

Res. No. BLAC-05-06-

Black Mesa (Kits'iili) Chapter Policies and Procedures Chapter Officers Stipend

I. ESTABLISHMENT:

Pursuant to Black Mesa (Kits'iili) chapter Resolution BLAC-05-10-010, the Black Mesa (Kits'iili) Chapter policies and procedures for Chapter Officers Stipend is hereby established.

II. PURPOSE:

The purpose of the funds shall be to regulate and provide guidelines in the expenditures of chapter **officers'** stipend. The funds provide compensation to the three (3) chapters officers for attending the chapter planning, chapter and **Regional** or Agency council meeting and contingent upon availability of funds (savings accumulated during Fiscal year or carry over), special and emergency meeting.

III. DEFINITIONS:

- A. Chapter manager or community service coordinator means a chapter employee as described in 26 N.N.C 1004 (B) after governance certification.
- B. Chapter Officers means the following public officials elected by the chapter membership: Chapter president, chapter vice-president, and chapter secretary/treasurer.
- C. "Chapter meeting minutes" means the record of all action taken at a duly called meeting of the chapter.
- D. "**Regional council meeting minutes**" means the record of all action taken at a duly called meeting of the **Regional council**.
- E. "Agency council meeting minutes" means the record of all action taken at a duly called meeting of the Agency council.
- F. "Planning committee" means the chapter president, vice-president, secretary/treasurer, chapter administration staff, grazing committee representative, council delegates **and service providers, (i.e. C.H.R., A.I.H.C., etc.)**

IV. INTERNAL CONTROL POLICIES:

- A. The funds shall be used as set forth by the Navajo Nation Council and pursuant to approved Black Mesa (Kits'iili) chapter fiscal operating budget.
- B. Each chapter officers shall be compensated for only the number of meetings provided for in the Navajo Nation and chapter approved budget it is nonetheless the obligation of the chapter officers to be present at all chapter meetings.
- C. Chapter secretary/treasurer shall ensure that records of meetings claims

and payments to chapter officers are adequately maintained and co-signed all checks except his or her own checks, chapter president and/or vice-president will sign. In the event that the secretary/treasurer is not available, the chapter president or vice-president will sign.

- D. The chapter community service coordinator (CSC) or chapter manager (CM) shall be the primary signer of all checks unless he/she is a temporary, under probationary or on extensive leave, then the chapter officers will sign.
- E. Chapter meeting claim form signed by the claimant, meeting minutes and sign in sheet shall be attached to each scheduled meeting reports.

V. INTERNAL CONTROL PROCEDURE:

- A. The chapter officers shall provide the meeting notice and agenda at public places within the Chapter boundaries at least forty eight (48) hours prior to the meeting.
- B. Chapter secretary/treasurer shall take the minutes of all chapter meeting and record all resolution headings with votes and other official actions of the chapter.
- C. Chapter secretary/treasurer will turn over to the community service coordinator/chapter Manager, minutes, claim forms and pertinent documentations.
- D. Chapter manager/community service coordinator will process payment to the chapter officers only upon receiving the meeting minutes, claim form, sign in sheet of the chapter and **regional or** agency meetings. For the chapter meetings, meeting report (form) must be included.

VI. MONITORING:

- A. The Community Service Coordinator/Chapter Manger shall have the day-to-day oversight responsibility for the administration of all chapter activities involving the Stipend Funds.
- B. The **Administrative Services Center Local Governance Support Center** shall have expenditure oversight and ensure that all chapter Stipend Funds are expended in accordance with applicable Navajo Nation, state and federal law.
- C. The **Budget and Finance Transportation and Community Development** Committee of the Navajo Nation Council shall have nationwide oversight responsibility for chapter Stipend fund.

VII. AMENDMENTS:

The Black Mesa (Kits'iili) Chapter may make any changes to the policy and procedures upon recommendation of planning committee, by the chapter service coordinator/chapter manager or the chapter officers.