



Student Representative Handbook

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1. INTRODUCTION

This handbook is designed to outline the purpose, scope, and mission of AISES, and to specifically outline and define the duties, roles, and responsibilities of AISES Student Representatives.

GENERAL OVERVIEW

Why does AISES have Student Representatives? Student Representatives serve as the voice of the student membership of AISES. Student Representatives communicate with both the AISES National Office, and the national and regional student body. Student Representatives can then evaluate issues and can make recommendations for ways to improve AISES services and programs. Ultimately, Student Representatives are integral and active participants in improving the quality and support that AISES provides. The program is made up of four national student representatives and seven regional representatives. Further information detailing roles, responsibilities, and differences between the national and regional representatives are detailed below. For this document, National Student Representatives will be referred to as “NSR” and Regional Student Representatives will be referred to as “RSR.” “SR” will refer to both National and Regional Student Representatives when needed.

PROPER USE

This handbook contains proprietary information concerning the internal operation of AISES and should not be distributed to outside parties. Disclosure or sharing of this information without prior consent of the AISES National Office or Board of Directors (BOD) is considered an unauthorized use of this material.

2. AISES BACKGROUND

The background of AISES is provided to help in gaining a greater understanding of how NSR and RSR fit into the framework of the organization.

2.1 THE AISES MISSION

AISES is a national nonprofit organization focused on substantially increasing the representation of Indigenous peoples of North America and the Pacific Islands in science, technology, engineering, and math (STEM) studies and careers.

2.2 ABOUT AISES

Founded in 1977, our robust nonprofit currently supports individual student and professional members across the U.S. and Canada in critically needed STEM disciplines. Through chartered college and university chapters, professional chapters, tribal chapters, and PK-12 affiliate schools, members benefit from diverse STEM-focused programming that supports careers and promotes student success and workforce development in multiple crucial areas. To learn more, visit [our website](#).

2.3 ORGANIZATIONAL STRUCTURE

A Board of Directors, through the President, manages the operations and activities of the AISES staff and AISES programs. The Board of Directors is advised by several entities, including the National Student Representatives, Council of Elders, advisory councils, and committees. For a

current listing of the AISES Board of Directors, AISES Staff, Council of Elders and various Professional Councils and Committees, please visit the AISES website at: <https://aises.org/about>

2.4 AISES REGIONS

AISES membership is divided into seven regions, with a Regional Student Representative for each region. The National Student Representatives work with all regions. 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.



2.5 AISES CODE OF CONDUCT

All AISES SR must honor and abide by the Code of Conduct. AISES SR agree to this requirement when they accept the position of student representative. SR are expected to maintain a high degree of professionalism, honesty, and integrity in their representation of the organization.

SCOPE OF APPLICABILITY

The AISES Code of Conduct is adhered to on or off-site at all AISES functions, including student chapter meetings, professional chapter meetings, Regional Conferences, the annual National Conference, or any event wherein an individual is representing AISES. Disciplinary action will be taken against those that do not adhere to the Code of Conduct and any cost or damages incurred will be the responsibility of the individual.

AISES SRs value and respect the rights and privileges of others and will conduct themselves with the dignity that befits leaders, professionals, and role models.

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

AISES CODE OF CONDUCT

AISES was established with the goal of developing Indigenous 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 principles 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, all forms of harassment and discrimination, and encourages respectful and civil dialog and group discussions. The Code is meant to reflect the ideals of our Indigenous communities by establishing an expectation that we agree to protect and promote the well-being and growth of all people.

The Code is expected to be honored when individuals are representing the AISES organization and by all persons participating in AISES activities, events, and conversations. To this end, each person is asked to consider the spirit of the 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 the Code of Conduct.

Updated May 2022

2.6 AISES SAFE CAMP

All AISES events are considered a “Safe Camp,” meaning they are to be 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 event or activity immediately. Please contact any AISES Staff member or board member if you have any questions.

2.7 AISES PUBLIC STATEMENTS

The President and the Chair of the AISES Board of Directors are authorized to represent AISES publicly.

