

PLAN OF OPERATION
BECENTI CHAPTER VETERANS ORGANIZATION

(Amended 7/25/10)

ESTABLISHMENT

The Becenti Chapter Veterans Organization (BCVO) was established by the Becenti chapter on October 11, 1993, as the official veteran service entity within the jurisdiction of Becenti chapter.

ARTICLE I: GOALS and OBJECTIVES

The Becenti Chapter Veterans Organization is to address the needs to the veterans of the Becenti chapter and provide them benefits.

Section 1: To identify, assess, and prioritize special needs of the Becenti chapter Navajo veterans, their dependents, survivors, and Gold Star Mothers.

Section 2: To identify and seek out clientele, solicit funding resources and, through resolutions and/or letters, request improvement and expansion of the Becenti Chapter Veterans Organization. The officers of the local organization will make efforts to ensure that their chapter veterans, dependents, survivors, and Gold Star Mothers receive benefits and services to which they are entitled.

Section 3: Members of the Becenti Chapter Veterans Organization will elect their officers by two-thirds votes of all the Becenti chapter veterans in attendance at a duly called meeting. The Officers will consist of the following: President, Vice-President, Secretary, and Treasurer.

Section 4: To monitor, advocate, and promote the Becenti chapter veterans' effort toward gaining self-esteem through education, training, employment, and business management.

Section 5: To seek funding to establish a Becenti Navajo veteran's housing assistance program which is responsive to community housing needs.

Section 6: To eventually become incorporated so that it can effectively assist veterans and their communities and long range basis.

ARTICLE II: LOCATION OF OFFICE

The principle office of the local organization is in the Becenti chapterhouse in Becenti, New Mexico (Navajo Nation) or as may be officially designated by the Becenti Chapter Veterans Organization.

ARTICLE III: MEMBERSHIP

Section 1: Qualification for Becenti Chapter Veterans Organization membership will be based on service for the United States in any branch of the armed services, an honorable discharge, and filing of a copy of DD214, otherwise qualified pursuant to Section 2, Article III, membership.

Section 2: Applicants for membership can be approved for associate and/or general BCVO membership by the BCVO. Qualified candidates include (legal) surviving spouses and immediate blood relatives of member veterans. Non-veterans (who are surviving spouses or are immediate relatives of a veteran with disabilities or is otherwise unable to personally participate in meetings or hold office themselves) can be members of the local organization and hold offices on behalf of such disabled veterans but cannot receive benefits intended only for veterans.

ARTICLE IV: ORGANIZATION FUNCTIONS AND RESPONSIBILITIES

Section 1: The Becenti Chapter Veterans Organization has the power to indemnify and hold harmless, any director, officer, or employee from any suit, damage, claim, judgment, or liability arising out of, or asserted to arise out of, conduct of such person in his or her capacity as a director, officer, or employee (except in cases involving willful misconduct). The BCVO has the power to purchase or procure insurance for such purposes.

Section 2: The BCVO may authorize any officer(s) or agent(s) of the organization, in addition to the officers authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the organization. This authority is confined to rare, specific instances of official concern to the organization.

Section 3: The BCVO's financial book will be audited every two (2) years by an outside CPA firm. The audit will be performed in accordance with accepted accounting procedures.

Section 4: The BCVO may, from time to time, utilize or retain the services of an attorney.

Section 5: The BCVO will advise, recommend to, and support the Navajo Department of Navajo Veteran Affairs.

Section 6: No funds in excess of \$25.00 shall be expended without approval of the BCVO Commander in accordance with established procedures for expenditure of funds.

Section 7: The BCVO will comply with all policies and regulations established by Tribal and Federal Laws. The BCVO's office shall monitor and assess all benefit programs, i.e., education, health care, physical therapy, housing, legal assistance, etc., made available to address the special needs and interests of veterans and are compliant with applicable Tribal, State, and Federal Laws. Administrative expenditure, are therefore, allowable costs for the BCVO.

Section 8: Duties of the membership include attendance of regularly scheduled meetings; submission of requested reports; service on committees as needed; assistance with recruitment of membership; and liaison to Navajo communities, tribal, state and federal governments, as well as, the National Alliances of Native Indian Veterans Association.

