Alaska Entity #10001670

State of Alaska
Department of Commerce, Community and Economic Development
Corporations, Business and Professional Licensing

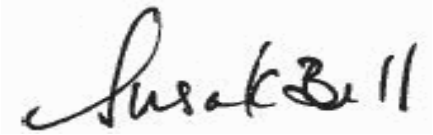
Certificate of Incorporation

The undersigned, as Commissioner of Commerce, Community and Economic Development of the State of Alaska, hereby certifies that a duly signed and verified filing pursuant to the provisions of Alaska Statutes has been received in this office and has been found to conform to law.

ACCORDINGLY, the undersigned, as Commissioner of Commerce, Community and Economic Development, and by virtue of the authority vested in me by law, hereby issues this certificate to

Craig Tribal Association

IN TESTIMONY WHEREOF, I execute the certificate and affix the Great Seal of the State of Alaska effective **December 09, 2011**.



Susan K. Bell
Commissioner

AMCO Received 12/21/2022

AK Entity #: 10001670
Date Filed: 12/09/2011
State of Alaska, DCCED

STATE OF ALASKA
DEPARTMENT OF
COMMERCE
COMMUNITY AND
ECONOMIC DEVELOPMENT

Sean Parnell, Governor
Susan K. Bell, Commissioner
Don Habeger, Director

Division of Corporations, Business and Professional Licensing

Office Use Only

COR

Articles of Incorporation

Non Profit Corporation

The undersigned natural person(s) of the age of 18 years or more, acting as incorporator(s) of a corporation under Alaska Statutes 10.20.151 & .153 hereby executes the following document and sets forth

ARTICLE 1

Entity Name Craig Tribal Association

ARTICLE 2

Indicate the purpose of the corporation (may include 'any lawful') and, separately, the 6 digit NAICS Industry Grouping Code that most clearly describes the initial activities of the company

Purpose Federally chartered corporate entity, established by the issuance and October 8, 1938 ratification of a corporate charter pursuant to Section 17 of the Indian Reorganization Act, 25, U.S.C. sub-section, as amended. We, as a group of Alaska Natives and American Indians having a common bond of residence in the neighborhood of Craig, State of Alaska, in order to promote our welfare through the development and operation of social and economic enterprises, do establish the Constitution and By-laws in accordance with, and by authority of, the Act of Congress of June 18, 1934.

NAICS Code 921150 - AMERICAN INDIAN AND ALASKA NATIVE TRIBAL GOVERNMENTS

Duration Perpetual

ARTICLE 3

Registered agent name and address (must include a physical address in Alaska)

First/Middle/Last Stacey Skan

Physical	Mailing
1330 CRAIG-KLAWOCK HIGHWAY CRAIG, AK, UNITED STATES, 99921	BOX 828 CRAIGH AK, UNITED STATES, 99921

ARTICLE 4

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Initial board of directors (must be at least 3)

Name	Address
Fred Hamilton Jr	BOX. 828 CRAIG, AK, UNITED STATES, 99921
June Durgan	BOX 828 CRAIG, AK, UNITED STATES, 99921
Martha Wood	BOX 828 CRAIG, AK, UNITED STATES, 99921

ARTICLE 5 Optional Provisions and Additional Articles

Please indicate which article you are continuing and/or insert any desired additional provisions authorized by Alaska Statutes. Additional articles should be a continuation of the numbering as it appears on this form.

Has optional provisions? [ ]

Signatures

The printed name and signature of the Incorporators (at least 3) who are natural persons of the age of at least 19 years or more. Persons who sign documents filed with the commissioner that are known to the person to be false in material respects, is guilty of a class A misdemeanor.

Fred Hamiliton Jr - Signed 12/09/2011 01:51 PM

June Durgan - Signed 12/09/2011 01:51 PM

Martha Wood - Signed 12/09/2011 01:51 PM

NOTE

Bylaws are not required to be filed with this office; they are to be maintained by the entity. If you include your bylaws, they will be returned, without being filed for record.

NOTE

Articles with optional provisions require a review from our registered examiners. Our processing time is approximately 10 to 15 business days, and we will notify you by mail when the review has been completed.

INITIAL REPORT

After filing your Articles of Incorporation, visit the Corporations Section at on our website, select Online Filing, and file the initial report for this entity.

To resolve questions with this filing:

Contact Name Stacey L. Sjan

Contact Phone 907-826-3999

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PO Box 110806, Juneau, AK 99811-0806
Telephone: (907) 465-2550 Fax: (907) 465-2974 Text Tel: (907) 465-5437 Website: http://commerce.alaska.gov/occ/

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UNITED STATES

DEPARTMENT OF THE INTERIOR

OFFICE OF INDIAN AFFAIRS

CONSTITUTION AND BY-LAWS OF THE CRAIG TRIBAL ASSOCIATION OF CRAIG, ALASKA

RATIFIED OCTOBER 8, 1938

Amendments Ratified July 9, 2011

UNITED STATES

GOVERNMENT PRINTING OFFICE

WASHINGTON: 1939

AMCO Received 12/21/2022

CONSTITUTION AND BY-LAWS OF THE CRAIG TRIBAL ASSOCIATION OF CRAIG, ALASKA

PREAMBLE

We, a group of Alaska Natives and American Indians having a common bond of residence in the neighborhood of Craig, State of Alaska, in order to promote our welfare through the development and operation of social and economic enterprises, do establish this Constitution and By-laws in accordance with, and by authority of, the Act of Congress of June 18, 1934 (48 Stat. 984), as amended by the Acts of June 15, 1935 (49 Stat. 378), and May 1, 1936 (49 Stat. 1250).

