

ANB and ANS Grand Camp Appendices

APPENDIX 1 – DUTIES OF THE PRESIDENT

Duties set forth in Robert's Rules of Order Newly Revised, (pages 432-440)

CHAIRMAN OR PRESIDENT. The presiding officer of an assembly is ordinarily called the *chairman* when no special title has been assigned, or in a body not permanently organized, such as a mass meeting (53). In organized societies, the presiding officer's title is usually prescribed by bylaws, that of *president* being most common. The term the chair refers to the person in a meeting who is actually presiding at the time, whether that person is the regular presiding officer or not. The same term also applies to the presiding officer's station in the hall from which he or she presides, which should not be permitted to be used by other members as a place from which to make reports or speak in debate during a meeting (see also p. 437). In assemblies where committee chairmen or others will require a lectern for their papers, another lectern on the side of the platform or on the floor at the front should be provided so that the chair can maintain his presiding location. For the manner in which the chair should be addressed in a meeting, see pages 22-23.

The presiding officer of an assembly – especially of a large one – should be chosen principally for the ability to preside. This person should be well versed in parliamentary law and should be thoroughly familiar with the bylaws and other rules of the organization – even if he or she is to have the assistance of a parliamentarian. At the same time, any presiding officer will do well to bear in mind that no rules can take the place of tact and common sense on the part of the chairman.

Duties of the Presiding Officer of an Assembly. The principal duties of the presiding officer of an assembly under

parliamentary law are listed below – with references, where appropriate, to fuller descriptions elsewhere in this book. Additional information relating to the duties of the chair in particular cases will be found in the treatment of the subjects involved. It is the duty of the presiding officer of an assembly:

- 1) To open the meeting at the appointed time by taking the chair and calling the meeting to order (p. 24), having ascertained that a quorum is present (pp. 20-21; **40**).
- 2) To announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day (**41**).
- 3) To recognize members who are entitled to the floor (pp. 28-30); **42**).
- 4) To state and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings (except questions that relate to the presiding officer himself in the manner noted below), and to announce the result of each vote (4); or, if a motion that is not in order is made, to rule it out of order. (For a discussion of the circumstances under which the chair votes, see pp. 392-393. See also the discussion of unanimous consent, pp. 51-53.)
- 5) To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them (**39**).
- 6) To enforce the rules relating to debate and those relating to order and decorum within the assembly (pp. 21-24, 41-42; **43**).
- 7) To expedite business in every way compatible with the rights of members.

- 8) To decide all questions of order (23), subject to appeal (24) – unless, when in doubt, the presiding officer prefers initially to submit such a question to the assembly for decision.
- 9) To respond to inquiries of members relating to parliamentary procedure (*Parliamentary Inquiry*, pp. 281-282) or factual information (*Point of Information*, pp. 282-283) bearing on the business of the assembly.
- 10) To authenticate by his or her signature, when necessary, all acts, orders, and proceedings of the assembly.
- 11) To declare the meeting adjourned when the assembly so votes or – where applicable – at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present (8, 21).

At each meeting, in addition to the necessary papers proper to the meeting's business, the presiding officer should have on hand:

- a copy of the bylaws and other rules of the organization;
- a copy of its parliamentary authority (that is, this book, if it is prescribed by the bylaws);
- a list of all standing and special committees and their members;
- a memorandum of the complete order of business listing all known matters that are to come up, shown in proper sequence under the correct headings – or with their scheduled times – as applicable.

Except in a small board or committee, the presiding officer should stand while calling the meeting to order or declaring it adjourned, and while putting a question to vote. He should also stand – without leaving the chair

– while explaining his reasons for a ruling on a point of order (if the explanation entails more than a few words) or when speaking during debate on an appeal or a point of order he has submitted to the judgment of the assembly (**23, 24**). When speaking for the first time during debate in either of the latter two cases, he can do so in preference to other members (see pl 246 and Standard Characteristic 5, pp. 242, 249-250). While a member is speaking in debate on any question, the presiding officer should remain seated – unless the view between him and the members would be obstructed, in which case he should step back slightly during the member’s speech. At times other than those just mentioned, the presiding officer can stand or sit as he finds convenient for commanding the assembly’s attention, preserving order, etc. – provided his station is arranged so that even seated, he can see the entire hall and all present can see him (see also pp. 21, 433).

Whenever a motion is made that refers only to the presiding officer in a capacity not shared in common with other members, or that commends or censures him with others, he should turn the chair over to the vice-president or other appropriate temporary occupant (see below) during the assembly’s consideration of that motion, just as he would in a case where he wishes to take part in debate (see pp. 382-383). The chair should not hesitate, however, to put the question on a motion to elect officers or appoint delegates or a committee even if he is included.

