

Georgetown Tribe Ordinance No. 03-01

A Tribal Ordinance of the Native Village of Georgetown, Alaska
establishing tribal office procedures.

***Section I* Purpose**

The Georgetown Tribal Council finds that:

- (a) It is the tribal governing body of the Native Village of Georgetown, a federally recognized tribe.
- (b) It has the authority under the Constitution of the Georgetown Tribe, Article 3, to make rules and establish procedures governing the Native Village of Georgetown.
- (c) Establishment of official tribal office procedures is essential to the efficient administration of tribal government.
- (d) This ordinance is intended to establish administrative criteria and procedures for office of the Georgetown Tribal Council, and to establish procedures to respond to requests for information from members, funding agencies and auditors.

***Section II* Office**

- (a) Georgetown Tribal Council operates its tribal office at 1400 Virginia Court, Anchorage, Alaska 99501, telephone number 907-274-2195 and facsimile number 907-274-2196.
- (b) Georgetown Tribal Council office hours are 9 am – 4 pm, Monday through Friday, excluding holidays.
- (c) Georgetown Tribal Council office shall be the repository of official documents such as council meeting minutes, financial statements, and resolutions. Other documents germane to tribal operations will also be maintained.

***Section III* Office Procedures**

- (a) Documents requested or required by funding agencies will be provided under the terms of the project contract.
 - (b) Official documents may be viewed at the Georgetown Tribal Office upon written request by enrolled members of Georgetown. Documents may be viewed but not copied by members of the tribe during regular business hours of 9 am – 4 pm, Monday through Friday, excluding holidays.
 - (c) Annual meeting minutes and summaries of programs and projects under Georgetown Tribal Council are sent to all members in the annual meeting member packet mailed to all members of voting age. Results of any official audit are also sent to voting members of the Council.
- (d) ***Section III***

Section IV Confidentiality

Official tribal documents, such as but not limited to financial reports, audit reports, project or program reports, are considered to be confidential. The original files will be stored in Georgetown Council office. Access will be restricted to the Tribal Council, and staff whose duties require access to the information contained in those documents.

CERTIFICATION

The Tribal Enrollment Ordinance, No. 03-01, was adopted at a duly convened meeting of the Georgetown Tribe where a quorum of _____ members were present and by a vote of _____ in favor, _____ opposed, and _____ abstention on this _____ day of _____, 1999.

ATTEST:

President

Secretary-Treasurer