

**CURRENT ANB/ANS BYLAWS 2011-2012**

(Pages 10-13 of blue Constitution and Bylaws booklet)

Page 10

**GC 1.00 GRAND CAMP OPERATIONS****GC 1.01 Purpose of Grand Camp Bylaws**

Page 11

**GC 1.02 Amendment of Bylaws**

**GC 1.03 Fiscal year.** The fiscal year for the Camp shall be from October 1 of one year through September 30 of the following year.

Page 11

**GC 1.04 Grand Camp Committees:****GC 1.04.a Committee on Committees**

Page 12

**GC 1.04.b Credentials Committee.** The Treasurers of the Grand Camp, serving as co-chairs, and four members of the host camp selected by the President of the Grand Camp in consultation with the president of the host camp shall serve as a Credentials Committee. It shall be the duty of the Credentials Committee to verify the qualifications of each person applying to be seated as a voting member of the Grand Camp and to recommend to the Grand Camp, as appropriate, the seating or the refusal to seat such applicants.

**RECOMMENDED REVISIONS/ADDITIONS 2016 TO BYLAWS**

(by committee authorized by Resolution 15-28)

**GC 1.00 GRAND CAMP OPERATIONS**

(No change.)

(No change.)

(No change.)

Appointment by both Grand Presidents

**GC 1.04.b Credentials Committee.** The ANB and ANS Grand 2<sup>nd</sup> Vice Presidents, serving as co-chairs, both Grand Treasurers, both Grand Secretaries, and the ANB or the ANS host camp Treasurer are responsible for organizing the registration process at Grand Camp convention. The co-chairs will appoint: a Credentials Committee member to update credential information on the computer; a committee member to present the Credentials report on the convention floor; another to maintain the portable Credentials file box during the session and deliver it to one of the newly elected Grand 2<sup>nd</sup> Vice Presidents for use the following year. It shall be the duty of the Credentials Committee to verify the qualifications of each person applying to be seated as a voting member of the Grand Camp and to recommend to the Grand Camp, as appropriate, the seating or the refusal to seat such applicants.

**GC 1.04.c Resolutions Committee**

Appointment by both Grand Presidents

**GC 1.04.d Fisheries, Wildlife and Subsistence Committee**

Appointment by both Grand Presidents

**GC 1.04.e Health and Education Committee**

(No change)

**GC 1.04.f Grand Ball Committee**

(No change)

Page 11

**GC 2.00 Membership**

Page 13

**GC 2.00 Dues.** Membership dues for both the ANB and ANS shall be twelve dollars per fiscal year and shall be paid to the Local Camp Treasurer no later than September 30 for the following fiscal year. The Local Camp Treasurer shall promptly forward six dollars of each member's dues to the Grand Camp Treasurer for use by the Grand Camp at its discretion.

**GC 2.00 DUES.** Membership dues for both ANB and ANS shall be twenty dollars per fiscal year and shall be paid to the Local Camp Treasurer no later than September 30 for the following fiscal year. The Local Camp Treasurer shall promptly forward ten dollars of each member's dues to the Grand Treasurer for use by the Grand Camp at its discretion.

**GC 2.00** A local camp member in good standing has paid dues for the current year in order to vote or hold office, including Grand Office.

**GC 2.00** A local camp in good standing has paid 50% of the current year's membership dues to Grand Camp and has been properly registered to actively participate in convention. Only a member of a Local Camp in good standing will be allowed to run for Grand Office.

**(Currently, pages 20-49 copy from Robert's Rules of Order and include some guides for current officers. Numbers on page 10 have been reassigned by the Constitution Committee in order to include added duties not listed elsewhere in the Constitution.)**

**GC 3.00 President, Grand Camp****GC 3.00 President, Grand Camp**

**GC 3.01.** The elected Grand Presidents will meet immediately after the convention with their officers to lay out anticipated focus, responsibilities and deadlines. The Grand Presidents will be expected to work closely with at least 3 local camps

and provide written communication on a quarterly basis with all local camps.

#### **GC 4.00 Vice-Pres, Grand Camp**

##### **GC 4.00 First Vice President, Grand Camp**

**GC 4.01** The Grand 1<sup>st</sup> Vice Presidents of ANB and ANS will work closely with the Joint Grand Executive Committee to confirm program planning (theme, focus, agenda, speakers) of the upcoming convention. The Grand 1<sup>st</sup> Vice Presidents will serve as co-chairs and as liaisons with the local camp host, the latter arranging for the facility, copying equipment, volunteer labor, publicity, fundraising, meals, housing, transportation, etc. Both Vice Presidents will familiarize themselves with the convention responsibilities of Grand Camp and the local camp host, ensuring that all areas are discussed and implemented successfully, while keeping in constant communication with both Grand Presidents.

##### **GC 5.00 Second Vice President, Grand Camp**

**GC 5.01** The Grand 2<sup>nd</sup> Vice Presidents of ANB and ANS will be responsible for jointly soliciting and maintaining updated and accurate information of each camp's local contacts, specifically the most recently elected officers (verified by minutes). Such information shall be gathered during convention. No later than the end of November, this list will be distributed to each Local Camp and all Grand Officers.

**GC 5.00 Secretary, Grand Camp****GC 6.00 Treasurer, Grand Camp****GC 7.00****GC 8.00****GC 9.00 Amendment****GC 6.00 Secretary, Grand Camp**

**GC 6.01** The ANB Grand Secretary will collect, produce and distribute hard copies (with signatures) of all Grand Camp resolutions during and after convention and also will write and disseminate press releases.

