

# **Student Representative Handbook**



**American Indian Science & Engineering Society**

MAY 2014

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## **1. INTRODUCTION**

This Handbook is designed to outline the purpose, scope and mission of AISES, and to specifically outline and define the duties, roles and responsibilities of AISES Student Representatives.

### **GENERAL OVERVIEW**

Why does AISES have Student Representatives? Because Student Representatives serve as the voice of the student membership of AISES. Student Representatives communicate with both the National AISES Office, and the national and regional student body. Student Representatives can then evaluate issues and can make recommendations for ways to improve AISES' service to its customers. Ultimately, Student Representatives can be an integral and active participant in improving the quality and kinds of services that AISES provides. There are two types of Student Representatives 1) National Student Representatives and 2) Regional Student Representatives. Further information detailing roles, responsibilities, and differences are detailed below. For the purposes of this document, National Student Representatives will be referred to as "NSR" and Regional Student Representatives will be referred to as "RSR." Student representatives include both NSR and RSR and will be referred to as "SR."

### **PROPER USE**

This handbook contains proprietary information concerning the internal operation of AISES and should not be distributed to outside parties. Disclosure or sharing of this information without prior consent of the AISES national office or Board of Directors is considered an unauthorized use of this material.

## **2. AISES BACKGROUND**

The background of AISES is provided to help in gaining a greater understanding of how NSR and RSR fit into the framework of the organization.

### **2.1 THE AISES MISSION**

The AISES mission is "to substantially increase the representation of American Indians and Alaskan Natives in science, technology, engineering and math (STEM) studies and careers."

### **2.2 HISTORY**

The American Indian Science and Engineering Society was founded in 1977 by American Indian scientists, engineers and educators. In view of the high dropout rates and low college enrollment and graduation rates of American Indians compared with all other ethnic groups in the United States, and the severe under-representation of American Indians in the science and engineering fields, Native professionals resolved to create an organization that would identify and remove the barriers to academic success for Native students.

AISES is a non-profit organization with 501(c)3 status, and is primarily funded by government and private contracts, as well as other donations, contributions, and revenue from membership dues.

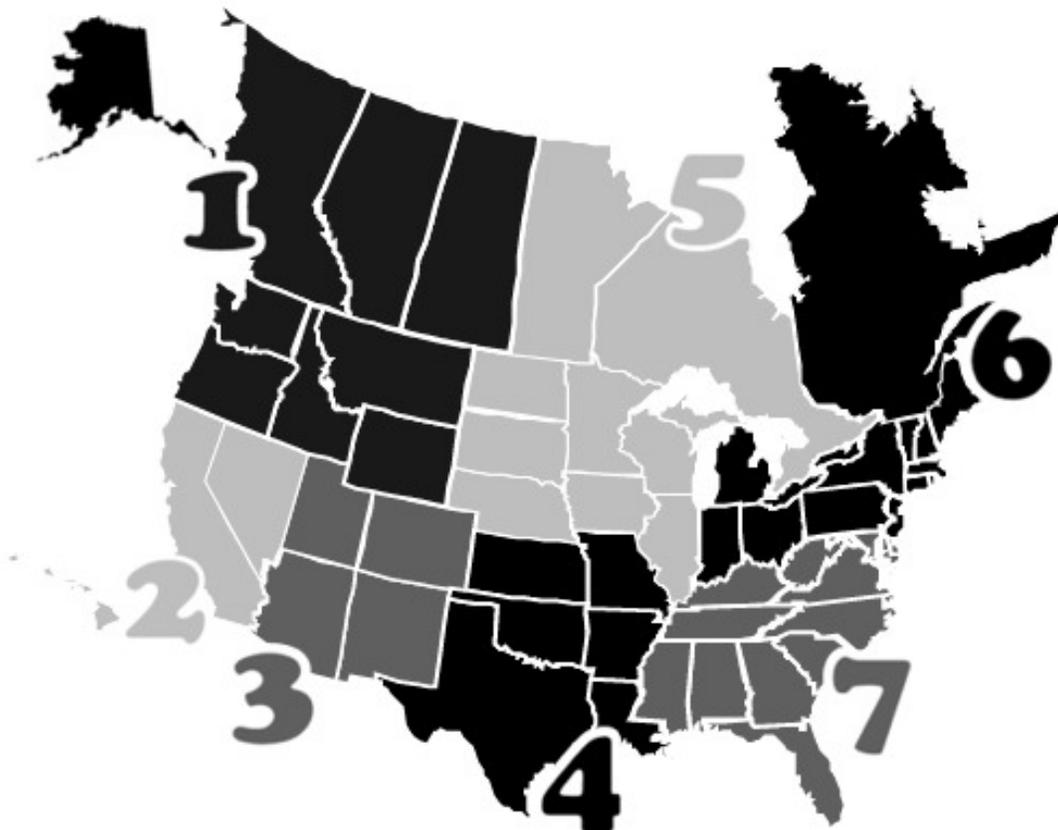
Through a variety of educational programs, AISES offers financial, academic and cultural support to American Indians and Alaska Natives from middle school through graduate school. AISES builds partnerships with tribes, schools, other non-profit organizations, corporations, foundations and government agencies to realize its goals. AISES especially helps American Indian and Native Alaskan students prepare for careers in science, technology and engineering.

