Constitution of the American Indian Science and Engineering Society
(A registered student organization at the University of Oklahoma) Revised March 2015

ARTICLES

I – Name, Purpose, and Non-Discrimination Policy (pg. 2)

II – Membership, Qualifications, and Point System (pg. 3)

III – Organization Leadership: Titles of Officers, Terms of Office, Terms of Committee, Types of Selection, Duties of Officers, and Duties of Committee (pg. 4)

IV – Advisor Qualifications, Responsibilities, and Role in Organization (pg. 7)

V – Meetings of the Organization: Required Meetings, Frequency, and Notification of Events (pg. 8)

VI – Method of Amending the Constitution: Proposals, Notice, and Voting Requirement (pg. 9)

VII – Miscellaneous Procedures: Quorum, Dissolution of Organization, Impeachment of Officers and Members, Parliamentary Authority, etc. (pg.10)

VIII – Preemption Statement (pg. 11)
ARTICLE I  NAME, PURPOSE, AND NON-DISCRIMINATION POLICY

Section 1 – Name

The name of this corporation is American Indian Science and Engineering Society, hereafter referred to as Society.

Section 2 – Purpose

The Society is organized exclusively for charitable and educational purposes as defined under Section 501 c (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) including, but not limited to:

A. Providing an organization for American Indian engineers and scientists, which will promote unity and cooperation and will provide a basis from which efforts may be made toward the advancement of the American Indian people, including substantially increasing the number of engineers, scientists, and technologists of American Indian descent.

B. Providing better communication among American Indian science and engineering students, and between the students, the American Indian people and the general public.

C. Providing a basis for the development of professionalism among the American Indian science and engineering students and members of the Society.

D. Providing assistance to American Indian science and engineering student, but not limited to:
   1. Financial assistance during the academic year and summer.
   2. Education opportunities, such as curriculum development, research, publication, career counseling, and distribution of educational materials.

E. Providing a forum for the exploration of scientific and engineering problems relating to the American Indian people and their lands.

F. Promoting the interest of American Indians to pursue careers as engineers, scientists, and technologists.

G. Participating in any grant, program, benefits, or services available under any federal, state, or local law from any other person, organization, or agency.

H. The establishment of cooperative efforts with other engineering and scientific organizations that are concerned with the under representation of minorities in such related fields.

Section 3 – Non-Discriminatory Policy

Membership in, association with, and benefits emanating from this student organizations and its related activities shall be based upon such considerations as performance, educational achievement, and other criteria related to the goals of this organization and purposes of its activities. Judgments in this regard based solely on an individual’s race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or political belief are not judgments based on such considerations. Further, the purpose of this organization shall be consistent with public policy as established by prevailing University Community standards.

Section 4 – Compliance Clause

“The American Indian Science and Engineering Society is subject to all Local, State, and Federal Laws.”
ARTICLE II  MEMBERSHIP AND QUALIFICATIONS

Section 1 – Membership
Any currently enrolled student, undergraduate or graduate, of the University of Oklahoma who shows interest in any of the fields mentioned, sciences or engineering, and American Indian values may become full members. Members of the University community (faculty, staff, and spouses) are allowed to become associate members as determined by the Society’s elected officers. The Society cannot permit any kind of honorary membership as set forth by the Student Code of the University of Oklahoma.

Section 2 – Qualifications
All members’ qualifications are listed, but not limited to:

A. Currently enrolled student at the University of Oklahoma – Norman campus.
B. Current membership with National Society is the responsibility of the individual member and is required for attendance with the Society at National Conference.

Section 3 – Point System
Any currently enrolled student, undergraduate or graduate, of the University of Oklahoma who is a member of the Society will be able to accumulate points over each academic year. These AISES Points will provide additional motivation for general members to attend events, meetings, and anything else that the current officers decide to grant points for doing. The Secretary will be responsible for keeping a record of points. These points will aid the current officers in determining which general members are more or less involved with the Society. Points may used with the officer’s decisions regarding general members’ participation in sign-ups for limited capacity events (i.e. National Conference, Regional Conference, etc.).