**GC 6.02** The ANS Grand Secretary will record, produce and distribute hard copies of Grand Camp minutes during and after convention as well as take minutes for meetings of the Joint Grand Executive Committee.

**GC 7.00 Treasurer, Grand Camp**

**GC 7.01** The ANB and ANS Grand Treasurers will maintain, reconcile, and account for their organizations' funds and will ensure all documents are prepared and available for review by the Audit Committee at least one week before convention. At least two weeks before convention, both Grand Treasurers will solicit information from other Grand Officers in order to draft an annual budget to be presented by both Grand Treasurers on the first day of convention.

**GC 8.00 Sergeant at Arms, Grand Camp**

**GC 8.01** Working with the convention host camp's Sergeant at Arms, both Grand Sergeants at Arms will jointly gather, display, inventory, pack and transport all Grand Camp assets safely to the next convention site. No assets are to be left with someone else, out of their control and possession.

**GC 9.00 Amendment (No change.)**

**The following bylaws are all recommendations from the 2016 Constitution Committee. They fall under 1.00 Grand Camp Operations or 7.00 Treasurer. Numbers will have been assigned on the copies awaiting you at Grand Camp.**

- GC\_\_\_ Grand Treasurers will work to transition information and supplies to incoming Grand Treasurers by the end of the first week after convention.
- GC\_\_\_ The Grand Treasurers will provide the Grand Secretaries a list of member Local Camps who did not provide a division of dues so that contact can be made to notify the camp and provisions to remedy the situation.
- GC\_\_\_ No payment or charge over \$500 is authorized unless budgeted and with prior approval (email, note or letter) of both Grand Presidents. All checks will be signed by the ANB Grand Treasurer.
- GC\_\_\_ Prior approval by the ANB or ANS Grand President is required for car rentals, on a shared basis and accompanied by renter's insurance. Grand Camp is not responsible for car rental mishaps.
- GC\_\_\_ All requests for reimbursements will be submitted in writing with original receipt within 90 days.
- GC\_\_\_ There will be no use of corporate credit cards without the ANB and ANS Grand Presidents' approval (email, note or letter). The use of debit cards will be limited to the Grand Treasurers and Grand Presidents for approved travel and other expenditures to maintain the organization's goals and missions.
- GC\_\_\_ The assets of Grand Camp belong to the organization and require a resolution or motion to be disposed of.
- GC\_\_\_ The mission of ANB and ANS, as well as actions approved at convention through motions and resolutions, constitute the approved authorized ceiling for annual expenditures.
- GC\_\_\_ Expenditures beyond the annually approved budget will be considered only after a thorough and detailed report is provided and a full vote of the Joint Grand Executive Committee.
- GC\_\_\_ Funds withdrawn from the Endowment are for the purposes of accomplishing the ANB and ANS goals and objectives equally.

- GC \_\_\_\_ Up to 5% of the interest from the Grand Camp Endowment created by Sealaska Corporation will be used each year, the ANB and ANS Grand Presidents must have approved the request, and a report will be provided to the Joint Grand Executive Committee. Amounts over 5% require approval of the Executive Committee. This policy of 5% shall be reviewed annually by the Joint Grand Executive Committee to ensure that earnings and accumulated appreciation are adequate to maintaining the goals of the ANS and ANB mission statements. Adjustments may be made as deemed appropriate.
- GC \_\_\_\_ The ANB and ANS may acquire both real and personal property while conducting the organization's business. Those members who take possession of Grand Camp property are fully responsible for the same and held liable for it. If lost, the Grand Treasurers and Sergeants at Arms will be notified immediately.
- GC \_\_\_\_ Unauthorized expenditures by Executives and Officers are the individual's responsibility and not an obligation of ANB or ANS.
- GC \_\_\_\_ The Finance Committee is responsible for development of the initial budget proposal to be presented at the Grand Camp convention on the first day. There will be a motion to accept and then table immediately; after the Resolutions process is completed, the budget will be pulled from the table, reviewed for appropriate adjustments, and then voted on before the end of convention.
- GC \_\_\_\_ Travel must be in detailed budget (to be developed and approved by the Joint Grand Executive Committee), must be authorized by the Grand Presidents prior to booking, and will include housing and preapproved car rentals. The Meals and Incidental Expenses (M&IE, formerly referred to as "per diem") will be based on federally approved rates found on <http://www.gsa.gov/portal/content/10518>
- a) Receipts are required for hotel expenses (medium cost range and double occupancy when possible) and travel. Meal expenses are covered by the M&IE allowance and do not require receipts.
  - b) Payment is approved for the full cost of a convention meal when it's an integral part of convention. If a meal is included in the registration fee, that portion of M&IE will not be paid.
  - c) No reimbursement will be issued without written documentation detailing the amount of each expenditure, submitted within 90 days.
  - d) Grand Camp shall specify types of travel, methods of transportation, mileage allowance, M&IE, submission of receipts, and "purpose of travel" report.
  - e) ANB and ANS Executives and Officers shall provide within one month a report that includes the primary purpose for the travel and a summary of key issues addressed. This report will be filed with the appropriate President and Grand Treasurer and will be distributed and presented at next official meeting.
  - f) ANB and ANS Executives and Officers travel only upon prior approval by the respective Grand President.
  - g) "Executive and committee meetings may be held in person, by telephone conference call or videoconference. Guidelines will be developed regarding quorum, point of order, seeking recognition to speak, submitting motions, and voting."