ARTICLE I

SECTION 1. The name of this organization shall be Craig Tribal Association of Craig, Alaska, hereinafter called the Tribe or the Association.

SEC. 2. The Craig Tribal Association of Craig, Alaska, is a continuation in existence of the same tribal entity formerly known as the Craig Community Association. The Craig Tribal Association of Craig, Alaska, shall and hereby does succeed to all the rights, privileges, and immunities of the Craig Community Association, including the ownership and control of the Federally chartered corporate entity, established by the issuance and October 8, 1938 ratification of a corporate charter pursuant to Section 17 of the Indian Reorganization Act, 25 U.S.C. § 477, as amended. All references in said charter to the Craig Community Association shall be read to apply to the Craig Tribal Association.

ARTICLE II-MEMBERSHIP

SECTION 1. *Original Members.*-All persons whose names appear on the roll, prepared in accordance with the Instructions of the Secretary of the Interior, of all those entitled to vote on this Constitution and By-laws, being all the adult Indians residing in the neighborhood of Craig, shall be members of this Association.

SEC. 2. *Loss of Membership.*-(*a*) Any member may give up his membership at any time upon written notice to the Secretary of the Council, in which case he shall no longer share in the activities and benefits of this Association, but he may be reinstated as a member upon written application filed with the Secretary of the Council and a majority vote of the members of the Association present at any regular meeting.

(*b*) Any member who ceases to be a resident of the neighborhood of Craig shall lose his membership, but he may be reinstated in the same manner as provided in subsection (*a*) of this section, upon resuming his residence.

(*c*) Any member who, after notice and an opportunity to present his defense, is found guilty by the Association of fraud or misconduct in his relations with the Association or of working deliberately against the interests of the Association, may be expelled by a two-thirds vote of the members present at any regular or special meeting. A person so expelled may be reinstated as a

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member upon written application filed with the Secretary of the Council and two-thirds vote of the membership present at any regular meeting.

SEC. 3. *New Members*.-(*a*) All children, both of whose parents are enrolled members and who are residents of the neighborhood of Craig, shall be members of this Association.

(*b*) All children, one of whose parents is an enrolled member of the Association and has established residence in the neighborhood of Craig at the time of the adoption of the Constitution or of the birth of the children, shall be members of this Association.

(*c*) Any Indian who becomes a permanent resident of the neighborhood of Craig may become a member of this Association through adoption by the Council.

SEC. 4. *Definition of Residents*.- Any person shall be considered a resident of the neighborhood of Craig who maintains a permanent residence within the neighborhood of Craig or within any area in the vicinity of Craig which may be reserved or otherwise acquired for the use of this Association. Temporary absences shall not constitute loss of residence.

SEC. 5. *Rule-making Power*.-The Association may make rules and regulations to carry out the provisions of this Article, and, subject to the approval of the Secretary of the Interior or his duly authorized representative, the Association may make rules and regulations containing provisions for the loss of membership and the enrollment and adoption of new members not dealt with in this Article.

SEC. 6. *Definition of Neighborhood of Craig*.- The neighborhood of Craig includes all areas within the incorporated limits of the town of Craig, Alaska; all areas located within a 7-mile radius of the incorporated limits of the town of Craig, Alaska; and outlying areas without tribal enrollment affiliation.

SEC. 7. *Definition of Outlying areas without tribal enrollment affiliation*.- Any Indian residing on or around Prince of Wales Island that wishes to be enrolled in the Craig Tribal Association and that is not enrolled with any other tribe or IRA may do so provided there is no other IRA or tribe that claims the area of which the potential enrollee resides in (i.e. Hollis, outlying islands without tribal affiliation) on or around Prince of Wales Island.

ARTICLE III-THE COUNCIL

SECTION 1. *Composition and Functions*. - (*a*) There shall be a Council composed of the President and six other members elected by the Association.

(*b*) The Council shall represent the Association in all its undertakings and shall exercise the powers of the Association enumerated in this Constitution. It shall be the duty of the Council to report its activities and the state of the affairs of the Association at each regular meeting of the Association at which time the members may outline the policies to be followed by the Council.

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SEC. 2. *Election.*-(*a*) Members of the Council shall be elected by secret ballot on the first Thursday after the first Monday in April.

(*b*) At the regular meeting of the Association on the first Monday in April the members of the Association shall make nominations and determine the candidates for election.

(*c*) The Council shall organize itself within 30 days after each annual election date by electing from within its membership a Vice-President, and from within or without, a Secretary, Treasurer, and such other officers as it may deem necessary. Officers elected from without the Council shall not vote therein.