A general guideline for AISES Point distribution is listed, but not limited to:

A. One AISES Point
   1. Attending General Meetings
   2. Attending Officer Meetings
   3. ....

B. Two AISES Points
   1. Helping with Recruiting Events
   2. ....

C. Three AISES Points
   1. Volunteering with AISES Gives Back
   2. ....
ARTICLE III
ORGANIZATION LEADERSHIP: TITLES OF OFFICERS, TERMS OF OFFICE, TERMS OF COMMITTEE, TYPE OF SELECTION, DUTIES OF OFFICERS, AND DUTIES OF COMMITTEE

Section 1 – Titles of Officers
The following titles that are used within this Society are included, but not limited to:
A. President
B. Vice President
C. Secretary
D. University Affairs Chair
E. Historian – Webmaster
F. Event Manager
G. Public Relations Chair

Section 2 – Terms of Office
The terms of the titles (as listed above) are voted by the Society’s membership within the spring semester of the academic year. The elected officer is required to hold the position for one academic year, unless otherwise stated, and may not serve in the same office more than twice. The student officers must be in good standing as outlined by the University of Oklahoma. The student officers must also be current students at the University of Oklahoma with a minimum GPA of 2.75/4.00. If a student ceases to be an OU student or falls below the GPA requirement, then the officer will be held on probation to raise his or her GPA above the eligibility minimum. If the officer falls below a GPA of 2.50/4.00, then he/she must relinquish his/her officer position and the current officers will nominate a replacement.

Section 3 – Terms of Committee
The terms of the committee members are not voted but volunteered and are under the discretion and guidance of the Public Relations Chair. There will be a minimum of two and maximum of four members on the committee at all times. If the committee fails to meet the minimum amount of members, then the Public Relations Chair will also hold responsibility. It shall be noted that the committee members may also be officers during the same time periods. Committee members will annually be re-volunteered during the annual spring officer elections. The committee member is expected to hold the position for one academic year, but not required. However, the committee member is required to give a two-week notice to the Public Relations Chair if the student does not wish to hold the position any further. The student members must be in good standing as outlined by the University of Oklahoma. The student members must be current students at the University of Oklahoma with a minimum GPA of 2.75/4.00. If a student ceases to be an OU student or falls below the GPA requirement, then the committee member will be held on probation to raise his or her GPA above the eligibility minimum. If the committee member falls below a GPA of 2.50/4.00, then he/she must relinquish his/her committee position and the current elected officers will seek a replacement.

Section 4 – Type of Selection
The Society uses the process of choosing new officers by election and those wanting an officer position are nominated by their fellow members or by ones self, then second by another member. Those individuals seeking a position must gain a majority vote of the Society’s members present during the election meeting through a show of hands. In case of a tie, the “potential officers” must leave the meeting and the remaining members of the Society must vote on a secret ballot. The results of the ballots are then read aloud by an appointed member of the Society.
Section 5 – Duties of Officers

D. President: The duties of the president are included, but not limited to:
1. Determine general and officer meeting dates
2. Supervise any event at which our Society will be a part of
3. Bring up topics of discussion
4. Determine what the Society’s next event will be
5. Make sure all of the other positions are doing what is expected of them
6. Keep in contact with corporations and tribes that can help further the advancement of the Society
7. Responsible for determining the Society’s immediate mission and objectives throughout his or her term

E. Vice President: The duties of the vice president are included, but not limited to:
1. Take over presidential duties if the president cannot be available for any reason.
2. Responsible for presidential duties during National and Regional Conferences
3. Plan National Conference
4. Plan Regional Conference
5. Reserve rooms for general and officer meetings
6. Bring refreshments for meetings and receive invoices

F. Secretary: The duties of the secretary are included, but not limited to:
1. Maintain a complete and accurate record of all meetings of the Society
2. Maintain a complete account for all monies, credits, or deposits that go through all accounts held by the Society.
3. File and care for all money received and disbursed
4. Keep a record of corporate, student, and faculty/staff contact info
5. Apply for school funding (i.e. primary spring/secondary fall Funding through the College of Engineering and primary/secondary funding through the Student Government Association)
6. Keep a record of AISES Points for general membership

G. University Affairs: The duties of the university affairs chair are included, but not limited to:
1. Responsible for editing and sending Corporate Sponsorship Proposals and Tribal Sponsorship Proposals.
2. Draft thank you letters
3. Create one-page Annual Report of the Society and send to all Corporate and Tribal sponsors
4. Gain University required approvals for Student Life, Student Government Association, Licensing, and College of Engineering required approvals, etc.
5. Collaborate with other University organizations and AISES chapters as desired by organizational leadership
6. Publicize any info from other student organizations to the Society

H. Historian - Webmaster: The duties of historian - webmaster are included, but not limited to:
1. Must keep a record of all events that the Society is involved in, through taking pictures, writing a descriptive article about the event for reference, etc.
2. Responsible for keeping the Society’s website content currently updated
3. Keep a record of all the Society’s major events in writing (flyers, agendas, meeting attendance, etc.) for future reference
4. Update the roster of all alumni and current members

