The American Indian Science and Engineering Society Professional Chapter Handbook

August 2020
AISES Professional Chapter Handbook

This Handbook is provided to help AISES Professional members to form, govern, maintain Professional Chapters. Provided are all the policies and mandatory forms necessary to establish and maintain a professional chapter. If you have any questions, please contact membership@aises.org.

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I. Introduction

The Mission of AISES

The American Indian Science and Engineering Society (AISES) is a national, nonprofit organization focused on substantially increasing the representation of American Indians, Alaska Natives, Native Hawaiians, Pacific Islanders, First Nations and other indigenous peoples of North America in science, technology, engineering and math (STEM) studies and careers.

The Vision of AISES

The vision AISES is for the next seven generations of Native people to be successful, respected, influential, and contributing members of our vast and ever-changing global community.

History

AISES was founded in 1977 by American Indian scientists, engineers and educators. In view of the high dropout rates and low college enrollment and graduation rates of American Indians compared with all other ethnic groups in the United States, and the severe under-representation of American Indians in the science and engineering fields, Native professionals resolved to create an organization that would identify and remove the barriers to academic success for Native students.

AISES is a non-profit organization with 501© 3 status, and is primarily funded by government and private contracts, as well as other donations, contributions, and revenue from membership dues. Through a variety of educational programs, AISES offers financial, academic and cultural support to American Indians and Alaska Natives from middle school through graduate school. AISES builds partnerships with tribes, schools, other non-profit organizations, corporations, foundations and government agencies to realize its goals. AISES especially helps American Indian and Native Alaskan students prepare for careers in science, technology and engineering.

Organizational Structure

AISES is governed by a 12-person Board of Directors. The Board is supported by Student Representatives from Canada and the United States, as well as by Professional Chapter Council. The Chief Executive Officer, and her team, manage the administrative and programmatic operations of AISES. Additionally, AISES is guided by our Council of Elders. For current information about the AISES Board of Directors, Advisory Councils, Council of Elders, and Staff please see: https://www.aises.org/about
AISES Regions

AISES chapters are divided into seven regions, with a Regional Student Representative for each region. Note: Alaska is in Region 1; Canada is split among Regions 1, 5 and 6; Hawaii is part of Region 2; the Upper Peninsula of Michigan is within Region 5.

Region 2 (West): California, Hawaii and Nevada
Region 3 (Southwest): Arizona, Colorado, New Mexico and Utah
Region 4 (South-Central): Arkansas, Kansas, Louisiana, Missouri, Oklahoma and Texas
Region 5 (Upper Midwest): Manitoba, Saskatchewan, northwestern Ontario, western Nunavut, Iowa, Illinois, Michigan – Upper Peninsula, Minnesota, Nebraska, North Dakota, South Dakota and Wisconsin
Region 7 (Southeast): Alabama, Delaware, District of Columbia, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia
Canadian Region (.caISES): Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Nunavut, Ontario, Prince Edward Island, Quebec, Saskatchewan and Yukon

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**Safe Camp**

The AISES professional chapters are expected to be a “Safe Camp,” meaning this is a welcoming, inclusive, supportive and safe environment for all our AISES family members regardless of race, color, sex, religion, sexual orientation, or gender expression/identity. Safe Camp includes recognizing the AISES Code of Conduct and anyone found violating the code will be asked to leave the conference immediately. Please contact any AISES staff member or a member of the Board of Directors if you have any questions.

**Code of Conduct**

AISES was established with the goal of developing Native professionals and leaders in the areas of science, technology, engineering and math. Considering this goal, the first student leaders of AISES developed a set of principles that prohibited alcohol, illegal drugs, and harassment. These principals have become core values of the organization and are incorporated as the Code of Conduct.

The AISES Code of Conduct promotes professional development and personal growth by strictly prohibiting the use of intoxicating drugs or alcohol and all forms of harassment and discrimination. This code is meant to reflect the ideals of our Native communities by establishing an expectation that we agree to protect and promote the well-being and growth of all people. This code is expected to be honored when individuals are representing the AISES organization and by all persons participating in AISES activities. To this end, each person is asked to adhere to this code and promote its intent by refraining from prohibited activities and encouraging others to do the same.

AISES will continue to maintain the Code of Conduct as a symbol reflective of the teachings and values of our ancestors. The Code of Conduct represents the ideas and visions set forth by the AISES founders and the student leadership. AISES values and respects the rights and privileges of others and asks that you honor the AISES organization, its mission, and the family of AISES by adhering to this Code of Conduct.
II. AISES Professional Chapters

Why Become a Chapter?

Professional chapters provide AISES professional members a forum to come together to network, to give and receive professional development, to offer fellowship with individuals with similar goals, dreams, and expertise. Professional chapters can provide a sense of community and long-term support for its members; a place to relate to one another to discuss opportunities, challenges, and intellectual pursuits.

Benefits of Chapter Membership

- **Enhance your network**: Meet people with similar interests through participation in AISES conferences and workshops.
- **Take charge of your career**: AISES provides opportunities to develop leadership and networking skills at its annual events.
- **Stay Inspired and Stay Motivated**: Continue to build relationships by having access to an international community of Indigenous professionals.
- **Become a mentor**: Become a mentor for the next generations of Indigenous people.
- **Broaden your knowledge**: Through participation in conference workshops and presenting your technical work.
- **Be a Leader**: Become a Chapter Officer, engage with the professional chapter council, and be recognized through professional awards.
- **Give back to the community**: Become active in community service.

Ultimately, while AISES Headquarters offers support to strengthen Chapter activities, it is the individual chapters that play the most important role in a Chapter’s identity and effectiveness.

