

2019 AIAS ELECTIONS GUIDELINES

Thank you for answering the call to leadership and considering candidacy in the 2019 elections cycle. Participating in the elections cycle is an incredibly rewarding and fulfilling opportunity, regardless of whether you get elected or not. Throughout the election proceedings, you will be given opportunities to demonstrate your vision for the organization, and the membership will in turn elect its Board of Directors based on their own views for our collective future. Moreover, by sharing your perspective on the future of the AIAS, you raise the level of discourse with and among our members, to ensure our continued progress and growth.

In order to ensure the success of the 2019 elections cycle, the AIAS Elections Chair puts forward the following Elections Guidelines for FORUM 2019 in Toronto, Ontario. The following information is for candidates for the AIAS National Board of Directors, including President, Vice President, and the four Quadrant Directors. Any and all questions should be directed to Amelia Rosen, AIAS, Assoc. AIA, Past President and Elections Chair, via email at pastpresident@aias.org.

BOARD OF DIRECTORS OVERVIEW

Information regarding the positions and respective roles of the AIAS Board of Directors can be found in Chapter 3 of the AIAS Bylaws and Chapter 5 of the Rules of the Board. Information specifically regarding the elections process can be found in Chapter 6 of the AIAS Bylaws and Chapter 13 of the Rules of the Board.

The Board of Directors is comprised of 11 members; 6 elected members (President, Vice President, and four Quadrant Directors), 3 appointed Liaisons (Appointed by the AIA, NCARB and ACSA), the Past President, and the Executive Director as an ex-officio member. This group governs the strategic and operational aspects of the AIAS, as representatives of its membership, and duly empowered executors of such authority. The Board collectively speaks as the leading authority on issues related to students of architecture and design, design education, and the future of the profession.

Serving on the AIAS Board of Directors, whether as President, Vice President or Quadrant Director, is an empowering and rewarding opportunity to both serve your peers and advance your personal career goals. That said, the decision to pursue elected office on the AIAS National Board of Directors should not be taken lightly, as it is a significant commitment to fulfill the obligations and duties described herein and in the governing documents of the AIAS. Failure to perform the obligations of office can result in disciplinary action, including removal from the Board, as described in section 3.14 of the AIAS Bylaws.

BOARD OF DIRECTORS REQUIREMENTS

Elected members of the Board of Directors will serve a one-year term, beginning on the first day of the 2020 Grassroots Leadership Conference, and ending at the Board of Directors meeting immediately preceding the 2021 Grassroots Leadership Conference. The six newly-elected members of the Board, along with the 2019-2020 President, Executive Director, and three Liaisons, will comprise the 2020-2021 Board of Directors.

The President and Vice President are required to maintain a full-time, salaried position in Washington, DC, and are provided space at the AIAS National Office during the year of their term. These two positions include an equal salary and set of benefits commensurate with an entry-level position in an architecture firm in the DC area. Directors are required to be full-time students at the time of announcing their candidacy (by means of submitting a candidacy packet to the Past President) and may serve as full-time students or recent graduates throughout their term. A detailed description of the salary, benefits, contract, and logistical expectations will be delivered to each Presidential and Vice Presidential candidate shortly after the Call for Candidates closes. Furthermore, casual check-ins will be scheduled separately between each officer candidate and the current President, Vice President, and Executive Director to allow for questions and dialogue about the positions.

Quad Directors are expected to treat their role as comparable in demand to a part-time job or additional intensive course, and must be capable of balancing the work inherent in their position with their educational, professional, and family obligations.

