

## MEMORANDUM

To: Candidates for AIHEC Student Congress

From: Current ASC Officer

CC: Cindy Dodd, AIHEC Advisor  
Carmen Henan, AIHEC Advisor

Date: March 10, 2009

We would like to officially invite students to the 2009/2010 ASC Election Campaign, which will be held during the Annual AIHEC Spring Conference. 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 your ASC Officers or Regional Representatives.

We encourage each of you 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 or an ASC Advisor. All packets must be returned by the end of the filing period **MARCH 29<sup>th</sup>, 2009**.

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. Fond du Lac Tribal Community College
4. Keweenaw Bay Ojibwa Community College
5. Lac Courte Oreilles Ojibwa
6. Leech Lake Tribal College
7. Saginaw Chippewa Tribal College
8. 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. Si Tanka University?
7. Sitting Bull College
8. Turtle Mountain Community College
9. United Tribes Technical College
10. Nebraska Indian Community College

11. Little Priest Tribal College

**Mountain/Pacific Region Regional Representative::**

1. Blackfeet Community College
2. Chief Dull Knife College
3. Fort Belknap College
4. Fort Peck Community College
5. Little Big Horn College
6. Red Crow Community College
7. Salish Kootenai College
8. Stone Child College
9. Northwest Indian College

**Southwest Region Regional Representative::**

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

# Registration for Candidacy

I, \_\_\_\_\_  
(PRINT NAME)

**Have received the AIHEC Student Congress Election Packet**

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**Position:**

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**Tribal University/College**

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**Contact Information**

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**Name and Title of TCU Contact**

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**TCU Contact Information**

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**Candidates Signature and Date**

## Election Schedule

March 10	Election packets available to the students
March 29	Application deadline - Candidates must have packets and supporting documents turned in by 4:00 p.m. (Coffee House at the Hilton Garden Inn)
March 29	Meet and Greet Candidates During the Coffee House Event
March 31	Candidates Forum and Elections (onsite of Conference) 4:00 p.m.
March 31	Announcement of Elections results and Oath of Office (during Awards Banquet)
March 31	Transition of Officers immediately following the Awards Banquet
TBA	Training of New Officers (allow a 4 days of training/travel)

*If you have any questions or comments, please feel free to contact any of the Student Congress Members or Advisors.*

# Candidate Procedure and Qualification Form

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

of \_\_\_\_\_ for the 2009-2010 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 29, 2009 by 4:00 p.m.). With College Letter of Support.
3. Candidates must attend the Candidates Forum March 31, 2009.

## 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 and during the terms of service, each student representative:

1. Must be an active college student enrolled either full-time or part-time as defined by the individual institutional members of the consortium;
2. Must have at least a 3.0 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 28 – March 31, 2009 in Missoula, Montana
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 available 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 31, 2009.

# 2009-2010 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 oversee or facilitate the election process.
13. Each Tribal University/College will have one vote per school. A 51% of total schools attending the Spring Conference must be present at the Elections being held on March 31, 2009
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.
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 8:00 p.m. on the last day of the conference.**
15. All candidates running for office **MUST** attend and participate in the Awards Ceremony at the 2009 Spring Conference.
16. The Elections results will be announced during the Awards Ceremony

# 2009-2010 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 (colored of yourself)*