

## V. Reference Materials

### A. WHAT DO I GET FOR MY MEMBERSHIP DUES?

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As a chapter leader, you should be prepared to address this question. There are both clearly tangible, and somewhat less so, reasons to belong to AIAS.

A good place to begin is with the local and national benefits and opportunities. Point out that membership dues are subsidized by outside sources to cover the expenses incurred by the AIAS office to provide many member services. On the national level, a large portion of the AIAS budget is generated by sponsors. On the local level, you should describe where your chapter's funds come from (program revenues, campus organizations, or local sponsors). It is also very important to identify where funds go. If your only answer is, "AIAS needs the money," then you should rethink why AIAS exists. AIAS responds to its members. If the members want lecturers, then raise money for a lecture series.

Though the national benefits are great, the chapter benefits are invariably the most directly tangible. If potential members can identify with benefits such as discounts at local art stores or local bookstores, they will be much more willing to join. Tell potential members that they can probably save the cost of AIAS membership in two trips to the store to buy presentation materials.

The second approach to answering the money question is to address the more intangible benefits. Ask the potential member this: "Do you think the school will adequately prepare you for entering the profession?" Chances are the answer is, "No." What AIAS can offer in this area is astounding. Depending on the level of interaction between your chapter and the local AIA and community of professionals, AIAS chapters can offer members positions on AIA committees, community action projects, or simply allow students to rub elbows with potential employers.

You often find the following terms and phrases on resumes: ability to work with people, active in the community, organizational skills, leadership abilities, concerned about the environment, commitment to end results, etc. Active membership in AIAS fosters these ideas and skills. The opportunity is there for AIAS members to engage in debates, participate in current issues discussions with professionals, and attend FORUM—where members can tour the architectural best of the host city, meet fellow students from around the country, and engage in issues discussions with the National Officers who regularly work with the agencies forming future architectural policies.

Simply said, the question isn't, "What does AIAS do for me?" It is "What can you do for AIAS?" Membership means exploring issues and ideas off the drawing board. If a student believes that the future is important to talk about, that communities need help, that architectural discussions are exciting and provoking, then he/she is a potential AIAS member.

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### B. QUESTIONS COMMONLY ASKED BY CHAPTER PRESIDENTS

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#### **What should I call myself?**

In order to not confuse people, on all stationery, business cards, etc. you should state that you are a “Chapter President.” Simply stating “President” or “AIAS President” can be misleading or could cause confusion. Always include the chapter’s title.

Joe Student  
Chapter President  
AIAS Anywhere College

#### **What and when is AIAS Grassroots? How do I get more information?**

AIAS Grassroots is the annual AIAS chapter leadership conference. It is a chapter President’s best opportunity to learn all about the AIAS and the other architectural organizations, to gain professional insight into being an effective leader, to learn about fundraising, program development, and membership opportunities. Grassroots is scheduled each summer in Washington, D.C., usually in late July. Your participation in this conference will prepare you to run a successful AIAS chapter.

#### **Should I print stationery, business cards, etc. for our chapter?**

Probably. In order for you to represent your chapter to your school, professionals, and businesses and to conduct fund raising, always use official stationery. Business cards are a great way to leave your chapter’s name, your name, and address with someone. Letterhead and business cards can be purchased together and don’t have to cost a lot of money. If your chapter is struggling with finances, do something simple and inexpensive. You can even design and print it yourself!

#### **Can our chapter use the AIAS logo?**

Yes, you may use the AIAS logo. You may want to consider using the AIAS logo with the words, “A Member Chapter of the American Institute of Architecture Students: *an independent, non-profit, student-run organization.*” Be careful about putting the AIAS headquarters address anywhere on the page, or we may get your mail. The AIAS staff can make a custom logo that includes your chapter’s name. Send a request to [mailbox@aias.org](mailto:mailbox@aias.org)

#### **How accessible is the AIAS Headquarters?**

It is very accessible. The AIAS office is committed to serving the member chapters on the local level. In fact, the direction of the office and the Board of Directors is set by the concerns and interests of the Council of Presidents and the membership. Therefore, communication is very important. The staff is by phone Monday through Friday, from 9:00am to 5:00pm EST (often, even beyond those times), and we are always willing to answer any questions and offer direction which may be of use to the membership. In addition, you may contact the headquarters at anytime via email at [mailbox@aias.org](mailto:mailbox@aias.org).

