



Council of Presidents Orientation Guide

AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS
A Resource for the Council of Presidents
First Edition July 2009

**American Institute of Architecture Students
GRASSROOTS ORIENTATION GUIDE**

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CHAPTER 1 ORGANIZATION



The AIAS is an independent, 501(c)(3) non-profit and student-run organization that is more than just a club. This grassroots association is a cooperative between thousands of students in North America (of all ages and academic degrees) committed to helping each other. It provides a sense of community and a forum to share differing views. The AIAS is a professional organization that is the official voice of architecture students.

AIAS Mission and Vision

The mission of AIAS is to:

- PROMOTE excellence in architectural education, training, and practice;
- FOSTER an appreciation of architecture and related disciplines;
- ENRICH communities in a spirit of collaboration;
- ORGANIZE students and combine our efforts to advance the art and science of architecture.

The vision of AIAS is to be publicly known, respected, and valued as the voice of architecture students, offer quality benefits and services to its membership, represent students by actively advocating on important issues, and empower students to make positive changes in their education.

CHAPTER 2 GRASSROOTS LEADERSHIP CONFERENCE



The Grassroots Leadership Conference (GLC) is the annual conference for current and emerging leaders of AIAS chapters. It provides training on running a successful AIAS chapter as well as motivating and organizing students within your institution. At Grassroots you will also be informed about important and current issues in architectural education and the profession.

GLC is held each summer in Washington, DC. Programming includes workshops, lectures, seminars, tours, and other discussion sessions that help promote and encourage interaction among student leaders. GLC acts as the catalyst for ideas relevant to architectural students, education and the profession. This conference provides you with the information, motivation and preparation required to build and maintain a successful AIAS chapter and to build the foundation for your career in architecture.

The first evening we will be celebrating the 25th Anniversary of the Grassroots Leadership Conference. On Friday, the Leadership Institute will provide you with the tools to accelerate your growth as an effective leader. Saturday's AIAS Orientation will expose you to in-depth conversations about AIAS – how we function, our future direction and how you can contribute to the advancement of the organization. Finally, the conference culminates in the first business session of the Council of Presidents, where you will translate your newly gained knowledge into action (See p. 6-7 for more information about your role as a COP Delegate)

This document is intended as a primer for your experience at the Grassroots Leadership Conference. We have outlined important information about AIAS in an effort to acquaint you with the organization and to provide a springboard for conversations that will occur during the conference.

CHAPTER 3 ORGANIZATIONAL STRUCTURE

The American Institute of Architecture Students is made up of student and affiliate members, most of whom participate in the organization through the 140-plus AIAS chapters around the world. AIAS is governed by the Council of Presidents (COP) and the Board of Directors (BOD), assisted by a full-time staff.

Council of Presidents (COP)

The Council of Presidents (COP) is charged with bringing issues to the forefront in an effort to improve education and the profession of architecture as well as to direct the policies of AIAS. The COP is composed of the representative delegates from each AIAS chapter. Typically, the chapter President serves in this capacity. However, if the chapter President is unable to attend the meeting, he or she may appoint a substitute. Each delegate has the privilege of voting on behalf of their chapter membership, providing a unique perspective that contributes to the diverse voice of architecture students. On Sunday morning of Grassroots, the COP will convene for the first General Business Session of the 2009-2010 year. COP delegates will also be responsible for attending the General Business Sessions that will take place at FORUM 2009.

Board of Directors (BOD)

The AIAS Board of Directors (BOD) is composed of elected representatives who oversee the activities of AIAS. The BOD is responsible for creating and reviewing policies, interacting with other organizational representatives, and acting upon recommendations made by the COP. The BOD meets four times during its elected tenure and is comprised of ten members as follows:

President and Vice President: The President and Vice President are elected by the membership at FORUM. They take office on the first day of the Grassroots Leadership Conference and serve a one-year term. The officers are responsible for ensuring the success of AIAS and administering all business meetings. At the national level, the President and Vice President represent students' views through active participation on many related boards and committees.

