

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

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Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

ARTICLES OF INCORPORATION

ARTICLES OF INCORPORATION
OF
DELTANA COMMUNITY CORPORATION

We, the undersigned natural persons of the age of nineteen (19) years or more, acting as incorporators of a corporation under the Alaska Nonprofit Corporation Act (AS10.20), adopt the following Articles of Incorporation for the Corporation.

ARTICLE I

The name of the corporation is: Deltana Community Corporation.

ARTICLE II

The period of duration is: Perpetual.

ARTICLE III

The purposes for which this corporation is organized are:

1. To provide community services to the residents of the Delta area (unorganized) including, but not limited to: utilities, fire protection, community facilities, trails, bridges and roads.
2. To receive and administer State, Federal and Private grant funds for the benefit of all Delta Area residents.
3. To provide a voice for local residents in the community.

ARTICLE IV

The internal affairs of the corporation shall be regulated by:

1. The business of the corporation shall be managed by the Board of Directors, which shall exercise all powers of the corporation.
2. The Board of Directors shall provide for the regulation of the internal regulation of the corporation by adoption of bylaws.

ARTICLE V

Provisions for dissolution of the corporation are:

1. At such time as a city or borough is organized in and for the unorganized portion of the Delta area, the newly incorporated city or borough may assume the powers, duties and assets of this corporation; whereupon this corporation may commence a proceeding for voluntary dissolution.
2. In the event of dissolution of the corporation prior to the incorporation of a city or borough in and for the Delta area, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the

ARTICLE V. 2. (continued):

corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations by operation of federal law, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court having jurisdiction over the subject matter and territory where the principal office of the corporation is then located, for such purposes or to such organization or organizations, as said in a manner that the Court shall determine.

ARTICLE VI

The address of this corporations initial registered office shall be: General Delivery, Delta Junction, Alaska 99737, and the name of this corporation's initial registered agent at such address shall be William J. Haring.

ARTICLE VII

Nine directors shall constitute the initial Board of Directors of the corporation. The names and address of those persons, each of whom shall serve as a Director until the first annual meeting of members or until his or her successor is elected and qualified, are:

William J. Haring, President	Mi. 274 Rich. Hwy., S.R.#10 via Fairbanks, AK 99701
Edith Walker, Vice President	P.O. Box 314 Delta Junction, AK 99737
Lola Rowland, Secretary/Treasurer	P.O. Box 932 Delta Junction, AK 99737
Mike Carlson, Director	P.O. Box 953 Delta Junction, AK 99737
Micky Cole, Director	P.O. Box 614 Delta Junction, AK 99737
Troxell Hebert, Director	P.O. Box 1018 Delta Junction, AK 99737
Paul R. Miller, Director	P.O. Box 834 Delta Junction, AK 99737
Bill Ridder, Director	P.O. Box 432 Delta Junction, AK 99737
Darlo Walton, Director	P.O. Box 48 Delta Junction, AK 99737

ARTICLE VIII

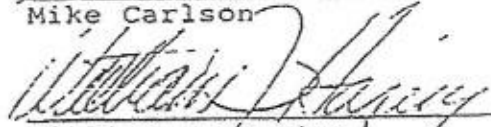
The name and address of each of the incorporators of the corporation are:

Mike Carlson	P.O. Box 953, Delta Junction, AK 99737
William J. Haring	Mi. 274 Rich. Hwy., SR#10, via Frbx, AK 9976
Troxell Hebert	P.O. Box 1018, Delta Junction, AK 99737
Paul R. Miller	P.O. Box 834, Delta Junction, AK 99737
Bill Ridder	P.O. Box 432, Delta Junction, AK 99737
Lola Rowland	P.O. Box 932, Delta Junction, AK 99737
Edith Walker	P.O. Box 314, Delta Junction, AK 99737
Darlo Walton	P.O. Box 48, Delta Junction, AK 99737

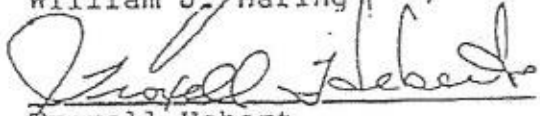
IN WITNESS THEREOF, we the undersigned incorporators, have executed these Articles of Incorporation this 5th day of Feb. 1982.



Mike Carlson



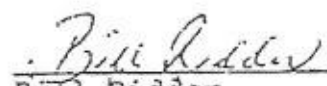
William J. Haring



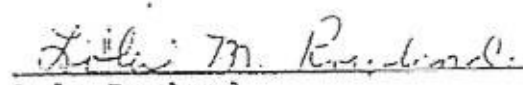
Troxell Hebert



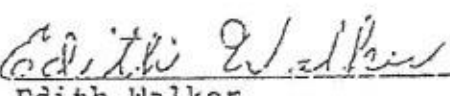
Paul R. Miller



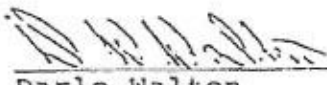
Bill Ridder



Lola Rowland

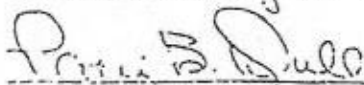


Edith Walker



Darlo Walton

Subscribed and sworn to before me this 5th day of February, 1982.



Notary Public

STATE OF ALASKA

STEVE COWPER, GOVERNOR

DEPT. OF COMMUNITY AND REGIONAL AFFAIRS

MUNICIPAL AND REGIONAL ASSISTANCE DIVISION

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> 949 EAST 36TH AVENUE, SUITE 400
ANCHORAGE, ALASKA 99508-4302
PHONE: (907) 561-8586 | <input type="checkbox"/> P.O. BOX 348
BETHEL, ALASKA 99559-0348
PHONE: (907) 543-3475 | <input type="checkbox"/> P.O. BOX 295
DILLINGHAM, ALASKA 99576-0295
PHONE: (907) 842-5135 | <input checked="" type="checkbox"/> 1001 NOBLE STREET, SUITE 430
FAIRBANKS, ALASKA 99701-4948
PHONE: (907) 452-7126 |
| <input type="checkbox"/> P.O. BOX 8H
JUNEAU, ALASKA 99811-2110
PHONE: (907) 465-4750 | <input type="checkbox"/> 710 MILL BAY ROAD
KODIAK, ALASKA 99615
PHONE: (907) 486-5736 | <input type="checkbox"/> P.O. BOX 350
KOTZEBUE, ALASKA 99752-0280
PHONE: (907) 442-3896 | <input type="checkbox"/> P.O. BOX 41
NOME, ALASKA 99762-0041
PHONE: (907) 443-5457 |

December 14, 1988

Lyle Hennager, President
Deltana Community Corporation
P.O. Box 825
Delta Junction, AK 99771

Dear Mr. Hennager:

Thank you for providing me with the opportunity to meet you and members of your board last week. Although attendance at the non-profit board training session was not what we expected, I think the discussion was worthwhile. I appreciate the opportunity to learn more about local concerns and issues in the Deltana area.

Researching the questions about board liability revealed that Alaska Statute 10.20.151 (amended in 1988) now provides that non-profit articles of incorporation may "contain a provision eliminating or limiting the personal liability of a director to the corporation for monetary damages for the breach of fiduciary duty as a director." AS 10.20.151(d).

However,

The articles of incorporation may not eliminate or limit the liability of a director for

- (1) a breach of a director's duty of loyalty to the corporation;
- (2) acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law; or
- (3) a transaction from which the director derives an improper personal benefit.
- (e) The provisions of (d) of this section do not eliminate or limit the liability of a director for an act or omission that occurs before the effective date of the articles of incorporation or of an amendment to the articles of incorporation authorized by (d) of this section.

Lyle Hennager, President
RE: Deltana
December 14, 1988
Page Two

We discussed fiduciary duties in our meeting of December 9th. As you may recall, a breach of fiduciary (a trust or confidence) duties can occur in three ways. The first example is by mismanagement. The second example is by nonmanagement. The third example is self-dealing through fraud or embezzlement.

The Deltana Board may wish to amend it's articles of incorporation to reflect these changes in law. However, please note in subsection (e) that amendments to the articles of incorporation will not eliminate or limit liability of a board director before the changes go into affect (emphasis added). A copy of the 1988 amendments is enclosed for your information. I recommend contacting your attorney for appropriate language should you wish to amend your articles of incorporation.

I have passed along the comments made about the liability situation arising from the two lawsuits to Rebecha Miller, Director, Office of the Governor, Fairbanks State Office Building. You may wish to speak with her directly. If so, her number is 451-2920.

