

Ione Band of Miwok Indians

Stipend Policy

Section 1. Purpose and Scope

1.1 Purpose. This policy describes the types of meetings and/or activities eligible for the payment of a Stipend (as defined below) by the Ione Band of Miwok Indians (“IBMI” or “Tribe”) and the procedures for requesting payment.

1.2 Scope. This policy governs the eligibility for and payment of all Stipends to members and citizens of the Tribal Council, General Council, and Tribal committees. Stipend amounts are determined separately pursuant to the IBMI Constitution, *Art. VII, Sec. 1(l) and Art. IX, Sec. 8*, and Committee Ordinance, Art. III, Sec. H.

Section 2. Definitions

2.1 Authorized Meeting means any meeting in which official business of the Tribe is conducted in person or via videoconference other than a meeting of the General Council.

2.2 Stipend means a fixed sum of money, as determined by the Tribal Council and approved by the General Council, paid periodically for services as compensation and to defray expenses related to attendance at official meetings.

Section 3. Guidelines for Stipend Payment

3.1 Tribal Council Members. For a Tribal Council member to receive a Stipend for an Authorized Meeting, the meeting must be at least one (1) hour long excluding travel time, with the exception of meetings with third parties (the duration of which are outside the control of the Tribal Council), which may be less than an hour in duration. Tribal Council members shall be physically present for meetings or attend via videoconference to receive the full Stipend amount. Attendance at a meeting by telephone shall be eligible for one-half the approved Stipend amount. Tribal Council members may receive up to two (2) Stipends per day for attending two (2) or more Authorized Meetings on the same day. Authorized Meetings for Tribal Council members are limited to the following:

- a. Tribal Council meetings at which a quorum is present.
- b. Quarterly department meetings, and other meetings with Tribal committees and staff.
- c. Meetings with third parties at which official Tribal business is discussed and/or conducted.

- d. Regular meetings of Tribal organizations, associations, and conferences.
- e. Attendance at court hearings in cases where the Tribe is or may be a party in litigation.
- f. Other meetings approved and deemed by the Tribal Council to be in the best interest of the Tribe.

3.2 Tribal Committee Members. For a Tribal Committee member to receive a Stipend for an Authorized Meeting, the meeting shall be at least one (1) hour long excluding travel time, with the exception of meetings with third parties (the duration of which are outside the control of the Committee), which may be less than an hour in duration. Committee members may receive up to two (2) Stipends per day for attending two (2) or more Authorized Meetings on the same day. Authorized Meetings for Tribal Committee Members are limited to those that are necessary to conduct Committee business on behalf of the IBMI and include the following:

- a. Committee meetings at which a quorum is present.
- b. Meetings with Tribal Council.
- c. Meetings with third parties at which official Tribal business is discussed and/or conducted, as approved by Tribal Chairperson and/or Tribal Council.

3.3 General Council Citizens. For a General Council citizen to receive a Stipend for an Authorized Meeting, the meeting shall be at least one (1) hour long excluding travel time, with the exception of meetings with third parties (the duration of which are outside the control of the General Council citizen), which may be less than an hour in duration. General Council citizens may receive up to two (2) Stipends per day for attending two (2) or more Authorized Meetings on the same day. Authorized Meetings for General Council citizens are limited to the following:

- a. The citizen has been requested to attend by Tribal Council prior to the meeting.
- b. Committee meetings where the citizen serves as a volunteer, when approved by the Tribal Council.

3.4 General Council Meetings. No Stipend shall be paid to attend a General Council meeting, except that members of the Election Committee may receive a Stipend for their participation in duly-called Tribal Council elections.

Section 4 Stipend Payment Procedures

4.1 Stipend request form. A Stipend requester must complete a Stipend Request Form. The form must:

- a. Describe the purpose of all meetings for which a Stipend is being claimed.
- b. State whether attendance was in person, virtual, or by telephone.

- c. Include all meetings occurring within a pay period on a single Stipend Request Form.
- d. Be signed and dated by the requester.
- e. Be submitted, along with any supporting documentation, to the designated individual in the Tribal Office no later than the last weekday of the pay period in which the meeting took place.

Stipend Request Forms that do not meet these requirements will not be processed, and requesters will not be paid for Stipends for prior pay periods except where such late submission was unavoidable and upon the approval of the Tribal Chairperson.

4.2 Supporting Documentation. Stipend requests for Authorized Meetings other than regularly scheduled meetings must be substantiated with sufficient supporting documentation. Supporting documents can be in the form of an agenda, travel information, proof of registration, etc. If no documentation can be obtained, the requester shall prepare a brief written report that specifies the date, place of meeting, meeting participants, and purpose of the meeting. Stipend Request Forms for committee members must include committee meeting sign-in sheets.

4.2 Reimbursement in lieu of Stipend. Persons eligible for a Stipend pursuant to this policy may receive reimbursement of actual expenses for Authorized Meetings, in lieu of a Stipend, up to the amount of the Stipend. Only lodging and transportation costs that are not otherwise reimbursable by the Tribe may be reimbursed in lieu of a Stipend. Use of privately owned vehicles will be reimbursed in accordance with current federal reimbursement rates, with mileage calculated based upon the shortest reasonable route to the destination (using map services such as Google Maps). Request for reimbursement in lieu of a Stipend shall be noted on the Stipend Request Form and must include receipts for all expenses to be reimbursed or, in the case of mileage reimbursement, a map demonstrating how mileage was calculated.

4.3 Approval. Stipend Request Forms must be approved with signatures by both the Tribal Administrator and Tribal Council designee and submitted to the IBMI Fiscal Office. To ensure timely payment of Stipends or reimbursements, the Tribal Council designee authorized to approve Stipends or reimbursements include, in order of preference and depending on availability, the Chairperson, Vice Chair, Treasurer, and Secretary. If no one is available to sign Stipend requests, an email approval from the Tribal Council designee shall be attached to the Stipend Request Form, and the Stipend Request Form shall be signed at a later date when the Tribal Council designee is available. The Fiscal Office shall keep the approval email attached for substantiation. The Fiscal Office shall process all requests according to set timeframes. Stipend payments and reimbursements will be distributed in accordance with the Tribe's regular payroll schedule.

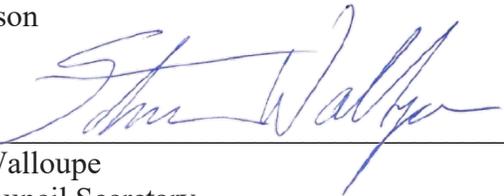
4.4 Abuse of Policy. Any request for a Stipend or reimbursement that does not meet the requirements as described in this policy shall not be paid. Any allegations of abuse of the provisions of this Policy shall be subject to investigation by the Finance Committee and Tribal Finance Department within sixty (60) days of the reported incident. In the event the allegations involve a Finance Committee member, the Tribal Administrator shall seek direction from the Tribal Council. The Tribal Council may initiate sanctions, as provided in the Tribal Council Code of Conduct and Committee Code of Conduct, as applicable.

CERTIFICATION

We, the undersigned duly elected officials of the Ione Band of Miwok Indians, certify that the foregoing Ione Band of Miwok Indians Stipend Policy was adopted at a duly-called meeting of the General Council on this 10th day of February, 2024, at which a quorum was present, by a vote of **71** for, **2** against, and **0** abstentions.

By: 

Sara A. Dutschke
Chairperson

By: 

Steven Walloupe
Tribal Council Secretary