

Pawnee Nation of Oklahoma

Princess Committee

Standard Operating Procedures



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Pawnee Nation Princess Committee Standard Operating Procedures (SOP)

PURPOSE:

The following is a Standard Operating Procedure (SOP) for the Pawnee Nation Princess Committee (Committee) to establish guidelines to follow describing the role of the Committee, Pawnee Nation procurement procedure, Princess Qualifications and Appointment, and The Princess Mentorship Program. This SOP is to be used as a guide and can be amended or revised at any time by a majority vote of the Committee.

GUIDELINES:

1. PN PRINCESS COMMITTEE – The Pawnee Nation (PN) Princess Committee shall consist of up to seven (7), no less than five (5) members. Selection process will be in accordance with the PN Committees, Commissions, and Boards Handbook.
 - a. Officers and Terms: The Committee will select officers every two (2) years for the following positions: Vice-Chair, Secretary, and Treasurer. Election will be held in December at a regular Committee meeting.
 - b. PN Expo Director:

Section 1. Purpose:

The Pawnee Nation Princess Committee (Committee) sees a need for the Pawnee Nation Princess to participate in the Indian Exposition held each year for the past 80+ years. The Committee will make recommendation for participation and appointment of the position of Pawnee Nation Director, Indian Exposition. This SOP will outline the position duties and expectations of the position.

Section 2. Eligibility:

To fill the role of the director position, the director will be (1) an enrolled member of the Pawnee Nation who are (2) in good standing and able to (3) pass a background check to serve in the capacity of Pawnee Nation Director. It is recommended that the director have (4) served in the capacity as Princess to be considered. Each newly appointed director will be ex-officio of the Princess Committee during the term served.

Section 3. Expectation

The expectations of the Director position will be the following but are not limited to just the standards listed. The Director will coordinate fundraisers to support the Director position's travel, lodging and other funds necessary for the activities associated with American Indian Exposition. The Director will provide the Princess Committee with a detailed budget for each year at the end of September.

The Director position will sign a memorandum of agreement as an appointed position of the Committee and will be subject to follow the Pawnee Nation Rakuraracihtisu (Declaration of Respect).

Section 4. Term

An appointed director will serve a term of four (4) years.

Section 5. Selection and Appointment:

Selection Process:

The Pawnee Nation Princess Committee will advertise and solicit interest to fill the position based on the eligibility requirements. Based upon the Committee recommendation, a letter of support will be sent by the Pawnee Business Council President on official letterhead to the Expo Committee of the appointment.

Section 6. Director Duties:

Director shall:

- Attend meetings that are held in coordination with the Expo Committee
- Will work with the Princess Committee to coordinate fundraisers, activities and events for Expo

Section 7. Removal, Resignation:

Removal – A director can be removed by one of the following:

- Non-Attendance of meetings
- Violation of the PN Rakuraracihtisu (Declaration of Respect)
- Non-Compliance with director expectations

For the removal of a director, it will require a letter of recommended removal from the Princess Committee and majority vote.

Resignation – At any time that a director cannot fulfill the duty(ies) of the position, the director may send a letter of resignation to the Chairperson of the Princess Committee. The Chairperson will notify the Committee and the Pawnee Business Council of the resignation and will follow the procedure to fill the position.

Section 8. Fundraising, Budget

Fundraising: The director will coordinate fundraisers throughout the year. These funds will be separate from the Committee funds for the purpose of expo activities, lodging, etc. Fundraising events will be coordinated with the Princess Committee and Pawnee Nation Princess.

Budget: Funding will be designated for the following budgeted line items:

- Mileage to meetings
 - Lodging for Director and Princess
 - Supplies for events or activities (Parade, Princess Gifts, etc.)
- c. Quorum and Voting: A minimum of four (4) Committee members is required to establish a quorum. Any action taken by the Committee must be approved by a majority vote of those present. Voting by email may be allowed for time sensitive approvals.
- d. Meetings: Regular meetings of the Committee shall be conducted in person or by virtual technology (I.E., Teams App, Zoom). Meeting agendas will be posted forty-eight (48) hours prior to the meeting date and time.
- e. All other guidelines will be adhered to in compliance with the Pawnee Nation Committees, Commissions and Boards Handbook.

