

ANB ANS Grand Camp Constitution and Bylaws

CONSTITUTION AND BYLAWS

of the

ALASKA NATIVE BROTHERHOOD

and the

ALASKA NATIVE SISTERHOOD

Adopted on October 6, 2011

TABLE OF CONTENTS

ANB/ANS Constitution	1-10
Name; Mission	1
Membership	1-3
Officers	3-4
Grand Camp	5-6
Executive Committees	6-7
Committees	7-9
Parliamentary Authority	9
Amendment	10
Grand Camp Bylaws	11-14
Local Camp Constitution	14-18
Name; Mission; Membership	14
Officers	14-15
Meetings	15-16
Camp Council	16
Committees	17-18
Parliamentary Authority; Amendment	18
Local Camp Bylaws	19
Appendix	20-49
President's Duties	20-31
Vice President's Duties	32
Secretary's Duties	33-41
Treasurer's Duties	42-49
Sergeant as Arms' Duties	49

CONSTITUTION
of the
ALASKA NATIVE BROTHERHOOD
and the
ALASKA NATIVE SISTERHOOD

ARTICLE I - NAME

This Constitution and accompanying Bylaws shall govern two organizations that shall be known as the Alaska Native Brotherhood and the Alaska Native Sisterhood, also referred to respectively as the ANB and ANS.

ARTICLE II – MISSION

The mission of the ANB and ANS is to better the lives of Native people and their families; to fight for civil rights and land rights for all Native people; to share the cultural knowledge, wisdom, and artistic beauty of Native tribal societies; and to strive for a spirit of brotherhood and sisterhood among all people.

ARTICLE III – MEMBERSHIP

Section 1. Membership. Membership of individual persons in the ANB and in the ANS shall be through community-based chapters known as Local Camps of the ANB and ANS respectively.

Section 2. Membership requirements. Any person who resides in or is affiliated with a community in which a

ARTICLE III – MEMBERSHIP (continued)

Local Camp of the ANB or the ANS is located and pledges to promote the mission and abide by the rules of the ANB and ANS may become a member the Camp upon a majority vote of acceptance in a meeting or ceremonial gathering of members and upon payment of dues.

Section 3. Local Camp Charters. Upon application to the Grand Camp, established in Article V, below, by at least seven persons who qualify for ANB or ANS membership, and with approval by a majority vote of the Grand Camp, a charter shall be issued for the establishment of a Local Camp. Such Local Camp shall organize and operate in accordance with the Local Camp Constitution and Bylaws prescribed by the ANB and ANS.

Section 4. Withdrawal of Local Camp Charters. If the Grand Camp determines that a Local Camp is in violation of the Constitution or Bylaws of the ANB and ANS, or that its actions bring harm to the ANB or the ANS, the Grand Camp may, by a two-thirds vote by ballot, withdraw the charter of that Local Camp, provided that the Local Camp is given the opportunity to be heard prior to the vote on withdrawal of its charter.

Section 5. Dues. Dues may be levied by the Grand Camp in accordance with Grand Camp Bylaws.

Section 6. Resignation from Membership. Any member who wishes to do so may resign from membership by submitting a letter of resignation to the Camp Secretary, who shall present it to the Camp Council for action.

Section 7. Life Membership. Upon the signed recommendation of one member, seconded by another member, and by a three-fourths vote by ballot at a regular meeting of the Local Camp, a Life Membership may be conferred upon a person who has rendered notable service as a member of the ANB or ANS and has been a member for twenty-five years or more, and has reached the age of sixty-five. A Life Member shall be entitled to all of the privileges of membership but the Local Camp shall pay the Life Member's division of dues to the Grand Camp.

Section 8. Honorary Membership. Upon the signed recommendation of one member, seconded by another member, and by a three-fourths vote by ballot at the Grand Camp, an Honorary Membership may be conferred upon a person who has rendered notable service to the ANB or ANS or to society. An honorary member shall have none of the obligations of membership, but shall be entitled to all of the privileges except those of making motions, of voting, and holding office.

ARTICLE IV – OFFICERS

Section 1. Officers and their Duties. The Officers of the ANB shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, a Sergeant at Arms, and the past Presidents of the Grand Camp. The Officers of the ANS shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, a Sergeant at Arms, and the past Presidents of the Grand Camp. The President of the ANB or his designee shall preside at Grand Camp and shall

ARTICLE IV – OFFICERS (continued)

make appointments unless provided otherwise in this Constitution. The officers shall perform the duties prescribed by this Constitution, ordered of the Grand Camp, and by the parliamentary authority adopted by the ANB and ANS.