If I may be of any further assistance, please do not hesitate to contact me. I look forward to working with the board in the coming new year.

Best wishes for the Holidays.

Sincerely,



Jon Cecil
Local Government Specialist

Enclosure: AS 10.20.151(d)-(e)

cc: Irene Catalone, LGS IV, MRAD

business meetings; as no other evidence must fail. *Herning v. Eason*, Sup. Ct. Op. was offered below, the court concluded No. 3193 (File No. S-1733), 739 P.2d 167 that the church's free exercise defense (1987).

Article 2. Formation of Corporations.

Section 151. Articles of incorporation

Sec. 10.20.151. Articles of incorporation. (a) The articles of incorporation shall set out

- (1) the name of the corporation;
- (2) the period of its duration, which may be perpetual;
- (3) the purpose or purposes for which the corporation is organized;
- (4) provisions, not inconsistent with law, which the incorporators elect to set out in the articles of incorporation for the regulation of the internal affairs of the corporation, including provision for distribution of assets on dissolution or final liquidation;
- (5) the address of its initial registered office, and the name of its initial registered agent at the address;
- (6) the number of directors constituting the initial board of directors, and the names and addresses of the persons who are to serve as the initial directors;
- (7) the name and address of each incorporator.

(b) It is not necessary to set out in the articles of incorporation any of the corporate powers enumerated in this chapter.

(c) Unless the articles of incorporation provide that a change in the number of directors shall be made only by amendment to the articles of incorporation, a change in the number of directors made by amendment to the bylaws is controlling. In all other cases, if a provision of the articles of incorporation is inconsistent with a bylaw, the provision of the articles of incorporation shall be controlling.

(d) In addition to the matters required to be set out in the articles of incorporation by (a) of this section, the articles of incorporation may also contain a provision eliminating or limiting the personal liability of a director to the corporation for monetary damages for the breach of fiduciary duty as a director. The articles of incorporation may not eliminate or limit the liability of a director for

- (1) a breach of a director's duty of loyalty to the corporation;
- (2) acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law; or
- (3) a transaction from which the director derives an improper personal benefit.

(e) The provisions of (d) of this section do not eliminate or limit the liability of a director for an act or omission that occurs before the effective date of the articles of incorporation or of an amendment to

the articles of incorporation authorized by (d) of this section. (§ 1 ch 99 SLA 1968; am § 4 ch 148 SLA 1988)

Effect of amendments. — The 1988 amendment added subsections (d) and (e).

Article 5. Dissolution.

Section

452. Continued existence for certain purposes

Sec. 10.20.452. Continued existence for certain purposes [Effective July 1, 1989]. If a dissolved corporation is the owner of real or personal property, or claims an interest in or lien upon real or personal property, the corporation through its board of directors continues to exist for five years after the date of dissolution for the purpose of conveying, transferring, or releasing the real or personal property or interest in or lien upon the property. In addition, a dissolved corporation through its board of directors continues to exist for the purpose of being made a party in an action or proceeding arising before dissolution and involving the title to real or personal property or an interest in it. The action or proceeding may be instituted and maintained in the same manner as before the dissolution of the corporation. This section does not affect or suspend a statute of limitations applicable to a claim. For the purpose of service of process, notice, or demand within the prescribed time following dissolution, the commissioner is an agent of the dissolved corporation upon whom service may be made in the manner prescribed in AS 10.06.175(b). (§ 56 ch 123 SLA 1980; am § 5 ch 166 SLA 1988)

Effect of amendments. — The 1988 amendment, effective July 1, 1989, substituted "AS 10.06.175(b)" for "AS 10.05.057(b)" in the last sentence and made a series of minor stylistic changes throughout the rest of the section.

Article 8. Fees and Charges.

Section

643. Accounting and disposition of fees

Sec. 10.20.643. Accounting and disposition of fees. The commissioner of administration shall separately account for all fees collected under this chapter that the department deposits in the general fund. The annual estimated balance in the account may be used by the legislature to make appropriations to the department to carry out the purposes of this chapter. (§ 9 ch 138 SLA 1986)

Internal Revenue Service
District Director

Department of the Treasury

Date:

JUL 3 1984

Employer Identification Number:

92-8954432

Internal Revenue Code

Section 501(c)(4)

Accounting Period Ending:

June 30

Form 990 Required: Yes No

Deltana Community Corporation
P.O. Box 825
Delta Junction, AK 99737

Person to Contact:

Ellen Oliver

Contact Telephone Number:

(206) 442-5106

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment or other Federal taxes, please address them to this office.

If your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

The block checked at the top of this letter shows whether you must file Form 990, Return of Organization Exempt from Income Tax. If the Yes box is checked, you are only required to file Form 990 if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law provides for a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay. This penalty may also be charged if a return is not complete. So, please make sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Internal Revenue Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in Code section 513.

(over)

P.O. Box ²¹¹³²⁷ 21224, Seattle, WA 98111

Letter 948(DO) (Rev. 10-83)

You need an employer identification number even if you have no employees: If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

As a Social Welfare Organization, donations made to you are not deductible by the donors as charitable contributions. Donors should be advised of this fact.

th/0041Z

Deltana Community Corporation

P.O. Box 930
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ORIGINAL BYLAWS

BYLAWS
OF
DELTANA COMMUNITY CORPORATION

ARTICLE I
Membership

All registered voters within the boundaries of the corporation are members of the Deltana Community Corporation.

ARTICLE II
Boundaries

The Deltana Community Corporation shall serve the area currently known as Rural Educational Attendance Area Number 15, excluding the incorporated City of Delta Junction. Rural Educational Attendance Area Number 15 is also known as the Delta/Greely School District.

ARTICLE III
Board of Directors

The Board of Directors will be elected at the first Annual Meeting of the Corporation. All members are eligible to vote.

The Board of Directors will consist of the following officers, who must be members of the corporation and reside within the boundaries of the corporation for at least one (1) year prior to their election:

1. Three (3) Directors who shall serve initial terms of one (1) year.
2. Three (3) Directors who shall serve initial terms of two (2) years.
3. Three (3) Directors who shall serve initial terms of three (3) years.
4. Subsequent terms of office shall be for three (3) year terms.

The Board of Directors shall elect a President, Vice President and Secretary/Treasurer at its first regular Board meeting following the Annual Meeting. The President, Vice President and Secretary/Treasurer must also be Directors of the Corporation.

The Board of Directors will meet at least once a month. Notice of any meeting will be posted at the Delta Junction Post Office, and the Board Members will be notified personally by or at the direction of the President.

A majority of the Board of Directors will constitute a quorum for the transaction of business at any meeting of the Board. Three (3) affirmative votes are required for any action taken by the Board.

Any vacancies occurring in the Board of Directors either by resignation or by removal shall be filled by the majority vote of the remaining Directors. Such new Directors shall serve only until

ARTICLE II (continued)

the next Annual Meeting, at which time the unexpired term of the original Director will be filled by a vote of the membership.

Any Director may be removed by a two-thirds (2/3) vote of the Board of Directors, whenever, in their judgment, the best interest of the corporation would be served thereby.

ARTICLE IV
Officers

President: The President will be the principal officer of the corporation and will, in general, supervise all of the business and affairs of the corporation. He/she shall preside at all meetings of the corporation. He/she may sign contracts or other instruments that the Board of Directors has authorized to be executed.

Vice President: The Vice President will perform the duties of the President in the absence of the President or in the event of the inability or refusal to act of the President, and when so acting, will have all the powers of and be subject to all the restrictions upon the President.

Secretary/Treasurer: The Secretary/Treasurer will keep correct and complete books and records of accounts and will also keep minutes of the proceedings of its Board of Directors and will keep at the registered or principal office a record giving the names and addresses of the members entitled to vote.

ARTICLE V
Checks and Deposits

Checks will be signed by an officer or officers or the corporation as determined by the Board of Directors.

All funds of the corporation will be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

ARTICLE VI
Books and Records

All books and records of the corporation may be inspected by any member, or his agent or attorney for any proper purpose by appointment with the Secretary/Treasurer.

ARTICLE VII
Fiscal Year

The fiscal year of the corporation will begin on the first day of July and end on the last day of June.

ARTICLE VIII
Annual Meeting

The Annual Meeting of the corporation will be held during June of each year.

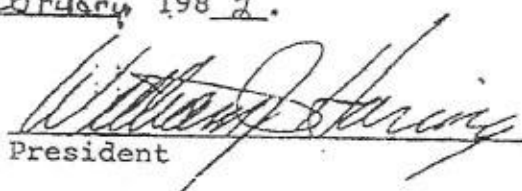
ARTICLE IX
Roberts Rules of Order

The parliamentary authority for the corporation shall be the Articles of Incorporation and Bylaws. Parliamentary disputes not covered in these documents are to be covered as stated in the most recent edition of Roberts Rules of Order.

