



COUNCIL OF PRESIDENTS MEETING AGENDA

GRASS ROOTS	July 21 2019
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Roosevelt Room, Fairmont Washington, DC - Georgetown Hotel, 2401 M Street NW, Washington, D.C., 20037
AIA Board Room, AIA Headquarters Building, 1735 New York Avenue NW, Washington, D.C., 20006

Saturday, July 20, 2019

Roosevelt Room, Fairmont Washington, DC - Georgetown Hotel, 2401 M Street NW, Washington, D.C., 20037

TIME	AGENDA ITEM	PRESENTER
5:00p - 6:00p	COUNCIL OF PRESIDENTS ORIENTATION a. Understanding Parliamentary Procedures and Expectations b. Questions and Practice	ROSEN CURRY FOGEL

Sunday, July 21, 2019

AIA Board Room, AIA Headquarters Building, 1735 New York Avenue NW, Washington, D.C., 20006

TIME	AGENDA ITEM	PRESENTER
8:15a - 8:20a	ARRIVAL a. Breakfast on your own, prior to arrival	ALL
8:30a - 8:50a	01 CALL TO ORDER a. Call to order b. Roll call c. Approval of Consent Agenda and Minutes	CURRY FOGEL
8:50a - 9:00a	02 OFFICER ADDRESS a. State of the Organization b. Goals of the Year	CURRY FOGEL
9:00a - 9:15a	03 BYLAW AMENDMENTS a. Voting members b. Pronouns c. Seasons	CURRY
9:15a - 9:30a	04 MEMBERSHIP a. 2018-2019 Membership Report b. 2019 Fall Membership Month Preview c. Membership Committee Report	CHIAPPA FOGEL
9:30a - 9:50a	05 FINANCE & OPERATIONS a. FY18 Financial Review b. Tax ID & Insurance c. National Office Staff & Contact Info d. Executive Director Q&A e. Finance Committee Report	ISRAELSEN CHIAPPA
9:50a - 10:00a	06 STANDING COMMITTEE REPORTS a. Freedom by Design Advisory Committee Report b. Personnel Committee Report c. Governance Committee Report	ROSEN BAMSON ARMENDARIZ
10:00a - 10:30a	07 NEW GOVERNING DOCUMENTS a. Motion to ratify the Code of Ethics b. Motion to establish Ethics Committee c. Motion to amend Bylaws	CURRY

Sunday, July 21, 2019

AIA Board Room, AIA Headquarters Building, 1735 New York Avenue NW, Washington, D.C., 20006

TIME	AGENDA ITEM	PRESENTER
10:30a - 10:40a	BREAK	ALL
10:40a - 10:55a	08 SPECIAL COMMITTEE REPORTS a. Equity & Diversity Task Force b. Health & Wellness Task Force c. Resiliency Task Force d. Learning, Design, & Technology Task Force e. Council of Global Representatives f. Executive Director Search Committee	FOGEL CHIAPPA ROSEN BAMSON ARMENDARIZ
10:55a - 11:00a	09 2019-2020 COMMITTEES & TASK FORCES a. Call for interest	CURRY
11:00a - 11:30a	10 NEW BUSINESS: RESOLUTION 19GR-01 a. Resolution from Carnegie Mellon University to establish additional eligibility criteria for candidates running for officer positions on the AIAS National Board of Directors. b. Amendment from Northeastern University to the proposed resolution.	CURRY
11:30a - 11:50a	11 NEW BUSINESS: RESOLUTION 19GR-02 a. Resolution from Carnegie Mellon University to establish formal Freedom by Design Bylaws.	CURRY
11:50a - 11:55a	BREAK	ALL
11:55a - 12:15p	12 NEW BUSINESS: RESOLUTION 19GR-03 a. Resolution from Carnegie Mellon University to develop model constitution/bylaw documents for a range of AIAS Chapters.	CURRY
12:15p - 12:45p	13 NEW BUSINESS: RESOLUTION 19GR-04 a. Resolution from NYIT Old Westbury to research the creation of an AIAS College of Fellows.	CURRY
12:45p - 1:00p	14 TOWN HALL a. Town Hall for general discussion.	CURRY
1:00p	15 ADJOURN a. Adjournment of the 2019 Council of Presidents Meeting.	CURRY