Temporary Occupants of the Chair. If it is necessary for the president to vacate the chair during a meeting, or if the president is absent, the chair is occupied temporarily by another [member, provided that the

member is not prevented from presiding by any of the conditions that apply to the president mentioned in the preceding paragraph] – as follows:

- 1) *A vice-president.* If the president for any reason vacates the chair or is absent, the vice-president or first vice-president normally should take the chair unless he also, because of involvement in the debate or for any other reason, should disqualify himself from presiding in the particular case, and if the first vice-president is absent or must disqualify himself, the duty of presiding devolves on the other vice-presidents in order. For this reason, the bylaws should number the vice-presidents if there are more than one, and persons should be elected to specific positions. It should be noted, however, that if the bylaws provide for a president-elect, they usually provide also that the president-elect shall precede the first vice-president in the right to preside.
- 2) *An appointed chairman pro tem.* If the president vacates the chair during a meeting and no vice-president is available, the president can, subject to the approval of the assembly, as explained on pp. 382-383, appoint a temporary chairman who is called the *chairman pro tempore*, or *chairman pro tem*. The return of the president, the arrival of a vice-president, or the first adjournment puts an end to this appointment, and the assembly can end it even earlier by electing another chairman (see also p. 642). The regular presiding officer, knowing that he will be absent from a future meeting, cannot in advance authorize another member to preside in his place.

- 3) *An elected chairman pro tem.* If neither the president nor any vice-president is present, the secretary – or in the secretary’s absence some other member – should

call the meeting to order, and the assembly should immediately elect a chairman pro tem to preside during the session. Such office is terminated by the entrance of the president or a vice-president, or by the election of another chairman pro tem. If the assembly is to elect a chairman pro tem beyond the current session (in the event that the president and vice-president are unable to perform their duties for that length of time), notice must be given at the preceding meeting or in the call of the meeting in which such election is held.

The practice in some organizations of permitting the chairman of a committee to preside over the assembly or put questions to vote during the presentation and consideration of the committee’s report violates numerous principles of parliamentary law relating to the chair’s appearance of impartiality and the inappropriateness of his entering into debate, not to speak of the regular presiding officer’s duty to preside (see pp. 432-436).

Suggestions for Inexperienced Presiding Officers. The larger the assembly, the more readily it will detect the slightest weakness in a presiding officer. Efforts to capitalize on such failing may follow with sometimes disastrous results. It is often said that knowledge is strength, and certainly that is true in this case. The presiding officer should be thoroughly familiar with the “Duties of the presiding officer of an assembly,” [listed above], and should have with him the documents [also listed above]. There is no acceptable alternative to parliamentary procedure for the conduct of

business in a deliberative assembly; yet many presiding officers try to get along with a minimum of knowledge. This approach inevitably results in signs of unsureness. A presiding officer should make every effort to know more parliamentary procedure than other members, and should at least become familiar with [sections] 1 through 9 of this book and memorize the list of ordinary motions in their order of precedence, on tinted page 4 [of this book]. The chair should be able to refer to the table of rules relating to motions on tinted pages 6-29 quickly enough that there will be no delay in deciding all points contained there. These steps are simple and will enable a president to master parliamentary procedure more quickly. As more difficult points arise, a careful reading of the detailed treatment of such points in the body of this book will make them readily understood and mastered.

The presiding officer must not permit members to press so rapidly that the parliamentary steps are abridged or go unobserved. When a motion is made, he should not recognize any member or allow anyone to speak until the motion is seconded (where a second is required) and he [the presiding officer] has stated the question.

The chair should take special care to make sure that the members present always understand what is the immediately pending business – the *exact* motion to be voted on the next time a vote is taken. Failure of presiding officers to do so is one of the greatest causes of confusion in meetings. The chair should carefully follow the directions for stating a question on a motion or resolution given on pages 36-37. Particularly in stating the question on an unwritten motion, the chair should always say, “It is moved and seconded that” and then give the precise words of the motion fully, no matter how clearly the motion may have been framed when moved by its

maker. The chair should never try to avoid this critically important duty by saying “You have heard the motion” or by saying “The motion is moved and seconded” without repeating the motion’s exact words. The chair must be careful to be exact in stating any proposed amendment so as to make clear the effect its adoption would have on the motion to be amended. After the vote on an amendment, he should fully restate that motion as it stands as a result of the amendment’s adoption or failure (see pp. 136-137). Above all, just before the vote the chair should make clear the precise question the assembly is to decide. It is far better to risk taxing the patience of an assembly by repeating the wording of a motion on which all may be clear, than to risk taking a vote whose effect may be unclear to even a few members.