ARTICLE V: ELIGIBILITY FOR BENEFITS:

A veteran is defined as one who has served one-hundred-eighty (180) days of active service or at least ninety (90) days of tour during wartime.

Section 1: The basic criteria for eligibility of a veteran to receive assistance are:

- Registered voter of Becenti chapter;
- Submittal of a copy of DD214 and other official documents related to tour of duty in the armed services;
- Honorable Discharge.

Section 2: Dependents shall be defined as:

- Gold Star Mother - one who has a son who was killed in action (KIA) during wartime;
- Window(er) - surviving spouse of a deceased veteran with no other marriage(s). Must have proof of marriage.
- Children - A dependent (under the age of 18 years old) of a deceased veteran - proof of age by birth certificate is necessary.

ARTICLE VI: MEETING OF THE BECENTI CHAPTER VETERANS ORGANIZATION

Section 1: QUORUM: A quorum to start and conduct an official meeting of the BCVO will be with

- Two (2) officers present;
- Four (4) veterans or veteran representatives present;
- A total of six (6) members/representatives must be present;
- In case only one (1) presiding officer and more than five (5) members show up and end up waiting over thirty minutes, a secretary pro temp will be appointed by the officer present, and an official business meeting can be conducted.

Section 2: At or near the conclusion of each official meeting for Becenti Chapter Veterans Organization, a proposed agenda for a subsequent meeting will be drafted with input by members and other interested parties for the next official meeting of the BCVO.

Section 3: Meetings of the local organization shall be conducted in an orderly manner and without interferences. The order of business shall be as follows:

- Meeting called to order;
- Invocation;
- Review and approval of agenda;
- Reading of minutes of previous meeting;
- Action Business - Old and New;
- Announcements;
- Reports;
- Scheduling of next meeting;
- Adjournment.

Section 4: Appropriate claim forms signed by each officer, the sign-in sheet, and minutes of the meeting will be completed and submitted for issuance of a stipend.

Section 5: Compensation of Officers:

- Officers will receive compensation for conduct of monthly official veterans meetings.
- An amount of \$40.00 or a reasonable amount (unless officially changed) shall be paid for each officer: President, Vice-President, Secretary, and Treasurer upon submittal of claim forms, sign-in sheet, and meeting minutes.
- A duly selected secretary pro tempore shall be eligible for compensation for official duties he or she has performed for the organization in the absence or inability of the official secretary.

Section 6: Distribution of Minutes: Following each official meeting of the organization and well in advance of the next scheduled meeting, the secretary shall provide the organization President, Vice-President, and Treasurer copies of the minutes to the last meeting.

ARTICLE VII: DUTIES AND RESPONSIBILITIES OF THE BCVO OFFICERS

Section 1: The officers of the BCVO will be a President/Commander, Vice-President/Sr. 1st Vice-Commander, Secretary and Treasurer.

Section 2: Eligibility: Any member of the BCVO who is in good standing or meets the requirements stated in ARTICLE III (herein) is eligible to seek and hold an office of the organization.

Section 3: The officers of the BCVO will be elected every two (2) years by members of the BCVO at its annual meeting.

Section 4: Any officer may be removed for just cause by members of the BCVO by vote of a majority of all of the members. The matter of removal may be acted upon at any meeting of the BCVO, provided that a Notice of Intention to Remove has been given at least thirty (30) days prior to date of the intended removal to each member of the BCVO and to the officer(s) targeted for removal.

Section 5: A vacancy in any office with an unexpired term may be filled by a majority vote of the BCVO membership.

Section 6: The President is the Chief Executive Officer of the BCVO. It is his or her duty to preside at all meetings of the BCVO and to have general supervision of the affairs of the BCVO. The President will execute on behalf of the BCVO all organization-reviewed contracts, deeds, conveyances, and other written instruments that may be required for proper and necessary transaction of the business of the BCVO.

