

## **OFFICIAL POSITION DESCRIPTION AND DUTIES**

### **PRESIDENT:**

1. **MEETINGS:** Schedules regular meetings. Prepares an agenda prior to each meeting. Maintains order, giving priority to a full and generous discussion of agenda items.
2. **COMMITTEES:** The President may exercise full authority, in conjunction with other executive officers, in selecting and approving committees.
3. **BUSINESS ACTIVITIES:** Facilitates and organizes various Chapter activities. Works closely with vice-presidents and assists wherever possible in supporting the activities of their positions.
4. **SCHOOL STUDENT SENATE RESPONSIBILITIES:** Attends budget and finance meetings of the Student Senate to assist the Vice-President of Budget and Finance in advocating on behalf of the Chapter.
5. **OTHER ACTIVITIES:** Works with the executive officers of other student groups on campus, Tribes, Tribal Colleges, and the Business Community in the interest of promoting diversity. In all student activities, the president should keep in mind that he or she is a representative of both present and future AIBL members. A good leader should facilitate maximum member participation in order to ensure a strong organization.

### **EXECUTIVE VICE-PRESIDENT:**

1. **MEETINGS:** In the absence of the President, calls the meetings to order, resides over meetings following an agenda provided by the President and maintains order giving priority to a full and generous discussion of agenda items.
2. **COMMITTEES:** Participates in the selection of committees in conjunction with other executive officers.
3. **BUSINESS ACTIVITIES:** Assists President in facilitating and organizing the various activities undertaken by AIBL. Works closely with all executive officers whenever possible to assist and support the activities of their positions. Advise the President on new business activities. Responsible for initiating the direction of all Chapters previously discussed activities in the absence of the President.
4. **SCHOOL STUDENT SENATE RESPONSIBILITIES:** Attends budget and finance meetings of the Student Senate to assist the Vice-President of Budget and Finance in advocating on behalf of AIBL.

5. **OTHER ACTIVITIES:** Works with the executive officers of other student groups on campus, tribal government, tribal colleges, and the business community in the interest of diversity.

#### **VICE-PRESIDENT, BUDGET AND FINANCE:**

1. **MEETINGS:** First to chair meetings in the absence of the Executive Vice-President.
2. **BUDGET/FINANCE ACTIVITIES:** Responsible for maintaining an accurate financial record for all funding raised, assigned by College Student Senate and/or received from other sources. Is responsible for submitting a report on all financial activities on a semi-annual basis.
3. **SCHOOL STUDENT SENATE RESPONSIBILITIES:** Responsible for obtaining the date and time of the Student Senate budget and finance meetings and reporting this information to the members of the Chapter. Completes a Student Senate budget packet each spring in conjunction with other executive officers. Responsible for submitting the budget packet to the Student Senate each spring before the deadline. Responsible for being the official spokesperson at the Student Senate budget and finance meetings to advocate on behalf of the Chapter. Keeps an accurate public record of the Chapter's expenditures. Responsible for assuring any debts incurred are paid in an expedient manner. Keeps an accurate accounting ledger of all Chapters' financial activity. Compiles an annual report on debt expenditures, account balances, and/or any outstanding debts.
4. **OTHER ACTIVITIES:** Works with the executive officers of other student groups on campus, tribal government, tribal colleges, and the business community in the interest of diversity.

#### **VICE-PRESIDENT, MARKETING:**

1. **MEETINGS:** Responsible for designing and/or creating meeting advertisements to be used in promoting Chapter activities. Second to chair meetings in absence of the Executive Vice-President and Vice-President of Budget.
2. **BUSINESS ACTIVITIES:** Responsible for marketing and promoting AIBL's objectives. This includes, but is not limited to, designing and/or creating posters, brochures and/or flyers to be used in promoting AIBL's activities. Is responsible for creating and maintaining an updated record of all members' skills and abilities (vitae). Responsible for marketing AIBL Chapter objectives with campus, tribal government, tribal colleges, and the business organizations.
3. **SCHOOL STUDENT SENATE RESPONSIBILITIES:** Attend budget and finance meetings of the Student Senate to assist in advocating on behalf of the Chapter.

4. **OTHER ACTIVITIES:** Works with the executive officers of other student groups on campus, tribal government, tribal colleges, and the business community in the interest of diversity.

**VICE-PRESIDENT, PUBLIC OUTREACH:**

1. **MEETINGS:** Responsible for advertising the date, time and place of scheduled Chapter meetings through flyers, student newspaper advertisements, etc. Third to chair meetings in absence of the Executive Vice-President, and Vice-President, Marketing.
2. **BUSINESS ACTIVITIES:** Responsible for creating an effective networking system with other student groups on campus, tribal government, tribal colleges, community colleges, universities, and the business community. Maintains a record of all persons outside the Chapter who are contacted in connection with Chapter activities. Works closely with Vice-President of Marketing to assist in promoting Chapter objectives and activities.
3. **SCHOOL STUDENT SENATE RESPONSIBILITIES:** Attends budget and finance meetings of Student Senate to assist in advocating on behalf of the Chapter.
4. **OTHER ACTIVITIES:** Works with the executive officers of other student groups on campus, tribal government, tribal colleges, and the business community in the interest of diversity.