As outlined in Chapter 5 of the Bylaws, there are four meetings of the Board of Directors each year, at which attendance is mandatory for members of the Board. Extenuating circumstances may be excused at the discretion of the President, and digital presence at the meeting may be considered equivalent to in-person presence, also at the discretion of the President. These meetings typically take place in October, December (as part of FORUM 2019 in Toronto, ON), March, and July (as part of Grassroots 2020 in Washington DC). Additionally, Directors-Elect and Officers-Elect are invited as guest observers for the Spring and Grassroots meetings of the 2019-2020 Board of Directors, both to be held in Washington DC. Specific dates of each meeting of the Board will be determined by the President of each Board, in conjunction with the Executive Director, and every attempt will be made to accommodate the respective schedules of all members of the Board.

In addition to attending the meetings of the AIAS Board of Directors, Board members may have additional opportunities to participate in meetings and events of both the AIAS and its affiliate organizations. The President and Vice President will conduct extensive travel over the course of their term. Such travel is on behalf of the organization, and is considered to represent the student voice at critical gatherings of the architectural professional community and other interested parties. Directors are expected to assist and participate in the planning and execution of the respective Quad Conferences during the spring of their term, in coordination with the National Office.

Funding and/or reimbursement is provided to all Board Members for their travel, accommodations, and other approved expenses in conjunction with all required meetings and events, including Board meetings, Grassroots, FORUM, and their Quad Conference. Directors are also eligible to make specific and limited requests for support in traveling within their region, either to visit Chapters, or attend particularly relevant events hosted by outside organizations.

Finally, members of the Board of Directors will be expected to serve on committees, task forces, and working groups. Appointments to these groups are at the discretion of the President, and are made in conjunction with the Grassroots Leadership Conference commencing their term.

ADDITIONAL BOARD OF DIRECTORS REQUIREMENTS

In addition to the aforementioned requirements, elected members of the Board of Directors are expected to respect and abide by the “Ten Basic Responsibilities of Nonprofit Boards” as illustrated by the National Center for Nonprofit Boards: These responsibilities aim to clarify the roles and responsibilities of the Board as a corporate or collective entity and to summarize individual Board members’ responsibilities.

The ten Board responsibilities which follow, along with the individual Board member’s responsibilities, strive to set criteria by which Boards may periodically review their performance and ensure a measure of accountability.

1. Determine the Organization’s Mission and Purpose

The Board’s fundamental responsibility is to satisfy itself that everyone connected directly or indirectly with the organization understands its reasons for existing. This usually takes the form of a written mission statement. In addition to ensuring that the organization has a modern statement of what it is, represents, and does, the Board should periodically review the statement’s adequacy, accuracy, and viability. An adequate statement of mission and purpose should serve as a guide to organizational planning, Board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources. It sets the stage for developing fundraising strategies and strategic planning as well as the Board’s many other responsibilities.

What does this mean for you during your term? As a board member, it is important that you constantly evaluate how AIAS is meeting the mission of the organization. Programs, committee work, partnerships, and other activities undertaken by the Board of Directors should align and support the mission of the organization.

2. Select the Executive Director (when necessary)

When necessary, this responsibility undoubtedly has the greatest impact on the organization’s development and effectiveness. While this function may also be shared with others who have a stake in the outcome, the final decision is the Board’s to make.

What does this mean for you during your term? Similar to the President and Vice President roles, the Executive Director position is a contract position with a defined term of service. In general, the Chair of the Personnel Committee is responsible for heading up the search process for a new Executive Director and members of the board may be asked to support the search process. Conducting a search for a new Executive Director often takes several months and a search may be active for 6-12 months before a new candidate is identified and onboarded. This important responsibility is often supported by an external consultant or search firm.

3. Support the Executive Director and Officers, and Review Their Performance

Nowhere else can the chief executive officers seek the kind of moral and substantive support they consistently need except from the Board. The Board as a whole should be satisfied that the Executive Director and Officers:

- Receive frequent and constructive feedback;
- Are introduced to other community leaders and organizations;
- Are invited to important social functions;
- Are complimented for exceptional initiatives;
- Are encouraged to take professional and personal leave for renewal;
- Are assisted when members overstep prerogatives or misunderstand their roles;
- Feel that the Board is aware of and sensitive to family situations and needs; and
- Feel that their performance is being assessed in relation to the Board's performance.