Section 7: It will be the duty of the 1st Vice-President to act in the absence or disability of the President, and to perform duties assigned to him/her by the President. In the absence of the President, the action by the Vice-President on behalf of the BCVO of any business will have the same force and effect as if it were directed by the President.

Section 8: The Secretary is responsible for causing the organization records to be maintained. The Secretary will give all notices of meetings and all other notices required by law or by the BCVO's Plan of Operation and By-Laws. The Secretary will be the official custodian of all books, correspondences, and papers relating to the business of the BCVO. The Secretary will present at each annual meeting of the members, a full report of the affairs of the BCVO for the year, and will also prepare and present to members such other relevant reports as may be required and requested at such time or place request item at officially designated location.

Section 9: The Treasurer has the responsibility for the safekeeping of the funds and shall keep in good order all books of account and accounting records of the organization, and shall deposit all monies and other valuable effects in the name and to the effect of the organization in such depositories as may be designated by the organization. The Treasurer shall disburse funds of the BCVO, as may be authorized by the organization and shall render a report to the President of the BCVO and to the Chapter when an account of transactions under the Treasurer's supervision is questioned officially. This includes the financial condition of the BCVO's annual report to the chapter.

ARTICLE VIII: COMMITTEES OF THE BCVO

Section 1: The BCVO may designate committees or subcommittees as it deems needed. The chair of the such designated group will be appointed by the President of the BCVO with membership approval. In consultation with the BCVO or subcommittee chair, the President will appoint members. The work product of all designated committees will be reported to the BCVO members for consideration and action, except when ordered otherwise. Designated committees or subcommittees may adopt rules appropriate for its conduct of business not inconsistent with these By-Laws.

Section 2: A nominating Committee is one of the committees permitted by this rule. The President shall appoint a nominating committee of three (3) members of the BCVO to meet prior to the annual convention to present a slate of candidates for nomination at the annual meeting. The nominating committee may meet as needed throughout the year to assist with vacancies as they develop.

ARTICLE IX: BOARD OF DIRECTORS

The Becenti Chapter serves as the Board of Directors for the local organization. Therefore, it reviews, approves, and monitors the Local Organization's Plan of Operation and By-Laws each Fiscal Year of the Navajo Nation.

ARTICLE X: DISSOLUTION

Except for an order of a court with jurisdiction, the Becenti Chapter Local Veterans Organization shall be dissolved only upon a majority vote of its members present at a duly called meeting where a quorum is present. The decision to dissolve shall require official concurrence by the Becenti chapter. Upon dissolution of BCVO and after payment or the provision for payment of all the liabilities of the BCVO has been agreed upon, the officers of the Becenti Chapter Veterans Organization (BCVO) will dispose of all the assets of the organization or give to organization qualified as tax exempt under the section 501 C (19) of the Internal Revenue Code any assets not so disposed of by a court of jurisdiction which is located in the same area as the principle office of the Local Organization.

ARTICLE XI: AMENDMENTS

The BCVO may amend these By-Laws. Upon written prior notice of at least fifteen (15) days to the members, any proposed amendment (even an entire revision) of the Plan of Operation and By-Laws may be submitted and voted upon at a duly called meeting of the BCVO for adoption by a majority vote of the members of the BCVO.

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RESOLUTION OF THE BECENTI CHAPTER VETERANS ORGANIZATION
BCVO-1-10

Establishing a travel stipend 3811 Account for Becenti veterans with official medical appointments at distant veteran hospitals.

WHEREAS:

1. By Resolution #CAP-34-98, the Navajo Nation Council approved the local Governance Act, Chapter 1, Section 1 (B) (2), which authorized Becenti Administration to make decisions over local matters that will improve the Becenti community; and
2. The Becenti Chapter Veterans Organization is an established Organization to assist with the needs and concerns of the Becenti community veterans pursuant to Resolution #CAP-34-98 and Resolution BEC-05-1141 VB; and
3. A number of Becenti veterans are listed on the medical appointments with Veteran Administration hospital in Albuquerque, New Mexico or elsewhere in distant locations and are notified via telecon of their medical appointments and/or if an unexpected opening is available in the hospital schedules; and
4. The present system for approving and processing travel checks for Becenti veterans with medical appointments are both too time consuming and too uncertain because signatures of Chapter Officers are required. On some occasions, the Chapter officers are not available or cannot be contacted. Consequently some veterans miss out keeping their appointments for lack of travel money and creates more waiting periods; and
5. Members of the Becenti Chapter Veterans Organization committee request that a system be instituted whereby travel checks can be processed on a timely basis for Becenti veterans with medical appointment document at distant veteran hospitals.

