



**AMERICAN INDIAN SCIENCE & ENGINEERING SOCIETY
PROFESSIONAL CHAPTER BYLAWS**

_____ PROFESSIONAL CHAPTER

ARTICLE I – NAME AND PURPOSE

Section 1. Name

These Bylaws are for the conduct of the affairs of the _____
Professional American Indian Science and Engineering Society (AISES) Chapter and are
in harmony with the Bylaws and all other applicable governing policies of National
AISES.

The provisions of the Bylaws, Affiliation Agreement and rules of this Professional
AISES Chapter are subject to the approval of the AISES National organization. No
action or obligations of the Chapter shall be considered an action or obligation of
National AISES.

The name of this Chapter shall be the _____ Professional AISES
Chapter of the American Indian Science and Engineering Society.

The principal office of this chapter shall be in the State of _____.

A Quorum shall be required in order that business of this AISES Professional Chapter
may be conducted.

Section 2. Purpose

The AISES mission is to increase substantially the representation of American Indians
and Alaska Natives in engineering, science and other related technology disciplines.
Chapter activities to accomplish this purpose include, but are not limited to, the
following:

- Providing role models for students and professionals by identifying community contributions of American Indian and Alaska Native scientists and engineers.
- Providing support and mentorship for students in transition from student status to professional status.
- Providing support and mentorship for Chapter members and other community members by organizing professional development seminars and workshops to develop and enhance management, communication, and other skills.
- Providing networking resources.
- Nominating individuals to serve on the AISES Board of Directors.

- Supporting AISES in other ways recommended or allowed by the National Headquarters.

ARTICLE II

CHAPTER RIGHTS AND DUTIES

Section 1. The Chapter has the right to use the AISES name and logo, and to engage in activities and solicit funds in the name of the Chapter for Chapter purposes.

Section 2. The Chapter has the duties to (a) abide by the Bylaws and reasonable rules of operations and regulations that may be established by the AISES Board of Directors, (b) make clear to others that it has no authority to serve as agent or to contract on behalf of AISES for any purpose and (c) be responsible for any debts contracted by the Chapter.

ARTICLE III

MEMBERSHIP

Section 1. The classes of membership (general, associate and corporate) are as defined in Article II of the AISES Bylaws. There shall be no other classes of membership.

Section 2. All members of this Chapter shall be members of AISES.

Section 3. In the event of expulsion of a member by reason of Article II, Section 2F of the Bylaws of AISES, membership in the Chapter shall terminate.

ARTICLE IV

MEETINGS

Section 1. ANNUAL BUSINESS MEETING

Section A. The annual business meeting of the Chapter shall be held at a time that will allow election of officers before December 1st and at a place to be determined by the Chapter Executive Board. Due Notice shall be mailed to each member of the Chapter not less than 10 days prior to the date of the meeting.

Section B. In addition to election of chapter officers, the annual business meeting agenda shall include a report from the President on the year's activities and the Treasurer's annual financial report.

Section 2. CHAPTER EXECUTIVE BOARD

Section A. The Chapter Executive Board shall meet at such times and places as may be determined by action of the Chapter Executive Board, by call of the President, or by written request of two members of the Chapter Executive Board. A written notice of the time and place of all formal meetings of the Chapter Executive Board should be mailed or emailed to each member, or electronically posted on the website, by the Secretary not less than one week prior to the meeting.

Section B. A majority of voting members of the Chapter Executive Board shall constitute a quorum for the transaction of business at a formal meeting, but if less than a majority of the chapter officers are present at said meeting, a majority of the chapter officers present may adjourn the meeting from time to time without further notice.

Section 3. SPECIAL MEETINGS. Special meetings of the Chapter Executive Board may be called by or at the request of the President or any two chapter officers. Notice of any special meetings of the Chapter Executive Board shall be given by written notice delivered personally or sent by mail or email to each chapter officer at his or her address as shown by the records of the Chapter. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice be given by email, such notice shall be deemed to be delivered when the email is sent. Any chapter officer may waive notice of any meeting. The attendance of a chapter officer at any meeting shall constitute a waiver of notice of such meeting, except where a chapter officer attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these Bylaws. The person or persons authorized to call special meetings of the Chapter Executive Board may select a location either within or outside of _____, as the place for holding any special meeting of the Chapter Executive Board.

ARTICLE V OFFICERS

Section 1. GENERAL The management of the _____ Professional AISES Chapter shall be by the chapter officers, made up of the President, Vice-President, Secretary, and Treasurer for a term up to one year. Each Professional AISES Chapter may also create the position of Parliamentarian, which may be combined with either the office of Vice-President, Secretary or Treasurer. The offices of Secretary and Treasurer may be held by one person. All officers shall perform such other duties as may be assigned to them by the Chapter Executive Board.

