



# AIBL STUDENT HANDBOOK



32 Campus Drive  
Ste 250  
Missoula, MT 59812

[www.aibl.org](http://www.aibl.org)

## TABLE OF CONTENTS

### INTRODUCTION

Mission, Founding Principles, Overview, History, Vision .....3

PROGRAMS AND EVENTS .....4

### ORGANIZING A NEW CHAPTER

AIBL Student Chapters.....5

Benefits of Chapter Membership .....6

Student Chapter Formation.....7

Code of Ethics.....8

Code for Governing Student Chapters .....9

Official Position Description and Duties.....11

Sample Letter of Application.....17

### CHAPTER OPERATION

Operating Procedures.....18

Planning, Organizing, and Coordinating Events.....19

Suggested Chapter Activities .....21

Rules of Order .....24

Forms .....27

# Introduction

The American Indian Business Leaders (AIBL) is a student-based organization designed to promote and support the American Indian business student and/or entrepreneur. Future trends dictate a rising need for educated American Indian people to assist with tribal economic development planning and strategic implementation. AIBL's primary focus is to use its student foundation to assist tribal economic growth and stability through an emphasis in maintaining culturally appropriate American Indian business development.

## Mission Statement

The mission of AIBL is to increase the representation of American Indians and Alaska Natives in business and entrepreneurial ventures through education and leadership development opportunities.

## Founding Principles

AIBL's spirit of success stems from four guiding principles: *Education, Leadership, Experience, and Culture.*

## Overview

AIBL is the only American Indian non-profit organization solely dedicated to empowering business students in the United States. Our programs are designed to engage students in activities that stimulate, enhance, and expand educational experiences beyond traditional academic methods. All students are encouraged to participate in AIBL regardless of race, academic major, or career objectives.

## History

AIBL was organized in January 1994 and was recognized as a 501(c)(3) in 1995 on the University of Montana's campus in Missoula as a result of founder, and first Executive Director, Michelle Henderson's (Assiniboine) master thesis. The original idea evolved from concern expressed by many tribal leaders that recognized a critical need for educated, experienced members to assist with tribal economic development efforts.

## Vision Statement

AIBL's vision over the next decade is to become the pre-eminent national non-profit organization serving American Indians and Alaska Natives by providing business and entrepreneurship education, leadership development training, and the necessary support to help young men and women who aspire to pursue studies and careers in business, entrepreneurship, or related disciplines.

## PROGRAMS AND EVENTS

**AIBL's Student Chapters:** AIBL student chapters are designed to provide peer support, leadership training, career and college guidance, and business networking. Student chapters provide an “extended-family” support system to help students facilitate the transition of being away from home while attending school. Student chapters are categorized as follows:

<u>Category</u>	<u>Description</u>
High School	9-12 <sup>th</sup> Grades
Tribal College	AIHEC Members
University	Any academic institutions NOT members of AIHEC

**Scholarships (when available):** The AIBL Scholarship fund has been established to enhance AIBL's commitment to education and the mission of promoting future business leaders who will utilize their education and experience to ultimately assist in improving tribal economic environments. This fund enables us to provide educational money to deserving AIBL members to assist in the costs of attending an institution of higher education. It is also an opportunity for the national AIBL Program to honor students for their dedication to academics and the commitment to the mission of AIBL.

**National Leadership Conference:** The annual conference provides presentations, panel discussions, and workshops that focus on contemporary themes surrounding Indian business and Tribal economic development issues. Provides students with leadership training, concentrating on such areas as Learning to Lead; Effective Team Leadership; Teambuilding Techniques; Effective Decision Making; Goal Setting; Conflict Resolution; Managing by American Indian Cultural Values; Building Self-Esteem/Self-Worth; etc. All conference activities include a component that addresses the American Indian cultural value system.

**National Business Plan Competition:** AIBL sponsors a National AIBL Business Competition to facilitate entrepreneurship and provide our membership with the opportunity to acquire experience in planning and running an actual business venture. AIBL Chapters are encouraged to run chapter businesses.

**National Chapter of the Year Competition:** Chapters from across the United States compete for Chapter of the Year honors, at the National AIBL Conference. This competition is designed to allow chapters to showcase their leadership styles and accomplishments throughout the year. Chapters will be judged on current & past events/activities, community service projects, chapter run small business, group dynamics, collaboration with other AIBL Chapters, unique activities or projects, participation in national conference online fundraising and presentation skills.