AISES Student Representatives cannot publicly express their personal opinions on any topic and claim that the stated position is that of AISES.

AISES hereby requires that unauthorized individuals who publicly express opinions about AISES programs or positions must make the following disclaimer: “The statements made, and views expressed here, are solely those of the author(s)/speaker(s) and do not necessarily represent the positions of AISES. AISES, its directors, and officers are not responsible for this content.”

All requests for information, or comments from the media and other persons, are to be referred to the Director of Digital Media and Communications. SR are expected to exercise professionalism and respect in carrying out the duties of their positions.

3. AM I THE RIGHT FIT FOR A STUDENT REPRESENTATIVE POSITION?

Any individual considering applying for the position of SR should take into consideration the following factors and determine whether they are able to make a commitment to the organization to serve in this capacity effectively. AISES is first and foremost committed to the student’s successful completion of their higher education. AISES recognizes that the position of SR is a commitment from the student of a significant amount of time to the organization.

Therefore, students should consider the following factors when trying to determine whether they are able to assume the position of SR.

3.1 DO I HAVE CHAPTER ADVISOR SUPPORT?

The candidate should consider the support of their respective Chapter Advisor. The Chapter Advisor of the college chapter of which the candidate is a member can review with the student the advantages and potential disadvantages of taking on the position and provide guidance on the direction and path the SR may choose to take if elected. The Chapter Advisor can also agree to serve as a mentor for the SR if elected and work one-on-one with the SR candidate on public speaking, communication, networking, time management and other skills that will help the SR candidate to become an effective leader.

The SR candidate needs to take into consideration the equally demanding schedule of the Chapter Advisor, the Advisor’s willingness to serve in this capacity, and whether that individual can realistically serve in this additional role. If not, the candidate may need to seek out additional or outside resources to assist them in developing their leadership skills. In any case, the SR candidate is encouraged to develop their own network of individuals who can provide suggestions, ideas and advice whenever needed.

Students do not have to be in a Chapter to be eligible for the SR position.

3.2 DO I HAVE CHAPTER SUPPORT?

The SR candidate should also consult with his or her chapter about the decision to apply for SR. The decision to apply for SR is an important decision in any instance, but particularly if the candidate holds an officer’s position within the chapter, as their election to SR can detract from

the individual's ability to perform their chapter officer's duties. If a SR candidate, who is also a chapter officer, is elected to the position of SR, they are strongly encouraged to relinquish their officer's position for the duration of their tenure so that they may focus their energy and attention on the roles and responsibilities of the SR.

The Chapter's officers and membership can also serve as a valuable resource in developing ideas for national and regional activities and opportunities.

Students do not have to be in a Chapter to be eligible for the SR position.

3.3 DO I HAVE EDUCATIONAL INSTITUTION SUPPORT?

The SR candidate may also want to consult with their educational institution about different ways the institution can support the candidate if elected. Some possible ways the educational institution can assist the AISES SR include supplementing the SR travel to a variety of regional activities, such as regional conferences, trips to other schools to increase awareness of and membership with AISES, mentoring and outreach activities for high school students, use of school facilities for meetings, use of equipment for presentations, etc.

3.4 DO I HAVE OTHER AISES MEMBER SUPPORT?

The SR candidate may also want to consider the available resources and support available to them from other AISES members. This includes support from individual professional members as well as from professional chapters. There are professional members throughout the U.S. and Canada who make a concerted effort to support chapter and regional activities. By making or strengthening relationships with professional members, the SR can benefit from the wealth of knowledge, ideas, insights, and suggestions of these members.

3.5 DO I HAVE THE ADEQUATE RESOURCES?

The candidate should consider the resources they have available, or will be able to assemble, to assist them in the fulfillment of their duties. Although it is not required that a SR own a computer, it is essential that the SR have regular access to a computer as well as Internet and email access. Other resources can include access to a telephone and the availability of a vehicle for local travel.

