



# BYLAWS

**[SCHOOL] CHAPTER OF THE  
AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS**

*Revised July 2020*

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## **A: GOVERNING DOCUMENT DISTINCTIONS**

### **CONSTITUTIONS**

Constitutions provide an overview of ideas and purpose in order to explain the “why” of an organization. They lay out important topics in a broad, suggestive document that prioritizes aspirations.

In the Constitution, you might find meetings discussed as follows:

- Meetings
  - The Executive Board shall transact official business of the organization at Executive Board meetings on a schedule to be determined by the Board.

### **BYLAWS**

Bylaws, on the other hand, are specific, actionable documents that contain point-by-point functions and processes in order to answer any and all questions about the organization. Bylaws also contain actual procedures for implementing what would be contained in a constitution. The structure of Bylaws is typically broken into “Articles” that lay out how things are done.

In the Bylaws, you might find meetings discussed as follows:

- Article B: Meetings
  - General Provisions.
    - The President or the Executive Board shall set other general meetings.
    - Twelve Members present at a general meeting shall constitute a quorum.
  - Meeting Schedule.
    - A general meeting of the organization will be held no later than September 30th to approve the budget for the fiscal year.
    - A general meeting of the organization shall be held in May of each year for the purpose of reorganization for the coming year and electing the incoming Executive Board.

### **RULES OF THE BOARD**

Rules of the Board are essentially Bylaws that detail more specific Board activities. These documents serve as a procedural guide to the operations of the Board, covering details that do not need to be included in the general Bylaws. They tend to be narrow, exact documents.

## **B: MODEL BYLAW TIPS**

### **BYLAW DESCRIPTION**

**Bylaws are the crux of any organization.** They provide a format for successfully organizing a group of people smoothly and amiably.

To promote diversity among programs and Chapters, AIAS Chapter Bylaws should reflect the individuality of a Chapter. Two AIAS Chapter Bylaws may be similar, but it is essential that your Chapter's Bylaws be in-depth and clear in meaning.

Ideally, Bylaws should guide the operations of a Chapter; however, there may be instances where the Bylaws may not address a unique situation or circumstance. In these cases, the phrase "at the discretion of" or "unless otherwise stated" can be incorporated to allow for flexibility amongst Chapter leaders.

The National Bylaws take precedence over any Chapter Bylaws, and no Chapter may pass any bylaw that contradicts any National Bylaw.

### **BYLAW ORGANIZATION**

Clear organizational topics are also a necessity, and it always helps to be able to refer to specific sections and paragraphs when referencing these Chapter Bylaws. Do not get caught up in extravagant numbering systems using Roman numerals or long sequences of numbers and periods referring to "article/section/subsection." Simply label each section clearly with section numbers.

### **CHAPTER MISSION**

Your Chapter's mission or objectives should be contained in the Bylaws. This sets a definite course of action for the Chapter and alleviates questions about what AIAS does at your school, specifically. Given that the National organization has its own overarching mission statement, Chapter missions should reflect this mission while adjusting for the change in scale between the organization as a whole and the individual Chapter. Chapters are encouraged to consult the National AIAS Bylaws for this. Do not be afraid to modify these objectives over time. The needs and goals of your Chapter will change—the Bylaws should change with them.

### **VOTING**

Being a membership-driven organization, AIAS Chapter Bylaws must be specific about how to deal with voting and quorum requirements. The AIAS adheres to Robert's Rules of Order for all parliamentary procedures, and your Chapter should reference Robert's Rules of Order when considering voting procedures.

Naturally, all Members of a Chapter may not be able to attend Chapter meetings; thus, a quorum should be adopted in order to conduct business. Robert's Rules suggests that quorum at meetings for membership based organizations can be set at two-thirds of Members present and voting.

Once a quorum is adopted by a Chapter of the AIAS, it must be applied to all voting bodies at that Chapter. However, quorum for Executive Board and other Chapter committee meetings (where applicable) can be stricter, since these are elected and appointed positions and very important to the operation of this Chapter. You cannot mandate meeting attendance to Chapter meetings since your Members are dues paying individuals. The Executive Board and Committees are elected or appointed to serve the membership so they can be mandated to attend meetings. Nonetheless, no business should ever be conducted without a quorum of the Executive Board or Committee Members present.

## ELECTIONS

Chapter elections must be conducted with efficiency and guidelines. By ensuring that elections are run fairly and with diligent practices, your Chapter can avoid alienating a group of students. In addition, it ensures an accurate outcome that reflects the desires of the membership, it allows Members to feel that their voices are heard, and it provides an equal chance for Members to run for leadership positions.

Chapter Bylaws can maximize the efficacy of elections procedures by outlining protocols that utilize secret balloting, fair campaigning and smooth operating procedures. It is important to note when elections shall be held each year within your Chapter Bylaws, and you may want to include specific dates for elections if possible.

Free and fair elections are not only the basis of our democracy, they are also the basis of the AIAS. Elections are to be free, fair, and open to all Members. No Chapter or Member of the AIAS shall discriminate against any person for any reason. The elections process should be transparent, and tampering with voting in any way is strictly forbidden.

## AMENDMENTS

Bylaws always have provisions for amendments to account for modifications in operations and/or governance. As your Chapter evolves over time, these Chapter Bylaws must reflect this evolution in the form of amendments. Amendments to these Chapter Bylaws carry the same authority as the original Bylaws.

**It is the duty of Chapter leaders to keep up to date on all amendments to the Bylaws and to incorporate all amendments into Article 8: Amendments at the end of the Bylaw document.**

## HOW TO READ THESE SAMPLE BYLAWS

Something that varies by Chapter and includes multiple alternate versions based on relevant Chapter factors = magenta

Instruction/action = magenta and underlined

Something we suggest but may need to be adjusted for your Chapter = red

Instruction/action = red and underlined

All commentary = burgundy and underlined and italicized

## **ARTICLE 1: NAME AND ORGANIZATION**

### **1.0 GENERAL ORGANIZATION PROVISIONS**

1.01 Organization Name. The name of this international membership organization is The American Institute of Architecture Students, Inc. Henceforth, in these Bylaws and elsewhere, the international membership organization may be referred to as the AIAS.

