

American Indian Higher Education Consortium
34nd Student Conference 2017
Rapid City, South Dakota

AIHEC Student Congress Candidate Registration

AIHEC officially invites all Tribal College students to participate in the 2017-2018 AIHEC Student Congress (ASC) election held annually at the AIHEC Spring Student Conference. This election candidacy packet specifies all the necessary materials needed to become a candidate for the 2017-2018 ASC, including:

- A List of Elected Offices
- Registration for Candidacy Form (Complete and Return)
- Election Schedule
- Candidate Procedure and Qualification Form
- Candidate Signature Form (Complete and Return)
- Campaign Rules and Regulations
- Biography Form (Complete and Return)
- ASC Constitution, By-Laws, and Guidelines
- AIHEC Code of Conduct

If any of the materials listed above are missing or additional copies are required, please contact Carmen Henan: chenan@iaia.edu or 505-424-2336.

AIHEC encourages every qualified tribal college student to consider candidacy and to campaign fairly with the intention of displaying the skills of positive leadership, including attentiveness, ambition, cooperation, creativity, cultural knowledge, respect, and a strong sense of social responsibility. An AIHEC Student Congress officer represents their tribal college, advocates for the tribal college movement, and works to serve their college community. Every officer must participate in semi-monthly teleconferences; attend four seasonal face-to-face meetings, and work diligently on service projects of their choosing that improve the tribal college communities.

Once the candidate completes the packet, it must be returned to the Election Committee prior to 5pm on March 10, 2017 in care of:

ASC Advisor Carmen Henan
chenan@iaia.edu
83 Avan Nu Po Road
Santa Fe, NM 87508

Elected Offices

President

The ASC President shall preside at all meetings and functions of the ASC Board of Trustees. The ASC President shall notify the membership of the Board of Trustees of meetings and other ASC activities. The ASC President shall exercise the right to delegate authorities or assigning task responsibilities as may be deemed necessary and appropriate. The ASC President shall perform additional duties or functions as may from time to time be delegated by the ASC Board of Trustees or by the AIHEC Board of Directors. The ASC President shall serve as the liaison between the respective member institutions of the ASC and the AIHEC Board of Directors. Finally, the ASC President shall conduct business on behalf of the ASC Board of Trustees, under the guidance of and in consultation with the ASC Advisor.

Vice President

The Vice President shall assume responsibilities and duties of the President when the President is not officially presiding at all meetings and functions of the ASC Board of Trustees. The Vice President shall assume the position of President of the ASC Board of Trustees if the sitting President resigns his or her position. The Vice President shall perform other duties as may be assigned from time to time by the ASC President, Board of Trustees, or by the AIHEC Board of Directors.

Secretary

The Secretary shall assume responsibilities and duties of the Vice-President when the Vice President is not officially present at any meetings and functions of the ASC. The Secretary shall act as the official recorder of all meetings and related business actions of the ASC Board of Trustees. All documents associated with ASC Board of Trustee meetings shall be certified, in writing, by the ASC Secretary. The Secretary shall be responsible for the maintenance, filing, and storage of all correspondence, records, and other official documents related to the official business of the ASC, as well as transcripts, reports, statements, and other related business documents, as may be required by law or by adopted policies and procedures of AIHEC. A record of ASC Board of Trustee minutes shall be posted on the ASC website. The Secretary shall perform other duties as may be assigned from time to time by the ASC President, Board of Trustees, or by the AIHEC Board of Directors.

Treasurer

The Treasurer shall assume responsibilities and duties of the Secretary when the Secretary is not officially present at any meetings and functions of the ASC. The Treasurer, under the direction and guidance of the AIHEC Director of Finance and Administration, shall oversee the execution of financial transactions conducted on behalf of the ASC and its Board of Trustees and be responsible for reviewing, ascertaining, and complying with any requirements, guidelines, or regulations related to the expenditures of any and all monies controlled by the ASC Board of Trustees. The Treasurer shall submit financial reports to the ASC Board of Trustees and the AIHEC Board of Directors.

Historian

The Historian shall assume responsibilities and duties of the Treasurer when the Treasurer is not officially present at any meetings and functions of the ASC. The Historian shall maintain all relevant documentation regarding the history of the ASC. The Historian shall log all ACS events, meetings, and photographs of ASC Board of Trustee members and meetings for the purpose of historical memory. The Historian shall petition each AIHEC member institution for any relevant historical material for inclusion in the ASC archives, which may include names of past award recipients of AIHEC-sanctioned

competitions and events, AICF scholarship awardees, and relevant photographs. The Historian shall maintain two archives: (1) An annual virtual archive, collected by each individual historian during his or her tenure in said office and (2) the permanent archive consisting of all relevant material to the ASC for historical purposes, which shall be housed at the AIHEC office in Alexandria, VA.

Sergeant-at-Arms

The Sergeant-at-Arms shall assume responsibilities and duties of the Historian when the Historian is not officially present at any meetings and functions of the ASC. The Sergeant-at-Arms shall ensure that all issues of parliamentary procedure are determined according to Robert's Rules of Order and shall maintain general order ASC meetings.