### **2.3 ORGANIZATIONAL STRUCTURE**

A Board of Directors, through the Chief Executive Officer, manages the operations and activities of the AISES staff and programs. The Board of Directors is advised by several entities, including the Student Representatives, Council of Elders, Professional Chapter Council, Government Relations Council, and Corporate Advisory Council. For a current listing of the AISES Board of Directors, AISES Staff, Council of Elders and various Professional Councils and Professional Chapters, please visit the AISES website at: <http://www.aises.org/membership/college>

### **2.4 AISES REGIONS**

AISES college chapters are divided into seven regions, with a Regional Student Representative for each region. The National Student Representatives work with all regions. Note: Alaska is in Region 1; Canada is split among Regions 1, 5 and 6; Hawaii is part of Region 2; the Upper Peninsula of Michigan is within Region 5.



## **2.5 AISES CODE OF CONDUCT**

All AISES SR must honor and abide by the Code of Conduct. AISES SR agree to this requirement when they apply for the position of student representative. SR are expected to maintain a high degree of professionalism, honesty and integrity in their representation of the organization.

### **SCOPE OF APPLICABILITY**

The AISES Code of Conduct is adhered to on or off-site at all AISES functions, including student chapter meetings, professional chapter meetings, Regional Conferences, National Conference or any event wherein an individual is representing AISES. Disciplinary action will be taken against offenders and any cost or damages incurred will be the responsibility of the individual.

AISES SR value and respect the rights and privileges of others and will conduct themselves with the dignity that befits leaders, professionals and role models.



## **AMERICAN INDIAN SCIENCE AND ENGINEERING SOCIETY AMERICAN INDIAN SCIENCE & ENGINEERING SOCIETY CODE OF CONDUCT**

The American Indian Science & Engineering Society (AISES) was established with the goal of developing Native professionals and leaders in the areas of science, engineering and technology. In light of this goal, the first student leaders of AISES developed a set of principles that prohibited alcohol, illegal drugs and harassment. These principles have become core values of the organization and are incorporated as the Code of Conduct.

The AISES Code of Conduct promotes professional development and personal growth by strictly prohibiting the use of intoxicating drugs or alcohol and all forms of harassment and discrimination. This code is meant to reflect the ideals of our Native communities by establishing an expectation that we agree to protect and promote the well-being and growth of all people. This code is expected to be honored when individuals are representing the AISES organization and by all persons participating in AISES activities. To this end, each person is asked to consider the spirit of this code and promote its intent by refraining from prohibited activities and encouraging others to do the same.

AISES will continue to maintain the Code of Conduct as a symbol reflective of the teachings and values of our ancestors. The Code of Conduct represents the ideas and visions set-forth by the AISES founders and the student leadership. AISES values and respects the rights and privileges of others and asks that you honor the AISES organization, its mission and the family of AISES by adhering to this Code of Conduct.

*Rev. November 2002*

### **3. AM I THE RIGHT FIT FOR A STUDENT REPRESENTATIVE POSITION?**

Any individual considering applying for the position of SR should take into consideration the following factors and determine whether they are able to make a commitment to the organization to serve in this capacity effectively. AISES is first and foremost committed to the student's successful completion of their higher education. AISES recognizes that the position of SR is a commitment from the student of a significant amount of time to the organization.

Therefore, students should consider the following factors when trying to determine whether they are able to assume the position of SR.

#### **3.1 DO I HAVE CHAPTER ADVISOR SUPPORT?**

The candidate should consider the support of their respective Chapter Advisor. The Chapter Advisor of the college chapter of which the candidate is a member can review with the student the advantages and potential disadvantages of taking on the position, and provide guidance on the direction and path the SR may choose to take if elected. The Chapter Advisor can also agree to serve as a mentor for the SR if elected, and work one-on-one with the SR candidate on public speaking, communication, networking, time management and other skills that will help the SR candidate to become an effective leader.

The SR candidate needs to take into consideration the equally demanding schedule of the Chapter Advisor, the Advisor's willingness to serve in this capacity, and whether that individual can realistically serve in this additional role. If not, the candidate may need to seek out additional or outside resources to assist him or her in developing his or her leadership skills. In any case, the SR candidate is encouraged to develop his or her own network of individuals who can provide suggestions, ideas and advice whenever needed.

#### **3.2 DO I HAVE CHAPTER SUPPORT?**

The SR candidate should also consult with his or her chapter about the decision to apply for SR. The decision to apply for SR is an important decision in any instance, but particularly if the candidate holds an officer's position within the chapter, as his or her election to SR can detract from the individual's ability to perform their chapter officer's duties. If a SR candidate, who is also a chapter officer, is elected to the position of SR, they are strongly encouraged to relinquish their officer's position for the duration of their tenure as NSR so that they may focus their energy and attention on the roles and responsibilities of the SR.