1.02 Organization Mission. The mission of the American Institute of Architecture Students, Inc. is “advancing leadership, design, and service among architecture students.”

1.021 Organization Vision. The vision of the AIAS is “Empowering voices, ideas, and actions for the future.”

1.022 Organization Values. The values of the AIAS are “Impact, Community, Growth, Passion Perspective, and Balance.”

### **1.1 GENERAL CHAPTER PROVISIONS**

1.11 Chapter Admission. This Chapter was established in [YEAR] and serves the student body of [SCHOOL]. *The Freedom by Design Program at this Chapter was established in [YEAR].*

*Indicate the year your Chapter and FBD Program were established.*

*Commentary: If your Chapter does not have a Freedom by Design Group, then the second sentence in this section is not necessary.*

1.12 Chapter Name. The name of this Chapter is the [SCHOOL] Chapter of the AIAS. Henceforth, in these Bylaws and elsewhere, this Chapter may be referred to as [SCHOOL] Chapter of the AIAS or as “this Chapter”.

1.13 Chapter Mission, Vision, and Values. This Chapter’s guiding Mission, Vision, and Values match that of the American Institute of Architecture Students.

1.14 Non-Profit Entity. This Chapter is a non-profit entity within the AIAS, Inc.

### **1.2 [UNIVERSITY] MANDATED TEXT**

*Replace the word “University” with “School” or “College” if more applicable.*

*Commentary: If your institution does not have any restrictions on student-run clubs and/or organizations, this section should be removed.*

1.21 Title. Text.

*Incorporate any mandated text from your institution pertaining to student-run clubs and/or organizations*

*Commentary: This may include financial obligations, additional governance mandates, and regulations pertaining to student-run events and programming on campus.*

## **ARTICLE 2: STRUCTURE AND LEADERSHIP**

### **2.0 ORGANIZATION DOMAIN**

2.01 Chain of Command. Chapter Members are governed and led by the Chapter President. The Chapter President reports to the [REGION] Quadrant Director. The [REGION] Quadrant Director reports to the AIAS Board of Directors. The AIAS Board of Directors is Chaired by the President of the AIAS and elected by Chapter Members.

Indicate which Quadrant your Chapter is located in.

### **2.1 THE QUADRANT**

2.11 Quadrant Director. The Quadrant Director regularly maintains communication with the Chapter President and is available as a resource to all Chapter Members within their region. The Quadrant Director serves as a conduit between Chapters and the AIAS Board of Directors and vice-versa. This Chapter is located in the [REGION] Quadrant.

Indicate which Quadrant your Chapter is located in.

2.12 FBDAC Liaison. The Freedom by Design Advisory Committee Liaison regularly maintains communication with the Chapter Freedom by Design Director and is available as a resource to all Chapter Members within their region. The FBDAC Liaison serves as a conduit between FBD Programs and the AIAS National Office, and vice-versa.

2.13 Chapter Relationships. **This AIAS Chapter has a close relationship with [OTHER CHAPTER(S)].** This Chapter and its Members will support and respect all other Chapters in the Organization.

Indicate other AIAS Chapters you maintain close communication and/or collaboration with.

*Commentary: If your Chapter does not work directly with any other AIAS Chapters, the first sentence in this section should be removed.*

2.14 Local Collateral Relationships. **This AIAS Chapter reaches out regularly to AIA [CHAPTER/COMPONENT NAME(S)]. It is the responsibility of the [DESIGNATED OFFICER] to introduce this Chapter to [THIS GROUP/THESE GROUPS] annually. A Member of each of these groups is also invited to any General Body Meeting.**

Indicate any AIA Chapters and/or Components your Chapter communicates and/or collaborates with regularly.

*Commentary: If your Chapter does not work directly with any AIA Chapters and/or Components, then this section should be removed.*

More in-depth information on AIAS National Governance can be found [here](#).

## **ARTICLE 3: MEMBERSHIP**

### **3.0 GENERAL MEMBERSHIP**

3.01 Eligibility.

**High School Chapter:**

Active Membership—Students who are currently enrolled in this school and in good academic standing as candidates for graduation.

**Community College Chapter:**

Active Membership—Students who are currently enrolled in this school, in good academic standing as candidates for degrees, and who have paid the requisite membership dues (See Bylaw 3.03) as required by National and this Chapter.

**University Chapter:**

Active Membership—Undergraduate and graduate students, who are currently enrolled in this College, and in good academic standing as candidates for degrees, and who have paid the requisite membership dues (See Bylaw 3.03) as required by National and this Chapter.

**Include the section that aligns with your type of Chapter.**

General membership shall refer to the individual Members of and Affiliate Members of this Chapter, collectively. No Member may be excluded from membership on the basis of race, sex, religion, disability, national origin, or sexual orientation.

3.02 Value. Every Member of the organization in good standing shall have and may exercise and use all of the rights and privileges of their category of membership conferred by law or granted by the provisions of these Bylaws, the National Bylaws, or by the National Board.

3.021 Literature. Members in good standing shall receive communications of the organization and from the quadrant to which they belong

3.022 National Benefits. Every Member is entitled to all benefits as listed by the AIAS including but not limited to: conferences, competitions, programs, and all other events provided by the AIAS.

3.023 Credentials. Individual Members in good standing shall have and may exercise and use the variation of the AIAS distinction that matches their membership type (as outlined in National Bylaws Section 2.9) following their name on all applications, documents, and professional paperwork. Individuals that are not registered Members are not officially Members of the organization and may not utilize any variation of the AIAS credential.

