



Board of Regents

Southwestern Indian Polytechnic Institute

A National Indian Community College



Haeyalyn Muniz
Chair,
Jicarilla Apache Nation

Darrell Flyingman
Vice Chair,
Oklahoma Tribes

Esther Peterson
Secretary/Treasurer,
Navajo Nation-Arizona

Adam Begaye
Member,
Navajo Nation-
New Mexico

Larry P. Brusuelas, Jr.
Member,
Mescalero Apache
Tribe

Dr. John Bush
Member,
Inter-Tribal Council of
Arizona South

Dr. Curtis Chavez
Member,
Southern Pueblos
Council

Dr. Damon Clarke
Member,
Inter-Tribal Council of
Arizona North

Francis Tafoya
Member,
Eight Northern Pueblos

Bobbie Thomas
Member,
SIPI Student
Government
Association

Vacant
Northern Plains Tribes

By-Laws of the Board of Regents

Southwestern Indian Polytechnic Institute (SIPI)

Article I

Duties of Officers

Section 1. Chair

The Chair of the Board of Regents shall:

- A. Preside over all meetings of the Board of Regents and decide on questions of order as well as their right to vote.
- B. Appoint members and designate the Chair of each special committee approved by the Board.
- C. Execute all contracts approved by the Board and other official documents (e.g., warrants, general obligations, payroll checks, loan agreements, grant applications, memorandums of agreement, memorandums of understanding), legally requiring the signature of the Chair or his/her designee.
- D. Call special meetings of the Board as required.
- E. Represent the Board at meetings.
- F. Serve as ex-officio member of all committees.
- G. Perform any other duty formally assigned by the Board of Regents or by legislative enactment.
- H. Determine the validity of an excused absence request for meetings.

Section 2. Vice Chair

The Vice Chair shall assist the Chair when called upon and in the absence of the Chair, he/she shall preside and carry out all the duties of the Chair.

Section 3. Secretary-Treasurer

The Secretary-Treasurer shall:

- A. Be responsible to maintain all meeting minutes, correspondence and files of the Board of Regents.
- B. Handle all funds of the Board, keep an accurate record of such funds, report all receipts and expenditures, and the amount and nature of all funds in his/her custody at all meetings of the Board of Regents.
- C. Be responsible to ensure that an annual audit is completed.
- D. Ensure that there shall be no expenditures of funds made except as provided in the approved annual budgets, as authorized by the Board of Regents.
- E. Provide oversight of all grant funds awarded to the Board of Regents.
- F. Be bonded in an amount satisfactory to the Board of Regents

- G. Be responsible for the preparation of board meetings materials and assuring the dissemination of such materials to the Board of Regents one week prior to the meeting.

Section 4. Appointive Staff

The duties of all appointive staff will be described in the contract approved by the Board of Regents.

Section 5. Appointive Committees

The duties of the appointive committees shall be described in the Resolution of the Board of Regents appointing or creating such committee.

**Article II
Meetings**

Section 1. Regular Meetings

The Board of Regents will meet four times per year at the time and place specified by the Board of Regents.

Section 2. Special Meetings

Special meetings of the Board of Regents may be held at the call of the Chair or required by one or more Board members at the discretion of the Chair.

Section 3. Special Committee Meetings

Meetings of special committees shall be at the call of the Chair of the Board of Regents or Chair of the special committee at a place/time which may include electronic means as specified in the call for the meeting.

Section 4. Notice of Meetings

The Secretary-Treasurer will send out the notification of meetings and the agenda to all board members one week prior to the meeting date. Regents will then notify their respective Constituents by mail or electronic means.

Section 5. Open Meetings

All meetings are open to the public.

Section 6. Executive Session

The Board may enter into an executive session at its discretion. Executive sessions may pertain to legal actions, causes of action, or litigation involving the Board of Regents; lease, purchase, confidential personnel Board of Regent matters, or sale of real estate and appeals related to non-federal personnel. No minutes are recorded. Any proposed action in the Executive Session is presented to the Board for a decision.

**Article III
Quorum**

Section 1. Regular and Special Meetings of the Board of Regents

A quorum of any meeting of the Board of Regents shall consist of a simple majority of confirmed Regents.

Section 2. No official business of the Board of Regents shall be conducted unless a quorum is present.

Section 3. Action without a Formal Meeting

Any action required or permitted to be taken by the Board or any committee in any extreme emergency thereof may be taken without formal meeting. Meeting may be conducted via any available means, as the Board members shall decide. However, a written consent setting forth the action so taken and signed by all of the members of the Board or Executive Committee, as the case may be, must be filed with the minutes of the proceedings of the Board or Executive Committee.

Article IV Order of Business

Section 1. Order of Business

The Order of Business shall be conducted under parliamentary procedures guided by Robert's Rules of Order.

