



*Finance*

**ANB – ANS**  
JUNEAU, ALASKA – September 2015

**Resolution #15-01**

**Title: Guidelines for payment of Member Travel**

WHEREAS, good books are necessary to garner trust; and

WHEREAS, good books are necessary when working together and current practices must be codified by the Grand Camp of the ANB and ANS; and

WHEREAS, expenditures must be visible to all members; and

WHEREAS, bonding is expensive, has not been provided despite requirements of our Constitutions, and we must therefore rely on the integrity of our officers; and

WHEREAS, audits require established policies, procedures and guidelines; and

NOW THEREFORE BE IT RESOLVED, that ANS Camp 2 and the ANB & ANS Camp 70, assembled in a joint meeting in September 2015, request the Grand Camp Convention convened in Wrangell on the occasion of the centennial of the Alaska Native Sisterhood, adopt guidelines and procedures as more fully described in the attached Exhibit entitled Executive Order 14-01 signed by Eric Morrison and Freda Westman dated October 21, 2014; and

BE IT FURTHER RESOLVED, that all reasonable and necessary precautions related to expenditures are hereby authorized and Grand Officers, as fiduciaries to their respective entities, shall be responsible for protecting funds of the Grand Camp and are not authorized to compensate themselves for services in all cases, request per diems or Meals and Incidentals from the ANB or ANS if requesting such reimbursement from others (Grand Presidents may always disallow or reduce amounts in this guideline in the best interest of the ANB or ANS); and

BE IT FINALLY RESOLVED, that reimbursements and payments shall be recorded in accordance with Generally Accepted Accounting Practices (GAAP) identifying the payee and shall be available for members' review 30 days after the previous Calendar Year.

*Marcelo Quinto*

Marcelo Quinto, President  
ANB Camp 70

*Andrea Cesar*

Andrea Cesar, President  
ANS Camp 70

*Rhonda Butler*

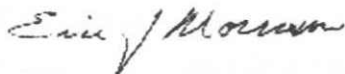
Rhonda Butler, President  
ANS Camp 2

Attest: *Geresa A. Campbell* Meeting Secretary

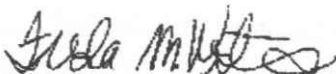
Executive Order 14-01

POLICIES AND PROCEDURES for Grand Camp and its member Entities reimbursement or payment.

- (1) No payment or charge over \$500 is authorized unless budgeted (approved budget attached) and without prior approval (email, note or letter) of both Grand Presidents. All checks will be signed by the ANB Grand Treasurer.
- (2) Prior approval by the ANB and ANS Grand President will be required for car rentals. Unless approved, the rental is an individual's expense.
- (3) All requests for reimbursements will be submitted in writing with original receipt.
- (4) Up to 5% of the Grand Camp Endowment created by Sealaska Corporation will be used each year and the Grand Presidents must approved request and a report will be provided to the Executive Committee. Amounts over require approval of Executive Committees.
- (5) Grand Treasurers will work to transition information and supplies and accommodate the incoming Treasurers by the end of the first week following Convention. New Treasurers will not be responsible for predecessor administration(s).
- (6) There will be no use of corporate credit cards without the ANB and ANS Grand Presidents' approval (email, note or letter).
- (7) The Grand Treasurers will provide the incoming Grand Secretaries a list of member local camps who did not provide a division of dues so that contact can be made through a letter or follow-up communication notifying the camp that they are no longer in good standing and provisions to remedy this.
- (8) The assets of Grand Camp belong to the organization and require a resolution or motion to be disposed of.
- (9) Travel must be in detailed budget (to be developed and approved by Executive Committees) and must be authorized by the Grand Presidents prior to booking through either individual reimbursement (after receipts are presented) or through a travel agency and will include housing and preapproved car rentals. The Meals and Incidentals (M&IE, formerly referred to as "per diem") will be based on federal approved rates found on:  
<http://www.gsa.gov/portal/content/101518>
- (10) Effective October 21, 2014 until further notice.



Eric Morrison, ANB Grand President



Freda Westman, ANS Grand President