2. PN PROCUREMENT PROCEDURES – The following procedures are to be used as a guide to make purchases and can be fully viewed in the Pawnee Nation Fiscal Policies and Procedures. The process described is for compliance purposes for the Committee.

- a. Any purchase to be made by the Committee will require the following for Purchase Order submission:
- i. Committee minutes/email of approval for the purchase
 - ii. Copy of Quote (can be handwritten or typed)
 - iii. Vendor Selection – Follow Procurement process for adding new vendors not already established. Will require

Procurement Packet, see Procurement Department for more information if needed.

- iv. Make Purchase
 - v. Turn in Receipts within five (5) business days of purchase
- b. Reimbursements: Reimbursements are allowed but must be approved by the Committee prior to purchase. This is to be utilized only for emergency circumstances established by the Committee. Minutes of approval must be attached with the reimbursement request. Pawnee Nation is exempt from State taxes, and your request may not qualify for full refund amount if taxes are included in the purchase.
- c. Check Requests – The Scholarship program will require a check to be processed for each awardee. This will be done through the PN Financial system, Microix. Support staff will attach the necessary documentation for this process and submit for approval.
3. Budget Modification Process (Adding Funds) - When the Committee raises funds from fundraisers or by donation, the Committee must follow this procedure for Finance to record the amount depositing into the budget.
- a. All funds must be submitted in a form of a money order or check for deposit by the Finance Department.
 - b. The Committee Treasurer will submit paperwork and request to be added to the agenda for the Budget Committee. Request will be for a budget modification to record the amount to be added to the budget.
 - c. After Budget Committee approves the modification, the recommendation will be submitted to the Pawnee Business Council agenda for approval. This is a Budget Committee process required to add additional funds to an existing budget.
 - d. After PBC approval, the Committee Treasurer will submit forms with signatures to the Finance Department for processing.

4. PAWNEE NATION PRINCESS QUALIFICATIONS

The PN Princess will serve as a role model to those that she represents including: the Pawnee Nation, Tribal Band, family, and herself. She will be responsible for educating others as well as demonstrating her knowledge of Pawnee culture and tradition. She will be expected to speak publicly while representing the Pawnee Nation at various events, locally and throughout Indian Country. She will be held to a higher

standard in representing our Great Nation: friendly, courteous, and respectful is what the Pawnee Nation Princess will embody.

Qualifications needed to be considered:

- a. Enrolled Pawnee Nation Citizen
- b. Thirteen (13) to eighteen (18) years of age
- c. Never married, no co-habiting with significant other/spouse, never to have conceived a child
- d. Resident within the following counties: Pawnee, Noble, Payne, Creek, Tulsa or Osage.
- e. Must be of good moral character and not involved with the law
- f. Must have a current Grade Point Average (GPA) 2.0 or higher

The PN Princess will be expected to complete and/or perform the following criteria during her reign:

- a. Application – Completed application, all associated documents requested within application.
- b. Public introduction – A brief oral introduction of self.
- c. Lord's Prayer – Demonstration of Indian sign language of the Lord's Prayer, can bring own music or music can be provided.

For any reason, if the selected candidate cannot fulfill her contractual duties as the PN Princess, the crown, crown box, banner and shawl will be returned to the Committee and a new appointee will assume all duties, for the remainder of the term.

Guidelines for the Pawnee Nation Princess contractual obligations must be followed and adhered to; any non-compliance will be subject to disciplinary action at the discretion of the Pawnee Nation Princess Committee; inclusive of removal of title and crown.

Procedure for disciplinary action:

- a. The Pawnee Nation Princess Committee will meet in Executive Session to discuss any concerns with non-compliance of contract or complaints.
- b. The Committee will schedule a meeting, in Executive Session, to discuss with the Princess and her legal guardian(s) the concerns or complaints.
- c. Violations
 - i. Non-compliance with contractual obligations
 - ii. Non-Communication

- iii. Complaints that are not corrected in a timely manner
- d. Disciplinary Actions
 - i. First violation is a verbal warning
 - ii. Second violation is probation set forth by the Committee
 - iii. Third violation is removal of the title and crown
- e. Removal of Title and Crown

After the third violation the Princess is required to return the crown, crown box, banner and shawl within the time period specified by the Committee. If the following items are not returned, the Committee will file a report with the Pawnee Nation Law Enforcement to reclaim the items.