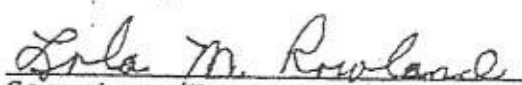
ARTICLE X
Amendments to Bylaws

These bylaws may be amended by the affirmative vote of a majority of the members of the corporation at an Annual or Special Meeting.

THIS IS TO CERTIFY that the above Bylaws were adopted by the Board of Directors of the Deltana Community Corporation at a meeting held on the 5th day of February, 1982.



President



Secretary/Treasurer

CC
Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

B
AMENDED BYLAWS

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

BYLAWS

ARTICLE I
MEMBERSHIP

ALL ALASKA RESIDENTS WITHIN THE BOUNDRIES OF
THE CORPORATION ARE MEMBERS OF THE DELTANA COMMUNITY
CORPORATION.

Deitana Community Corporation

P.O. Box 930
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(907) 895-4432

ARTICLE II
BOUNDARIES

THE DELTANA COMMUNITY CORPROATION SHALL SERVE THE AREA CURRENTLY KNOWN AS RURAL EDUCATION ATTENDANCE AREA NUMBER 15, EXLUDING THE INCORPORATED CITY OF DELTA JUNCTION. RURAL EDUCATIONAL ATTENDANCE AREA NUMBER 15 IS ALSO KNOWN AS THE DELTA/GREELY SCHOOOOL DISTRICT.

Deltana Community Corporation

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ARTICLE III BOARD OF DIRECTORS

THE BOARD OF DIRECTORS WILL BE ELECTED AT THE FIRST ANNUAL MEETING OF THE CORPORATION. ALL MEMBERS OVER EIGHTEEN (18) YEARS OF AGE ARE ELIGIBLE TO VOTE.

BYLAW - THIS HAS BEE AMENDED. SEE BA 85-7/19-001.

THE BOARD OF DIRECTORS WILL CONSIST OF THE FOLLOWING OFFICERS, WHO MUST BE MEMBERS OF THE CORPORATION AND RESIDE WITHIN THE BOUNDARIES OF THE CORPORATION FOR AT LEAST ONE (1) YEAR PRIOR TO THEIR ELECTION.

1. THREE (3) DIRECTORS WHO SHALL SERVE INITIAL TERMS OF ONE (1) YEAR.
2. THREE (3) DIRECTORS WHO SHALL SERVE INITIAL TERMS OF TWO (2) YEARS.
3. THREE (3) DIRECTORS WHO SHALL SERVE INITIAL TERMS OF THREE (3) YEARS.
4. SUBSEQUENT TERMS OF OFFICE SHALL BE FOR THREE (3) YEAR TERMS.

THE BOARD OF DIRECTORS SHALL ELECT A PRESIDENT, VICE-PRESIDENT AND SECRETARY/TREASURER AT TIS FIRST REGULAR BOARD MEETING FOLLOWING THE ANNUAL MEETING. THE PRESIDENT, VICE-PRESIDENT AND SECRETARY/TREASURER MUST ALSO BE DIRECTORS OF THE CORPORATION.

THE BOARD OF DIRECTORS WILL MEET AT LEAST ONCE A MONTH. NOTICE OF MEETINGS WILL BE PLACED IN A LOCALLY DISTRIBUTED NEWSPAPER AND POSTED IN AT LEAST THREE (3) PUBLIC PLACES IN SUFFICIENT TIME TO PERMIT INDIVIDUALS TO BE SO NOTIFIED. NOTICE WILL INCLUDE THAT ANY MEETING IS OPEN TO THE PUBLIC. THE BOARD MEMBERS WILL BE NOTIFIED PERSONALLY BY OR AT THE DIRECTION OF THE PRESIDENT.

ARTICLE III (CONTINUED)

A MAJORITY OF THE BOARD OF DIRECTORS WILL CONSTITUTE A QUORUM FOR THE TRANSACTION OF BUSINESS AT ANY MEETING OF THE BOARD, THREE (3) AFFIRMATIVE VOTES ARE REQUIRED FOR ANY ACTION TAKEN BY THE BOARD.

ANY VACANCIES OCCURRING IN THE BOARD OF DIRECTORS EITHER BY RESIGNATION OR BY REMOVAL SHALL BE FILLED BY THE MAJORITY VOTE OF THE REMAINING DIRECTORS. SUCH NEW DIRECTORS SHALL SERVE ONLY UNTIL THE NEXT ANNUAL MEETING. AT WHICH TIME THE UNEXPIRED TERM OF THE ORIGINAL DIRECTOR WILL BE FILLED BY A VOTE OF THE MEMBERSHIP.

THIS HAS BEEN AMENDED. SEE BA 85-7/19-002.

ANY DIRECTOR MAY BE REMOVED BY A TWO-THIRDS (2/3) VOTE OF THE BOARD OF DIRECTORS, WHENEVER, IN THEIR JUDGEMENT, THE BEST INTEREST OF THE CORPORATION WOULD BE SERVED THEREBY. ANY DIRECTOR SHALL BE AUTOMATICALLY REMOVED WHO FAILS TO ATTEND THREE (3) CONSECUTIVE REGULAR MEETINGS OF THE BOARD, WITHOUT HAVING BEEN PREVIOUSLY EXCUSED BY THE PRESIDENT.

ARTICLE IV
OFFICERS

PRESIDENT

The President shall be the principal officer and registered agent for the corporation and shall, in general, supervise all of the business and affairs of the corporation, preside at all meetings of the corporation, and shall sign contracts or other instruments that the Board of Directors have authorized to be executed.

VICE PRESIDENT

The Vice-President shall perform the duties of the President in the absence of the President. When presiding as President, the Vice-President shall have all the powers of and be subject to all the restrictions upon the President.

SECRETARY

The Secretary shall be responsible for accurate reports, historical documents, and minutes of all proceedings of the Board of Directors. This position shall also be responsible for organizing, filing, and properly storing all the documentation (paper and digital) of the Deltana Community Corporation.

TREASURER

The Treasurer shall be responsible for accurate and complete books, and records of accounts. This position shall also be responsible for yearly tax preparations and filings.

* Amended: November 11, 2021

* Effective Date: November 11, 2021

* Amended: Unknown (1980's)

ARTICLE V
CHECKS AND DEPOSITS

CHECKS WILL BE SIGNED BY AN OFFICER OR OFFICERS OF THE CORPORATION AND THE ADMINISTRATOR, OR AS DETERMINED BY THE BOARD OF DIRECTORS.

ALL FUNDS OF THE CORPORATION WILL BE DEPOSITED FROM TIME TO TIME TO THE CREDIT OF THE CORPORATION IN SUCH BANKS, TRUST COMPANIES, OR OTHER DEPOSITORY AS THE BOARD OF DIRECTORS MAY SELECT.

ARTICLE V
CHECKS AND DEPOSITS

ANNUAL APPROPRIATION BUDGET FORMULA --

1. Deltana Community Corporation (DCC) funding shall be determined and distributed on an annual basis according to an application process open to DCC members. Funding shall be used for the maximum benefit of the Deltana community as a whole. Grants for specific community projects are exempt.
2. The annual funding allocation shall be determined with a calculation driven formula.
3. This calculation is as follows:
 - o Half the annual assistance received from the State of Alaska plus four percent of the Percentage Of Market Value (POMV) of the savings/investments residing in DCC's wealth management accounts.
4. The other half of the annual funding received from the State of Alaska shall be deposited in DCC's wealth management account.
5. Two times the annual DCC expenses shall reside in a DCC checking account for the purpose of corporate operations and distributions.
6. Directors may deposit additional funds into the wealth management account from other sources or from the annual funding calculation.
7. In cases of emergencies, additional funds originating from the State of Alaska, may be withdrawn from the wealth management account. Funds shall not be withdrawn for frivolous reasons. Emergency withdrawals shall require a three-quarters vote of the Board of Directors.

* Amended: November 11, 2021 [added]

* Effective Date: November 11, 2021

ARTICLE VI
BOOKS AND RECORDS

ALL BOOKS AND RECORDS OF THE CORPORATION MAY
BE INSPECTED BY ANY MEMBER, HIS AGENT, OR HIS ATTORNEY
FOR ANY LEGAL PURPOSE BY APPOINTMENT.

