



## TRIBAL CHAPTER BYLAWS

\_\_\_\_\_ TRIBAL CHAPTER

### ARTICLE I – NAME AND PURPOSE

#### Section 1.

These Bylaws are for the conduct of the affairs of the \_\_\_\_\_ Tribal 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 Tribal AISES Chapter are subject to the approval of the AISES National organization. No action or obligation of the Chapter shall be considered an action or obligation of National AISES.

The name of this Chapter shall be the \_\_\_\_\_ Tribal AISES Chapter.

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

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

#### Section 2.

AISES is a national, nonprofit organization focused on substantially increasing the representation of Indigenous peoples of North America and Pacific Islanders in science, technology, engineering, and math (STEM) studies and careers.

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 scientists and engineers that are Indigenous to North America or the Pacific Islands.
- 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 Office.

## **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 and associate) 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 2 of the Bylaws of AISES, membership in the Chapter shall terminate.

## **ARTICLE IV – MEETINGS**

Section 1. Annual Business Meeting

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 emailed to each member of the Chapter no less than 10 days prior to the date of the meeting.

b. In addition to the 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

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 no less than one week prior to the meeting.

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

- a. Special meetings of the Chapter Executive Board may be called by or at the request of the President or any two-chapter officers.
- b. 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 is given by email, such notice shall be deemed to be delivered when the email is sent.
- c. 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.
- d. 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 meetings of the Chapter Executive Board.

## **ARTICLE V – OFFICERS**

### Section 1. General

- a. The management of the \_\_\_\_\_ Tribal 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 Tribal 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

- a. All officers shall read and understand the Tribal Chapter Bylaws, the National AISES Bylaws, the AISES Code of Conduct and Safe Camp Policy, and Affiliation Agreement, in particular the reporting requirements and financial obligations to the AISES National Office.
- b. 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 the AISES Code of Conduct, all resolutions passed by the membership and shall carry out all other duties and responsibilities incumbent upon their office.

c. 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.

The Secretary shall act as secretary for all 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 National Office by January 20<sup>th</sup> 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.

e. 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 a current 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 always be open to inspection of any member, the AISES National Office, or any authorized auditor. By January 1<sup>st</sup>, the Treasurer shall provide the Secretary with annual financial reports to be submitted to the AISES National Office.

### Section 3. Chapter Executive Board

a. The Chapter Executive Board shall consist of the officers elected by the \_\_\_\_\_ Tribal AISES Chapter members.

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

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 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 no later than January 1<sup>st</sup>.

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**

Section 1. 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. The charging of dues, and the amount of the 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<sup>st</sup> of any year, privileges as a member shall be suspended. Membership is also suspended if National AISES dues are not current by January 1<sup>st</sup>.

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 banking institutions designated by the Chapter Executive Board. The appropriate executive of AISES will have signature authority on the Chapter's bank account. AISES shall not be held responsible for any payment of debts and/or obligations and/or activities of the Chapter, its associate chapter, or its members.

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.

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

Revised July 2023