When a vote is taken, the result should be announced and also what question, if any, is then pending before any member who addresses the chair is recognized. In a large assembly where a microphone is required, the chair should insist that a member go to it and identify himself. This brief delay is often very salutary in quieting heated feelings. Efforts by a member to abbreviate the requirements of parliamentary procedure often signal an effort to substitute that member’s will for the parliamentary leadership of the presiding officer. A not uncommon instance of this kind is described on page 368, lines 31-36, where a member attempts quickly to obtain the floor to offer a motion in competition with one arranged by the officers to be offered by another member. Firmness and, at the same time, calm insistence on the regular order is a technique essential to the development of a skilled presiding officer.

While a commanding presence and knowledge are essential in procedural matters, the president of an

ordinary deliberative assembly, especially a large one, should, of all the members, have the least to say upon the substance of pending questions. While providing strong leadership, he should be fair. He should never get excited; he should never be unjust to even the most troublesome member, or take advantage of such member's lack of knowledge of parliamentary law, even though a temporary good might be accomplished thereby. The president should never be technical or more strict than is necessary for the good of the meeting. Good judgment is essential; the assembly may be of such a nature that strict enforcement of the rules, instead of assisting, would greatly hinder business. But in large societies where there is much work to be done, and especially where there is likelihood of trouble, the only safe course is to require a strict observance of the rules.

Administrative Duties of the President of a Society. All of the duties of the presiding officer described above relate to the function of presiding over the assembly at its meetings. In addition, in many organizations, the president has duties as an administrative or executive officer. Such duties are outside the scope of parliamentary law, and the president has such authority only if the bylaws specifically provide it. In some organizations the president is responsible for appointing committees and is ex-officio a member of all committees (except the nominating committee, which should be expressly excluded from such a provision). But only when he is so authorized by the bylaws or, in some cases, by vote of the assembly, does he have the authority. As an ex-officio member of a committee, the president has the same rights as the other committee members, but is not obliged to attend meetings of the committee and is not counted in determining the number required for a quorum or whether a quorum is present.

DUTIES OF THE PRESIDENTS OF THE GRAND CAMP

SET FORTH IN THE CONSTITUTION AND BYLAWS

Prescribed Duties. The Presidents shall perform the duties prescribed by the ANB/ANS Grand Camp Constitution, ordered of the Grand Camp, and by the parliamentary authority adopted by the ANB/ANS. (Article IV, Section 1)

Vacancies. If a vacancy should occur in an office of the ANB

Grand Camp, 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. (Article IV, Section 3)

Call Special Meetings. Special meetings of the Grand Camp may be called by the ANB President of the Grand Camp, or by the Executive Committee. 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 V, Section 6)

Serve on Executive Committee. The Presidents shall serve on the ANB Executive Committee (Article VI, Sec. 1 & 4)

Call Executive Committee Meetings. The ANB and ANS Executive Committees shall each meet at least once annually. Additional meetings may be called by the respective Presidents or, under extraordinary circumstances, by three members of the Executive Committee. (Article VI, Sections 3 & 6)

Appoint Finance Committee. The ANB President shall, appoint two ANB members, and the ANS President shall appoint

Two members to serve, with the Treasurers, as a Finance Committee. (Article VII, Section 2)

Appoint Audit Committee. The ANB President shall, immediately after taking office, appoint three persons who are competent in the understanding of financial statements to serve as an Audit Committee. (Article VII, Section 3)

Appoint a Member to the Scholarship Committee. The ANB President shall, immediately after taking office, appoint five members of the ANB or ANS, each to serve a 5-year term on the Scholarship Committee. (Article VII, Sec. 4)

Appoint Other Committees; Serve Ex-officio on Committees. Such other committees, standing or special, 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 and ANS. The Presidents shall be ex-officio members of all Grand Camp committees except when such committee membership may involve a conflict of interest. (Article VII, Section 5)

DUTIES OF THE LOCAL CAMP PRESIDENT SET FORTH IN LOCAL CONSTITUTION & BYLAWS

Prescribed Duties. The officers shall perform the duties prescribed by the Constitution and Bylaws of this Camp, by order of the Grand Camp, and by the parliamentary authority adopted by this Camp. (Article IV, Section 1)

Vacancies. If a vacancy should occur in a Local Camp office, the Camp President or highest ranking remaining

officer shall nominate and the remaining officers, serving as the Camp Council, shall, by majority vote, elect a replacement to fill the remaining term of office. (Article IV, Section 4)

Call Special Meetings. Special meetings may be called by the President or by 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. (Article V, Section 4)

At a regular meeting, the President shall appoint three Camp members to the Planning Committee. (Article VIII, Section 1)

At a regular meeting, the President shall appoint two Camp members to serve on the Finance Committee with the Camp Treasurer. (Article VIII, Section 2)

At a regular meeting, the President shall appoint three Camp members to an Audit Committee. (Article VIII, Section 3)

The President shall appoint such other committees, standing or special, as the Camp or the Camp Council deem necessary to carry out the work of the Camp. (Article VIII, Section 4)

The President shall be ex-officio a member of all committees except committees that may involve a conflict of interest. (Article VIII, Section 5)

APPENDIX 2 – DUTIES OF THE VICE-PRESIDENTS

Duties set forth in Robert’s Rules of Order Newly Revised, (pages 441-442).