# ORGANIZING A NEW CHAPTER

*"A man should rely on  
his own resources; the one who  
trains himself is ready for any emergency."*

*Omaha Oral Tradition*

## AIBL STUDENT CHAPTERS

Student chapters facilitate the overall goals and objectives of the AIBL program. AIBL chapters are designed to create an environment that will support and promote the American Indian business student and/or entrepreneur who will help improve tribal economic environments through designing culturally appropriate businesses.

AIBL's goal is to stimulate American Indians' interest in pursuing a business education to assist in the area of tribal economic development. AIBL's chapter objectives are designed to encourage student interest through educational, community service and social activities.

Chapter activities emphasize education as a tool to facilitate personal and professional growth for students through mentoring programs, leadership training, conference participation, and employment opportunities.

Community service projects are designed to create a larger sense of community involvement and giving. Chapter members are encouraged to participate in civic service events to gain experience, exposure and a sense of "giving back" to the community.

The chapter's social activities accentuate teamwork and create strong, lasting friendships based on a personal and professional foundation of parallel goals and dreams. AIBL strives to provide an "extended family" support system that will reap long-term personal and professional benefits for the student member.

The educational, service and social activities of chapters provide opportunities for the members to facilitate the ideals, aspirations and purpose that the parent organization promotes---to assist in creating an overall better social, economic and cultural environment for American Indians.

## **BENEFITS OF CHAPTER MEMBERSHIP**

AIBL members have an opportunity to secure unique benefits by organizing a student chapter or becoming members of a chapter. Some of the benefits are listed below:

- 1. Membership in a nationally recognized professional American Indian organization.** Membership in a professional organization that caters specifically to American Indians and demonstrates a student's commitment to the highest ideals of the business profession. Each new chapter receives an AIBL membership plaque commemorating its existence.
- 2. Strength through numbers.** More can be accomplished by working in a group motivated by a common interest than by working individually. AIBL chapters have a unique opportunity to contribute to campus, high school, grade school and community events through chapter activities.
- 3. Personal strength through chapter membership.** Through peer support groups, networking and chapter activities, AIBL members become part of a broad network of American Indian students and professionals. This network can help individual members with the challenge of completing a degree by offering academic, social and emotional support.
- 4. Leadership training and experience opportunities.** Through holding an executive officer position or committee chairperson positions, AIBL members receive invaluable leadership experience. Executive officers are invited to attend a one-week leadership seminar designed to help students develop the leadership skills they need to motivate and provide direction to the rest of their chapter.
- 5. National conference participation.** Each chapter member is eligible for the student rate to attend the national conference.
- 6. Scholarship resources.** AIBL student members are eligible for AIBL Scholarships when they are available.
- 7. Fund-raising.** Chapters raise substantial funds through chapter activities and through corporate sponsors, local businesses and tribal solicitation. These fund-raising activities will facilitate the educational aspect of AIBL through the fund allocation and accounting process.
- 8. Recognition of achievement.** A distinguished chapter award will be given annually to the chapter that has distinguished itself in the promotion of AIBL principles and ideals.
- 9. Access to discount AIBL merchandise.** AIBL's merchandise includes jackets, caps, sweatshirts, t-shirts, book bags, jewelry, stationary and posters depicting AIBL's logo in some shape or form.

## STUDENT CHAPTER FORMATION

*"We do not want riches, but we want to train our children right  
Riches would do us no good.  
We could not take them with us to the other world.  
We do not want riches, we want peace and love."*

*Red Cloud  
Oglala Lakota, 1870*

Student chapters can be organized at any K-8, high school, tribal college, community college, junior college, technical institute, and university. Chapters will be formed under the standard *Code for Governing of Student Chapters* (page 10). General procedures for application include:

1. A letter of application will be submitted to AIBL's board of directors (a sample letter is on page 18).
2. A completed *AIBL Application for the Establishment of a Student Chapter*. This application will be submitted to the AIBL board of directors for approval.
3. Each AIBL chapter is encouraged to have at least four members. All chapters must be organized under the National AIBL Program.
4. Any full-time or part-time student Indian/non-Indian may be a member of AIBL.
5. A chapter must have an advisor. The chapter advisor does not have to be an American Indian, but must be aware of and possess some compassion and sensitivity toward Indian people, students and the American Indian traditional culture. The advisor will be a friend, a strong supporter and someone in whom students can confide. Chapter advisors are not expected to assume leadership of the student group, but they are encouraged to work closely with the members in a supportive manner while showing trust in the executive officers by allowing them latitude to use their own judgment and function on their own.
6. The student chapter is encouraged to be recognized as a school-affiliated organization. School affiliation provides access to school facilities and services (such as meeting rooms and video equipment) as well as eligibility for school funding.

