

Native American and Indigenous Students at Cornell (NAISAC) Constitution

Preamble

Native American and Indigenous Students at Cornell (NAISAC) exists to promote and preserve understanding of Indigenous cultures of the Americas, to raise awareness of Indigenous issues, and to foster networks among American Indians, Alaska Natives, Native Hawaiians, First Nations, and other Indigenous students and alumni of Cornell University. The direction of this organization shall arise from the circumstances, experiences and knowledge of the Native American and Indigenous Students on campus. We aim to engage with the multicultural community through working relationships with ALANA Intercultural Board (ALANA), the American Indian and Indigenous Studies Program (AIISP), and our fellow student organizations. We seek to work in conjunction with these organizations to provide our community with the support and resources needed to promote and expand diversity and inclusivity in the Cornell community.

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Article I – Name of the Organization

The name of this organization shall be: Native American and Indigenous Students at Cornell hereafter referred to as NAISAC.

Article II – Purpose and Scope

The specific and primary purposes, for which this organization was formed, are:

- a. Providing an organization for Native Cornellians which will promote unity and cooperation and will provide a basis from which efforts may be made toward the advancement of the Native American people;
- b. Providing assistance to Native Cornell students including but not limited to:
 - a. Educational opportunities such as curriculum development, research, publication, career counseling, and distribution of educational materials, and educational film production
 - b. Ambassadors for recruitment of Native students
 - c. Mentorship
 - d. Advocacy and activism on campus on behalf of Native American and Indigenous Students, along with other minority student organizations
- c. Participating in any grant, program, benefits or services available under any federal, state, or local law from any other person or organization or agency.

Article III – Administration and AIISP Oversight

The business and affairs of the organization shall be managed, and all powers shall be exercised, by or under the direction of the Executive Board of NAISAC (hereinafter referred to as the E-board). Native American and Indigenous Students At Cornell is affiliated with, but independent from, the American Indian and Indigenous Studies Program at Cornell University

Section I. AIISP Involvement and Collaboration with NAISAC

- a. The Akwe:kon Resident Hall Director will serve as one of the advisors to NAISAC
- b. The E-Board position of AIISP Liaison shall exist to facilitate dialogue and foster a relationship between NAISAC and AIISP.

Article IV – Executive Board

Section I: Structure

The E-board shall be comprised of the following seven (7) positions:

- a. Co-Chair
- b. Co-Chair
- c. Secretary/Historian

- d. Treasurer
- e. Public Relations
- f. AIISP Liaison
- g. Mentorship Program Coordinator

One of the E-Board members will also act as Ivy Native Council Representative

Section II: Eligibility

- 1. An E-board member cannot assume multiple roles in NAISAC (i.e. Public Relations & Treasurer)
- 2. An E-board member cannot be a Co-chair in multiple organizations
- 3. An E-board term lasts from the Spring semester after a member is elected until the end of the following Fall semester, unless re-elected or impeached.
- 4. In the Spring following Fall nominations, the outgoing E-board members are expected to shadow and mentor the newly-elected E-board members
- 5. Any individual with an interest in furthering the goals of NAISAC, as listed above, shall be eligible for membership within NAISAC. NAISAC does not discriminate on the bases of race, sex, gender identity, creed, age, sexual orientation, national origin or ancestry, marital status, disability, or veteran's status.

Section III: Duties

Each E-board member is assigned, but not limited, to the following set of duties:

- 1. Co-Chairs
 - a. Responsible for all business and management concerning NAISAC;
 - b. Work with E-board officers to set and establish any and all policies of NAISAC;
 - c. Serve as liaison to all external entities in national and regional meetings and events;
 - d. Official spokesperson for NAISAC;
 - e. Manage day to day affairs of the NAISAC;
 - f. Responsible for the preparation of General Body and E-board meeting agendas;
 - g. Both Chairs preside over General Body and E-board meetings
 - h. Be able to take any of the responsibilities of any of the positions or assign them to any of the E-board when necessary;
 - i. Have a part in ALL decision-making policies;
 - j. Consult with Treasurer about semester budgets and monetary necessities;
 - k. Occasionally provide guest speakers for meetings.
 - l. Coordinate events with affiliated departments and programs (AIISP Awards Ceremony)
 - m. Make initial contacts with the corporate community and update contact list; and
 - n. Send thank you letters to companies and fill out any necessary paperwork.
- 2. Secretary/Historian