AISES Professional Membership

Each AISES Professional Chapter must have a minimum of five AISES members, three of which must be General Members. **All Chapter participants must be individual members of AISES.** Professional Membership dues are $65 annually. (Membership dues waivers are available for recent college graduates and anyone facing financial hardship.) Join or renew your membership at this link- [https://www.aises.org/membership](https://www.aises.org/membership).
III. Forming an AISES Professional Chapter

AISES Professional Chapter applications are available here: https://www.aises.org/professionals/starting-professional-chapter. Completed and submitted applications will be reviewed, and if accepted, the submitter will be notified via email and a welcome letter will be sent to the address provided in the application.

Forming an AISES Professional Chapter requires the following information:

1. Completion of the Application for the Establishment of a Professional Chapter must be signed by the Chapter President. Therefore, the first step will be to determine a Chapter President.
   a. This form is a formal request to establish an official AISES Professional Chapter and it must be included in the application packet submitted to the AISES National office for approval. The application packet must also include the other documents listed below.

2. Verification of at least five current AISES memberships
   a. Each AISES Professional Chapter must have a minimum of 5 members to petition for chapter formation. Three of these members must be General Members. As noted previously, all Chapter members must submit individual Membership Applications to become members of AISES.
      i. More information regarding the two types of AISES membership can be found at https://www.aises.org/membership/rules
   b. Visit the AISES website to become a member http://www.aises.org. Click on the “Become a Member” button in the upper right-hand corner of the page. From there, just follow the steps.

3. Professional Membership dues are $65 annually.
   a. Waivers are available for recent college graduates and anyone facing a financial hardship.

AISES membership is open to all individuals. Any individual or group that fulfills the AISES Mission statement is integral to the organization and is willing to attain the common goal of working together to bridge science and technology with traditional Native values is a welcomed addition to AISES.

If there is uncertainty about the membership status of a chapter member please call AISES at (505) 765-1052 or send an email to membership@aises.org with any questions.

4. Adoption of AISES’ Code of Conduct and Safe Camp Policy. Review, discuss, and sign and date these forms.
a. The AISES Code of Conduct and Safe Camp Policy must be signed by the Chapter President. By signing the forms, Chapter members acknowledge that they have read, understand and accept the duties and responsibilities set forth in the AISES Code of Conduct and Safe Camp Policy.

5. Signed copy of the *AISES Professional Chapter Affiliation Agreement*.
   a. A chapter must demonstrate that it will operate in accordance with the AISES Code for the Governing of Professional Chapters.
   b. A copy of the Code signed by the Chapter President must be included with your application. The signed code indicates that the Code was adopted at a regularly scheduled meeting of the organizing committee.
   c. **A new agreement needs to be signed annually.**

6. Signed copy of the *AISES Professional Chapter Bylaws*.
   a. A Chapter must demonstrate that it will operate in accordance with the Bylaws and reasonable rules of operations and regulations that may be established by the AISES Board of Directors.

After completing these requirements, please send your completed application and supporting documents to:

AISES — Engagement and Advocacy Department
4263 Montgomery Blvd. Suite 200
Albuquerque, NM 87109

or email to: membership@aises.org

All forms and sample templates can be found on the AISES website at: https://www.aises.org/professionals/starting-professional-chapter

**New Chapter Recognition**

Once the completed application is received, it will be reviewed for consideration. If the Chapter application packet is incomplete, the submitter will be notified of missing documents and/or forms. No action will be taken on the application until all required documentation is received. The application will then be submitted to the AISES Membership Committee, once accepted it will be sent to the AISES Board of Directors for approval. Upon approval the Chapter Vice-President and President, will be added to the AISES Chapter Directory website. All Chapter Officers will be added to listservs.

**Important Requirements for AISES Professional Chapters**

As an AISES Professional Chapter, you will be required to submit the following annual reports via this link: https://www.aises.org/professionals/maintaining-professional-
chapter. Check out this link for more information on what is included in the report.

Report Deadlines:

- Annual Chapter Report – Due January 20th of each year
- A new AISES Professional Chapter Affiliation Agreement needs to be signed and sent to AISES HQ annually.

Any Chapter that fails to submit the required annual report by January 31st will be recommended to the AISES Board of Directors for the loss of their charter.

**Reactivation of Inactive Chapters**

AISES Headquarters will consider reactivation of a Professional Chapters on the case-by-case basis. Please direct your questions about reactivation to membership@aises.org.

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**IV. Maintaining an AISES Professional Chapter**

**Chapter Financial Management and Banking**

AISES Professional Chapters benefit from operating under AISES’ non-profit status and Federal Employer Identification Number (FEIN). Funds raised by a Chapter are for the Chapter to use, but they ultimately belong to AISES. Chapters must adhere to the following policies if they will have a bank account:

- An AISES officer must be a signer on all Professional Chapter bank accounts in order to have access to the bank account. However, AISES will not sign checks.

- If Chapter funds are discovered to be used for anything other than Chapter related expenses, Chapter members can be held accountable according to the Law, banned from AISES membership, and the entire Chapter could lose its charter. Chapter leadership must be vigilant about the use of AISES funds – these are donations to be used to support STEM students and professionals and not for personal gain.

- Chapters may have up to $25K in their bank account at one time. Individual grants cannot be more than $20K, without approval of the AISES Board. If additional grants are needed, then Chapters must have express permission from
AISES Headquarters and Headquarters will hold the funds in an account for the Chapter.