(*d*) Rules and regulations governing the conduct of elections may be adopted by the Association at any regular or special meeting.

SEC. 3. *Tenure of Office.*-(*a*) The term of office of each elected officer shall expire when his successor is elected and qualified.

(*b*) The President of the Council shall be elected to serve for a term of three years.

(*c*) Each of the other members of the Council shall be elected to serve for a term of three years.

(d) *Transition Under Amended Constitution and Bylaws.* – Pursuant to the Constitution and Bylaws of the Association ratified on October 8, 1938, the members of the Council (other than the President) are divided into two equal groups, each consisting of three members of the Council, known as group "A" and group "B". Commencing with the first regularly scheduled election of those members in group "A" following the ratification of this Amended Constitution and Bylaws, the term of office of those members in group "A" shall be three years. Commencing with the first regularly scheduled election of those members in group "B" following the ratification of this Amended Constitution and Bylaws, the term of office of those members in group "B" shall be three years. The President of the Council shall be elected at the first regularly scheduled election following the ratification of this Amended Constitution and Bylaws to serve for a term of three years. Under the Amended Constitution and Bylaws, elections will not occur every year, but will occur in two out of every three years.

SEC. 4. *Conduct and Ethical Obligations of Tribal Council Members.* - Because the conduct of the Tribal Council has a direct impact on public and tribal membership perceptions about the Craig Tribal Association, Tribal Council members will conduct themselves in accordance with the following requirements:

(a) Tribal Council members will maintain an appearance of high credibility in adhering to policy requirements.

(b) Tribal Council members will be active and encourage all other Tribal Council members to be active by attending meetings, studying, questioning, voting on all issues, monitoring progress and maintaining active committees.

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(c) Tribal Council members will not allow conflicts of interest on the Tribal Council. A generally accepted rule of thumb is that a Tribal Council member or his/her family may not receive any undisclosed gain (tangible or intangible) through the connection with the Craig Tribal Council.

(d) Tribal Council members may table proposed actions until information is made available.

(e) Tribal Council members will adopt formally, by motion, any rules, regulations, policies and budgets.

(f) Tribal Council members will keep policy and procedures up-to-date for ready reference.

(g) Tribal Council members will review fiscal records at regular intervals.

(h) Tribal Council members will ensure that standard budget forms and any required annual report forms are prepared and filed as required by law on dates required.

(i) Tribal Council members will abide by the Craig Tribal Council Code of Ethics, under which each member of the Craig Tribal Council commits and pledges as follows:

As a Tribal member of the Craig Tribal Association Council, I will...

- Listen carefully to the other Tribal Council members and those served by the Craig Tribal Association.
- Respect the opinion of other Tribal Council members.
- Respect the majority decisions of the Tribal Council.
- Uphold cultural values, standards, traditions and customs of the Craig Tribe.
- Recognize that all authority is vested in the Tribal Council when it meets in called to order meetings, which a quorum is present and not with individual Tribal Council members.
- Keep well informed of developments that are relevant to issues that may come before the Tribal Council.
- Participate actively in Tribal Council meetings and actions.
- Call to the attention of the Tribal Council any issues that I believe will have an adverse effect on the Craig Tribe or those we serve.
- Attempt to interpret the needs of the Tribal membership to the Craig Tribe and interpret the action of the Craig Tribe to its tribal membership.

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- Refer tribal membership or staff complaints to the proper level on the chain of command.
- Recognize that the Tribal Council member's job is to ensure that the Craig Tribal Association is well managed, and not to manage the Craig Tribal Association.
- Vote to hire the best possible person to manage the Craig Tribal Association without personal motivation or gain.
- Represent all tribal members of the Craig Tribe and not special interest groups.
- Consider myself "trustee" of the Craig Tribe and do my best to ensure that the Craig Tribe is well maintained, financially secure, growing and always operating in the best interest of the tribal membership.
- Always work to learn more about the Tribal Council's responsibilities and how to be more responsible.
- Declare any conflict of interests between my personal life and my position on the Tribal Council, and avoid voting on issues that appear to be a conflict of interest.
- Immediately repay any monies paid to me for travel, or per diem when monies paid are to be used to represent the Craig Tribal Association as a council member if I am unable to fulfill my travel duties.

As a Tribal member of the Craig Tribal Association Council I will not...

- Be disrespectful, in or outside of the Tribal Council meeting, or of other Tribal Council members or their opinions.
- Undermine the majority decisions of the Tribal Council.
- Use Craig Tribe or any part of Craig Tribe for my personal advantage or the personal advantage of my friends or relatives.
- Discuss the confidential proceedings of the Tribal Council outside the Tribal Council meeting.
- Promise prior to a meeting how I will vote on any issue in the meeting.
- Interfere with duties of the Tribal President, Tribal Council, Administrator and/or staff or undermine the Tribal President, Tribal Council, Administrator's and/or Craig Tribal Department Head's authority.
- Attend Council meetings under the influence of drugs or alcohol other than those prescribed by a medical doctor.

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- Speak maliciously of Tribal Council members, Tribal Administrator, and/or staff or Tribal President while in public or private.
- Threaten, intimidate, harass, or unreasonably interfere with Craig Tribal Association staff.