Section 2. Ballot Election, Term of Office. The officers shall be elected by ballot to serve for one year or until their successors are elected, and their terms of office shall begin at the close of the Grand Camp at which they are elected.

Section 3. Vacancies. If a vacancy should occur in the office of the ANB Second Vice President, Secretary, Treasurer, or Sergeant-at-arms, the President or highest ranking remaining officer shall nominate and the Executive Committee, shall, by majority vote, elect a replacement to fill the remaining term of office. If a vacancy should occur in the office of the ANS Second Vice President, Secretary, Treasurer, or Sergeant-at-arms, the President or highest ranking remaining officer shall nominate and the Executive Committee, shall, by majority vote, elect a replacement to fill the remaining term of office.

Section 4. Emeritus Officers. Upon the recommendation of a nominating committee consisting of Executive Committee members appointed by the current President, and by a three-fourths vote by ballot at the Grand Camp, an Emeritus status in an office of the Grand Camp may be conferred upon a person who has rendered distinguished service in that office. Emeritus status shall in no way diminish the rights otherwise accorded the recipient of that status.

ARTICLE V – GRAND CAMP

Section 1. Grand Camp Established. The ANB and ANS shall meet annually in convention at a time during the week of the first Sunday in October or at such other time and place as may be determined by the previous convention. The convention shall be known as the Grand Camp.

Section 2. Purpose of the Grand Camp. The purpose of the Grand Camp is to elect officers, receive reports of officers and committees, and to consider other business that may arise.

Section 3. Requirements for Participation in the Grand Camp. Local Camps of the ANB and ANS may be represented in the Grand Camp by the Camp President and two of its members elected as delegates, or three elected delegates if the Camp President is unable to attend. Local Camp delegates and ANB and ANS officers of the Grand Camp shall be registered as members of the Grand Camp and shall each be authorized, when present, to cast one vote on any matter that may come before the Grand Camp, provided that the Local Camp of respective delegates is current in its payment of dues.

Section 4. Alternate Delegates. Local Camps may elect up to three alternate delegates, any of whom may, at the request of the Local Camp delegation and with the concurrence of the Grand Camp, be authorized to replace an approved delegate for the remainder of the session.

Section 5. Quorum. More than half of the registered delegates and officers shall constitute a quorum.

ARTICLE V – GRAND CAMP (continued)

Section 6. Special Meetings. Special meetings of the Grand Camp may be called by the ANB President of the Grand Camp. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three weeks notice shall be given.

ARTICLE VI – ANB AND ANS EXECUTIVE COMMITTEES

Section 1. ANB Executive Committee Composition. The ANB officers of the Grand Camp and the President of the Alaska Native Sisterhood shall constitute the ANB Executive Committee.

Section 2. ANB Executive Committee Duties and Powers. The ANB Executive Committee shall have general supervision of the affairs of the ANB between sessions of the Grand Camp, fix the hour and place of meetings, make recommendations to the ANB, and perform such other duties as are specified in this Constitution. The Executive Committee shall be subject to the orders of the ANB, and none of its acts shall conflict with action taken by the ANB.

Section 3. ANB Executive Committee Meetings. The ANB Executive Committee shall meet at least once annually. Additional meetings may be called by the President of the Grand Camp or, under extraordinary circumstances, by three members of the Executive Committee.

Section 4. ANS Executive Committee Composition. The ANS Grand Officers and the past ANS Grand Presidents shall constitute the ANS Executive Committee.

Section 5. ANS Executive Committee Duties and Powers. The ANS Executive Committee shall have general supervision of the affairs of the ANS between sessions of the Grand Camp, fix the hour and place of meetings, make recommendations to the ANS, and perform such other duties as are specified in this Constitution. The ANS Executive Committee shall be subject to the orders of the ANS, and none of its acts shall conflict with action taken by the ANS.

Section 6. ANS Executive Committee Meetings. The ANS Executive Committee shall meet at least once annually. Additional meetings may be called by the ANS President of the Grand Camp or, under extraordinary circumstances, by three members of the Executive Committee.

