



Policies for the Board of Directors

General Rule of Conduct

I _____ understand that as a member of the Board of Directors of AISES, I am expected to comply with commonly accepted standards of professionalism, safety, and conduct. Board members are expected to avoid activities and conduct which will put the organization into public disgrace or disrespect, and/or activities and conduct which harm the organization's ability to provide services.

Fraternization

The relationship between an AISES Board member and AISES members, as well as individuals receiving services from the organization, should be one of professional cooperation and respect. All AISES Board members have a responsibility to conduct themselves in a manner that will always maintain an atmosphere of professionalism.

While the organization does not wish to intrude into the private lives of Board members, AISES recognizes the increased potential for conflicts of interest, appearance of favoritism, and risk of claims of sexual harassment when a Board member develops a close personal relationship with an AISES member, or other individual receiving services from the organization. To protect the organization and its Board members, this policy provides directions on how to manage situations when an AISES Board member develops a close personal relationship with an AISES member or other individual receiving services from the organization.

For purposes of this policy, a personal relationship is a relationship of a romantic or intimate nature or that may be reasonably perceived as unprofessional, such as excessive personal attention that could potentially result in an allegation of conflict of interest or inappropriate behavior. This includes any type of sexual relationship, sexual contact or sexually nuanced behavior between an AISES Board member and an AISES member or other individual receiving services from the organization as well as contact through internet chat rooms, social network services, cell phones, and all other forms of electronic communication. This policy applies to an AISES member, or other individual receiving services from the organization, of the same or opposite sex as the AISES Board member. It also applies regardless of whether the AISES member, or other individual receiving services from the organization, or the AISES Board member, initiated the sexual behavior and whether the AISES member, or other individual receiving services from the organization, welcomes the sexual behavior and/or reciprocates the attention.

An AISES Board member who engages in a personal relationship with an AISES member, or other individual receiving services from the organization, should promptly disclose the relationship to the President, Board Chair, and/or the President. Full and immediate disclosure will help to avoid future misunderstandings and reduce risk of legal action. The organization will work with the Board member involved to determine whether it is appropriate and possible to adjust job duties or whether other changes or actions are necessary.



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Public Statements

The President and the Chair of the AISES Board of Directors are authorized to represent AISES publicly. If the AISES Board Chair is unavailable, the Vice Chair of the Board of Directors may assume the role of the Board Chair. The AISES Board may, by resolution, authorize others to act on its behalf.

When speaking or writing publicly about AISES, members of the Board of Directors and AISES Board members must be consistent with current AISES Bylaws and official policies.

AISES members, Board members, or affiliates cannot publicly express their personal opinions on any topic and claim that the stated position is that of AISES.

AISES hereby requires that unauthorized individuals who publicly express opinions about AISES programs or positions must make the following disclaimer:

“The statements made, and views expressed here, are solely those of the author(s)/speaker(s) and do not necessarily represent the positions of the AISES. AISES, its directors, and officers are not responsible for this content.”

All requests for information, or comments from the media and other people, are to be referred to the Executive Assistant and CO Office Manager. Board members are expected to exercise professionalism and respect in carrying out the duties of their positions, and when conducting business with clients, coworkers, and the public.

Confidential Information

Board members of AISES can be privy to information of a confidential nature, which if made public may in some way be detrimental to the organization. Unauthorized disclosure of such information, which may include but is not limited to, program or client matters, salary, or other confidential information, will be grounds for immediate disciplinary action, up to and including termination of Board membership.

Conflict of Interest

Board members may not receive favors, gifts, money, or any other form of gratuity, aside from their established compensation for the performance of their duties. No Board member may receive anything from an individual, contractor, person, or entity that has or wants to do business with AISES. This refers to such things as bribery intended to inappropriately influence Board members in carrying out the duties of their position or abusing their authority. Any such attempts should be brought to the attention of President, Board Chair, and/or President immediately. All members of the AISES Board of Directors must review and agree to a Conflict-of-Interest statement annually.

Contracts and Business Dealings

Only the President, Board Chair, and/or President may enter contracts on behalf of AISES. Board members should take care not to participate in business dealings that may constitute a conflict of interest. Some examples



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are conducting or soliciting personal business through the scope of your AISES Board membership and/or inappropriately using the influence of your position as for personal gain, and/or divulging proprietary information to competitors or the public.

Related Party Transaction Policy

The purpose of this policy is to ensure that all transactions between AISES and its related parties are conducted in a fair, transparent, and arms-length manner, with the primary goal of safeguarding the interests of the organization and maintaining its integrity.