What does this mean for you during your term? In order to ensure the Executive Director is meeting the expectations of the Board of Directors, it is important for the Board of Directors to provide both formal and informal feedback to the Executive Director. This responsibility generally falls under the Chair of the Personnel Committee; however, each member of the board will have an opportunity to provide feedback on the performance of the Executive Director. At AIAS, the Board of Directors and staff also have an opportunity to provide feedback on the performance of the President and Vice President, at least twice a year.

4. Ensure Effective Organizational Planning

Planning occurs at various levels within an organization depending on its size and complexity, the attitudes of the executive, staff, and Board concerning its relative importance, and many other circumstances. Planning can be operational (day to day), short term (ad hoc to meet a specific priority), annual (operational), or long range or strategic (comprehensive and very forward looking). It is the Board that should insist on the latter or it seldom gets done, but we should remember that all planning is more art than science.

What does this mean for you during your term? As noted in the first responsibility, one of the most important responsibilities of a non-profit board is to establish the strategic direction of the organization, including programming, membership benefits, financial targets, and external relationships. This ongoing planning process happens during Board of Directors meetings, at the Chapter of Presidents meeting, in Committee Meetings, and in other formal and informal ways.

5. Ensure Adequate Resources

An organization is only as effective as it has the resources to meet its purposes. Many organizations confuse the executive role with the Board's responsibility on this score. It is perfectly appropriate to consider the top executive as the chief fundraiser, but the Board determines what is really possible to achieve. The performance of the Board, executive, and staff is intimately linked to the Board's membership and its ability to open doors, influence potentially large donors, and otherwise monitor and guide fundraising initiatives. Effective fundraising is one measure of the Board's capabilities, commitment and influence.

What does this mean for you during your term? The Board of Directors is responsible for ensuring that the organization's financial resources are utilized in a strategic manner, while also ensuring adequate resources are available to cover expenses and to invest in strategic priorities. While AIAS does not ask board members to make a financial contribution to the organization, the board can contribute in other ways including connecting the Executive Director with partners or stakeholders that may be able to support the mission of the organization. At AIAS, this means ensuring that there is an appropriate investment strategy that is reviewed at least annually and a review of how the organization is performing towards the annual budget.

6. Manage Resources Effectively

An important part of serving the public trust is protecting accumulated assets and ensuring that current income is managed properly. Because organizations are incorporated and granted tax-exempt status by state and federal laws to fulfill a public need, the Board's obligations go well beyond its organization's members, constituents or clients. Board members are in essence the trustees in the literal and legal sense of the term. No matter how the organization is structured or the degree of authority delegated to staff, committees, or affiliates, the Board and therefore the individual trustees are ultimately accountable. The Board has the principal responsibility for fulfillment of the organization's mission and the legal/fiduciary accountability for its operations. Boards traditionally exercise this responsibility by helping to develop and approve the annual budget, among other actions.

What does this mean for you during your term? At AIAS, this means ensuring that there is an appropriate investment strategy that is reviewed at least annually and a review of how the organization is performing towards the annual budget. The Executive Director is responsible for providing regular updates to the Finance Committee and the full Board of Directors, including a formal presentation of the annual operating budget, the formal audit results, the performance of the investment portfolio, and other financial matters deemed to be relevant.

7. Determine and Monitor the Organization's Programs and Services

The Board's fundamental role begins with the question of whether current and proposed programs and services are consistent with the organization's stated mission and purposes. Given limited resources and unlimited demands on them, the Board must decide among competing priorities. Financial and programmatic decisions should not be made independently. The Board should have a good sense of its monitoring and oversight role by seeking a balance between the Board's responsibility to ensure quality, cost-effective programs and services, and the staff's responsibility to creatively initiate and conduct them.