ARTICLE VII – COMMITTEES

Section 1. A Program Committee is a standing committee. The ANB First Vice President of the Grand Camp, the ANB Sergeant at Arms and the ANS Sergeant at Arms of the Grand Camp, and the ANB and ANS Presidents of the Local Camps hosting the next Grand Camp shall serve as a Program Committee from the adjournment of one Grand Camp until the adjournment of the next. The ANB First Vice President shall serve as committee chair. It shall be the duty of the Program Committee to ensure that goods, services, and facilities are adequately provided for in order to satisfactorily operate the Grand Camp

ARTICLE VII – COMMITTEES (continued from previous page)

Section 2. A **Finance Committee** is a standing committee. The ANB Treasurer and the ANS Treasurer of the Grand Camp, two members appointed by the ANB President and two members appointed by the ANS President of the Grand Camp promptly after the adjournment of the Grand Camp shall serve as the Finance Committee. The ANB Treasurer shall serve as chair of the Finance Committee. It shall be the duty of the Finance Committee to prepare a budget for the forthcoming fiscal year and submit it to the Grand Camp; to monitor expenditures; and to submit proposed budget amendments as needed to the ANB Grand Camp President for consideration for approval by the ANB Executive Committee. The ANB Executive Committee shall promptly inform the ANS Grand President of any approved budget amendments. The members of the Finance Committee shall serve until their successors are selected.

Section 3. An **Audit Committee** is a standing committee. Promptly after adjournment of the Grand Camp, the ANB President of the Grand Camp shall appoint three persons who are competent in the understanding of financial statements to serve as an Audit Committee. It shall be the duty of the Audit Committee to provide for an audit of the financial records of the ANB and the ANS for the fiscal year, and report audit findings to the Grand Camp.

Section 4. A **Scholarship Committee** is a standing committee. An ANB/ANS Grand Camp Scholarship Committee consisting of five members shall serve five-year staggered terms, with one committee member appointed by

the ANB President of the Grand Camp promptly after adjournment of each Grand Camp, except that the initial appointment after adoption of this provision shall be of five members and the President shall designate one-year, two-

year, three-year, four-year, and five-year terms for respective committee members. It shall be the duty of the ANB Grand Camp Scholarship Committee to solicit scholarship funds and to establish programs for the fair award of scholarships and other incentives to encourage Native American students to attend post-secondary educational institutions. The Committee shall independently select recipients of scholarships and other awards and shall report to the Grand Camp annually.

Section 5. Other Committees; President's Ex-officio Committee Membership. Such other committees, standing or special, including those provided for in the Grand Camp bylaws shall be appointed by the ANB President as the Grand Camp or the ANB Executive Committee shall from time to time deem necessary to carry out the work of the ANB or the Grand Camp. The ANB and ANS Grand Camp Presidents shall be ex-officio members of all committees except when such committee membership may involve a conflict of interest.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the ANB and ANS in all cases in which they are applicable and in which they are not inconsistent with the Constitution, bylaws or special rules of order that the ANB and ANS may adopt.

ARTICLE IX – AMENDMENT

Section 1. Grand Camp Constitution. This Constitution may be amended at any session of the Grand Camp by a two-thirds vote, provided that the proposed amendment has been submitted to the Local Camps of the ANB and ANS at least thirty days prior to the convening of the Grand Camp at which such amendment will be considered for adoption.

Section 2. Local Camp Constitution and Bylaws. The Local Camp Constitution and Bylaws may be amended at any session of the Grand Camp by a two-thirds vote, provided that the proposed amendment has been submitted to the Local Camps of the ANB and ANS at least thirty days prior to the convening of the Grand Camp at which such amendment will be considered for adoption.

ALASKA NATIVE BROTHERHOOD

ALASKA NATIVE SISTERHOOD

GRAND CAMP BYLAWS

- GC 1.00 Grand Camp Operations
- GC 2.00 Membership
- GC 3.00 President, Grand Camp
- GC 4.00 Vice-Pres, Grand Camp
- GC 5.00 Secretary, Grand Camp
- GC 6.00 Treasurer, Grand Camp
- GC 7.00 Camp Council
- GC 8.00
- GC 9.00 Amendment

GC 1.00 Local Camp Operations

GC 1.01 Purpose of Grand Camp Bylaws. The purpose of these bylaws is to provide detailed procedures for the operation of the Grand Camp.

GC 1.02 Amendment of Bylaws. These bylaws may be amended at any session of the Grand Camp by a majority vote, provided that the proposed amendment has been submitted to the Local Camps at least thirty days prior to the convening of the Grand Camp in which such amendment will be considered for adoption.

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.

GC 1.04 Grand Camp Committees. Special committees for the operation and management of the Grand Camp shall be appointed as follows:

GC 1.04.a Committee on Committees. A Committee on Committees consisting of three members, including the committee chairperson, shall be appointed by the ANB President of the Grand Camp at least one week prior to convening of the Grand Camp. It shall be the duty of the Committee on Committees to recommend to the Grand Camp the assignment of each member of the Grand Camp to each serve on one or more Grand Camp committees. The Committee on Committees shall meet no later than the day preceding the convening of the Grand Camp and be prepared to report its recommended committee assignments shortly after the Grand Camp convenes.