The lack of availability of these suggested resources does not disqualify any individual from applying for the position. However, the candidate should make every effort to have, at a minimum, access to a computer and email to assist them in the successful completion of their duties, if elected.

4. NATIONAL STUDENT REPRESENTATIVE

4.1 POSITION OVERVIEW

The AISES NSR serves in a multifaceted leadership role including a) as the primary student 'ambassadors' of the organization, b) as the primary point of contact to RSR, c) as a resource to

other students within the organization, and d) as Student Non-voting Members of the Board of Directors.

NSRs are ambassadors to outside organizations in the sense that they represent AISES in a wide spectrum of events and activities. NSR should be familiar with the mission, goals, and objectives of AISES programs, activities and events that occur throughout the organization every year, so that they may speak about these issues in an informed and competent manner with corporations, federal agencies, tribal entities, and other organizations as necessary.

NSRs may be requested to speak or make presentations on behalf of the organization at conferences, workshops, meetings, and other events. They may also be requested to serve as the AISES representative at functions when either another board member or staff person is unable to attend an event.

4.2 TERMS OF SERVICE

The college/university student membership of AISES elects two NSR who serve for a two-year term; a Senior NSR and a Junior NSR for each of the USA and Canada. The Senior Representative is the representative who is serving the second year of their two-year term. When the Senior Representative has completed their term, the Junior Representative moves into the Senior Representative position, and a new Junior Representative is elected.

Terms shall commence thirty (30) days after the National Conference for U.S. National Representatives and thirty (30) days after the AISES in Canada National Gathering for Canadian National Representatives, and last for two years.

If there are no qualified/eligible applicants for NSR, the current NSR will be asked to serve an additional one-year term. If the NSR declines, or is unable to serve the additional term, there may not be a second NSR for that year, and the election process may recommence the following year. If a second NSR is deemed necessary, an AISES staff member reserves the right to appoint a student representative.

4.3 ROLES AND RESPONSIBILITIES

The following are areas of responsibility that the NSRs will assume with their position.

I. LIAISON TO REGIONAL REPRESENTATIVES

The NSR will serve as a liaison with the seven RSR to provide a comprehensive and systematic network of information and resources to the entire student membership. They will accomplish this through regular communication, attendance at and participation in required student business meetings, and via other methods as appropriate.

II. COMMUNICATE WITH REGIONAL STUDENT REPRESENTATIVES

The NSR will schedule and participate in regularly scheduled meetings with the RSR and will be available and responsive by email. NSR must maintain the NSR email account. Meetings do not

necessarily have to be conducted in a formal manner, but regular contact should be sustained between the NSR and RSR.

III. ATTENDANCE AT THE NSR REGIONAL CONFERENCE

NSR are asked to attend their regional conference. NSR should attend and actively participate in their regional conference, to bring together their constituents and to facilitate discussions on student issues/concerns and AISES programs and activities.

IV. COMMUNICATE WITH THE AISES NATIONAL OFFICE

The NSR will participate in regularly scheduled meetings and will be available and responsive by email. Again, the NSR must maintain a reliable and consistent email address, as well as keep the national office informed of current mailing address and telephone number(s). Meetings do not necessarily have to be conducted in a formal manner, but regular contact must be sustained between the NSR and AISES Staff. The frequency of meetings can be determined jointly between AISES Staff and the National Student Representatives and will most likely be held via teleconference. Topics that may be addressed include planning for the National Conference and/or the AISES in Canada National Gathering, discussions regarding regional resource or program deficiencies, program assessment/review, chapter retention and recruitment, and new chapter development.

V. STUDENT MEMBER OF THE AISES BOARD OF DIRECTORS

NSR are student members of the AISES Board of Directors. NSR are non-voting members of the Board of Directors. The AISES Board of Directors generally have two in-person meetings throughout the year. NSR are asked to attend these board meetings. Expenses for their attendance are covered by the AISES National Office unless funding is available from another source. They are also asked to attend the meetings that are held by conference call throughout the year.