• Donations from one donor for $5K or more need to be detailed in the annual financial information report and must be accompanied by an image of the check(s). If the full name and contact information from the donor is not listed on the check then please include this information on a separate “Donor Report.” There will be a question on the annual report and a place to upload the check image. See example report in Appendix ....

• Chapters may not incur any expenditure obligation over $9,999 to any single vendor or person, without the prior written consent of AISES Headquarters.

• All expenditures must have receipts to back up the charges. Receipts should be scanned and maintained in a secure, electronic file along with the corresponding financial report. Each expenditure should be described in detail including a vendor name, purpose of the expenditure, and other important details including the actual date of the expenditures or events.

To maintain a Chapter in good standing, submit an annual report on Chapter members, activities, financial information report, including bank statements (if applicable), and meeting minutes. All income and expenses will be recorded on AISES’ federal and state income tax returns. Reports are due January 20th.

Late or incomplete reports could lead to the loss of a Professional Chapter’s charter. It is imperative that complete reports be submitted to AISES Headquarters on time. A Chapter will be considered on probation after missing one annual report deadline. Any Chapter that fails to submit the required annual report by January 31 will be recommended to the AISES Board of Directors for the loss of their charter.

Chapters must report any changes to Chapter leadership or members as they occur.

**Officers: Guidelines and Requirements**

AISES Professional Chapters are encouraged to hold election of officers. The election of Chapter officers shall be completed prior to December of each year, with the officers to take office not later than January 1. To be eligible for an officer position, the following criteria must be met at the time of election and throughout the professional’s tenure:

1. Is a member in good standing with AISES;
2. (Except for new Chapters) shall have been a member of the Chapter during the previous term;
3. Has indicated an understanding of the duties required and is available and willing to serve if elected.

General Office Duties

The following information is not inclusive of all duties and responsibilities of officers in AISES Professional Chapters. It is provided as a general outline of the type of duties which could be accomplished by the various positions. Regardless of the position type all Chapter officers should demonstrate leadership, professionalism, and accountability. Chapters may have additional criteria for holding an office. These positions are instrumental to the efficient and effective operation of an AISES Professional Chapter.

| PRESIDENT | The President serves as the chapter leader, presiding at all meetings unless he/she designates another person. As a spokesperson for the group, the president meets with the other leaders of Professional Chapters, community, and private industry. In all chapter activities, the president should keep in mind that he/she is a representative of both present and future AISES members. A good leader should facilitate maximum member participation in order to ensure a strong chapter. The responsibilities of this position tend to include but are not limited to:
| • Preside over regularly scheduled meetings.
| • Assign duties to committee chairs or officers.
| • Ensure the planning and promotion of activities proceed in a timely manner.
| • Assist chapter members or officers in the implementation of events. |

| VICE PRESIDENT | The duties of the Vice-President are to preside in the absence of the president. The Vice-President must be up to date on all chapter activities and communication. The responsibilities of this position tend to include but are not limited to:
| • In the absence of the President, preside over regularly scheduled meetings.
| • Assist the President in responsibilities related to that office.
| • Consult with President on a regular basis.
| • Demonstrate leadership ability and strong organizational skills. |

| TREASURER | The Treasurer (or Secretary-Treasurer), as financial officer of the Chapter, is authorized to receive and disburse all funds under the direction of the Executive Committee of the Chapter. The treasurer is also responsible for any chapter account to which the chapter might have access. The treasurer should keep the officers and members informed about the organization’s financial activities. The responsibilities of this position tend to include but are not limited to: |
### Secretary

The duties of the secretary are to maintain complete and accurate records including membership, minutes of meetings, and correspondence files. The responsibilities of this position tend to include but are not limited to:

- Attend all regularly scheduled meetings.
- Record minutes and take roll of the members.
- Transcribe minutes of meeting within one week of the meeting.
- Maintain a notebook of official meeting minutes throughout the year.

### Optional Positions

Student Outreach, Public Relations Officer, Membership Officer, Professional Development and Awards, Webmaster

### Create Online Chapter Resources

Consider creating additional online Chapter Resources for your members such as a Chapter website, Twitter, Instagram, Facebook, LinkedIn account, and others.

### AISES Logo Usage

Chartered AISES chapters/organizations (high school, college, professional, and tribal) may use the AISES logo without permission from AISES. For more information please see the AISES logo use guidelines at [https://www.aises.org/resource-center/media](https://www.aises.org/resource-center/media).

If your chapter would like to create a logo for your chapter, it must be sent to AISES HQ for approval. For more questions please contact Montoya Whiteman, Director of Marketing and Communications at [Info@aises.org](mailto:Info@aises.org).
V. Opportunities for AISES Professional Chapters and Members

AISES Professional Chapter Awards Program

Professional Chapter Awards
The Professional Chapter Awards Program is modeled after the Professional of the Year Awards, with two categories chapters will be considered based on the following: Impact to the AISES mission, Community Service, Professional Development, and Innovative Chapter activities. Chapters compete in the following categories: Outreach and Community Service and Professional and Chapter Development.