## **CODE OF ETHICS**

*"Our elders are important, our young people are really important--that's our future. If we can take what our young people have to offer us with their knowledge of today, take the knowledge of our elders with their knowledge of yesterday and combine those two things, we have something to hand our young people's children and their children's children."*

*Alan Wilson  
Haida, BC, 1992*

The AIBL Board of Directors has established a non-alcohol or drug policy, which will prevail at all AIBL functions. The possession of alcohol or drugs will be prohibited on the premises of the function site. In addition, AIBL members are not to be under the influence of alcohol or drugs while on the premises of the function site. Disciplinary action will be taken against offenders, and any damage costs will be borne by the responsible student.

AIBL members will conduct themselves with the dignity befitting leaders, professionals and role models.



# **CODE FOR THE GOVERNING OF STUDENT CHAPTERS**

## **Article I - NAME**

**Section 1.** The name of a student chapter will be "(name of said organization) Student Chapter of the American Indian Business Leaders (AIBL)."

**Section 2.** Student chapters will be chartered by approval of the Board of Directors of the American Indian Business Leaders and will be subject to the provisions of AIBL's bylaws, this Code, and by the K-8, high school, tribal college, and university rules governing student organizations.

## **Article II - OBJECTIVES**

The Chapter is formed to advance and promote the objectives of the American Indian Business Leaders, hereafter called AIBL, as follows:

- Providing a forum for the discussion and support of current American Indian students. Mentoring American Indian students wishing to pursue higher education.
- Networking with other K-8, high school, tribal college, and university chapters to create a forum for exchanging business activity ideas that AIBL will support and promote.
- Assisting new or transfer students with the transition into academic life.
- Networking with tribal governments and Indian owned businesses to ascertain internship placement opportunities.
- Networking with tribal governments and Indian owned businesses to solicit special project work for college credit and to gain practical work experience.
- Creating a networking system with private/corporate businesses, tribal government, state and federal government entities to ascertain internship opportunities and special project work.

Chapters facilitate the overall goals and objectives of the National AIBL Program. The Chapters are designed to create an environment that will support and promote the American Indian business student and/or entrepreneur who will help improve tribal economic environments through designing culturally appropriate businesses. AIBL's ultimate goal is to stimulate American Indian's interest in pursuing a business education to assist in the area of tribal economic development and the improvement of Indian society as a whole.

### **Article III - MEMBERSHIP**

**Section 1.** The class and qualifications of membership in a Chapter will be defined in the By-laws of the American Indian Business Leaders (AIBL.).

**Section 2.** Membership in the Chapter will at all times conform to the rules set in the By-laws and this Code.

**Section 3.** Each member will be entitled to one vote on each matter submitted to the chapter.

### **Article IV – CHARTERING A STUDENT CHAPTER**

**Section 1.** Application

- (a) Any nucleus of students, in any accredited K-8, high school, tribal college, and university offering education in business or business technology may petition the AIBL board of directors for the establishment of a Student Chapter. In those instances where it is not possible to meet the requirements of a minimum number of students, the Board may consider a regional student chapter.
- (b) The students so petitioning will qualify as student members as defined by AIBL By-laws.
- (c) Each applicant chapter will have one or more faculty or staff members identified as Chapter Advisor(s).

**Section 2.** Following approval of the petition by the AIBL board of directors, the Charter of the Student Chapter will be presented at the earliest possible Chapter meeting.

### **Article V - FEES AND CHAPTER FINANCE**

**Section 1.** Member Fees

- (a) No initiation fee will be required of any member.

**Section 2.** Chapter Finances

AIBL's parent institution will not be held responsible for any payment of debts and/or obligations and/or activities of the Chapter, its associate chapter, or its members.