The Chapter's officers and membership can also serve as a valuable resource in developing ideas for national and regional activities and opportunities.

#### **3.3 DO I HAVE EDUCATIONAL INSTITUTION SUPPORT?**

The SR candidate may also want to consult with his or her educational institution about different ways the institution can support the candidate if elected. Some possible ways the educational institution can assist the AISES SR include supplementing the SR travel to a variety

of regional activities, such as regional conferences, trips to other schools to increase awareness of and membership with AISES, mentoring and outreach activities for high schools students, use of school facilities for meetings, use of equipment for presentations, etc.

### **3.4 DO I HAVE OTHER AISES MEMBER SUPPORT?**

The SR candidate may also want to consider the available resources and support available to him/her from other AISES members. This includes support from individual professional members as well as from professional chapters. There are professional members throughout the country who make a concerted effort to support chapter and regional activities. By making or strengthening relationships with professional members, the SR can benefit from the wealth of knowledge, ideas, insights and suggestions of these members.

### **3.5 DO I HAVE THE ADEQUATE RESOURCES?**

The candidate should consider the resources they have available, or will be able to assemble, in order to assist them in fulfillment of their duties. Although it is not required that a SR own a computer, it is essential that the SR have regular access to a computer as well as Internet and email access. Other resources can include access to a telephone and the availability of a vehicle for local travel.

The lack of the availability of these suggested resources does not disqualify any individual from applying for the position. However, the candidate should make every effort to have, at a minimum, access to a computer and email to assist him or her in the successful completion of his/her duties, if elected.

## **4. NATIONAL STUDENT REPRESENTATIVE**

### **4.1 POSITION OVERVIEW**

AISES' NSR serve in a multifaceted leadership role including: a) as the primary student 'ambassadors' of the organization, b) as the primary point of contact to RSR, c) as a resource to other students within the organization, and d) as Student Non-voting Members of the Board of Directors.

NSR are ambassadors to outside organizations in the sense that they represent AISES in a wide spectrum of events and activities. NSR should be familiar with the mission, goals and objectives of AISES programs, activities and events that occur throughout the organization every year, so that they may speak about these issues in an informed and competent manner with corporations, federal agencies, tribal entities and other organizations as necessary.

NSR may be requested to speak or make presentations on behalf of the organization at conferences, workshops, meetings, and other events. They may also be requested to serve as the AISES representative at functions when either another board member or staff person is unable to attend an event.

## **4.2 TERMS OF SERVICE**

The college student membership of AISES elects two NSR who serve for a two-year term; a Senior NSR and a Junior NSR. The Senior Representative is the representative who is serving the second year of their two-year term. When the Senior Representative has completed his or her term, the Junior Representative moves into the Senior Representative position, and a new Junior Representative is elected.

Terms shall commence thirty (30) days after the National Conference, and last for two years.

If there are no qualified/eligible applicants for NSR, the current NSR will be asked to serve an additional one-year term. If the NSR declines, or is unable to serve the additional term, there may not be a second NSR for that year, and the election process may recommence the following year. In the event that a second NSR is deemed necessary, an AISES staff member reserves the right to appoint a student representative

## **4.3 ROLES AND RESPONSIBILITIES**

The following are areas of responsibility that the NSR will assume with their position.

### **I. LIAISON TO REGIONAL REPRESENTATIVES**

The NSR will serve as a liaison with the seven RSR to provide a comprehensive and systematic network of information and resources to the entire student membership. They will accomplish this through regular communication, attendance at and participation in required student business meetings, and via other methods as appropriate.

### **II. COMMUNICATE WITH REGIONAL STUDENT REPRESENTATIVES**

The NSR will schedule and participate in regularly scheduled meetings with the RSR, and will be available and responsive by email. NSR must maintain the NSR email account. Meetings do not necessarily have to be conducted in a formal manner, but regular contact should be sustained between the NSR and RSR.

### **III. ATTENDANCE AT THE NSR REGIONAL CONFERENCE**

NSR are to attend regional conference. NSR should attend and actively participate in their regional conference, to bring together his/her constituents and to facilitate discussions on student issues/concerns and AISES programs and activities.

### **IV. COMMUNICATE WITH AISES HEADQUARTERS**

The NSR will participate in regularly scheduled meetings, and will be available and responsive by email. Again, NSR must maintain a reliable and consistent email address, as well as keep the national office informed of current mailing address and telephone number(s). Meetings do not necessarily have to be conducted in a formal manner, but regular contact must be sustained between the NSR and AISES Member Services, Marketing and Events (MME) Department. The frequency of meetings can be determined jointly between the MME Department and National

Student Representatives, and will most likely be held via teleconference. Topics that may be addressed include planning for the Leadership Summit or National Conference, discussions regarding regional resource or program deficiencies, program assessment/review, chapter retention and recruitment, and new chapter development.

