

**Financial Functions.**

1. When checks are stopped or voided, they are immediately returned to the Grand Treasurers.
2. Rental of automobiles will require Presidential approval. Until approved it is an individual's expense and not that of the organization.
3. All requests for reimbursements will be submitted with invoices, sales slips, etc. and be covered by the budget or Presidential authorization in writing by the President.
4. Only a maximum 5% of the Grand Camp Endowment created by Sealaska Corporation may be used each year. Approval for extenuating circumstances for additional drawdowns will require a vote by all officers of ANB Executive Committee. Requests to Sealaska require the ANB President's and ANB Treasurer's signatures.
5. Treasurers will work to transition information and accommodate incoming Treasurers.
6. There will be no use of corporate credit cards without the Treasurer's and President's approval.
7. The Treasurers will provide the Grand Secretaries a list of local camps who did not provide a Division of Dues so that contact can be made to request payment. Similarly, a list of local camps having provided a Division of Dues will be sent to the Secretaries so that appropriate Certificate of Good Standing letter/award may be made.
8. The Assets of Grand Camp belong to the organization and require a resolution or motion by Grand Camp to dispose of after passage by the Delegates or ANB Executive Committee.
9. Travel will be done through either 1) Individual reimbursements or 2) through a Travel agency.
10. When traveling to Convention the ANB will cover the cost of housing at a rate that will be minimal in cost to the organization. Housing will only be paid from the night before Convention begins through the morning after (Checkout time) the convention ends.
11. The meals and Incidentals will be no more than that approved by the Department of Defense Meals and Incidental rates, as in Per Diem101 website. In times where finances of the organization require restrained expenditures it will be a proportional rate of \$50 a day for full days and \$35 a day for travel days.
12. Officers and past presidents residing in a convention host community will not be eligible for travel, housing, or meal and incidental expenses.
13. All checks will be signed by the ANB Grand Treasurer or on special situations the ANB Grand President.
14. There will be no loans of any kind to anyone from the Treasury.
15. Grand Camp is a volunteer organization and has limited funds at its disposal. Funding for external organizations or individuals will not be allowed unless expressly provided for by the membership.
16. The Grand President may use a Grand President Discretionary Fund as the Grand President wishes but will not have additional funds provided for use from the treasury for discretionary purposes.
17. The ANB Grand Camp will cover the Convention cost for the ANB and ANS Grand President Emeritus and if necessary 1 escort.
18. The ANB will only cover the Convention costs for all ANB Officers and last 3 ANB past presidents.
19. No payment or charge over \$500 is authorized unless covered by the approved budget. Transactions requested outside the budget process must have a prior approval by email, note or letter of the Grand President and notice provided to the ANB Executive Committee.
20. Members receiving more than \$600 cash/check total from the Treasury will be required to have filed a 1099 form from the IRS.
21. There will be no petty cash fund.
22. There may be a bereavement gift allowed for members of local camps who have passed on but limited to \$100 for each individual event. A line item of \$500 will represent that.
23. A member may solicit authorization for incurring expenses of the Grand Camp in an emergency situation. The soliciting member(s) must:
  - A) Seek approval from the Executive Committee if available. Transactions will be brought then to the Finance Committee who will present to the ANB Executive Committee. Without approval any such expenditures are the member's responsibility.
  - B) Complete the appropriate documentation to be provided to the Grand Treasurers for disclosure and entry into the Grand Treasurer's records describing the need, dates, and amounts to be authorized before the Treasurer may release funds.
  - C) Report and provide documentation and receipts at the next Grand Camp scheduled meeting on its expenditure or investment through the incurred expense.
24. Normal expenditures made on behalf of Grand Camp operations may be incurred by prior approval through the annual approved budget, in the form of motions and resolutions at regularly scheduled meetings or during Executive Committee meetings.

25. Expenses incurred by membership on behalf of the Grand Camp may be submitted to Grand Treasurers for consideration of reimbursement through the normal Grand Camp annually approved budget process in the Finance Committee or through motions and resolutions process at regularly scheduled meetings or during Executive Committee meetings. Unless so authorized, expenses incurred by members are the responsibility of the member(s).
26. The Alaska Native Brotherhood and Alaska Native Sisterhood may from time to time acquire both real and personal property while conducting the business of the Grand Camp. Members, both officers and other, who take Grand Camp property into their possession are fully responsible for said property and held liable for it. In the event of loss or endangerment of properties, the responsible member will immediately contact the Grand Camp and avenues of action will be taken up during the next scheduled or special meeting that will be taking place. The Alaska Native Brotherhood and Alaska Native Sisterhood Grand Sergeant at Arms and Treasurers will work to maintain the inventory of the Grand Camp properties.
27. The Financial Calendar year shall be from July 1 through June 30.
28. The division of Dues from the ANB Camps will be paid to the ANB Grand Treasurer and the ANS Camps to the ANS Treasurer.

**Other areas:**

Standing Committee quorums:

A committee quorum to establish a meeting will be three members, a Chair and at least two other ANB members unless the committee is set up as a one person committee.

ANB Executive Committee Quorum:

A quorum to establish an ANB Executive Committee meeting will be at least 4 ANB Officers (including an ANB Grand President or 1<sup>st</sup> Grand President) and 1 ANB Past President.

ANS Grand Secretary Duties

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 Executive Committee.

Bonds of Treasures and officers: Certain Loans Forbidden--

Sec. 1 The Grand Treasurer and officers signatory on financial accounts and in possession of Grand Camp artifacts and other materials, shall give satisfactory bond in a sum to be determined by the Executive Committee

Sec. 2 The Subordinate Camps shall determine the matter of bonds for their local Treasures, first whether to require a bond, second, the amount.

Sec. 3 No Local Camp, the Grand Camp; or any Officer of either shall make any loan of money or property under any circumstances whatsoever upon penalty of the Treasurer's becoming personally liable immediately. A

Local Camp may, at their discretion. loan money or other property to the Grand Camp.