Quadrant Directors: Four elected Directors represent the membership of the Quadrants: Midwest, Northeast, South, and West. Their duty is to express significant membership viewpoints and needs to the BOD and maintain communication between the national office and the individual chapters.

Past President: The Past President is indirectly elected to the BOD via the presidency. The Past President serves as an advisor, a full voting member of the BOD and is the AIAS Elections Chair.

AIA Liaison: The AIA Liaison links the AIA National BOD to the AIAS BOD. The Liaison is appointed to the AIAS BOD by joint agreement of the AIA National President and the AIAS National President. The AIA Liaison serves a two-year term.

ACSA Liaison: The ACSA Liaison links the ACSA BOD to the AIAS BOD. The Liaison is appointed to the BOD by joint agreement of the ACSA National President and the AIAS National Vice President. The ACSA Liaison serves a two-year term.

Executive Director: The Executive Director is a full-time professional charged with maintaining the daily operations of AIAS. The Executive Director is responsible for hiring support staff, maintaining financial records, fundraising, and continuing national programs. The Executive Director is selected by the Personnel Committee with approval by the BOD, and is an ex officio and non-voting member of the BOD.

AIAS Staff

The office staff is hired by the Executive Director. Currently, the AIAS staff is composed of a Director of Advancement, Director of Design and Outreach Programs, and an Administrative Assistant. In addition, the *Crit* Editor and FORUM Chair are paid independent contractors of the AIAS and report to the Executive Director.

Conferences

In addition to the Grassroots Leadership Conference, AIAS sponsors FORUM, and biennial Quad Conferences. These conferences are hosted by our chapters at institutions across North America.

FORUM: FORUM is the annual meeting of AIAS, and the premier global gathering of architecture and design students. The event provides students with opportunities to learn about important issues facing architectural education and the profession, to meet students, educators and professionals with common interests, and to interact with some of today's leading architects through keynote addresses, tours, workshops, and seminars. (www.aias.org/forum)

Quad Conferences: Historically, each Quadrant hosts two conferences each academic year; one in the Fall and one in the Spring, which bring together architecture students to discuss local, regional, and national architectural issues.

CHAPTER 4 COUNCIL OF PRESIDENTS MEETING GUIDELINES



As a delegate to the Council of Presidents, you are expected to be prepared to discuss items on the agenda, and to bring positive and engaging ideas to the discussion. The best way to prepare for these discussions is to read the agenda and all supplementary materials prior to the meeting, so that you may actively participate. All AIAS business meetings are administered according to parliamentary procedure (often referred to as “Robert’s Rules of Order”). In parliamentary language, the terms “discussion” and “debate” are interchangeable. The right of delegates to take part in discussion is as important as their right to vote: it is through discussion that members become familiar with the issues and hand. The right of every delegate to participate in discussion is equal to that of every other member, and it is the duty of the chair of the meeting to see that this equality of privilege is maintained.

Order of Business

Call to Order: The President will call the meeting to order, and the Vice President will call roll.

Approval of Agenda: At this time, attendees will have the opportunity to suggest changes to the meeting agenda, which must be approved before the meeting can proceed.

Approval of Minutes: The minutes have been included in the agenda for your reference, so that they may be amended and approved quickly at the COP session.

Reports: Reports are given to inform the COP on the proceedings of the AIAS. Board members will have the opportunity to make any additions or corrections to the report as printed.

Unfinished Business: These agenda items carry over from a previous meeting that were not addressed before the adjournment of that meeting. Currently, there is no unfinished business of the COP.

New Business: Open discussion – any items that are properly brought forward.

Adjournment: A motion to adjourn is made and seconded by the delegation and is voted upon.

Motions

To introduce a motion, first address the chair and wait to be acknowledged. A motion is made by saying, "I move that..." The motion must be stated positively, and the motion should be precise, clear, well articulated and short.