**VICE-PRESIDENT, FUNDRAISING:**

1. **MEETINGS:** Keeps an accurate record of all ideas submitted and pursued for fundraising activities during meetings. Would be fourth to chair meetings in the absence of Executive Vice-President, Vice-President of Marketing, and the Vice-President of Public Outreach.
2. **BUSINESS ACTIVITIES:** Responsible for maintaining a record of all fundraising activities submitted and pursued by the Chapter. Identifies which fundraising suggestions are viable with respect to time, facilities, equipment and/or supplies needed. Is responsible for locating additional sources of funding outside the Student Senate. In conjunction with other executive officers, writes grant proposals to support Chapter activities. Assists Vice-President of Budget and Finance in maintaining an accurate record of funds obtained through fundraising activities.
3. **SCHOOL STUDENT SENATE RESPONSIBILITIES:** Attends budget and finance meetings of the Student Senate to assist in advocating on behalf of the Chapter.
4. **OTHER ACTIVITIES:** Works with the executive officers of other student groups on campus, tribal government, tribal colleges, and the business community in the interest of diversity.

## **SECRETARY:**

1. **MEETINGS:** Responsible for keeping minutes of Chapter meetings and transcribing prior meeting's minutes before each preceding meeting. Maintains an official membership list. Makes the minutes and records available to members upon request. Have on hand at each meeting a list of all existing committees and their members. Maintains a file on all Chapter reports.
2. **BUSINESS ACTIVITIES:** Responsible for maintaining the Chapter's general business records, including but not limited to the budget, marketing, public affairs and fundraising reports.
3. **SCHOOL STUDENT SENATE RESPONSIBILITIES:** Attends the Student Senate meetings with other executive officers to advocate on behalf of the Chapter. Keeps an accurate record of the Student Senate meeting activities.
4. **OTHER ACTIVITIES:** Works with the executive officers of other student groups on campus, tribal government, tribal colleges, and the business community in the interest of diversity.

## **Article VII – NOMINATION AND ELECTION**

**Section 1.** Students may be nominated for an Executive Officer position by a nomination committee or at the Chapter meeting at which elections are to be held. Additional nominations may be made from the floor, providing the candidates meet the requirements set forth by each code or the Chapter's Rules of Government/Constitution.

**Section 2.** Officers of the Chapter will be elected at an annual business meeting of the Chapter. The office will be for a one-year term (or as the Chapter may determine), by a majority vote of the Chapter members present; will take office on such day, but no later than October 31<sup>st</sup>, or the Chapter may determine who will serve until their successors are properly installed in office. If not more than one candidate is nominated for each office, election may be by acclamation.

**Section 3.** The newly elected officers and other members of the Executive Committee will take office and assume responsibility at the conclusion of the annual business meeting or on such other date, but no later than October 31<sup>st</sup>, as the Chapter may determine.

## **Article VIII – RESIGNATIONS, VACANCIES**

**Section 1.** Resignation: Any office may resign at any time by providing a written notification to the President or the Advisor. Resignation shall become effective upon notice or receipt of notice by President or the Advisor, unless otherwise specified. If the President has two consecutive unexcused absences they will be automatically terminated and the Vice-President will become President.

**Section 2.** Vacancies: Any unexcused absence of the President will result in immediate removal and any other position shall be filled for the expired portion of the term by official action from the AIBL Chapter and/or those present.

## **Article IX – RULES FOR GOVERNMENT**

**Section 1.** Any Chapter may formulate and/or adopt their own Rules for Chapter Government/Constitution, which will be consistent with the provisions of this Code and the by-laws. Such Rules, after adoption by the Chapter, will be filed immediately with the AIBL Board for final review.

**Section 2.** Any chapter can amend Rules for Chapter Government/Constitution in any fashion consistent with this Code and the by-laws of AIBL's parent institution. Such amendment, after adoption by the Chapter, will be filed immediately with the AIBL Board for final review.

## **Article X - LIMITATIONS AND DISSOLUTIONS**

### **Section 1.** Limitations

- a) The Chapter will operate only under the Charter granted to it by AIBL, giving it authority to carry on the work of AIBL, subject to the rights, privileges, and obligations provided for in the By-laws and this Code.
- b) No part of the net income of the Chapter will be to the benefit of any private or individual company.
- c) Each Chapter will use the official American Indian Business Leaders (AIBL) logo and student chapter name.
- d) The Chapter shall not at any time possess powers, exercise authority or engage in activities, either expressly or by interpretation, which, are not permitted to be possessed, exercised or engaged in by an organization exempt from Federal Income Tax. (For Chapters in the United States, attention is directed to Section 50 (a) (2) of the Internal Revenue Code of 1954 or the correspondent provision of any future United States Revenue Law.

**Section 2.** Dissolution. If the Chapter should return its Charter to the American Indian Business Leaders for any reason, or should have its Charter revoked, the affairs of the Chapter will be terminated/dissolved immediately under the supervision of AIBL's Board of Directors. All funds

or other property remaining after payment of debts and obligation of the Chapter will be transferred to and paid to AIBL.

### **Article XI - AMENDMENTS**

**Section 1.** Amendments to this Code may be proposed by a member of the Executive Committee of the Chapter or by a written petition filed with the Secretary. The written petition must be signed by at least five (5) members of the Chapter. The Chapter members must be in good standing.

**Section 2.** Amendments to this Code may be adopted by a majority vote of AIBL's Board of Directors.