Regional Representatives

A designated Regional Representative shall assume responsibilities and duties of the Sergeant-at-Arms when the Sergeant-at-Arms is not officially present at all meetings and functions of the ASC. Every Regional Representative will serve as an intermediary between his or her assigned regional TCUs and the ASC Board of Trustees. As the intermediary, each Regional Representative will assist the ASC in disseminating information, including information on all official actions taken by the ASC, to the TCUs in his or her respective region. Every Regional Representative shall provide a report on inter- and intraregional communications efforts, as requested by the ASC Board of Trustees.

Great Lakes Region:

- Bay Mills Community College
- College of Menominee Nation
- Red Lake Nation College
- Fond du Lac Tribal and Community College
- Keweenaw Bay Ojibwa Community College
- Lac Courte Oreilles Ojibwa Community College
- Leech Lake Tribal College
- Saginaw-Chippewa Tribal College
- White Earth Tribal and Community College

Midwest Region:

- Cankdeska Cikana Community College
- Fort Berthold Community College
- Oglala Lakota College
- Sinte Gleska University
- Sisseton-Whapeton College
- Sitting Bull College
- Turtle Mountain Community College
- United Tribes Technical College
- Nebraska Indian Community College
- Little Priest Tribal College

Mountain/Pacific Region:

- Blackfeet Community College
- Chief Dull Knife College
- Aaniiih Nakoda College
- Fort Peck Community College
- Ilisagvik College
- Little Big Horn College
- Red Crow Community College
- Salish Kootenai College
- Stone Child College
- Northwest Indian College
- Wind River Tribal College

Southwest Region:

- Dine College
- Institute of American Indian Arts
- Navajo Technical College
- Southwestern Indian Polytechnic Institute
- Tohono O'odham Community College
- Haskell Indian Nations University
- Comanche Nation College
- College of Muscogee Nation

Registration for Candidacy

I, _____
(Print Name)

Have received the AIHEC Student Congress Election Candidacy Packet

Position

Tribal College or University

Contact Information (phone and email)

Name and Title of TCU Advisor

TCU Advisor Contact Information (phone and email)

Candidate Signature and Date

Return complete registration packet to:
ASC Advisor Carmen Henan
83 Avan Nu Po Road
Santa Fe, NM 87508
chenan@iaia.edu
Fax: (505) 424-4900

Election Schedule

- | | |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 10, 2017 | Registration Deadline at 5pm – Candidates must have registration packets turned in to ASC Advisor Carmen Henan, 83 Avan Nu Po Road, Santa Fe, NM 87508 or Fax: 505-424-2336 |
| March 18, 2017 | Meet and Greet the Candidates during the T-shirt Exchange/ Poetry Slam |
| March 20, 2017 | Candidate Speech and Election (see Spring Student Conference schedule) |
| March 21, 2017 | Announcement of Election results (during Awards Banquet) |

This schedule is subject to change with the final conference schedule. Please continue to monitor the official Spring Student Conference schedule at olc.edu/aihec_2017conference and check with an ASC officer upon arrival at the conference.

Any and all questions can be directed to:
ASC Advisor Carmen Henan, 505-424-2336

Candidate Procedure and Qualification Form

Candidate Qualifications

A Student representative serving on the ASC will be selected by the Consortium member-institutions by majority vote. However, each representative must meet the following criteria to be eligible to officially serve on the ASC. To be eligible for office and during the term of their service, each student representative:

1. Must be an active tribal college student enrolled in a minimum of nine (9) credit hours per term, as established by his or her AIHEC member institution.
2. Must have at least a 2.5 cumulative grade point average (GPA).
3. Must have a letter on file that reflects a general institutional commitment by their tribal college or university being represented to provide available resources (which includes travel for four (4) annual meetings) to support the active participation of the Congress officer.
4. Must have written verification from the registrar's office or other authorized college official certifying that the Candidate meets the aforementioned criteria for eligibility for ASC service.
5. Candidates must read, understand, and agree to comply with all Campaign Rules and Regulations.
6. Candidates must read and understand the ASC Constitution and By-laws, and each candidate must be willing to assume the responsibilities of their elected office at the time of his or her election and oath into office.
7. Candidate must read, understand, and conduct themselves at all times according to the AIHEC Code of Conduct.

Candidate Procedure

1. Potential candidates are required to return all **registration** documents to the ASC Advisor, Carmen Henan, by the Registration Deadline of **March 10**, 2017.
2. If any part of the Election Candidacy Packet remains outstanding by March 15, 2017 at 5pm, the individual might no longer be permitted to be a candidate for an ASC office.
3. All Candidates must attend the Candidates Speech and Election to be held during the AIHEC Spring Student Conference in Rapid City, SD March 19-21, 2017.