EXPECTED ATTENDANCE:**BOARD OF DIRECTORS**

Sarah Curry, AIAS, Assoc. AIA, NOMA – President
Adam Gregory Fogel, AIAS, Assoc. AIA – Vice President
Karma Israelsen, M.A., SHRM-SCP – Executive Director
Amelia Rosen, AIAS, Assoc. AIA – Past President
Erin Conti, AIAS – Director, Midwest Quadrant
Noor Ul Ain, AIAS – Director, Northeast Quadrant
Kyra Stark, AIAS – Director, South Quadrant
Wyatt Swingle, AIAS – Director, West Quadrant
Ikhlas Sabouni, D. Arch, DPACSA – ACSA Liaison
Timothy Hawk, FAIA – AIA Liaison
Kristine Harding, FAIA, NCARB – NCARB Liaison
Anexyuliane Thillet, AIAS – Ambassador, Latin America
Sandi Boutros, AIAS – Ambassador, Middle East

STAFF

Ashley Ash – Director of Membership and Marketing
Kimberly Tuttle, AIA, NCARB – Director of Partnerships and Events
Tim Matthews – Director of Art and Creative
Hari Rao – Bookkeeper

COUNCIL OF PRESIDENTS

1 delegate from each chapter in good standing
Proxy delegates must be arranged with the Vice President (vicepresident@aias.org)

INVITED GUESTS

Keshika De Saram, AIAS, Assoc. AIA – Past Past President
Mike Chiappa, AIAS – Past Northeast Quad Director
Paul Bamson, AIAS – Past South Quadrant Director
Dominic Armendariz, AIAS – Past West Quadrant Director
Dennis Ward, FAIA, NCARB – Past NCARB Liaison
Elizabeth Ott, AIAS – Former Chair, Freedom by Design Advisory Committee
Jesse Martin, AIAS – Former Chair, Health and Wellness Task Force
Tyler Gaeth, AIAS – Former Chair, Learning Design and Technology Task Force
Chitika Vasudeva, AIAS – Former Co-Chair, Resiliency Task Force
Stephanie Aranda, AIAS – NAAB Steering Committee Representative, Drexel University
Rafael Armendariz, AIAS – NAAB Steering Committee Representative, University of Nevada, Las Vegas
Amy Rojas, AIAS – NAAB Steering Committee Representative, University of Texas, Austin

Date Released:
July 5, 2019

01

8:30a-8:50a
[20 minutes]

PRESENTERS

Curry

MATERIALS

Minutes from FORUM CoP
Meeting

CALL TO ORDER

- a. Call to Order
- b. Roll Call
- c. Approval of Consent Agenda and Minutes

MOTIONS

- a. N/A
- b. N/A
- c. Motion to approve:
 - i. Agenda
 - ii. Minutes from FORUM CoP Meeting

INTENTIONS & BACKGROUND

- a. N/A
- b. N/A
- c. N/A

IMPLICATIONS

- a. N/A
- b. N/A
- c. N/A

02

8:50a-9:00a
[10 minutes]

PRESENTERS

Curry
Fogel

MATERIALS

[President Report](#)
[Vice President Report](#)
[Executive Director Report](#)
[Past President Report](#)
[Midwest Quad Director Report](#)
[Northeast Quad Director Report](#)
[South Quad Director Report](#)
[West Quad Director Report](#)
[ACSA Liaison Report](#)
[AIA Liaison Report](#)
[NCARB Liaison Report](#)
[Latin America Ambassador Report](#)
[Middle East Ambassador Report](#)

OFFICER ADDRESS

- a. State of the Organization
- b. Goals for the year

MOTIONS

- a. N/A
- b. N/A

INTENTIONS & BACKGROUND

- a. N/A
- b. N/A
- c. N/A

IMPLICATIONS

- a. N/A
- b. N/A
- c. N/A

03

9:00a-9:15a
[15 minutes]

PRESENTERS

Curry
Fogel

MATERIALS

[AIAS Bylaws](#)