What does this mean for you during your term? The mission at AIAS is to advance leadership, design, and service among architecture students. As such, the Board of Directors is responsible for ensuring that that the programs are in support of this mission, but equally as important is that the programs are delivered in a high-quality, effective manner while making a positive impact on members. The annual budgeting process is a good time to review programming effectiveness on an organizational level and the Board of Directors should also review the conference and events to ensure the organization is providing quality, cost-effective programs.

8. Enhance the Organization's Public Image

The Board serves as a link between the organization's staff or volunteers and its members, constituents, or clients. In order to ensure a healthy public image for the organization, clearly outlined achievements and contributions to the public good, timely and informative press releases, and consistent communication initiatives with chapter and community leaders are important elements of a comprehensive public relations strategy. In addition, the Board's elected leaders should ensure that the Board appropriately disciplines itself. No Board member should represent himself/herself as speaking for the Board or organization unless specifically authorized to do so.

What does this mean for you during your term? As an AIAS Board Member, it is important to be aware that you serve as the public face and representative of the organization. This means it is vital that you are familiar with the AIAS bylaws, rules of the board, public policy positions, collateral agreements or memorandums of understanding (MOU's), and other governing documents. Board members are encouraged to advocate for positions that are of personal importance, while also recognizing that their primary responsibility is to advocate and support the positions of AIAS and its members.

9. Serve as a Court of Appeal

Solid personnel policies and procedures, grievance protocols and especially clear understanding about the executive's responsibility for hiring, developing, and releasing staff help to ensure appropriateness in this area.

What does this mean for you during your term? In rare cases, the Board of Directors may be called upon to intervene in personnel issues or concerns with the performance of the Officers or Executive Director. In these cases, it is important that board members are able to effectively set aside any personal connections or friendships and conduct themselves in a manner that is most beneficial for the organization. While these cases are rare, it is important to recognize that your role as a board member is to serve the organization and not to benefit from personal or professional gains that may result from a friendship or personal relationship with the Executive Director.

10. Assess its Own Performance

The Board and its executive should periodically stand back from their usual preoccupations and reflect on how the Board is meeting its responsibilities. This process should include a look at how its membership composition, membership benefits, organizational structure, and overall performance can be strengthened.

What does this mean for you during your term? As a Board Member, you will be expected to periodically and constructively review your own individual performance as well as the performance of the Board and the organization as a whole. All organizations undergo a metamorphosis over time that calls for periodic review, fine tuning, and sometimes major overhaul of their governance structure. Organizational performance, like human performance, is cyclical in effectiveness and in need of renewal as it evolves over time, so, if elected, you would be encouraged to share thoughts on how the AIAS can improve its overall performance.

Further information regarding these Ten Basic Responsibilities can be found [here](#).

RULES AND PROCEDURES

AIAS Elections will be conducted in a professional manner. Elections will follow the AIAS Bylaws and Rules of the Board, as well as these Elections Guidelines and Elections Code of Ethics as revised and distributed October 2019. All candidates are expected to thoroughly review and abide by the procedures described in these documents.

CANDIDACY SUBMISSION REQUIREMENTS

In order to declare an intention to run, the following materials must be submitted to the Past President at PastPresident@aias.org, no later than 11:59 pm HST (Hawaii Standard Time) on Friday, November 15th, 2019.

- Letter of Intent, addressed to Amelia Rosen, AIAS, Assoc. AIA, Past President
- Resume or Curriculum Vitae (limit two pages)
- Letter of School Support from the candidate's faculty advisor, the AIAS chapter faculty advisor, or the head of the program at the candidate's school, as appropriate (limit one letter)
 - The statement must include a declaration of the school's awareness of the candidate's desire to seek a seat on the AIAS National Board of Directors and the implications thereof.
- Letter of Support from a fellow AIAS member at the candidate's AIAS Chapter (must be from a current student; limit one letter)
- Responses to Candidate Questionnaire (see below; limit three pages)
- Signed statement on the AIAS Policy on Intern Compensation (see below)
- Signed statement on AIAS Elections Code of Ethics (see below)
- Completed Contact Information Sheet (see below)
- Optional: Campaign flyer/media item to be posted on AIAS website and social media. Campaign items must be in one of the following two forms:
 - Single page image/flyer (no larger than 8.5" x 11", must be .JPG or .PDF format no larger than 3 MB), or
 - GIF with no more than 3 frames/images (must be in .GIF or .MOV format no larger than 3 MB)
 - In order to create a GIF, you are welcome to use Adobe software or other online resources, such as <https://ezgif.com/maker>.