VICE-PRESIDENT. In the absence of the president, the vice-president serves in his stead; thus, it is important to elect a vice-president who is competent to serve the duties of president. When a vice-president is presiding, he or she should be addressed as “Mr. or Madam President” (unless confusion can result – for example, when the president is also on the platform – in which case the form “Mr. or Madam Vice-President” should be used.

Some societies elect several vice-presidents in an order of precedence: first, second, third, and so on. In case of the resignation or death of the president, the vice-president (if there is only one) or the first vice-president (if there are more than one) automatically becomes president for the unexpired term, unless the bylaws expressly provide otherwise for filling a vacancy in the office of president. The second vice-president, if there is one, then becomes first vice-president, and so on, with the vacancy to be filled occurring in the lowest ranking vice-presidency. Sometimes the bylaws provide that the different vice-presidents shall have administrative charge of different departments.

Although in many instances the vice-president will be the logical nominee for president, the society should have the freedom to make its own choice and elect the more promising candidate at that particular time.

**Vice Presidents of the Grand Camp serve on their
Respective Executive Committees. (Article VI, Sec. 1 & 4)**

APPENDIX 3 – DUTIES OF THE SECRETARY

Duties set forth in Robert's Rules of Order Newly Revised, (pages 442-444).

SECRETARY. The secretary is the recording officer of the assembly and the custodian of its records, except those specifically assigned to others, such as the treasurer's books. The recording secretary is sometimes called the *clerk*, the *recording secretary* (when there is also, for example, a corresponding secretary or a financial secretary), the *recorder*, or the *scribe*.

Duties of the Secretary. The duties of the secretary are:

- 1) To keep a record of all the proceedings of the organization – usually called the *minutes*.
- 2) To keep on file all committee reports.
- 3) To keep the organization's official membership roll (unless another officer or staff member has this duty); and to call the roll when it is necessary.
- 4) To make the minutes and records available to members upon request (see below).
- 5) To notify officers, committee members, and delegates of their election or appointment, to furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members.
- 6) To furnish delegates with credentials.
- 7) To sign all certified copies of acts of the society, unless otherwise specified by the bylaws.
- 8) To maintain record book(s) in which the bylaws, special rules of order, standing rules, and minutes are entered,

with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.

- 9) To send out to the membership notice of each meeting, known as the *call of the meeting*, and to conduct the general correspondence of the organization – that is, correspondence that is not a function proper to other offices or to committees (see also *Corresponding Secretary* and *Executive Secretary*, below).
- 10) To prepare, prior to each meeting, an order of business (**41**) for the use of the presiding officer, showing their exact order, under the correct headings, all matters known in advance that are due to come up and – if applicable – the times for which they are set.
- 11) In the absence of the president and vice-president, to call the meeting to order and preside until the immediate election of a chairman pro tem.

In the absence of the secretary, a secretary pro tem should be elected; the corresponding, financial, or executive secretary in organizations having such officers is not an automatic replacement. If, under “Reports of Officers” in the order of business, correspondence of an official character is to be read, it is normally read by recording secretary and not by the corresponding secretary.

Records of the Secretary. When reports are received from committees, the secretary should record on them the date they were received and what further action was taken on them, and preserve them among his records. It is not necessary for an assembly to vote that a committee report be “placed on file,” as that should be done without a vote.

The use by the secretary of a tape recorder can be of great benefit in preparing the minutes, but a transcription of it should never be used as the minutes themselves.

Any member has a right to examine the minutes of the society at a reasonable time and place, but this privilege should not be abused to the annoyance of the secretary. The same principle applies to the minutes of boards and committees, their records being accessible to members of the boards or committees, but to no others. When a committee requires certain records for the proper performance of its duties, the secretary should turn them over to the committee chairman – after consulting with the president in any cases where he or she is in doubt. The corporation law of each state frequently provides for the availability of records of any group incorporated in that state.

CORRESPONDENCE SECRETARY. In larger societies, the duty of issuing notices of meetings and conducting the general correspondence of the organization as described under item (9) on page 443 are frequently assigned to a separate elected officer, usually called the *corresponding secretary*. When there is a corresponding secretary, the unqualified word *secretary* used alone refers to the recording secretary.

FORM AND CONTENT OF MINUTES

Robert's Rules of Order Newly Revised, pages 451-459

MINUTES AND REPORTS OF OFFICERS

Minutes. The record of the proceedings of a deliberative assembly is usually called the *minutes*, or sometimes – particularly in legislative bodies – the *journal*. In an ordinary society, unless the minutes are to be published, they should contain mainly a record of what was *done* at the meeting, not what was *said* by the members. The minutes should never reflect the secretary's opinion, favorable or otherwise, on anything said or done. The minutes should be kept in a substantial book or binder.