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<tr>
<th>Outreach and Community Service</th>
<th>One award will be given to the Chapter that has organized and conducted community service projects, developed outreach strategies to included AISES K-12 schools and schools within their community. The Outreach &amp; Community Service Award will be evaluated on the following criteria:</th>
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<tbody>
<tr>
<td></td>
<td>1. Community Service Activities</td>
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<td>2. Outreach Programs</td>
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<td></td>
<td>3. Chapter community service and outreach success story</td>
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<td></td>
<td>4. Uniqueness of chapter’s community service and outreach</td>
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<td>5. Adherence to AISES Principles</td>
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<tr>
<th>Professional and Chapter Development</th>
<th>One award will be given to the chapter that offers programs and opportunities for professional and leadership development for their members through chapter activities, seminars, guest speakers, etc. The Professional &amp; Chapter Development Award will be evaluated on the following criteria:</th>
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<tbody>
<tr>
<td></td>
<td>1. Professional Development Program</td>
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<td>2. Chapter Development Program</td>
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<td>3. Participation</td>
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<td>4. Social Program</td>
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<td>5. Uniqueness of chapter’s personal and chapter development programs</td>
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<td>6. Adherence to AISES Principles</td>
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All forms and sample templates can be found on the AISES website at: https://www.aises.org/professionals/chapter-awards-program
AISES Advisory Councils

Become an active voice and informed member of AISES by joining one of our Advisory Councils.

| Academic Advisory Council (AAC)          | The AAC provides advice and guidance to AISES regarding academic matters such as grant proposal writing, educational and research project design, faculty careers, college admissions and financial aid, postgraduate study and fellowship opportunities, research opportunities, and other higher education opportunities. The Council engages in issues including, but not limited to:
|                                         | • Providing recommendations concerning the scientific and technical merit of grant proposals and projects.
|                                         | • Providing recommendations concerning protections for human subjects and other areas as applicable for grant proposals or projects.
|                                         | • Making recommendations concerning appropriateness of budget requests for grant proposals and projects.
|                                         | • Providing mentorship to AISES student members who are interested in pursuing a career in Academia.
|                                         | • Supporting AISES' activities and chapters at ACC members' colleges and universities.
|                                         | • Alerting AISES to potential grant funding and institutional partnership opportunities.
| If you are interested in joining the Academic Advisory Council, please contact Kathy DeerInWater, Chief Program Officer at info@aises.org |
| Canadian Indigenous Advisory Council (CIAC) | The CIAC consists of representatives from the Canadian Indigenous science, technology, engineering, and math (STEM) community. The primary role of the CIAC is to advise AISES on issues of relevance and importance to its Canadian Indigenous (Status and Non-Status First Nations, Metis and Inuit) members. In addition, the CIAC also works to assist AISES in creating opportunities for Canadian Indigenous members and to support the AISES mission of substantially increasing the representation of Canadian Indigenous Peoples in engineering, science, and other related technology |
The Canadian Indigenous Advisory Council:

- Advises AISES on issues important to Canadian Indigenous chapters and members.
- Assists in the formation of professional and post-secondary chapters of AISES in Canada.
- Encourages K-12 Canadian Indigenous educator and student participation in AISES programming, where appropriate.
- Serves as a liaison between the Canadian Indigenous STEM community and AISES.
- Provides networking opportunities for Canadian Indigenous AISES chapters and members.
- Promotes communication between Canadian Indigenous AISES chapters and members.
- Serves as an advocate to publicize Canadian Indigenous content in *Winds of Change Magazine* and on the AISES website.
- Represents the CIAC at regularly scheduled AISES Board meetings by sending at least one co-chair.
- Provides input to National Conference proceedings in order to increase relevance for Canadian Indigenous AISES members.
- Promotes, assists and supports AISES in hosting a gathering of Canadian Indigenous AISES members and allies at the National Conference.
- Supports AISES in developing a biennial conference held in Canada to serve Canadian Indigenous AISES chapters and members.

If you are interested in joining the Canadian Indigenous Advisory Council, please contact Lisa Paz, Senior Director of Engagement and Advocacy at Info@aises.org

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<tr>
<th>Corporate Advisory Council (CAC)</th>
<th>AISES’ CAC is a professional association of corporate representatives who support AISES in its mission of increasing the number of Native people in STEM. The CAC provides industry advice and counsel for the AISES CEO and the Board of Directors by:</th>
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<td>• Providing scholarships, internship programs and/or employment opportunities.</td>
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| Government Relations Council (GRC) | The GRC is comprised of U.S. Government employees. The GRC establishes and supports working relationships between Federal government agencies and AISES, and identifies government resources, develops strategies, and promotes government careers in support of AISES' mission by:

- Assisting in the placement of Native people into government jobs, by working closely with AISES student chapters, and colleges and universities.
- Coordinating and participating in government sponsored workshops at the AISES National Conference, Leadership Summit, and Regional Conferences.
- Identifying federal funding opportunities for AISES.
- Supporting student and professional chapter events.
- Identifying federal internship and employment programs.

If you are interested in joining the Government Relations Council, please contact Alicia Mitchell, Senior Development Officer at info@aises.org |

|  | Participants in and supporting AISES events through sponsorships, presentations, and providing career information and resources.
- Supporting student and professional chapters in their local areas.
- Providing industry expertise and guidance related to current/projected employment trends and needs.
- Developing support for AISES consistent with individual company capabilities, including financial contributions, in-kind gifts and human resources.
- Assisting AISES in fundraising efforts through networking and participation.
- Facilitating effective public relations for AISES activities via coverage in company publications.