Candidate Signature Form

I, _____, am a candidate for the AIHEC Student Congress office
(Print Name)

of _____ for the 2017-2018 academic year.
(Office Seeking)

With my sacred signature below, I understand:

- ❖ The ASC Candidate Qualifications
- ❖ The ASC Candidate Procedures
- ❖ The ASC Constitution, By-Laws, and Guidelines
- ❖ The ASC Campaign Rules and Regulations
- ❖ The AIHEC Code of Conduct
- ❖ My qualifications will be checked by the Current Student Election Committee

Candidate Signature

Office Seeking

Date

Campaign Rules and Regulations

1. Any candidate caught violating these rules and regulations may be disqualified. The current AIHEC Student Congress and/or the Elections Committee will make the final decision regarding violations. Violations must be submitted in writing prior to the last day of the election to the program's Election Committee in addition to the Advisors of the ASC for review and decision.
2. Appeals may be made to the current year ASC Election Committee and Officers.
3. All materials in this Election Candidacy Packet must be read and the required documents filled out and/or signed.
4. The current AIHEC student Congress and the Election Committee encourage campaigning during the Spring Student Conference which will be held March 19-21, 2017.
5. All campaign signs, pins, posters, etc. must meet the approval of the AIHEC Student Congress and/or the Elections Committee (No obscene gestures, wording, or mocking of the other candidates).
6. Each candidate is responsible for the creation of their campaign material. The Election Committee can assist candidates through the use of available resources on site in a manner that is fair to all candidates.
7. All campaigns are to be run on an individual basis. Pooling of resources through the forming of a ticket is not allowed.
8. Any questionable campaign materials or activities shall be directed in writing to the current AIHEC Student Congress and/or the Election Committee for their consideration. It is the candidate's responsibility to do away with any and all questionable campaign materials immediately following a request for removal.
9. Tampering or removing of any other candidate's campaign materials can result in disqualification of the offending candidate.
10. The candidates and/or their representatives must remove any and all campaign materials by the end of the conference on March 21, 2017.
11. No candidate or their representative(s) shall tamper with the voting process in any way.
12. Current AIHEC Student Congress officers running as candidates are not permitted to participate, oversee, or facilitate the election process.
13. Each Tribal College or University will have one vote. A majority of the total schools attending the Spring Student Conference must be present at the Election being held on March 20, 2017.
14. Any student running as a write-in candidate must have over fifty (50) percent of the total votes cast for that office to win the office. A write-in candidate that wins the election must submit all documents and meet the requirements of the office (i.e. GPA, enrollment, etc.) before they may take the oath of office.
15. A recount shall be conducted upon written request of a candidate, to the President of the Elections Committee. Requests must be received no later than 5pm on the last day of the conference.
16. All candidates running for office MUST attend and participate in the Awards Ceremony during the 2017 Spring Student Conference in Rapid City, SD when the election results will be announced.

Biography Form

Please type or print legibly

Name: _____

Office: _____

Tribal College/University: _____

Studies: _____

Years in school: _____

Biography/Past Achievements

Platform: (Why will you seek an office with the ASC?)

Please include a photo of yourself. Use additional pages if desired.

BYLAWS OF THE STUDENT
CONGRESS UNDER THE
AMERICAN INDIAN HIGHER EDUCATION CONSORTIUM

PREAMBLE

We, the Students, invoking the divine guidance of our Creator, the Great Spirit, as acknowledged by our North American Indian and Alaska Native people, do hereby establish a student organizational structure under the sanction of the American Indian Higher Education Consortium (AIHEC), in order to secure for ourselves recognition of our own civil and student rights; to voice the needs of students served by this chapter; to ensure the pursuit of self-determination by students and the quality of education for students; and to enhance and support the Consortium's effort within the realm of American Indian higher education.

We recognize that it is the inherent right of human beings to achieve a sense of self-realization within the context of their cultural philosophies and understandings. Historically, many institutions among North American Indians and Alaska Natives helped to define this for their own tribal members. Self-realization for North American Indians and Alaska Native people is dependent upon the ability to express tribal individualism and manifested in our spiritual lives, our families and communities, and in our institutions.

For this reason, it had been the intent of the Consortium's constituent tribes to found institutions of higher education that are defined and controlled by tribal people. We believe these institutions to be the only ones that comprehensively address the human and physical resource development needs of our respective tribes while promoting and enhancing their tribal cultures, and representing our constituent tribes within the broader academic communities. Thus, we believe that the establishment of member-institutions of the Consortium is an exercise of tribal sovereignty, and as such, the establishment of a student organization under the Consortium is an extension of that exercise.

MISSION STATEMENT

The Mission of the American Indian Higher Education Consortium Student Congress is to develop, support, and encourage Native American communities and students of the member institutions of the American Indian Higher Education Consortium to achieve their spiritual, cultural, and education goals.

ARTICLE I

NAME OF ORGANIZATION

The name of this organization shall be the American Indian Higher Education Consortium Student Congress (hereinafter, the "ASC").

ARTICLE II

ORGANIZATION SANCTION

The ASC is established under the auspices of, and with guidance from, the American Indian Higher Education Consortium (AIHEC) Board of Directors.

ARTICLE III

PURPOSES OF THE ORGANIZATION & BRANCHES OF MEMBERSHIP

Section 3.01. Purposes. The purposes of the organization are:

- a. To promote and work with the AIHEC in establishing and employing an organizational structure of student resources through interaction with members of the ASC Board of Trustees and AIHEC member institutions.
- b. To support AIHEC's endeavors on behalf of its member institutions, including its work with Congress and federal departments and agencies. ASC will make recommendations to the AIHEC Board of Directors on legislation and program activities affecting TCUs.
- c. To advocate for and promote student-related activities among AIHEC member institutions.
- d. To facilitate the development and accessibility of resources and implementation of activities, in consultation with AIHEC, addressing topics including, but not limited to: leadership development; self-esteem, self-determination, and motivation; time management; financial management; fundraising; recruitment and retention; career exploration and planning; cultural activities; civic and political engagement; and economic development.
- e. To establish an inter-institutional network whereby TCU expertise may be extended in a consultant capacity to the ASC. The network will also be used to assess TCU student needs, as deemed necessary by the ASC.