### **Article VI – CHAPTER ORGANIZATION AND OPERATION**

**Section 1.** Each Chapter will have a minimum of four Executive Officers, including a President, Executive Vice-President, Secretary, and Vice-President of Budget/Finance. In order to expose as many students as possible to leadership experience, AIBL encourages its Chapters to adopt a

total of seven Executive Officer positions. In addition to the four positions previously mentioned, it is recommended that each Chapter also have a Vice-President of Professional Outreach and Development, a Vice-President of Public Relations, and a Vice-President of Fundraising.

**Section 2.** Each Chapter will hold Executive Officer elections at the end of spring semester to serve during the following academic year (or a date as determined by each individual Chapter).

**Section 3.** Executive Officers must meet and adhere to institutional guidelines for student group officials such as grade point average and prior attendance at school (i.e. one semester or more).

**Section 4.** The Executive Committee will be made up of the elected officers, elected chapter advisor and committee chairpersons.

**Section 5.** Officials appointed by the Executive Committee will serve until further action by the Executive Committee, or for a period as designated by the Executive Committee.

**Section 6.** If the office of the President becomes vacant for any reason during the elected term the Executive Vice-President will become the President for the remainder of the term, thereby creating a vacancy as Vice-President.

**Section 7.** If any elected office other than that of the President becomes vacant, the Executive Committee of the Chapter will designate a member to fill the vacancy by simple majority vote at an Executive Committee meeting. All members of the Executive Committee will receive at least sixty days notice of such meeting.

**Section 8.** The Chapters will determine the duties of the Executive Officers. Generally the roles of the Executive Officers are as follows:

## **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, university's, 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.



## **SAMPLE LETTER OF APPLICATION**

October 1, 20XX

AIBL Board of Directors  
American Indian Business Leaders (AIBL)  
Gallagher Business Building, Suite 250  
Missoula, MT 59812

Dear Board of Directors,

This letter will serve as an application for the establishment of a Student Chapter at the University of Montana (UM). Enclosed please find an AIBL Application. Our chapter advisor will be Dr. Larry Gianchetta, Dean of the School of Business. We have applied to the Associated Students of the University of Montana and are an officially recognized school affiliated organization.

We expect to participate in the upcoming national AIBL Conference to be held in City, State and particularly look forward to meeting other students and members.

Enclosed you will find the required documents for Chapter establishment. We look forward to the approval of the AIBL Board of Directors.

Sincerely,

AIBL, President  
UM AIBL Chapter

Dr. Larry Gianchetta  
AIBL Advisor

Members:

Jennifer Stiffarm  
Hester Miller  
Kim Swaney  
Jeremy Gone

Mike Little Owl  
Raymond Montoya  
Brian Thomas

Cheryl Smoker  
Chrissie Sugar  
Brian McConnell

## CHAPTER OPERATION

*"Those who know how to play can easily leap over the adversities of life. And one who knows how to sing and laugh never brews mischief."*

*Iglulik Proverb*

A successful chapter encourages its members to participate in the activities of the organization. In addition to the workload being shared, a sense of unity and belonging comes with participation resulting in a stronger, more cohesive group. Good organization, planning, careful record keeping and having fun provides a chapter atmosphere conducive to achieving AIBL's objectives.

### **OPERATING PROCEDURES:**

#### 1. Record-Keeping.

- A. Financial Accounts - Financial income for the chapter comes primarily from membership dues, university allocations, corporate or private donations and fundraising events. It is advisable that the Chapter's Executive Officers become familiar with their school's accounting system. Once the chapter has been recognized by the school, it may or may not be required to open an account so that all monies pass through the school (sometimes private or outside accounts are not allowed). What can be charged to or paid out of an account depends on the school's regulations. Familiarity with school policies and procedures and also with the persons who will be handling the chapter's account will help make the most of the monies.
- B. Membership Records – Membership applications are used to notify students of meetings, upcoming social events, visiting recruiters, or of prospective employment.

#### 2. Student Outreach Methods

- A. School newspaper - The school newspaper is an easy way to reach many students, but it cannot be relied on as the only source to reach American Indian students. Any advertising or notices placed in the student newspaper should be run as long as possible. Also, a newspaper staff member should be solicited to write a feature article on AIBL, the Chapter, and its planned activities for the year.
- B. Registrar's printout - The Chapter advisor should have access to a registrar's computer print out which lists all students enrolled at the high school, college or university, their major, and other public information. In most cases this list can be broken down by race, which will help identify the American Indian students on campus. This is an excellent starting place when trying to locate prospective AIBL members.
- C. Personal letter - Using the student mailing list or the newspaper, a personal letter can be written and sent to prospective AIBL members. This will add a personal touch and keep in line with the "family spirit" which is very much a part of the traditional Indian way.