3.03 Member Dues and Assessments. To be in good standing in the organization, Members must have paid all individual dues and other obligations due to the organization. Each applicant for membership shall complete a digital membership application form, submitted to the AIAS National Office.

3.031 Local Dues. In addition to the annual national dues paid to AIAS by each Chapter Member, the amount of local dues included in the total cost is set annually at the discretion of the Chapter President.



### 3.1 CHAPTER MEETINGS

3.11 Regular General Body Meetings. There shall be regular meetings for all Members of this Chapter.

3.111 Frequency of Meetings. A minimum of one regular meeting shall be held during each month of the academic year. At least [ANY REASONABLE NUMBER] days notice shall be given for any general meeting of this Chapter.

Indicate how many days prior to a General Body Meeting that a notice must be given.

Commentary: Calling a meeting in which the entire Chapter is expected to attend is generally more successful when the membership is notified more than 5 days in advance.

3.112 Meeting Activities. At General Body Meetings, this Chapter will discuss updates from the National Office, local Chapter updates, and any updates from the Chapter [DESIGNATED OFFICER] that pertain to Members. Voting can also occur at General Body Meetings on changes to the Bylaws, elections for the Executive Board, and any other local changes that require a vote from the general Members.

Indicate the Executive Board member at your Chapter that runs General Body Meetings.

Commentary: It is recommended that the Chapter President run General Body meetings.

3.113 Meeting Participation. All Members are expected to attend and actively participate in General Body Meetings. Non-Members are welcome to attend but only as observers as they do not have voting rights.

3.12 Special General Body Meetings. Special meetings may be called by the Chapter Executive Board at any time, either at its own discretion or at the written request of [TWENTY PERCENT OR MORE] of the Chapter Members. Business considered at a special meeting shall be limited to that prescribed in the notice for the meeting.

Indicate the percentage of Chapter Members required to request a special meeting.

Commentary: For Chapters of larger (greater than 50) sizes it is recommended to keep the required percentage at 20%, however for Chapters of a smaller (less than 50) size it is recommended to have a required percentage of 40% or more.

3.13 Freedom by Design Group Meetings. There shall be regular meetings for all Members of this Chapter's Freedom by Design Group.

3.131 Frequency of Meetings. A minimum of one meeting shall be held each month of the academic year for the Freedom by Design Group. At least 5 days notice shall be given for any meeting of the FBD Group.

3.132. Meeting Activities. At FBD Group Meetings, Members will discuss updates and scheduling for current projects, as well as new projects to undertake. These meetings may be scheduled as often as the Freedom By Design Director sees fit.

Commentary: If your Chapter does not have a Freedom by Design Group, then this section is not necessary.

3.14 Parliamentary Authority. In accordance with National AIAS protocols and procedures, [Robert's Rules of Order, Newly Revised](#) shall be utilized as a reference material when governing the conduct of all meetings in which such rules are applicable and are not inconsistent or in conflict with the law, these Bylaws or the rules and regulations adopted by the AIAS and by the National Board. All National AIAS Meetings strictly abide by Robert's Rules of Order, and formal procedures (ie. any vote or decision) conducted by this Chapter, especially those pertaining to Chapter Elections, shall follow the Rules outlined therein.

For all such procedures, a quorum shall be necessary for the transaction of business. A quorum shall be defined as the majority of enrolled Members of this Chapter present at any given meeting including at least two Officers. Decisions at meetings shall be made or approved by a majority vote unless otherwise required by this Bylaw.

## **ARTICLE 4: CHAPTER GOVERNANCE**

### **4.0 CHAPTER STANDING PROVISIONS**

4.01 Requirements for Good Standing. It is the responsibility of the Chapter President and the Faculty Advisor to ensure that this Chapter is in Good Standing with the AIAS National Office. Per the AIAS Bylaws, this Chapter shall meet the following criteria:

4.011 Membership Requirements. In order to be in Good Standing with the AIAS and remain eligible to participate in the governance protocols of the organization, this Chapter must fulfill the following membership requirements:

4.0111 Quantity of Registered Members. This Chapter shall have more than ten individual registered Members with an interest in architecture and/or related disciplines.

4.0112 Chapter President Member Status. This Chapter's Chapter President shall be a registered Member of the AIAS.

4.012 Chapter Dues. This Chapter shall be current in the payment of Chapter dues.

4.013 Compliance. This Chapter shall be in compliance with all other obligations to the AIAS and with the [National Bylaws](#) or shall endeavor to be so, at the responsibility of the Chapter President and Faculty Advisor.

4.02 Chapter Dues and Assessments. In addition to the dues paid by individual Members ("national dues"), this Chapter of the AIAS shall pay annual "Chapter dues" to the organization, as specified by the National Board.

### **4.1 EXECUTIVE BOARD**

4.11 Executive Board. This Chapter will annually elect an Executive Board, or "E-Board", to govern the activities of this Chapter. The Executive Board shall direct, control, and administer the affairs of this Chapter. It shall carry out the policies and instructions of this Chapter as adopted by any duly called meeting and shall act for and on behalf of this Chapter in all matters within its jurisdiction. The Chapter E-Board includes the following elected positions: a Chapter President, Chapter Vice President, Secretary, Treasurer, **Public Relations Officer, Freedom by Design Director**. Succession of office shall be in the aforementioned order in case of vacancy before an appointment or an election has filled the position. Appointed positions shall include: an Elections Chair, **[ADDITIONAL APPOINTED POSITIONS IF APPLICABLE]**, and a Faculty Advisor

[Include additional elected positions here.](#)

[Include additional appointed positions if applicable.](#)

*Commentary: A Public Relations Officer may oversee Graphic Design, Marketing, Advertising, Merchandise, and other related pursuits of this Chapter (see Bylaw 4.125). A Freedom by Design Director would oversee the Freedom by Design Group and all affiliated activities (see Bylaw 4.126).*

4.12 E-Board Terms and Duties. The terms of each aforementioned office shall be one-year - beginning at the culmination of the last General Body Meeting of the **Spring Semester**. Each E-Board Member must sign their respective [E-Board Contract](#) prior to the beginning of their term. No person may serve simultaneously in more than one position.