SEC. 5. – *Consequences of Violations.* - A Council member who violates the Craig Tribal Council Code of Ethics may be subject to recall pursuant to the procedures in Article VI, Section 1(c) of this Constitution.

ARTICLE IV-POWERS OF THE ASSOCIATION

SECTION 1. The Association shall have power:

(*a*) To negotiate with the Federal and State Governments on behalf of the Association and to advise and consult with representatives of the Interior Department on all activities of the Department that may affect the Association.

(*b*) To manage and control all its economic affairs and enterprises in accordance with the charter issued and ratified on October 8, 1938 under the Act of June 18, 1934.

(*c*) To employ legal counsel, the choice of counsel and fixing of fees to be subject to the approval of the Tribal Council.

(*d*) To levy dues, fees, and assessments, for Association purposes, on its members and to provide for their collection and for their enforcement through the deprivation of membership privileges. No such dues, fees, or assessments shall be laid except by resolutions of the membership adopted at any regular or special membership meeting.

(*e*) To organize or to charter associations of its members for economic purposes and to regulate the same.

(*f*) To prevent the sale, disposition, lease, or encumbrance of any land, interest in land or waters, or other assets of the Association without its consent.

(*g*) To make assignments of ancestral land or water areas of the Association for use and occupancy to members of the Association in accordance with the customs of the Indians forming this Association or with the regulations of the Association.

(*h*) To aid needy members and advance the economic and social security of its members.

(*i*) To protect the natural resources of the Association.

(*j*) To preserve and cultivate the arts, crafts and culture of the Indians of this Tribe and their customs not in conflict with applicable law.

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ARTICLE V-BILL OF RIGHTS

SECTION 1. The Council shall not restrict or in any way abridge the rights of the members of the Association guaranteed under the Constitution of the United States but it shall be its duty to see that the full constitutional rights thereof are maintained and preserved.

SEC. 2. All members of the Association in good standing shall be accorded equal right and opportunity to participate and enjoy the resources, property, and benefits of this organization.

SEC. 3. All members of this Association over the age of 18 years shall have the right to vote.

ARTICLE VI-CHANGE OF OFFICERS

SECTION 1. *Forfeiture of Office, Removal and Recall.*-(*a*) Any member of the Council or other officer of the Association who is convicted of a felony or any other offense involving dishonesty shall forfeit his office.

(*b*) Any member of the Council who is absent from the regular meetings of the Council for the period of three months without cause or excuse, may have his seat declared vacant by the Council after notice and an opportunity to be heard.

(*c*) Upon a petition signed by one-third of the adult members of the Association asking the recall of any member of the Council, the Council shall call a special meeting of the Association to vote upon his recall. If the Council member is recalled, the Association members shall proceed to elect his successor to fill the unexpired term.

SEC. 2. *Filling Vacancies.*-If the office of a Council member is vacant for any reason other than his recall, the Council may appoint a successor to serve until the next regular meeting of the Association at which time a member shall be elected to fill the unexpired term.

ARTICLE VII-FEDERATION

The Council may for the purpose of forming a federation or union with other organizations of like character appoint a committee to meet with such other organizations and submit its findings to the said Council for appropriate action.

ARTICLE VIII-AMENDMENTS

Amendments to this Constitution and By-laws may be proposed by resolution of the Council or the Tribe's adult membership. Such amendments, if approved by the Secretary of the Interior, shall be effective when ratified by a majority vote of the adult members of the Tribe voting at an election called for the purpose by the Secretary of the Interior, provided that at least 30 per cent of those entitled to vote shall vote in such election.

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BY-LAWS OF THE CRAIG TRIBAL ASSOCIATION, CRAIG, ALASKA

ARTICLE I-DUTIES OF OFFICERS

SECTION 1. The President of the Council shall preside over all meetings of the Association and of the Council, exercising the usual duties of chairman and any others delegated to him. He may vote in Council meetings only in case of a tie or where the vote is by ballot.

SEC. 2. The Vice-President shall act as President in the absence or disability of the President. Absence means the President is not physically present and is not reachable by telephone or e-mail for a period of no less than 3 consecutive days, other than scheduled absences. Disability means the President is unable to perform his/her duties due to health, accident or death.

SEC. 3. The Secretary of the Council shall conduct all correspondence and keep a complete and accurate record of all business transacted at Council or Association meetings.

The Secretary of the Council, or a designee recommended by the Secretary of the Council and approved by resolution of the Council, shall record all rules, regulations, and resolutions in appropriate books, indexing the same and assigning a short title, and may publish the same for the information of the Association.

The Secretary shall notify each person of his election to an office of the Association within five days thereafter.

SEC. 4. The Treasurer of the Council, or a designee recommended by the Treasurer of the Council and approved by resolution of the Council, shall accept, receive, receipt for, preserve and safeguard all funds in the custody of the Council, whether Association funds or other funds for which the Council is responsible. He shall deposit all such funds in such banks or elsewhere as directed by the Council and, when a Federal charter is adopted, in accordance with such charter. He shall make and preserve a faithful record of such funds and shall report to the Council all receipts and expenditures and the amount and nature of all funds in his possession or custody. He shall not pay out or authorize disbursement of any funds for which he is responsible except upon written authorization of the Council.