NOW THEREFORE BE IT RESOLVED THAT:

1. A line item with object code 3811 for travel stipends for Becenti Chapter veterans with medical appointments is hereby established within, the Becenti Chapter Veterans Organization budget.
2. The travel stipends will be limited as follows: (a) Fifty dollars (\$50.00) for one round trip, (b) One Hundred dollars (\$100.00) for an appointment requiring an overnight stay.
3. Once a travel stipend is duly authorized and processed for a veteran and necessary official documents, i.e., minutes and application, are signed by the Chair of Becenti Chapter Veterans Organization, proof of medical appointment, a travel stipend can be issued by a duly authorized non-officer of the Becenti chapter who is authorized to sign and issue the travel check to said pre-approved BCVO veteran.

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 By _____

Page Two
Resolution/BCVO Travel Stipend Acct.#3811 cont'd
August 10, 2010

4. The Becenti Veteran committee members request that this Resolution become effective immediately upon its passage because the need to see a veteran doctor(s) can be to prevent serious consequences, especially if medical appointments are not met due to a lack of necessary financial assistance.

C E R T I F I C A T I O N

WE HEREBY CERTIFY that the foregoing Resolution considered by the Becenti Chapter Veteran Organization at a duly called meeting at which a quorum was present and the same was passed on a motion by Ross B. Herbert seconded by Dan Becenti, by votes of 7 in favor, 0 opposed, and 1 abstained this 25th day of July, 2010.

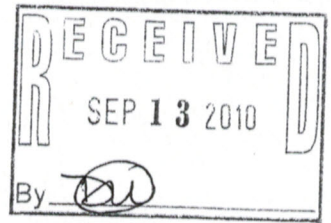
Leo Marti
BCVO President

Greg Cigalino
BCVO Treasurer

[Signature]
BCVO Vice-President

[Signature]
NN Council Delegate

sc: File
Distribution



BECENTI CHAPTER VETERANS ORGANIZATION

August 10, 2010

Requesting Becenti Chapter to accept and approve the amended and updated Plan of Operation and Policy and Procedures of Becenti Chapter Veterans Organization.

WHEREAS:

1. The Becenti Chapter Veterans Organization is duly certified and authorized by Resolution BEC-05-1141 VB to make decisions and address local veteran issues and needs; and
2. The Becenti Chapter Veterans Organization is required to have its Plan of Operation and Policy and Procedures be in written form for its legal existence and function as a service entity for local Becenti veterans; and
3. The Becenti community Chapter has a sizable number of honorably discharged veterans within its community boundary needing veteran benefit services; and
4. The Navajo Nation legislates Chapter Supplemental of funds to chapters for financial assistance to honorably discharged Navajo veterans.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Becenti Chapter accept and approves the amended and updated Plan of Operation and Policy and Procedures of its veteran organization.
2. The Becenti Chapter Veterans Organization is therefore legally involved with the local veterans' needs and issues of the Becenti community.

C E R T I F I C A T I O N

WE HEREBY CERTIFY that the foregoing Resolution considered by the Becenti Chapter Veterans Organization at a duly called meeting at which a quorum was present and the same was passed on a motion by Dan Vicenti seconded by Wayne High, and votes of 5 in favor, 2 opposed, and 1 abstained this 11th day of August, 2010.