If you are interested in joining the Corporate Advisory Council, please contact Kellie Jewett-Fernandez, Director of Business and Program Development at info@aises.org |
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<th>Professional Chapter Council (PCC)</th>
<th>The PCC consists of representatives of the AISES professional chapters whose goal is to provide guidance and representation for professional chapters, to advise AISES on issues important to professional chapters and members, to increase opportunities for AISES professionals, and to support the AISES mission by:</th>
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<td>• Meeting quarterly to support and represent the AISES professional chapters.</td>
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<td>• Advising AISES on issues important to the professional chapters and members.</td>
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<td>• Supporting the formation of additional professional chapters.</td>
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<td>• Assisting professional chapters in fundraising ideas and programs.</td>
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<td>• Serving as a liaison between professional chapters and AISES Headquarters.</td>
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<td>• Assisting professional chapters to recruit new members and retain current members.</td>
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<td>• Assisting professional chapters in providing professional development for members.</td>
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<td></td>
<td>• Providing networking opportunities for professional chapters and members.</td>
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<td></td>
<td>• Assisting professional chapters in their outreach to AISES students and student chapters.</td>
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<tr>
<td></td>
<td>• Reviewing professional chapter Affiliation Agreements and Professional By-laws and presenting any proposed changes to AISES Headquarters.</td>
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<tr>
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<td>• Promoting communication between professional chapters.</td>
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<td>• Having the PCC Chair represent the PCC at regularly scheduled AISES Board meetings.</td>
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<td>• Providing input for the Professional Members Dinner at the National Conference.</td>
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<td>If you are interested in joining the Professional Chapter Council, please contact Lisa Paz, Senior Director of Engagement and Advocacy at <a href="mailto:Info@aises.org">Info@aises.org</a></td>
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<td>Tribal Nations Advisory Council (TNAC)</td>
<td>The TNAC of AISES consists of representatives from Tribal Nations in the United States and Canada. The primary role of the TNAC is to advise AISES on issues of relevance and importance to Tribal Nations. In addition, the TNAC also works to assist AISES in creating opportunities for Tribal Nations and their citizens, and to support the AISES’ mission of</td>
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substantially increasing the representation of Indigenous Peoples of North America in Science, Technology, Engineering, and Math.

The Tribal Nations Advisory Council:

- Advises AISES on issues important to tribal AISES chapters and their members.
- Participates in and supports AISES events through sponsorships, presentations, and providing career information and resources.
- Assists in the formation and development of Tribal AISES Chapters.
- Encourages K-12 Tribal educator and student participation in AISES programming.
- Provides scholarships, internship programs, and/or employment opportunities.
- Provides expertise and guidance related to current/projected employment trends and needs in Tribal communities.
- Develops tribal support for AISES including financial contributions, in-kind gifts, and human resources.
- Assists AISES in fundraising efforts through networking and participation.
- Serves as a liaison between Tribal Nations and AISES.
- Provides networking opportunities for tribal AISES chapters and members.
- Serves as an advocate to publicize content in *Winds of Change Magazine* and on the AISES website to represent Tribal Nations.
- Represents the TNAC at regularly scheduled AISES Board meetings by sending at least one co-chair.
- Provides input to AISES National Conference proceedings to increase relevance for Tribal Nations.
- Promotes, assists, and supports AISES in hosting a gathering of Tribal Nations’ representatives at the AISES National Conference and other Native-focused events.

If you are interested in joining the Tribal Nations Advisory Council, please contact Shayna Gutierrez, Tribal and Business Development Officer at Info@aises.org
Appendix A-AISES Full-Circle Mentorship Program

AISES is unveiling its Full-Circle Mentoring opportunity for up to fifty AISES college and professional members. Peer-to-peer mentorship for students and mentorship for AISES pre-college members is still in development.

As part of the Full-Circle Mentorship program and with AISES staff coordination, participants will co-create a mentorship plan, check-in periodically, and are encouraged to participate in webinars to enhance their mentorship relationship. Applications will be reviewed and accepted on a first come, first serve basis until filled. Mentorship matches will be made by early summer.

Benefits of being a Mentor

- Improve communication and interpersonal skills
- Develop leadership and management qualities
- Increase your confidence and motivation
- Engage in a volunteering opportunity, valued by employers
- Enhance your resume/CV
- Reinforce and gain recognition for your skills and experience
- Improved sense of fulfillment and personal growth

Eligibility

- Must be a current AISES member
- College students are only eligible to be mentees.
- Early career professionals are eligible to be both a mentee and a mentor. Early career professionals are those who have less than 10 years’ experience in their career.
- Mid-career professionals on up are only eligible to be mentors.

Contact AISES at Info@aises.org for more information.

All forms and sample templates can be found on the AISES website at: https://forms.aises.org/full-circle

Appendix B- AISES Ely S. Parker Award

The Ely S. Parker Award is the highest honor bestowed by AISES, given in honor of a man who was the first recognized American Indian scientist/engineer. Parker made many civil engineering contributions and was a Chief of the Seneca and a Union Army General.
The purpose of the award is to recognize those Indigenous leaders who most clearly embody AISES' mission and goals through their achievements and contributions to science, technology, engineering, and math. Members of the Board of Directors, officers, staff, and corporate sponsors are not eligible.

**Eligibility**

The nominee must be an experienced Indigenous professional who has or has made significant contributions in STEM education or the STEM workforce. AISES membership is not required. The nominee will be evaluated on the following criteria:

1. Contribution to and impact on the Indigenous STEM community;
2. Contribution to and impact on the Indigenous community educational community;
3. Uniqueness and innovativeness of his/her contributions;
4. Scope and level of responsibilities;
5. Ability to overcome obstacles facing minorities in his/her field;
6. Potential as a role model; and
7. Overall quality of the nomination package

**Selection and Notification**

The AISES Board of Directors will make a selection based upon the criteria listed above.

The awardee and nominating individual will be notified in early-August that the candidate has been chosen by AISES to receive the Ely S. Parker award. The awardee will be invited to accept the award at AISES National Conference.

All forms and sample templates can be found on the AISES website at: [https://forms.aises.org/ely-s-parker](https://forms.aises.org/ely-s-parker)

**AISES Professional Awards**

The American Indian Science and Engineering Society (AISES) is proud to announce that nominations are being accepted for the AISES Professional Awards.