The books and records of the Treasurer shall be audited at least once each year by a competent auditor employed by the Council and acceptable to the Juneau Office of the Bureau of Indian Affairs, and at such other times as the Council shall direct.

The Treasurer shall be required at the request of the Council or the Assistant Secretary of Indian Affairs to give bond satisfactory to the Council and the Assistant Secretary. The Treasurer may with the advice and consent of the Council appoint assistants.

SEC. 5. The duties of all appointive officers or agents shall be clearly defined by a resolution of the Council at the time of their appointment.

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SEC. 6. All accounts, records, books and minutes of the Association shall be subject to examination by members of the Association and by the Assistant Secretary of Indian Affairs or his authorized representative.

ARTICLE II-QUALIFICATION OF OFFICERS

No person may be a candidate for any elective office unless he has the qualifications of a voter.

ARTICLE III-INSTALLATION OF OFFICERS

Each person appointed or elected to an office shall subscribe to the following oath of office before entering upon the duties thereof:

"I, ----------, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies; that I will carry out faithfully and impartially the duties of my office as ---------- to the best of my ability; that I will promote and protect the best interests of the Association, in accordance with this Constitution and By-laws."

ARTICLE IV-TIME AND PLACE OF COUNCIL MEETINGS AND ORDER OF BUSINESS

SECTION 1. The Council shall meet on the second Tuesday of each month at 6:00 p. m., unless otherwise ordered by resolution, and may meet at such other times as may be voted by the Council. The President or three of the Council members may call a special meeting on two days' actual notice to the Council members.

SEC. 2. Unless otherwise ordered by resolution of the Council, meetings shall be held at the principal place of business of the Association, which place shall be such location within the town of Craig as may be determined by the Association by resolution.

SEC. 3. A number equal to one-half of the membership of the Council exclusive of the President shall constitute a quorum.

SEC. 4. The following shall be the order of business unless changed by or with the consent of the Council, namely;

Call to order by the President;

Roll call;

Announcement of quorum;

Reading the minutes of the last meeting;

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Correction or approval of the minutes of last meeting;

Treasurer's report;

Report of committees;

Unfinished business;

New business;

Adjournment.

SEC. 5. The Council may adopt regulations governing its procedure, and in the absence thereof, Robert's Rules of Order shall govern.

SEC. 6. Every resolution, after the explanatory clauses, shall begin with the words: "*Be it resolved by the Council of the Craig Tribal Association.*"

ARTICLE V-MEETINGS OF THE ASSOCIATION

SECTION 1. In addition to the regular meeting identified in Article III, Section 2(b) of this Constitution and By-laws, one additional regular meeting of the Association shall be held by the end of November of each year.

Special meetings may be called at any time by the Council and must be called upon petition of one-third of the adult members of the Association. For such meetings three days posted or written notice must be given.

SEC. 2. One-third of the adult membership shall constitute a quorum at any meeting. Absentee votes that are timely cast in accordance with the rules and regulations of the Craig Tribal Association shall be counted for purposes of establishing a quorum.

SEC. 3. Meetings shall be held at the principal place of business unless otherwise ordered by resolution of the Association or otherwise specified in the notice of a special meeting.

ARTICLE VI-DEFINITIONS

SECTION 1. Where the masculine pronoun is used in this Constitution and By-laws and other general documents of the Association, it shall be understood to include the feminine.

SEC. 2. The word "adult" means a person who is 18 years of age or over.

ARTICLE VII-RATIFICATION OF CONSTITUTION AND BY-LAWS

This Constitution and By-laws shall be effective from and after the date of its ratification by a majority vote of those entitled to vote who vote at an election called for the purpose by the

AMCO Received 12/21/2022

Secretary of the Interior, provided that at least 30 per cent of those entitled to vote shall vote in such election. Such ratification shall be formally certified by the Election Board.

The persons entitled to vote are all the adult Indians who are residing in the neighborhood of Craig, State of Alaska, and whose names appear on a roll of such Indians compiled under the Instructions of the Secretary of the Interior.

This Constitution and By-laws are herewith approved by the Assistant Secretary of the Interior and submitted for ratification by the group of Indians having a common bond of residence in the neighborhood of Craig, State of Alaska, in a popular referendum called and held under the Instructions of the Secretary of the Interior.

OSCAR L. CHAPMAN,

Assistant Secretary of the Interior.

[SEAL]

WASHINGTON, D. C., *July 13, 1938.*

CERTIFICATION OF ADOPTION

Pursuant to an order approved July 13, 1938 by the Assistant Secretary of the Interior, the attached Constitution and By-laws was submitted for ratification to the group of Indians having a common bond of residence in the neighborhood of Craig, Territory of Alaska, and was on October 8, 1938 duly ratified by a vote of 77 for and 1 against, in an election in which over 30 per cent of those entitled to vote cast their ballots, in accordance with section 16 of the Indian Reorganization Act of June 18, 1934 (48 Stat. 984), as amended by the Act of June 15, 1935 (49 Stat. 378).