Section 3.02. Branches of Membership. There shall be established three branches of membership within the ASC, which are Executive Members, General Members, and Associate Members.

Section 3.02.01. Executive Members. Executive Members are those Trustees as defined in Article VI.

Section 3.02.02. General Members. General Members are those Trustees as defined in Article IV.

Section 3.02.03. Associate Members. Associate members include the currently elected Mr. and Ms. AIHEC. Additional associate members may be determined by a majority vote of the ASC Board of Trustees. Associate Members do not have voting privileges.

ARTICLE IV

ASC BOARD OF TRUSTEES

Section 4.01. Composition of Board. The ASC Board of Trustees is composed of one student representative from each AIHEC member institution deemed to be in good standing, regardless of membership category. Each member institution represented on the Board shall have one vote.

Representatives (i.e. General Members) must be authorized in writing as the official representative by the institution's executive officer or by resolution from the institution's student governing body, and sanctioned by the institution's executive officer.

Section 4.02. Eligibility to Serve. A student representative to the ASC Board of Trustees (i.e. General Member) shall be designated by his or her respective AIHEC member institution and authorized to serve as outlined in section 4.01. Each representative must meet the following criteria to be eligible to serve on the ASC Board of Trustees and must adhere to the criteria throughout his or her term on the Board. The representative (i.e. General Member) shall:

- a. Be an active TCU student enrolled with a minimum of nine credit hours per quarter or per semester, as established by his or her AIHEC member institution;
- b. Have at least a 2.5 cumulative grade point average (GPA);
- c. Have a letter from his or her AIHEC member institution that reflects the institution's commitment to provide available resources to support the active participation of said Trustee; and
- d. Have written verification by the registrar or other authorized official of the TCU certifying that the Trustee meets the aforementioned criteria for eligibility.

Section 4.03. Responsibilities of the ASC Board of Trustees. The responsibilities of the ASC Board of Trustees shall be to:

- a. Engage in and coordinate activities for the purpose of supporting efforts focused on promoting quality in American Indian higher education at Tribal Colleges and Universities;
- b. Conduct regular and special business meetings of the ASC Board of Trustees as necessary to fulfill the purposes and responsibilities of the ASC;

- c. Inform all interested parties, including the AIHEC Board of Directors and the student governing body of each AIHEC member institution, of all pertinent activities of the ASC;
- d. Identify and authorize members of the ASC Board of Trustees to be in attendance, when time and resources permit, at appropriate organizational functions, including AIHEC Board of Directors meetings;
- e. Secure fiscal resources necessary for the operation of the ASC, its Board of Trustees, and any related activities, provided that such fundraising are coordinated with and approved by the AIHEC Board of Directors;
- f. Maintain current and accurate business documents, including official meeting minutes, organizational correspondence, and financial records as may be required by Federal law and/or by adopted policies and procedures of AIHEC; and
- g. Comply with the AIHEC Code of Conduct and conduct all business activities of the ASC in a manner consistent with the cultural philosophies and values of American Indian and Alaska Native people.

ARTICLE V

ORGANIZATIONAL PROCEDURES

Section 5.01. Regular Meetings. ASC shall meet regularly four times each year, in the winter, spring, summer, and fall. The fall and winter meetings shall be held in conjunction with AIHEC Board of Director activities. The summer meeting may be a leadership development session held at a TCU. The spring meeting shall be deemed to be the annual meeting of the ASC and shall be held concurrently with the annual AIHEC Student Conference. In the absence of an annual AIHEC Student Conference, the ASC Board of Trustees will determine the time and location for the annual meeting.

Section 5.02. Additional Meetings. Additional ASC meetings may be held, with notice pursuant to section 5.03, in which members of the ASC Board of Trustees may be requested to attend as a Trustee representative.

Section 5.03. Notice of Meetings. The ASC will notify its Board of Trustees in writing, which shall include electronic formats, of each regular and additional meeting not less than 30 days prior to the date of such meeting. Notification may be facilitated through the ASC Advisor, who shall be designated by the AIHEC Board of Directors.

Section 5.04. Quorum. A simple majority of the ASC Board of Trustees, present at a meeting, shall be necessary to establish a quorum for the purpose of transacting business at any meeting of the Board of Trustees. Robert's Rules of Order shall govern all proceedings of the ASC Board of Trustees meetings.

Section 5.05. Proxy Vote. Proxy voting is not permitted for official meeting or business activities of the ASC Board of Trustees. Each ASC executive officer may authorize another ASC executive officer to act for such ASC executive officer by proxy for the purposes of meeting the requirements of a quorum to vote on a particular proposal at any meeting of the ASC. No other proxy authorizations

may be granted by that ASC executive officer. Each proxy authorization must be in writing. A proxy shall be revocable at the pleasure of the ASC executive officer executing it.