5. APPOINTMENT OF THE PAWNEE NATION PRINCESS

The Committee will follow these steps in the appointment (selection) of the Pawnee Nation Princess.

- a. Advertising the position for 30 calendar days
 - b. If there are no applicants, the committee will entertain recommendations to make a selection
 - c. The Committee will set up interviews first with the applicant(s) and a second interview with the applicant and legal guardian(s)
 - d. During the interview process, the interviewees (the Committee) will score interview questions and other criteria for each applicant
 - e. Scoring will be computed and submitted to the Committee
 - f. The Committee will make the appointment at the next available meeting
 - g. After the appointment has been made, the legal guardian of the applicant will be contacted
 - h. If the applicant accepts the appointment, the Committee will schedule a regular meeting for the Princess contract to be signed
 - i. Should the applicant decline the appointment, the Committee will appoint the first runner up
 - j. The Committee will put out a press release of the appointment and update all social media
 - k. The Princess shall serve a one (1) year term as the Pawnee Nation Princess and may be eligible to serve a consecutive term
 - l. Terms will run from January 1st to December 31st
6. CROWNING OF THE PAWNEE NATION PRINCESS – The Committee will host an event to present the newly appointed PN Princess.
7. PRINCESS STIPENDS – The PN Princess will qualify for a stipend for representation duties. Each stipend request must be accompanied by a

flyer of the event(s) and a travel report. It is recommended to have prior approval by the Committee on representation. Amount shall be determined by the Pawnee Business Council (in accordance with the Pawnee Nation Committees, Commissions, and Boards Handbook).

8. PAWNEE NATION PRINCESS SOCIAL MEDIA – The Pawnee Nation Princess will have access to the following accounts: Facebook and Instagram. She will have access to each account to post notices, photos, etc., of representation, and personal achievements. The PN Princess Committee will monitor and make recommended suggestions on appropriate postings. Committee members will have administrative rights to each account. For each incoming Princess, she will be given a new password for access to the accounts for posting.

9. PAWNEE NATION PRINCESS MENTOR PROGRAM **(NEEDS REVIEW)**

Mission: To positively impact the lives of young Pawnee ladies by providing support and learning opportunities that promote character development and life-enhancing values.

Purpose: To prepare the future Pawnee Nation Princess' to build character and life skills through exposure of cultural and traditional Pawnee values. By providing young ladies with consistent, caring mentors to guide them in the development of becoming a Pawnee Nation Princess.

Mentors: The PN Princess Committee will serve as mentors for young Pawnee ladies. They will spend time getting to know all the mentees on a personal level. Mentors will invest their time in listening, building trust, establishing a relationship, supporting, and guiding the mentees. All mentors will be required to complete a background check.

Program Guidelines:

1. **Meetings:** Meetings will take place at a location of the Committees choice or by virtual technology. Each mentor and mentee will meet for two (2) hours per month, for 12 months in a calendar year. Meetings will be monthly, mentors and mentees must attend training sessions, a program kick-off, several recreational and group activities, and supervisory meetings. Proper notice for all meetings and events will be published for public notice.
2. **Application:** All mentees must complete an application and have parent consent to participate.

Benefits: In addition to learning life skills, participants will also benefit from the program in social and work development, planning, improving school attitudes and performance, and build self-confidence as a young woman and future leader.

Activity Participation: The mentors (PN Princess Committee), along with selected presenters, will organize group and individual activities throughout the year. These activities may consist of (but not limited to) the following:

1. Kick-off Program Event – An annual event welcoming each mentee and introducing the mentors.
2. End of the Year Event – An annual event to thank the mentees and mentors, and to recognize the accomplishments of each participant.
3. Fundraising Activities – Each mentee will participate in at least four (4) fundraising events spread out within each quarter of a calendar year.
4. Program Activities – Activities will include learning the Lord’s Prayer in sign language, learning about traditional dress, participating in Pawnee Language lessons designed for the program and other activities that teach the Pawnee culture and Princess protocol.

