



CONSTITUTION AND BYLAWS
of the
ALASKA NATIVE BROTHERHOOD
and the
ALASKA NATIVE SISTERHOOD
Camp 14 Ketchikan
Draft 2012

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

ARTICLE I - NAME

This Constitution and the accompanying Bylaws shall govern Local Camps of the ANB and ANS, 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 Alaska Native Brotherhood.

ARTICLE III – MEMBERSHIP

Membership requirements. Membership requirements shall be as set forth in the Alaska Native Brotherhood and Alaska Native Sisterhood Grand Camp Constitution.

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 specially elected to serve on a Camp Council. The officers shall perform the duties prescribed by the Constitution and Bylaws of this Camp, by order of the Grand Camp, and as set forth in the parliamentary authority adopted by this Camp.

Section 1b. Other Camp Offices and Their Duties. The offices of the Local Camp shall include a Chaplin for ANB and a Chaplin for ANS, and a Camp Mother. The purpose of these offices are for ceremonial and guidance in camp and spiritual events and moments.

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 specially 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, serving as the Camp Council, 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 1b. Other established meetings. *The other established meetings of the Camp shall be at a time and day determined by members of the Camp to accommodate members whose work, lifestyle or schedule does not accommodate the first Regular meeting for the month. The purpose of these may be to finish the regular meetings business and other issues that may arise requiring the camps attention.*

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 officers of the Camp 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 three members of the Camp Council. Except in cases of emergency, at least three days notice shall be given before 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 at the annual meeting. It shall be the duty of the Planning Committee to plan the Camp's calendar of activities for the next year, to work cooperatively with the Finance Committee to incorporate projected costs into the budget, and to report to the membership at the first meeting in September with recommendations for a calendar of activities for the next fiscal year.

Section 2. Finance Committee. Two members of the Camp appointed by the President at the annual meeting 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 at the first meeting in September. The Finance Committee shall serve until the next annual meeting 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 at the annual meeting. 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 the first meeting in September.

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. *These other committees will be outlined in the local camp bylaws.*

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

Robert's Rules of Order Newly Revised. 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 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.

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

LC 1.00 Purpose
LC 2.00 Membership
LC 3.00 President, Local Camp
LC 4.00 Vice-Pres, Local Camp
LC 5.00 Secretary, Local Camp
LC 6.00 Treasurer, Local 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 1.04 Fiscal year.** The fiscal year for the Camp shall be from October 1 of one year through September 30 of the following year.*

LC 2.0 Membership. . 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 2.01 Special-status Members. Junior members.** The Camp may establish, by Camp Regulation, the status of Student Member for anyone enrolled in elementary, middle school or high school up to 16 years of age. These members may attend meetings, have privilege of the floor, chair committees, but will not be able to hold office or vote. Dues will be set at a minimum of two dollar annually with one dollar submitted to Grand Camp.*

***LC 2.02 Members of good standing.** A member in good standing is considered to be a duly sworn to the Alaska Native Brotherhood or Alaska Native Sisterhood, and Camp dues are currently paid.*

***LC 2.03 Rescinding a Member.** Membership in the Alaska Native Brotherhood or the Alaska Native Sisterhood is a privilege. The power to rescind the membership of any camp member is vested in the Camp Executive Committee. Members being rescinded of Camp membership may*

request a General Camp review. Rescinding a membership is from the Local Camp only and does not rescind membership in Grand Camp.

LC 3.0 President of local camp

DUTIES OF LOCAL CAMP PRESIDENT 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)

Camp President's Responsibilities. *The President of the Camp shall:*

- a. Provide leadership to the Camp in promoting the mission of the Alaska Native Brotherhood and the Alaska Native Sisterhood;*
- b. Preside over Camp meetings or provide for another officer to preside;*
- c. Advise, assist and encourage officers in the performance of their responsibilities.*
- d. Appoint an Audit Committee at the first meeting after Labor Day and charge that committee with auditing the Camp's financial records immediately after the completion of the fiscal year;*
- e. Serve as Chair over the Executive Committee of the camp which consists of the elected Camp Officers.*

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 the Camp's annual meeting, the President shall appoint three Camp members to the Planning Committee. (Article VIII, Section 1)

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

At the Camp's annual 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)

LC 4.0 Camp Vice President's Responsibilities. The Vice President of the Camp shall:

- a. Preside over Camp meetings in the absence of, or at the direction of, the President;*
- b. Strive to increase the membership of the Camp and keep the membership roster current;*
- c. Communicate with and keep members informed of the Camp's activities.*

LC 5.0 Camp Secretary's Responsibilities. The Secretary of the Camp shall:

- a. Record and maintain a permanent set of minutes of all regular and special meetings and of the annual meeting of the Camp;*
- b. Advertise, at least three weeks in advance, the date, time and place of the Camp Annual Meeting and election of officers;*
- c. Provide such assistance as the Camp has established for informing members of meetings and encouraging attendance (such as post card announcements of meetings, newspaper notification, radio announcements).*

***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*

LC 6.0 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 officers 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.*

LC 7.0 Sergeant at Arms

- a. *Be responsible for maintaining order in meetings of the Camp;*
- b. *Inform members of forthcoming meetings;*
- c. *Help to set up and take down meeting and event supplies, tables, chairs, and other such activities.*
- d. *Assist the officers and speakers at camp meetings*
- e. *Assist the Grand Camp Sergeant at Arms*
- f. *Assume other responsibilities as may be assigned by the Camp President.*

LC 8.0 Camp Operations

LC 8.01 Fiscal year. The fiscal year for the Camp shall be from October 1 through September 30 of the following year.

