important to present the award to the child within a strict period.
- H) Feathers should be identifiable; suggested designs should be compatible with Native American culture or identifiable with the officer’s duties and/or Indian name.

#### Section 2 Camp Out Policy:

- A) Attendance:
  - i) Sign up for attendance at camp outs shall be first offered for sign up to reigning HONOR and Gold Award Tribes at the first Longhouse meeting designated for collection. After that, remaining spots will be on a first come, first served basis, excluding winter Y-Noah, which is reserved for new tribes first, then other tribes. After the evening of the first Longhouse meeting that offers sign-up for an event, all requests will be processed on a first come, first serve basis.
  - ii) Because attendance at camp outs is limited by the capacity at the individual campground, after the camp has been filled, the names of those wishing to attend will be placed on a waiting list in order of priority based on the time at which their names are entered onto the list with the Officer in Charge for that camp out.

- B) Cabin Assignments: Cabin assignments will be made by the sponsoring Tribe, with the OIC and Sponsor Tribes having first choice of premium cabins. Reigning Honor Tribes receive next choice.
- C) Payment: Attendance at camp outs is limited to those who have paid admission to the camp out. Payment for camp out is expected at the time of sign-up. If payment cannot be made at the time, special arrangements should be made by the individual with the Wampum Bearer: the Chief should be informed of these arrangements.
- D) Refund: Refund of camp out payment to individuals who have paid and are subsequently unable to attend will be made only if a replacement is found and approved by the Wampum Bearer. To procure a replacement, the waiting list of the Longhouse has first priority. Therefore, the procedure for an individual to follow to obtain a replacement is to first contact the Wampum Bearer to ascertain if there are any individuals on the waiting list. If there are not, then the individual needing a replacement may contact any member of the organization to serve as the replacement.
- E) Alcohol: Alcohol is forbidden at all Longhouse functions.

Section 3. Longhouse Events: The Longhouse will plan and execute a yearly calendar of events. This calendar will include the scheduled dates of all Longhouse activities, the Officer in Charge of the event, and the sponsoring and assisting Tribes. These events, which include camp outs and other activities, will be published two months in advance in the program's newsletter, "Smoke Signals". Each event will have a designated officer to oversee the planning of the event. This officer is designated Officer in Charge (OIC). (see below)

All Tribes are encouraged to sponsor or assist on at least one event per year. The sponsoring Tribe is responsible for assisting the OIC in all activities necessary for the preparation and conduct of the event. The assisting Tribe, if one is appointed, will assist the sponsoring Tribe as needed. Positions of assisting Tribes will be reserved for first year Tribes. Assignment of Tribes to events is done at Longhouse Meetings on a voluntary basis. If no Tribe volunteers for an event, a Tribe will be appointed to it by either the Sons or Daughters Longhouse Chief. Sponsoring tribes should not be the same tribe that the OIC is a member of unless no other tribe volunteers at the Longhouse meeting.

For each event, the Event Chief will retain a folder containing information to assist in the preparation for the event. The Tribe that sponsors an event is responsible for updating the folder and returning it to the Event Chief. The Officer in Charge will be available to assist in the updating of the folder.

#### Section 4. Officer in Charge (OIC):

- A) The Officer in Charge or OIC will be a Longhouse officer who will be responsible for the successful execution of an event, such as a party, parade, campout, etc. The OIC will work with the Wampum Bearers and Events Chief to plan the budget and scope of the event. He will coordinate all aspects of the event including but not limited to reservations, dues collection, crafts, patches, roster, cabin assignments, payment and advertising. The OIC need not directly perform all of these duties and it is understood that he is encouraged to enlist the help of Tribal Chiefs and their members to assist.
- B) Assistant OIC: Some larger events such as campouts may benefit from having an

assistant OIC to help. In this case, the Assistant OIC may not be an officer and should be a Tribal Chief who volunteers at a Longhouse meeting.

Section 5. Scheduled Meetings:

A) Tribe Meeting: Each Tribe is to meet on at least a monthly basis. The Tribal meetings are scheduled by the members of the Tribe.

B) Longhouse Meeting: The Longhouse Meeting occurs on the second Monday of each month. Attendance is open to all members of the organization and is required of all Longhouse Officers and Tribal Chiefs or Tribal Representatives.

The Longhouse Chiefs will be responsible for preparing an agenda for the meeting.

**Note:** In the event that a regularly scheduled Longhouse Meeting occurs on a holiday, the meeting may be rescheduled at the discretion of the presiding officers.

C) Officers Meeting: The officer's meeting occurs on the Wednesday preceding the Longhouse meeting of each month. Attendance is understood to be mandatory for the Longhouse officers, and is open to members at the invitation of the Longhouse Chiefs. Any officer who is unable to attend the meeting is required to inform his Chief of his intended absence before the meeting.

The Longhouse Chiefs will be responsible for preparing an agenda for the meeting.

**Note:** In the event that a regularly scheduled Officers Meeting occurs on a holiday, the meeting may be rescheduled at the discretion of the Longhouse Chiefs.

Section 6. Points:

Individual tribes can earn points by participating in, and sponsoring, various Longhouse events. The purpose of the points system is to provide a means of tracking participation in the Longhouse and also to assign tribes to the various achievement categories as follows:

A) Honor Tribes, The one Tribe in each Program of the Longhouse with the highest point total for the year, but only once during the lifespan of the tribe, or

B) Gold achievement, Tribes with 225 points or

C) Silver achievement, Tribes with 175 points or

D) Bronze achievement, Tribes with 125 points.

Points are submitted at the monthly Longhouse meeting on a standard form, Tribal Point Sheet, provided by the Talley Keeper. Point values for each activity are shown on the form. Requests for points must be submitted within 60 days of earning the points. Even though the Talley Keeper will review the point sheets for accuracy, it is up to the Tribes to accurately and honestly report their activity.

Any changes to the points system such as point quantities, allocation or other items, must be approved by the council prior to the beginning of a program year.