The AISES Professional Awards were established to provide recognition for outstanding American Indian and Alaska Native professionals in science, engineering and technological related disciplines while assisting with the advancement of American Indian and Alaska Native professionals, role models and future leaders.

To view previous awardees visit: [https://www.aises.org/professionals/programs](https://www.aises.org/professionals/programs)

For any questions, please contact AISES at [Info@aises.org](mailto:Info@aises.org).
| Executive Excellence | The nominee must be an experienced upper-level manager or a career engineer, scientist, professional, or academician who has significant organizational and budget responsibilities. The Executive Excellence nominee will be evaluated on the following criteria (100 points total):

- Uniqueness of his/her obtained goal (20 points)
- Level of responsibilities (20 points)
- Degree of discipline for level of performance (20 points)
- Ability to overcome obstacles facing minorities in his/her field (20 points)
- Potential as a role model (10 points)
- Demonstrated involvement with American Indian, Alaska Native, Native Hawaiian, Pacific Islander, First Nations and/or other indigenous people of North America community (10 points) |

| Technical Excellence | The nominee must have made a significant contribution to science, engineering or technology by having designed, developed, managed or assisted in the development of a product, service, system or intellectual property. The Technical Excellence nominee will be evaluated on the following criteria (100 points total):

- Uniqueness of his/her research (20 points)
- Degree of impact work has on humankind (20 points)
- Patents or Published works (20 points)
- Potential as a role model (20 points)
- Demonstrated involvement with American Indian, Alaska Native, Native Hawaiian, Pacific Islander, First Nations and/or other indigenous people of North America community (20 points) |

| Most Promising Engineer or Scientist | The nominee must be a professional engineer or scientist with less than five years’ experience after earning his/her last degree. The candidate’s early technical contributions should already indicate a promising career. The Most Promising Engineer or Scientist will be evaluated on the following criteria (100 points total):

- Uniqueness and or innovation of contributions to organization (20 points)
- Leadership abilities and/or initiative (20 points)
- Professional and technical achievement to date (20 points)
- Potential for advancement (20 points)
- Demonstrated involvement with American Indian, Alaska Native, Native Hawaiian, Pacific Islander, First Nations and/or other indigenous people of North America community (20 points) |
### Blazing Flame

As embedded in the AISES logo, the Blazing Flame Award is presented to an individual who blazes a path for American Indian, Alaska Native, Native Hawaiian, Pacific Islander, First Nations and other indigenous people of North America in STEM careers. This award recognizes individuals with 10+ years of professional experience with significant accomplishments in advancing STEM education and careers. The nominee may or may not have a technical background. The Blazing Flame applicant will be evaluated on the following criteria (100 points total):

- Potential as a Role Model (25 Points)
- Impact of effecting change within their organization (25 Points)
- Advocacy and achievements of promoting American Indian, Alaska Native, Native Hawaiian, Pacific Islander, First Nations and other indigenous people of North America in STEM (25 Points)
- Supports and leads Diversity and Inclusion (25 Points)

### Indigenous Excellence

The Indigenous Excellence award is to acknowledge individuals who have done substantial work to advance programs and opportunities for Indigenous students and professionals in STEM education and careers. Professionals with 10+ years of experience working within his/her tribal/Indigenous community and/or in support American Indian/Indigenous people at the national level will be recognized. The nominee may or may not have a technical background. The nominee will be evaluated on the following criteria (100 points total):

- Service as a role model or mentor for American Indian/Indigenous youth and adults (25 pts)
- Demonstration of leadership within his/her tribal/Indigenous community and/or in support American Indian/Indigenous people at the national level (25 pts)
- Effecting positive change within his/her tribal/Indigenous community and/or in support American Indian/Indigenous people at the national level (25 pts)
- Advocacy and achievement in promoting Indigenous people in STEM education and/or careers (25 pts)
Based on the overall evaluation of the categories, the most outstanding of all nominees will be selected as the AISES Professional of the Year. From the remaining nominees, an award recipient will be selected for each nomination category.

**Application:**

- Please refer to the Award Categories to select the award that best suits the candidate.
- Verify that the candidate meets the qualification requirements.
- Collect/complete the following items required for the nomination package
  - Nominee demographic, educational and employment information
  - Nominator contact information
  - Formal Statement addressing nominee’s qualifications
  - Biography
  - Resume/Curriculum Vitae
  - Letters of Recommendation (2-3)
  - Recent high-resolution color photograph of nominee
  - Position Description
  - Organization Personnel Chart (Required for Executive Excellence nominees)
  - Additional supporting documentation

Additional information can be found at: [https://forms.aises.org/2020-poy](https://forms.aises.org/2020-poy)

**Appendix C- AISES National Conference**

The AISES National Conference has become the premier event for Indigenous STEM professionals and students, attracting over 2,000 members and attendees from the U.S. and Canada.

The annual AISES National Conference is a one-of-a-kind, three-day event focusing on educational, professional and workforce development! Attendees include Native high school and college students, educators, professionals, tribal nations and tribal enterprises, universities, corporations, and government agencies.

The National Conference works towards achieving the AISES mission by providing students and professionals access to career pathways, professional and leadership development, research, and networking that is also meaningfully incorporates Native culture into this signature event.
Highlights Include:

- The largest College and Career Fair in Indian Country
- Research Competitions
- Impressive Keynote Speakers
- Industry Partner and University Tours
- Multi-sessions and Multi tracks in STEM, Business, Research and Education Topics
- Student Awards Luncheon
- Networking Suites
- Closing Awards Ceremony and Banquet
- Traditional Native Powwow and Native Artisan Marketplace
- STEM Activity Day
- hackAISES

.caISES Gathering

The Canadian Indigenous Science and Engineering Society (.caISES) gives Indigenous STEM students, professionals, and allies in Canada an opportunity to gather, connect, and create long-lasting relationships through the annual .caISES gathering.