A Related Party transaction ("Transaction") is any individual or series of transactions, arrangements or relationships (including any indebtedness or guarantee of indebtedness) in which AISES is a participant and in which a Related Person has a direct or indirect interest.

Transactions to be subject to this policy may or may not have a financial payment, which includes, for example, payments between AISES and Related Person or providing value to one of the parties.

"Related Persons" is defined as all AISES Directors and executive officers; any nominee for Director; any Immediate Family Member of a Director, nominee for Director or executive officer of the Organization.

"Immediate Family Members" is defined as children, stepchildren, parents, stepparents, spouses, siblings, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law and any other person sharing a household with the Director, nominee for Director or executive officer (other than a tenant or employee).

All related parties must promptly disclose any actual or potential related party transactions to the Board of Directors or an appropriate committee designated by the Board. Disclosure should include the nature and extent of the related party's interest in the transaction.

- **Identification:** Related party transactions must be identified and reviewed by the Board of Directors or its designated committee.
- **Evaluation:** The Board or committee will evaluate the proposed transaction to determine whether it is in the best interest of the organization and consistent with its mission. The Board or committee will take appropriate measures to ensure that the transaction is fair and reasonable.
- **Approval:** Related party transactions require approval by a disinterested quorum of the Board of Directors or its designated committee. Interested parties should not participate in the discussion or vote on or be a signatory for the transaction.



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- **Documentation:** All related party transactions must be documented in writing, including the terms, conditions, and rationale for the transaction. Documentation should be retained by the organization for a minimum of seven years and made available for inspection upon request.
- **Conflict of Interest:** Any related party who has a direct or indirect interest in a proposed transaction must recuse themselves from discussions and decision-making regarding that transaction. Failure to disclose a conflict of interest may result in disciplinary action, including removal from the Board or termination of employment.

Safe Camp

All AISES events are considered a “Safe Camp,” meaning they are to be a welcoming, inclusive, supportive, and safe environment for all our AISES family members regardless of race, color, sex, religion, sexual orientation, or gender expression/identity. Safe Camp includes recognizing the AISES Code of Conduct and anyone found violating the code will be asked to leave the event immediately. Please contact any AISES Staff member or Board member if you have any questions.

Code of Conduct

AISES was established with the goal of developing Indigenous professionals and leaders in the areas of science, technology, engineering, and math. Considering 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, all forms of harassment and discrimination, and encourages respectful and civil dialog and group discussions. The Code is meant to reflect the ideals of our Indigenous communities by establishing an expectation that we agree to protect and promote the well-being and growth of all people.

The Code is expected to be honored when individuals are representing the AISES organization and by all persons participating in AISES activities, events, and conversations. To this end, each person is asked to consider the spirit of the 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 the Code of Conduct. Please contact the Managing Director of Engagement and Advocacy should you have concerns that a member of AISES has broken the Code at an AISES event.



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Whistleblower Policy

AISES Board of Directors, officers, and employees observe high standards of business and personal ethics in the conduct of their duties and responsibilities. If any employee or volunteer of AISES reasonably believes that some business policy, practice, or activity of AISES is in violation of law, a written complaint may be filed by that employee with the President. If the employee is not comfortable reaching out to the President, and/or would prefer to remain anonymous they may first go to the Board Chair, or then to the Board Vice Chair. If an employee feels that the process to report and/or investigate Code violations is inadequate, individuals can contact the Colorado or New Mexico Attorney General Offices.

It is the intent of AISES to adhere to all laws and regulations that apply to the organization, and the purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

AISES will not retaliate against an employee who, in good faith, has made a protest or raised a complaint to a supervisor or public body against some AISES practice or policy or its officers, directors, or employees, or of another individual or entity with whom AISES has/had a business relationship, based on a reasonable belief that the practice is in violation of law or public policy, and/or unethical practice behavior.

Employees will be asked to sign and date a copy of this Policy to indicate their receipt and understanding of this Policy. Their signature also verifies that they have been provided with an opportunity to ask questions about the Policy and have the right to remain anonymous should they bring a written complaint to the AISES Board Chair or Vice Chair.

To submit a written complaint outside of the AISES CEO Sarah EchoHawk see information below:

AISES Board Chair 2025	AISES Vice Chair 2025	New Mexico AG	Colorado AG
Bill Tiger	Katelynn Hopkins	505-717-3500	720-508-6000
w_tiger1@msn.com	khopkins@ecological dg.com	Albuquerque Office	Denver Office

Signed:

Member, Board of Directors

Date

Chair, Board of Directors

Date