After a motion is made it must be seconded by another delegate. If no second is heard, "The motion is lost for want of a second." If there is a second, "The motion has been seconded." The chair then asks the question, "Is there any discussion?" The delegate who put forth the motion is entitled to speak first. Discussion on a motion should occur in an orderly and polite fashion, and amendments to the motion or a secondary motion must also be seconded.


Voting occurs in one of two ways. If a delegate "moves the previous question," discussion must immediately stop. The delegation then votes on whether or not they want to vote on the main motion. It takes two-thirds majority to pass a main motion. Alternatively, the chair calls the question. If there are no objections, 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..." and calls the vote. The chair will call for all in favor (answering 'aye'), all opposed (answering 'nay') and all abstentions.

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. 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.

CHAPTER 5 HOW TO NAVIGATE THE COP AGENDA

In order to accomplish several discussion topics that the Council of Presidents will need to cover at the Grassroots COP Meeting an agenda has been prepared in advance. Included in this chapter are diagrams that have been created in an effort to help Delegates navigate the format of the agenda. Please download the agenda to your desktop and bring your computer to the meeting or print the agenda before hand. In accordance with the AIAS Green Meeting Guidelines *PRINTED COPIES OF THE AGENDA WILL NOT BE PROVIDED ONSITE*. To maximize the functionality of the agenda please use Adobe Reader version 6.0 or higher. If you do not have Adobe software you can download it at this site: <http://get.adobe.com/reader/otherversions/>.



AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS
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Tuesday, December 30, 2008
*General Business Session 2:
 Centennial Ballroom F-H
 Hyatt Regency, Denver, CO*

Time	Agenda Item	Presenter
8:30 AM	2. Call to Order a. Call to Order and Opening Remarks b. Roll Call c. Meeting Procedures d. Review and Acceptance of Agenda e. Approval of the Minutes of the Grassroots 2008 Council of Presidents meeting.	Blanchard
8:35 AM	3. Reports Submitted reports are reviewed for errors and omissions in the following order: A. Officer's Reports B. Director's Reports C. Liaison's Reports D. Executive Director Report	All
9:25 AM	4. Quad Conference Resources During the 2008 Grassroots Council of Presidents meeting the board of directors was charged to develop resources for Quad Conference Planning. South Quad Director Je'Ne'ne' will update the Council of Presidents with the progress to date by the Quad Conference Advisory Group and the recommendations to the Board of Directors.	Blanchard Chastain
9:45 AM	5. Honor Awards During the 2008 Grassroots Council of Presidents meeting the board of directors was charged to recognize efforts of sustainability. The Honor Awards Committee addressed the concerns of the Council of Presidents and suggested recommendations to the Board of Directors. Vice-President Moore will update the Council of Presidents with the actions taken by the Board of Directors at the 2008 FORUM Board Meeting.	Blanchard Moore
9:45 AM	6. Membership Secretary Moore will give the Council of Presidents an update on the membership to date. c. Chapter Visits	Moore
10:05 AM	7. Spotlight on Education Jeld-Wen	Dunning
10:10 AM	8. Finance a. Budget Report b. Financial Projection The Council of Presidents will receive a update presentation about the financial health of the organization. The procedure for delegate reimbursement will be explained.	Moore

Release Date: December 12, 2008

Start time of COP meeting

Agenda items to be presented [CLICK on the titles to link to corresponding agenda items - OR - you can use your ADOBE BOOKMARKS]

Meeting attendee presenting agenda item

Date agenda is published



08:35 AM - 09:25 AM

Time to be spent on agenda item
[CLICK to go back to master agenda]

REPORTS

Submitted reports are reviewed for errors and omissions in the following order:

- A. Officer's Reports
- B. Director's Reports
- C. Liaison's Reports
- D. Executive Director Report

MOTION

N/A

Suggested language for
a motion to be made by a
Delegate

PRESENTERS

All

REFERENCE MATERIALS

- President Report
- Vice President Report
- Midwest Quad Report
- Northeast Quad Report
- South Quad Report
- West Quad Report
- AIA Liaison Report
- ACSA Liaison Report
- Executive Director Report

BACKGROUND

The report agenda item is the opportunity for the board to update the organization on the specific issues affecting the organization from around the nation. Up till 2004, the board of directors had standing committees that were handicapped the board by forcing requirements of the committee requirement bylaws. During the 2004 - 2005 year, the board was forced to discontinue the reporting from the governance documents.