Section 5.06. Action by Majority Vote. Except as otherwise expressly required by law or these bylaws, the act of a majority of the members of the ASC Board of Trustees, present at a meeting where a quorum has been established, shall be the official act of the ASC.

Section 5.07. Resignation. Any member of the ASC Board of Trustees may resign at any time by providing written notice of his or her resignation to the President or to the Secretary of the Board of Trustees and the Executive Officer of the Trustee's respective AIHEC member institution. If the date of the resignation is not specified therein, the resignation becomes effective immediately upon receipt of the President or Secretary of the ASC Board of Trustees. Unless otherwise specified therein, a formal notice of acceptance of such resignation by the Board of Trustees shall not be necessary to make it effective.

Section 5.8. Vacancies. Any vacancy on the ASC Board of Trustees caused by the resignation or removal of a member of the ASC Board of Trustees or the temporary or permanent vacancy in designation of an authorized representative by an AIHEC member institution to the ASC Board of Trustees shall remain vacant until the relevant member institution designates an authorized representative.

ARTICLE VI

OFFICERS OF THE ASC BOARD OF TRUSTEES

Section 6.01. Officers -- Executive Members. The officers of the ASC Board of Trustees shall be President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Historian, and Regional Representatives, as specified in section 10.01. The officers shall be elected by the ASC Board of Trustees, pursuant to section 6.02. Each executive member shall be the designated representative from his or her AIHEC member institution, as specified in Article IV. Each executive member shall have one vote in all meetings of the ASC Board of Trustees, which shall be the vote of his or her institution, as specified in section 4.01.

Section 6.02. Officer Election Process. The officers, who compose the ASC Executive Members, shall be elected by the ASC Board of Trustees at the annual meeting of the ASC. In electing the officers of ASC, if not by acclamation, the Trustees may vote by secret ballot. Any student who attends an AIHEC member institution, meets the eligibility criteria specified in section 4.02, and has been designated as his or her institution's representative to the ASC Board of Trustees, as specified in section 4.01, may cast a vote in the election of the ASC officers.

- a. Each year, no less than 10 days prior to the annual meeting of the ASC, the sitting ASC Executive Members shall disseminate a "Call for Candidates" to all students of AIHEC member institutions.
- b. To be listed as a candidate for an ASC officer's position, a student must have all of the necessary supporting documentation from his or her AIHEC member institution, as specified

in Article IV, including documentation from the relevant registrar's office that the potential candidate is a student in good standing

- c. Each AIHEC member institution shall have one vote for each officer position on the ballot, which shall be cast by the institution's General Member.
- d. The candidate with the most votes will be the elected officer of that specific office. Any tie vote will be decided by the outgoing AIHEC Student Congress with the abstention of any outgoing officer that is engaged in that tie as a candidate.

Section 6.03. Terms of Officers. The term of each officer shall be one year and no officer may hold the same office for more than two terms.

Section 6.04. Resignation, Removal, and Vacancies.

6.4.1. Resignation. An officer of the ASC may resign at any time by providing written notification to the ASC President or Secretary. If the effective date is not specified, the resignation becomes effective immediately upon its receipt by the ASC President or Secretary. Unless otherwise specified therein, formal notice of acceptance of such resignation shall not be necessary to make it effective.

6.4.2. Removal for Absences. A single unexcused absence, as determined by a vote of the majority of ASC Trustees attending the meeting during which the absence occurred, from a Regular meeting (as defined in section 5.01) or two consecutive absences from additional meetings, by an Executive Member shall result in immediate removal as an officer of the ASC

6.4.3. Vacancies. A vacancy in any Officer position shall be filled by line of succession, with subsequent approval by a majority of the ASC Board of Trustees. In the case of multiple vacancies, any vacant position, after line of succession has been implemented, can be filled by appointment from the ASC officers granting that the appointee meets the minimum qualifications of an AIHEC student congress representative and the approval and financial support of their tribal college's president.

6.4.4. Disciplinary Process. In an effort to address less than desirable performance by an ASC Officer, the ASC adheres to the concept of progressive discipline. In addition to referring the offending officer or officers to their AIHEC member institution, the following types of action will be also taken, not necessarily in order, dependent on the severity of the violation(s).

(a) **Verbal Warning.** The offending officer is counseled by the ASC officers and/or the co-advisors about their performance or conduct following a minor offense in an effort to eliminate any possible misunderstanding, to improve performance, or to explain what constitutes proper conduct. A written statement will be placed in the offending officer's file.

(b) **Written Warning.** The offending officer receives a written notice of discipline following continuing poor performance or repeated minor offenses. Or the offending officer gets a written reprimand where it has been determined that an offense in the first instance is serious enough to issue a formal written notice. The purpose of a written reprimand is to make certain that the

officer is fully aware of the level of the misconduct that he/she has committed, or of those areas of performance that must be improved. The written warning should also inform the offending officer what is expected. A copy will be placed in the member's file.

(c) **Final Written Warning.** – (per violation) The offending officer receives a final written notice if sufficient progress has not occurred after prior counseling or written reprimands or following repeated minor offenses or it has been determined that an offense is serious enough to issue a final written notice. A copy will be placed in the officer's file.