BYLAW AMENDMENTS

- a. Voting Members
- b. Pronouns
- c. Seasons

MOTIONS

- a. Motion to amend the AIAS Bylaws to read:
Bylaw 3.112 Voting Members. The Board shall have ~~nine (9)~~ **ten (10)** voting members: the President, the Vice President, the Past President, four (4) Quadrant Directors, the AIA liaison, and the ACSA liaison, **and the NCARB Liaison.**
- b. Motion to amend the AIAS Bylaws as follows:
Bylaw Section 3.1 National Board of Directors and Bylaw Section 6.2 Candidates for Officer and Director to replace the words “his/her” with the word “their” throughout.
- c. Motion to amend the AIAS Bylaws as follows:
Bylaw Section 5.06 Quad Conferences to read “Quad Conferences are the meetings of the regional Quadrants, hosted by a Chapter or Chapters within each Quad, and will be held once annually, in the fall or spring.”
Bylaw Section 6.03 Quad Conferences to read “...voting for the selection of quad conferences shall take place at the grassroots leadership conference or the forum conference for conferences occurring the following spring or fall, respectively.”

INTENTIONS & BACKGROUND

- a. The NCARB Liaison should have as much voting power as the other two collateral liaisons.
- b. Gender can be a construct, and the AIAS is much more interested in building inclusiveness.
- c. In accordance with the new cycle of Quad Conferences and CRIT LIVE/THRIVE Conferences, the seasons need to be adjusted accurately.

IMPLICATIONS

- a. N/A
- b. N/A
- c. N/A

04

9:15a-9:30a
[15 minutes]

PRESENTERS

Chiappa
Fogel

MATERIALS

[Membership Committee Report](#)

MEMBERSHIP

- a. 2018-2019 Membership Report
- b. 2019 Membership Month Preview
- c. Membership Committee Report

MOTIONS

- a. N/A
- b. N/A
- c. N/A

INTENTIONS & BACKGROUND

- a. N/A
- b. N/A
- c. N/A

IMPLICATIONS

- a. N/A
- b. N/A
- c. N/A

05

9:30a-9:50a
[20 minutes]

PRESENTERS

Israelsen
Chiappa

MATERIALS

[Finance Committee Report](#)

FINANCE & OPERATIONS

- a. FY18 Financial Review
- b. Tax ID & Insurance
- c. National Office Staff & Contact Info
- d. Executive Director Q&A
- e. Finance Committee Report

MOTIONS

- a. N/A
- b. N/A
- c. N/A
- d. N/A
- e. N/A

INTENTIONS & BACKGROUND

- a. N/A
- b. N/A
- c. N/A
- d. N/A
- e. N/A

IMPLICATIONS

- a. N/A
- b. N/A
- c. N/A
- d. N/A
- e. N/A

06

9:50a-10:00a
[10 minutes]

PRESENTERS

Rosen
Bamson
Armendariz

MATERIALS

[FBDA Committee Report](#)
[Personnel Committee Report](#)
[Governance Committee Report](#)

STANDING COMMITTEE REPORTS

- a. Freedom by Design Advisory Committee Report
- b. Personnel Committee Report
- c. Governance Committee Report

MOTIONS

- a. N/A
- b. N/A
- c. N/A

INTENTIONS & BACKGROUND

- a. N/A
- b. N/A
- c. N/A

IMPLICATIONS

- a. N/A
- b. N/A
- c. N/A

07

10:00a-10:30a
[30 minutes]

PRESENTERS
Curry

MATERIALS
[Code of Ethics](#)
[AIAS Bylaws](#)

NEW GOVERNING DOCUMENTS

- a. Code of Ethics
- b. Ethics Committee
- c. Bylaws amendment

MOTIONS

- a. Motion to ratify the Code of Ethics.
- b. Motion to establish Ethics Committee:
 - I. **Bylaw 4.116 Ethics Committee.** The Ethics Committee shall be an on-call body responsible for periodically evaluating ethical issues of the organization when necessary and making recommendations as appropriate to the Board. Ethics committee shall make recommendations to the board in regard to determination of violations.
- c. Motion to amend Bylaws to read:
 - I. **Bylaw 2.335 Good Standing.** Each full member chapter shall meet the following criteria:
 - a. **2.3351** A Full Member Chapter shall be comprised of more than ten individual members (one of which is the chapter president) enrolled in a university, junior college, technical school, or other postsecondary institution with an interest in architecture and related disciplines.
 - b. **2.3352** A Full Member Chapter shall be current in payment of chapter dues.
 - c. **2.3353** A Full Member Chapter shall be in compliance of all other obligations to the AIAS, and be in compliance with these Bylaws.
 - d. **2.3354** A Full Member Chapter shall be in compliance with the AIAS Code of Ethics.
 - II. **Bylaw 2.55 Status of Membership.**
 - a. **2.551 Good Standing.** To be in good standing in the organization, members must have paid all individual dues and other obligations due to the organization, **and must be in compliance with the AIAS Code of Ethics.** Each applicant for membership shall complete a digital membership application form, submitted to the AIAS National Office. The completed