Background explains all historical
relevance of each agenda item

This created an unforeseen consequence, the standing committees were disbanded but the reporting was not. With an unguided precedent, the subsequent boards interpreted the reporting to include a report on most every agenda item. This required the presidents to allocate more time during each board meeting to reporting and less on discussions. The board meetings became more about what has happened and less about what the organization should do for the future.

IMPLICATIONS

As governed within Bylaw 7.621 Annual Report. All members of the Board shall submit a concise written summary of their work during their term, including an evaluation of the AIAS, to the President by June 30. In addressing the communication concern raised by the board, the officers have requested a quarterly report to be submitted to the board to assist in meeting the Bylaw requirement at the completion of the term. As a point of information, the report should not require much oral explanation and as such will assist in moving the agenda item forward.

Implications explain the potential
impact of decisions made in
relation to each agenda item

Reference Materials are supplemental information or reports that are attached to the agenda to assist in decision making or to provide more in-depth information [CLICK on the title to link to document - or you can use your ADOBE BOOKMARKS]

CHAPTER 6 COLLATERAL RELATIONSHIPS

The term “collateral” refers to any of the five organizations that oversee the governance of the education and profession of architecture in the United States and/or North America: the Association of Collegiate Schools of Architecture (ACSA), The American Institute of Architects (AIA), the National Architectural Accrediting Board (NAAB), National Council of Architectural Registration Boards (NCARB), and the AIAS.

ACSA: The Association of Collegiate Schools of Architecture represents accredited architecture programs in the U.S. and Canada by advocating on behalf of faculty members and administrators as well as architectural education in general. With a mission to advance the quality of architecture education, ACSA provides a major forum for ideas on the leading edge of architectural thought. (www.acsa-arch.org)

AIA: The American Institute of Architects represents licensed architects in the U.S., as well as Associate members, most of whom are interns or non-registered designers. AIA is the voice of the architecture profession dedicated to serving its members, advancing their value and improving the quality of the built environment. (www.aia.org)

NAAB: The primary purpose of the National Architecture Accreditation Board is to ensure that professional architecture degree programs in the United States meet established performance-based standards of educational achievement. The NAAB Board of Directors is composed of representatives from the ACSA, AIA, AIAS and NCARB, as well as two public members. (www.naab.org)

NCARB: The National Council of Architectural Registration Boards is a federation of 54 licensing boards, including all fifty states and four additional jurisdictions. NCARB is devoted to assisting its member boards in carrying out the duties of developing a uniform examination as well as establishing standards for certification requirements in both the education and intern experiences. (www.ncarb.org)

AIAS Collateral Representation

The collateral organizations value and respect the opinions of architecture students, and AIAS maintains an active voice within the collateral organization in various capacities. The AIAS President acts as the Student Director on the AIA Board of Directors, and the AIAS Vice President acts as the Student Director on the ACSA Board of Directors. The AIAS nominates two representatives to the NAAB Board of Directors, who serve staggered two-year terms. AIAS officers also serve on various committees within the collateral organizations, such as the National Associates Committee (NAC) of the AIA, and the Intern Development Program Advisory Committee (IDPAC) jointly sponsored by NCARB and AIA.

Student Involvement with Collaterals

There are several ways that students can be involved with the collaterals. You will receive more detailed information about these opportunities at Grassroots.

AIA Components: AIA membership is divided into a national network of more than 300 state and local components. Students can utilize these groups to gain valuable information about, and be involved in, the profession of architecture. Many AIAS chapters have representatives that attend local and state AIA Board meetings, and local AIA chapters are often open to students participating on committees, volunteering at Component functions and attending meetings. Your local and state AIA Components can work with you to create meaningful programming for your members, and can be excellent sources of funding for your chapter activities. To find the AIA Component nearest you, visit <http://www.aia.org/about/structure/components/AIAS078541>.