The main objective of having NSR participate in the Board of Directors meetings is to keep the Board apprised of and in touch with the student membership of AISES and to allow valuable input from the student membership on matters before the Board. In addition, this role presents NSR with invaluable first-hand experience in with and a perspective of the operational and managerial responsibilities of an organization to prepare them for the workplace.

NSRs will make presentations and reports to the Board of Directors on issues and activities as directed by the Board, or when the NSRs determine there is a need for the Board to address a particular issue. Issues may include but are not limited to Code of Conduct violations, regional resource or program deficiencies, program assessment/review, and strategic planning.

NSRs may be provided with sensitive and confidential information and materials during their tenure, both in written and oral form. NSRs are expected to maintain the highest degree of professionalism, discretion and confidentiality in all matters and are responsible for securing all documents, materials, and information of a sensitive nature to prevent unauthorized disclosure or use.

VI. INFORMATION COLLECTION AND DISSEMINATION

NSRs will maintain a current listing of regional representatives and will utilize this listing for distribution of announcements, including the national conference, scholarships, internships, and other national announcements or opportunities.

NSRs will also review information from the seven Regions, including Chapter Reports, Chapter and Regional program announcements, and Chapter updates.

Listserve or email distribution lists are also used to communicate about chapter activities, to share success stories, to discuss regional and national issues, to share ideas, and provide assistance and support to chapters whenever possible.

VII. ENSURE REGIONAL COMPLIANCE WITH AISES REQUIREMENTS

NSRs will assist the AISES National Office in ensuring regional compliance with several requirements, including the submission of reports by NSR, submitting reports on Regional Conferences, submitting report updates, and other information as requested by the National Office.

VIII. SET GOALS FOR GROWTH

The NSR will assist AISES Staff in developing short-term and long-term goals in the following areas: Outreach, Mentoring, Networking, and Fundraising. Subsequent meetings may be scheduled to review and evaluate the plan and results.

4.4 TRAVEL FUNDING

In general, and based on *availability of funding*, the AISES National Office provides travel expenses for NSR for their attendance at specific annual events, including the National Conference, AISES in Canada National Gathering, Regional Conferences, and Board Meetings.

NSRs are expected to comply with AISES guidelines relating to travel including per diem allocations, and completion of trip reports after each trip where AISES has provided funding for the NSR to attend the event. In addition, the NSR may be required to provide a briefing (oral or written) to the AISES National Office within 30 days of the completion of the trip or meeting.

4.5 APPLICATION PROCESS

I. COMPLETE APPLICATION

Applicants must submit and fully complete the online application form at <http://forms.aises.org/student-rep>, ideally 30 days prior to the National Conference and include the following:

1. 250-word essay proposing how you would effectively represent your national constituents

2. Two (2) Letters of Recommendation establishing personal participation in local AISES chapter (if applicable) and leadership qualities and experiences within and outside of AISES
3. Unofficial transcripts

II. SUGGESTED QUALIFICATIONS

1. Cumulative grade point average of 3.0
2. Current AISES membership, with two or more years prior membership
3. Sophomore level or higher
4. Major in science, technology, engineering, or mathematics

III. CANDIDATE ELIGIBILITY

The NSRs are elected, by electronic vote lasting two weeks, following the National Conference, which is held every fall. All eligible candidates will be notified that they are eligible for consideration prior to the National Conference. All candidates who are determined ineligible will be provided a written explanation detailing their ineligibility for the NSR position.

Eligible candidates do not have to attend the National Conference to be considered for the position. Though their college/university must be in the same region that they wish to represent.

IV. VOTING

During the National Student Networking session at the National Conference, each NSR candidate will be asked to make a presentation to the student audience. Voting will open on the day of the National Student Networking session and student members will be able to login to their member profile and vote for their chosen candidate for a duration of two weeks.

In the event of a tie, the current Senior National Student Representative shall cast the deciding vote, in consultation with at least one current Board member or staff member present during the National Student Networking session.