membership forms shall include the name, mailing address, and the year in school of the applicant and may contain additional information deemed appropriate by the Board.

b. **2.552 Termination of Membership.** Each member of the student body of a school with a chapter may remain a member of the chapter (in accordance with each respective chapter's provisions) until said member terminates his or her membership in AIAS. Membership shall be terminated: (1) by resignation from the organization, and (2) by default in payment of obligations to the organization under the conditions prescribed in these Bylaw, or (3) if found by the Ethics Committee to be in gross violation of the AIAS Code of Ethics.

INTENTIONS & BACKGROUND

a. President Rosen, Past President De Saram, and West Quadrant Director Armendariz will lead a discussion surrounding the proposed draft of the AIAS Code of Ethics as compiled by the Governance Committee. The draft was distributed to the Board for review on February 19th via slack. The draft is structured utilizing a framework inspired by the AIA Code of Ethics, including "Canons" based off of our National Vision Statements (Impact, Community, Growth, Passion, Perspective, and Balance). Similar to the AIA Code of Ethics, the proposed draft is comprised of "Ethical Standards" (goals for AIAS members, chapters, and faculty advisors to aspire to) and "Rules" (enforceable standards for conduct). At this time, the Board and Board-elect have the opportunity to provide feedback on the content and direction of this document.

b. The Governance Committee drafted these Bylaws and Rules of the Board sections to establish an on-call Ethics Committee to review complaints, ensure due process, and enforce any disciplinary action that would result from violation of the Code.

c. The Governance Committee has discussed some potential repercussions for failing to abide by the proposed Code of Ethics. After these discussions, the Committee determined that perhaps the best plan for determining repercussions for violations to the Code by a chapter,

member, or faculty advisor would be on a case-by-case basis by the Ethics Committee. This portion of the agenda item is dedicated to a Board discussion surrounding potential repercussions and whether or not the Ethics Committee should have the responsibility of determining said repercussions.

IMPLICATIONS

- a. Comments proposed at this meeting will be reviewed by the committee and incorporated into the final draft, which will be presented to the Board prior to the conclusion of the FY19 Board term.
- b. If passed, the AIAS will utilize an Ethics Committee starting in the FY20 year to complaints pertaining to ethical violations and negligence of chapters, members, and faculty advisors. The proposed Bylaws and Rules of the Board sections reference the AIAS Code of Ethics as the governing document for addressing any future ethical issues.
- c. This Board discussion will inform the procedure and protocol for the Code of Ethics and Ethics Committee in terms of repercussions for unethical behaviors, actions, and/or communications.

10:30a-10:40a
[10 minutes]

PRESENTERS
ALL

MATERIALS

BREAK

a. N/A

MOTIONS

a. N/A

INTENTIONS & BACKGROUND

a. N/A

IMPLICATIONS

a. N/A

08

10:40a-10:55a
[15 minutes]

PRESENTERS

Fogel
Chiappa
Rosen
Bamson
Armendariz

MATERIALS

[Equity & Diversity Task Force Report](#)
[Health & Wellness Task Force Report](#)
[Resiliency Task Force Report](#)
[Learning, Design, & Technology Report](#)
[Council of Global Representatives Report](#)
[Executive Director Search Committee Report](#)

SPECIAL COMMITTEE REPORTS

- a. Equity & Diversity Task Force
- b. Health & Wellness Task Force
- c. Resiliency Task Force
- d. Learning, Design, & Technology
- e. Council of Global Representatives
- f. Executive Director Search Committee

MOTIONS

- a. N/A
- b. N/A
- c. N/A
- d. N/A
- e. N/A

INTENTIONS & BACKGROUND

- a. N/A
- b. N/A
- c. N/A
- d. N/A
- e. N/A

IMPLICATIONS

- a. N/A
- b. N/A
- c. N/A
- d. N/A
- e. N/A

09

10:55a-11:00a
[5 minutes]

