

**GEORGETOWN TRIBE NO. 99-01
TRIBAL ENROLLMENT ORDINANCE**

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Georgetown Tribe Ordinance No. 99-01

A Tribal Ordinance of the Native Village of Georgetown, Alaska
establishing tribal enrollment standards and procedures.

***Section I* Purpose**

The Georgetown Tribal Council finds that:

- (a) It is the tribal governing body of the Native Village of Georgetown, a federally recognized tribe.
- (b) It has the authority under the Constitution of the Georgetown Tribe, Article 3, to make rules governing membership in the Native Village of Georgetown.
- (c) Establishment of an official tribal roll and procedures for enrollment of new members is essential to the efficient administration of tribal government.
- (d) This ordinance is intended to establish membership criteria and procedures for establishing an official roll to be kept at the an official administrative office of the Georgetown Tribal Council, and to establish procedures to keep the roll current through the addition of new members and removal of former members.

***Section II* Benefits of Membership**

The Tribal membership roll establishes all rights granted by Georgetown, as described in its Tribal Constitution and Bylaws.

***Section III* Membership Eligibility and Standards**

- (a) Base Tribal Roll: includes all original shareholders whose names appear on the original Georgetown Village Corporation shareholders' list as established under the Alaska Native Claims Settlement Act (ANSCA).
- (b) Tribal Roll: consists of the current list of active tribal members compiled and approved by the Georgetown Enrollment Committee and the Georgetown Tribal Council.
- (c) New Members: any descendent of a base enrolled member shall be eligible for enrollment in the Georgetown Tribe, provided that she/he has filed an application for enrollment and approved for membership according to the procedures established by this ordinance.
- (d) Enrollment Committee: consists of **three (3)** members of the Georgetown Tribal Council appointed by the council to carry out the functions prescribed by this ordinance.

- (e) Dual Membership: minors under the age of eighteen (18) and members of the Georgetown Tribe may be members of any other federally recognized tribe and are entitled to duplicate services and/or benefits.
- (f) Native: means an Alaska Native who is an Indian, Eskimo or Aleut with a Native blood quantum of at least one-fourth.
- (g) Members: include the surviving original shareholders and their descendants who chose to enroll in Georgetown, and whose names appear on the tribal roll at the administrative office for Georgetown as having been approved by the Enrollment Committee and by the Tribal Council.
- (h) Inactive Enrollment: means that the individual has either died or has withdrawn his/her enrollment, in writing to the Council and by his/her own volition.
- (i) Enrollment Form: is a form that is approved by the Enrollment Committee and the Tribal Council. The form requests the information that is necessary for deciding whether an applicant is eligible for enrollment or not.

Section IV **Confidentiality**

Enrollment documents are considered to be confidential. The original files will be stored in a locked filing cabinet. Access will be restricted to the Tribal Enrollment Officer, members of the Enrollment Committee, the Tribal Council, and staff whose duties require access to the information contained in those documents. A database will be kept on the Tribal office computer for which a password will be required.

Section V **Establishing the Tribal Roll**

- (a) The Enrollment Committee will appoint a Tribal Enrollment Officer to administer this ordinance.
- (b) The tribal roll shall include the surviving original shareholders and their descendants who choose to enroll with Georgetown, and who meet the enrollment requirements.
- (c) An open enrollment period will be established for submitting new enrollment forms. This period will be set by the Enrollment Committee.
- (d) An effort to update the tribal role will be made on an annual basis. However, it is the responsibility of each tribal member to ensure that the Tribal Office has correct information on file. The update forms will be mailed to every member on the tribal role. This process will correspond with the Tribe's open enrollment period.

- (e) The open enrollment period will be publicized with appropriate newspapers and/or radio stations. Letters will be mailed directly to enrolled members, notifying them that enrollment forms are available if they have children they wish to enroll.
- (f) In order for an application to be considered by the Enrollment Committee, the application must be complete.
- (g) The Tribal Enrollment Officer will note the date the application was received, open a file for that individual, and review the application for completeness. A letter will be mailed, faxed, or e-mailed to the applicant letting him or her know that their application was received. If there were omissions that need to be clarified before the Enrollment Committee can take action, the Enrollment Officer will explain what additional information must be provided. To expedite the process, the Enrollment Officer may phone the individual and document in the file the information provided.
- (h) The Enrollment Committee will review all applications for membership to determine eligibility for membership and will make recommendations regarding membership applications to the full Tribal Council. When possible, this review should be completed prior to the next scheduled Tribal Council meeting, so the applications can be taken up as official business at that time.

Section VI* **Appealing an Enrollment Decision*

- (a) An applicant who has been denied enrollment with the Tribe will be notified by the Enrollment Officer by certified mail of his or her denied status and the right to appeal the decision. The appeal process and any deadlines will be explained in the letter.
- (b) An applicant or Tribe member may request in writing, within 90 days of an enrollment decision, a hearing before the Tribal Council. The Tribal Council has 30 days from the date of the request to set a hearing. The hearing will be held within 90 days of the date when the hearing is set.
- (c) The applicant or Tribe member may present additional evidence to support his or her case in the appeal. The appellant may bring legal representation to the hearing, if they choose. However, the final decision in the appeal is the Tribal Council's.

Section VII* **Standards for New Members*

- (a) Persons who may be enrolled as a member to another Alaska Native community, village, or Indian tribe may be eligible for membership with Georgetown.
- (b) An individual not listed on the tribal roll may submit an enrollment application if:

- i. He or she is the natural child of a person who is an original shareholder, or is a natural child of a person descended from an original shareholder listed on the tribal roll, and is 18 years of age or older;
 - ii. He or she is the adopted child of a person who is an original shareholder, or is an adopted child of a person descended from an original shareholder listed on the tribal roll, and is 18 years of age or older. Adoptions are defined either by legal adoption papers or by certification of native traditional adoption;
 - iii. He or she is a minor, and an application is submitted on his or her behalf by a parent.
- (c) A blood quantum is not required for enrollment in the Tribe. However, The Tribal Council recommends that all enrollees obtain a Certificate of Indian Blood from the Bureau of Indian Affairs.

Section VIII Removing Members from the Tribal Enrollment

- (a) Upon official notification that a member has died (such as a copy of a death certificate, or a copy of an obituary from the newspaper), the Tribal Enrollment Officer will administratively remove the name of the individual from the tribal roll.
- (b) A member can be removed from the tribal roll if their enrollment was based on information that is found to be false. The Tribal Enrollment Officer will present their information to the Enrollment Committee, and the Enrollment Committee will make its recommendation regarding the removal of the member to the full Tribal Council.
- (c) The Tribal Enrollment Officer will forward written and signed requests from members who wish to be removed from the Tribal Roll to the Enrollment Committee. The Enrollment Committee will review the request and will make its recommendation to the full Tribal Council for official action.

CERTIFICATION

The Tribal Enrollment Ordinance, No. 99-01, was adopted at a duly convened meeting of the Georgetown Tribe where a quorum of _____ members were present and by a vote of _____ in favor, _____ opposed, and _____ abstention on this _____ day of _____, 1999.

ATTEST:

President

Secretary-Treasurer