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.

GC 1.04.c Resolutions Committee. A Resolutions Committee composed of three members shall be appointed by the President of the Grand Camp at least one week prior to convening of the Grand Camp. It shall be the duty of the Resolutions Committee to recommend to the Grand Camp the assignment of each resolution to the appropriate committee for review and for a report to the Grand Camp with a recommendation for its disposition.

GC 1.04.d Fisheries, Wildlife, and Subsistence Committee. The President of the Grand Camp shall, at least one week prior to the convening of the Grand Camp, appoint a chairperson of a Fisheries, Wildlife, and Subsistence Committee, and each Local Camp may assign one of its delegates to serve on such committee. It shall be the duty of the Fisheries, Wildlife, and Subsistence Committee to review resolutions that are assigned to it and make recommendations accordingly to the Grand Camp, and to provide such advice and recommendations as it deems appropriate regarding fisheries, wildlife, and subsistence.

GC 1.04.e Health and Education Committee. A Health and Education Committee consisting of Grand Camp members

selected in conjunction with the report of the Committee on Committees shall have the duty of reviewing health and education issues, including resolutions, that may be referred to it by the Grand Camp, to submit recommendations accordingly to the Grand Camp, and such other duties as may be assigned to it by the Grand Camp.

GC 1.04.f Grand Ball Committee. The Committee on Committees shall recommend to the ANB President of the Grand Camp a member of the Grand Camp to serve as chairperson of the Ritual and Grand Ball Committee, and each Local Camp present shall appoint a member of its delegation or an alternate to serve on the Grand Ball Committee. It shall be the duty of the Grand Ball Committee to take all actions necessary to implement the installation of officers and the Grand Ball, and to assume other responsibilities as assigned by the Grand Camp or the President of the Grand Camp.

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.

**LOCAL CAMP CONSTITUTION
of the
ALASKA NATIVE BROTHERHOOD
and
ALASKA NATIVE SISTERHOOD**

ARTICLE I - NAME

This Constitution and the accompanying Bylaws shall govern Local Camps of the Alaska Native Brotherhood and Alaska Native Sisterhood, each of which shall have the name of the community in which it is located or an appropriate name chosen by the members of the Local Camp, and shall have a camp number assigned by the Grand Camp.

ARTICLE II - MISSION

The mission of the Local Camp shall be to promote the mission of the ANB and ANS.

ARTICLE III – MEMBERSHIP

Membership requirements. Membership requirements shall be as set forth in the Grand Camp Constitution of the ANB and ANS.

ARTICLE IV – OFFICERS

Section 1. Officers and Their Duties. The officers of the Local Camp shall be a President, a Vice President, a Secretary, a Treasurer, a Sergeant at Arms, and three Camp members elected to serve on a Camp Council. The officers shall perform the duties prescribed by the Grand Camp

Constitution and Bylaws, the Local Camp Constitution and Bylaws, by order of the Grand Camp, and as set forth in the parliamentary authority adopted by this Camp.

Section 2. Ballot Election. The officers shall be elected by ballot to serve for one year or until their successors are elected, except that one of the three elected Camp Council members shall be elected each year for a three-year term.

Section 3. Terms of office. Terms of office shall begin at the close of the meeting at which officers are elected, or at a time in September determined by members of the Camp.

Section 4. Vacancies. If a vacancy should occur in the office of Vice President, Secretary, Treasurer, or Sergeant-at-arms the Camp President or highest-ranking remaining officer shall nominate and the remaining officers shall, by majority vote, elect a replacement to fill the remaining term of office.

ARTICLE V – MEETINGS

Section 1. Regular meetings. The regular meetings of the Camp shall be at a time and day determined by members of the Camp, provided that there shall be at least one meeting per month from September 1 through May 31. The purpose of regular meetings is to receive reports of officers and committees, to appoint committees, and for any other business as may arise.

Section 2. Annual meeting. The last regular meeting in May shall be designated as the annual meeting and shall be for the purpose of receiving reports of officers and committees, appointing standing committees, and for any other business as may arise.

Section 3. Grand Camp participation. The Camp shall, whenever possible, send a delegation to participate in the Grand Camp

Section 4. Special Meetings. Special meetings may be called by the President or, under extraordinary circumstances, by a majority of the Camp Council. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

Section 5. Quorum. Five members of the Camp shall constitute a quorum.