PLEASE NOTE: This is the only campaigning allowed prior to FORUM. Any explicit campaigning, other than that executed by the National Office, may be cause for immediate disqualification.

PLEASE ALSO NOTE: There will be no printed campaign materials in the 2019 Elections. Only campaign materials submitted in tandem with candidacy packets will be shared on the AIAS website in advance of FORUM. All campaign materials, including those submitted after the candidate packet deadline, will be shared digitally during campaign activities throughout FORUM.

All of the above materials should be submitted as a single .PDF, with the exception of the (optional) Campaign flyer/media item. In addition, all candidates must submit a headshot to be published on the AIAS website and social media in tandem with your candidacy packet (must be .jpg format no larger than 3 MB; limit one image).

- Compiled Candidacy Files should be titled "**LastName_Elections 2019.pdf**"
- (Optional) Campaign flyers/media items should be titled "**LastName_Elections 2019_Campaign Item**" and must be either .jpg, .pdf, .gif, or .mov)
- Headshots should be titled "**LastName_Elections 2019_Headshot.jpg**"

CERTIFIED CANDIDATES

Candidates who submit their candidacy packet on or before 11:59 pm HST on November 15th, 2019, shall be eligible for review by the Past President. After approval of candidacy materials by the Past President, candidates shall be considered duly certified, and shall be so notified by the Past President. Certified Candidates shall have all privileges stated within the campaign guidelines of this document, shall understand all procedures, policies, and expectations relating to the position for which they intend to run, and may contact the Past President at any time with questions or concerns.

UNDECLARED CANDIDATES

Members who miss the submission deadline may announce their candidacy at the designated time during the opening meeting of the Council of Presidents (referred to as the General Business Session), and run as an Undeclared Candidate. It is highly recommended that Undeclared Candidates communicate with the Past President prior to announcing their candidacy, to expedite the necessary review and approval process.

Undeclared Candidates in races with two or more Certified Candidates must submit all candidacy materials to the Past President prior to the opening of the first General Business Session. Undeclared Candidates in races with fewer than two Certified Candidates may run 'from the floor', at which point their eligibility must be verified by the Past President.

Upon announcing their candidacy, any Undeclared Candidate must be nominated by a member of the Council of Presidents, and that nomination must be seconded by another member of the COP. Nominations and seconds may not come from the home chapter of the candidate, and those for Directors must come from chapters within the Quad for which the Candidate is running. **Please note** that undeclared candidates **WILL NOT** have the opportunity to present an opening speech to the membership or the Council of Presidents, and will forfeit their privilege to a digital campaign flyer/media item.

CANDIDATES FOR PRESIDENT AND VICE PRESIDENT

All individuals intending to run for President or Vice President should read the following detailed position descriptions: [President Position Description](#) + [Vice President Position Description](#).

CAMPAIGN MATERIALS

Certified Candidates for President and Vice President may choose to utilize one campaign flyer/media item. These items will be shared on the AIAS website and social media accounts. After the conclusion of the opening speeches, candidates may share campaign items on their own social media accounts throughout the remainder of the conference.

Please note: Unlike in previous years, there will be no printed campaign materials in the 2019 Elections.