ALL BOOKS AND RECORDS OF THE CORPORATION SHALL
BE RETAINED IN THE CORPORATE OFFICE.

ARTICLE VII
FISCAL YEAR

THE FISCAL YEAR OF THE CORPORATION WILL BEGIN
ON THE FIRST DAY OF JULY AND END ON THE LAST DAY
OF JUNE.

ARTICLE VIII
ANNUAL MEETING

The Annual Meeting of the corporation will be held in the month of October of each year following the annual DCC elections as determined by the majority of the Board of Directors.

- * Amended: October 13, 2023
- * Effective Date: October 13, 2023

* Amended: 1986

ARTICLE IX
ROBERTS RULES OF ORDER

THE PARLIAMENTARY AUTHORITY FOR THE CORPORATION SHALL BE THE ARTICLES OF INCORPORATION AND BYLAWS. PARLIAMENTARY DISPUTES NOT COVERED IN THESE DOCUMENTS OR IN THE PERMANENT POLICY OF THE CORPORATION ARE TO BE COVERED AS STATED IN THE MOST RECENT EDITION OF ROBERTS RULES OF ORDER.

ARTICLE X
AMENDMENTS TO BYLAWS

THESE BY-LAWS MAY BE AMENDED BY THE MEMBERSHIP
IN THE FOLLOWING MANNER:

- A. THREE (3) READINGS; TWO (2) AT REGULAR MONTHLY MEETINGS OF THE BOARD OF DIRECTORS, THE THIRD AT THE ANNUAL MEETING OR A SPECIAL MEETING CALLED FOR THE PURPOSE OF AMENDING THE BY-LAWS;
 1. THE FIRST READING WILL CONSIST OF PRESENTATION OF THE BY-LAW AMENDMENT; THE AMENDMENT; THE AREA IN THE BY-LAWS THAT WOULD BE CHANGED, DELETED OR ADDED TO; THE INTENT OF THE AMENDMENT; AND THE NAME AND ADDRESS OF THE REGISTERED DELTANA COMMUNITY CORPORATION VOTER WHO PRESENTED THE AMENDMENT. THE ABOVE FORMAT SHALL BE IN WRITING. THE AMENDMENT WILL BE DIRECTED TO THE BY-LAW COMMITTEE FOR ASSIGNMENT OF A NUMBER AND REVIEW.
 2. THE SECOND READING WILL BE AT THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS AND WILL INCLUDE THE COMMITTEE REPORT. THE DATE FOR THE GENERAL MEMBERSHIP MEETING TO VOTE ON THE AMENDMENT WILL BE ANNOUNCED AT THIS MEETING. THE GENERAL MEMBERSHIP MEETING DATE WILL BE NOT LESS THAN FIFTEEN (15) DAYS AND NOT MORE THAN THIRTY-ONE (31) DAYS FROM THE SECOND READING.
 3. THE THIRD READING WILL BE IN ITS ENTIRETY AT THE MEETING CALLED FOR THE PURPOSE OF VOTING ON THE AMENDMENT.

ARTICLE X CONTINUED.

- B. THE BY-LAW AMENDMENT WILL BE ADOPTED IMMEDIATELY AFTER THE AFFIRMATIVE VOTE OF TWO-THIRDS (2/3) OF THE VOTING MEMBERS OF THE CORPORATION PRESENT AT AN ANNUAL MEETING OR A SPECIAL MEETING CALLED FOR THIS PURPOSE.

THIS IS TO CERTIFY THAT THE PRECEDING BYLAWS, AS AMENDED,
WERE ADOPTED BY THE BOARD OF DIRECTORS OF THE DELTANA COMMUNITY
CORPORATION AT A SPECIAL MEETING HELD JULY 19, 1985.

DELTANA COMMUNITY CORPORATION
ELECTION PROCEDURES

BA 85-7/19-001

CHAPTER ONE

SECTIONS:

1. Administrator is supervisor of elections.
2. Voter qualifications
3. Regular elections.
4. Notice requirements for general election.
5. Special elections.
6. Notice requirements for special elections.
7. 40 percent requirement.
8. Runoff elections.
9. Notice requirements for runoff elections.
10. Tie votes.
11. Filing for office.
12. Election judges.
13. Election place and hours.
14. Prohibited activity near the polls.
15. "Questioned ballots."
16. "Defective ballots."
17. "Absentee ballots."
18. Report of election results.
19. Certification of election.
20. Contesting an election
21. Election materials.

SECTION 1. ADMINISTRATOR IS SUPERVISOR OF ELECTIONS.

The administrator is the supervisor of elections for the D.C.C. The administrator may establish written regulations for board approval for all additional procedures necessary to carry out the provisions of any election policies passed by the board.

SECTION 2. VOTER QUALIFICATIONS.

Any person seeking elective office must be a qualified voter. A qualified voter is a United States citizen; is a resident of the Deltana District (otherwise known as the Delta/Greely School District, R.E.A.A. District 15, excluding the area enclosed by the Delta City boundaries) at least 30 days before election day; is registered to vote in state elections at least 30 days before election day, or registered at the D.C.C. office at least 30 days before the election and shall not have been disqualified to vote because of conviction for a felony involving moral turpitude unless civil rights

have been restored or who has been judicially determined to be of unsound mind unless the disability has been removed.

SECTION 3. REGULAR ELECTIONS.

A. The regular election for boardmembers or other elected officials shall be held every year on the first Tuesday in October. Questions or propositions may be placed on the ballot at this time.

B. The date of the annual election may be changed by board vote.

SECTION 4. NOTICE REQUIREMENTS FOR GENERAL ELECTIONS.

Notice of an annual election must be posted in three public places for 30 days before an annual election and published in a newspaper of general circulation if there is one in the area.

SECTION 5. SPECIAL ELECTIONS.

The board may pass a resolution to hold a special election on a date different than the annual election.

SECTION 6. NOTICE REQUIREMENTS FOR SPECIAL ELECTIONS.

Notice shall be posted in three public places at least 20 days before a special election and published in a newspaper of general circulation if there is one in the area.

SECTION 7. 40 PERCENT REQUIREMENT.

Every candidate must receive more than 40 percent of the ballots cast for his or her respective office in order to win the election. A runoff election is required if a candidate does not receive more than 40 percent of the ballots cast for his or her respective office.

SECTION 8. RUNOFF ELECTIONS.

A. If no candidate receives more than 40 percent of the ballots cast for his or her respective office, the board shall hold a runoff election between the two candidates receiving the greatest number of ballots. In a runoff election, the candidate receiving more votes than the other is the winner.

B. Runoff elections must be held within two weeks from the date the board certifies the election.

C. Write-in votes are not counted for runoff elections.

SECTION 9. NOTICE REQUIREMENTS FOR RUNOFF ELECTIONS.

Notice of a runoff election shall be posted in three public places for at least five days before the election is held and published in a newspaper of general circulation if there is one in the area.

SECTION 10. TIE VOTES IN A RUNOFF ELECTION.

In the event of a tie vote in a runoff election, the board shall request that the tied candidates appear before the board at the first meeting after the election to draw straws or flip a coin to determine the winner. If one or more of the tied candidates does not appear before the board, the presiding officer shall direct the administrator or other non-interested person to draw straws or flip a coin to determine the winner.

SECTION 11. FILING FOR OFFICE.

A person who wishes to become a candidate for an elective office shall complete and file a declaration of candidacy with the administrator. Declarations of candidacy must be filed no sooner than 60 days and no later than 30 days before the election.

SECTION 12. ELECTION JUDGES.

A. The board shall each year choose three D.C.C. voters as judges to be the election board at each polling place and select one of those judges to chair the board. The judges shall not be board-members or candidates for office.

B. Each judge shall sign the oath specified in Chapter 2, Section 5 of this Procedure and file it with the administrator on or before election day.

C. If a judge is unable to work on or during election day, the remaining judges at the polling place shall choose a qualified voter to fill the vacancy.

SECTION 13. ELECTION PLACE AND HOURS.

A. Elections will be held at the Big Delta Precinct polling place.

B. The polls will be open from 8:00 A.M. until 8:00 P.M. on election day.

SECTION 14. PROHIBITED ACTIVITY NEAR THE POLLS.

During the hours the polls are open, no person who is in the polling place or within 100 feet of any entrance to the polling place may attempt to persuade a person to vote for or against any candidate, question, or proposition on the ballot.

SECTION 15. "QUESTIONED BALLOTS."

If a voter's name is not on the "Master Voter Registration List" or there is some question regarding a voter's eligibility, and the voter believes that he or she is registered to vote, then the voter shall sign an "Oath and Affidavit of Eligibility" and cast a "Questioned Ballot".