CARL VALENSOLO,

Chairman, Election Board.

ELIZABETH WAHL,

Secretary, Election Board.

L. E. ROBINSON,

Government Representative.

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ARTICLE VIII-RATIFICATION OF AMENDMENTS TO CONSTITUTION AND BY-LAWS

This Amended Constitution and By-laws shall be effective from and after the date of its ratification by a majority vote of those entitled to vote who vote at an election called for the purpose by the Secretary of the Interior, provided that at least 30 percent of those entitled to vote shall vote in such election. Such ratification shall be formally certified by the Election Board.

The persons entitled to vote are all the adult Indians who are residing in the neighborhood of Craig, State of Alaska, and whose names appear on a roll of such Indians compiled under the Instructions of the Secretary of the Interior.

This Amended Constitution and By-laws are herewith approved by the Assistant Secretary of the Interior and submitted for ratification by the group of Indians having a common bond of residence in the neighborhood of Craig, State of Alaska, in a popular referendum called and held under the Instructions of the Secretary of the Interior.

EUGENE R. VIRDEN

Alaska Regional Director, Bureau of Indian Affairs

ANCHORAGE, AK, JULY 10, 2011

CERTIFICATION OF AMENDMENT TO CONSTITUTION AND BY-LAWS

Pursuant to a Secretarial election authorized by the Assistant Secretary of the Interior, Indian Affairs, on May 18, 2011, the attached Amended Constitution and By-Laws of the Craig Tribal Association was submitted to the qualified voters of the Tribe and on July 6, 2011, was duly adopted and ratified by a vote of 22 for and six against and three cast ballots found spoiled or mutilated in an election in which at least 30 percent of the members entitled to vote, cast their ballot in accordance with section 16 of the Indian Reorganization Act of June 18, 1934 (48 Stat. 984), as amended by the Act of June 15, 1935 (49 Stat. 378).

Kristin Holzinger K'eit,

Chairman, Election Board

Mary Ellen Baier,

Secretary, Election Board

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Alaska Food Code
2023 Establishment Permit

Division of Environmental Health
Food Safety & Sanitation Program

Permit Number:	14065
Issued to:	**CRAIG TRIBAL ASSOCIATION**
For:	**420 Green Street**
For Operation of:	**FM-1 Convenience Store**
Located at:	**505 Front ST Craig, AK 99921**

This permit, issued under the provisions of 18 AAC 31, is valid until the noted expiration date or unless suspended or revoked by the department.

This permit is not transferable for change of ownership, facility location, or type of operation. It must be posted in plain view in the establishment and is the property of the State of Alaska.

Expiration Date:
December 31, 2023

Program Manager:

If you have questions or concerns regarding safe food handling practices call toll free:

1-87-SAFE-FOOD

(in Anchorage call 334-2560)

CRAIG TRIBAL ASSOCIATION
PO BOX 828
Craig, AK 99921

YOUR PERMIT IS PRINTED ON THE REVERSE SIDE OF THIS PAGE.

Plan Review Application

Alaska Department of Environmental Conservation
Division of Environmental Health
Food Safety and Sanitation Program

Permit ID: _____

Section A- General Information *(All applicants complete entire section – please print).*

Purpose (check one) ☐ **New Construction** ☒ **Remodel of Existing Structure** ☐ **Reactivation**

General Information		
Establishment Name: Craig Tribal Association DBA 420 Green Street		Date
Plan Review Contact Name Clinton Cook Sr.		
Phone Number 907-723-9078	Email tribal.admin@craigtribe.org	
Address 505 Front Street Craig, Alaska 99921		
Operating Days/Hours Monday - Sunday	Proposed Opening Date 09/2023	

If you are proposing to build a new food establishment or extensive remodeling of an existing food establishment in Alaska (except in the Municipality of Anchorage), you must submit a **completed Plan Review Packet 30 days prior to construction**. Additional information regarding calculations and drawings can be found in the Plan Review Guide.

Please Note: Failure to provide all the required information may delay the plan review process and permit issuance.

REQUIRED DOCUMENTATION LIST (*Include the following in your packet*)

☒ Food Establishment Application
☐ Fees (Plan Review Fee is Non-Refundable)
☐ Plot Plan
☐ Floor Plan
☐ Plumbing Schematic
☐ Complete list of equipment (including manufacturer's specifications)

SECTION B – REQUIRED DOCUMENTATION

a. **Potable Water Supply.** Have plans been submitted to the Drinking Water Program as required by 18 AAC 80?

☐ **Yes*** ☐ **No** ☒ **N/A** (Municipal Water Supply) ***Specify in comments.***

Comments:

Attach a confirmation email or letter from the Drinking Water Program stating that the system has been approved.

b. **Wastewater Disposal System.** Have plans been submitted to the Wastewater Program as specified by 18 AAC 72?

☐ **Yes*** ☐ **No** ☒ **N/A** (Municipal System) ***Specify in comments.***

Comments:

Attach a confirmation email or letter from the Wastewater Program stating that the system has been approved.

