



## **CODE FOR THE GOVERNING OF COLLEGE CHAPTERS**

### **Article I - NAME**

Section 1. The name of a student chapter shall be "(name of said institution) College OR University Chapter of AISES."

Section 2. College/University chapters shall be chartered by approval of the Board of Directors of AISES and shall be subject to the provisions of AISES Bylaws, this Code, and by college or university rules governing student organizations.

### **Article II - OBJECTIVE**

Chapters are formed to advance the mission of AISES at colleges and universities with Indigenous students in attendance and/or official support services for these students. The objective is to support the success of Native American, Alaska Native, Native Hawaiian, and Pacific Islander students in their intellectual, academic, social, and professional pursuits in science, technology, engineering, and mathematics (STEM) and related disciplines.

### **Article III - MEMBERSHIP**

Section 1. The class and qualifications of membership in a chapter shall be defined in the Bylaws of AISES.

Section 2. Membership in the chapter shall at all times conform to the rules set in the Bylaws and in this Code.

Section 3. Each member shall be entitled to one vote on each matter submitted to the chapter.

### **Article IV - CHARTERING A STUDENT CHAPTER**

Section 1. Application.

- a. Any nucleus of not less than three students, in any accredited college, university, technical institute, or junior college offering curricula in science, engineering, or engineering technology, and mathematics may apply to the Board of AISES for the establishment of a college/university chapter. In those instances where it is not possible to meet the requirements of a minimum number of students, and/or where interested students are studying related academic disciplines, the Board may consider a regional student chapter and/or the participation of students in related disciplines.
- b. The students applying shall qualify as student members as defined by AISES Bylaws.
- c. Each applicant chapter shall have one or more faculty or staff members identified as chapter advisors.

Section 2. Following approval of the application by the AISES Board, the Charter of the Student Chapter shall be presented at the earliest possible chapter meeting.

## **Article V - FEES AND CHAPTER FINANCES**

### Section 1. Member Fees.

a. The fee for student membership shall be assessed in accordance with the AISES Bylaws and shall be forwarded directly to the AISES Albuquerque Office. As of 2020, student memberships are free.

### Section 2. Chapter Finances.

a. AISES shall not be held responsible for any payment of debts, contracts and/or obligations and/or activities of the chapter, its associate chapter, or its members.

b. Chapters may not operate bank accounts outside of the college or university system.

## **Article VI - CHAPTER ORGANIZATION AND OPERATION**

Section 1. Each shall elect a President, Vice-President, Secretary, and Treasurer by the end of the spring semester to serve during the following academic year (or such other date and tenure as the chapter shall decide).

Section 2. The Executive Committee shall be made up of the elected officers, elected chapter advisor and committee chairpersons.

Section 3. Officials appointed by the Executive Committee shall serve until further action by the Executive Committee, or for a period as designated by the Executive Committee.

Section 4. If the office of the 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 as Vice President.

Section 5. If any elected office other than that of President becomes vacant, the Executive Committee of the chapter shall designate a member to fill the vacancy by simple majority vote at an Executive Committee meeting. All members of the Executive Committee shall receive at least sixty days notice of such meeting.

Section 6. The duties of the Officers will be determined by the chapters. Generally, the roles of the officers are as follows:

a. The President serves as the chapter leader, presiding at all meetings, unless they designate another person. As a spokesperson for the group, the President meets with the other leaders of the college/university, community, and private industry. In all student activities, the President should keep in mind that they are a representative of both present and future AISES members. A good leader should facilitate maximum member participation in order to ensure a strong organization.

b. The duties of the Vice President are to preside in the absence of the President.

c. The duties of the Secretary are to maintain complete and accurate records including membership, minutes of meetings, and correspondence files. The Secretary of the chapter shall forward an annual report to designated AISES Staff at the end of each school year, giving a complete accounting of the chapter's finances and reporting on such other matters as may be required.

d. The Treasurer (or Secretary-Treasurer), as financial officer of the chapter, is authorized to receive and disburse all monies under the direction of the Executive Committee of the chapter, **and in compliance with the parent institution's requirements.** The Treasurer is also responsible for any college/university account to which the chapter might have access.