ACSA competitions and submissions: ACSA hosts several conferences throughout the school year at which students and faculty have the opportunity to present scholarly papers and projects. ACSA also publishes the *Journal of Architectural*

Education, a semi-annual journal composed of thoughtful articles and projects. ACSA also hosts several student design competitions, in which students from around the world have the opportunity to showcase their design talents. Submissions to these venues are subject to blind peer reviews, and are rather competitive. Deadlines are often far in advance. Each NAAB-accredited program of architecture has an ACSA Councilor, who acts as the primary liaison between the activities of the ACSA and the faculty and students at the school. Contact your school's administration to find out who this person is at your school.

NAAB visiting teams: Every NAAB accreditation visiting team has one student representative. Each year, the AIAS has the privilege of nominating students to serve in this capacity. This opportunity offers students unmatched exposure to the process of architectural accreditation and requires no financial obligation on the part of the student. The student acts as a full member of the team, with all of the responsibilities and rights afforded to the other team members. Students wishing to make the commitment and accept the responsibility of participating on a NAAB accreditation visit must be an AIAS member in the third year or above at a NAAB-accredited institution.

IDP Educator Coordinator Each school of architecture has an IDP Educator Coordinator, whose responsibility is to ensure that students are given the resources and knowledge needed to participate in IDP. This person is a great resource to students, and can work with your AIAS chapter to establish programming related to IDP and professional development. To find the IDP Educator Coordinator at your institution, visit <http://www.aia.org/professionals/groups/epr/AIAS075009>.

CHAPTER 7 FREQUENTLY ASKED QUESTIONS



What is a delegate?

A delegate is an individual who serves as the voting member of a governing body, and represents the interests of his or her constituency. In this case, you are a delegate to the Council of Presidents, acting on behalf of the members of your chapter.

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, 20__ - 20__ Chapter President, AIAS Anywhere College

Can our chapter use the AIAS logo?

Yes. However, you should not simply use the AIAS logo on your chapter’s materials. The AIAS staff can make a custom logo that includes your chapter’s name. Send a request to mailbox@aias.org. Guidelines for appropriate usage of the AIAS logo can be found on the AIAS Web site.

Who wears ribbons, and what do they mean?

At the Grassroots conference, the following people will be wearing ribbons:

- President: Green
- Vice President: Blue
- Past President: Purple
- Past Vice President: Red
- Board of Directors: Green
- Staff: Lime Green
- Legacy: Black
- Sponsor: Blue
- Freedom by Design: Light Blue
- Delegates: Plum
- Guest Speaker: Red
- Capital Campaign contributors: Light Blue
- Special Guest: Pink
- Candidate: Yellow

What do we do next?

When you arrive at the hotel and register for the conference, you will be given a printed program containing detailed information about the schedule and events of the conference. The program will also contain the names of all students in attendance, and information on speakers and presenters. Please pay close attention to the information in this program, as the schedule of the conference will be fast-paced.

INDEX TERMS AND ACRONYMS

General Terminology

- Abstain (Abstention): The withholding of one's vote. One may choose to abstain for reasons such as the lack of a strong opinion on the motion at hand, or a conflict of interest.
- Bylaws: standing rules that govern the regulation of a corporation's internal affairs.
- Ex officio: Ex officio committee members are committee members by virtue of their title/office. Often, but not always, ex officio members are non-voting participants.
- ExCom: abbreviation for Executive Committee
- Minutes: Proceedings of a business meeting, recorded by the Secretary, and published at a determined date after the meeting.
- Public Policies: Statements made by an organization that reflect the vision and policy objectives of the organization and establishes the basis for interaction with the public.
- Rules of the Board: Established rules that govern the business of the AIAS Board of Directors and define roles and responsibilities of all AIAS entities