CONTENT OF THE MINUTES. The first paragraph of the minutes should contain the following information (which need not, however, be divided into numbered or separated items directly corresponding to those below):

- 1) the kind of meeting: regular, special, adjourned regular, or adjourned special;
- 2) the name of the society or assembly;
- 3) the date and time of the meeting, and the place, if it is not always the same;
- 4) the fact that the regular chairman and secretary were present or, in their absence, the names of the persons who substituted for them; and
- 5) whether the minutes of the previous meeting were read and approved – as read or as corrected – and the date of that meeting if it was other than a regular business meeting. Any correction is made in the text of the minutes being approved; the minutes of the meeting making the correction merely states that the minutes

were approved “as corrected” (see form, p. 454, lines 34-35).

The body of the minutes should contain a *separate paragraph for each subject matter*, giving, in the case of all important motions, the name of the mover, and should show:

- 6) all main motions (**10**) or motions to bring a main question again before the assembly (pp. 72-76; 34-37) – except, normally, any that were withdrawn – stating:
 - a) the wording in which each motion was adopted or otherwise disposed of (with the facts as to whether the motion may have been debated or amended before disposition being mentioned only parenthetically; and
 - b) the disposition of the motion, including – if it was temporarily disposed of (pp. 88, 329-330) – any primary and secondary amendments and all adhering secondary motions that were then pending;
- 7) secondary motions that were not lost or withdrawn, in cases where it was necessary to record them for completeness or clarity – for example, motions to *Recess* or to *Fix the Time at Which to Adjourn* – (among the privileged motions), or motions to *Suspend the Rules* or grant a *Request to Be Excused from a Duty* (among the incidental motions), generally only alluding to the adoption of such motions, however, as “. . . the matter having been advanced to the agenda on motion of . . .” or “. . . a ballot vote having been ordered, the tellers . . .”;
- 8) all notices of motions (pp. 116-118); and
- 9) all points of order and appeals, whether sustained or lost, together with the reasons given by the chair for his or her ruling.

The last paragraph should state:

- 10) the hour of adjournment.

Additional rules and practices relating to the content of minutes are the following:

- The name of the seconder of a motion should not be entered into the minutes unless ordered by the assembly;
- When a count has been ordered or the vote is by ballot, the number of votes on each side should be entered. And when the vote is by roll call, the names of those voting on each side and those answering "Present" should be entered. If members fail to respond on a roll-call vote, enough of their names should be recorded as present to reflect that a quorum was present at the time of the vote. If the chair voted, no special mention of this fact is made in the minutes.
- The proceedings of a committee of the whole, or a quasi committee of the whole should not be entered in the minutes, but the fact that the assembly went into a committee of the whole (or quasi committee) and the committee report should be recorded (see section **52**).
- When a question is considered informally, the same information should be recorded as under the regular rules, since the only informality in the proceedings is in the debate.
- When a committee report is of great importance or should be recorded to show the legislative history of a measure, the assembly can order it "to be entered in the minutes," in which case the secretary copies it in full in the minutes.
- The name and subject of a guest speaker can be given, but no effort should be made to summarize his remarks.

THE SIGNATURE. Minutes should be signed by the secretary and can also be signed, if the assembly wishes, by the president. The words *Respectfully Submitted* – although occasionally used – represent an older practice that is not essential in signing the minutes.

FORM OF THE MINUTES. The principles stated above are illustrated in the following model form for minutes:

The regular monthly meeting of the L.M. Society was held on Thursday, January 4, 20____, at 8:30 P.M., at the Society's building, the President being in the chair and the Secretary being present. The minutes of the last meeting were read and approved as corrected.

The Treasurer reported the receipt of a bill from the Downs Construction Company in the amount of \$5,000 for the improvements recently made in the Society's building. The question put by the chair "that the bill be paid" was adopted.

Mr. Johnson, reporting on behalf of the Membership Committee, moved "that John R. Brown be admitted to membership in the Society. The motion was adopted after debate.

The report of the Program Committee was received and placed on file.

The special committee that was appointed to investigate and report on suitable parking facilities near the Society's building reported, through its chairman, Mrs. Smith, a resolution which, after debate and amendment, was adopted as follows: "Resolved, That . . . [its exact words immediately before being acted upon, incorporating all amendments]."

The resolution relating to the use of the Society's library by nonmembers, which was postponed from the last meeting, was taken up. The motion and a pending amendment were laid

on the table after the chair announced that the guest speaker received a phone message which would require his early departure.