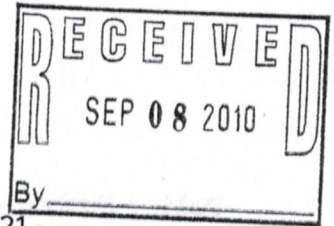
Leo Martin
BCVO President

Spicy Cuffineto
BCVO Treasurer

[Signature]
BCVO Vice-President

[Signature]
Council Delegate

[Signature]
Becenti Chapter President



BECENTI CHAPTER VETERANS ORGANIZATION

Expenditure Policy & Procedures for its \$57,987.21
for FY 2008

The Becenti Chapter Veterans Organization has hereby established its expenditure Policy & Procedures as to how to expend its \$57,987.21 which was disbursed to the Becenti Chapter by Navajo Nation Council Resolution CF-06-08 (veto over-ride by Resolution CMA-09-08).

Policy Number 1 is that the Becenti Chapter Veterans Organization shall prepare its budget according to the financial management system which is already established at the Becenti chapter for accountability purposes. This will be a prudent practice for such funds.

Policy Number 2 is that the Becenti Chapter Veterans Organization's prepared budget is to be approved by Becenti Chapter Resolution.

Policy Number 3 is that internal controls and funds disbursement will be made by Becenti Chapter Administration. The designated Chapter Officer(s) and Community Services Coordinator shall sign all the disbursement checks except for costs duly approved for travel to distant VA Hospital for appointments. This exception is based on chapter approved resolution.

Policy Number 4 is that the Becenti Chapter Veterans Organization assures all Becenti Navajo veterans, surviving spouses and dependent children that are under age 18, Gold Star Mothers, Blue Star Mothers, and caretakers may have the opportunity for access to benefits and services from the Becenti veterans organization funds. To apply for such services, the following documents are required:

- a) Military DD214 or discharge papers.
- b) Copy of appointment slip for medical or employment.
- c) Navajo Nation voter's registration card.
- d) Social Security card.
- e) Official and certified document showing legally designated individual to be a Caretaker over a veteran.
- f) Official marriage license or common marriage certified by a Notary Republic.
- g) Death Certificate of a veteran and his/her family census card for dependent children under age 18.

Members of the Becenti Chapter Veterans Organization believe that their military service was not exclusively for themselves but mainly to protect their country and families. This is integral with the way of our Navajo Warrior's belief and conduct in life.

Policy Number 5 is that all of the Becenti veterans' requests for financial assistance are to be carefully reviewed and justly considered before they are approved by the Becenti Chapter Veterans Organization. Furthermore, all the financial assistance requests by qualified veterans and other qualified individuals mentioned in the Policy Number Four (4) will be explained in detailed description by who will be getting the financial assistance, how the funds will be expended, and what will be purchased with the funds.

Policy Number 6 is that anytime the Becenti Chapter Veterans Organization is allocated some funds for the Becenti veterans through its Becenti Chapter Administration, it shall be the responsibility of the Becenti Chapter Veterans Organization to formulate its budget and have it approved at a regularly called meeting of all Becenti veterans and then leave the internal controls, and fund disbursement to the Becenti Chapter Administration. This process will be coordinated and a team of working relationship will be exercised together between the Becenti Chapter Veterans Organization and the Becenti Chapter Administration to accomplish this task.

Policy Number 7 is that there is a slight deviation from the chapter policy and standard procedures for Financial Assistance application. The chapter application for the financial assistance for the Traditional Ceremony and VA medical appointments are not included in the chapter system. The veteran needs are different from the general needs of the public in this matter.

Policy Number 8 is that the \$57,987.21 for FY 2008 for Becenti Chapter Veterans Organization will be budgeted according to goals and needs of the Becenti community veterans through collaboration and coordination with the Becenti Chapter as directed by the Speaker of the Navajo Nation and the Navajo Nation Council by Resolution CF-06-08. The budget of \$57,987.21 for the Becenti veterans will be used on the priority needs list that the Becenti Chapter Veterans Organization have been wishing to address for years. All the forms, criteria and documents that the Becenti chapter used for financial management will be used with flexibility and justification for each line item budget. The Navajo Nation budget Policy & Procedures will be adhered to or acknowledged on all the line items expenditures.

