



ANB/ANS Grand Camp

Ketchikan, AK October 2018



Resolution 18-05

Title: **18-05 attachment: 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 approve the 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

/s/ Sasha Soboleff, Grand President
Alaska Native Brotherhood

/s/ Cecelia Tavoliero, Grand President
Alaska Native Sisterhood

/s/ James A. Llanos Jr, Grand Secretary
Alaska Native Brotherhood

/s/ Carol Duis, Grand Secretary
Alaska Native Sisterhood