#### **V. STUDENT MEMBER OF THE AISES BOARD OF DIRECTORS**

NSR are student members of the AISES Board of Directors. NSR are **not** voting members of the Board of Directors. The AISES Board of Directors generally has two in person meetings throughout the year. NSR are required to attend these board meetings. Expenses for their attendance are covered by the AISES national office, **unless funding is available from another source**. They are also required to attend the meetings that are held by conference call throughout the rest of the year.

The main objective of having NSR participate in the Board of Directors meetings is to keep the Board apprised of and in touch with the student membership of AISES and to allow valuable input from the student membership on matters before the Board. In addition, this role presents NSR with invaluable first-hand experience in and perspectives of the operational and managerial responsibilities of an organization to prepare them for the workplace.

NSR will make presentations and reports to the Board of Directors on issues and activities as directed by the Board, or when the NSR determines there is a need for the Board to address a particular issue. Issues may include but are not limited to Code of Conduct violations, regional resource or program deficiencies, program assessment/review, and strategic planning.

NSR may be provided with sensitive and confidential information and materials during the course of their tenure, both in written and oral form. NSR are expected to maintain the highest degree of professionalism, discretion and confidentiality in all matters and are responsible for securing all documents, materials and information of a sensitive nature to prevent unauthorized disclosure or use.

#### **VI. INFORMATION COLLECTION AND DISSEMINATION**

NSR will maintain a current listing of regional representatives and will utilize this listing for distribution of announcements, including the National Conference, Scholarships, Internships, and other national announcements or opportunities.

NSR will also review information from Regions, including Chapter Reports, Chapter and Regional program announcements, and Chapter updates.

List serve or email distribution lists are also used to communicate about chapter activities, to share success stories, to discuss regional and national issues, to share ideas, and provide assistance and support to chapters whenever possible.

#### **VII. ENSURE REGIONAL COMPLIANCE WITH AISES HEADQUARTERS REQUIREMENTS**

NSR will assist the national office in ensuring regional compliance with several requirements, including the submission of reports by NSR, submitting reports on Regional Conferences, submitting report updates, and other information as requested by the national office.

### **VIII. SET GOALS FOR GROWTH**

The NSR will assist the national office in developing short-term and long-term goals in the following areas: Outreach, Mentoring, Networking, and Fundraising. Subsequent meeting may be scheduled to review and evaluate the plan and results.

#### **4.4 TRAVEL FUNDING**

In general and based on *availability of funding*, the national office provides travel expenses for NSR for their attendance at specific annual events, including the National Conference, Spring Leadership Summit, Regional Conferences, National American Indian Science and Engineering Fair (when deemed appropriate or necessary), and Board Meetings.

NSR are expected to comply with AISES guidelines relating to travel including per diem allocations, and completion of trip reports after each trip where AISES has provided funding for the NSR to attend the event. In addition, the NSR may be required to provide a briefing (oral or written) to the national office within 30 days of the completion of the trip or meeting.

#### **4.5 APPLICATION PROCESS**

##### **I. COMPLETE APPLICATION**

Applicants must submit a fully complete the application form to Lisa Paz at [lpaz@aises.org](mailto:lpaz@aises.org) 30 days prior to the National Conference and include the following:

1. 250-word essay proposing how you would effectively represent your national constituents (send in pdf)
2. 2 Letters of Recommendation establishing personal participation in local AISES chapter (if applicable) and leadership qualities and experiences within and outside of AISES
3. Unofficial transcripts

##### **II. SUGGESTED QUALIFICATIONS**

1. Cumulative grade point average of 3.0
2. Current AISES membership, with two or more years prior membership
3. Sophomore level or higher
4. Major in science, technology, engineering, or mathematics

##### **III. CANDIDATE ELIGIBILITY**

The NSR are elected at the National Conference, which is held every November. All eligible candidates will be notified that they are eligible for consideration prior to the National Conference. All candidates who are determined ineligible will be provided a written explanation detailing their ineligibility for the NSR position.

Eligible candidates must be in attendance at the National Conference in order to be considered for the position.

#### **IV. VOTING**

During the National Student Caucus at the National Conference, each NSR candidate will be asked to make a presentation to the student audience. A majority vote cast by the college student membership determines which of the eligible candidates will be the new official Junior NSR. The anonymous written ballots are distributed at the beginning of the National Caucus, prior to each candidate's oral presentation to the student membership. Once all candidates have made their oral presentation, the AISES staff will request that the student membership vote by clearly circling the appropriate candidate's name on the ballot. Ballots will then be collected by AISES staff and tallied to determine who received the most votes.

In the event of a tie, the current Senior National Student Representative shall cast the deciding vote, in consultation with at least one current Board member or staff member present during the National Student Caucus.