AISES Leadership Summit

The Leadership Summit is perfect for students from high school through postdoc – as well as emerging and mature professionals – who want to hone the myriad skills they will need to be at their best in this rapidly changing world. The AISES Leadership Summit delivers on strategies that equip Native science, technology, engineering and math (STEM) students and leaders with knowledge, tools, and wisdom to succeed within the organizational structures in their work or academic lives. Through session and workshops, Leadership Summit participants learn how to fulfill their potential as STEM leaders as they pursue their career and academic goals. We invite you to join us and experience an innovative leadership development program that incorporate relations, collaboration, and cultural foundations that will inform and support the unique leader in you.

The Summit is leadership in action from elders, mentors, researchers, students and professionals that supports the emotional and the motivation in all of us. Together participants inform, interpret, and utilize STEM skills, knowledge, and opportunities to meet challenges, solve problems, build student readiness, and spark innovation that gives individuals the ability to compete in highly competitive global economy.

Goals of the Leadership Summit

- Enhance the skill, talent, and knowledge of AISES members in various career development paths and career ladders
• **Develop** AISES professional members as role models for the AISES college and graduate students

• **Provide** AISES members with support and **build** their **confidence** to transition into the STEM workforce

• **Provide** an environment that allows AISES members to “linger and learn” from each other and others

### AISES Regional Conferences

Every spring the seven Regional Conferences gather student and professional members to champion each other and expand their knowledge and skills through a wide variety of workshops and sessions.

Regional Conferences are typically held at college campuses, hosted by the school’s AISES Chapter. Many professional members participate as mentors and speakers, sharing their expertise and facilitating discussions in areas like engineering, environmental science, or on crossovers between traditional ecological knowledge and western science.

<table>
<thead>
<tr>
<th>Regional Conferences</th>
<th>Region 1, Region 2, Region 3, Region 4, Region 5, Region 6, and Region 7</th>
</tr>
</thead>
</table>
VI. Chapter Resources

Running a Chapter Meeting

Professional Chapters are encouraged to have regularly scheduled meetings. This is an example of an agenda that may help you run your meetings:

Monthly AISES Chapter Meeting
April 30, 2020
1PM Mountain time

Attendees:
List Chapter officials and members in attendance.

Agenda

1. Call to Order (1 minute)
   *Officially state the meeting
2. Introduction & Welcome (5 minutes)
   *President welcomes members to the meeting
3. Treasurer’s Report (5 minutes)
   *Treasurer gives report of account balance and provides an update on the financial status of the club
4. Secretary’s Report (5 minutes)
   *Secretary provides summary of last meeting
5. Old Business (10 minutes, if necessary)
   *President leads discussion of any business that was not decided during the last meeting
6. New Business (20 minutes)
   *President leads discussion of new business and members votes, if needed
7. Schedule Next Meeting (5 minutes)
   *Chapter decides when and where the next meeting will be held
8. Adjournment (1 minute)
   *Meeting is closed

We encouraged chapters to develop their own strategy for running a meeting. Chapters should create an agenda for each meeting to ensure meetings are conducted in an organized and timely manner. Creating agendas help when transitioning to new leadership at the end of the year – new leadership can easily access your past chapter activities.
Recruiting and Retaining Members

New and consistent membership is important to the success of an AISES Professional Chapter. Your Chapter will benefit from devoting time and energy to the recruitment and retention of members.

Recruiting Members

<table>
<thead>
<tr>
<th>Social Media</th>
<th>Social Media is an easy way to reach many Professionals. Chapters should create online resources and list upcoming events. This not only lets individuals know more about your chapter, but it also makes others aware of the chapter’s existence.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AISES Resource</td>
<td>Ask AISES to send an email on your chapter’s behalf to encourage members to join your Professional Chapter.</td>
</tr>
<tr>
<td>Phone Calls or Email</td>
<td>Organized phone calls and emails are a good means of follow-up once you’ve received an email/phone call from potential members. Chapter members can share the task with each caller/sender being responsible for contacting a specific number of people.</td>
</tr>
</tbody>
</table>

*Tip: Offering a Chapter email or social media page are quick and simple ways for interested Professionals to find information on Chapter events, meeting, and other shared information.

Retaining Members

<table>
<thead>
<tr>
<th>Organization</th>
<th>Staying organized will mostly help your chapter retain its members.</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Tip:</td>
<td>Create a calendar that can be shared within your chapter that list upcoming group activities/fundraising and meetings.</td>
</tr>
<tr>
<td>Welcoming/Friendly Environment</td>
<td>Creating a welcoming/friendly environment will likely keep both new and returning members involved in the chapter. It is important to create a safe and comfortable environment for the sake of members feeling a sense of belonging.</td>
</tr>
<tr>
<td>*Tip:</td>
<td>Icebreakers and team-building activities are a great way to build your chapters welcoming/friendly atmosphere.</td>
</tr>
<tr>
<td>Involvement</td>
<td>Individuals generally join a club/chapter to volunteer, socialize, get involved, and stay active. People want to contribute so be sure to ask for your members for help and provide them opportunities to feel a sense of ownership in the chapter and its activities.</td>
</tr>
</tbody>
</table>
*Tip: Asks for input from your members- in providing ideas for group activities/fundraising, contribute to group discussions, and taking on tasks for various group activities/fundraising.