PRESENTERS

Curry

MATERIALS

2019-2020 COMMITTEES & TASK FORCES

a. Call for interest

MOTIONS

a. N/A

INTENTIONS & BACKGROUND

a. N/A

IMPLICATIONS

a. N/A

10**11:00a-11:30a**
[30 minutes]**PRESENTERS**
Curry**MATERIALS****NEW BUSINESS RESOLUTION**
19GR-01

- a. Resolution from Carnegie Mellon University to establish additional eligibility criteria for candidates running for officer positions on the AIAS National Board of Directors
- b. Amendment from Northeastern University to the proposed resolution.

MOTIONS

- a. Motion to establish an additional eligibility criterion for candidates running for officer positions on the AIAS National Board of Directors, namely National President and National Vice President, wherein to qualify as a candidate, a member must have previously served as one of the following:
 - Chapter President
 - Chapter Vice President
 - A member of a previous AIAS National Board of Directors
- b. Motion to amend the motion by striking out the following words, “namely National President and National Vice President”, and by replacing “as one of the following: Chapter President, Chapter Vice President, A member of a previous AIAS National Board of Directors”, with the following words, “on a Chapter Board or Freedom By Design Team.”

The resolution with the proposed amendment would read as follows:

Motion to establish an additional eligibility criterion for candidates running for Officer positions on the AIAS National Board of Directors, wherein to qualify as a candidate, a member must have previously served on a Chapter Board or Freedom By Design Team.

INTENTIONS & BACKGROUND

- a. As stated in the AIAS Bylaws, the specific duties of the President and Vice President require the distinct AIAS leadership experience which is gained only from the roles of Chapter President, Chapter Vice President and past AIAS BoD member. This past experience includes large-scale organizational skills — such as delegation, and personnel

and event management — as well as a deep understanding of the mission and values of the AIAS. If passed by the Council of Presidents, this resolution would ensure that our future leaders are best-prepared to be the faces of our organization, and accurately represent the interests of its membership.

b. While it makes sense that our Officers should be previous AIAS Board members with the experience of a Chapter President or Vice President, recent years have shown us that there are many avenues of AIAS leadership. One example is 2017-18 National President, Keshika De Saram, who was a great national President, but his highest title at his Chapter was FBD Director. The proposed resolution actively limits the amount of opportunities for AIAS members and does not include Freedom by Design as a viable method of climbing the AIAS National ranks. Every chapter has nuances, so to say that just the Chapter President and Vice President would be qualified to run is not accurate to how broad the Chapter spectrum is. The proposed resolution seems to be adding regulation in a place it isn't needed, as those who don't have the knowledge and skill set to run for Officer positions are dissuaded by the robust election process that we already have.

IMPLICATIONS

- a. If approved, there would be additional eligibility criteria for candidates running for officer positions on the AIAS National Board of Directors.
- b. If approved, the eligibility criteria outlined in the proposed resolution would be amended as illustrated.

11

11:30a-11:50a
[20 minutes]

PRESENTERS
Curry

MATERIALS

NEW BUSINESS RESOLUTION 19GR-02

a. Resolution from Carnegie Mellon University to establish formal Freedom by Design Bylaws.

MOTIONS

a. Motion to amend the current AIAS Bylaws to include formal Freedom by Design Bylaws which are based on the Freedom by Design Manual, in particular the 'Project Essentials' section.

INTENTIONS & BACKGROUND

a. This resolution is being proposed in response to the rapidly growing number of Freedom by Design components across the organization. We believe that a common set of governing bylaws is necessary to ensure consistency across these components and establish a national standard for individual AIAS chapters to build upon.

IMPLICATIONS

a. If approved, formal Freedom by Design Bylaws would be drafted and proposed for ratification at FORUM Toronto to be added to the AIAS Bylaws.

11:50a-11:55a
[5 minutes]

PRESENTERS
ALL

MATERIALS

BREAK

a. N/A

MOTIONS

a. N/A

INTENTIONS & BACKGROUND

a. N/A

IMPLICATIONS

a. N/A

12

11:55a-12:15p
[20 minutes]

PRESENTERS
Curry

MATERIALS

NEW BUSINESS RESOLUTION 19GR-03

a. Resolution from Carnegie Mellon University to develop model constitution/bylaw documents for a range of AIAS Chapters.