4.6 TRANSITION

AISES will provide an opportunity, after the National Conference, for a transition and planning meeting. During this transition meeting, the outgoing NSR will provide a briefing of “lessons learned,” and recommendations to the new incumbent. The outgoing NSR is expected to be available in an informal capacity for the incoming NSR as a courtesy for a period of approximately 90 days immediately after the incoming NSR takes office.

The outgoing NSR is strongly encouraged to prepare a written synopsis of their “lessons learned” for the incoming NSR. AISES recommends the report include activities that the outgoing NSR participated in, was requested to attend but was unable to attend and why, issues and concerns common to all regions, issues and concerns specific to a region, regions or chapters needing special attention and support, resources, tools, and other information the outgoing NSR feel will be helpful to the incoming NSR.

As these “lessons learned” documents are prepared each year, a copy should be provided to AISES Staff. These reports will be compiled into a binder that will form an invaluable historical reference and resource to supplement the Student Representative Handbook.

5. REGIONAL STUDENT REPRESENTATIVE

5.1 POSITION OVERVIEW

The AISES RSRs also serve in a multifaceted leadership role as the primary student ‘ambassadors’ of the organization to external organizations, as the primary point of contact to Chapters within their region and as a resource to other students within the organization.

RSRs are ambassadors to outside organizations as they represent AISES in a wide spectrum of events and activities. RSRs should be familiar with the mission, goals, and objectives of AISES programs, activities and events that occur throughout the organization every year, so that they may speak about these issues in an informed and competent manner with corporate, federal, and other organizations as necessary.

5.2 TERMS OF SERVICE

The AISES college chapter membership within each region elects one RSR who serves in this position for a term of one year. If there are no qualified/eligible applicants for RSR the current Regional Student Representative will be asked to serve an additional one-year term. If the RSR declines, or is unable to serve the additional term, there may not be a RSR for that year, and the election process will recommence the following year. If deemed necessary, an AISES staff member reserves the right to appoint a student representative.

It is expected that the regional student representative elect will shadow the current regional representative following the election and will officially take office on July 1. Shadowing, as a form of training will help new student representatives develop their knowledge, skills, and experience with their new role.

5.3 ROLES AND RESPONSIBILITIES

The following are areas of responsibility that the RSR will assume with their position.

I. LIAISON TO REGIONAL CHAPTERS

The RSR will serve as liaison with the chapters within their region to provide a comprehensive and systematic network of information and resources within their region. They will accomplish this through regular communication, attendance at and participation in required student business meetings, and via other methods as appropriate.

In addition, the RSRs will maintain a current list of chapters within their region and update the list on a regular basis. RSRs will make every effort to ensure their lists are complete and up-to-date and will assist the AISES National Office by providing periodic updates.

II. COMMUNICATE WITH NATIONAL STUDENT REPRESENTATIVES AND OTHER REGIONAL REPRESENTATIVES

The RSRs will schedule and participate in regularly scheduled meetings with the NSR and will be available and responsive by email. The RSR must maintain their regional @aises.org email address. Meetings do not necessarily have to be conducted in a formal manner, but regular contact should be sustained between the RSRs and NSR.

RSRs should also communicate regularly with the other RSRs. This can include notice of and invitations to participate in upcoming regional activities, sharing of ideas and information, and as a support for one another.

III. COMMUNICATE WITH THE AISES NATIONAL OFFICE

The RSRs will participate in regularly scheduled meetings and will be available and responsive by email. RSRs must maintain the regional address, as well as keep the AISES National Office up to date on current mailing address and telephone number(s). Meetings do not necessarily have to be conducted in a formal manner, but regular contact must be sustained between the RSRs and AISES Staff. The frequency of meetings can be determined jointly between AISES Staff and the RSR and will most likely be held via teleconference. Topics that may be addressed include planning for the Regional Conference Leadership Summit or National Conference, discussions regarding regional resource or program deficiencies, program assessment/review, chapter retention and recruitment, and new chapter development.

