

ARTICLE V-DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Pawnee Business Council, joint meetings of the Pawnee Business Council and the Nasharo Council, and all general meetings and shall vote only in the case of a tie. The President shall have general supervision of the affairs of the Pawnee Business Council and shall perform all duties pertaining to the office of the President. The President shall administer oaths and affirmations when required or permitted. The President shall be bonded.

Section 2. In the absence of the President, the Vice-President shall perform the duties of that office. In the case of vacancy, the Vice-President shall succeed at once to the office of the President. The Vice-President shall be bonded.

Section 3. The Secretary shall, be responsible for the following duties:

- (i) Record the proceedings of all meetings of the Pawnee Business Council and Nasharo Council, and all special meetings as assigned by the Pawnee Business Council.
- (ii) Prepare the agenda for meetings of the Pawnee Business Council.
- (iii) Maintain all records and files of the Pawnee Business Council. All records and files of the Pawnee Business Council, except such records as shall be explicitly made exempt by law, shall be public information to any member of the Pawnee Nation of Oklahoma.
- (iv) Maintain the Pawnee Nation of Oklahoma official membership roll.
- (v) Attest to enactments of the Pawnee Business Council.
- (vi) In absence of the President and Vice-President, call to order regular and special meetings of the Pawnee Business Council until a Chairman pro tem is selected.
- (vii) Perform the duties of the Treasurer, in the absence of the Treasurer.
- (viii) The Secretary shall be bonded.

Section 4. The Treasurer shall, be responsible for the following duties:

- (i) Receive funds from all sources for which the Pawnee Business Council is held accountable, and maintain financial records which shall reflect actual receipts and disbursements of all funds and which shall reflect the financial position of the Pawnee Nation of Oklahoma.
- (ii) Deposit funds from any and all sources for which the Pawnee Business Council is held accountable in an insured bank or other approved financial institution.
- (iii) Disburse by check, the funds from any and all funds for which the Pawnee Business Council. All checks shall be signed by the Treasurer and countersigned by the President.
- (iv) An annual independent audit of all funds for which the Pawnee Business Council is held accountable.
- (v) Present financial status reports and budget reports as determined by the Pawnee Business Council.
- (vi) Perform the duties of Secretary, in the absence of Secretary.
- (vii) The Treasurer shall be bonded.

SUGGESTED REVISIONS:

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Section 1. The President shall preside at all meetings of the Pawnee Business Council, joint meetings of the Pawnee Business Council and the Nasharo Council, and all general meetings and shall vote only in the case of a tie. ~~The President shall have general supervision of the business and governmental affairs of the Pawnee Business Council and in this capacity, the President shall have the responsibility for ensuring that the Pawnee Business Council's decisions are carried out with due diligence and in the manner as Council shall direct. Additionally, the President shall perform all duties pertaining to the office of the President. The President shall have general supervision of the affairs of the Pawnee Business Council and shall perform all duties pertaining to the office of the President.~~ The President shall administer oaths and affirmations when required or permitted. The President shall be bonded.

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