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### C. TEN TIPS FROM YOUR PREDECESSORS

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The AIAS has been around, in some way, shape or form, since 1956. Many former chapter presidents and national officers before you have chimed in with tips and hints that may be helpful to you as you take office.

1. Obtain a list of incoming and returning students from your school. Send an introductory letter out to these students explaining about the AIAS and offering them the opportunity to join. This is also a good time to do a pre-semester supply sale offering a discount to AIAS members. The order form for materials should incorporate an opportunity to join your chapter. Many suppliers will offer competitive bids to “win” your school’s business. Shop around for the best deal. With a little fundraising for your chapter, you still should be able to offer members a substantial discount. It is probably the easiest to go through one vendor.
2. Find out opportunities for AIAS members to represent your student body on various committees within your program. Such representation may include positions on the following: curriculum evaluations, student affairs, public relations, faculty evaluations, faculty searches, student government, lecture series, and any other committees where student concerns should be represented.
3. Establish special committee chairs as necessary. Your chapter may offer some special programs that need to be organized by strong individuals. Target those students who have shown you they would like to be involved, even if they do not hold an elected office. Your Executive Committee should approve all of these appointments. Such positions may include lecture/reception chair, supply store coordinator, newsletter editor, social chair, student government representative, etc.
4. Utilize your National Director to encourage activity among schools in your region. This is a great way to become aware of other architectural/design programs. National Directors also serve as your direct link to the headquarters.
5. Utilize all of the resources you can think of within your school. Draw on the advice of your most-respected professors. Develop a great relationship with various assistants in the departmental office. These individuals usually understand the pulse of the program. They know the most about what is going on and can usually give you any kind of advice you need. Ask if you may use the department’s copy machines, computers, phones, supplies, etc. Always remember to be polite and thank everyone for their contributions of time and resources.
6. Utilize your faculty advisor. This person is key in representing the AIAS to the faculty in your school. Your advisor may also request that you act on behalf of the student body at various times. A good working relationship with your faculty advisor is important. Many chapters select their ACSA Faculty Councilor, while others prefer an active professional.
7. Designate display space for the chapter. It can be divided into different segments to post information. Topics may include AIAS national opportunities, local opportunities, publications, local AIA activity, competition posters, newsletters, etc. People wander around and look at this stuff—really!
8. It is also a good idea to prepare an informational packet for students entering your program. It might have some basic orientation stuff as well as coupons for various restaurants in the area or supply dealers; important and emergency phone numbers, information application for AIAS membership, studio survival tips, faculty rosters, a list of campus services, and anything else unique to your program.

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9. Executive Committee meetings are helpful if they are scheduled regularly and are always at the SAME time. That way everyone knows what is happening and they can plan ahead. Encourage all chapter members to attend if they would like. The more the merrier, especially during “brainstorming” meetings.
10. Communicate. Be sure your members know what’s happening, when, and why. Communicate with your National Director, to see what issues are being discussed at the Board level. Communicate with the AIAS office to find out about new membership programs, competitions, FORUM, etc. Read *AIASinfo*, sent twice a month, and check the links to articles of interest.

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### D. PARLIAMENTARY PROCEDURE

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#### Overview

##### *What is Parliamentary Law?*

Parliamentary Law is the code of rules and ethics for working together in groups. It has evolved through centuries out of the experience of individuals working together for a common purpose. It provides the means for translating beliefs and ideas into effective group action.

