

Heipa District of the Sisseton Wahpeton Oyate
Heipa District Elderly
Policies and Procedures

Preamble

We, the Elder Members of the Heipa (Mountain Head) District, in order to form a unified district and responsible district government, do hereby declare our right to administer and exercise this policy, responsibilities, and other rights by this Document of Jurisdiction and Procedure, and do further recognize this right as described in the revised Constitution and By-Laws of the Heipa (Mountain Head) District of the Sisseton-Wahpeton Oyate.

Elderly Membership

- Must be ¼ Native American blood in accordance with Article II, Section 1 C of the Heipa District Constitution and By-Laws
- Must be aged 55 or older
- Must be a member of the Heipa District
- Must submit an application to the District Elderly Board requesting New Elder status
- Applicants must be approved at a District Elderly Meeting
- Shall vote on elderly issues
- Only elders are eligible to be on the Elderly Board
- Each elder is responsible for updating their information with the Heipa District Elderly Board Secretary or the Heipa District Coordinator

New District Member Elders

- Any person that is an elder and applies for District Membership must submit an application requesting New Elder status
- Once accepted as an elder those age 55-64 will receive \$50
- Those accepted as an elder aged 65 and older will receive \$100

Elderly Board

- Heipa District Elderly Board shall include four (4) elders
- Three (3) board members shall constitute a quorum

Elderly Board and SWO Tribal Elderly Advisory Board District Representative Election Requirements

- Must be an elder
- Election will be at Regular Elder Meeting in March of the odd-numbered years
- Only elders will vote for the Elderly Board Members and SWO TEAB District Representative
- Must submit to drug testing when elected or at random when requested by District Executives

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Duties and Responsibilities of Board Members

Chairperson

- Shall preside at all regular and special meetings
- Shall not vote, except in the case of a tie

Vice-Chairperson

- Will assume the duties of the Chairperson in his/her absence
- Will provide leadership to the other board members

Secretary

- Will record and keep minutes
- Will respond to all correspondences
- Will keep and update all records of the Heipa District Elders

Board Member

- Will attend all regular and special meetings
- Will assume assigned duties by the Chairperson

Drug Testing

The Heipa District Elderly Board members shall submit to random drug testing at the request of the Heipa District Executives. Any board member who fails their drug test or refuses a drug test will be automatically removed in accordance with the Heipa District Constitution and By-Laws, Article I, Section 6 – Drug Testing [a] [b] [c]

Meetings and Compensation

The District Elderly Board shall meet a minimum of two board meetings per month at a rate of \$500 per month. Attendance at the Regular Monthly District meeting is required. In the event a board member attends only one meeting, he or she will receive a \$150 stipend. Additional meetings will be held at the discretion of the Elderly Board Members. There will be NO additional stipends beyond the two meetings a month.

Requirements for Honoring Elders

Nominations for elders to be honored at General Council will be in November to meet the Tribal Elderly deadline of December 2nd. The following guidelines are in place to assist with nominations:

- Must meet the Elderly Membership requirements
- Must be alcohol and drug free
- The selected Honorees must be 65+ years
- The selected elders will receive a \$250 honorarium

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- The Heipa District Elderly Board will select the elder to be honored
- A star quilt will be given by the family if they choose

General Welfare

The Heipa District Elderly are allowed one general welfare request per year to be dispersed during the elders' birthday month. NO EXCEPTIONS. Elders must submit an application, along with a self-addressed stamped envelope before the end of their birthday month. The checks will be disbursed on the 15th of each month. Checks may be picked up in person at the District Center or mailed.

Effective January 1, 2019 the following benefits are in place:

- Elderly members between the ages of 55-64 will receive General Welfare of \$50
- Elderly members aged 65 or older will receive General Welfare of \$100

Removal Process

Removal of a board member shall be initiated by the remaining board members; the accused shall be provided a written statement of the allegations against him/her five days prior to a regularly scheduled Heipa Elderly Meeting. Only the Heipa elders shall address and vote on the removal of a board member.

Oath of Office

Before assuming a position in the District, each member shall subscribe to the following oath or affirmation:

“I, _____, so solemnly swear [or affirm] that I will support the revised Constitution and By-Laws of the Sisseton Wahpeton Oyate and the Document of Jurisdiction and Procedure of the Heipa District, and will faithfully and impartially perform the duties of my office to the best interest of the District members and will assist them in every way within my power toward better membership and progress.”