If your Chapter runs on the Calendar year (Jan - Dec), indicate that the terms of office begin at the culmination of the General Body Meeting of the Fall Semester.

4.121 President. The President shall be the one member designated as the primary student contact who shall receive any notification to Chapters required by law or by the provisions of these Bylaws. This primary student contact shall be the Chapter President. The name and contact info of the Chapter President shall be submitted to the AIAS National Office immediately upon the commencement of their term. The President shall be the Executive head of this Chapter and act as spokesperson and representative of this Chapter at all meetings, organizations, and committees unless another Member is delegated such authority by the President.

4.1211 National AIAS Obligations. The Chapter President is the defacto delegate for this Chapter at any Council of Presidents Meetings called by the AIAS National President. They must keep up with any and all communications regarding COP Meetings, and are also in charge of distributing information to this Chapter as appropriate. It is at the discretion of the Chapter President to appoint a proxy or other delegate in their place, in the event that they cannot attend a meeting.

4.1212 Communication. The Chapter President is expected to maintain communication with their Quadrant Director and the National Office. The Chapter President is also encouraged to maintain regular communication with the Dean of the College and their Faculty Advisor.

4.122 Vice President. The Vice President shall coordinate all activities relating to membership services and drives. These activities may include but not be limited to: establishing dates and times for staffed membership drive tables; compiling membership packets; maintaining membership lists; submitting names and required dues to the Institute; and distributing membership materials throughout the academic year.

4.1221 Filling of Unexpired Presidential Term. The Vice President shall possess all the powers and duties of the President in the event of absence, disability, refusal, or failure of the President to act as outlined above. An election will be held to fill the position of Vice President in the event that they must assume the office of President.

4.123 Treasurer. The Treasurer shall have charge and exercise general supervision of all financial affairs of this Chapter, including maintaining all records and books or accounts thereof. The Treasurer shall prepare budgets, collect all amounts due and receipts, have custody of Chapter funds and monies, and make disbursements thereof. The Treasurer shall have primary custody of this Chapter's instruments and papers involving finance and financial commitments. They shall conduct the correspondence relating to this office and shall perform all duties usual and incidental to this office. The Treasurer is encouraged to provide up-to-date reports of the Chapter's current financial status at all regular meetings of this Chapter. When a new treasurer takes office, the retiring

Treasurer shall turn over all the records and books of accounts and all monies and papers belonging to this Chapter that are in their custody or possession.

4.1231 Chapter Financial Liability. The Executive Board and general membership shall not be personally liable for any loss of money or funds, nor any decrease in capital, surplus, income, or reserve of any fund or account resulting from any acts performed in good faith in conducting the usual business of the office.

4.124 Secretary. The Secretary shall act as recording and corresponding secretary of the Executive Board. The Secretary shall take minutes of each meeting and shall distribute them as requested by any member. Upon a vote during a meeting, the Secretary shall record the votes cast in the minutes.

#### 4.125 Public Relations Officer.

The public relations officer shall create marketing materials in physical and digital formats such as posters, social media posts, and other publicity materials. They shall also be tasked with ensuring the general Members are kept up to date on the happenings of this Chapter, including fundraisers, General Body meetings, conferences, and activities.

*Commentary: Public Relations Officer may be renamed. If the responsibilities fall under another Executive Board position, then this section can be placed in another officer's duties. If the position is not needed, then you can delete this section all together.*

4.126 Freedom by Design Director. The Director of Freedom By Design shall direct all planning and execution of the activities and intents of the Group. The Director shall compile the elected or appointed FBD Board of Chairpersons in accordance with the Elections Process (see Bylaw 5.33 and 6.0). The Director is responsible for operating within the parameters of the National AIAS guidelines for Freedom By Design Chapters.

*Commentary: If the position is not needed then you can delete this section all together.*

#### 4.127 [OTHER ELECTED POSITIONS]

Other Elected Positions that are added to the Executive Board of this Chapter should be listed and described here. Other Elected Positions should be added to the Bylaws in accordance with the Bylaw Amendment Process (see Bylaw 8.11).

4.13 Appointed Positions. Appointed Positions of this Chapter's Executive Board shall be reviewed, created, and terminated prior to elections, and at any other time at the discretion of the Executive Board.

*Commentary: Appointed Positions are best advertised prior to elections so that the Membership Body can be made aware of the range of opportunities for participation and advancement in the Executive Board.*

4.131 Elections Chair. An Elections Chair shall be appointed by the Executive Board in advance of the Pre-Election Meeting to preside over elections and oversee the election procedures and rules that candidates shall follow during elections. The Elections Chair must not be running for office, and shall not campaign for (through display or speech) or

otherwise endorse any candidate. The Elections Chair shall be held responsible by the Executive Board and the membership for the conducting of a fair elections process, and shall themselves be an unbiased and ethical individual. Further information regarding the privileges and responsibilities of the Elections Chair can be found in the [AIAS Elections Chair Duties and Responsibilities document](#).

4.1311 Disqualifications. In event of dispute or in the event of an issue held with the Elections Chair, the final decision to disqualify candidates or to admonish the Elections Chair and redistribute their responsibilities shall rest with the Faculty Advisor.

4.132 AIA Liaison. [Description]

4.133 NCARB Student Licensing Advisor. [Description]

4.134 1st Year Representative. [Description]

4.135 Graduate Student Representative. [Description]

Indicate any other appointed positions on your Executive Board, such as the additional positions included in magenta above. New Appointed Positions should be added to the Bylaws in accordance with the Bylaw Amendment Process (see Bylaw 6.XX).