I. Public Relations Chair: The duties of the public relations chair are included, but not limited to:
1. Create a list of members via e-mail
2. Responsible for contacting all members about upcoming events
3. Responsible for placing the Society’s activities in social media (i.e. Facebook, Twitter, Instagram, and the Society’s website) and in the College of Engineering newsletter
4. Responsible for updating social media twice a week
5. Supervise the Marketing Committee

J. Event Manager: The duties of the event manager are included, but not limited to:
   1. Organize all community outreach events (Norman Public Schools Native American Science Club, high school tours/informationals, etc.)
   2. Organize AISES Gives Back in the Fall and Spring Semesters
   3. Organize E-Week host event (i.e. Games Tourney).
   4. Responsible for recruiting events (i.e. Shell Fall Fest, Student Orientation Week, Howdy Week, etc.) and organizing tables, boards, etc.
   5. Attend College of Engineering Leadership Roundtable meetings and Multicultural Engineering Program meetings

Section 6 – Duties of Committee

A. Marketing Committee member: The duties of the Marketing Committee member are included, but not limited to:
   1. Create and/or update flyers, brochures, and event cards
   2. Gain university required approvals for organizational advertisements and chalking in University Residential Housing (i.e. the freshmen dormitories)
   3. Gain Student Government Association required approvals for chalking on South Oval and the physical science building’s quad
   4. Gain College of Engineering required approvals for organizational advertisements and chalking in the engineering quad and adjacent buildings
ARTICLE IV   ADVISOR QUALIFICATIONS, RESPONSIBILITIES, AND ROLE IN ORGANIZATION

Section 1 – Qualifications
The Society must have an advisor who is a full-time member of the University faculty or staff. The advisor must play an active role in either the College of Engineering, Mewbourne College of Earth and Energy, or College of Arts & Sciences departments.

Section 2 – Responsibilities
The advisor of the Society serves as a liaison between the organization and the administration.

Section 3 – Role in Organization
The advisor of the Society’s main role is one of support. He/she must be available for members, either for an academic or emotional role. He/she does not have more of a vote than any other general member but if the advisor feels as if a member is not active, then he/she can come to the officers with the complaint.
ARTICLE V

MEETINGS OF THE ORGANIZATION: REQUIRED MEETINGS, FREQUENCY, AND NOTIFICATION OF EVENTS

Section 1 – Required Meetings
The elected officers for the academic year determine how many general meetings are required for the general membership of the Society. The elected officers for the academic year will also determine how many officer meetings each officer is allowed to miss. Elected officers are required to attend each scheduled officer meeting. Officers are expected to not deliberately schedule class times during officer meeting times if avoidable. Exceptions for missing an officer meeting are as follows:
1. It is the policy of the University to excuse absences of students that result from religious observances and legally required absences (such as military service and jury duty)
2. If the officer has an academic conflict (i.e. unavoidable class schedule)
3. If the officer is affected by a physical illness or injury
4. If there is a family/friend/spousal illness or injury
5. If there is a family/friend special event (i.e. wedding, funeral, baptism, etc.)

Section 2 – Frequency
Once the meetings are started at the beginning of the academic year, general meetings are held every two weeks depending on other pre-scheduled events. Officer meetings are under the discretion of the President and may be held either every two weeks or every week.

Section 3 – Notification of Events
The Public Relations Chair is responsible for sending out e-mails and publicizing on social media about any event or meeting that concerns the Society. The use of chalking and the OU Daily are also used to notify other members of the University. The Society requires at least one week’s notice prior to meeting or events.
ARTICLE VI  METHOD OF AMENDING THE CONSTITUTION: PROPOSALS, NOTICE, AND VOTING REQUIREMENT

Section 1 – Proposals
Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings, and should be read again at the general meeting in which the vote will be taken with a minimum of two readings.

Section 2 – Notice
The Public Relations Chair will send out any e-mails to the general membership that is pertinent to the amending of the Society’s constitution.

Section 3 – Voting Requirement
The Society requires that a majority of votes must be found in order for an amendment to be approved. The Society must ensure that three copies of the amended constitution are submitted to the Center for Student Life every time an amendment is made.
ARTICLE VII  MISCELLANEOUS PROCEDURES: QUORUM, DISSOLUTION OF ORGANIZATION, IMPEACHMENT OF OFFICERS AND MEMBERS, PARLIMENTARY AUTHORITY, ETC.

Section 1: Information on Procedures
Any not covered in the Society’s constitution will be governed by Robert’s Rules of Order, Revised.
ARTICLE VIII  PREEMPTION STATEMENT

Section 1 – Preemption Statement
If there is a conflict between our national or parent organization’s rulings, constitution, or direction and the University of Oklahoma Student Code, the Student Code preempts the national or parent ruling.