If you have a septic system, please provide the legal description of your property (Lot, Block, etc.)

c. **Solid Waste Disposal.** Please describe how you plan to dispose of your solid waste:

Marijuana Waste will be rendered unusable and then stored in a locked waste storage until the borough waste truck collects it and takes it to the local land fill.

d. **Plot Plan.** Have you included a detailed to scale drawing of the plot plan including: ☒ **Yes** ☐ **No**

☐ All buildings
☐ Refuse storage site
☐ Potable water supply
☐ Outside walk-in cooler(s)/freezer(s)
☐ Outside storage areas
☐ Identify nearby roads, other landmarks, and/or give GPS coordinates
☐ Access for deliveries
☐ Sewage disposal system
☐ Oil/Fuel tanks

Permit ID(s)_____Establishment Name(s)_Craig Tribal Association DBA 420 Green Street____

e. **Floor Plan.** A floor plan with the listed components must be submitted as part of the application packet. Have you included a floor plan? ☒ Yes ☐ No

- ☐ Layout and purpose of each room
- ☐ Location of fixed equipment and plumbing features
- ☐ Size, construction, and design of fixed equipment
- ☐ Location of restrooms, including the number of toilets and handwash sinks.
- ☐ Type and location of lighting
- ☐ Type and location of ventilation, both building and local systems

f. **Plumbing Schematic.** A plumbing schematic with the listed components must be submitted as part of the application packet. Have you included a detailed drawing of the plumbing schematic? ☐ Yes ☐ No

- ☐ Plumbing schematic showing each hot, cold, and wastewater line.
- ☐ Plumbing connection to the wastewater line (direct vs. indirect)
- ☐ Hot water capacity

Have you contacted the State Plumbing Inspector? ☐ Yes ☐ No

G **Fire Marshall.** Have you contacted the State Fire Marshall? ☐ Yes ☐ No

Please describe your ventilation/hood system:

SECTION C – ADDITIONAL INFORMATION

a. **Storage**. How often will you receive food deliveries? Do you have adequate storage to support your operation? Consult the Plan Review Guide for information about storage capacity.

Marijuana deliveries will be made from licensed marijuana cultivation and manufacturing facilities, on a daily basis or as needed. Edible products (food) will be delivered weekly or as needed. 420 Green Street will have adequate storage in the facility for all deliveries made.

b. **Dressing Rooms and Locker Rooms.** Describe how employee clothing, belongings, etc will be stored:

Employee's will have a designated area within the facility with adequate storage space to store their personal belongings while or shift.

c. **Poisonous/Toxic Materials**. Describe location and means to store poisonous or toxic materials:

Toxic cleaning chemicals will be stored in a dedicated storage cabinet separate from consumable products.

d. **Floors/Walls/Ceilings**. Describe how the floors, walls, ceilings, and shelving will be finished (tile, paint, etc):

e. **Warewashing:** Describe how dishes, utensil, and equipment will be washed:

We do not intend on having any dishes, utensils and/or equipment that requires warewashing.

f. **Linens.** Describe how soiled and clean clothing/linens will be stored and where they will be cleaned:

Soiled, non-disposable linens will be stored temporarily in a receptacle and cleaned by a third party cleaning service.

SECTION D

I declare, under penalty of unsworn falsification, that this application (including any accompanying statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete. I understand that plan review fees are not refundable under the Alaska Food Code 18 AAC 31.050(k). I agree to pay all fees before operating.

Applicant's Signature Clinton Cook Sr. **Date** 12-19-22

Applicant's Printed Name Clinton Cook Sr. **Title** President

Application for Food Establishment Permit

Alaska Department of Environmental Conservation
Division of Environmental Health
Food Safety and Sanitation Program

Permit ID: _____

Section 1- GENERAL INFORMATION *(All applicants complete entire section – please print).*

Purpose (check one) ☒ **New** ☐ **Information Change** ☐ **Extensive Remodel** ☐ **Change of owner/operator** ☐ **Reactivate**

Owner/Business Information	Name of Entity or Owner Responsible for Food Service Craig Tribal Association		AK Business License # 2168530	
	Business/Corporate Mailing Address PO Box 828	City Craig	State Alaska	Zip 99921
	Business/Corporate Phone 907-723-9078	Email tribal.admin@craigtribe.org		
	Owner(s) or Corporate Officer(s) & Title(s) or Responsible Party Clinton Cook Sr.		Fax	
	Type of Entity ☐ **Individual** ☐ **Partnership** ☒ **Corporation** ☐ **Other:**			
Establishment Information	Establishment Name 420 Green Street	Physical Location 505 Front Street	Nearest Community Craig	
	Establishment Mailing Address PO Box 828	City Craig	State Alaska	Zip 99921
	Establishment Phone 907-723-9078	Fax	Contact Person Clinton Cook Sr.	
	Establishment Physical Address 505 Front Street	City Craig	State Alaska	Zip 99921

SEATING: (Food Service Only) ☒ **N/A** ☐ **25 or less** ☐ **26-100** ☐ **> 101**

TYPE OF OPERATION *Please describe the type of facility you plan to open below (i.e. restaurant, bar, grocery store, etc.)*

Marijuana Retail Store.