This letter should be a maximum of one page in length and should introduce AIBL and its objectives and extend an invitation to the first meeting.

- D. Phone calls - Organized phone calls are a good way to follow-up after the letter and provide a more definite count of people who have been contacted. Current members of AIBL can divide the prospective member list up and each is responsible for contacting a specific number of people.
- E. Email – Email is a good way to communicate with current and potential members. An email distribution list of chapter members could be used to remind members of meetings and chapter sponsored events.
- F. Posters and Flyers - Posters and flyers may be the most common and least expensive method for reaching students across campus. When strategically placed across campus, (e.g., student union, business school, Native American Studies building, and wherever else Indian students may hang out) posters and flyers normally reach a large population of students. To maintain goodwill on campus, it is advised that you first get permission before putting any notices on someone else's bulletin board, wall, door or anywhere that is not designated for general public use.

### **PLANNING, ORGANIZING AND COORDINATING EVENTS:**

Goals setting and planning are key aspects of a successful chapter. When the chapter's executive officers have set annual goals and plans for its major activities, other members have a sense of direction and purpose. Long-term planning will help activities run smoothly and allow everybody to enjoy participating.

1. Initial Planning - The first step in planning is to identify what the chapter wants to do as a group and what it wants for outcomes:
  - a. What is the nature of the activity - educational, social, recreational, service or fundraising?
  - b. Who is to participate in the activity - members only, campus community, local town community or other group?
  - c. What is the outcome to be - increased knowledge strengthened group ties, membership recruitment, good grades, student retention, or accomplishment of a specific task?
2. Arrangements - The next step is to identify what arrangements may be necessary:
  - a. What resources should be obtained – speakers, films, or literature?
  - b. What facilities should be secured - meeting room, auditorium, athletic facility, park shelter or a room at the student union?
  - c. What special arrangements are required - lighting, heating, refreshments, restrooms or special arrangements for physically challenged participants?

3. School Policy - If the activity is going to be held on campus, all school procedures and policies must be observed:
  - a. Does the activity require authorization or supervision?
  - b. Do facilities need to be reserved from the appropriate office?
  - c. Is there anything in the activity that violates school policy? For example, will food handlers for a fry bread sale have to take a TB test?
4. Financial Arrangements - The most important activity may be identifying the financial arrangements.
  - a. What is the cost and what are the sources of funds?
  - b. Will the group pay the expenses?
  - c. Will the participants be charged admission?
5. Publicity - Early notification and publicity contributes to the success of the event.
  - a. Will flyers be distributed - on campus, in school districts, in the residence halls, fraternities, and sororities?
  - b. Will media be used - the school/local newspapers, radio and television, local Indian media, the AIBL newsletter?
  - c. Will personal communications be used - telephone, a personal letter, invitations?
6. Pre-event Checking - Check out all arrangements before the actual time of the activity:
  - a. Are facilities and arrangements adequate?
  - b. Are resources there - working microphone, audiovisual equipment, tables, chairs, booths, access to copy machine, computers, and typewriter?
  - c. Who is in charge during the activity?
  - d. Who is responsible for the cleanup once the activity is over?
7. Post-event Checking - Evaluate the activity once it has been completed.
  - a. Who participated and how did they respond?
  - b. Was planning adequate and were goals set?
  - c. What recommendations are there for follow-up?
  - d. From this year's experience, what changes and/or additions are suggested for next time?
  - e. Should participants complete and turn in an evaluation questionnaire?
8. Follow-up.
  - a. Make sure all the bills are paid in a timely manner.
  - b. Is another activity to follow and what plans must be made?
  - c. Were thank-you letters written to the speakers, main contributors, participants and resource people?
9. Final Report - Prepare a final report to keep in the student chapter file.

## **SUGGESTED CHAPTER ACTIVITIES:**

Long-range planning will make activities run smoothly and allow everyone to enjoy participation. At the first of the year or at the first organizational meeting, try to get an idea of what events the group wants to have throughout the year and roughly when. Specific dates are not necessary. Planning should include a community service project as well as educational and social events.