10. PAWNEE NATION PRINCESS SORORITY **(NEED REVIEW)**

Purpose: The purpose of the Pawnee Nation Princess Sorority (PNPS) is to promote and perpetuate Tribal culture, tradition, and ritual originating within the Pawnee Nation of Oklahoma. The PNPS will be a non-profit organization that aims to retain and preserve the cultural heritage of the Pawnee Nation through the promotion of: presentation of music, dance, arts, crafts, sports and other recreational activities, foods, ceremonies, etc., dissemination of higher education career choices and health related information.

Membership: Enrolled members of the Pawnee Nation who are in good standing and able to pass a background check, that have served in the capacity of “Pawnee Nation Princess” or “Pawnee Tribal/Expo Princess” are eligible for membership.

Each newly appointed or selected Pawnee Nation Princess is accepted as a new voting member upon the completion of her reign. The Pawnee Nation Princess will be ex-officio of the Executive Committee during her reign.

Upon becoming a member of the PNPS in good standing and enrolled in the Pawnee Nation, she can be eligible to acquire a Pawnee Tribal registration and

tag with the Tribal Princess logo with year and the Pawnee Nation Princess Sorority shawl.

Any Pawnee Nation/Tribal Expo Princess who relinquishes from the Pawnee Nation membership to enroll in another Tribe, will be removed from the PNPS membership effective the date of acceptance to the other Tribe. Any Pawnee Nation/Tribal Expo Princess who have been convicted of a felony, or have displayed conduct unbecoming to a princess, will be removed from their sorority membership.

Membership Dues: [RESERVED] Example: Each member of the Pawnee Nation Princess Sorority will pay monthly/quarterly/annual membership dues of \$10/\$15/\$20 due at the end of each month/quarter/year.

PNPS Officers: There shall be four (4) elected officer positions of the Executive Committee, which consist of a President, Vice-President, Secretary and Treasurer.

The Executive Committee shall act as the governing body directed by policy and directives from the PNPS SOP.

Officer Duties:

President shall:

- Preside over and conduct monthly meetings and special meetings in accordance with the PNPS By-Laws and have full authority to review all records pertaining to the business, secretarial, and financial matters of the Sorority.
- Receive, acknowledge, and convey all monetary, material, and gifts in any other forms to the Secretary and Treasurer for recording.
- Not enter any business transactions or obligations for or on the behalf of the PNPS without the consent of the executive committee and the members.
- In the event of tie in voting, the President shall have the privilege of casting the deciding vote.
- In the event the position of President is vacated by absenteeism, removal, resignation or death, the Vice-President shall be elevated the position of President, effective immediately.

Vice-President shall:

- In the absence of the President, preside over and conduct monthly meetings and special meetings in accordance with the PNPS By-Laws, and have full authority to review all records pertaining to the business, secretarial, and financial matters of the Sorority.

- Not enter any business transactions or obligations for or on the behalf of the PNPS without the consent of the executive committee and the members.
- Will coordinate fundraising activities monthly/quarterly/annually for the Sorority.
- In the event that the position of the Vice-President is vacated by absenteeism, removal, resignation or death, an election shall be held at the next monthly meeting to fill this position. Secretary shall:
 - Maintain a current membership roster, a copy of the organization's By-Laws, all records and other papers pertaining to business transactions; keep minutes of all monthly and special meetings in a book provided for this purpose.
 - Prepare minutes in a proper form for reading and give a copy of those minutes to all Executive Officers. (Upon written request, members may obtain a copy of minutes, as deemed necessary by the Executive Committee).
 - Be responsible for monitoring, mailing, and receiving all organization's correspondence.
 - Issuing written invitations of organization's events, as necessary; mailing all meeting notices to members and newspapers.
 - Not enter any business transactions or obligations for or on the behalf of the PNPS without the consent of the Executive Committee and the members.
 - In the event the position of the Secretary is vacated by absenteeism, removal, resignation or death, an election shall be held at the next monthly meeting to fill this position.