LC 8.02 Meetings and Agenda. *Robert's Rules of Order will be the authority on parliamentary law and will be observed during meetings. The Camp agenda shall provide time for:*

1. *Opening prayer;*
2. *Call to order;*
3. *Roll Call or Sign in*

4. *Approval of Agenda;*
5. *Persons to be heard;*
6. *Reading of minutes from prior meetings;*
7. *Reports from the Presidents and Treasurers of the Alaska Native Brotherhood and Alaska Native Sisterhood;*
8. *Committee Reports;*
9. *Planning ;*
10. *Consideration of Camp business, including resolutions; and such other matters (old and new business) and*
11. *Presentations as may benefit the Alaska Native Brotherhood and the Alaska Native Sisterhood;*
12. *Designate next meeting, For the Good of the Order and Announcements;*
13. *Closing Prayer.*

For the business of the Camp to be conducted will require a minimum of 5 members in good standing , one which is an elected Camp officer.

LC 8.03 Obligations

1. ***Schedule of Regular Meetings.*** *The Camp shall schedule meeting twice per month for at least nine months each year and shall advertise the dates, time and location of such meetings. The Camp meeting time, dates and location will be shared with Grand Camp through the Grand Secretaries office.*
2. ***Camp Annual Meeting.*** *The Camp meeting in September shall be designated as the Local Camp Annual Meeting.*
3. ***Camp Officers' Annual Reports.*** *The President, Secretary and Treasurer shall report to the membership, at the Camp Annual Meeting, on their activities of the preceding year.*
4. ***Elections at the Camp Annual Meeting.*** *The Camp shall hold an election of officers at the Camp Annual Meeting.. The nomination process will begin in July at the first regular scheduled meeting for the month and continue through September.*
5. ***Camp Officers Take Office Immediately Upon Election.*** *Newly elected officers shall take office immediately after completion of the election of officers.*
6. ***Camp Officers Sworn In.*** *The Camp may swear in officers immediately or at a later Installation-of-Officers formal ceremony, or at both times at the camps discretion.*
7. ***Permanent Camp Mailing Address.*** *The Camp shall establish a permanent mailing address, independent of the personal mailing addresses of officers, for the Camp and inform the Grand Secretaries of that address.*

LC 8.04 Other Standing Committees.

Camp Scholarship and education Committee. *The Camp Scholarship Program is established to assist college and graduate students by awarding scholarships as provided for in the Camp Scholarship Program, subject to the following conditions.*

- a. *Camp Executive Committee shall appoint three members of the Alaska Native Brotherhood/ Alaska Native Sisterhood to serve as a Camp Scholarship Committee.*

- b. *The Local Treasurer of the Alaska Native Brotherhood and Alaska Native Sisterhood shall serve as a member of the Camp Scholarship Committee.*
- c. *The terms of office of Camp Scholarship members, except that of the Treasurer, shall be two years and those members shall serve concurrent terms.*
- d. *When the terms of office of one set of Camp Scholarship Committee members are completed, their successors shall be appointed.*
- e. *The Executive Committee shall select the new membership of Camp Scholarship Committee prior to the Camp annual meeting in the same year as the national elections of the Congressional offices are held.*

Camp Gaming and Fund Raising Committee. *The Presidents of the Alaska Native Brotherhood and the Alaska Native Sisterhood camp 14 shall appoint a Camp Gaming and Fund Raising Committee consisting of*

- a. *Responsible members who will oversee and ensure the lawful operation of games of chance as licensed to the Camp by the State of Alaska.*
- b. *The Camp Treasurer of the Alaska Native Brotherhood shall serve as a member of the Camp Gaming Committee.*
- c. *The Camp Gaming earnings may be used for addition to Camp Scholarship funds or other necessary operating expenses of the Local Camp.*

Committees Appointed by Presidents. *The Presidents of the Alaska Native Brotherhood and the Alaska Native Sisterhood Camp 14 may appoint, but not be limited to, the following committees or chairpersons with responsibilities as indicated:*