#### **4.6 TRANSITION**

AISES will provide an opportunity, after the National Student Caucus, for a transition and planning meeting during the National Conference. During this transition meeting, the outgoing NSR will provide a briefing of "lessons learned," and recommendations to the new incumbent for moving forward. The outgoing NSR is expected to be available in an informal capacity for the incoming NSR as a courtesy for a period of approximately 90 days immediately after the incoming NSR takes office.

The outgoing NSR is strongly encouraged to prepare a written synopsis of their 'lessons learned' for the incoming NSR. AISES recommends the report include activities that the outgoing NSR participated in, was requested to attend but was unable to attend and why, issues and concerns common to all regions, issues and concerns specific to region, regions or chapters needing special attention and support, resources, tools, and other information the outgoing NSR feel will be helpful to the new NSR.

As these 'lessons learned' documents are prepared each year, a copy should be provided to the MME Department. These reports will be compiled into a binder that will form an invaluable historical reference and resource to supplement the Student Representative Handbook.

### **5. REGIONAL STUDENT REPRESENTATIVE**

#### **5.1 POSITION OVERVIEW**

AISES' RSR also serve in a multifaceted leadership role as the primary student 'ambassadors' of the organization to external organizations, as the primary point of contact to Chapters within their Region and as a resource to other students within the organization.

RSR are ambassadors to outside organizations as they represent AISES in a wide spectrum of events and activities. RSR should be familiar with the mission, goals and objectives of AISES programs, activities and events that occur throughout the organization every year, so that they may speak about these issues in an informed and competent manner with corporate, federal, and other organizations as necessary.

## **5.2 TERMS OF SERVICE**

The AISES college chapter membership within each region elects one RSR who serves in this position for a term of one year. If there are no qualified/eligible applicants for RSR, an election by online vote will take place after the regional conference, or the current Regional Student Representative will be asked to serve an additional one-year term. If the RSR declines, or is unable to serve the additional term, there may not be a RSR for that year, and the election process will recommence the following year. In the event that a second RSR is deemed necessary, an AISES staff member reserves the right to appoint a student representative

The regional student representative elect will shadow the current regional representative following the election, and will officially take office on July 1. Shadowing, as a form of training, will help new student representatives develop their knowledge, skills, and experience with their new role.

## **5.3 ROLES AND RESPONSIBILITIES**

The following are areas of responsibility that the RSR will assume with their position.

### **I. LIAISON TO REGIONAL CHAPTERS**

The RSR will serve as liaison with the chapters within their region to provide a comprehensive and systematic network of information and resources within their region. They will accomplish this through regular communication, attendance at and participation in required student business meetings, and via other methods as appropriate.

In addition, the RSR will maintain a current listing of chapters within their region, and update the listing on a regular basis. RSR will make every effort to ensure their listing is complete and up-to-date, and will assist the national office by providing periodic updates.

### **II. COMMUNICATE WITH NATIONAL STUDENT REPRESENTATIVES AND OTHER REGIONAL REPRESENTATIVES**

The RSR will schedule and participate in regularly scheduled meetings with the NSR, and will be available and responsive by email. RSR must maintain a reliable and consistent email address. Meetings do not necessarily have to be conducted in a formal manner, but regular contact should be sustained between the RSR and NSR.

RSR should also communicate regularly with the other RSR. This can include notice of and invitations to participate in upcoming regional activities, sharing of ideas and information, and also as a support for one another.

### **III. COMMUNICATE WITH AISES HEADQUARTERS**

The RSR will participate in regularly scheduled meetings, and will be available and responsive by email. RSR must maintain the regional address, as well as keep the national office up-to-date on current mailing address and telephone number(s). Meetings do not necessarily have to be conducted in a formal manner, but regular contact must be sustained between the RSR and AISES Department. The frequency of meetings can be determined jointly between the Department and RSR, and will most likely be held via teleconference. Topics that may be addressed include planning for the Leadership Summit or National Conference, discussions regarding regional resource or program deficiencies, program assessment/review, chapter retention and recruitment, and new chapter development.

### **IV. INFORMATION COLLECTION AND DISSEMINATION**

RSR will maintain a current listing of regional chapter representatives and utilize for distribution of announcements, including the National Conference, Scholarships, Internships, and other national and regional announcements or opportunities.

RSR will also collect information from regional chapters, including Chapter Reports, Chapter and Regional program announcements, and Chapter updates, and will provide information on Regional Conferences to the national office for inclusion on the national website.

Listserv or email distribution lists are also used to communicate about chapter activities, to share success stories, to discuss regional and national issues, to share ideas, and provide assistance and support to chapters whenever possible.

### **V. ENSURE REGIONAL COMPLIANCE WITH AISES HEADQUARTERS REQUIREMENTS**

RSR will assist the national office in ensuring regional compliance with several requirements, including ensuring all chapter with the national office, submitting reports on Regional Conferences, submitting Annual Chapter Reports and Chapter Updates, and other information as requested by the national office.