The chair introduced the guest speaker, Mr. James F. Mitchell, whose subject was

At the conclusion of Mr. Mitchell's talk, the resolution relating to the use of the Society's library was taken from the table. After amendment and further debate, the resolution was adopted as follows: "Resolve, That . . . [its exact wording immediately before finally being voted on]."

Mr. Gordon moved "that the Society undertake the establishment of a summer camp for boys on its lakefront property." Mrs. Thomas moved to amend this motion by inserting the word "underprivileged" before "boys." On motion of Mrs. Dorsey, the motion to establish the camp was referred to a committee of three to be appointed by the chair with instructions to report at the next meeting. The chair appointed Messrs. Flynn, Dorsey, and Fine to the committee.

The meeting adjourned at 10:05 P.M.

Margaret Duffy, Secretary

Duties of Secretaries of the Grand Camp set forth in the Constitution & Bylaws

Serve on the Executive Committee. The Secretary of the Grand Camp serves as a member of the Executive Committee. (Article VI, Section 1)

Secretary's Incidental Responsibilities The Secretary shall:

- a) Maintain all the Camp's records except financial records;
- b) Maintain a supply of forms, formats, and instructions for all operations and activities of the Camp;
- c) Assist the President in preparation of meeting agendas;

- d) Bring to each meeting the tentative agenda; the minutes of previous meetings; a list of current voting members; the Constitution and Bylaws of the ANB Grand Camp and the Local Camp and other rules of the Camp; the current issue of Robert's Rules of Order; and a list of all standing and special committees and their members;
- e) In the absence of the president and vice-president, to call the meeting to order and preside until the immediate election of a chairman pro tem.
- f) Keep the Camp President apprised of matters needing attention;
- g) Circulate in a timely, appropriate manner the time and place of forthcoming meetings;
- h) At every activity at which there is a call for new membership, immediately provide each applicant with an application form, promptly collect the applications, Coordinate with the Camp Treasurer for acceptance of dues, and record the names of the new members in the Camp's Membership Roll;
- i) Report to the Secretary of the Grand Camp, promptly after an election, the results of the election and addresses and other contact information for newly elected officers;
- j) Obtain authorization from the membership for the purchase of items needed for the work of the Secretary;
- k) Work cooperatively as a team with other officers of the Camp;
- l) As the Secretary's term ends, orient the incoming Secretary to all procedures and relevant factual information relating to the duties and responsibilities of Camp Secretary, assist in ensuring an orderly transition, and advise the new Secretary as appropriate.

APPENDIX 4 a – DUTIES OF THE TREASURER

Duties set forth in Robert's Rules of Order Newly Revised (RRO), (pages 444-445)

TREASURER, AND FINANCIAL SECRETARY. The treasurer of an organization is the officer entrusted with the custody of its funds. The treasurer, and any other officers who handle funds of the society, should be bonded for a sum sufficient to protect the society from loss. The specific duties of the treasurer will vary depending on the size and complexity of the society; but this officer cannot disburse funds except by authority of the society or as bylaws prescribe. The treasurer is required to make a full financial report annually or as the bylaws may prescribe, and to make such interim reports as the assembly or the executive board may direct. (For the suggested form of this financial report in simple cased, see pp. 460-461).

In ordinary societies, tasks incident to the collection of dues from members are a part of the treasurer's duties unless the bylaws provide otherwise. Much clerical work may be attached to this function, however, in large organizations, in societies where dues are payable in frequent installments, or in societies that suspend the voting-membership of members who fall in arrears in dues payments (see pp. 393-394). In such cases some organizations have, in addition to the treasurer, a *financial secretary* – an officer whose usual duties are to bill members for their dues and to receive payment for them, to maintain a ledger of each member's account, and to turn over to the treasurer and obtain his receipt for moneys received.

Additional Duties of the Local Camp Treasurer

The following list of duties of the Local Camp Treasurer does not necessarily quote the exact language of the document that establishes each duty. A fuller explanation of each duty may be found in the document cited.

- 1) The Camp Treasurer serves on the Camp's Finance Committee, which is appointed in May and must prepare an annual budget to present at the Camp's first meeting in September. *(Article IV, Section 3, Local Camp Constitution)*

APPENDIX 4 b – TREASURER'S REPORT FORM

Robert's Rules of Order Newly Revised, pages 459-462:

REPORTS BY THE TREASURER. At each meeting of a society, the chair may ask for a "Treasurer's report," which may consist simply of a verbal statement of the cash balance on hand – or of the cash balance minus outstanding obligations. Such a report requires no action by the assembly.

In addition, the treasurer is required to make a full financial report annually, and in some societies more often. Such an annual report should always be audited. It is compiled and dated as of the last day of the fiscal year, if there is one, or December 31 if no different financial year is stated in the bylaws.