Section 2. DUTIES OF OFFICERS

Section A – All officers shall read and understand the Professional Chapter Bylaws, the National AISES Bylaws, and Code of Conduct, and Affiliation Agreement, in particular the reporting requirements and financial obligations to AISES National Headquarters.

Section B - President: The President shall preside at all meetings of the membership. The President shall appoint the necessary committees to carry out delegated duties and Chapter business. The President shall uphold the National AISES', Bylaws and AISES Code of Conduct and all resolutions passed by the membership and shall carry out all other duties and responsibilities incumbent upon his or her office.

Section C - Vice-President: The Vice-President shall have supervisory control over such committees and work areas as assigned by the President. The Vice-President may assume the office of the President and all duties, responsibilities and powers upon the resignation, removal or any other circumstances causing the absence of the President.

Section D - Secretary: The Secretary shall act as secretary for all meetings of the Chapter and Executive Board Meetings and keep a permanent record of their proceedings. The Secretary shall (a) request approval of the AISES Board of Directors of proposed changes in Chapter Bylaws, and (b) report to the AISES Executive Director by January 1 the names of newly elected officers; and file final annual financial and activity reports. The Secretary shall also perform such other duties as usually pertain to the Office of Secretary.

Section E - Treasurer: The Treasurer shall receive and place in an appropriately designated bank, all money paid as membership dues, assessments, contributions and donations. Such funds may be placed in specially designated funds. The Treasurer is responsible for keeping and maintaining current a set of books in accordance with proper accounting procedures. Periodic financial statements shall be submitted to the Chapter Executive Board and members. Books and accounts of the Treasurer shall at all times be open to the inspection of any member, AISES, or any authorized auditor. By January 1, the Treasurer shall provide the Secretary with annual financial reports to be submitted to the AISES Executive Director.

SECTION 3. CHAPTER EXECUTIVE BOARD

Section A. The Chapter Executive Board shall consist of the officers elected by the _____ Professional AISES Chapter members.

Section B. The President and Vice-President shall not serve more than two full terms in succession in the same office.

Section C. If a chapter officer shall cease to maintain a business or residential address within the geographical area comprising this Chapter area, the President shall declare a vacancy to exist.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1. The President shall be elected from among the AISES General Members of the chapter, and other officers from among any chapter members. Election shall be by a majority of the voting members by written or electronic ballots. At the business meeting, the membership shall duly nominate and properly second nominations for each office. The Secretary shall record the nominations and shall make available to the membership properly written or electronic ballots. These ballots shall be collected and counted with

one officer present. The Secretary shall verify all ballots. Three inspectors, one of which is an officer, appointed by the President shall open all ballot envelopes or electronic votes and tabulate the results of the election. The results shall be announced by the President at the first regular meeting thereafter. If no more than one candidate is nominated for an office, election may be by acclamation.

Section 2. The election of chapter officers shall be completed prior to December of each year, with the officers to take office not later than January 1.

Section 3. If the Office of President becomes vacant for any reason during the elected term, the Vice-President shall become the President for the remainder of the unexpired term, thereby creating a vacancy in the Vice-President position.

Section 4. If any elected office other than that of the President becomes vacant, the Chapter Executive Board shall fill the vacancy by vote of a simple majority of its members.

ARTICLE VII AMENDMENTS

Proposed amendments to these Bylaws shall be submitted in writing and voted upon at the next chapter meeting and must be approved by two thirds of the chapter membership. Amendments to these Bylaws must be approved by the AISES National Board of Directors. Such amendments do not go into effect until such approval is obtained.

ARTICLE VIII FISCAL

Section 1. The fiscal year shall coincide with the Chapter officers' term unless designated otherwise by the Chapter Executive Board.

Section 2. Dues of the Chapter shall be determined by the Chapter Executive Board. If a person eligible for membership fails to pay Chapter dues prior to January 1 of any year, privileges as a member shall be suspended. Membership is also suspended if National AISES dues are not current by January 1.

Section 3. The Chapter Executive Board shall have the authority to waive for valid cause the Chapter dues of any member.

Section 4. Funds of the Chapter shall be deposited in institutions designated by the Chapter Executive Board.

Section 5. All disbursements shall be made by voucher check, showing the payee, the item of service rendered or materials purchased, and the amount of payment. All checks shall be signed by two members of the Chapter Executive Board, one of whom shall be the President or Vice-President.