ARTICLE VI – CAMP COUNCIL

Section 1. Camp Council Composition. The three elected Camp Council members shall constitute the Camp Council.

Section 2. Camp Council Duties and Powers. The Camp Council shall have general supervision of the affairs of the Camp between meetings and shall perform such other duties as determined at a meeting of members of the Camp. None of the Camp Council's acts shall conflict with orders of the Grand Camp or of the Camp.

Section 3. Camp Council Meetings. The Camp Council shall meet at the call of the President of the Camp or, under extraordinary circumstances, at the call of two members of the Camp Council. Except in cases of emergency, at least three days notice shall be given before convening a meeting of the Camp Council.

ARTICLE VII – COMMITTEES

Section 1. Planning Committee. A Planning Committee composed of three members shall be appointed by the President. It shall be the duty of the Planning Committee to plan the Camp's calendar of activities, to work cooperatively with the Finance Committee to incorporate projected costs into the budget, and to report to the membership their recommendations for a calendar of activities for the next fiscal year.

Section 2. Finance Committee. Two members of the Camp appointed by the President and the Camp Treasurer shall serve as a Finance Committee. It shall be the duty of the Finance Committee to prepare a budget for the next fiscal year and submit it to the membership for a vote on approval before the beginning of the fiscal year. The Finance Committee shall serve until the next election of officers and may from time to time submit budget amendments to the membership for consideration for approval.

Section 3. Audit Committee. An Audit Committee consisting of three members shall be appointed by the President. It shall be the duty of the Audit Committee to audit or provide for the auditing of the Camp Treasurer's accounts for the current fiscal year and report to the membership at a regular meeting.

Section 4. Other Committees. Such other committees, standing or special, as the Camp or the Camp Council deem necessary to carry out the work of the Camp shall be appointed by the President.

Section 5. President's Ex-officio Committee Membership. The President of the Camp shall be ex-officio a member of all committees except committees that may involve a conflict of interest.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Camp in all cases in which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the ANB and ANS Grand Camp, or the Constitution and Bylaws of this Camp or any special rules of order that the Grand Camp or this Camp may adopt.

ARTICLE IX – AMENDMENT

The Local Camp shall submit to the Secretary of the Grand Camp, at least sixty days before the Grand Camp convenes, any amendment to the Local Camp Constitution or Local Camp Bylaws it may wish to propose. Notice of the proposed amendment shall be given to Local Camp members in the regular meeting immediately preceding the meeting in which the Camp members are to vote on submitting the proposed amendment.

**LOCAL CAMP BYLAWS
of the
ALASKA NATIVE BROTHERHOOD
and
ALASKA NATIVE SISTERHOOD**

- LC 1.00 Camp Operations
- LC 2.00 Membership
- LC 3.00 President, Grand Camp
- LC 4.00 Vice-Pres, Grand Camp
- LC 5.00 Secretary, Grand Camp
- LC 6.00 Treasurer, Grand Camp
- GC 7.00 Camp Council
- LC 8.00
- LC 9.00 Amendment

Bylaw LC 1.00 Camp Operations.

LC 1.01 Purpose of Local Camp Bylaws. The purpose of these bylaws is to provide detailed procedures for the operation of the Local Camp.

LC 1.02 Amendment of Local Camp Bylaws. A Local Camp may submit proposed amendments to the Local Camp bylaws at least sixty days prior to the convening of the Grand Camp in which approval of the proposed amendment is to be considered, provided that notice is given to Camp members in the Local Camp meeting immediately preceding the meeting in which the proposed amendment is considered for submission to the Grand Camp.

LC 1.04 Fiscal year. The fiscal year for the Camp shall be from October 1 of one year through September 30 of the following year.

LC 2.00 Membership. Membership of individual persons in the ANB and in the ANS shall be through community-based chapters known as Local Camps of the ANB and ANS respectively. Any person who resides in or is affiliated with a community in which a Local Camp of the ANB or the ANS is located and pledges to promote the mission and abide by the rules of the ANB and ANS may become a member the Camp upon a majority vote of acceptance in a meeting or ceremonial gathering of members and upon payment of dues.

LC 3.00-LC7.00 – refer to Appendix

LC 9.00 Amendment. The Local Camp Constitution and Bylaws may be amended at any session of the Grand Camp by a two-thirds vote, provided that the proposed amendment has been submitted to the Local Camps of the ANB and ANS at least thirty days prior to the convening of the Grand Camp at which such amendment will be considered for adoption.