- a. Responsible for General Body and E-board meeting minutes;
 - b. Distribute General Body and E-board minutes within twenty-four (24) hours of the meeting to the E-board for review;
 - c. Responsible for tracking member participation of NAISAC events;
 - d. Maintain a list of current members;
 - e. Arrange all accommodations and provide necessary equipment for General Body and E-board meetings;
 - f. Reserve rooms and place food orders with at least 24 hours notice for meetings/gatherings and provide for all accommodations requested in collaboration with AIISP advisor and treasurer
 - g. Collaborate with treasurer when making purchases.
 - h. Will share the responsibility of documenting events with pictures and/or articles in addition to those documented by Public Relations chair
3. Treasurer
- a. Track money that goes in and out of organization's account;
 - b. Document all transactions – get receipts and note the event;
 - c. Keep a balance sheet of NAISAC account in a spreadsheet;
 - d. Document when money goes out of the account (payments, scholarships, etc.);
 - e. Create a budget proposal for the year (in conjunction with the Co-Chairs);
 - f. Fill out budget proposal for ALANA and AIISP, attend one of their workshops and proposal hearings (in conjunction with the Co-Chairs);
 - g. Keep track of incoming money from sponsors/departments (restricted vs. unrestricted);
 - h. Keep a table to tabulate each incoming donation, taking note of donor and restrictions, if any;
 - i. Register members for all conferences; and
 - j. Arrange member flights and travel for conference events.
 - k. Work with NAISAC Advisor to register students for conferences
 - l. Treasurer must submit a budget proposal to AIISP at the beginning of each semester proposing events and requested funding amount from AIISP
4. Public Relations
- a. Consistently update the social media accounts with appropriate information.
 - i. Instagram: update feed with events and photos commemorating NAISAC and allied orgs' events
 - ii. Facebook: update feed with events and photos commemorating NAISAC and allied orgs' events
 - b. Will share the responsibility of documenting events with pictures and/or articles in adjunct to those documented by Secretary/Historian chair
5. AIISP Liaison
- a. Serve as a liaison and point of communication between NAISAC and AIISP
 - b. Will facilitate dialogue and foster a relationship between NAISAC and AIISP

- c. Will meet with AIISP on a biweekly basis, or as recommended by AIISP
 - d. Update AIISP staff on meetings and event proposals
 - e. Report back to NAISAC suggestions and comments made by AIISP staff
6. Mentorship Program Coordinator
- a. Will be responsible for the oversight of the Freshman Mentorship Program and assisting in the development of the Native American and Indigenous Student Success Association (NAISSA)
 - b. Will facilitate group discussion among committees on the design of the curricula of the Freshman Mentorship Program and NAISSA:
 - i. Will aid these committees in organizing professional development, networking, and learning opportunities
 - c. Assist in managing the budget allocated for food and other expenses of the program
7. Ivy Native Council Representative (INC REP)
- a. Serve as a liaison and point of communication between NAISAC and the Ivy Native Council (i.e. conference updates and programs affiliated with INC)
 - b. Must be able to attend INC Conferences and Summits
 - c. Involved with Conference Proposals, which must be consulted with NAISAC advisor and AIISP faculty 2 months before presenting the prop
 - d. Check for updates on INC social media outlets
 - e. A Cornell University representative shall be elected to serve on the Executive Committee of INC by the general membership of the Native American and Indigenous Students at Cornell. Schools will notify INC of their elected representative and present them at the Annual INC Conference.

Section III: Term of Appointment

- a. Once elected, the term of appointment of each E-board member is (1) full year
- b. Once elected in the Fall, the previous E-board member will provide mentorship to the incoming E-Board member for the entirety of the Spring semester.

Section IV: Meetings

- a. Regular E-board meetings shall be held at a minimum of once a month. Special meetings of the E-board for any purpose may be called at any time by the Co-Chair(s), or any two E-board members of NAISAC.

Section V: Voting

- a. A five out of seven majority of the E-board shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a

meeting duly held at which a quorum is present shall be regarded as the act of the E-board. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of E-board members, if any action taken is approved by at least a majority of the required quorum for that meeting.

- b. NAISAC advisor must be present in attendance
- c. Voting Eligibility
 - i. All E-board members are eligible to vote
 - ii. All members of NAISAC are eligible to vote
 - iii. Those members not present at the meeting may vote via electronic ballot, if provided

Section VI: Rules of Order

- 1. All E-board members must obey the 24-hour notice rule which states:
 - a. If an E-board member cannot attend any NAISAC meeting or event (in its entirety), they must give 24-hour notice accompanied with the reason for the absence; and
- 2. Repeated penalties of the 24-hour rule warrants initiation of the impeachment/disciplinary process.
- 3. If an E-board member misses 2 consecutive meetings without notice OR 3 meetings with late notice will undergo disciplinary processes.

