

**AMERICAN INDIAN HIGHER EDUCATION CONSORTIUM
31st ANNUAL CONFERENCE 2012**

AIHEC Student Congress Candidate Registration

We would like to officially invite students to the 2012/13 ASC Election Campaign, which will be held during the Annual AIHEC Spring Conference in Rapid City, SD. In this packet, you will find the necessary materials needed to run for the AIHEC Student Congress including:

- List of Positions
- Registration for Candidacy
- Election Schedule
- Candidate Procedure Form
- Campaign Rules and Regulations
- Biography Sheet

If any of the materials listed above are missing, please feel free to contact Cindy Cultee at ccultee@nwic.edu or Carmen Henan at chenan@iaia.edu

We encourage each candidate to campaign with the intent of showing your fellow TCU associated members your leadership skills and ability. Remember this position carries with it responsibilities of management, organization, patience, agility and observation.

Once you have completed the entire packet, please return it to the Election Committee via ASC Advisor Cindy Cultee. **Priority Deadline for Registering for Candidacy is March 12, 2012.** All packets must be received by the end of the filing period Sunday, March 25, 2012 at 8:00 p.m.

We wish you all the best of luck!

LIST OF POSITIONS

President: The President shall preside at all meetings and functions of the Student Congress Board of Trustees. The President shall be responsible for all formal notification of meetings and organizational activities. The President shall also be responsible for all organizational correspondence, records and other documentation related to the official business of the Student Congress and the Board of Trustees. The President may exercise the right to delegate authorities or assign task responsibilities as may be deemed necessary and appropriate. The President shall perform additional duties or functions as may from time to time be delegated by the Student Congress Board of Trustees or by the AIHEC Board of Directors. The President shall serve as the official liaison between the respective member-institutions of the Student Congress and the AIHEC Board of Directors. The President will work with the AIHEC Student Congress Advisor to Conduct Business on behalf of said organization.

Vice President: The Vice President shall assume responsibilities and duties of the President when the President is not officially presiding at all meetings and functions of the Student congress Board of Trustees. The Vice President shall succeed to the office of the President of the Student Congress Board of Trustees if the President resigns his/her position.

Secretary: The Secretary shall act as the official recorder of all meetings and related business actions of the Student Congress Board of Trustees. The Secretary shall maintain official transcripts of minutes in the proper book acquired for that purpose. All such transcripts of official Trustee meetings shall be certified in writing by the Secretary. The Secretary shall be responsible for the maintenance, filing, and storage of any and all transcripts, reports, statements, and other related business documentation as may be required by law or by adopted policies and procedures of the American Indian Higher Education consortium. In general, the Secretary shall perform all duties and functions related to the Office of the Secretary, and will perform other duties as from time to time may be assigned by the Student Congress Board of Trustees, or by the AIHEC Board of Directors.

Treasurer: The Treasurer shall be empowered with the overall responsibility to oversee the execution of any and all financial transactions conducted on behalf of the Student Congress and the Board of Trustees. The Treasurer shall be responsible for reviewing, ascertaining, and following any requirements, guidelines, or regulations related to the expenditures of any and all monies controlled by the Student Congress Board of Trustees. The Treasurer shall make regular financial reports to the Student Congress board of Trustees and, when requested to the AIHEC Board of Directors.

Historian: The Historian shall assume responsibility of maintaining all relevant documentation concerning the history of the AIHEC Student Congress; log all AIHEC Student Congress events, meeting, council members pictures, for the purpose of record and historical memory. The Historian shall petition each college for any relevant historical material that will be placed in the official Student Congress archives, including the names of past award recipients of AIHEC-sanctioned competitions and events including AICF scholarship awards that have been given out as well as provide pictures to the archives. Two archives of the Student Congress will be maintained. A traveling archive of the Student congress will be maintained. A traveling archive will consist of the information processed by the Historian of said year. A permanent archive will consist of all relevant material to the Student Congress for Historical purposes. Said Archive will be housed at a college which will have the best accommodations for records on a permanent basis. It will be the responsibility of the Historian to catalog all information turned into the permanent archive and keep it in historical order and display at the conference each year. It will be understood that the responsibilities for both Archives will be turned over at the annual AIHEC Conference when the outgoing Historian's term of office expires and the incoming Historian has been sworn in which will be signified by an official transfer of duty.