Commentary: Examples of appointed positions could include Collateral Liaisons, Student Licensing Advisors, Year-level Representatives, Fundraising Chairs, Traditional Activity Chairs, etc.

4.14 Faculty Advisor. The Faculty Advisor shall be a Member of the faculty of this academic institution and shall serve as a mentor and a resource to the current Executive Board. As the delegated supervisor to this Chapter, it is the responsibility of the Faculty Advisor to monitor all activities and governance of this Chapter to ensure practices are executed ethically. The Faculty Advisor shall be a representative of the AIAS and must keep up to date with communication to the National Office regarding any changes in the Faculty Advisor position. The Faculty Advisor shall be a non-voting Member of the Executive Board.

4.141 Appointment of the Faculty Advisor. Faculty advisor is chosen by [VOTING METHOD]. They serve a term length of: [#] years.

Indicate how the Faculty Advisor position is appointed here.

Indicate the number of years that the Faculty Advisor serves in this capacity.

Commentary: The Faculty advisor position should be chosen by a process of the Chapter and School's choice; this could be through a General Body vote/appointment/ E-board vote/faculty vote or one that your Chapter and school create. The number of years for a term length is up to the Chapter and will serve as a method to change the faculty advisor.

4.15 Executive Board Meetings. The Executive Board shall meet [WEEKLY] in addition to attending all General Body Meetings. Additional meetings may be called at the discretion of the President.

Insert frequency of meetings i.e. weekly, bi-weekly, monthly, etc.

4.151 Quorum of the Board. A quorum of at least two-thirds of the voting Members of the E-Board shall be required at any meeting.

4.152 Notices of Meetings. A notice of the time and place of each meeting of the E-Board shall be sent to each E-Board Member by the President at least four days before the regular meeting, and at least two days before a special meeting. In order to waive this Bylaw, two-thirds of the voting Members must vote to do so immediately after the meeting is called to order.

4.153 Decisions at Meetings of the Executive Board. Every decision of the E- Board shall be by a majority vote of those present and voting. Any Member of the E-Board may require that their vote is recorded, and any three Members may require that all votes be recorded. Decisions of the Board are final and may only be overturned by a two-thirds vote of this Chapter's membership.

4.154 Executive Board Meeting Minutes. Minutes of the meetings of the E-Board shall be kept by the Secretary. Minutes serve as a record of the meeting and must include all discussions held and actions taken. Actions of the Board should be distributed to the General Membership, and the complete minutes should be available to any Member upon request.

## 4.2 CHAPTER COMMUNICATIONS

4.21 Distribution of Literature. The Chapter President shall receive all AIAS publications and shall distribute them to the Members of this Chapter, unless the publications are sent directly to each Member of this Chapter. The Chapter President shall also receive other information relevant to AIAS programs and promptly post or distribute that information to the students at their school.

4.22 Communication. Chapter communication will be done [WEEKLY] informing the general Chapter Members about upcoming programming. This will be done through the Chapter [Instagram](#) [[@Chapter](#)], [Facebook](#) [[FB Group or Page Name](#)], and [Slack](#). The purpose of the communication shall be to inform the General Body Members and should never be used for inappropriate or distasteful promotion. Chapter communication shall also follow the [National AIAS Branding Guidelines](#).

[Insert frequency of communications i.e. weekly, monthly, etc.](#)

[List means of communication used by Chapter including email or any social media.](#)

## 4.3 REMOVAL OF EXECUTIVE BOARD MEMBERS

4.31 Removal by Membership Status. E-Board Members who fail to maintain active membership (See Bylaw 3.03) shall, by due process of the Executive Board, be retired from office.

4.32 Removal by Membership. The E-Board shall remove from office any Member of the E-Board, when presented with a petition of dissatisfaction signed by two-thirds majority of this Chapter's membership. A Petition of Dissatisfaction must be a formally written request that lists grievances, misconduct, or violations of the Bylaws made by the Executive Board Member in question

4.33 Removal by the Executive Board. The E-Board, by a two-thirds majority vote, may remove any Member of the Board for refusal, neglect, or failure to perform the duties of their office as outlined in these Bylaws (See Bylaw 4.12 and 4.13), or for any act the E-Board deems to be contrary to the policies and instructions of the E-Board or to be detrimental to the best interests of the AIAS Chapter. The E-Board shall offer the opportunity to said Member of the Board to be heard on their behalf, but the E-Board's action shall be final and conclusive and without recourse on the E-Board member's part. The vote shall be by secret ballot.

4.34 Filling of Unexpired Terms. This Chapter Executive Board may appoint a successor from the current E-Board to complete an unexpired term in the event that one or more of the E-Board positions becomes vacant. In the event that all E-Board Members temporarily refuse, fail, or are unable to act, then the Board may appoint a Member in good standing to temporarily perform the duties of the vacant office(s). The new, acting Executive Board member's term shall expire at the end of the original position holder's term.

#### **4.4 EXECUTIVE BOARD TRANSITIONING**

4.41 Officer Transitioning. Transitioning for new officers will be led by outgoing officers. This is to be done between the announcement of election results and the next E-Board meeting, in-person meetings are best practice. Officers and Officers-elect are required to meet at least once during that period, or else risk punitive action at the discretion of the President.

4.42 Additional Transitioning Assistance. The Elections Chair is to make themselves available to aid in the transition of new board Members and to facilitate meetings when help is requested, by the new or outgoing officers.



## **ARTICLE 5: FREEDOM BY DESIGN**

*Commentary: If your Chapter does not have Freedom by Design, this Article is not necessary.*

### **5.0 GENERAL PROGRAM PROVISIONS**

5.01 Name. The Freedom by Design Program at this Chapter can be referenced as Freedom by Design, FBD, [SCHOOL] FBD, and this FBD Group. When discussed, advertised, or written down in any text that is for or associated with external communications, the Freedom by Design Program at this Chapter shall be referenced as “AIAS FBD”.