- a. **Resolutions Chairperson.** *A Resolutions Chairperson, to whom all proposed resolutions shall be directed, and who shall provide the original and an edited copy to the Grand Secretary of the Alaska Native Brotherhood within one week after the deadline for the submission of resolutions.*
- b. **Membership and Camp Development Committee.** *The Membership and Camp Development Committee shall seek to establish means by which membership may grow, and by which local camps may be strengthened, and it shall seek ways to promote the good of the order .*
- c. **Native Advocacy/Cultural Committee.** *The Native Advocacy/Cultural Committee shall seek to establish means by which the well-being of Native American people in and from Alaska may be promoted, and it shall review and recommend action on proposed resolutions that are designed to promote the well-being of Native people (for example, resolutions addressing health or education issues). This committee will also be responsible to establish means to revitalize and perpetuate the cultures of Alaska Native people, and it shall review and recommend action on proposed resolutions that are designed to revitalize and perpetuate Alaska Native cultures.*
- d. **Citizenship Committee.** *The Citizenship Committee shall seek to establish means to "promote the utmost respect among all people," and it shall review and recommend action on proposed resolutions that are designed to promote a sense of community among people.*
- e. **Governmental Affairs Committee.** *The Governmental Affairs Committee shall review and recommend action on proposed resolutions that request action by local, state or federal governmental agencies, except that proposed resolutions addressing health and*

education issues shall be referred to the Native Advocacy Committee, and proposed resolutions addressing subsistence issues shall be referred to the Subsistence Committee.

- f. **Subsistence Committee.** The Subsistence Committee shall review and recommend action on proposed resolutions that are designed to address subsistence issues and may formulate subsistence-related positions that it may recommend to the Camp for approval.*
- g. **Sunshine Committee.** The sunshine Committee shall be responsible for communicating the good intent of the camp to member(s) in need of moral support and validation due to stresses from personal member and family member illness, loss, or other complications. This shall include, but not be limited to telephone calls, mail, email, and personal visits.*

LC 8.05 Camp Property

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 Camp. Members, both officers and other, who take 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 Camp and avenues of action will be taken up during the next scheduled or special meeting that will be taking place.

LC 8.06 Confidentiality. *If an issue should arise in camp appearing to require confidentiality in order to protect the rights of any person or persons, such issue may be referred to the Camp Executive Committee. The Executive Committee is empowered to take action on behalf of the Camp if it deems action to be appropriate, and it shall take steps as it deems necessary to maintain confidentiality; however, actions that may affect an individual's membership status or camps status shall be reported to the Grand Camp Executive Committee.*

LC 8.07 Normal operations expenses. *Normal expenditures may be made on behalf of Camp operations may be incurred through prior approval in the form of motions and resolutions at regularly scheduled meetings or during Executive Committee meetings. The Treasurer of the Camp will pay expenses using this process. Should the camp choose to have a petty cash fund said fund will not exceed \$50. There will be a grievance gift for members who have passed on but limited to \$100 for individual event.*

LC 8.08 Other Expenses. *Expenses incurred by membership on behalf of the Camp may be submitted to Camp for consideration of reimbursement through the normal camp motions and resolutions process at regularly scheduled meetings or during Executive Committee meetings. Unless authorized, expenses incurred by members are the responsibility of the member(s).*

LC 8.09 Extraordinary Expenses. *A member may solicit authorization for incurring expenses of the Camp in an emergency situation. The soliciting members must:*

- 1. Seek approval from the Executive Committee if available. If not available the Camp Council can approve through unanimous action to approve emergency funding. Without approval any such expenditures are the members responsibility.*

2. *Complete appropriate documentation to be provided to the Camp Treasurers for disclosure and entry into the Camp Secretaries records describing the need, dates, and amounts to be authorized before the Treasurer may release funds*
3. *Report and provide documentation and receipts at the next Camp scheduled meeting on its expenditure or investment through the incurred expense.*

LC 8.10 Politics. *The Camp will not endorse any one candidate as a Camp. Individual members will be responsible for their own decisions in political voting matters. The camp may from time to time allow visitors to be heard at regularly scheduled meetings as are any visiting guest placed on the Camp's meeting agenda.*

LC 8.11 Political Issues. *The Camp may from time to time support political issues that are consistent with the Alaska Native Brotherhood and Alaska Native Sisterhood goals and interests.*

LC 8.12 Camp Position on Issues. *Official positions on Camps policy regarding external public issues or matters may only be made per the authority and or instruction given during a regular Camp meeting.*

LC 8.13 Our Traditions. *The Camp will have traditions and protocols for members.*

1. *Official Pin. The official pin shall be worn by all ANB and ANS members in good standing and should be displayed with pride in public and in conducting of ANB and ANS functions.*
2. *The Cap. The cap should be a part of the ceremonial garb of the ANB and ANS and should be worn at all ANB and ANS ceremonies for recognition of the event, and the importance we attach to it. The cap should not be decorated with other organizations items.*
3. *The Kugeinaa. The kugeinaa shall be worn at all ANB and ANS ceremonies. Any member in good standing shall wear it to show membership, pride and importance of the occasion. The banner should be worn without other items attached to it.*
4. *Camp protocol at official functions. The camp will develop and make available to its members separate guidelines for appropriate dress code, appearance, and behavior for members while conduction official camp business or during ceremonies.*

The Camp may adopt other traditions as it feels necessary.

LC 9.0 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.