**Chapter meetings** - Chapter meetings are unique to each individual chapter. The meetings should be run by students, for students and can range from a pizza party to a formal presentation from a corporate representative. The code states that meetings are to follow Robert's Rules of Order. The meetings should be kept as informal as possible. Structured meetings may inhibit a free exchange of ideas, although the president is encouraged to have a typed, written agenda to hand out and follow.

It is suggested that the first organizational meeting be a social event such as a picnic. This gives students a chance to relax and get acquainted outside of a structured classroom environment and develops an atmosphere of comradeship among members. This atmosphere is necessary if new students are to seek the advice of the more experienced students.

Chapter meetings should also allow time for problem solving. This is extremely useful when new and experienced students are together -- the perfect situation for student brainstorming. Airing problems or concerns and getting ideas from other students will tend to unite the group and is a basic function of the AIBL student chapter.

**Field trips and work site visits** - When planning a field trip or site visit seek out friends or family members of the students as primary contacts. Having a friend or relation as a contact at the visiting site makes planning easier. A second place to look for a contact is the AIBL general membership. The AIBL office will be glad to provide names of professional members in a chapter's area.

**Fundraising ideas/techniques** - Your Chapter fundraising activities and consequently member participation are essential to raising the money your Chapter needs to operate. For instance, your Chapter will need to raise money to cover, such things as:

- Chapter office supplies (paper, pens, filing folders, stapler, etc.).
- Chapter Activities (e.g., telephone, copying, and postage expenses).
- Travel & accommodations to attend and participate in the National AIBL Conference.

This list is not all inclusive as there are many other Chapter activities that members might wish to sponsor, attend, and/or facilitate. There are some Chapter activities that need money to get started, such as collecting donated raffle items; purchasing raffle tickets to raffle the items; booth display fee, etc.

**National AIBL Fundraising Opportunities-** Fundraising is a great way to teach students basic business skills, such as project management, teamwork, and finances. The following are fundraising ideas that have been successful for other chapters.

- *Ad Sales:* Sell ads for the National AIBL Conference Program, the chapter receive a 50% commission on ads sold.
- *Events:* Organize fundraising events in the community, some examples are: Bake Sales, Taco Feeds, Raffles, Basketball Tournaments, and Concessions.

**Managing Chapter Budget/Record Keeping Activities-** It is important to recognize that all your Chapter fundraising activities, including record keeping, managing receivables, paying expenses, planning, etc. will go toward each Chapter member's leadership training. A good business leader is confident in his/her ability to manage finances; therefore all your Chapter fundraising activities provide you with a great opportunity to learn and benefit from these skills.

### **Annual and Project Budgets**

***Annual Chapter Budget:*** Prepare and/or update Annual Budget (for the academic year or time in school that the Chapter is active).

***Project Budgets:*** Once you have completed the Chapter's Annual Budget, look it over and identify funds that are specifically related to certain projects and develop Project Budgets for each of these activities.

Accurate and sound record keeping is essential to tracking your income and expenses. Chapters are encouraged to use a basic accounting ledger and/or accounting software program, such as Quick Books, to manage your budget. It is preferable for Chapter's to EARN their own funds via entrepreneurial activities whenever possible to meet its Annual and/or Project Budget goals.

**Contributions and Donations-** Although it is preferable for Chapters to EARN the funds needed to cover the Chapter's Annual Budget; AIBL realizes that due to certain restrictions and/or remote communities, it may be more challenging to succeed without some form of monetary donation or contribution. Therefore, requesting contributions, donations, and/or sponsorships is another feasible way to raise funds. Chapters are encouraged to only ask for matching dollars. This means if your chapter has earned \$500, then you may ask for \$500 in donations.

Your Chapter is a non-profit activity and receives its non-profit status via the National AIBL Program. Therefore, you are REQUIRED to provide your donor information to the AIBL Office and include: (1) all monetary donations; (2) market value of gifts; (3) and the value of any in-kind contributions (e.g., building space rental fee waived which is normally @\$150/night). The National AIBL staff will prepare a letter outlining the value(s) of contribution(s) and provide its non-profit identification number to the donor for tax purposes and mail the letter to your donor(s).

