

KETCHIKAN INDIAN
CORPORATION
ORDINANCE ONE:
ENROLLMENT

The purpose of this Ordinance is to outline and define eligibility and enrollment procedures in accordance with Article II, "Membership" in the Ketchikan Indian Corporation Constitution as ratified by voting membership on January 15, 1979.

SECTION 1: MEMBERSHIP

The Members of this Tribe shall be Alaska Native and persons who qualify as an "Indian" under Section 19 of the Act of Congress of June 18, 1934, (48 Stat. 988, 25 U.S.C. § 479), or any successor statute thereto, or who are recognized as a member of an "Indian Tribe" or "Indian organization" by the government of the United States of America residing in Ketchikan Gateway Borough. Additional requirements for acquisition and retention of membership may be set forth in the By-laws.

SECTION 2: ELIGIBILITY

- 02.01 LINEAL DESCENDANTS: persons who can provide verified documents proving lineal descent of Alaska Natives or from members of other federally recognized Tribes; or
- 02.02 REINSTATEMENT: All persons seeking reinstatement of KIC Membership.
- 02.03**DUAL ENROLLMENT: "Dual" or "Multi" enrollment of KIC Tribal members to other federally recognized Tribes, other than the regional known as "Central Council of Tlingit and Haida Indian Tribes of Alaska", shall be prohibited.

SECTION 3: ENROLLMENT PROCEDURE

The following procedures shall be followed to the greatest extent feasible, in considering application for enrollment in the Ketchikan Indian Corporation. In processing applications for enrollment, the Enrollment Officer, the Enrollment Committee and the Tribal Council will do everything reasonably possible to insure an orderly and prompt procedure and the speedy resolution of all applications.

- (03.01 SAFEGUARDING RECORDS: The Enrollment Officer shall have authority to establish the procedures to maintain and safeguard all Enrollment records.

- 03.02 APPLICATIONS AVAILABLE: Applications for Enrollment will be available upon request at Ketchikan Indian Corporation.
- 03.03 SUBMISSION OF APPLICATIONS: Persons seeking enrollment will complete such applications and submit them to the Enrollment Officer with appropriate documentation.
- 03.03.01 Documentary evidence such as Birth Certificates, Baptismal records, copies of Probate findings, affidavits or BIA records, which show a direct lineage to the applicant as a descendant.
- 03.03.02 Documentary evidence as in Item 04.03.01, but which show an indirect or corollary lineage to the applicant, such as Uncles, Aunts, Cousins or other relatives not direct descendants.
- 03.03.03 Documentation provided by Alaska Department of Health and Social Services, Division of Family and Children Services or Tribal Indian Child Welfare Act (ICWA) workers.
- 03.03.04 Automatic Eligibility:
Documentation as in Items 04.03.01, 04.03.02 or 03.03.03, as well as residency documentation and proof of age.
- 03.04 BURDEN OF PROOF: The burden of proof rests upon the applicant to establish his or her eligibility for enrollment. The Enrollment Officer will assist the applicant with sources and addresses of Agencies which may be contacted to obtain the required documentation.
- 03.05 NUMBER ASSIGNMENT: The Enrollment Officer will assign a number to each application upon receipt, mark it with the date received and open a file for each applicant.
- 03.06 "PENDING STATUS": In cases where an application is incomplete, the applicant will be so notified and the file placed in a separate "pending status" file.
- 03.06.01 Pending files will be "updated" at reasonable intervals for review by the Enrollment Officer.
- 03.06.02 In cases where an application has been in "Pending Status" for extended periods of time and all reasonable measures have been taken to remove it from tb.at status, the file will be moved into a "Not Acted On" status with an explanation attached, stating the reason for this action. This allows the file to be "reactivated" should the applicant become a resident or to furnish appropriate documentation.

- 06.07 ENROLLMENT COMMITTEE: The Enrollment Officer will contact Enrollment Committee Members to review and approve the applications prior to each regularly scheduled Tribal Council meeting.
- 04.08 NOTIFICATION & ENROLLMENT CARD: As soon as possible after the Tribal Council makes its determination, the Enrollment Officer will notify the applicant in writing of the Council's decision. At that time a Ketchikan Indian Corporation Enrollment Card will also be issued to the new member.
- 04.10 ADDITIONAL DOCUMENTATION: In those cases where the applicants file has not cleared the Enrollment Committee, the Enrollment Officer will contact the applicant for additional documentation.
- 04.11 DENIAL OF MEMBERSHIP: In those cases where Enrollment is denied by the Council, the applicant will be contacted and informed that he or she has thirty (30) days from receipt of the Notice of Denial to petition the Tribal Council in writing for a rehearing or to request additional time due to extraordinary circumstances rendering the thirty (30) day period insufficient. The denied applicant may submit further evidence to support his or her case at any time prior to the Council rehearing.
- 04.12 COUNCIL'S DECISION FINAL: Following any appearances for or by the applicant at the Council rehearing, the Council will go into Executive Session to affirm or reverse its previous decision. The Tribal Council's decision at the rehearing will be final.

SECTION 5: RELINQUISHMENT OF MEMBERSHIP

A member may relinquish his or her membership by submitting a notarized statement to that effect in writing to the Enrollment Officer. This request will be referred in the form of a Resolution to the Tribal Council for consideration.

Such action will not affect the status of descendants of such nonmember. Such nonmember may apply for reinstatement of membership by submitting a statement to that effect in writing, providing SECTION 3: ELIGIBILITY - Item 3.4 is applicable. This request will be referred in the form of a Resolution to the Tribal Council

SECTION 6: SEVERABILITY

If any part of this Ordinance is held to be invalid, the remainder shall continue to be in full force and effect.

SECTION 7: AMENDMENTS TO THIS ORDINANCE

Upon adoption of this Ordinance by the Ketchikan Indian Corporation Tribal Membership, this document may not be added to or in any other way changed. Unless approved by the Tribal Council.

Updated Ordinance Approved by the Tribal Council and is Effective Date *****