SECTION 16. "DEFECTIVE BALLOTS."

If there are any ballots that are not clearly marked and the judge cannot determine who the voter intended to vote for, they shall be placed in an envelope marked "Defective Ballot".

SECTION 17. "ABSENTEE BALLOT."

Any qualified voter who expects to be absent from the Deltana District on election day or who is unable to go to the voting polls because of physical disability may cast an "Absentee Ballot". An "Absentee Ballot" may be obtained from the administrator.

SECTION 18. REPORT OF ELECTION RESULTS.

A. Immediately after the polls close and the last ballot has been cast, the election board judges will tally the ballots in public and prepare a report of election results which shall be signed by each judge. The report shall be attached to the tally sheets and submitted to the administrator along with all other elections material.

B. The administrator shall post the election results within a day of the time the election results

are known.

SECTION 19. CERTIFYING THE ELECTION.

A board meeting shall be held on the Friday following the election at which time the administrator shall present to the board the report of election results and deliver all "Questioned Ballots", "Defective Ballots", and "Absentee Ballots". A final count shall be made by the board and a "Certificate of Election" shall be issued on a form prescribed by the board to each newly elected official at the end of the meeting.

SECTION 20. CONTESTING AN ELECTION.

A. Any qualified voter who wishes to contest the election may do so in writing or in person at the board meeting prior to the issuance of the "Certificate of Election". The name of the voter contesting the election, the reason for the contest, and the board's decision shall be entered into the minutes of the meeting.

B. The board may order an investigation or a recount of the ballots or declare the election invalid and order a new election.

C. Any voter who demands a recount shall pay all costs and expenses of the recount if the recount fails to change the result or if the difference between the winning and losing vote is more than two percent.

D. Judicial review in the State Superior court is available to a qualified D.C.C. voter if the board's decision is not favorable to the voter and the request for judicial review is begun within 10 days after the election results are final. Otherwise, the results are conclusive, final, and valid in all respects.

SECTION 21. ELECTION MATERIALS.

The administrator shall keep all election materials in the permanent D.C.C. files.

CHAPTER TWO
D.C.C. ELECTION ADMINISTRATION

SECTIONS:

1. Declaration of candidacy.
2. Election notices.
3. Voter registration duties of the administrator.
4. Ballots.
5. Election day.
6. Voting procedures.
7. Tallying procedures.
8. Certifying the election.
9. "Absentee Ballots".

SECTION 1. DECLARATION OF CANDIDACY.

A. Declaration of candidacy forms shall be prepared by the administrator at least 60 days before the election. The declaration shall have spaces for the following: the candidate's full name; the office for which the candidate is running; that the candidate is a qualified D.C.C. voter and a resident for the required length of time for the office sought; the date the declaration is filed; and a statement that if elected, the candidate will serve the full term of office.

B. The administrator shall keep the completed declarations of candidacy in the D.C.C. files.

SECTION 2. ELECTION NOTICES.

A. Notices that an election will be held shall be prepared and posted by the administrator and shall contain the following, as is appropriate:

1. whether the election is general, special, or runoff;
2. date of the election;
3. location of each polling place;
4. time polling places will open and close;
5. offices to be filled;
6. a statement describing voter qualifications;
7. times for filing declarations of candidacy;
8. a statement of any questions or propositions to be placed on the ballot.

B. Notices for a general election must be posted for 30 days prior to the election; for special elections, 20 days notice is required, for runoffs, five days.

SECTION 3. VOTER REGISTRATION DUTIES.

The administrator shall be responsible for typing or printing ballots 10 days before the date set for a general or special election. Ballots must be prepared three days prior to a runoff election. There shall be at least three ballots with the word "SAMPLE" printed on them to be posted in the administrator's office until election day and then given to the judges at each polling place. The form of the ballots is as follows:

1. printed on colored paper (not white or yellow), stating at the top whether it is general, special, or runoff election;
2. instructions on how to mark the ballots;
3. the list of candidates and the offices they are running for;
4. lines for write-in candidates (except in runoff elections);
5. a blank, box, or square for marking a vote next to each name or blank line for write-in candidates; and
6. the questions or propositions to be voted on, if any.

SECTION 5. ELECTION DAY PREPARATION.

A. On election day, the administrator shall furnish the election board judges with a voting booth; ballots; sample ballots. the up-dated "Master Voter Registration List"; a ballot box that can be locked or sealed; a "Blank Register" for the voters to sign their names in; tally sheets; a form for the "Report of Election Results"; "Oaths and Affidavits of Eligibility" for the "Questioned Ballots" together with sufficient envelopes, pens, and pencils; and a copy of the D.C.C. elections policies and procedures.

B. The administrator shall give the following written oath to all election judges on or before election day:

I, _____ do solemnly swear (affirm) that I will honestly and faithfully perform the duties of election to the best of my ability and that I am familiar with the D.C.C.'s elections policies and procedures.

SIGNED _____

Election Judge

C. Judges shall report to the polling place 30 minutes before the opening of the polls. Before the first ballot is cast, the judges will inspect the ballot box to make sure it is empty and then seal or lock it and not open it until after the final ballot is cast.

SECTION 6. VOTING PROCEDURES.

A. The voting procedures are listed below.

1. A voter shall give his or her name to one of the judges and then write it in the "Blank Register".

2. One of the judges checks for the voter's name on the "Master Voter Registration List". If the voter's name is in the list, then he or she goes to the voting booth and marks a ballot.

3. If a voter needs help in marking a ballot, then one of the judges shall help. The judge must not reveal to anyone what was marked on the ballot.

4. After the ballot is marked, the voter will fold it and deposit it in the ballot box in the presence of the judges.

B. If a voter's name is not on the "Master Voter Registration List" and the voter believes that he or she is a registered D.C.C. voter, then a "Questioned Ballot" is cast. The procedure is listed as follows:

1. the voter shall sign an "Oath and Affidavit of Eligibility", stating that he or she is a registered state voter, a resident of the Deltana District, and is otherwise qualified to vote;

2. the voter signs his or her name in the Blank Register;

3. after the ballot is marked it shall be placed in an envelope and sealed;

4. the sealed ballot and the "Oath and Affidavit of Eligibility" will be placed in another larger envelope marked "Questioned Ballot", which will be sealed and deposited in the ballot box.

SECTION 7. TALLYING PROCEDURES.

A. Before counting ballots, the election board judges shall check to make sure that the number of voter's names signed in the "Blank Register" is equal to the number of ballots in the ballot box. The ballots shall be tallied by one judge announcing what the ballot shows and the other judges marking it down on the tally sheet. "Questioned Ballots" shall not be opened at this time, but the number of "Questioned Ballots" shall be tallied. If there are any ballots that are not clearly marked and the judges cannot determine who the voter intended to vote for, these ballots shall be placed in an envelope marked "Defective Ballots" and not included on the tally sheets.

B. A form shall be furnished to the election board judges by the administrator which shall provide for a space to mark the total number of ballots cast; the number of votes each candidate received and for which office; the number of "Questioned Ballots"; the number of "Defective Ballots"; the number of "Absentee Ballots", the results of any questions or propositions placed on the ballots; and a space for each election board judge and the administrator to sign. The administrator shall instruct the judges to attach the tally sheets to the report.

C. At the close of election day, the administrator shall collect all election materials, including the ballots, and keep a file for them together with the declarations of candidacy. It will be the duty of the administrator prior to the council meeting at which the "Certification of Election" is to be issued to try to determine, if possible, through the state election office, whether the voters casting "Questioned Ballots" were eligible to vote.

SECTION 8. CERTIFYING THE ELECTION.

A. The administrator shall post a copy of the report of election results in three public places the day after the election results are known. The notice shall include:

1. the time and place of the board meeting to be convened to consider the election results;

2. that the results are not final until the board formally certifies the election;

3. that anyone has the opportunity to contest the election at the meeting.

B. At the board meeting held the Friday following the election, the administrator shall hand over a report of election results to the council and inform them of the vote of any "Absentee Ballots" received after election day and the vote of any "Questioned Ballots" cast by a voter whom the administrator has determined was eligible to vote. Boardmembers shall examine any "Defective Ballots" to see if they can determine for whom the voter intended to vote.

C. After a final determination is made by the board, the election results are read into the minutes.

D. The administrator shall provide a "Certificate of Election" form to the board which shall include the winning candidate for each office, the results of any question or proposition placed on the ballot, and a space for the president and administrator to sign. The "Certificate of Election" shall be given each successful candidate and sponsor of any successful questions or propositions. A copy is kept by the D.C.C.