MOTIONS

a. Motion to charge the 2019-2020 AIAS Governance Committee with developing and publishing a set of model constitution/bylaw documents for a range of AIAS chapters to use as a base upon which to develop their individual chapter constitution/bylaws. This set must offer multiple models to accommodate varying chapter needs, including, but not limited to, chapter size, age, membership, location, culture and focus.

INTENTIONS & BACKGROUND

a. In recent conversations with chapter leadership across the organization, the varying models of chapter elections and governance have been heavily discussed, indicating an interest in strengthening individual chapter governance models. Providing a set of model documents for reference would enable this interest and empower individual chapters to develop their own constitution/bylaw literature, ultimately promoting functional, transparent and resilient chapter governance.

IMPLICATIONS

a. If approved, the 2019-2020 Governance Committee will develop and publish a set of model constitution/bylaw documents for a range of AIAS chapters to utilize in developing their individual Chapter constitution/bylaws.

13

12:15p-12:45p
[30 minutes]

PRESENTERS
Curry

MATERIALS

NEW BUSINESS RESOLUTION 19GR-04

a. Resolution from NYIT Old Westbury to research the creation of an AIAS College of Fellows.

MOTIONS

a. Motion to charge the 2019-2020 AIAS Governance Committee with researching the creation of a new level of membership in the form of a College of Fellows; specifically researching the criteria for nomination, and the formal process of certification and elevation to College of Fellows Membership.

INTENTIONS & BACKGROUND

a. The College of Fellows would be created to acknowledge the contributions of members and supporters who have made a significant impact on the Architectural and Design Academic Community. These impacts can be Leadership, Mentoring, Impact on the path to licensure and Impact on the educational experience. These however are not the only contributions to be considered and the Governance Committee would be best equipped to research the AIA College of Fellows processes and requirements and use them as a precedent for our own AIAS College of Fellows.

A rough framework for a potential bylaw amendment can be found here. Much work still needs to be done on the formal process and the “Objects of nomination” to determine the areas of contribution that the nominee is credited with. This new level of membership is proposed primarily to take account of and give recognition to those who have helped us all along our path. Let us not forget there are many Faculty Advisors who were not only members as students but have now been involved for decades. There are also the examples of Nick Serfass who sat on the Executive Board for longer than any other member for the past decade, and Charlie Klecha who has returned FORUM after FORUM and even now continues to work tirelessly to advance the mission of the AIAS as Interim ED.

With this in mind, and considering the motivations of

those involved, the attached bylaw amendment includes a 6-year commitment to the organization. This criterion will be to ensure that the College of Fellows member has been involved beyond the standard 5-year degree path, donating dues, time, and energies to the organization past what may be considered necessary for personal advancement. This continued commitment to the mission of the AIAS is why the establishment of a College of Fellows should be considered by this, the 2019 Grassroots Council of Presidents, as we have many examples of excellence to recognize.

“Elevation to Fellowship not only recognizes the achievements of the architect as an individual but also elevates before the public and the profession those architects who have made significant contributions to architecture education and to society.”

– AIA College of Fellows Website

IMPLICATIONS

a. If approved, the 2019-2020 Governance Committee would research the creation of an AIAS College of Fellows.

14

12:45p-1:00p
[15 minutes]

PRESENTERS

Curry

MATERIALS

TOWNHALL

a. Townhall for general discussion

MOTIONS

a. N/A

INTENTIONS & BACKGROUND

a. Delegates have the opportunity to introduce items for general discussion, but motions for action are not permitted during the Townhall.

IMPLICATIONS

a. N/A

15**1:00p**
[0 minutes]**PRESENTERS**

Curry

MATERIALS**ADJOURN**

a. The adjournment of the 2019 Grassroots Council of Presidents Meeting

MOTIONS

a. Motion to adjourn the Council of Presidents Meeting.

INTENTIONS & BACKGROUND

a. The Council of Presidents will reconvene on December 30, 2019 at AIAS FORUM in Toronto, Ontario.

IMPLICATIONS

a. N/A