SPEECHES

For the 2019 election cycle, Certified Presidential and Vice Presidential candidates will deliver one speech during the opening General Assembly on December 29th. This opening speech will be limited to 2 minutes for all Presidential and Vice Presidential candidates. Time will be allocated for practicing speeches prior to the Opening General Assembly.

During the General Assembly on December 31st, all Presidential and Vice Presidential candidates will be given 4 minutes to deliver a closing speech before the voting cycle that will take place the next morning, January 1st, 2019. This will be the last opportunity candidates will have to formally address the membership.

QUESTION & ANSWER

Presidential and Vice-Presidential candidates will participate in a Q&A session during the evening General Assembly on December 30th. At this session, the membership will have the opportunity to ask the candidates questions. Each candidate will have the opportunity to answer the same question once. Candidates will be allotted 60 seconds to respond to each question.

CANDIDATES FOR QUAD DIRECTOR

All individuals intending to run for Quad Director should read the following detailed position description: [Quad Director Position Description](#).

CAMPAIGN MATERIALS

Certified Candidates for Quadrant Director may choose to utilize one campaign flyer/media item. These items will be shared on the AIAS website and social media accounts. After the conclusion of the opening speeches, candidates may share campaign items on their own social media accounts throughout the remainder of the conference.

Please note: Unlike in previous years, there will be no printed campaign materials in the 2019 Elections.

SPEECHES

Certified Director candidates will deliver one speech during the Opening General Assembly on December 29th. This opening speech will be limited to 60 seconds for all Director candidates. Time is allocated for practicing speeches prior to the General Assembly.

During the General Assembly on December 31st, all Director candidates will be given 2 minutes to deliver a closing speech before the voting cycle that will take place the next morning, January 1st, 2019. This will be the last opportunity candidates will have to formally address the membership.

QUESTIONS & ANSWER

Director candidates will participate in a Q&A session in conjunction with the Quad Breakout Sessions on December 31st. At this event, the membership of that Quad will have the opportunity to ask the candidates questions. Candidates will be allotted 60 seconds to respond to each question.

ELECTIONS 2019 TIMELINE

Deadlines are subject to change at the discretion of the Past President. Any changes will be posted on www.aias.org/candidates and communicated via email and social media.

IMPORTANT DATES PRIOR TO FORUM 2019

November 15th

Required materials to be submitted by 11:59 pm HST:

- Letter of Intent addressed to Amelia Rosen, AIAS, Assoc. AIA, Past President
- Resume or Curriculum Vitae (limit two pages)
- Letter of School Support from the candidate's faculty advisor, the AIAS chapter faculty advisor, or the head of the program at the candidate's school, as appropriate (limit one letter)
 - The statement must include a declaration of the school's awareness of the candidate's desire to seek a seat on the AIAS National Board of Directors and the implications thereof.
- Letter of Support from a fellow AIAS member at the candidate's AIAS Chapter (must be from a current student; limit one letter)
- Responses to Candidate Questionnaire (see below; limit three pages)
- Signed statement on the AIAS Policy on Intern Compensation (see below)
- Signed statement on AIAS Elections Code of Ethics (see below)
- Completed Contact Information Sheet (see below)
- Headshot to be published on the AIAS website and social media as part of your candidacy packet (limit one image)
- Optional: Campaign flyer/media item to be posted on AIAS website and social media. Campaign flyers must be in one of the following two forms:
 - Single page image/flyer (no larger than 8.5" x 11", must be .JPG or .PDF format no larger than 3 MB), or
 - GIF with no more than 3 frames/images (must be in .GIF or .MOV format no larger than 3 MB)
 - In order to create a GIF, you are welcome to use Adobe software or other online resources, such as <https://ezgif.com/maker>.

All of the above materials should be submitted as a single .PDF, with the exception of the (optional) Campaign flyer/media item. In addition, all candidates must submit a headshot to be published on the AIAS website and social media in tandem with your candidacy packet (must be .jpg format no larger than 3 MB; limit one image).