## **Article VII - NOMINATION AND ELECTION**

Section 1. A Nominating Committee shall be appointed each year by the Chapter President. This committee shall consist of a Chairperson and at least two other members. The past President of the chapter shall be eligible to serve on the Nominating Committee as the chapter sees fit.

Section 2. The Nominating Committee shall nominate (at least) one candidate for each office (consistent with the Rules of Governance of the particular chapter concerned). The Nominating Committee Chairperson shall report these nominees to the Chapter President after the Chairperson has determined that each nominee:

- a. Is a member in good standing with AISES, and;
- b. Is eligible to serve under the college/university's student organization rules, and;
- c. Has indicated an understanding of the duties required, is available and willing to serve, if elected, in the position for which nominated.

Section 3. The Chapter Secretary shall post to the chapter membership, with the regular announcements for the chapter meeting at which the election is to be held, the nominees selected by the Nominating Committee for the chapter office.

Section 4. At the chapter meeting at which the election is to be held, additional nominations may be made from the floor (by Applications signed by an appropriate number of members if the chapter wishes), providing the candidate meets the requirements listed in section 2 above.

Section 5. Officers of the chapter shall be elected at the annual business meeting of the chapter, for a one-year term (or as the chapter may determine). A majority vote of the chapter members present shall take office on such day, but not later than October 1, or as the chapter may determine; and shall serve until their successors are properly installed in office. If not more than one candidate is nominated for each office, the election may be by acclamation.

Section 6. The newly elected officers and other members of the Executive Committee shall take office and assume responsibility at the conclusion of the annual business meeting or on such other date, but not later than October 1, as the chapter may determine.

## **Article VIII - RULES FOR GOVERNMENT**

Section 1. Any Chapter may formulate Rules for Chapter Government which shall be consistent with the provisions of this Code and the Bylaws. Such rules, after adoption by the chapter, shall be filed immediately with the AISES Board for final review.

Section 2. Any Chapter may amend the Rules for Chapter Government in any fashion consistent with this Code and the Bylaws of AISES. Such amendments, after adoption by the chapter, shall be filed immediately with the AISES Board for final review.

## **Article IX - LIMITATIONS AND DISSOLUTION**

Section 1. Limitations.

- a. The chapter shall operate only under the Charter granted to it by AISES, giving it authority to carry on the work of AISES, subject to the rights, privileges, and obligations provided for in the Bylaws and this Code.
- b. No part of the net income of the chapter shall inure to the benefit of any private individual or company.

c. Each chapter will use the official AISES logo and student chapter name.

d. The chapter shall not at any time possess powers, exercise authority, or engage in activities, either expressly or by interpretation, which are not permitted to be possessed, exercised, or engaged in by an organization exempt from Federal Income Tax. (For Chapters in the United States, attention is directed to Section 509(a) (2) of the Internal Revenue Code of 1954 or the correspondent provision of any future United States Revenue Law).

Section 2. If the chapter should return its Charter to AISES for any reason or should have its Charter revoked, the affairs of the chapter shall be terminated immediately under the supervision of the Board of AISES. All funds or other property remaining after payment of debts and obligations of the chapter shall be transferred to and paid to AISES.

## **Article X - AMENDMENTS**

Section 1. Amendments to this code may be proposed by a member of the Executive Committee of the Chapter or by a written application with the Secretary. At least three (3) members of the chapter (in good standing) or by the Board of Directors of AISES should sign this Application.

Section 2. Amendments to this code may be adopted by a majority vote of the Board of Directors of AISES.

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Adopted by the \_\_\_\_\_ at a duly called meeting held  
(Name of Chapter)

\_\_\_\_\_ by a vote of \_\_\_\_\_ yea, \_\_\_\_\_ nay, and \_\_\_\_\_ abstentions.  
(Date)

\_\_\_\_\_  
Signature of Chapter President or Presiding Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chapter Advisor

\_\_\_\_\_  
Date

Revised 7/24/2023