(d) **Corrective Probation. (not the exceed 90 days.** An offending officer may receive a probationary period, up to 90 days, should he/she have performance or related issues that need correction. The congress will outline the expectations and provide direction to help make the member successful. This type of disciplinary action will typically accompany an additional action listed above. Documentation will be placed in the officer's file.

(e) **Termination.** – A terminated officer shall be notified that he/she shall not be eligible to reapply for any congress position with ASC, for at least 6 months from the date of termination. Termination of the offending officer is the greatest penalty the ASC can impose. Such actions should normally take place under the following circumstances:

(I) The ASC has made an attempt to have an offending officer correct performance or conduct and the officer has not responded favorably.

(II) An officer's misconduct results in such a serious consequence that the ASC determines it has no other alternative.

The ASC, in considering implementing a disciplinary process against an officer, shall take the following steps:

(A) **Gather all the facts.** Immediately after a specific incident occurs, or immediately after learning of an incident, the ASC shall obtain complete and detailed information about the incident by interviewing the officer (s) involved and, privately and separately, each person who saw or heard what occurred (if applicable.) Every effort should be made to reconcile conflicting statements and keep information confidential. ASC should notify advisor(s) and co advisor(s) to assist in or conduct the investigation. This ensures that the congress involved will objectively evaluate the facts and circumstances surrounding the offense before deciding on an appropriate penalty.

(B) **Prepare a written report.** The ASC shall next write a complete, accurate, and unbiased report describing the information obtained. Include in the report any other information that is part of the officer's record (past performance appraisals, prior warnings, poor attendance records, etc.) that may provide additional substantiation of disciplinary that no disciplinary action be taken before the written report is completed. In such situations, where it is not possible to prepare the report beforehand, it must be prepared within one week after such action is taken.

(C) **Weigh the evidence.** Review and weigh all the evidence obtained and applicable to the ASC policy to determine whether the offense is one that warrants implementing the formal disciplinary process. If discipline is called for, consider the following factors before deciding on a penalty:

- a. How serious is the problem?
- b. What is the member's past record? (past performance appraisals, prior warnings, poor attendance records, etc.)
- c. Has the member been disciplined in the past for the same infraction? If so, how recently was the member disciplined?
- d. What is the attitude of the member?

(D) Review details with Advisors. After deciding on the appropriate disciplinary penalty, the officers involved should review the details of the incident with any advisor(s) and co- advisor(s) to ensure that policies and procedures concurs with the type of discipline recommended. If the recommended disciplinary penalty is termination, all members of ASC must approve the penalty.

(E) Administer disciplinary penalty. Disciplinary penalty shall be implemented through the following actions:

(I) All disciplinary penalties, including verbal warning, shall be administered with all ASC officers present with appropriate documentation to include right of appeal.

(II) A letter of reprimand shall be prepared by the ASC regardless of the level at which the warning is being given.

(III) Warning notice of letters of reprimand shall be signed by the offending officer (unless a verbal warning is being issued), signed by all ASC officers, and advisor(s) and co-advisor(s). After issuance of the notice, it should be forwarded to the advisor(s) for review and placement in the officer's AIHEC file.

(IV) If the offending officer refuses to sign, the proper notation should be recorded on the letter.

(F) Take timely action. If a specific incident is involved, a disciplinary process, to be effective, must be administered as soon as practicable after the incident. To this extent, the ASC officers should ensure that all the facts are gathered, the written report is completed, all the evidence is weighed, and discipline is decided upon and administered timely. The entire process should be complete within two weeks unless there are unforeseen circumstances that prevent it.

Section 6.05. Duties of Officers.

- **President.** The responsibilities of the ASC President include:
 - presiding at all meetings and functions of the ASC Board of Trustees;
 - notifying the membership of the Board of Trustees of meetings and other ASC activities;
 - exercising the right to delegate authorities or assigning task responsibilities as may be deemed necessary and appropriate;

- performing additional duties or functions as may from time to time be delegated by the ASC Board of Trustees or by the AIHEC Board of Directors;
 - serving as the liaison between the respective member institutions of the ASC and the AIHEC Board of Directors; and
 - conducting business on behalf of the ASC Board of Trustees, under the guidance of and in consultation with the ASC Advisor.
- **Vice President.** The Vice President shall assume responsibilities and duties of the President when the President is not officially presiding at all meetings and functions of the ASC Board of Trustees. The Vice President shall assume the position of President of the ASC Board of Trustees if the sitting President resigns his or her position. The Vice President shall perform other duties as may be assigned from time to time by the ASC President, Board of Trustees, or by the AIHEC Board of Directors
- **Secretary.** The Secretary shall assume responsibilities and duties of the Vice-President when the Vice President is not officially present at any meetings and functions of the ASC. The Secretary shall act as the official recorder of all meetings and related business actions of the ASC Board of Trustees. All documents associated with ASC Board of Trustee meetings shall be certified, in writing, by the ASC Secretary. The Secretary shall be responsible for the maintenance, filing, and storage of all correspondence, records, and other official documents related to the official business of the ASC, as well as transcripts, reports, statements, and other related business documents, as may be required by law or by adopted policies and procedures of AIHEC. A record of ASC Board of Trustee minutes shall be posted on the ASC website. The Secretary shall perform other duties as may be assigned from time to time by the ASC President, Board of Trustees, or by the AIHEC Board of Directors.
- **Treasurer.** The Treasurer will assume responsibilities and duties of the Secretary when the Secretary is not officially present at any meetings and functions of the ASC. The Treasurer, under the direction and guidance of the AIHEC Director of Finance and Administration, shall:
 - oversee the execution of financial transactions conducted on behalf of the ASC and its Board of Trustees;
 - be responsible for reviewing, ascertaining, and complying with any requirements, guidelines, or regulations related to the expenditures of any and all monies controlled by the ASC Board of Trustees; and
 - submit financial reports to the ASC Board of Trustees and the AIHEC Board of Directors.
- **Historian.** The Historian will assume responsibilities and duties of the Treasurer when the Treasurer is not officially present at any meetings and functions of the ASC. The Historian shall:

- maintain all relevant documentation regarding the history of the ASC;
- log all ACS events, meetings, and photographs of ASC Board of Trustee members and meetings, for the purpose of historical memory;

- petition each AIHEC member institution for any relevant historical material for inclusion in the ASC archives, which may include names of past award recipients of AIHEC sanctioned competitions and events, AICF scholarship awardees, and relevant photographs; and

- maintain two archives: (1) An annual virtual archive, collected by each individual historian during his or her tenure in said office; and (2) the permanent archive consisting of all relevant material to the ASC for historical purposes, which shall be housed at the AIHEC office in Alexandria, VA.

- **Sergeant-at-Arms.** The Sergeant-at-Arms will assume responsibilities and duties of the Historian when the Historian is not officially present at any meetings and functions of the ASC. The Sergeant-at-Arms shall ensure that all issues of parliamentary procedure are determined according to Robert’s Rules of Order and shall maintain general order ASC meetings.

- **Regional Representatives.** A Regional Representative will assume responsibilities and duties of the Sergeant-at-Arms when the Sergeant-at-Arms is not officially present at all meetings and functions of the ASC. Each Regional Representative will serve as intermediary between his or her assigned regional TCUs and the ASC Board of Trustees. As the intermediary, each Regional Representative will assist the ASC in disseminating information, including information on all official actions taken by the ASC, to the TCUs in his or her respective region. Each Regional Representative shall provide a report on inter- and intraregional communications efforts, as requested by the ASC Board of Trustees.

ARTICLE VII

STUDENT ELIGIBILITY FOR AIHEC-SANCTIONED NON-ATHLETIC STUDENT COMPETITIONS

(Non-AIHEC Athletic Commission Sanctioned Activities)

Section 7.01. Eligibility to Participate. To be eligible to participate in AIHEC-sanctioned student competitions, a TCU student must meet the following criteria at the time such student is listed on a TCU team roster and at the time of the relevant competition:

- a. Enrolled TCU student with a minimum of nine credit hours per quarter or per semester as established by his or her AIHEC member institution;
- b. Maintain a minimum cumulative 2.0 grade point average (GPA), or a “C” grade average for

those students previously enrolled, except that any GPA requirement established by an AIHEC member institution shall take precedence, and in the case of a student not previously enrolled (e.g., new student, transfer student), he or she must be deemed to be in good academic standing and making satisfactory progress, as determined by the TCU in which said student is enrolled;

- c. May not be a full-time college employee; and
- d. Have written certification of current college credits and academic standing provided by the registrar or other authorized official of the AIHEC member institution in which he or she is enrolled.

ARTICLE VIII

COMMITTEES OF THE ASC

Section 8.01. Central Planning Committee. A central planning committee shall be established by the ASC Board of Trustees to assist the AIHEC member institutions responsible for hosting the annual AIHEC Student Conference, in the development of any student activities to be conducted at the annual AIHEC Student Conference, if so requested by the hosting institutions. The committee will also assist the AIHEC Athletic Commission in the development and promotion of intercollegiate student competitions conducted among AIHEC member institutions, if so requested by the AIHEC Athletic Commission, including competitions that may be held during the annual AIHEC Student Conference and throughout the regular academic year.

Section 8.02. Summer Conference Planning Committee. A summer conference committee shall be established by the ASC to develop and execute an annual ASC summer leadership conference. The committee can be composed of both current ASC officers and previous ASC officers, who will serve the current ASC as associate members. Additional committee members from the tribal college community may be permitted with approval from the ASC executive members.

Section 8.02. Other Committees. Other committees may be established by official action of the ASC Board of Trustees for the purpose of developing, planning, and implementing specific activities of the ASC.

Section 8.03. Committee Responsibilities. Each committee established by the ASC Board of Trustees shall keep regular minutes of committee meetings, which shall be documented and maintained in report form. All committee activities will be reported to the ASC Board of Trustees. Copies of all committee reports, including formal minutes of meetings, will be forwarded, upon request, to the AIHEC Board of Directors.

ARTICLE IX

POLICIES

The ASC Board of Trustees shall establish policies to govern its actions and sanctioned activities of the ASC. These policies shall be approved by the AIHEC Board of Directors.