5.02 Purpose. Freedom by Design is the community service program of the National American Institute of Architecture Students. The program allows and empowers its Members to impact the lives of people in their communities through design-build or engagement solutions. FBD primarily recognizes five barriers as opportunities for any scale of project: Physical, Educational, Environmental, Socio-Economic, or Cultural.

### **5.1 MEMBERSHIP AND PARTICIPATION**

5.11 Membership Requirements. As FBD is a group within this Chapter of the AIAS, all FBD participants must be registered AIAS Members. An AIAS member can participate in FBD at any time and with no further commitment beyond that which is outlined per activity.

### **5.2 GOVERNANCE**

5.21 Positions and Responsibilities. The Freedom by Design Group at this Chapter shall be composed of a Freedom by Design Director, an FBD Project Manager, an FBD Treasurer, and an FBD Historian. All positions are responsible for transitioning their successors.

5.211 Freedom by Design Director. The FBD Director is the leader, coordinator, and individual responsible for all FBD activity that occurs at this Chapter. The FBD Director sits on the AIAS Chapter Board, is the Chair of the FBD Group Board, and is the direct point of contact for this Chapter to the AIAS Freedom by Design Advisory Committee; the FBD Director conveys information between all of these groups continuously. The FBD Director is responsible for general oversight of the program, attending the annual AIAS Freedom by Design tracks and Orientation each year at AIAS Grassroots, leading client interviews and overseeing the project selection process, and coordinating meetings of the FBD Group and FBD Group Board.

5.212 Freedom by Design Project Manager. The FBD Project Manager is responsible for overseeing a specific Freedom by Design project, including establishing the schedule, coordinating the building approval process, and coordinating team members. There will be one Project Manager per ongoing Project.

5.213 Freedom by Design Treasurer. The FBD Treasurer is responsible for maintaining the financial information and actions of the FBD Group. In coordination with the FBD Project Managers, the FBD Treasurer will create budgets, conduct fundraising, and help secure material donations. In coordination with the AIAS Chapter Treasurer, the FBD Treasurer will have access to wherever AIAS Chapter funding is kept, and will handle all FBD transactions from that location.

5.214 Freedom by Design Historian. The FBD Historian is responsible for recording the progress of the team, taking minutes at all meetings, facilitating social media and other

advertising methods about FBD Group events and initiatives, and the photographic and textual documentation and assembly of project happenings for each final project portfolio.

5.22 Meetings. The FBD Group Board shall meet in an official capacity at least once [MONTHLY] in addition to attending all General Body Meetings. Additional meetings may be called at the discretion of the FBD Director.

Insert frequency of meetings i.e. weekly, bi-weekly, monthly, etc.

5.221 Quorum of the FBD Board. A quorum of at least two-thirds of the voting Members of the FBD Group Board shall be required at any meeting.

5.222 Notices of Meetings. A notice of the time and place of each meeting of the FBD Group Board shall be sent to each Board Member by the FBD Director at least four days before the regular meeting, and at least two days before a special meeting. In order to waive this Bylaw, two-thirds of the voting Members must vote to do so immediately after the meeting is called to order.

5.223 Decisions at Meetings of the FBD Group Board. Every decision of the FBD Group Board shall be by a majority vote of those present and voting. Any Member of the FBD Group Board may require that their vote is recorded, and any three Members may require that all votes be recorded. Decisions of the FBD Group Board are final and may only be overturned by a two-thirds vote of this Chapter's membership.

5.224 FBD Group Board Meeting Minutes. Minutes of the meetings of the FBD Group Board shall be kept by the FBD Historian. Minutes serve as a record of the meeting and must include all discussions held and actions taken. Actions of the FBD Group Board should be distributed to the General Membership, and the complete minutes should be available to any Member upon request.

5.23 Elections.

**Elected FBD Board:**

Elections for the FBD Group Board shall be held concurrently and in accordance with the AIAS Chapter Board elections process. FBD Group Board terms end when AIAS Chapter Board terms end (see Bylaw 4.12).

**Elected FBD Director and Appointed FBD Board:**

The FBD Director shall be elected concurrently and in accordance with the AIAS Chapter Board elections process. The elected Director shall appoint the positions for their FBD Group Board no later than two weeks after the start of their term. FBD Group Board terms end when AIAS Chapter Board terms end (see Bylaw 4.12).

Include the section that aligns with your FBD Board elections process.

## 5.3 PROJECTS.

5.41 Clients. The "client" is defined as the person or group of people or organization that this FBD Program is working with or for to complete a project. Finding a client and maintaining a communicative relationship is the responsibility of the Project Manager. Clients shall be required to fill out all necessary forms.

5.42 Design Mentor and Construction Mentor. Design and Construction Mentors shall only be required for design-build projects; for each design-build project, there shall be one Design Mentor and one Construction Mentor. The Design Mentor is a licensed, local architect who helps to guide the team through the design process, including critiquing design solutions and overseeing the creation of construction documents. This position shall be appointed at the discretion of the President and Freedom by Design Director. The Construction Mentor is a local builder who helps to guide the team through the build process, including providing the necessary equipment and overseeing the actual construction. This position shall be appointed at the discretion of the President and Freedom by Design Director.

5.43 FBD Manual. Every action and process of this FBD Program shall abide by the most recently published and available AIAS FBD Manual.

5.44 Documentation. Each meeting, all steps of the project, drawing, and project execution shall be documented thoroughly by the FBD Program E-Board and stored in the [AIAS FILE REPOSITORY].

