

# **Bylaws of the SKODEN UA Group**

Executive Board Structure

University of Arizona

**Adopted: August 18, 2025**

## **Article I: Name**

The name of this organization shall be **SKODEN UA**, hereafter referred to as “**the Group.**”

## **Article II: Mission and Purpose**

The mission of Skoden UA at the University of Arizona is to build community among the Native faculty, staff and other interested professionals.

While open to all individuals from all backgrounds, the Group primarily exists to:

- Build a sacred space for community among Native American staff and faculty with safety, and healing, in addition to providing healthy activities that promote cultural values, languages, well-being, and relationship building.
- Promote cultural awareness, belonging, and representation across campus, via community gatherings, educational opportunities and tailored programming.
- Serve as a platform for advocacy, professional development, and support for staff and faculty.
- Collaborate with university departments, student organizations, and the broader community.
- Collaborate with existing groups to further amplify Native American values, knowledges, and place at the University of Arizona, this includes: The Native American Community Council, the Native American Faculty Association and Native American Student Affairs.

## **Article III: Membership**

### **Section 1: Eligibility**

Membership is open to all staff and faculty of the University of Arizona (excluding senior administrators and/or senior leadership) who identify as one of the following:

- 1) Native American, Alaska Native, Indigenous, and/or a descendant,
- 2) Support the mission and values of the Group,
- 3) Promote the success of Native American individuals within the institution.

### **Section 2: Categories**

- **Active Members:** Attend at least one meeting per semester and participate in one annual event.
- **Associate Members:** Supportive individuals who do not meet active status criteria.

### **Section 3: Process for Joining/Membership**

- Interested individuals should complete the Skoden\_UA Membership form.
- The Secretary will contact individuals and invite them to the next general meeting.
- During this time, individuals will officially be added to the active member roster.

## **Article IV: Leadership Structure**

### **Section 1: Executive Board**

The leadership team shall consist of:

- **Chair**
- **Co-Chair**
- **Secretary**
- **Treasurer**
- **Communications/Outreach Officer**
- **Events Chair**
- Optional: Cultural Chair, Student Liaison, etc. (ad-hoc)

### **Section 2: Duties**

- **Chair:** Leads meetings, represents the Group in official functions, handles reporting on behalf of the Group.
- **Co-Chair:** Assists the Chair (steps in when needed), oversees the election process.
- **Secretary:** Maintains meeting notes, attendance, archives.
- **Treasurer:** Manages budgets and coordinates purchases on behalf of the Group.
- **Communications Officer:** Handles social media, flyers, announcements.
- **Events Chair:** Coordinates events and delegates and oversees logistics on behalf of the Group.
- **[Other Roles]:** [Add descriptions as needed.]

### **Section 3: Chain of Command**

In the event of an absence, the following chain of command will be used to ensure proper representation and delegation on behalf of the Group.

- Chair,
- Co-Chair
- Secretary
- Treasurer
- Communications/Outreach Officer
- Events Chair

## **Article V: Elections**

- Elections shall be held annually in May, with leadership stepping into new roles at the beginning of the new fiscal year (July 1).
- All active members may vote during the election meeting, however, if unable to attend, shall provide written notice and votes to the Co-Chair prior to the election meeting.
- Officers serve a one-year term and may be re-elected (July 1 to June 30).
- A call for nominations shall be issued at least two weeks prior to elections.

- A special election shall be held if there is a vacancy in an officer position.

## **Article VI: Meetings**

- General meetings shall be held at least **once every three months (quarterly)** during the academic year.
- The Executive Board shall meet **monthly** or as needed.
- Quorum for general meetings shall be at least  $\frac{1}{3}$  of the general active membership.
- Quorum for board meetings shall be majority, plus one.

## **Article VII: Committees**

The Group may form standing or ad hoc committees as necessary, such as:

- Event Planning
- Membership and Recruitment

## **Article VIII: Finances**

- The Treasurer shall manage any funding in coordination with the Office of the Provost and shall ensure that the Group maintains compliance with University of Arizona policies.
- All expenditures must be approved by the Executive Board.
- As funding is available, a general budget allotted for programming shall be created at the beginning of each fiscal year.

## **Article IX: Revocation of Membership**

Skoden\_UA retains the right to revoke membership to any individual.

- Membership may be reconsidered if a member's actions conflict with the mission, values, or well-being of the Group. Guided by the principles of respect, relationship, responsibility, and reciprocity, the Executive Board will first seek to address concerns through open dialogue, cultural understanding, and restorative practices that honor our shared humanity. If resolution is not achieved, and the harm to the community remains, the Board may vote—to remove membership, in accordance with university policies.

## **Article IX: Amendments**

- Proposed amendments must be submitted in writing and shared with all members at least one week prior to a vote.
- Amendments require a  $\frac{2}{3}$  **vote of active members** present at a general meeting.

## **Article X: Non-Discrimination Clause**

This organization shall not discriminate based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or any other protected status in its membership, leadership, or activities.

## **Article XI: Dissolution**

In the event of dissolution, all remaining funds or assets shall be returned to the Office of the Provost or distributed to a campus partner that supports the same mission (and values of Skoden UA, specifically those supporting Native Faculty, staff or other Native community engagement), in accordance with university policy.