Treasurer shall:

- Be responsible for receiving and recording all monetary, material and gifts in any other forms from the Secretary for deposit and safekeeping.
- Deposit all monetary contributions in a solvent bank where it is convenient for this organization and review by all authorized persons.
- Have available an itemized account, information regarding assets, expenditures, income, and pledges for review at all times.
- Receive bank statements; issue a statement showing expenses, deposits, and balance of the bank account at each monthly meeting. All withdrawals and/or purchases shall be made by check(s) co-signed by the President or anyone (1) of the two (2) officers on the account.
- Not enter any business transactions or obligations for or on the behalf of the PNPS without the consent of the Executive Committee and the members.
- In the event the position of Treasurer is vacated by absenteeism, removal, resignation or death, an election shall be held at the next monthly meeting to fill this position.

Election of Executive Committee:

An election shall be held every two (2) years for the executive committee positions of President, Vice- President, Secretary and Treasurer during the month of December. The term of office will be for two (2) years, unless incumbent has resigned, been removed from office because of excessive absenteeism without just cause, felonious acts, or by death. In this event, a special election will be held.

Election Procedures:

- The election shall be conducted by secret ballot.
- No one may vote for the elected officer who is not a member of this organization (membership records will decide any contested voting rights).
- A member shall have only one (1) vote.
- There will be no proxy votes at election.
- A majority is one (1) more the $\frac{1}{2}$ of the voting members; the nominee who receives the most votes shall be elected.

Executive Committee Terms of Positions:

- The newly elected official shall take office one (1) month or thirty (30) days after the completion of the annual election.
- Those elected under special/emergency situations at special elections will immediately take office.
- The Executive Committee will have staggered terms:
 - President and Secretary elected for two (2) years.
 - Vice-President and Treasurer elected for one (1) year.
- After the first election; terms of office will be every two (2) years.

Meetings: [RESERVED] Monthly PNPS meetings will be held on the first/second/third [day of week] of each month/quarter of the calendar year (calendar year Jan 1 - Dec 31).

Special meetings may be called in urgent situations any time other than the regular scheduled monthly/quarterly meetings (the President shall have full authority to call such meetings of either nature. In the absence of the President, the Vice-President shall have full authority to call such meetings).

Whenever three (3) members of the Executive Committee and four (4) of the active PNPS members are convened, it shall constitute a quorum and business shall be conducted.

11. PAWNEE NATION PRINCESS SCHOLARSHIP

The Pawnee Nation Princess Committee will hold an annual scholarship contest for former Pawnee Nation Princess or Pawnee Tribal/Expo Princess. Applicant must be an enrolled Pawnee Tribal member and enrolled high school senior, college, or university full-time. Each applicant will follow the application process and submit a written essay for consideration. The amount of the scholarship awarded will be at the discretion of the Committee based upon the availability of funds. This is a one-time award, made in the month of August. There will be no limit on how many times an applicant may apply.

Qualifications:

1. Must be an enrolled Pawnee Tribal Member.
2. A former Pawnee Nation Princess or Pawnee Tribal/Expo Princess.
3. Enrolled full-time in a Vocational/Trade School, College or University and provide class schedule.
4. Have above a 2.5 grade point average and provide a transcript.
5. Submit a 250-word essay on one of the following topics.
 - a. How has your reign as Princess helped you prepare to further your education?
 - b. How will this scholarship help in your education and/or completing your life goals?
 - c. How has your representation benefited you on developing character into adulthood and helped you develop your goal making skills?

Deadline for applications will be June 15th of each year. Each awarded scholarship will be awarded in the month of August in the form of a check to the applicant.

12. SCHOLARSHIP SELECTION PROCESS

Once applications are submitted, the Committee will meet in the month of July to review each application. Scoring will be based on the following:

- a. GPA – 4.0/10 points, 3.0+/8 points and 2.5+/6 points
- b. Grammar – 10 points
- c. Relevance to essay topic – 10 points
- d. Committee will base award on essay

Each awardee will be announced and presented with the award the first Friday in the month of August.