Form and Content of the Financial Report. The best form for the financial report depends on particular conditions, such as the kind and size of the society, the nature of its activities, the frequency of reporting, etc. The form used should be patterned after reports in similar organizations. In any case, since the financial report is made for the information of its members, it should not contain details of dates and separate payments, which hinder the report's

being understood. The following brief model report is a form suitable for most small societies whose financial affairs are simple and primarily involve cash.

In organizations whose finances are more involved, a double-entry set of books may be advisable or required. Such a system should be set up with the assistance of an accountant, and the report would normally consist of a balance sheet showing the society's assets, liabilities, and fund balance (or members' equity) as well as an income statement similar to the model report [next page] without opening and closing balances. Other statements may be included as needed, such as a statement of changes in members' equity, a statement of sources and application of funds, and a cash forecast. This system may be on a cash or an accrual basis and will usually require review or audit by an accountant.

Action on the Financial Report. No action of acceptance is required – or proper – on a financial report of the treasurer unless it is of sufficient importance, as an annual report, to be referred to auditors. In the latter case it is the auditors' report which the assembly accepts. The treasurer's financial report should therefore be prepared long enough in advance for the audit to be completed before the report is made at a meeting of the society.

When the amounts involved are very large and the reports are complicated, or the organization's contributors or others require it, it is desirable to have the audits made by independent certified accountants. But in ordinary societies and those in which the expense of a professional cannot be justified, it is practical to have the financial reports audited by an auditing committee of two or more members of the society – appointed in advance if there is not a standing auditing committee. In some organizations the financial reports are

audited by elected officers known as the “trustees.” Where professional examination is desired but the organization does not require a full audit, a “review” (as distinct from a mere “compilation”) by an accountant may be sufficient testing and verification to satisfy the organization. If the auditors’ report consists only of an endorsement on the financial report – to the effect that it has been found correct, as shown in the model below – the treasurer can simply read out this certification as he concludes the presentation of his own report. After the treasurer has made his report to the assembly (and after any detailed report presented by the chairman of the auditing committee, if it is needed), the chair states the question on adopting the *auditor’s* report. The adoption of the auditor’s report has the effect of relieving the treasurer of responsibility for the period covered by his report, except in the case of fraud.

If the treasurer presents an unaudited annual report or any other financial report that the bylaws require to be audited, and if there is a standing committee or if auditors have already been chosen in some manner, the chair, without waiting for a motion when the treasurer has finished reading his report says, “The report is referred to the Auditing Committee[or “to the auditors,” or “to the Trustees for audit”].” If no auditors have been chosen, the proper procedure is to adopt a motion to refer the report to an auditing committee to be appointed in one of the methods described in section 50 (

The Treasurers of the Grand Camp shall

- Serve on Executive Committees (Art. VI, Sec.1 & 4)
- Serve on the Finance Committee (Art. VII, Sec. 2)
- Serve on the Credentials Committee (Bylaw GC 1.04.b)

REPORT OF THE TREASURER
OF THE L. M. SOCIETY FOR THE YEAR
ENDING DECEMBER 31, 20____

| | |
|--|------------------|
| <i>Balance on hand January 1, 20____</i> | \$1,253.25 |
| Receipts | |
| Members' Dues | \$630.00 |
| Proceeds from Spring Barbecue | 296.75 |
| Fines | <u>12.00</u> |
| Total Receipts | 938.75 |
| Total | <u>2,192.00</u> |
| Disbursements | |
| Rent of Hall | \$500.00 |
| Custodial Service Fees | 175.00 |
| Stationery and Printing | 122.40 |
| Postage | <u>84.00</u> |
| Total Disbursements | \$881.40 |
| Balance on hand December 31, 20____ | <u>1,310.60</u> |
| Total | <u>\$2192.00</u> |

Richard Larson, Treasurer

Audited and found correct
Colleen Burke
Randolph Schuler
Auditing Committee

SUMMARY OF TREASURER'S DUTIES

The Treasurer:

- 1) "Shall perform the duties prescribed by the Constitution, by order of the Treasurer's Local Camp or the Grand Camp, and by the parliamentary authority adopted by the ANB" (that is, Robert's Rules of Order) (ANB Constitution, Article VI, Section 1);
- 2) "Is entrusted with the organization's funds" (RRO, p. 444).
- 3) "May not disburse funds except as directed by the membership or the organization's bylaws" (RRO, p. 445).
- 4) "Makes a full financial report [compiled and dated as of the last day of the fiscal year; see RRO p. 459] annually or as the bylaws may prescribe" (RRO, p. 445).
- 5) "Makes such interim financial reports as the assembly or the executive board may direct" (RRO, p. 445).
- 6) "Is responsible for tasks relating to the collection of dues unless the bylaws provide otherwise" (RRO, p. 445).
- 7) Should use the financial report model contained in Robert's Rules of Order (pp.460-461).
- 8) "Should prepare a the annual financial report that is to be audited long enough in advance for the audit to be completed before the report is made at a meeting of the organization" (RRO, p. 461, lines 27-30).
- 9) "Shall serve as a member of the Camp Council" (Local Camp Constitution, Article VI, Section 1).
- 10) "Shall serve as a member of the Camp's Finance Committee" (Local Camp Constitution, Article VII, Section 1);

APPENDIX 4 c – DUTIES OF THE TREASURER

List of needed actions of the Camp Treasurer in order to fulfill duties.