Policy Number 9 is that the expenditure report, including the balance of the unexpended funds, will be given in the report by the Becenti Chapter Administration at the regularly called chapter meeting. The close-out accounts of \$57,987.21 will be done by the Becenti Chapter Administration at the same time the chapter's closing out accounts for the next Fiscal Year.

Policy Number 10 is that the limited time of receiving assistance from the veteran's budget, will be based on how serious the needs are for the financial assistance and reasonable amount shall be viewed and approved by the Becenti Chapter Veterans Organization members. Such requests for assistance will be based on the availability of funds.

Policy Number 11 is that the regular BCVO monthly meeting will be at the Becenti chapter house. The BCVO regular meeting and Special meeting may be held at another designated site, if the meeting cannot be held at the Becenti chapter house. All the agenda, minutes, sign-in sheets, and other reports, decisions and approvals of financial assistance requests shall be official for the records.

Policy Number 12 is that Becenti veterans with medical appointments at distant veteran hospitals will have financial assistance directly by filing Commander approved application with a medical appointment slip from the VA doctor. Navajo names of veterans who frequently go for appointments at distant VA hospitals will be on a list filed with the Chapter Administration to aid official disbursement of checks directly, if funds are available. Veterans not on the list will have to register with the BCVO committee to get on the list for direct accessibility to travel stipend account. A separate line item is made for travel stipends exclusively for travel to distant VA hospitals.

Policy Number 13 is that the Becenti veterans, whether they are registered or not registered with the Becenti Chapter Veterans Organization, are encouraged to attend the BCVO regular or Special meetings for their financial assistance or benefits, especially the veterans or veteran's spouses who have been assisted with the BCVO financial benefits. The meeting attendance will enable each veteran to support the approval of the financial assistance requests from the Becenti veterans and veteran's spouses.

Policy Number 14 is that, generally financial assistance requests under veteran Emergency Account will be limited to one (1) request per veteran and the amount approved shall be limited to \$300.00 or less per veteran who cannot be approved another request until after six (6) months unless otherwise justified. The veteran emergency assistance vary depending on the need situation and will require approval of the BCVO committee. All the requests shall be approved by the BCVO committee at an official veteran's meeting.

Policy Number 15 is that payment for Color and Honor Guard service shall only be made to BCVO Color-Guard participants who must be a BCVO member. A letter of request for Color-Guard service from the party requesting such service is required. Color-Guard management has the responsibility of assigning whoever the BCVO member is to manage the Color and Honor-Guard service requested.

Policy Number 16 is that, BCVO committee member requesting self-help housing materials shall complete a financial assistance request form and self-help housing application before submitting to the Chapter Administration for further processing. Three (3) price quotes shall be required and the lowest price quotes shall be selected for disbursement of check. At no time, materials purchased for self-help housing projects shall be re-sold or given away freely to others or have the purchased materials stored away for countless years. The limited amount for self-help housing projects shall be reasonable and equitable among the requesters. Not one or even two veterans can be approved for all the available self-help housing funds for their projects. However, there can be matching, collaborating, networking, coordinating, and phasing of funds with other resources will be encourage in comprehensive home renovation projects.

Policy Number 17 is that there shall be no or appearance of representation of any kind among the BCVO officers and committee members with respect to favoritism, nepotism, or any nature regarding practice or methods that will put BCVO funds into question and jeopardize funding and/or service delivery.

Policy Number 18 is that the Chapter Supplemental Allocation prohibits use of veteran funds for administrative costs, the BCVO committee deems seriously that there is need to use some of the allocated funds for administrative costs in planning, administering, managing, and accounting which involve paperwork, keeping records for smooth operation, collaboration with Becenti Chapter Administration. The two (2) entities are equally involved in administration and accountability of funds. The Chapter Administration and the BCVO are therefore subject to audits and also allowed to use its funds for administrative costs to meet such challenges as the audit.

Policy Number 19 is that the expenditure of the Chapter Supplemental Allocation funds shall be limited to what is specified as allowable in the Fiscal Year's budget line items. Any unspecified or not in the BCVO budget line item shall not be considered approvable and acceptable for expenditures. The BCVO budget will be expended only on what the budget is stated.