**Peer support, counseling, and tutoring** - Peer support can be the most positive form of reinforcement produced within a student chapter. It is important to generate peer support at meetings and informal gatherings. Early in the year, reveal stories of past successes and failures to new members. Recognizing the problems encountered in the past and how they were dealt with or should have been dealt with helps prevent their repetition. Peer support creates an atmosphere in which students will be more apt to seek advice when needed. Peer counseling is a great help during the registration process each semester in that peer counselors can provide advice on things like

classes, instructors and class times. It always helps to do homework with someone else, and brainstorming sometimes makes the solution seem clearer, faster. If there is no designated study lounge available, use an unoccupied classroom. Setting specified times for student members to gather and study will enforce good study habits and set a norm to be expected from members of the chapter. Limiting peer association with only AIBL members is not encouraged. The chapter should also try to include members of other student groups.

**AIBL student chapter center** - This center should revolve around a room for family study, problem solving, convenience to the chapter advisor and the dean, if possible. The center, under student supervision, provides space for group activities, for test and homework files and a visible focus for Indian students. The facility should be centrally located to allow for interaction with other students and faculty, especially faculty who can provide personal and academic counseling. Use an empty classroom if a room or office space cannot be assigned to you. It is important to keep the location consistent.

The center is a place to study so those students can improve their study skills through help from other students. The advisor can observe without intrusion. Group study can be common because the center is a convenient place to be and group tutoring is a natural outcome through the family gathering concept.

If possible, the center should have a minimum of one computer for student use. This will allow self-paced learning and avoid the distraction and confusion surrounding most computer lab centers. Also, tools, books, charts, forms and catalogs that can help Indian students in any way can also be located at the center.

If possible the center should be open on evenings and on weekends. A central location near the dean's office gives an aura of importance to the center and the AIBL chapter. Other Indian students may be attracted to the AIBL student center. The center is the area for dispensing data to Indian students, which may be otherwise unavailable. A sense of family is very important to Indian people, as is a sense of common ownership of the center.

**Recruitment** -- Try to keep the communication between students on a one-to-one basis. Remember that word of mouth may be the most effective form of communication. Encourage the students contacted to pass the information along to friends and family.

# “RULES OF ORDER”

## **The Most Common Guidelines for Running an Effective Meeting**

Based on Excerpts from  
“Cannon’s Concise Guide to Rules of Order”  
Author: Hugh Cannon

### **INTRODUCTION:**

Many of our student chapter members requested a handbook that explains, in straight forward terms, the basic rules of order for running effective meetings (*Robert’s Rules Of Order*). In a literary review, the AIBL staff found Hugh Cannon’s “Concise Guide To Rules of Order” the most basic and fundamental information available on parliamentary procedure.

The following information provides only the key parliamentary rules to assist AIBL Chapter Presidents and members in running effective AIBL meetings. (Note: *For an in-depth explanation of the terms or conditions listed in this handbook, please refer to the resource book written by Hugh Cannon.*)

### **ROLE & RESPONSIBILITY OF THE CHAIR:**

The role of the Chairman or Chair of the meeting will generally be the AIBL Chapter President. When the President is unavailable, then whoever is designated by the AIBL Chapter by-laws to run the meeting in the President’s absence becomes the Chair of the meeting.

The Chairperson is advised to follow the subsequent suggestions to run an effective meeting:

1. **Prepare, Disseminate and FOLLOW AN AGENDA:** Unless otherwise stated in the by-laws, it is generally the President’s responsibility to prepare and disseminate the meeting agenda. It is imperative that all agenda items are reviewed prior to any new business discussion. This maintains order and ensures that the people who took the time to submit an agenda item will receive their allocated time to speak or present.
2. **Maintain Focus:** A key principle to remember is that there may be major issues that will need to be discussed and/or decided upon during the meeting. However, it is highly recommended that the Chairperson maintains his/her focus and make sure that the “smaller” agenda items do not get overlooked during the meeting.
3. **Ensure Basic Fairness:** In order for the meeting to be effective, a Chairperson must maintain impartiality at all times. If a certain issue becomes debatable, the chair must not be drawn into the debate to avoid the appearance of taking one side over the other. If the chair feels strongly about a certain issue and wishes to participate in the debate, then he/she must withdraw his/her position as chair while the issue is up for debate. The Chair responsibility is handed to the individual next in line for acting in this capacity (i.e., Vice-President).
4. **Avoid Confusion:** In order to avoid confusion when a motion has been made, it is the Chair’s responsibility to **always re-state** the motion verbally before a vote is conducted. This



will allow the general membership to seek clarification if they do not understand the motion. Each motion must be written, as stated, in the meeting minutes.