SECTION 9. ABSENTEE BALLOTS.

A. An "Absentee Ballot" is the same as a regular ballot and may be applied for in person or by mail from the administrator on an application form provided by the administrator. An "Absentee Ballot" may not be issued sooner than 10 days before the election. The administrator or designee may deliver an "Absentee Ballot" to a disabled person in the Deltana District until the polls close on election day. The administrator mails or gives the absentee voter the materials listed below.

1. A regular ballot.

2. An envelope marked "Absentee Ballot".

The envelope should be numbered and the administrator should keep a list of how many and to whom "Absentee Ballots" are issued.

3. If the "Absentee Ballot" is going to be returned by mail, then the administrator must furnish a stamped, return address envelope. The return envelope containing the "Absentee Ballot" must be postmarked no later than election day.

4. The administrator should check to see if the person requesting the "Absentee Ballot" is on the "Master Voter Registration List". If not, then the administrator should have the voter sign an "Oath and Affidavit of Eligibility" and determine if the person is eligible to vote.

B. All "Absentee Ballots" should be kept sealed until election day. At the close of the polls on election day and before the counting and tallying begins, the administrator should deposit any completed "Absentee Ballots" in his or her possession into the ballot box and sign the voter's name in the "Blank Register". If any "Absentee Ballots" are received after election day (but postmarked on or before election day), the administrator should enter the voter's name in the "Blank Register" and then bring the unopened ballots to the board meeting without revealing whose they are.

DELTANA COMMUNITY CORPORATION
RECALL

BA 85-7/19-002

SECTIONS:

1. Recall
2. Grounds for recall
3. Application for recall petition
4. Recall petition
5. Signature requirements
6. Sufficiency of petition
7. New recall petition application
8. Submission
9. Election
10. Form of recall ballot
11. Effect
12. Successors

SECTION 1. RECALL.

An official who is elected or appointed to an elective Deltana Community Corporation office may be recalled by the voters after the official has served the first 120 days of the term for which elected or appointed.

SECTION 2. GROUNDS FOR RECALL.

Grounds for recall are misconduct in office, incompetence, or failure to perform prescribed duties.

SECTION 3. APPLICATION FOR RECALL PETITION.

A. An application for a recall petition shall be filed with the Administrator and shall contain

1. the signatures and residence addresses of at least 10 Deltana voters who will sponsor the petition;
2. the address to which all correspondence relating to the petition may be sent;
3. a statement in 200 words or less of the grounds for recall stated with particularity.

B. An additional sponsor may be added at any time before the petition is filed by submitting the name of the sponsor to the Administrator.

SECTION 4. RECALL PETITION.

A. If the Administrator determines that an application for a recall petition meets the requirements of this by law, the Administrator shall prepare a recall petition.

All copies of the petition shall contain;

1. the name of the official sought to be recalled;
2. the statement of the grounds for recall as set out in the application for petition;
3. the date the petition is issued by the administrator;
4. notice that signatures must be secured within 60 days after the date the petition is issued;
5. spaces for each signature, the printed name of each signer, the date of each signature, and the residence and mailing addresses of each signer;
6. a statement, with space for the sponsor's sworn signature and date of signing, that the sponsor personally circulated the petition, that all signatures were affixed in the presence of the sponsor, and that the sponsor believes the signatures to be those of the persons whose names they purport to be; and
7. space for indicating the number of signatures on the petition.

B. Copies of the petition shall be provided to each sponsor and the Administrator.

SECTION 5. SIGNATURE REQUIREMENTS.

A. The signatures on a recall petition shall be secure within 60 days after the date the Administrator issues the petition. The statement provided in this by-law shall be completed and signed by the sponsor. Signatures shall be in ink or indelible pencil.

B. The Administrator shall determine the number of signatures required on a petition and inform each sponsor. If a petition seeks to recall an official who represents the Deltana Community Corporation, the petition shall be signed by a number of voters equal to 25 percent of the number of votes cast for that office at the last regular election held before the date the petition was issued.

C. Illegible signatures shall be rejected by the Administrator unless accompanied by a legible printed name. Signatures not accompanied by a legible residence address shall be rejected.

D. A petition signer may withdraw the signer's signature upon written application to the Administrator before certification of the petition.

SECTION 6. SUFFICIENCE OF PETITION.

A. The copies of a recall petition shall be assembled and filed as a single instrument. A petition may not be filed within 180 days before the end of the term of office of the official sought to be recalled. Within 10 days after the date a petition is filed, the Administrator shall

1. certify on the petition whether it is sufficient; and
2. if the petition is insufficient, identify the insufficiency and notify the sponsors at the address provided under this by-law by certified mail.

B. A petition that is insufficient may be supplemented with additional signatures obtained and filed within 10 days after the date on which the petition is rejected if

1. the petition contains an adequate number of signatures, counting both valid and invalid signatures; and
2. the supplementary petition is filed more than 180 days before the end of the term of office of the official sought to be recalled.

C. A petition that is insufficient shall be rejected and filed as a public record unless it is supplemented under (B) of this section. Within 10 days after the supplementary filing the Administrator shall recertify the petition. If it is still insufficient, the petition is rejected and filed as a public record.

SECTION 7. NEW RECALL PETITION APPLICATION.

A new application for a petition to recall the same official may not be filed sooner than six months after a petition is rejected as insufficient.

SECTION 8. SUBMISSION.

If a recall petition is sufficient, the Administrator shall submit it to the governing body at the next regular meeting or at a special meeting held before the next regular meeting.

SECTION 9. ELECTION.

A. If a regular election occurs within 75 days but not sooner than 45 days after submission of the petition to the governing body, the governing body shall submit the recall at that election.

B. If no regular election occurs within 75 days, the governing body shall hold a special election on the recall question within 75 days but not sooner than 45 days after a petition is submitted to the governing body.

C. If a vacancy occurs in the office after a sufficient recall petition is filed with the Administrator, the recall question may not be submitted to the voters. The governing body may not appoint to the same office an official who resigns after sufficient recall petition is filed naming that official.

SECTION 10. FORM OF RECALL BALLOT.

- A recall ballot shall contain
1. the grounds for recall as stated in 200 words, or less on the recall petition;
 2. a statement by the official named on the recall petition of 200 words, or less, if the statement is filed with the Administrator for publication and public inspection within 20 days before the election;
 3. the following question: "Shall (name of person) be recalled from the office of (office)?
Yes ___ No ___".

SECTION 11. EFFECT.

- A. If a majority vote favors recall, the office becomes vacant upon certification of the recall election.
- B. If an official is not recalled at the election, an application for a petition to recall the same official may not be filed sooner than six months after the election.

SECTION 12. SUCCESSORS.

- A. If an official is recalled from the governing body, the office of that official is filed in accordance with this by-law. If all members of the Board of Directors are recalled, the Administrator shall advertise for candidates for seven(?) days immediately following the announcement of Certification of the Recall Election. Declaration of Candidacy will be accepted for ten (10) days from the announcement of Certification of the Recall Election. The election will be held fifteen (15) days after the announcement of the Certification of the Recall Election.
- B. A person appointed under (A) of this section serves until a successor is elected and takes office.
- C. Nominations for a successor may be filed until seven days before the last date on which a first notice of the election must be given. Nominations may not be filed before the certification of the recall election.

3

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

3

POLICY

3

3
3
Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

3
1
POLICY

AGENDA

1 AGENDA

1.10 Order of the Agenda

The standard order of the agenda will be:

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Approval of the previous meeting Minutes
5. Public Comments / Presentations
6. Treasurer's Report (Financial Report Adoption, Approve Bill Payment)
7. President's Report
8. Secretary's Report
9. Committee Reports
10. Old Business
11. New Business
12. Announcements
13. Calendar
14. Adjournment

* Amended: January 11, 2018

* Effective Date: January 11, 2018

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

AGENDA ITEMS--

AGENDA ITEMS ARE TO BE TURNED INTO THE CORPORATE OFFICE THREE (3) DAYS PRIOR TO A MEETING. THE PRESIDENT SHALL ESTABLISH AN AGENDA FOR BOARD CONSIDERATION.

EFFECTIVE DATE--JULY 20, 1984

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY -

ADMINISTRATIVE ASSISTANT'S REPORT

THE ADMINISTRATIVE ASSISTANT'S REPORT BE INCLUDED
IN THE AGENDA UNDER COMMITTEE REPORTS.

EFFECTIVE DATE - NOVEMBER 23, 1984

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

ADDITIONS TO THE AGENDA

Additions to the agenda may be made at the appropriate time (Item 3) at all meetings.