SECTION 2 – NEW OR EXTENSIVELY REMODELED FACILITIES

a. A plan review will be required if your facility has never been permitted by the Alaska's Food Safety and Sanitation Program; has not had an active permit in the last five years; will be extensively remodeled; or is a new construction. If any of these apply, a Plan Review Application is required to process your application. Have you attached the Plan Review Application? ☒ **Yes** ☐ **No**

SECTION 3 – COMPLETE FOR ALL FOOD ESTABLISHMENTS *(Check all that apply)*

FOOD SERVICE ESTABLISHMENTS

a. A copy of your menu will be required. Have you attached a copy of the proposed menu? ☒ **Yes** ☐ **No**

b. Attach appropriate label, placard, or menu notation for the consumer advisories if you serve:
☐ Wild Mushrooms ☐ Unpasteurized juices ☐ Farmed halibut, salmon, or sablefish
☐ Raw/undercooked animal foods such as beef, shell eggs, lamb, pork, poultry, seafood, and shellfish.

c. Methods of food preparation (check the one that most closely describes the establishment:
☐ Assembly of Ready to Eat Foods ☐ Cook and Serve
☐ Hot or cold Service for 2 hours or more is done
☐ Complex (Preparation 1 day or more in advance, cooling and reheating is done).

d. Style of Service: ☐ Counter Service ☐ Self Service (i.e. buffet line, salad bar) ☐ Table Service
☐ Other:

e. Do you plan to operate as a caterer? ☐ **Yes** ☒ **No**
If **yes**, list all the equipment used to protect food from contamination and maintain product temperature during:
Transportation: Hot or Cold Holding:

Permit ID(s)_____ Establishment Name(s) 420 Green Steet

f.	Will your food establishment be a kiosk or mobile unit?	☐ Yes	☒ No
	Are employee toilets available within 200 feet?	☐ Yes	☐ No
	If you have an agreement with another business to use their restrooms, please attach written verification.		
	Portable water tanks, plumbing, and hoses are NSF or FDA approved components?	☐ Yes	☐ No
	If you have a kiosk, is it located outside of a building?	☐ Yes	☐ No
	Will you have a service provide water or remove wastewater?	☐ Yes	☐ No
	If yes, provide a letter of agreement from water hauler or wastewater hauler outlining services provided and frequency.		
g.	Will another permitted food establishment (commissary) provide support to your facility? If yes, attach a copy of the Commissary Agreement.	☐ Yes	☒ No

FOOD PROCESSORS

a.	A copy of a label for each type of product you will produce is required. Have you attached food labels of each product to be produced?	☐ Yes	☐ No
b.	Describe who you will be distributing your product to (i.e. grocery stores, etc):		
c.	Will you be doing any of the following processes? Check all that apply. ☐ Reduced Oxygen Packaging ☐ Smoking ☐ Other: ☐ Low Acid Canned Foods ☐ Curing ☐ Shelf Stable Acidified Foods ☐ Dehydrating *Be sure to check with your local Environmental Health Officer for any applicable forms and FDA requirements.*		
d.	Do you have a HACCP Plan? *Required for high hazard food processors such as smoking, curing, acidifying, dehydrating, thermally processing low acid foods, reduced oxygen packaging, etc.*	☐ Yes ☐ No	☒ N/A
e.	You are required to have a product coding system and a recall plan. Have you attached a copy of the coding system and recall procedures?	☒ Yes	☐ No

MOBILE RETAIL VENDOR SELLING SEAFOOD

a.	A list of products that you will be selling is required. Have you attached a copy of the list of products?	☐ Yes	☐ No
b.	Provide names of suppliers where you will be purchasing your product:		
c.	Will ***all*** of your product be prepackaged?	☐ Yes	☐ No
d.	Will another permitted food establishment (commissary) provide support to your facility? If yes, attach a copy of the Commissary Agreement.	☐ Yes	☐ No

MACHINES VENDING POTENTIALLY HAZARDOUS FOODS

a.	Have you attached the label that will be affixed to the front of each machine with name, physical address, and phone number of the permitted food establishment servicing the machine?	☐ Yes	☐ No

SECTION 4 – Food Managers Certification/Alaska Safe Food Worker Card

a.	Have you attached a copy of a Food Manager's Certification? *The operator of a food establishment that serves and prepares unwrapped or unpackaged food, except for a bar, tavern, or limited food service, must have at least one Certified Food Protection Manager who is involved in the daily operations of the establishment.*	☐ Yes	☐ No	☒ N/A
b.	Does everyone who works or will work at the food establishment have a Food Worker Card? *An operator of a food establishment shall keep on file a copy of the Food Worker Card issued by the department for each employed food worker and make the copy available to the Department upon request.*	☒ Yes	☐ No	☐ N/A

I declare, under penalty of unsworn falsification, that this application (including any accompanying statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete. I agree to pay all fees before operating.

Applicant's Signature Clinton Cook Sr **Date** 12-19-22

Applicant's Printed Name Clinton Cook Sr. **Title** President