AIAS-specific Terminology

- AIASinfo: The monthly electronic newsletter of the AIAS devoted to news including announcements of conferences, opportunities, competitions, upcoming events, scholarships, and AIAS issues.
- Chapter Handbook: An evolving document that acts as a resource for chapter leaders to assist in the development of successful chapter programming.
- *Crit, Journal of the American Institute of Architecture Students*: *Crit* is respected as a scholarly peer-reviewed journal and is a venue for students to present creative and theoretical work.
- Legacy: Past Officers and Directors of the AIAS.
- National Programming Guide: A historical document that acts as a record of initiatives undertaken by the AIAS Board of Directors

Collateral Terminology

- Accreditation Review Conference [ARC]: A meeting that occurs every five years, hosted by NAAB, at which representatives from multiple entities examine the course of the profession and education of architecture to determine appropriate Conditions for Accreditation.
- Accreditation Visit: The designated time at which a NAAB visiting team examines an accredited program of architecture to determine if the program meets the current NAAB Conditions for Accreditation.
- Architecture Program Report [APR]: A report prepared by the school before a NAAB accreditation visit, outlining how it meets the current NAAB Conditions for Accreditation.
- Architect Registration Examination [ARE]: The professional licensure examination for architects in the U.S. and British Columbia, Canada.
- Council of Architectural Component Executives [CACE]: An organization of AIA component leaders that works to improve activities of the various components of AIA membership.
- Fellow of the American Institute of Architects [FAIA]: Members of the AIA College of Fellows, a prestigious recognition to an individual who has made an outstanding contribution to the profession of architecture
- Intern Development Program [IDP]: A comprehensive training program, developed and administered by NCARB, designed to provide structured training for Intern Architects to ensure that they are exposed to most aspects of the architectural profession prior to sitting for the ARE.
- Intern Development Program Advisory Committee [IDPAC]: A working group composed of representatives from the collaterals and related organizations charged with evaluating the procedures of IDP.
- *Journal of Architectural Education* [JAE]: The scholarly, peer-reviewed journal published by the ACSA.
- NAAB Conditions for Accreditation: A document produced every five years (following the ARC) written by NAAB, with contributions from the collaterals, that establishes minimum standards that an architecture program must meet to be accredited.

- National Associates Committee [NAC]: A committee dedicated to representing and advocating for Associates, both mainstream and non-traditional, in the components of AIA.
- Visiting Team Report [VTR]: A report prepared by the accreditation team after a NAAB visit has taken place that makes recommendations to the NAAB Board
- Young Architects Forum [YAF]: A program of the AIA and the College of Fellows, which is organized to address issues of particular importance to recently licensed architects.

Other Useful Acronyms

- AAF: American Architectural Foundation
- ADA: Americans with Disabilities Act
- APA: American Planning Association
- ASID: American Society of Interior Designers
- ASLA: American Society of Landscape Architects
- BOCA: Building Officials and Code Administrators International
- CCAC: Committee of Canadian Architectural Councils
- CEDSL: Council of Environmental Design Student Leaders
- EGB: Emerging Green Builders of the USGBC
- NAWIC: National Association of Women in Construction
- NOMA: National Organization of Minority Architects
- NOMAS: National Organization of Minority Architecture Students
- OBD: Organization of Black Designers
- OLGAD: Organization of Lesbian and Gay Designers
- OSHA: Occupational Safety and Hazard Administration
- RIBA: Royal Institute of British Architects (the British equivalent of the AIA)
- SDA: Society of Design Administrators
- SARA: Society of American Registered Architects
- USGBC: United States Green Building Council
- WIA: Women in Architecture

Architecture Degree Abbreviations (* = NAAB Accredited)

- ARCH: Architectural Doctorate
- BA: Bachelor of Arts
- BArch: Bachelor of Architecture*
- BED: Bachelor of Environmental Design
- BAS: Bachelor of Architectural Studies
- BS: Bachelor of Science
- DArch: Doctor of Architecture*
- MArch: Master of Architecture*
- MS: Master of Science (architecture)
- MA: Master of Art (architecture)
- MED: Master of Environmental Design
- PhD: Doctorate of Philosophy