Effective Date: APRIL 19, 1985

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

ITEMS REFEREDED TO COMMITTEE - AGENDA

Items refered to committee shall be listed under each committee report on the agenda until said item is brought back to the Board and resolved.

EFFECTIVE DATE: MAY 17, 1985

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

BOARD SEATS AND MEMBERS

Deltana Community Corporation

P.O. Box 936
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

FILLING VACANT BOARD SEATS--

WHEN A SEAT IS VACATED THE BOARD WILL ADVERTISE THE VACANCY AND WAIT 30 DAYS OR UNTIL THE NEXT REGULAR MEETING AFTER THE ANNOUNCEMENT TO FILL THE SEAT, TO ALLOW AN INTERESTED MEMBER TO CONTACT THE PRESIDENT OR A DIRECTOR.

EFFECTIVE DATE--JULY 20, 1984

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

POLICY - VOTING

THE BOARD OF DIRECTORS SHALL BE REQUIRED TO VOTE
ON EVERY MOTION UNLESS THERE IS A CONFLICT OF INTEREST.

EFFECTIVE DATE : JANUARY 18, 1985

2 BOARD SEATS AND MEMBERS

2.30 Conflict of Interest and Recusal

- Directors of the Board of DCC shall be required to declare a conflict of interest for a given proposed project or funding action and must notify the President or Vice President immediately verbally, or written, and disclose the material facts as to the relationship or interest.
- Recusal should occur when there exists any financial or personal interest, direct or indirect, that is incompatible with the Board of DCC or might reasonably be expected to impair objectivity and independence of judgment in the exercise of his/her official DCC duties.
- The minutes of any DCC meeting or Committee where any action is taken that involves an actual or potential conflict of interest, record the material facts as to the relationship and interest, known or disclosed at the meeting.
- Any Director(s) of DCC should abstain themselves during any substantive discussion and recuse themselves from any decision involving an institution with which they have a conflict. Any abstention shall also be duly recorded in the minutes of the meeting.

* Amended: October 13, 2022

* Effective Date: October 13, 2022

DELTA COMMUNITY CORPORATION:
P.O. BOX 930
DELTA JUNCTION, ALASKA 99737
(906) 895-4432

POLICY-BOARD MEMBER EXCUSED ABSENCES

This policy is established to formulate equal pre-determined excuses for absences from Board Meetings. Past experiences have shown that percentage-wise the organization suffers loss in time and knowledge for discussions by absence of members.

Therefore the following items will be the only reasons accepted for excused absences:

1. Family Emergency which requires the immediate presence of the member.
2. Personal illness requiring services of a physician.
3. Quarantine at home or confinement at home.
4. Business requirements demanding the presence of the member out-of-town or else where.

In order to obtain an excused absence a Board member must contact the President of the Board prior to the meeting. This may be accomplished by personally contacting the President or contacting the Deltana office.

Approved by the Board of Directors on MARCH 12, 1957.

Effective Date: _____

2 BOARD SEATS AND MEMBERS

2.50 Oath of Office

I, _____, solemnly affirm that I will assume the duties of Board Member, and will remember at all times that I must objectively study each subject brought before the Board, and not bring personal opinions into the decisions made. I will consider public comments and wishes that I am placed in this position by the will and vote of the Public. I will not enter into campaigns or attempts to influence either the Public or Authority by utilizing the Office which I am about to hold.

I will, at all times, uphold the Articles of Incorporation and By-Laws of the Corporation, as well as the Alaska Constitution and the United States Constitution. I will not make statements or comments outside of board meetings that have not been fully acted upon and/or made part of public record.

I realize that each absence of a board member reduces the efficiency of performance. I pledge to fully commit to attendance, punctuality and full consideration in every action required during my term of office.

Signature

Date

* Amended: January 10, 2013

* Effective Date: January 10, 2013

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

FINANCIAL

3 FINANCIAL

3.05 Funding Distribution Calculation

* Removed: October 13, 2023

* Added: October 8, 2020

* Effective Date: October 8, 2020

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

ADMINISTRATION CHARGE ON GRANTS-

A FLAT CHARGE OF 10% ADMINISTRATIVE ON ALL GRANTS
ADMINISTERED BY DELTANA COMMUNITY CORPORATION EFFECTIVE
UPON BOARD APPROVAL OF THIS POLICY.

EFFECTIVE DATE - NOVEMBER 23, 1984

DELTANA COMMUNITY CORPORATION
P. O. Box 930
Delta Junction, Alaska 99737
(07) 895-4432

POLICY-PURCHASE ORDERS

All funds other than petty cash, payroll and employee mileage shall be expended by purchase order only.

Purchase orders under one thousand (\$1,000) dollars need only the president's approval. Purchase orders for more than one thousand (\$1,000) dollars shall be submitted to the Deltana Community Corporation Board of Directors for approval.

No purchase orders shall be paid prior to proper approval.

Effective Date: _____ (Passed)

3
Deltana Community Corporation
P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

PURCHASE ORDER

Purchase from:

Ship to:

name: _____

name: _____

address: _____

address: _____

city: _____ state: _____

city: _____ state: _____

phone: _____

phone: _____

3

cat. #	quantity	description	unit price	total price

Approved By: _____ Title: _____

Dated: _____

approved for payment by the Board: _____

id date: _____

paid Check # _____

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

CORPORATE ACCOUNTS--

THE PRESIDENT MAY ESTABLISH CORPORATE ACCOUNTS WHERE
APPROPRIATE.

EFFECTIVE DATE--JULY 20, 1984

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

PETTY CASH--

A PETTY CASH FUND OF \$100.00 WILL BE HELD BY THE ADMINISTRATIVE ASSISTANT. THE FUND IS RENEWABLE BY THE PRESIDENT UPON DOCUMENTATION OF ITS PROPER USAGE.

EFFECTIVE DATE--JULY 20, 1984

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

SPENDING LIMITS--

THE PRESIDENT MAY SPEND UP TO \$1,000.00. EXPENDITURES OVER \$1,000.00 MUST GO TO THE BOARD FOR APPROVAL.

EFFECTIVE DATE--JULY 20, 1984

DELTA COMMUNITY CORPORATION
P.O. BOX 930
DELTA JUNCTION, ALASKA 99737
(907) 895-4432

POLICY--DISCRETIONARY FUNDING

Expenditures of discretionary monies shall be used for continuation of projects initiated by Deltana Community Corporation. Any request not falling into this category shall not be considered.

Approved by the Board of Directors: MARCH 12, 1957

Effective: _____

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

REVIEW OF SUPPORTED ORGANIZATIONS

ANY ORGANIZATION THAT RECIEVES FUNDING FROM DELTANA
COMMUNITY CORPORATION WILL PRESENT ITS RECORDS RE-
GARDING THAT FUNDING AT THE CORPORATE OFFICE FOR
REVIEW AT THE REQUEST OF THE BOARD.

EFFECTIVE DATE: JULY 20, 1984

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY -

ACCRUED INTERESTS -

ANY INTEREST ACCRUED TO DELTANA COMMUNITY CORPORATION
TO BE USED FOR THE BENEFIT OF THE COMMUNITY.

EFFECTIVE DATE - NOVEMBER 23, 1984

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY -

FUNDING AID POLICY-

WRITTEN PROPOSALS REQUESTING DELTANA COMMUNITY CORPORATION TO SOLICIT FUNDS SHALL BE PRESENTED AT PUBLIC MEETINGS OR TO THE DELTANA COMMUNITY CORPORATION OFFICE DURING REGULAR BUSINESS HOURS. INPUT ON CAPITAL IMPROVEMENT PROJECTS WILL TERMINATE OCTOBER 15.

EFFECTIVE DATE- NOVEMBER 23, 1984

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Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

CONTRACT REVIEW

Any contracts or intended purchases in excess on \$5,000.00 by any person or group using funds recieved from Deltana Community Corporation shall be reviewed and approved by the Executive Committee of Deltana Community Corporation prior to the transaction.

Effective date: MARCH 15, 1985

3

Deltana Community Corporation

P.O. Box 930

Delta Junction, Alaska 99737

(907) 895-4432

POLICY

ACCOUNTING AND INVENTORY

An accounting of funds and inventory of item purchased with funds recieved from Deltana Community Corporation shall be maintained by any person or group recieving such funds and submitted to Deltana Community Corporation upon request.

Effective Date: MARCH 15, 1985

FUNDING AGREEMENT

Deltana Community Corporation has voted to enter into a Funding or Sub-Contractor Agreement with the following:

_____ in the amount of: _____

at its _____ meeting on _____.