[Insert AIAS file repository ie. Google Drive.](#)

## **ARTICLE 6: CHAPTER ELECTIONS AND APPOINTMENTS**

### **6.0 ELECTIONS PROCEDURES**

6.01 General Provisions. Positions available for election and appointment must be identified and defined by the Elections Chair and the outgoing Executive Board before the Elections Process begins. The Elections Chair is responsible for distributing and collecting all documentation regarding elections. Information that is distributed to Members shall be as accessible as possible for the duration of the Elections Process. The Elections Chair may be assisted exclusively by the Faculty Advisor and one additional E-Board Member that is not running for office. All received documentation, including elections results, is confidential between the Elections Chair and their appointed assistants.

6.02 Pre-Election Interest Meeting. There shall be a Pre-Election Interest Meeting open to all Chapter Members. This Interest Meeting will be an opportunity for current Executive Board Members to answer questions regarding their roles and responsibilities to prospective candidates. This meeting will be held no later than [#] days in advance of the Election Meeting.

6.03 Call for Candidates. There shall be a Call for Candidates after the Pre-Election Interest Meeting. This Call shall include all items required for Candidacy. All Chapter Members must be notified of the Call for Candidates no later than [#] days in advance of the official Executive Board Election Meeting, and this notice must include a deadline for Candidate Packets.

Insert number of days required for all Chapter Members to be notified of the Call for Candidates prior to Elections.

*Commentary: It is recommended for this to be at least [14] days for Chapter Members to be notified of the Call for Candidates in advance of the official Executive Board Election.*

6.04 Candidate Materials. Submission of a Candidate Packet shall serve as a formal Declaration of Intent to run for the Executive Board. The deadline for Candidate Packets must be at least [#] days in advance of the Elections.

Insert number of days required for all Candidates to submit Candidate Packets prior to Elections.

*Commentary: It is recommended that the deadline for Candidate Packets be [10] days in advance of Elections.*

6.041 Candidate Packet. The Candidate Packet will consist of a letter of intent, resume, and a candidate questionnaire.

Outline materials required by this Chapter to be submitted in a Candidate Packet

6.042 Candidate Verification. Once all Candidate Packets are received by the Elections Chair, the Chair will verify that all Candidates meet the Candidacy Requirements illustrated in Bylaw 6.1. Upon verification, Candidates will be placed upon a ballot for the office nominated.

6.043 Distribution of Candidate Materials. Candidate Packets shall be made available to the voting body for review in advance of voting. Candidate information including [REFERENCE MATERIALS] will be accessible [#] days prior to the Election Meeting.

Insert list of all materials Members will have to reference during the voting process such as speeches, packets, resumes.

Insert number of days prior these materials will be available.

6.05 Elections. The Election Meeting shall be held no later than [MONTH] for all E-Board Members. Elections shall consist of candidate speeches, a candidate Q+A, and voting.

Insert the appropriate month for elections and final Chapter meeting, i.e May, December, etc.

*Commentary: We recommend following each Chapter's school's academic calendar for framing elections. Chapters may decide to use the summer for newly-elected and past-officers to transition, but allotting time for transitioning during the school year allows for in-person engagement. Hosting elections towards the middle of the spring semester provides a useful amount of time for this and allows new appointments to utilize the summer as well to prepare for the upcoming academic year.*

6.051 Candidate Speeches. The Elections Chair shall arrange the time and mediums for speeches from all Candidates. Speeches shall be no longer than [TIME LIMIT].

Indicate how long candidate speeches are allowed to be for your elections.

*Commentary: It is recommended that speech length capacity is around 1-2 minutes.*

6.052 Candidate Q+A. After Candidate Speeches, there shall be an opportunity for Members to ask candidates questions pertaining to the roles they are running for. All questions must be directed at the entire pool of candidates for a particular position.

6.053 Voting. Immediately after the Candidate Q+A, the Elections Chair shall conduct voting for the E-Board. In order to conduct voting, quorum must be met.

6.0531 Means of Voting. The Elections Chair, in conjunction with the President, shall make provisions for voting, shall set the voting window, and shall officially open and close voting. Voting for this Chapter E-Board will take place at a General Body meeting, and shall be conducted using the secret ballot method via [VOTING PLATFORM]. The voting portal will remain open for [#] hours/days.

This is to be filled in with your Chapter's preferred voting platform. Specify whether voting is conducted in-person or online.

Insert number of hours/days for the voting to remain open.

*Commentary: Examples include SurveyMonkey, Google Forms, email OR paper ballot, etc. If done in-person, the voting portal should remain open for the length of the Elections Meeting.*

6.0532. Absentee and Proxy Voting. Absentee and proxy ballots will be taken only if Members notify the Executive Board about conflicts [#] days prior to the Election Meeting.

Insert number of days prior these notifications must be made.

*Commentary: If your Chapter does not allow absentee and/or proxy voting, this section can be removed.*

6.0533 Voting Tabulation. Votes will be tabulated by the Elections Chair and overseen by (or in presence of) the Faculty Advisor. Winners will be announced [#] days after the Elections Meeting, and results will be posted [ANNOUNCING METHOD]. Winners will be decided by majority vote.

Insert number of days between the Election Meeting and the announcement of the newly elected E-Board.

Insert your Chapter's preferred announcing method(s), such as through social media, posters, emails, etc.

6.06 Run-off Elections. In the event of a tie vote for any position, a run-off election shall be held no later than [7] days following the original election. Voting shall be conducted in the same manner with which it was conducted at the primary Elections Meeting. In the event the run-off election is also a tie vote, the Executive Board will break the tie by a majority vote at the next regular Executive Board meeting.

Indicate the number of days after the original Election Meeting that Run-Off Elections must be held.

*Commentary: It is recommended that this be held in a timely manner while still allowing Members enough time to vote.*

6.07 Elections Rules of Conduct. All involved persons must conduct themselves in a professional manner and shall follow the procedures illustrated in these Chapter Bylaws, the [AIAS Chapter Elections Code of Ethics](#), and any Elections Guidelines as put forward by the presiding Elections Chair. It is the responsibility and ability of the Elections Chair to minimize and police cheating or dishonest behavior on the part of candidates, current officers, or voting Members. The Elections Chair may disqualify any candidate who is found to be cheating or participating in dishonest practices. Disqualified candidates are no longer eligible for elected office.