- Compiled Candidacy Files should be titled "**LastName_Elections 2019.pdf**"
- (Optional) Campaign flyers/media items should be titled "**LastName_Elections 2019_Campaign Item**" and must be either **.jpg, .pdf, .gif, or .mov**)
- Headshots should be titled "**LastName_Elections 2019_Headshot.jpg**"

November 16th

- Confirmation of receipt of submission from Past President
- Past President begins review of submitted materials

November 25th

- Certified Candidates and campaign packets posted to www.aias.org, and shared via social media
- Next steps email from Past President to all certified candidates

TIMELINE OF ELECTIONS ACTIVITIES AT FORUM 2019 (TORONTO, ON)**December 28th**

AIAS 2019–2020 Board of Directors Meeting

All candidates are invited and encouraged to attend as observers.

Please make travel plans accordingly.

December 29th

Opening General Assembly

Opening speeches delivered.

Campaigns officially begin at the conclusion of the opening speeches.

December 30th

General Business Session (CoP Meeting)

All candidates are invited and encouraged to attend as observers.

General Assembly

Q&A session for Presidential and Vice Presidential candidates.

Council of Presidents' Reception

All Candidates are invited to casually engage with COP delegates.

December 31st

Quad Breakouts

Director candidates participate in Q&A's.

General Assembly

Closing speeches delivered.

January 1st

General Business Session (CoP Meeting)

Council of Presidents to cast votes for all positions.

All candidates are required to attend.

Candidate Meeting

Candidates will be invited to a private announcement of the elections results.

*Candidates must immediately return to their rooms after this meeting and are **prohibited from speaking** with any member until after the elections are announced to the general membership at the General Assembly.*

General Assembly

Elections results to be announced to the general membership.

All candidates are required to attend.

ELECTIONS QUESTIONNAIRE

The Election Questionnaire is for all Officer and Quadrant Director candidates. Please limit your responses to three pages total, and submit responses as a .PDF file, compiled with all other election materials, to Past President Rosen at PastPresident@aias.org.

1. Describe your origin story as a student leader. What prompted you to get involved? What advice would you give others who have yet to realize their potential for leadership?

2. Describe your leadership style. Explain how previous experiences working with teams have helped you discover your leadership style.

3. In recent years, the AIAS has increased its efforts in advocacy for architecture students on issues including but not limited to health and wellness, equity, student loan debt, learning and teaching culture, practice experience, leadership, and technology. **What one issue do you personally find the most important?** How would you make progress on this issue as an elected leader on the AIAS National Board of Directors?

4. The AIAS has over 250 chapters across the U.S. and around the world, ranging in size from just a few students to hundreds. **How would you use your position on the Board to better connect and engage our geographically and culturally diverse membership?** What resources would you propose to better serve Chapter leaders seeking to grow their chapters and connect to other students around the world?

5. Describe how you intend to fulfill the roles and responsibilities of your chosen position on the Board. Elaborate on your intended communication/action plan and the primary goals you have for your one-year term.

6. Describe one area in which you see an untapped opportunity for the AIAS to engage in a new way. Either with other organizations, with school faculty and administrators, with the profession, with the international design community, or any other audience or venue.



AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS POLICY ON COMPENSATION FOR INTERNS

In July 1993, the AIAS Board of Directors adopted a “Public Policy on Uncompensated Interns.” The policy has been subsequently reviewed and reaffirmed by the Board and reads as follows:

The AIAS maintains that employers must properly compensate all employees. Compensation must be in compliance with the regulations for the jurisdiction in which they are working.