Section VII: Impeachment

- 1. A special meeting shall be held by all other E-board members to determine appropriate measures to take for the infraction. A majority is required for any disciplinary action.
- 2. An officer can be removed from their position if they are found to be ineffective in carrying out their responsibilities as stated in the NAISAC constitution; and
- 3. The NAISAC advisor must first be consulted prior to any impeachment; advisor will hold a meeting where both sides can be presented fairly.
- 4. In event of this, the Co-Chair(s) will preside over the impeachment meeting and procedure.
- 5. A report should be filed by the Secretary with the outcome of the impeachment

Article V – Committees

Section I: Creation and of Committees

- a. The Co-Chairs shall have the power to establish any committee to conduct the business of NAISAC with a simple majority approval from the E-board. The Co-Chairs may nominate any member to chair such a committee. A nominee shall be appointed by simple majority approval from the E-board.

Section II: Duties and Responsibilities

- a. The Co-Chairs shall develop and distribute a written plan for duties and responsibilities of the committees at the General meeting following the creation of the committee.

Section III: Changes in Duties and Responsibilities

- a. The E-board shall have the power to change the agenda for a particular standing committee by revising the proper policy.

Article VI – Membership

Section I: Qualifications and Procedures

- a. All members of this organization must be registered students at Cornell University;
- b. No person shall be denied membership to NAISAC based on race, color, sex, gender identity, handicap, nationality, religious affiliation or belief;
- c. All members must abide by all articles of this constitution.

Section II: Termination of Membership and Procedure for Filing Complaints

- a. Any member, regular or otherwise, may terminate their membership at any time, upon written notification to the Secretary of this corporation the effective date of resignation; and
- b. The E-board may terminate any member for any infraction of the By-Laws, rules and/or regulations of NAISAC.

Section III: Conference Rules of Order

- a. Members are required to act in an orderly and professional manner during conferences.

Section IV: Liability of Members

- a. No member of this organization shall be, by mere virtue of their membership, personally liable for the debts, liabilities or obligations of NAISAC.

Article VII – General Body Meetings

The chapter shall meet at least twice a month on a bi-weekly schedule, the Chairs alternating between chairing the meetings. The Co-Chairs shall call a general meeting at any time giving a notice to the members at least three (3) days prior to the meeting.

Article VIII – Election of Officers

Section I: Nominations

- a. A nomination must be seconded to be valid. If the nominated candidate is not present for nominations, they must accept the nomination via e-mail. If a prospective candidate is not present at the nominations (and is not nominated by a NAISAC member during nominations), they may nominate themselves via e-mail but must find another NAISAC member to second their nomination via e-mail before the elections; and
- b. Nominations will be accepted up to 48-hours before the election. This measure gives time to prepare election ballots.

Section II: Election Procedures

If a candidate is not present at the elections, they must send notice (explaining the reason for the absence). This must be done at least 48-hours prior to the election.

Section III: Election Results

- a. Election results must be announced to the General Body immediately after the elections, once the results have been tabulated. Tabulations will not be completed by current NAISAC members. Tabulations will be completed by the advisor or any outgoing members.

Section IV: Assumption of Office

- a. At least one (1) E-board meeting should be held jointly, with both the outgoing and incoming E-board members present; and
- b. All files from the previous year, sorted by position, should be sorted into a distributable medium and handed out to the new E-board.

Article IX – Faculty/Administrative Advisor

- a. Must support the purpose of NAISAC and guide them in administrative endeavors
- b. Will advise and counsel the E-board on decisions and concerns regarding the organization
- c. The Akwe:kon Resident Hall director will serve as one of the advisors to NAISAC; and
- d. NAISAC reserves the right to appoint an advisor, as approved by the E-Board, when needed

Article X- Amending NAISAC Constitution & Policies

- a. Any change to the constitution must be approved unanimously by the NAISAC E-Board. Articles and sections of these bylaws may be amended, altered or repealed at any annual or special meeting of NAISAC by a two-thirds vote of all members present, provided that notice of proposed amendment, alteration or repeal has been posted and circulated amongst current NAISAC membership at least ten days prior to said meeting.
- b. The NAISAC Constitution will be reviewed at the beginning of each fall semester.
- c. At the time of review, the NAISAC Constitution will be updated, if necessary, in addition to other proposed amendments, alterations, or appeals that may take place throughout the year.