Prior to any transaction, the following Criteria must be met:

A. Contract Review--any contract or intended purchase in excess of \$5,000 by any person or group using funds received from Deltana Community Corporation shall be reviewed by the Executive Committee of the Corporation prior to any action.

B. Application--To request funding, all organizations or persons will submit the following:

- a. Budget - List all items, including usage times.
- b. Narrative - project scope, including Community benefits.
- c. Assurance of project completion, and time frame.
- d. Site control - Prescribing use, duration, and security of agreements.

C. Accounting and Inventory--Alaska Laws and Regulations require the Corporation to maintain accurate records of all funds in its care, and all Organizations to which funding is passed on are required to do the same. Copies of all records and receipts will be submitted to the Corporation upon the Project or Program completion within thirty (30) days, along with a one-page synopsis of the status of the funds.

D. Insurance and Indemnity--Deltana Community Corporation shall not be liable for any injury to any person, or for any loss of or damage to any property (including property of any person or group receiving funds from the Corporation) from any cause whatsoever. Deltana Corporation shall be held harmless from all loss, damage, liability or expense (including attorney fees and other costs) resulting from any actual or alleged injury to any person or for the loss or damage to any property in connection with the operation of any facility on which funds provided by the Corporation have been spent.

Adequate liability insurance shall be provided at the expense of the group or person receiving funds.

E. Equal Opportunity and Civil Rights--Any group or person receiving funds will comply with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.

F. Special Conditions--Expenditures other than stated in

Funding Agreement

Page 2

F. Special Conditions--Expenditures other than those stated in the proposed Budget must be approved by the Executive Committee for the Deltana Community Corporation.

This Agreement becomes effective _____.

Contracting Officer
Deltana Community Corporation

Contracting Officer

Organization

Address

City State zip

Dated: _____

4 MEETINGS

4.10 Teleconference / Videoconference

Recognizing the inherent responsibility and duties of Board members, the Board strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference/videoconference is authorized whenever physical presence is not practicable.

Quorum requirements are in accordance with DCC bylaws. At least three (3) Board members shall be physically present to hold a Board meeting. All others may participate via teleconference/videoconference.

In the case of an emergency, due to unexpected, unforeseeable or uncontrollable circumstances, Board meetings may be held via teleconference/videoconference at the call of the President or by agreement of two-thirds (2/3) of the Board of Directors according to DCC bylaws.

All votes at a meeting of members attending by teleconference/videoconference shall be taken by roll call.

The Board may also authorize the use of teleconferences/videoconferences for Board meetings when receiving public comment or testimony, and during Board deliberations.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference/videoconference facilities used for the Board meeting.

* Amended: June 14, 2018 (added)

* Amended: November 11, 2021

* Effective Date: November 11, 2021

DELTANA COMMUNITY CORPORATION
P. O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

Policy

Special Meetings

Special meetings may be called: At the call of the President, or by agreement of two-thirds (2/3) of the Board of Directors for the following reasons only:

1. When the subject matter is of such importance to the public, and too short a time period to permit taking it to the regular meeting time.
2. When a public and Board decision is required to conclude a contractual agreement with a special deadline date.
3. When the public should be informed immediately of the need for Public input on an overwhelming general subject which may affect the entire community.
4. When ten (10) percent of the persons who voted in the last general election request a special meeting.

Effective date: April 9, 1987

Attested to by: _____
Becky J. McTaggart-Administrator

Retyped 11-29-94 by Alice Pennington-Clerk

April 9, 1987

Becky J. McTaggart

(ap)

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

MEETINGS

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

TIME LIMIT ON MEETINGS

MEETINGS SHALL BE LIMITED TO THREE (3) HOURS WITH AN ONE (1) HOUR EXTENTION POSSIBLE BY A TWO-THIRDS (2/3) CINSENSUS OF THE BOARD OF DIRECTORS'.

EFFECTIVE DATE : JANUARY 18, 1985

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

PERMANENT RECORDS--

TAPES WILL BE MADE OF ALL OFFICIAL MEETINGS AND
RETAINED AS PERMANENT RECORD.

EFFECTIVE DATE--JULY 20, 1984

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

REGULAR MEETINGS OPEN TO PUBLIC

THE DELTANA COMMUNITY CORPORATION WILL DISCOURAGE THE RECORDING OF WORK SESSIONS. REGULAR MEETINGS WILL BE OPEN TO ANYONE WISHING TO RECORD THAT SESSION, VISUALLY OR VERBALLY.

EFFECTIVE DATE: NOVEMBER 23, 1984

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

PUBLIC COMMENT:

PERSONS DESITOUS OF ADDRESSING THE BOARD OF DIRECTORS SHALL BE REQUIRED TO SIGN A ROSTER PRIOR TO PUBLIC COMMENT PERIOD AND AT THE DESCRETION OF THE PRESIDENT MAY BE LIMITED TO THREE (3) MINUTES WITH EACH PERSON SPEAKING ONCE.

EFFECTIVE DATE: JANUARY 18, 1985

Deltana Community Corporation

P.O. Box 93c
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

MEETING SPACE

Deltana Community Corporation meeting room shall be available to other organizations subject to the following conditions:

Deposit of \$25.00
Cleaning security 24 hours prior to meeting
Reservations shall be made at least 72 hours in advance.
Reservations shall be on a first come, first serve basis and secondary to the needs of Deltana community Corporation and Rural Deltana Fire Protection District.

Effective Date: March 15, 1985

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

MISCELLANEOUS

CCF
(

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

OFFICE HOURS--

THE PRESIDENT SHALL ESTABLISH OFFICE HOURS AS
NECESSARY FOR THE CORPORATE BUSINESS, OR AS DIRECTED
BY THE BOARD.

CCF

EFFECTIVE DATE--JULY 20, 1984

3

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

PRESS RELEASES--

ALL PRESS RELEASES SHALL BE PREPARED BY THE PRESIDENT
OR HIS DESIGNEE AND APPROVED BY THE EXECUTIVE COMMITTEE
OR THE BOARD.

EFFECTIVE DATE--JULY 20, 1984

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

ESTABLISHING POLICY

POLICY FOR DELTANA COMMUNITY CORPORATION WILL BE PRESENTED TO THE POLICY COMMITTEE TO BE PRESENTED TO THE BOARD OF DIRECTORS TO BE VOTED ON. POLICY WILL BECOME EFFECTIVE IMMEDIATELY UPON APPROVAL BY THE BOARD.

EFFECTIVE DATE: SEPTEMBER 17, 1984

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

SURPLUS PROPERTY DISPOSAL

SURPLUS PROPERTY WILL BE DISPOSED OF BY ADVERTISING FOR THREE WEEKS AND A SEALED BID POLICY. TO BE PAID FOR IN CASH WITHIN SEVEN DAYS OR THE CITED PROPERTY WILL BE SOLD TO THE SECOND HIGHEST BIDDER UNDER THE SAME CONDITIONS OF SALE.

EFFECTIVE DATE : NOVEMBER 23, 1984

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

EQUAL OPPORTUNITY AND CIVIL RIGHTS

Any person or group receiving funds from Deltana Community Corporation shall comply with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.

Effective Date: MARCH 15, 1985

DELTANA COMMUNITY CORPORATION
P.O. BOX 930
DELTA JUNCTION, ALASKA 99737

POLICY

RESOLUTIONS

1. Resolutions must be submitted in writing to the Policy/Bylaws Committee for review for legality, format and assignment of a number.
2. Resolutions will only be considered if they comply with the scope of authority and responsibility of Deltana Community Corporation within its prescribed boundaries.
3. Proposed resolutions not meeting the requirements of Items 1 and 2 above may be returned by the Policy/Bylaws Committee for appropriate revision.
4. Proposed resolutions meeting the criteria of Items 1 and 2 will be referred with recommendation to the Board of Directors for Deltana Community Corporation for final decision.

Effective date: March 13, 1986

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

TRAVEL

Deltana Community Corporation

P.O. Box 930
Delta Junction, Alaska 99737
(907) 895-4432

POLICY

TRAVEL

DELTANA COMMUNITY WILL PAY PER DIEM AND MILEAGE AT THE CURRENT RATE OF THE STATE OF ALASKA. ALL TRAVEL IN EXCESS OF \$500.00 MUST BE APPROVED BY THE BOARD. TRAVEL UNDER \$500.00 MUST BE APPROVED BY THE PRESIDENT.

EFFECTIVE DATE: SEPTEMBER 21, 1984