SAMPLE BYLAWS  
  
OF THE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NATION TRIBAL CONSERVATION DISTRICT

**ARTICLE 1 – ESTABLISHMENT**:  
Pursuant to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tribal Council, Tribal Resolution No. \_\_\_\_\_\_\_\_\_\_, passed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_Nation Tribal Conservation District was established. These Bylaws shall govern the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Nation Tribal Conservation District board.

**ARTICLE II – PURPOSE OF THE BOARD:**  
The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Nation Tribal Conservation District was established to work with the United States Department of Agriculture (USDA), the USDA Natural Resources Conservation Service (NRCS) and other federal programs and technical assistance to address the importance of food, agriculture and natural resource needs on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_Indian Reservation and to increase Indian farmers and ranchers opportunities to own, operate and retain farms and ranches.

**ARTICLE III – SUSPENSION AND AMENDMENTS:**These Bylaws may be amended or suspended by a majority of the quorum of the Tribal Conservation District board members.

**ARTICLE IV – COMPOSITION OF BOARD MEMBERS:**  
There shall be a total of \_\_\_\_\_\_\_\_\_board members. Representatives from *(can include Tribal Council, Tribal Natural Resources, Tribal College, Tribal Extension Service, Bureau of Indian Affairs and Tribal Land staff)* personnel shall serve as Ex-officio members and provide support in an advisory capacity.

**ARTICLE V – OFFICERS:**  
Elected from the board members shall be a Chairperson (President), Vice-Chairperson (Vice-President), and Secretary/Treasurer. The Secretary/Treasurer shall consist of one position. The officers term shall start immediately after the election of officers. Election of officers shall take place at the first meeting of every odd year. If an officer is unable to complete a term, Tribal conservation district members will appoint an individual to fill the position for the remainder of the term.

**ARTICLE VI – TERM OF OFFICE:**  
The term of office of all board members of the \_\_\_\_\_\_\_\_\_\_Nation Tribal Conservation District shall be \_\_\_\_\_\_year staggered terms. A year will start on January 1st and will end on December 31st.

**ARTICLE VII – POWERS AND DUTIES OF OFFICERS:  
Chairperson (President)** – The Chairperson/President shall preside at all meetings of the Board. The Chairperson shall sign all contracts, agreements, vouchers, and warrants, correspondence, or other documents necessary to conduct the affairs of the Board. The Chairperson shall ensure all activities of the Tribal Conservation District Board are carried out in accordance with these Bylaws and with the rules of order to be adopted by the Tribal Conservation District Board.

**Vice Chairperson (Vice-President)** – The duties and responsibilities of the Vice Chairperson are to preside over meetings and assume other duties in the absence of the Chairperson (President).

**Secretary/Treasurer** – The Secretary/Treasurer shall have the following duties and responsibilities:

* Maintain all filing systems, documents and records of the District
* Maintain accurate and complete minutes of all official meetings.
* All minutes shall be made public record.
* Be the custodian of the Tribal Conservation District funds.
* Endorse, with that of the Chairman (President), all vouchers and other documents of the disbursement of District funds.
* Keep accurate and complete records of all financial transactions of the District.

Executive board shall establish an agenda prior to regular board meetings.

**ARTICLE VIII – MEETINGS OF THE BOARD:**  
Regular meetings shall be determined by the Tribal Conservation District Board. Public notice of each meeting will be made three days prior to the date of the meetings. Special meetings may be held with an advanced notice of two days. The location of the meeting shall be determined by the Chairperson (President) and provided in a public notice. A Tribal Conservation District board member must be present at 60 percent of the board meetings. A board member must contact a Tribal Conservation District board member prior to the meeting for an excused absence. In the event of 40 percent unexcused absences, the board may remove a board member with a consensus or majority vote.

**ARTICLE IX – QUORUM:**  
A total of five members of the Tribal Conservation District board, including two officers, shall constitute a quorum. A quorum must be present for the transaction of any Tribal Conservation District board business.

**ARTICLE X – RULES OF ORDER OF BUSINESS:**  
The Tribal Conservation District board shall adopt Roberts Rules of Order to conduct the meetings of the Tribal Conservation District board.

**ARTICLE IX – VACANCIES:**  
Prior to declaring the vacancies, the \_\_\_\_\_\_\_\_\_\_\_Nation Tribal Conservation District Board members shall cause the Chairperson (President) to provide at least a 30-day notice, by mail, to absent board members stating their position on the board shall be declared vacant. Vacancies of the Tribal Conservation District board shall be filled by an appointment by the board members for the duration of the term.

We, the board members of the \_\_\_\_\_\_\_\_\_\_\_\_National Tribal Conservation District, have reviewed, discussed and approved these By-laws at a duly scheduled meeting held on the \_\_\_\_day of \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_.

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Chairperson, \_\_\_\_\_\_\_\_\_\_\_Nation  
 Tribal Conservation District

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Secretary/Treasurer, \_\_\_\_\_\_\_\_\_\_\_\_Nation  
 Tribal Conservation District