

NEWCOMB VETERANS ORGANIZATION
NEWCOMB CHAPTER
PLAN OF OPERATION

I. ESTABLISHMENT

It is hereby established on June 13, 2004, that the Newcomb Veterans Organization within the community of Newcomb, Navajo Nation, New Mexico, herein after be referred to as "Organization".

II. PURPOSE

- a. To advise, make recommendation and assist the Newcomb veterans, veteran's spouse, and deceased veterans' widows, veteran's immediate family members concerning all matters and and/or issues that concern the veterans and their immediate family members;
- b. To establish the policies (By-Laws) for the veterans of the Newcomb community to assist in community responsibilities, financial responsibilities by developing budgeting process;
- c. To let it be known that Newcomb Chapter Administration is to provide the needed services to the Newcomb veterans and their immediate family members;
- d. To serve as the principle advocate and advisor on veterans benefits, quality health care and services to ensure that services meet the specials needs of the community veterans.

III. AUTHORITY OF THE ORGANIZATION

- a. Newcomb Veterans Organization Committee will have the authority to advocate on behalf of the Newcomb veterans by participating in community activities such as conducting color/honor guard services.

IV. MEMBERSHIP & QUALIFICATION

- a. Newcomb Veterans Organization Committee member shall be a veteran of the United States Armed Forces released under honorable conditions;
- b. Registered Voter with Newcomb Chapter Government;
- c. Possess DD214 and Newcomb Veterans Organization Committee membership card.
- d. The Organization will recommend a Commander, a Vice-Commander, a Secretary and Sergeant-At-Arms during its regular duly called meeting;
- e. The recommendations will then be forwarded to the Planning meeting and subsequently to the Chapter meeting for appointment by the Chapter President.

V. VETERANS ORGANIZATION OFFICERS

Newcomb Veterans Organization Committee member that is a veteran shall serve as an Officer of the Committee.

1. Duties:

A. Commander:

The Commander shall call and preside over all duly called meetings of the Veterans Organization Committee.

B. Vice-Commander:

The Vice- Commander shall preside at any duly called meeting in the absence of the Commander and perform such duties assigned by the Commander.

C. Secretary:

The Secretary shall maintain minutes of committee meetings and will be responsible for making monthly and annual reports, manage and prepare the agenda, meeting minutes, sign-in sheet, resolutions and submit within ten (10) days of the meeting and Assistance Request Form, keep records of financial transaction regarding the use of the Veterans Organization funds, and will work with the Chapter Manager to prepare financial reports of the Veteran Organization.

D. Sergeant-At-Arms:

The Sergeant-At-Arms shall ensure the orderly conduct of the meetings meets the organization, includes among the public in attendance and shall register all members and guests as they enter the meeting room and attendance appropriately.

VI. REMOVAL

- a. Newcomb Veterans Organization Committee Officers will serve four (04) term;
- b. Veterans Organization Committee Officer may be removed in accordance to the By-Laws of the Newcomb Veterans Organization.

VII. MEETING AND QUORUM

- a. Newcomb Veterans Organization Committee will hold their monthly duly called regular meetings on the 2nd Tuesday of each month;
- b. A quorum shall be the presence of three (03) officers and five (05) members to conduct a duly called meeting;
- c. A Special or Emergency meeting can only be called by the Officers with forty-eight (48) hours public notice;
- d. Meeting announcements will be posted one (01) week in advance and shall be posted at Newcomb Chapter House, Newcomb Senior Citizen, Shell Convenience Store and KNDN Radio Station.

VIII. ORDER OF BUSINESS

The Order of Business shall be conducted by the Commander as follows:

AGENDA

- I. Meeting Called to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Review of Meeting Minutes and Approval
- V. Financial Report
- VI. Reports
- VII. Old Business
- VIII. New Business
- IX. Announcement
- X. Next Meeting
- XI. Adjournment

IX. RULES

The Organization shall conduct its meetings according to the "Robert Rules of Order" and be adhered to.

X. COMPENSATION

The officers shall be compensated a stipend of \$75.00 per meeting x 3 officers x 12 months for the official meeting, based on the availability of funds. To receive the stipends, the officers shall submit a sign claim form and attach meeting minutes, and sign-in sheet.

XI. FISCAL YEAR

The Organization fiscal year shall be from October 01st through September 30th of each year consistent with the Navajo Nation Fiscal Year.

XII. ETHICS

The Navajo Nation Ethics in Government Law 2 N.N.C. Sections 375-3761, and pursuant to Section 375(A), requires accountability to the people of the Navajo Nation by their elected, appointed and assigned public officials and employees in exercising the authority rested or to be rested with them as a matter of public trust.

XIII. INDEMNITY

All Organization members shall be indemnified from personal liability for negligent acts or omissions occurring within the scope of their duties, if these acts or omission were performed in good faith and were not reckless, wanted, intentional or gross negligent.

XIV. LOCATION

The principal location of the Organization general assemblies shall be at the Newcomb Chapter House, Newcomb, New Mexico, District 12, Northern Agency and Navajo Nation.

XV. CHAPTER OVERSIGHT

The Committee shall operate under the oversight of the Newcomb Chapter.

XVI. AMENDMENTS

The Plan of Operation shall be amended at the recommendation of Chapter Administration, Chapter Officials, Veterans Organization and Community members. The amendments will be forwarded to the Planning meeting than to the Chapter meeting as an agenda item. The Community membership present shall than approve the amendments at a regularly duly called Newcomb Chapter meeting.

Resolution of the Newcomb Chapter

NWCB-000000-000

APPROVING THE NEWCOMB VETERANS ORGANIZATION PLAN OF OPERATION

WHEREAS:

1. The Newcomb Chapter is a governance certified chapter of the Navajo Nation with vested authority to adopt ordinances and to adopt plans on matters of local concern in the best interest of its local community membership; and
2. A Plan of Operation is required to authorize the establishment and existence of the Veterans Organization of Newcomb Chapter Government; and
3. The Newcomb Chapter Veterans Organization has a Plan of Operation document that needs Chapter membership approval; and
4. The Newcomb Chapter membership in attendance accepted the Plan of Operation document of the Newcomb Veterans Organization.

NOW THEREFORE BE IT RESOLVED THAT:

The Newcomb Chapter membership hereby approves the Newcomb Chapter Veterans Organization Plan of Operation.

CERTIFICATION

We certify that the foregoing official chapter resolution was presented and approved by the Newcomb Chapter membership at a duly called chapter meeting where a quorum was present and that the same was passed this ____ day of _____, 2013, at Newcomb, Navajo Nation, New Mexico with ____ in favor and ____ opposed.

Motioned:

Seconded:

David Randolph, President

Donna Benally, Secretary/Treasurer