5. **Admit Mistakes:** Everybody at one time or another can and will make a mistake, especially in parliamentary procedure. Therefore, if you as the Chair make a procedural mistake, then you should acknowledge it immediately. Then you can take the necessary steps to correct the mistake. This helps avoid confusion and maintains the general membership's trust.

**GENERAL RULE #1:** Always prepare and follow an AGENDA. Make sure all members have a copy prior to the meeting.

**GENERAL RULE #2:** Whoever is leading the AIBL meeting, be it the President or appropriately designated individual, is to be addressed by the group as Madam Chair or Mr. Chairman.

**GENERAL RULE # 3:** If an issue that is being debated cannot be decided upon, the Chair or another person can make the motion to "table" the discussion until the next meeting or at another specified date.

**GENERAL RULE # 4:** A motion can be amended by anyone in the general membership by simply stating, "I motion to amend (motion) by changing it to read such and such." The Chair would then pick up the procedure asking for discussion, calling for the question, and then calling for the vote. This can also be done in the form of a "friendly amendment". A Friendly Amendment is an amendment proposed by a member whose suggestion supports the motion that was just made. If the amendment to the motion does not change or harm the original motion then it can be accepted by the general membership without having to go through the formal motioning procedure. To accept a friendly amendment the Chair asks the general membership whether they will accept the amendment, without objection and without debate and formal vote.

**GENERAL RULE # 5:** Any member, who may be indifferent to an issue that is being voted on may abstain his/her vote. To abstain is the refusal or declining of a member to vote when the vote is being taken. Because an abstention is not a vote, in need not be announced unless there is a special reason for noting abstentions.

**GENERAL RULE #6:** The definition of a quorum is the number or percentage (AIBL requires 2/3 to equal a quorum) of members required in the by-laws to be present at the meeting of a group in order for it to legally conduct business. This means that you can still hold a meeting, however if 2/3 of your membership is not in attendance at the meeting, you cannot vote on any one particular issue, until you have a quorum established.

**GENERAL RULE #7:** Please note that your by-laws are considered your basic governing document. The by-laws normally state agreement among the members with reference to the purpose of the group; defines membership; finances; and other matters concerning governance. The by-laws will also define how many members consist of a quorum.

**GENERAL RULE #8:** Depending on how in-depth and well the general membership uses Parliamentary Procedure, the group may want to create the position of Parliamentarian. Once created the membership may want to appoint or request that someone step forward and accept this position. The Parliamentarian is a person who advises the Chair on matters concerning parliamentary procedure.

**A VERY BASIC FORMAT FOR PARLIAMENTARY PROCEDURE:**

- Action 1:** Chair calls the meeting to order. This action, the date, and time are recorded in the meeting minutes.
- Action 2:** Chair calls for approval of prior meeting minutes. Minutes are read by the Secretary or designated individual.
- Action 3:** The Chair then asks for discussion of the meeting minutes. Any one, who may see the need to change or correct the prior meeting minutes, must provide this information during the discussion period.
- Action 4:** A motion must be made by a general member to approve or disapprove the meeting minutes; The individual should state – “I move that the prior meeting minutes of January 15, 1998 be approved.”
- Action 5:** The Chair calls for a second. An individual from the general membership would state – “I second the motion.” The Chair acknowledges that the motion has been seconded by (name of individual).
- Action 6:** The Chair will call for the question – this means he/she is placing the motion before the general membership for a vote. Someone from the general membership must state, “I call for the question.”
- Action 7:** The Chair then acknowledges that the question has been called by stating, “There has been a call for the question, and all in favor of approving the minutes say aye, all who are not in, favor say no.
- Action 8:** The Chair recognizes the vote by saying, “Please let the record show that # was in favor of the motion and # was opposed to the motion.”
- Action 9:** The Chair then moves to the next agenda item and goes through the whole process over again.

## **AIBL FORMS**

1. Application for the Establishment of an AIBL Student Chapter.
2. Renewal of AIBL Chapter Status Application\*
3. Membership Applications\*

\*Applications must be renewed each academic year.

All membership forms can be accessed and completed online. Each student member of an AIBL Chapter must become an AIBL member online. This application must be renewed each academic year. Please register online at [www.aibl.org](http://www.aibl.org).