Section 2. Agenda

The agenda of the Board of Regents meeting may include the following.

- Call the Meeting to Order
- Roll Call
- Welcome and Blessing
- Approval of the Agenda
- Approval of the Minutes
- Old Business
- Introduction of New Business
- SIPI President's Report
- Board of Regents Department and Fiscal Reports
- Public Comment
- Future Meeting Schedule
- Adjournment
- Footnote with the agenda approval date and name of the minute recorder.

The agenda must be approved by the Board Chair prior to finalization and must be posted to the public 72 hours in advance of the meeting date.

Section 3. Meeting Minutes

Minutes of regular and special meetings are public records. A permanent record of all Board action shall be open to inspection by any member of the public and shall be kept on file at the Board of Regents' office as a permanent official record of all transactions of the Board.

The minutes shall record the motion, the name of the member making a motion, the name of the member seconding it, and the vote (i.e. the number of votes in favor, against, and abstentions). The voting shall be voice except that a roll call may be required for resolutions and all other questions whenever requested by a member. A member may also have the reasons for his/her vote recorded in the minutes if he/she so requests at the time of voting.

The approved minutes will be signed by the Chair of the Board of Regents and filed. A copy of the minutes will also be sent to the SIPI President's Office.

Article V Travel Expenses

Section 1. All members of the Board of Regents and non-Board committee members may be paid meeting/travel expenses for attending meetings and special committee meetings pertinent to the business of the Board of Regents. Prior authorization of the Chair and/or Board is necessary. The SIPI President must approve the travel authorization, in accordance with Federal regulations, when SIPI Federal Funds are utilized. If non-SIPI Federal funds are utilized then Board office travel policies must be adhered to. Travel expense reimbursements must be submitted within three weeks of the authorized travel.

Article VI Code of Ethics

Section 1. All members of the Board of Regents, officers or employees thereof, consultants, or anyone associated with the Board of Regents in any official capacity will sign and abide by the Board of Regents' Code of Ethics. This code will be reaffirmed and signed annually and kept on record in the Board of Regents' office with a copy submitted to the SIPI President's office.

Article VII Conflict of Interest

Section 1. All Board members should avoid even the appearance of a conflict of interest. All Board members shall disclose to the Board any possible conflict of interest at the earliest possible time, and shall sign a "Conflict of Interest" disclosure statement at the time of assuming membership upon the Board of Regents, declaring any potential conflict of interest known at that time. No Board member shall vote on any matter under consideration at a Board or Committee meeting, which entails such conflict of interest. The minutes of such meeting shall reflect that a disclosure was made and that the Board member having a conflict of interest abstained from voting. Any Board member who is uncertain whether he/she has a conflict of interest in any matter may request the Board or Committee to determine whether a conflict of interest exists, and the Board or Committee shall resolve the issue by majority vote. A Board member shall be considered to have a conflict of interest if:

1. Such Board member has an existing or potential financial interest, which might reasonably appear to impair such member's independent, unbiased judgment in the discharge of his/her responsibilities to the Board of Regents or SIPI.
2. Such Board member is aware that a member of his/her family (which for the purposes of the paragraph shall be a spouse, parents, siblings, children, and any other relative if the latter resides in the same household as the Board member) has an existing or potential financial interest which might reasonably appear to impair such member's independent, unbiased judgment in the discharge of his/her responsibilities to the Board of Regents.
3. Failure to report a conflict of interest and comply with this by-law may result in punitive action by the Board.

Article VIII Constituent Services

Section 1. Communication

At a minimum, on an annual basis each Board of Regents members shall report to his/her constituents.

Amendments and By-Laws

Section 1. Amendments


Amendments to these By-Laws may be made at any regular meeting of the Board of Regents by an affirmative vote of two-thirds or more of the confirmed members of the Board of Regents.

Certificate of Adoption

We, the undersigned President and Secretary-Treasurer of the Board of Regents of the Southwestern Indian Polytechnic Institute, Albuquerque, New Mexico hereby certify:

That the amendments to the By-Laws, as here within, were adopted by a majority of the members of the Board of Regents at a duly called meeting of the Board held in Albuquerque, New Mexico on February 12, 2020: 7 members were in attendance.

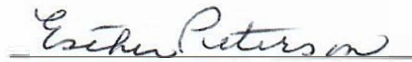
That on February 12, 2020, a vote was taken to adopt the By-Laws as amended, 7 members voted in favor of the amendments, 0 members abstained and 0 members voted against the amendments.



Haeyalyn Muniz, Chair
Southwestern Indian Polytechnic Institute
Board of Regents

2/12/2020

Date



Esther Peterson, Secretary/Treasurer
Southwestern Indian Polytechnic Institute
Board of Regents

2-12-2020

Date