

2017-2018 AIHEC Student Congress Election

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. 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.

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

Mountain/Pacific Region:

- Blackfeet Community College
- Chief Dull Knife College
- Aaniiih Nakota 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

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

Southwest Region:

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

Candidate Procedure and Qualifications

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.

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 21, 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.

An election candidacy packet is available and 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

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

Phone: (505) 424-2336

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 21, 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