Sergeant-At-Arms: The Sergeant-At-Arms shall have the responsibility of maintaining procedures, protocol, and general order of the AIHEC Student Congress meetings. The primary duty of this position is to monitor meeting activities so as to ensure timely completion of all agenda business. Areas of responsibilities include enforcing Robert's Rules of Order, monitoring discussion time on agenda items, raising points of order, and ensuring appropriate action on all motions on the floor.

Great Lakes Region Regional Representative:

1. Bay Mills Community College
2. College of Menominee Nation
3. Red Lake Nation College*
4. Fond du Lac Tribal Community College
5. Keweenaw Bay Ojibwa Community College
6. Lac Courte Oreilles Ojibwa
7. Leech Lake Tribal College
8. Saginaw Chippewa Tribal College
9. White Earth Tribal & Community College

Midwest Region Regional Representative::

1. Candeska Cikana Community College
2. Fort Berthold Community College
3. Oglala Lakota College
4. Sinte Gleska Univeristy
5. Sisseton Whapeton College
6. Sitting Bull College
7. Turtle Mountain Community College
8. United Tribes Technical College
9. Nebraska Indian Community College
10. Little Priest Tribal College

Mountain/Pacific Region Regional Representative::

1. Blackfeet Community College
2. Chief Dull Knife College
3. Aaniiih Nakoda College (Fort Belknap College)
4. Fort Peck Community College
5. Ilisagvik College
6. Little Big Horn College
7. Red Crow Community College
8. Salish Kootenai College
9. Stone Child College
10. Northwest Indian College
11. Wind River Tribal College*

Southwest Region Regional Representative::

1. Dine College
2. Institute of American Indian Arts
3. Navajo Technical College
4. Southwest Indian Polytechnic Institute
5. Tohono O'odham Community College
6. Haskell Indian Nations University
7. Comanche Nation College*
8. College of Muscogee Nation*

Registration for Candidacy

I, _____
(PRINT NAME)

Have received the AIHEC Student Congress Election Packet

Position:

Tribal University/College

Contact Information (*phone and e-mail*)

Name and Title of TCU Advisor

TCU Advisor Contact Information (*phone and e-mail*)

Candidates Signature and Date

Return complete registration packet to:
Cindy Cultee, ASC Advisor
2522 Kwina Road
Bellingham WA 98226
ccultee@nwic.edu
Fax (360) 736-0136

Election Schedule

- Mach 12 Priority Application deadline - Candidates must have packets and supporting documents turned in to ASC Advisor Cindy Cultee, 2522 Kwina Road, Bellingham WA 98226, ccultee@nwic.edu or Fax (360)738-0136
- March 25 Final Application Deadline 3/25/12 by 8:00 p.m.
- March 25 Meet and Greet Candidates during the Coffee House Event
- March 26 Candidates Forum and Elections ([see Conference schedule](#))
- March 27 Announcement of Elections results and Oath of Office ([during Awards Banquet](#))
- March 27 Transition of Officers Meeting
- TBA Training of New Officers during ASC Summer Leadership Conference

If you have any questions or comments, please feel free to contact any of the Student Congress Members or Advisors Cindy Cultee at ccultee@nwic.edu and Carmen Henan at chenan@iaia.edu

Candidate Procedure and Qualification Form

I _____ would like to be a candidate for the AIHEC Student Congress office
(Print Name)

of _____ for the 2012-2013 academic year.
(Print Office)

Candidate Procedure

1. Potential candidates are required to complete the Registration for Candidacy form
2. Potential candidates are required to complete and return the entire election package to their AIHEC Student Congress or the Election Committee by the end of the filing period (March 25, 2012 by 8:00 p.m.). With Letter of Support from your College.
3. Candidates must attend the Candidates Forum to be held during AIHEC Spring Conference.

