



AMERICAN INDIAN SCIENCE & ENGINEERING SOCIETY PROFESSIONAL CHAPTER BY-LAWS

_____ PROFESSIONAL CHAPTER

These by-laws are for the conduct of the affairs of the _____ Professional American Indian Science and Engineering Society (AISES) Chapter and are in harmony with the Constitution, by-laws and rules of National AISES. The provisions of the Constitution, by-laws and rules of this _____ Professional AISES Chapter, but no action or obligation of the Chapter shall be considered an action or obligation of National AISES as a whole.

ARTICLE I

General

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

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

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

ARTICLE II

Chapter Rights and Duties

Section A. 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 B. The Chapter has the duties to (a) abide by the by-laws 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 A. The classes of membership (general, special and corporate) are as defined in Article II of the AISES by-laws. There shall be no other classes of membership.

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

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

ARTICLE IV

MEETINGS

Section A. ANNUAL BUSINESS MEETING

Section 1. The annual business meeting of the Chapter shall be held at a time, which will allow election of officers before December, at a place to be determined by the 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 2. In addition to election of 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 B. EXECUTIVE BOARD

Section 1. The Executive Board shall meet at such times and places as may be determined by action of the Board, by call of the President, or by written request of two members of the Board. A written notice of the time and place of all formal meetings of the Executive Board should be mailed to each member by the Secretary not less than one week prior to the meeting.

Section 2. A majority of voting members of the Executive Board shall constitute a quorum for the transaction of business at a formal meeting, but if less than a majority of the directors are present at said meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

Section C. SPECIAL MEETINGS. Special meetings of the Board of Directors may be called by or at the request of the President or any two directors. Notice of any special meetings of the Board of Directors shall be given by written notice delivered personally or sent by mail or telegram to each director at his 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 telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegram company. Any director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director 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 by-laws. The person or persons authorized to call special meetings of the Board may select a location either within or outside of _____, as the place for holding any special meeting of the Board.

ARTICLE V

OFFICERS AND DIRECTORS

Section A. GENERAL The management of the _____ Professional AISES Chapter shall be by the officers, made up of the President, Vice-President, Secretary, Treasurer and Parliamentarian for a term of one year or until his or her successor is elected and installed in the office. The office of Parliamentarian 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 Executive Board.

Section B. DUTIES OF OFFICERS

Section 1 - 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 National AISES' Constitution, by-laws and AISES Code of Conduct and all resolutions passed by the membership as well as carry out all other duties and responsibilities incumbent upon his office.

Section 2 - 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 3 - 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 by-laws, 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 4 - 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 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 C. BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the officers elected by the _____ Professional AISES Chapter members.

Section 2. The President and Vice-President shall not serve more than two full terms in succession in the same office.

Section 3. If an officer or other director 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 A. The President shall be elected from among the general members of AISES, and other officers from among any chapter members. Election shall be by a majority of the voting members by written 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 ballots. These ballots shall be collected and counted with one officer present. The Secretary shall verify all ballots. Three tellers, one of which is an officer, appointed by the President shall open all ballot envelopes 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 B. The election of officers shall be completed prior to December of each year, with the officers to take office not later than January 1.

Section C. 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 unexplored term, thereby creating a vacancy in the Vice-President position.

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

ARTICLE VIII AMENDMENTS

Proposed amendments to these by-laws shall be submitted in writing and voted upon at the next general membership meeting, and if approved by two-thirds of the membership, the amendment or amendments shall become a part of the by-laws. Amendments to these by-laws shall become applicable as soon as approved by the membership, and shall be put into effect in the normal course of business and elections thereafter.

ARTICLE IV FISCAL

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

Section B. Dues of the Chapter shall be determined by the 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 C. The Executive Board shall have the authority to waive for valid cause the Chapter dues of any member.

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

Section E. 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 Executive Board, one of whom shall be the President or Vice-President.



CHAPTER CONSTITUTION

_____ Professional Chapter

Section A. NAME: The name of this organization shall be the _____ Professional AISES Chapter of the American Indian Science and Engineering Society (AISES).

Section B. PURPOSE: This organization was founded for the purpose of advancing American Indians in science and engineering and related business fields, and support of AISES. Chapter activities to accomplish this purpose include, but are not limited to, the following:

- Provide role models for students and professionals by identifying community contributions of American Indian scientists and engineers.
- Provide support/mentorship for students in the transition from student status to professional status.
- Provide support/mentorship for other professionals by organizing seminars and workshops to develop management, communication, and other skills.
- Provide networking resources by:
 - Establishing community relations.
 - Sharing job opportunities.
 - Organizing student scholarships.
 - Encouraging Sequoyah Fellowships.
 - Maintaining a Speakers Bureau for conferences for high school and college functions.
 - Providing science fair judges.
 - Supporting educational partnerships.
 - Encouraging participation in other technical societies.
 - Educate the public to American Indian capabilities in science and other technical areas.
 - Promote communication among AISES members.
- Nominate and support individuals for AISES Board of Directors.
- Supporting AISES in other ways recommended or allowed by the National Headquarters.

Section C. NON-PROFIT. No pecuniary gain or profit incidental or otherwise to members of this chapter is contemplated. In the event of dissolution of the chapter, the chapter will adopt a plan of distribution which will provide for the distribution of assets remaining after the payment of all debts to AISES or any AISES affiliated entity.

Section D. MEMBERSHIP OPPORTUNITIES. General Membership: General members are American Indians who are recognized by their tribes and hold a bachelors or advanced degree in the Sciences (physical or natural), engineering, forestry, architecture, medicine or related business fields or have related experience. Special Membership: Anyone not qualifying for general membership (those who are not of Indian blood, or who are not scientists or engineers) may apply for a Special Membership. Corporate Membership: This group shall consist of those companies which support the goals and objectives of the _____ Professional AISES Chapter.