### **VI. SET GOALS FOR GROWTH**

The RSR will assist the national office in developing short-term and long-term goals in the following areas: Outreach, Mentoring, Networking, and Fundraising. A plan may be developed or existing plans may be evaluated at the National Conference, and may including setting targets and deadlines for each level of the organization (national, regional, chapter). Subsequent meeting may be scheduled to review and evaluate the plan and results.

### **VII. REGIONAL CONFERENCES**

RSR are expected to play a significant role in the planning of Regional Conferences, and are expected to attend the Regional Conference when possible. RSR should also keep the MME Department informed about planning and scheduling of Regional Conferences. Notice of the scheduling of Regional Conferences is crucial because the national office attends and participates in each of the seven Regional Conferences. Please refer to Regional Conference Handbook for additional and specific details.

## **5.4 TRAVEL FUNDING**

In general and based on *availability of funding*, the national office provides travel expenses for RSRs for their attendance at specific annual events, including the National Conference, Spring Leadership Summit, and when possible, travel to their respective Regional Conference.

RSR are expected to comply with AISES guidelines relating to travel including per diem allocations, and completion of trip reports after each trip where AISES has provided funding for the RSR to attend the event. In addition, the RSR may be required to provide a briefing (oral or written) to the national office within 30 days of the completion of the trip or meeting.

## **5.5 APPLICATION PROCESS**

### **I. COMPLETE APPLICATION**

Applicants must submit a fully complete the application form to Lisa Paz at [lpaz@aises.org](mailto:lpaz@aises.org) 30 days prior to the Regional Conference and include the following:

1. 250-word essay proposing how you would effectively represent your national constituents (send in pdf)
2. 2 Letters of Recommendation establishing personal participation in local AISES chapter (if applicable) and leadership qualities and experiences within and outside of AISES
3. Unofficial transcripts

### **II. SUGGESTED QUALIFICATIONS**

1. Cumulative grade point average of 2.75
2. Current AISES membership, with one or more years prior membership
3. Sophomore level or higher
4. Major in science, technology, engineering, or mathematics

### **III. CANDIDATE ELIGIBILITY**

The RSR is elected at their respective Regional Conference. All eligible candidates will be notified that they are eligible for consideration prior to the conference. All candidates who are determined ineligible will be provided a written explanation detailing their ineligibility for the RSR position.

AISES headquarters will also post notice on the website of all eligible candidates, including the candidates' contact information and 250-word essay, as soon as possible thereafter. Eligible candidates must be in attendance at the Regional Conference in order to be considered for the position.

### **IV. VOTING**

All college chapters in Good Standing or considered in Active status are eligible to vote. It is each chapter's responsibility to make sure it has submitted ALL required reports to the AISES Member Services, Marketing and Events Department in order to be considered an Active chapter.

If a chapter is not recognized by AISES as an Active chapter, the chapter MUST contact AISES or their current RSR prior to the regional conference to discuss plan to achieve Active status. In most cases, a chapter may submit all required documents to their regional representative and/or AISES staff during the regional conference. However, membership fees for all members present as well as any other students (potential members) who could not make the regional conference need to be submitted to AISES directly. The required documents will be verified by the current RSR and/or AISES staff prior to elections. Only upon verifying that all requirements are met (all documents submitted and all fees are accurately provided by chapter in question) will the current RSR make the announcement to all attending chapters that the chapter in question will be considered an Active chapter.

Documents may be verified in a timely manner by other Active chapters upon request. It will be the RSR responsibility after the conference to contact the AISES Member Services, Marketing and Events Department and submit all documents of the chapter in question to the appropriate staff member so that the chapter can be considered an Active chapter.

Each Active chapter is allowed one (1) vote. This voting procedure is an equitable means of ensuring all Active chapters have equal voting power, regardless of the number of chapter members in attendance at the regional conference. However, if there is a tie for RSR, each college member in attendance will be asked to cast his or her vote.

## **5.6 TRANSITION**

Each year, following the election of a new Regional Student Representative, there will be an opportunity after the Regional Student Caucuses, for a transition and planning meeting during the Regional Conference. During this transition meeting, the outgoing RSR will discuss the “shadowing” process prior to the newly elect RSR taking office on July 1. During the shadowing process, the outgoing RSR will cover items in the New RSR Checklist and provide a briefing of “lessons learned,” and recommendations to the new incumbent about how to proceed. The outgoing RSR is expected to be available for the incoming RSR in an informal capacity as a courtesy for a brief of approximately 90 days immediately after the incoming RSR takes office.

The outgoing RSR is strongly encouraged to prepare a written synopsis of their ‘lessons learned’ for the incoming RSR. AISES recommend the report include activities that the outgoing RSR participated in, was requested to attend but was unable to attend and why, issues and concerns within their region, chapters needing special attention and support, resources, tools, and other information the outgoing RSR feels may be helpful to the new RSR.

As these ‘lessons learned’ documents are prepared each year, a copy should be provided to the MME Department. These reports will be compiled into a binder that will form an invaluable historical reference and resource to supplement the Student Representative Handbook.