In 2010, AIAS crafted a public statement on intern compensation in conjunction with the Association of Collegiate Schools of Architecture and the American Institute of Architects, which reads as follows:

The Association of Collegiate Schools of Architecture, the American Institute of Architects, and the American Institute of Architecture Students recognize that architects are bound by law and ethics to pay interns, and strongly advocate for the appropriate compensation of architectural students and interns. Because of current economic transformations, some architects have both solicited and accepted the services and labor of interns without pay. We strongly urge architectural firms and other for-profit employers to respect the law and comply with the ethical standards of our profession, and we strongly encourage interns to refuse to accept employment without pay, and to notify the Department of Labor in cases where employers propose such an arrangement. For more information on labor laws and professional ethics, please see the AIA Code of Ethics and the U.S. Labor Department standards under the Fair Labor Standards Act.

The ACSA, AIA, and AIAS further support architects, students, and recent graduate doing pro-bono work. We recognize the distinction between unpaid work for profit-making employers, and unpaid work for non-profit organizations, communities in need, and volunteer activities, which allows participants to determine their own hours and degree of involvement. The AIA has established guidelines for service that are provided on a Pro Bono basis. They can be found under the member section of the AIA website.

POLICY ON COMPENSATION FOR INTERNS AFFIRMATION

As a way of confirming that the AIAS is not promoting or being promoted by architects employing unpaid interns, we ask that each participant in an official AIAS function review and sign the following statement. We appreciate your participation in our event and thank you for your support of our position against unpaid internships. This position is supported as well by the Board of Directors of the Association of Collegiate Schools of Architecture (ACSA) and the American Institute of Architects (AIA).

Name: _____

I do hereby affirm that I understand and support the AIAS policy on the compensation for interns. If I employ interns, I further affirm that I do not use unpaid architectural interns in my professional practice when applicable by federal wage and hour laws.

Signature: _____

Date: _____



AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS ELECTIONS CODE OF ETHICS

Elections are a critical step by which the American Institute of Architecture Students is governed. Annual elections, as outlined in the Bylaws and the Rules of the Board, ensure that the membership of the organization participates in the selection of the best candidates to serve on the national Board of Directors.

Individuals elected to the Board of Directors represent the membership and ensure the continued success of the organization. Therefore, participants who are involved in the elections process, including candidates and Board Members, are expected to demonstrate the highest standards of professionalism, integrity, and good judgment.

Confidentiality is required of all participants in the elections process. Participants should not discuss details of the elections process to the general membership before, during or after FORUM. Elections information that is considered public knowledge, and therefore can be shared with the membership, occurs during the General Business Sessions and at the General Assemblies.

Campaigning is strictly prohibited prior to FORUM. Conversation between chapters regarding candidates should not take place. Campaigning will only begin at the first General Assembly of FORUM.

Campaigning during FORUM shall be professional. Candidates and candidate support groups should be respectful in their campaigning efforts. Disrespectful campaigning will be a violation of the Elections Code of Ethics, and will be grounds for immediate review by the Past President.

Campaigning materials should follow the Election Guidelines, and should be distributed in appropriate venues only. Appropriate venues include FORUM General Business Sessions, General Assemblies, and Quad Breakouts.

As leaders of this organization, and future leaders of this profession, we must uphold the highest ethical practice. Questionable behavior during elections will not be tolerated. Any concerns should be immediately raised with the Past President.

ELECTIONS CODE OF ETHICS AFFIRMATION

To promote the highest level of professionalism during elections, we ask that each participant in the elections process review and sign the following statement. We appreciate your participation and thank you for your support and dedication to the organization.

Name: _____

I do hereby affirm that I have read, understand and agree to abide by the AIAS Elections Code of Ethics and the Elections Guidelines.

Signature: _____

Date: _____

Please submit this form with your confirmation for participation.



AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS CANDIDATE CONTACT INFORMATION FORM

Candidate contact information will only be used by the Past President to communicate elections-related information. If provided, social media handles will be shared when candidates are posted publicly on AIAS website and social media.

Name (as preferred): _____

Chapter: _____

Chapter Leadership Position (if any): _____

Email Address: _____

Mobile Phone Number: _____

Social Media Account Handles (optional):

- o Facebook: _____
- o Twitter: @_____
- o Instagram: _____
- o Other: _____