The most important principles of parliamentary procedure are the following:

1. The purpose of parliamentary procedure is to facilitate the transaction of business to promote cooperation and harmony.
2. All members have equal rights, privileges, and obligations.
3. The majority vote decides.
4. The rights of the minority must be protected.
5. Full and free discussion of every proposition presented for decision is an established right of members.
6. Every member has the right to know the meaning of the question before the assembly and what its effect will be.
7. All meetings must be characterized by fairness and good faith.

#### Call to Order

The chairman calls the meeting to order simply by requesting, "Will the meeting please come to order?"

#### The Order of Business

- A. Call to order
- B. Roll call
- C. Secretary's minutes - read, corrected, approved
- D. Treasurer's report - read, corrected, approved
- E. Announcements of reports by President
- F. Reports of committees
- G. Old business
- H. New business
- I. Miscellaneous: Announcements, requests, and items of interest from members
- J. Adjournment

#### Correcting and Approving the Minutes

At the conclusion of the reading of the minutes the chairman will ask: "Are there any additions or corrections?" After addressing the chair and being recognized, any member can bring up a correction.

After the minutes have been read and the objections, if any, are corrected, the chairman says: "If there are no objections, the minutes stand approved as read (or corrected)."

#### Obtaining the Floor

- A. Address the chair as "Mr. President" or "Madam President"
- B. Present well organized statements
- C. Keep presentation short and to the point

#### Motions

- A. Introducing Motions
  1. Address the chair

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2. A motion is made by saying, "I move that..."
  - a. Motion must be stated positively; there are no negative motions
  - b. Motion should be precise, clear, well articulated and short

### B. Seconding Motion

After a motion is made it must be seconded by another person. If no second is heard, "The motion is lost for want of a second." If there is a second, "The motion has been seconded." Ask the question, "Is there any discussion?"

### C. Discussion on Motions

1. Observe all speakers
2. It is best to alternate positive and negative feelings
3. Aim for complete, but not long, discussion

If the resolution is presented in a written format:

*Resolution ----- is before you.  
Are there any opening remarks from the SPONSOR?  
Is there a motion to move this resolution?  
Second?*

or

*It has been moved and seconded that we...*  
The mover of the resolution is entitled to speak first. Movers are not allowed to speak again until all other delegates have spoken, unless a point of information is requested.

*Is there any discussion?*

### D. Amendment to the motion or secondary motion

1. One which restates or adds to the previous motion
2. Must also be seconded
3. Discussion is held on the amendment
4. Amendment must be voted on before voting is made on the motion

Friendly Amendments:

Accepted by the SPONSOR  
Not a friendly amendment...  
Must be voted on.

### E. Voting on the motion may take place in two ways

1. If a member "moves the previous question," discussion must immediately stop. The council then votes on whether or not they want to vote on the main motion. It takes two-thirds majority to pass.

2. After discussing a motion, the chair will ask: "Are you ready for the question?" If this query evokes a general chorus of "Question!" or if no one else arises to speak, the chair will conclude consideration of the motion by "putting the question." The chair then says: "The question is whether this body wishes to adopt the motion that..." After stating the question, the chairman then says: "You have heard the motion. All those in favor say aye (pause); those opposed will say no (pause). The motion is carried (or lost). If any member is in doubt as to the correctness of the chair's decision after a vote has been taken, however, he/she may call for a division of the

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assembly to give a more accurate count. ("Mr./Madam President, I call for a show of hands on the motion/roll call vote.") The chair is obliged to grant his/her request.