Qualifications

A student representative serving on the Student Congress will be selected by the Consortium member-institutions by majority vote. However, each representative must meet the following criteria to be eligible to officially serve. To be eligible for office and during the terms of service, each student representative:

1. Must be an active college student enrolled with a minimum of nine credit hours per term, as established by his or her AIHEC member institution;
2. Must have at least a 2.5 cumulative grade point average (GPA).
3. Must have a letter on file that reflects a general institutional commitment by the college being represented to provide available resources (which includes travel for 4 Meetings) to support the active participation of the Congress officer.
4. Must have a written verification by the registrar or other authorized official of the college certifying that the Candidate meets the aforementioned criteria for eligibility for ASC services. Elected candidates must be willing to assume power of said office at the time of his/her induction.
5. Candidates must understand and agree to all By-laws pertaining to the office they are seeking.
6. Candidates must understand and agree to fulfill and follow the Student Congress Oath and the AIHEC Student Constitution.

By signing this letter, I understand:

- The Candidate Election procedures,
- The qualifications to be a Student Congress Member,
- My qualifications will be checked by Current Student Congress Election Committee
- All campaign rules regarding materials and conduct,
- The campaigning and the elections procedures.

Candidate's Signature Position Date

Campaign Rules and Regulations

1. Any candidate caught violating these rules and regulations may be disqualified. The current AIHEC Student Congress and/or the Elections Committee will make the final decision regarding violations. Violations must be submitted in writing, prior to the last day of the election, to the programs Election Committee in addition to the Advisors of the ASC for review and decision.
2. Appeals may be made to the current year ASC Election Committee and Officers.
3. All material in this packet must be filled out and signed.
4. The current AIHEC Student Congress and the Election Committee encourage campaigning during the Spring Conference which will be held from March 22-27, 2012 in Rapid City, SD.
5. All campaign signs, pins, posters, etc. must meet the approval of the AIHEC Student Congress and/or the Elections Committee (No obscene gestures/wording or mocking of other candidates).
6. Each candidate is responsible for the creation of their campaign material. The Election Committee can assist candidates through the use of available resources on site in a manner that is fair to all candidates.
7. All campaigns are to be run on an individual basis. Pooling of resources through forming a ticket is not allowed.
8. Any questionable campaign materials or activities shall be directed in writing to the current AIHEC Student Congress and/or the Election Committee for consideration. It is the candidate's responsibility to do away with any and all questionable campaign materials immediately following a request to remove.
9. Tampering or removing of any other candidate's campaign material can result in disqualification of the offending candidate.
10. The candidates and/or their representatives must remove any and all campaign materials by the end of the conference on March 27, 2012.

2012-2013 Election Package

11. No candidate or their representative(s) shall tamper with the voting process in any way.
12. Current AIHEC Student Congress running as candidates are not permitted to participate, oversee or facilitate the election process.
13. Each Tribal University/College will have one vote per institution. A 51% of total schools attending the Spring Conference must be present at the Elections being held on March 26th, 2012
14. Any student running as a write-in candidate must have fifty (50) percent of the total votes cast for that office plus one (1) in order to win that office. A write-in candidate that wins the election must submit all documents and meet the requirements of the office. (e.g. GPA requirement) before they can take office.
15. A recount shall be conducted upon written request of a candidate, to the President of the Elections Committee. Requests must be received no **later than 6:00 p.m. on the last day of the conference.**
15. All candidates running for office **MUST** attend and participate in the Awards Ceremony during the 2012 Spring Conference.
16. The Elections results will be announced during the Awards Ceremony

Return complete registration packet to:
Cindy Cultee, ASC Advisor
2522 Kwina Road
Bellingham WA 98226
ccultee@nwic.edu
Fax (360) 738-0136

2012-2013 Election Package

Biography Information

Please print legibly

Name: _____

Position: _____

Tribal College/University _____

Major: _____

Years in School: _____

Biography/Past Achievements:

Platform: (Why you should be elected)

Please include a 3 X5 picture of yourself