IV. INFORMATION COLLECTION AND DISSEMINATION

RSRs will maintain a current listing of regional chapter representatives and utilize it for distribution of announcements, including the National Conference, scholarships, internships, and other national and regional announcements or opportunities.

RSRs will also collect information from regional chapters, including Chapter Reports, Chapter and Regional program announcements, and Chapter updates, and will provide information on Regional Conferences to the AISES National Office for inclusion on the national website.

Listserv or email distribution lists are also used to communicate about chapter activities, to share success stories, to discuss regional and national issues, to share ideas, and provide assistance and support to chapters whenever possible.

V. ENSURE REGIONAL COMPLIANCE WITH AISES REQUIREMENTS

RSRs will assist the national office in ensuring regional compliance with several requirements, including ensuring all chapter with the national office, submitting reports on Regional Conferences, submitting Annual Chapter Reports and Chapter Updates, and other information as requested by the AISES National Office.

VI. SET GOALS FOR GROWTH

The RSRs will assist the AISES National Office in developing short-term and long-term goals in the following areas: Outreach, Mentoring, Networking, and Fundraising. A plan may be developed, or existing plans may be evaluated at the National Conference and may include setting targets and deadlines for each level of the organization (national, regional, chapter). Subsequent meetings may be scheduled to review and evaluate the plan and results.

VII. REGIONAL CONFERENCES

RSRs are expected to play a significant role in the planning of Regional Conferences and are expected to attend the Regional Conference when possible. RSR should also keep AISES Staff informed about planning and scheduling of Regional Conferences. Notice of the scheduling of Regional Conferences is crucial because AISES Staff attend and participate in each of the Regional Conferences. Please refer to the Regional Conference Handbook for additional details.

5.4 TRAVEL FUNDING

In general, and based on *availability of funding*, the AISES National Office provides travel expenses for RSRs for their attendance at specific annual events, including the National Conference, and when possible, travel to their respective Regional Conference.

RSRs are expected to comply with AISES guidelines relating to travel including per diem allocations, and completion of trip reports after each trip where AISES has provided funding for the RSR to attend the event. In addition, the RSR may be required to provide a briefing (oral or written) to the AISES National Office within 30 days of the completion of the trip or meeting.

5.5 APPLICATION PROCESS

I. COMPLETE APPLICATION

Applicants must submit and fully complete the online application form at <http://forms.aises.org/student-rep>, ideally one month prior to the Regional Conference and include the following:

1. 250-word essay proposing how you would effectively represent the student membership in your region
2. Two (2) Letters of Recommendation establishing personal participation in local AISES chapter (if applicable) and leadership qualities and experiences within and outside of AISES
3. Unofficial transcripts

II. SUGGESTED QUALIFICATIONS

1. Cumulative grade point average of 2.75
2. Current AISES membership, with one or more years prior membership
3. Sophomore level or higher
4. Major in science, technology, engineering, or mathematics

III. CANDIDATE ELIGIBILITY

The RSR is elected in a virtual election held in the spring. All eligible candidates will be notified that they are eligible for consideration prior to the election. All candidates who are determined ineligible will be provided a written explanation detailing their ineligibility for the RSR position.

AISES will also post notice on the website of all eligible candidates, including the candidates' information and 250-word essay, as soon as possible thereafter. Eligible candidates do not have to attend the Regional Conference to be considered for the position. Though their college/university must be in the same region that they wish to represent.

IV. VOTING IN ELECTIONS

Elections will be held electronically and last for a duration of two weeks. College/University members are limited to one vote each and are only able to vote for a candidate in their regional election. Elections will be advertised to all student members via email. The email will include a link to the election ballot.

5.6 TRANSITION

Each year, following the election of a new Regional Student Representative, there will be an opportunity for a transition and planning meeting. During this meeting, the outgoing RSR will discuss the "shadowing" process prior to the newly elected RSR taking office on July 1. During the shadowing process, the outgoing RSR will cover items in the New RSR Checklist and provide a briefing of "lessons learned," and recommendations to the new incumbent about how to proceed. The outgoing RSR is expected to be available for the incoming RSR in an informal capacity as a courtesy for approximately 90 days immediately after the incoming RSR takes office.