Bylaw LC 6.00 Camp Treasurer

LC 6.01 Treasurer's Responsibilities Incidental to Fulfilling Duties.

The Camp Treasurer shall:

- a) Maintain all the Camp's financial records;
- b) Serve as a signer of checks (???)
- c) If there are other authorized signers of checks, maintain a clear record of who is signing each check issued;
- d) Submit all bills to the membership as soon as possible for approval for payment, except bills for which automatic payment is provided for, and upon authorization to do so, to pay such bills promptly;
- e) Obtain and file receipts for all transactions in which payments are made from the Camp accounts;
- f) Keep the Camp President apprised of the Camp's financial status;
- g) Inform members, with reasonable notice, of the need to pay dues before the end of the fiscal year;
- h) Collect dues from members; inform members when they are in arrears; provide tactful reminders as needed to promote the maximum collection of dues;
- i) Provide the Camp Secretary with a list of paid-up members, with reasonable updating from time to time;
- j) Maintain sufficient blank receipts on file for anticipated needs, and issue the original copy of duplicate receipts to each payee;
- k) Maintain sufficient blank membership cards on file for expected needs (cards may be obtained from the Treasurer of the Grand Camp);

- l) Maintain an inventory of ANB caps, lapel pins, constitutions, and other documents or paraphernalia available from the Grand Camp and selling them;
- m) Obtain authorization from the membership for the purchase of items needed for the work of the Treasurer;
- n) Work cooperatively as a team with other officers of the Camp;
- o) As the Treasurer's term ends, orient the incoming Treasurer to all procedures and relevant information relating to the duties and responsibilities of Camp Treasurer, assist in ensuring an orderly transition, and advise the new Treasurer as appropriate.

APPENDIX 5 – DUTIES OF SERGEANT AT ARMS

Duties set forth in Robert's Rules of Order Newly Revised, (page 446)

- A sergeant-at-arms who, on the floor of the meeting hall, assists in preserving order as the chair may direct. In a convention or large meeting this officer may have charge of the ushers. He may handle certain physical arrangements in the hall as well, such as being responsible in some cases for seeing that the furnishings are in proper order for each meeting. In a public or legislative body that has the power to penalize or compel the attendance of members, the sergeant-at-arms may have the duty of serving warrants or notices of fines or of arresting absent members in the event of a *Call of the House*. (pp. 339-340)

Duties of the Sergeant at Arms set forth in the Grand Camp Constitution and Bylaws: Serve on their respective Executive Committees. (Article VI, Sections 1 & 4).

Please, All Stand.

Those being installed please raise your right hand.

“Do you solemnly promise and swear that you will support the Constitution and laws of the United States;

and that you will support and abide by the Constitution and By-Laws of the Alaska Native Brotherhood and the Alaska Native Sisterhood, walking before them in all humility and love and subordinating yourself to the wished and welfare of this organization?”

(The new officer(s) or member(s) must now answer, “I do.”)

“Do you take this obligation promising to look to your Heavenly Father for wisdom and strength to keep you steadfast?”

(The new officer(s) or member(s) must now answer, “I do.”)

The taking of the above oath of office may be followed by prayer which shall be offered by the person administering the oath or by someone else at his or her request. This is followed by the Hand of Fellowship where all are congratulated by camp members and guests through an orderly procession.

Onward, Christian Soldiers

Onward, Christian Soldiers, Marching as to war,
With the cross of Jesus, Going on before.
Christ, the royal Master, Leads against the foe;
Forward into battle, See his banners go!

(chorus)

At the sign of triumph Satan's host doth flee;
On then, Christian Soldiers, On to Victory!
Hell's foundations quiver, At the shout of praise;
brothers, lift your voices, Loud your anthems raise.

(chorus)

(Women's voices)
Like a mighty army, Moves the Church of God;
Brothers, we are treading, Where the saints have trod.
We are not divided, All one body we,
One in hope and doctrine, One in charity.

(chorus)

Onward then, ye people, Join our happy throng,
Blend with ours your voices, In the triumph song.
Glory, laud, and honor, Unto Christ the King.
This through countless ages, Men and angels sing.

Chorus

Onward, Christian soldiers, Marching as to war, With the cross of
Jesus, Going on before.