ARTICLE X

MISCELLANEOUS

Section 10.01. ASC Regions. There shall be four regions designated by the ASC, the Great Lakes Region, the Midwest Region, the Southwest Region, and the Mountain/Pacific Region. Each region shall include the Tribal Colleges and Universities located in states within the respective region, as follows:

- Great Lakes Region:
 - _ Michigan
 - _ Minnesota
 - _ Wisconsin

- Midwest Region
 - _ North Dakota
 - _ South Dakota
 - _ Nebraska

- Southwest Region:
 - _ New Mexico
 - _ Arizona
 - _ Kansas
 - _ Oklahoma

- Mountain/Pacific
 - _ Alberta, Canada
 - _ Alaska
 - _ Idaho
 - _ Montana
 - _ Washington
 - _ Wyoming

Section 10.02. Fiscal Year. The fiscal year of ASC shall be from October 1 to September 30. Section 10.03. Books and Records. AIHEC shall maintain a correct and complete accounting of all fiscal activities and transactions of the ASC, which shall be available upon request to the ASC officers. ASC

shall maintain correct and complete minutes of the proceedings of the ASC Board of Trustees, records of the proceedings of any ASC committee, and a current list of the members, trustees, and officers of ASC and their TCU affiliation. The fiscal accounting, books, minutes, and records of ASC shall be in written form or electronic form.

Section 10.04. Amendment of ASC Bylaws. These bylaws may be altered, amended, or repealed at a regular meeting of the ASC Board of Trustees, subject to final approval by the AIHEC Board of Directors.

Section 10.05. Majority Vote. All votes of the ASC Board of Trustees shall be by a majority unless otherwise stated in these bylaws. In the case of a tie vote, the issue that is the subject of the vote shall be resolved by the ASC President.

Section 10.06. Severability. To the extent that any provision or provisions of these Bylaws shall be determined by a court of competent jurisdiction to be in violation of any statute, rule of law, government regulation or decree, such provision or provisions shall be void and of no effect to the extent, and only to the extent, of such determination, but the remainder of the provisions of these Bylaws shall survive and continue in full force and with full effect.

Section 10.07. Codes of Conduct. The ASC supports the Student Code of Conduct of each AIHEC member institution. Additionally, ASC Officers and Trustees shall comply with the AIHEC Code of Conduct.

Section 10.08. Effective Date. These bylaws shall become effective upon approval by the ASC Board of Trustees and the AIHEC Board of Directors.

AIHEC CODE OF CONDUCT

The values of Integrity, Loyalty, Equality, Respect, Honor, and Trust form the foundation and framework of this Code of Conduct and reflected throughout.

The goal of the AIHEC Code of Conduct is to assist Members of AIHEC in exercising these values at all times when interacting with one another, with Indigenous people throughout the world, and in our daily professional lives.

The American Indian Higher Education Consortium (AIHEC) Board of Directors adopted this Code of Conduct on March 23, 2007 for the AIHEC members, representatives, and staff (hereafter referred as AIHEC members, representatives, and staff). This Code expresses the ethical principles and guidelines for the conduct of all members, staff¹, contractors, and sanctioned organizations of AIHEC, when serving as a representative of AIHEC or participating in AIHEC sponsored events. It also informs the public of the standards of ethical conduct for which the members of AIHEC are responsible.

PRINCIPLES OF THE AIHEC CODE OF CONDUCT

The five principles of the AIHEC Code of Conduct include Integrity, Loyalty, Equality and Respect, Honor and Trust, and Confidentiality.

I. INTEGRITY:

a. AIHEC members, representatives, and staff will act with integrity in their relationships; cooperate and treat others with respect, honesty, and fairness; and recognize and accept the rights of others to hold values and beliefs that differ from their own.

b. AIHEC members, representatives, and staff will maintain the AIHEC Code of Conduct when engaged in AIHEC related activities and when representing AIHEC in any capacity.

c. AIHEC members, representatives, and staff will avoid creating the impression that they are speaking or acting on behalf of AIHEC when acting or speaking as an individual.

d. AIHEC members, representatives, and staff will not use their position with the organization for private gain, for the endorsement of any product, or for the private gain of any friends, family members, or other persons with whom they are affiliated. AIHEC members, representatives and staff will not endorse a particular political candidate or political party on behalf of AIHEC.

II. LOYALTY:

a. AIHEC members, representatives, and staff will be loyal to AIHEC and its mission.

b. AIHEC members, representatives, and staff will use the AIHEC Code of Conduct as a guideline in conducting their business.

III. EQUALITY AND RESPECT:

a. AIHEC members, representatives, and staff will respect all cultures and will conduct themselves respectfully when handling sensitive cultural information being shared by others.

b. AIHEC members, representatives, and staff will treat each other with professionalism, courtesy, and respect; will speak professionally, respectfully, and courteously when interacting with one another; and will support and protect diversity of opinion.

c. AIHEC members, representatives, and staff will conduct themselves with full decorum, employing self-discipline and politesse during all meetings of AIHEC. Members will abide by AIHEC bylaws and its Code of Conduct, thereby exhibiting due respect for the rules of AIHEC, its members, representatives, and staff.