The outgoing RSR is strongly encouraged to prepare a written synopsis of their "lessons learned" for the incoming RSR. AISES recommend the report include activities that the outgoing RSR participated in, was requested to attend but was unable to attend and why, issues and concerns within their region, chapters needing special attention and support, resources, tools, and other information the outgoing RSR feels may be helpful to the new RSR.

As these "lessons learned" documents are prepared each year, a copy should be provided to AISES Staff. These reports will be compiled into a binder that will form an invaluable historical reference and resource to supplement the Student Representative Handbook.

5.7 REGIONAL CONFERENCE SELECTION

A Regional Conference site is selected during the Regional Student Networking at the Regional Conference. The host of the Regional Student Networking should keep detailed records and pass on information such as sponsor's contact information, vendors/cost, and other information to the next year's host. The host should get input from the chapters within their region to determine conference dates and session topics. A complete conference application must be submitted to chapters@aises.org no later than 30 days prior to the conference. Voting methods will be the same RSR voting methods (5.5.IV)

6. NATIONAL/REGIONAL STUDENT NETWORKING

6.1 NATIONAL STUDENT NETWORKING

The National Student Networking Session should be well thought out and planned by the NSR, with input from the RSR, to address the needs of the AISES student members. The session is a time to come together and share best practices, network, and plan for future activities, collaborations. The agenda is developed by the NSRs and AISES Staff, and should also include the following basic areas:

Agenda Items:

- I. Call to Order, Prayer
- II. Volunteer to Record Minutes
- III. Roll Call
- IV. Approval of Past Minutes
- V. Report from National Student Representatives
- VI. Report from Regional Student Representatives
- VII. Old Business
- VIII. New Business
 - a. Junior National Student Representative Speeches
 - b. Election information
- IX. Announcements
- X. Adjourn

6.2 REGIONAL STUDENT NETWORKING

Regional Student Networking sessions are scheduled at the annual AISES National Conference and at each of the Regional Conferences that occur in the spring. The Regional sessions should be well thought out and planned by the RSRs, to address the needs of the Chapter Presidents and leaders. The sessions should be a time to come together and share best practices, network, and plan for future activities, collaborations. The agenda for the Regional Student Networking Session that takes place during the National Conference is developed by the Regional Representative and AISES Staff and should include the following basic areas:

Call to Order, Prayer	Report from Chapter Presidents
Volunteer to Record Minutes	Regional Conference Planning
Roll Call	Old Business
Approval of Past Minutes	New Business
Report from Regional Student Representative	Announcements
	Adjourn

Agenda Items for Regional Networking held during the Regional Conferences:

Call to Order, Prayer
Volunteer to Record Minutes
Roll Call
Approval of Past Minutes
Report from Regional Student
Representative
Report from Chapter Presidents
Old Business
New Business

Selection of Regional Conference Site –

Voting

Required

Election of Regional Representative –

Call for Applications

Announcements

Adjourn

APPENDIX:

COMMUNICATION

The AISES Staff is committed to supporting the SR to every extent possible. The vehicle for this support is frequent and open communication from both. AISES Staff frequently distributes and requests information from SR and makes every effort to respond to requests for information, guidance, and assistance in a timely manner. Likewise, AISES Staff requests that the SR be responsive to requests for information and materials on a regular and timely basis. E-mail, telephone calls, and mail are all excellent tools for keeping in communication with each other.

AISES WEBSITE

The AISES website is an excellent tool for information and resources. The website is updated on a regular basis, and while SRs are encouraged to use the entire website as a resource, and informational and networking tool, there are specific sections of the website which the SRs should check and review frequently including the Winds of Change website at woc.aises.org.

COMMUNICATION METHODS

To help solve the problem with communication among the Student Representatives, the following strategies are being implemented to help establish a standardize communication between Chapter Presidents (CP), Regional Representatives, and National Representatives.