## **5.7 REGIONAL CONFERENCE SELECTION**

Regional Conference Site is selected during the Regional Caucus at the Regional Conference. The host of the Regional Caucus should keep detailed records and pass on information such as sponsor's contact information, vendors/cost, and other information to the next year's host. The host should get input from the chapter's within their region to determine conference dates and session topics. A complete conference application must be submitted to Lisa Paz at lpaz@aises.org 30 days prior to the conference. Voting methods will be the same RSR voting methods (5.5.IV)

## **6. NATIONAL/REGIONAL STUDENT CAUCUS**

### **6.1 NATIONAL STUDENT CAUCUS**

The National Caucus should be well thought out and planned by the NSR, with input from the RSR, to address needs of the AISES student members. The Caucus is a time to come together and share best practices, network, and plan for future activities, collaborations. The agenda is developed by NSR and AISES Staff, and should also include the following basic areas:

#### Agenda Items:

- I. Call to Order, Prayer
- II. Volunteer to Record Minutes
- III. Roll Call
- IV. Approval of Past Minutes
- V. Report from National Student Representatives
- VI. Report from Regional Student Representatives
- VII. Old Business
- VIII. New Business
  - a. Election of Junior National Student Representative
- IX. Announcements
- X. Adjourn

### **6.2 REGIONAL STUDENT CAUCUS**

Regional Student Caucuses are scheduled at the annual AISES National Conference and at each of the Regional Conferences that occur in the spring. The Regional Caucuses should be well thought out and planned by RSR, to address needs of Chapter Presidents and leaders. The Caucuses should be a time to come together and share best practices, network, and plan for future activities, collaborations. The agenda for the Regional Student Caucus that takes place during the National Conference are developed by Regional Representative and AISES Staff and should include the following basic areas:

- |                             |                                |
|-----------------------------|--------------------------------|
| Call to Order, Prayer       | Report from Regional Student   |
| Volunteer to Record Minutes | Representative                 |
| Roll Call                   | Report from Chapter Presidents |
| Approval of Past Minutes    | Regional Conference Planning   |

Old Business  
New Business

Announcements  
Adjourn

#### Agenda Items for Regional Caucus held during the Regional Conferences:

Call to Order, Prayer	
Volunteer to Record Minutes	Selection of Regional Conference Site –
Roll Call	<b>Voting</b>
Approval of Past Minutes	<b>Required</b>
Report from Regional Student Representative	Election of Regional Representative –
Report from Chapter Presidents	<b>Voting</b>
Old Business	<b>Required</b>
New Business	Announcements
	Adjourn

### **APPENDIX:**

#### **COMMUNICATION**

The MME Department is completely committed to supporting SR to every extent possible. The vehicle for this support is frequent and open communication from both. The MME staff frequently distributes and requests information from SR, and makes every effort to respond to requests for information, guidance and assistance in a timely manner. Likewise, the MME staff requests that SR be responsive to requests for information and materials on a regular and timely basis. E-mail, telephone calls, and mail are all excellent tools for keeping in communication.

#### **AISES WEBSITE**

The AISES website is an excellent tool for information and resources. The website is updated on a regular basis, and while SR are encouraged to use the entire website as a resource, informational and networking tool, there are specific sections of the website which SR should check and review frequently.

#### **COMMUNICATION METHODS – UPDATES AND REPORTS**

In an attempt to help solve the problem with communication among the Student Representatives, the following strategies are being implemented to help establish a standardized communication between Chapter Presidents (CP), Regional Representatives, and National Representatives.

*(Adapted from The Write Up Method, Intel Corporation – Intel calls those write-ups as: Weekly reports, Monthly Reports, and Quarterly Reports. Every member of the group is responsible to communicate to the rest of the working group what is going on in there universe. Peer pressure holds us accountable. These reports are scaleable to suits any groups working together.)*

**The Monthly Update** – Submitted by CP to RS, RSR to NSR (*Google Docs*)

Submitted the last day of each month. Usually not more than a page contains a bulleted outline with a couple of paragraphs. *Use standardized format, but should include:*

1. Identify working groups, individuals assisting with particular tasks/projects
2. Updates on work-in-progress
3. Scholarships, Internships, Other Opportunities, Important Dates
4. Activities and communication that has happened within your university
5. Announcements
6. Monthly logs

#### The Yearly Report – Submitted by RSR-NSR, NSR to All

Power point presentation and hard copy report submitted in November of each year and delivered at the following National Conference events: Student Rep Meeting, summary presented to Board of Directors, and at the National Student Caucus. *Use standardized format, but should include:*

1. Summary of Quarterly Reports
2. Detailed updates on progress made on projects that were initiated/completed
3. Report on Regional, Chapter level activities
4. Includes strategies on implementing Best Known Methods (BKM)
5. Strategic Plan for next year
6. Announcements

#### **COMMUNICATION PROTOCOL**

One of the main roles and responsibilities of a SR is communicating with the chapters in their region. SR provide AISES HQ information and other relevant information to chapters. Below are three email protocols student representatives should follow when communicating with chapters.