**Member Benefits**
Another way to keep members motivated is the benefits of being an AISES member.

*Tip: Scholarships, internships, and group discounts for attending AISES events.

**Communication**
Remember to communicate clearly and frequently. Be sure to remind your members of what’s going on with the chapter.

*Tip: Creating an office role whose primary responsibility is to keep members in the loop.

**Time Management**
Remember to be respectful for your members time. Please recognize that your members care about the chapter, but also have classes and jobs to prioritize. Make sure to remember to be honest and communicative about time commitments.

*Tip(s): State and end chapter meetings on time. Ask for help on specific, time-limited tasks.

**Commitment**
Being a Working Professional is tough and requires a lot of time commitment, so flexibility is key. Work with your members on their level of involvement.

*Tip: Think critically about what meeting and events are mandatory.

**Make it meaningful**
Get to know your members and find out why they were interested in joining your chapter.

*Tip: Provide opportunities for members to contribute their ideas.

**Make it fun**
Get to know you members on the individual bases and show them you care about who they are as individuals. Include opportunities to socialize and take a break from being a student.

*Tip: Consider planning an activity night once a month where members can invite friends to participate.

---

**Fundraising**

**Things to remember when doing a fundraiser:**

- Set an objective
- Assemble a fundraising committee
- Create a group fundraising budget
• Brainstorm event ideas with your chapter members
• Establish a plan
• Spread the word
• Triple check everything is in please and ready for your event

**Professional fundraising ideas to explore:**

• Establish a bank account with member of AISES national as co-signer
• Small community grants are great resource
• Request for donations form place of work
  o Large grants should be coordinated with AISES
• Sport Competition
• Food Sale
• Raffle
• Silent Auction
• Trivia Tournament
• Yard Sale
• Theme Party/Dinner
• Bowling Night
• Tribal Sponsorship
• Matching Gifts

**Budgeting for Events**

**Sample Budget**

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Budget</th>
<th>Actual</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Space:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banquet Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Meeting Space</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pizza</td>
<td></td>
<td></td>
<td>Depends on # of registrations</td>
</tr>
<tr>
<td>Cases of water</td>
<td></td>
<td></td>
<td>Depends on # of registrations</td>
</tr>
<tr>
<td><strong>Total Food</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outreach/Marketing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Supplies</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising flyers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Name badges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Printing</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Expenses:</strong></td>
<td></td>
</tr>
<tr>
<td>Participant Gift bags</td>
<td>Depends on funding</td>
</tr>
<tr>
<td>Fundraising T-shirts</td>
<td>Depends on funding</td>
</tr>
<tr>
<td>Sponsor gifts</td>
<td>Depends on funding</td>
</tr>
<tr>
<td>Projector, screen,</td>
<td>How many rooms in use</td>
</tr>
<tr>
<td>Microphones</td>
<td>How many rooms in use</td>
</tr>
<tr>
<td><strong>Total Other Expenses</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Overall Expenses</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Give Back to the Community

For many Indigenous peoples the concept of community is of critical importance. Its a place that provides a sense of belonging as well as holds emotional and social ties that bind us to our cultural and provide a sense of kinship, which is why when the opportunity arises to give back, we don’t hold back.

Below is a list of ideas/ways to give back your surrounding community.

- Raise money to provide a scholarship(s) for a student in your region
- Raise money to provide a travel scholarship(s) for a student or AISES College Chapter to attend once of AISES annual events/conferences
- Volunteer as a judge of research presentations with AISES
- Participate in a local school tutoring program
- Organize games and activities for children in your community
- Organize webinars for AISES College Chapters in your Region
- Organize a food drive for your local Indigenous Center
- Collect school supplies for a tribal school
- Organize online tutoring services for Pre-College and College students via zoom or GoToMeeting
- Host a Q & A session for Pre-College and College members in Region
- Provide Pre-College and College Shadowing opportunities
- Sponsor a Professional Night for students to met with Professionals
- Engage local Native community organization and offer to provide volunteers for tutoring.
- Setup booth at local powwows
- Offer speakers and assistance to regional conference
- Offer workplace shadowing days for youth and community members

### Group Activities

As previously mentioned, individuals generally join a chapter to volunteer, socialize, get involved, and stay active. Below are a few ideas of group activities to build your chapters relationship.

- Host a potluck dinner, picnic, BBQ, etc.
- End of the year Banquet
• Holiday Party
• Play a sport together
• Volunteer as a group
• Start a fantasy sports league
• Go to a free community event

Setting S.M.A.R.T. Goals

Planning for the future can be both difficult and stressful. Using the SMART goals process can make planning a lot easier and smoother as your chapter starts setting goals for each semester. The following steps will assist you in planning your chapter short- and longer-term goals to make your year successful and meaningful.

S.M.A.R.T. Goal Worksheet

<table>
<thead>
<tr>
<th>GOAL:</th>
</tr>
</thead>
</table>
| **S**pecific | • What do I want to accomplish?  
• Why do I want to accomplish this?  
• What are the requirements?  
• What are the constraints? |
| **M**easurable | • How will I measure my progress?  
• How will I know when the goal is accomplished? |
| **A**chievable | • How can the goal be accomplished?  
• What are the logical steps I should take? |
| **R**elevant | • Is this a worthwhile goal?  
• Is this the right time?  
• Do I have the necessary resources to accomplish this goal?  
• Is this goal in line with my long term objectives? |
| **T**ime-Bound | • How long will it take to accomplish this goal?  
• When is the completion of this goal due?  
• When am I going to work on this goal? |