6.08 Campaigning Restrictions. There will be ["no" OR "# days of"] campaigning allowed prior to elections.

Indicate if campaigning will be allowed.

If so, indicate the # of days prior to elections that campaigning is allowed, and add any additional Chapter-specific campaigning information. Also include the following text:

"Candidates will observe all [SCHOOL] policies regarding the posting of campaign materials in studios, and on doors and windows."

*Commentary: It is strongly recommended that Chapters do not permit campaigning of any sort.*

6.09 Issues of Integrity. In the event of errors or missteps made by anyone throughout the elections process, the Elections Chair has the responsibility to amend such errors. Complaints of any kind will be addressed to the Elections Chair and referred to the Faculty Advisor for consideration if necessary.

## 6.1 CANDIDATE ELIGIBILITY

6.11 Requirements. Candidates must be registered Members in good standing as outlined in Article 3 of these Chapter Bylaws and in Article 2 of the National AIAS Bylaws. All candidates must also have current student enrollment status during the time of candidacy. **The President role must be filled by someone who has previously served on the Executive Board.** Candidates **[OPTION]** run for more than one position at a time. Candidates must also be willing to take on the responsibilities of the Executive Board position they are running for as outlined in Article 4 of these Chapter Bylaws.

Either leave this section in if you would like to continue/implement this policy or remove it if your Chapter does not wish to continue/implement.

Option decides whether they are able to run for multiple positions, fill with “may” or “may not”.

6.111 Elections Code of Ethics. All candidates must sign the [Chapter Elections Code of Ethics](#) in order to participate in the elections process.

6.112 Candidate Vetting Process. Candidates for office must be vetted and approved by the Elections Chair according to the Candidacy Requirements

## 6.2 VOTING ELIGIBILITY

6.21 Requirements. All Members of this Chapter in good standing are eligible to vote in the election of the E-board. Only registered, dues-paying Members in good standing shall be counted for the purposes of voting.

6.211 Elections Chair. The Elections Chair shall not cast a vote, even if all eligibility requirements are met.

6.22 Final Count. Following the outlined eligibility requirements, the final number of votes cast cannot exceed the total numbers of registered Members in good standing of this Chapter.

Commentary: We suggest that only paid Members are eligible to vote in elections for ethical reasons. This is not to discourage anyone from participating; rather, it is to encourage them to pay dues and become full Members. Though it is possible to weigh votes differently between paid Members and other students, and while some Chapters do make up a significant part of student governance, ultimately the AIAS recommends that non-paying students do not count in votes for elections.

## 6.3 APPOINTMENT PROCEDURES

6.31 Appointment Schedule. The Executive Board shall appoint Chapter Members to all appointed positions (see Bylaw 4.13) within the first three weeks of the elected Executive Board positions' terms. Other appointments for positions that are created mid-way through the year must be made within the first three weeks of the position's addition to the Bylaws in accordance with the Amendment process.

6.32 Appointment Term. The duration of an appointed position shall be terminated at the same time as the Executive Board position terms.

## 6.4 VACANCY PROCEDURES

6.41 Vacancies on the Executive Board. The Executive Board may appoint a Chapter Member to fill a vacancy on the Executive Board. The Chapter Member must be in good standing to be considered for a vacancy. A vacancy can be filled at any time of the year outside of the elections window and as necessitated by the vacancy. Any vacancy on this Chapter Executive Board must be filled within [21] days of the start of the vacancy.

Indicate the [#] of days within which a vacancy on your Chapter E-Board must be filled.

*Commentary: It is recommended that this be filled sooner rather than later and that there is enough time for the individual to get familiar with the position. Your Chapter can insert a timeframe that you feel best illustrates your Chapter's capability to fill a position.*



## **ARTICLE 7: GENERAL PROVISIONS**

### **7.1 TRADITIONS**

7.11 Chapter Traditions. [Text.]

Include any Chapter traditions in this section.

*Commentary: If the Chapter is relatively new, or there are no "Traditions" established yet, this section can be removed.*

### **7.2 ETHICAL COMPLAINTS**

7.21 Means of Declaring Complaints. [Text.]

Indicate how a Chapter Member may make a complaint regarding an ethical issue.

### **7.3 ENDORSEMENTS**

7.31 Restrictions. Neither the Chapter, nor anyone representing the Chapter, shall directly or indirectly make endorsements or recommendations of any enterprise operated for profit, or a political party or candidate, or of a commerce material, object, device, or process.

### **7.4 ADVERTISEMENTS**

7.41 Restrictions. Advertisement of any product, material, facility, or device used in or for the construction of buildings, any method of handling, using, distributing, or dealing with any of the aforementioned, and any person, firm, corporation, or association dealing with the aforementioned is prohibited in any publication of the Chapter.

## **ARTICLE 8: AMENDMENTS**

### **8.1 BYLAW AMENDMENT PROVISIONS**

8.11 Means of Amending. Bylaws can be made and/or amended by a simple majority vote of the Executive Board; following any amendment, the changes must be presented to the general membership for voting. The membership can then pass the new or amended Bylaws by a simple majority vote.

8.12 Recording Amendments. **Once ratified by the General Membership Body, any modification to these Bylaws must be recorded below.** The Chapter [POSITION] shall be responsible for recording the history of Bylaw amendments.

Indicate the Executive Board member at your Chapter that is responsible for ensuring that all amendments to these Bylaws are reflected below.

### **8.2 HISTORY OF BYLAW AMENDMENTS**

[BYLAW #.##]

[DATE] Modification made on this date.

[DATE] Modification made on this date.

[BYLAW #.##]

[DATE] Modification made on this date.

[DATE] Modification made on this date.