1. Copy AISES HQ: Lisa Paz at lpaz@aises.org, NSR and RSR on emails to chapters or potential chapters.
2. Cc is used to copy other RSR, NSR and AISES HQ.
3. Bcc used to copy chapters in your region when sending out general announcements.

#### **EMAIL ETIQUETTE TIPS**

1. Be informal, not sloppy.
2. Keep messages brief and to the point.
3. Use sentence case. USING ALL CAPITAL LETTERS LOOKS AS IF YOU'RE SHOUTING.
4. Use the blind copy and courtesy copy appropriately.
5. Don't use e-mail as an excuse to avoid personal contact.
6. Remember that e-mail isn't private.
7. Use the subject field to indicate content and purpose.
8. Remember that your tone can't be heard in e-mail.
9. Use a signature that includes contact information.
10. Summarize long discussions.

*Author, Laura Stack is the president of The Productivity Pro®, Inc., an international consulting firm in Denver, Colorado, that specializes in productivity improvement in high-stress organizations.*

## **MEETING SCHEDULE**

Meetings between National and Regional Representatives will be scheduled quarterly, via conference call. However, additional meetings will be held on an as need basis. The NSRs will lead the meetings, one person will be asked to volunteer to take minutes. Each RSR will be given the opportunity to deliver his/her regional quarterly report, and will have the chance to add items to New Business. At least two Face to Face meetings will be scheduled, coinciding with the National and Leadership Conferences.

Quarterly Conference Calls - Mid February, Mid May, Mid August, Mid November

Agenda Items:

- I. Call to Order, Prayer
- II. Volunteer to Record Minutes
- III. Roll Call
- IV. Approval of Past Minutes
- V. Report from National Student Representatives
- VI. Report from Regional Student Representatives
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Adjourn

## **TERMS FOR DISCIPLINARY ACTIONS OR DISMISSAL**

AISES is first and foremost committed to a SR successful completion of their higher education. AISES recognizes that the position of SR is a commitment of a significant amount of time to the organization. When a student representative is no longer able to fulfill the position, or neglects their roles and responsibilities others must assume more responsibilities to ensure stakeholders' (chapters, members, etc.) needs are being met. In order to prevent unwanted behavior(s) or foresee potential problems, disciplinary actions have been developed.

Disciplinary action may take a number of forms as determined by consultation with the Member Services, Marketing and Events (MME) Director and appropriate AISES staff. Student representatives may appeal disciplinary action.

Disciplinary action may consist of any of the following individual actions or any combination of such actions. Disciplinary actions are not limited to those listed, nor is there any requirement that one type of disciplinary action must be used before imposing any other type. Following is a non-exhaustive list of the types of disciplinary action that may be taken:

1. Notice to Correct Deficiency – This is a formal reprimand. It involves the written notice and a formal interview between the MME Director and student representative.

2. Suspension – A SR may be suspended by the MME Director or Chief Executive Officer. A SR may be suspended for a period up to thirty (30) days within their elected term.
3. Dismissal — Dismissal must be approved by the MME Director and the Chief Executive Director. The SR will be given a written, signed dismissal notice. A copy of the dismissal notice will be placed in the student representative’s file.

### Examples of Infractions

Disciplinary action may be taken against any student representative for misconduct or infractions that include, but are not limited to those listed below.

1. Neglect of duty.
  - a. Failure to respond to AISES HQ or national representatives
  - b. Failure to submit required reports
  - c. Failure to participated in scheduled conference calls
  - d. Failure to participated at AISES national or regional events
  - e. Failure to communicate with chapters in region
2. Unauthorized disclosure of confidential information. Possession of, use of, impairment from, or intoxication from a controlled substance while on duty, at an authorized activity, serving as an authorized AISES representative, or in an AISES program facility.
3. Misrepresentation.
4. Unacceptable personal conduct while on duty.
5. Any other serious reason that involves student representative misconduct, at the discretion of the Member Services, Marketing and Events Director or Chief Executive Officer.

When a SR is unable to fulfill their commitments, decides to leave their position before their term is completed or is dismissed for disciplinary reasons the NSR will take over the responsibilities of the SR.

All SR will be required to sign an agreement prior to taking office. The Student Representative Agreement will address the importance of the requirements and responsibilities of a student representative. The agreement also serves as acknowledgement of reading and accepting the roles and responsibilities covered in the Student Representative Handbook and the term(s) the elected SR has agreed to serve.

**STUDENT REPRESENTATIVE GOALS WHILE IN OFFICE:**

**STUDENT REPRESENTATIVE GOALS WHILE IN OFFICE:**



AMERICAN INDIAN SCIENCE & ENGINEERING SOCIETY  
PO Box 9828 • Albuquerque, NM 87119  
2305 Renard SE, Ste. 200 • Albuquerque, NM 87106  
505-765-1052 • 505-765-5608 fax  
[www.aises.org](http://www.aises.org)