COMMUNICATION PROTOCOL

One of the main roles and responsibilities of a SR is communicating with the chapters in their region. SRs provide AISES HQ information and other relevant information to chapters. Below are three email protocols student representatives should follow when communicating with chapters.

1. Copy AISES Staff: chapters@aises.org , NSR and RSR on emails to chapters or potential chapters.
2. Cc is used to copy other RSR, NSR and AISES Staff.
3. Bcc used to copy chapters in your region when sending out general announcements.

EMAIL ETIQUETTE TIPS

1. Be informal, but not sloppy.
2. Keep messages brief and to the point.
3. Use sentence case. USING ALL CAPITAL LETTERS LOOKS AS IF YOU'RE SHOUTING.
4. Use the blind copy and carbon copy appropriately.
5. Don't use email as an excuse to avoid personal contact.
6. Remember that email isn't private.
7. Use the subject field to indicate content and purpose.
8. Remember that your tone can't be heard in email.
9. Use a signature that includes contact information.
10. Summarize long discussions.

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MEETING SCHEDULE

Meetings between National and Regional Representatives will be scheduled monthly, via conference call. However, additional meetings will be held on an as needed basis. AISES Staff will lead the meetings. Each RSR will be given the opportunity to deliver a regional report and will have the chance to add items to New Business. At least two face-to-face meetings will be scheduled, coinciding with the National and Leadership Conferences.

TERMS FOR DISCIPLINARY ACTIONS OR DISMISSAL

AISES is first and foremost committed to a SRs successful completion of their higher education. AISES recognizes that the position of SR is a commitment of a significant amount of time to the organization. When a student representative is no longer able to fulfill the position or neglects their roles and responsibilities, others must assume more responsibilities to ensure stakeholders (chapters, members, etc.) needs are being met. To prevent unwanted behavior(s) or foreseeable problems, disciplinary actions have been developed.

Disciplinary action may take several forms as determined in consultation with the appropriate AISES staff. Student representatives may appeal disciplinary action.

Disciplinary action may consist of any of the following individual actions or any combination of such actions. Disciplinary actions are not limited to those listed, nor is there any requirement that one type of disciplinary action must be used before imposing any other type. The following is a non-exhaustive list of the types of disciplinary action that may be taken:

1. Notice to Correct Deficiency – This is a formal reprimand. It involves written notice and a formal interview between the Director of Chapter Engagement and student representative.
2. Suspension – A SR may be suspended by the Director of Chapter Engagement or President. A SR may be suspended for a period up to thirty (30) days within their elected term.
3. Dismissal – Dismissal must be approved by the Director of Chapter Engagement and the President. The SR will be given a written, signed dismissal notice. A copy of the dismissal notice will be placed in the student representative's file.

Examples of Infractions

Disciplinary action may be taken against any student representative for misconduct or infractions that include but are not limited to those listed below.

1. Neglect of duty
 - a. Failure to respond to AISES Staff or National Representatives
 - b. Failure to submit required reports
 - c. Failure to participate in scheduled conference calls
 - d. Failure to participate at AISES national or regional events
 - e. Failure to communicate with chapters in their region
2. Unauthorized disclosure of confidential information.

3. Possession of, use of, impairment from, or intoxication from, a controlled substance while on duty, at an authorized activity, serving as an authorized AISES representative, or in an AISES program facility.
4. Misrepresentation.
5. Unacceptable personal conduct while on duty.
6. Any other serious reason that involves student representative misconduct, at the discretion of Director of Chapter Engagement or President.

When a SR is unable to fulfill their commitment, decides to leave their position before their term is completed, or is dismissed for disciplinary reasons the NSR will take over the responsibilities of the SR.

All SRs will be required to sign an agreement prior to taking office. The Student Representative Agreement will address the importance of the requirements and responsibilities of a student representative. The agreement also serves as acknowledgement of reading, understanding, and accepting the roles and responsibilities covered in the Student Representative Handbook and the term(s) the elected SR has agreed to serve.