Move the previous question/  
Call the question/  
End discussion  
(all mean the same thing)

*Is there a Second?*  
*All those in favor...*  
*All those opposed...*  
*All those abstaining...*  
*The motion passes/fails.*

or

*Seeing no more discussion. Are you ready for the question?*  
*The motion on the floor is to move . . . (state the resolution)*  
*All those in favor...*  
*All those opposed...*  
*All those abstaining...*  
*The motion passes/fails.*

### **Point of Order**

The purpose of this motion is to correct an error in procedure or in following the order of business. It may be raised whenever a member feels that debate on a given question is out of order, that another member's remarks are not pertinent to the subject at hand, and so on. This motion needs no second, and it may interrupt a speaker. It is neither amendable nor debatable. Ordinarily it will be put as: "Mr./Madam President, I rise to a point of order." The chair will request the member to state his/her point of order, and the chair will then give a ruling on the point, or he/she may submit the question to a vote.

### **Miscellaneous, Announcements**

Items that do not particularly fall within the subject matter of the preceding items are considered at this point. The chair may ask if there are any "announcements, requests, or items," none of which would require definite attention.

### **Adjournment**

Ordinarily, the Chair may call for a vote on a pending motion before adjourning the meeting if it is apparent that the members are willing. A motion is then given for adjournment.

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### E. TERMS AND ACRONYMS

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The following is a list of common names and terms used in the architectural community and specifically in this Handbook.

<b>AAF:</b>	American Architectural Foundation
<b>ACSA:</b>	Association of Collegiate Schools of Architecture
<b>ADA:</b>	Americans with Disabilities Act
<b>AIA:</b>	American Institute of Architects
<b>AIAS:</b>	American Institute of Architecture Students
<b><i>AIASinfo:</i></b>	The bimonthly electronic newsletter of the AIAS devoted to architectural student news including: announcements of conferences, opportunities, competitions, upcoming events, scholarships, and AIAS issues.
<b>APA:</b>	American Planning Association
<b>ARE:</b>	Architect Registration Exam
<b>ASID:</b>	American Society of Interior Designers
<b>ASLA:</b>	American Society of Landscape Architects
<b>B.Arch:</b>	Bachelor of Architecture
<b>BOCA:</b>	Building Officials and Code Administrators International
<b>BOD:</b>	AIAS National Board of Directors
<b>CACE:</b>	Council of Architectural Component Executives of the AIA
<b>CCAC:</b>	Committee of Canadian Architectural Councils
<b>CEDSL:</b>	Council of Environmental Design Student Leaders
<b>Collateral Organizations:</b>	This term is used to describe the five major US and/or North American architectural organizations (AIA, AIAS, ACSA, NAAB, NCARB)
<b>COP:</b>	The AIAS Council of Presidents, made up of the AIAS chapter presidents from across North America
<b>Crit:</b>	The Journal of the American Institute of Architecture Students
<b>ExCom:</b>	A local chapter Executive Committee
<b>Ex officio:</b>	Ex officio committee members are committee members by virtue of their title/office. Often, but not always, ex officio members are non-voting participants.
<b>FAIA:</b>	Member of the AIA College of Fellows
<b>FORUM:</b>	FORUM is the annual AIAS membership convention held in December.
<b>Grassroots:</b>	The same name is used by both AIAS and AIA to describe their annual leadership training conferences. AIAS Grassroots is held each summer in Washington, DC.
<b>IDP:</b>	Intern Development Program
<b>IDPCC:</b>	Intern Development Program Coordinating Committee
<b>M.Arch:</b>	Master of Architecture
<b>NAAB:</b>	National Architectural Accrediting Board
<b>NIAE:</b>	National Institute for Architectural Education
<b>NAWIC:</b>	National Association of Women in Construction
<b>NCARB:</b>	National Council of Architectural Registration Boards
<b>NOMA:</b>	National Organization of Minority Architects
<b>NOMAS:</b>	National Organization of Minority Architecture Students
<b>OBD:</b>	Organization of Black Designers
<b>OLGAD:</b>	Organization of Lesbian and Gay Designers
<b>OSHA:</b>	Occupational Safety and Hazard Administration
<b>RIBA:</b>	Royal Institute of British Architects (the British equivalent of AIA)

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**SDA:** Society of Design Administrators  
**SARA:** Society of American Registered Architects  
**WIA:** Women in Architecture