

2022-2023



MEMBERSHIP MANUAL

THE AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS
an independent, student-run, non-profit organization





INTRODUCTION

At the heart of the organizations activities is a cooperative effort designed to transform todays student into the type of leader the world needs today. This includes both an active and involved student membership, and a close and mutually supportive role for faculty, professionals, the design community and the community who stand to benefit from the advancement of the profession of architecture in it's many forms.

The purpose of the AIAS Membership Toolbox is to provide chapter leaders and members with a resource that they can use to build their membership base throughout the year, starting with membership month. The contents of this manual are as follows:

Membership Toolbox:

National Governance

Chapter Starter Pack

Registering Your Members

International Membership

Leadership

Design

Service

Council of Presidents

You and Your School

Nationals Contact Sheet

Keep in mind that this manual is far from comprehensive! It's a great starting point for all of our chapter but don't be afraid to build off of it and make your chapter unique by fostering local relationships and taking advantage of every opportunity that benefits your members!

As you begin to recruit members, don't forget **why we are here, what we do, and who we are!**

QUESTIONS?

aias.org/membership

vicepresident@aias.org



NATIONAL GOVERNANCE

The AIAS Board of Director’s job is to connect with and serve you. From the National, to the Regional, to the Local levels, (and our connections with the Allied Organizations of Architecture), we aim to create a strong communication network that gives our members the most value. Always, always reach out.



QUESTIONS?
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vicepresident@aias.org



CHAPTER STARTER PACK

As part of consolidating all of our wonderful resources for chapters, we revamped our AIAS Chapter Starter Pack!

AIAS BRANDING STANDARDS

As part of being in AIAS, we have our branding guides with color, logo, and text.

AIAS 101 PRESENTATIONS

This is the ultimate presentation of what you need to know about AIAS! From programming to conferences to communications, here is all the base information you need to know about the organization.

AIAS CHAPTER HEALTH SLIDEDECK

The slidedeck goes over a Chapter being in Good Standing, Chapter Dues, and potential programming and timeline.

AIAS CHAPTER LEADERSHIP ADVICE

The guide goes over roles and responsibilities from E-Board to Board to Faculty Advisor along with tips and tricks of chapter leadership.

AIAS CHAPTER REQUEST & PROPOSAL TEMPLATES

In effort to share the knowledge, the templates are crowdsourced from chapters all over the AIAS community. Some of the work included creating and submitting requests and proposals to different entities.

SO YOU'RE THE TREASURER GUIDE

The Finance Committee has spent some time compiling and summarizing what it feels are some of the top topics an AIAS Chapter Treasurer is most likely to face. Among them are things like: chapter bank accounts, fundraising, budgeting for events, and much more!

FREEDOM BY DESIGN MANUAL

Through this interactive manual, students can engage with their peers to address best methods to serve their communities and expand the possibilities of their approach to service. The goal, however, stays the same: inclusive design that takes everyone into consideration and allows for the best use of space.

Pro Tip:

Check out the Benefits page on aias.org to get the full pack!

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REGISTERING YOUR MEMBERS

Did you know that having your members go online and register themselves is **NOT** your only option? Get creative and talk to your school!

DISCOUNT CODES

If your chapter wants to sponsor part of your members' individual dues to encourage early registration, (or your school does), we can create a unique discount code for a certain dollar amount off for your members! Your chapter pays for the discount code up front, and sets the number of times it can be used. Your chapter can pay via Paypal, credit car, or check. You can decide how long you want the code active!

BULK REGISTRATION

Many chapters achieve LARGE numbers by using our option of bulk registration with an invoice. Your chapter or school sends us a list of members, with necessary info (which we can provide a list of when you reach out), and a bulk payment. The National Office then registers your members on the back end. This can help encourage early registration, partial discounts, and participation. (Many **schools** actually pay for 11 executive members!)

BATCH REGISTRATION

Have 3 rounds of registration rates, where early is 50% off, midway is 25% off, and last chance is \$5 off. Your chapter must fundraise or secure school support to ensure you can still pay the full amount to the National Office following the bulk registration process above.

PARITY PROGRAMS

Parity programs can be used in conjunction with the previous two options. There are many ways to do this, and it's a great way to work with your school. One option is to split the membership dues in three. Students pays part, (or none for the first few!), to the chapter, and then the chapter and the school split the rest.

Pro Tip:

Check them out and discuss pros and cons with your Quad or Regional Director or Vice President! Check out the contact page at the end of this document.

QUESTIONS?

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INTERNATIONAL MEMBERSHIP

To adjust for the exchange rates and USD value in our member’s countries outside the United States, the Finance Committee proposed an adjusted set of dues, which the Board of Directors and Council of Presidents passed.

- Lebanon = \$7.00 USD
- Brazil = \$8.00 USD
- Canada = \$38.00 USD
- China = \$26.00 USD
- India = \$20.00 USD
- South Korea = \$40.00 USD
- UAE = \$45.00 USD
- Mexico = \$17.00 USD
- Egypt = \$12.00 USD
- Jordan = \$41.00 USD
- Kuwait = \$40.00 USD
- Qatar = \$37.00 USD
- Honduras = \$35.00 USD

These will be **reviewed each year** by the Finance Committee and Board.

Pro Tip:
You can refer fellow schools to become AIAS chapters! Have a chapter near you, (whether in the U.S. or not), that you’d like to partner with or think could benefit from AIAS? Email their school’s name and a contact to vicepresident@aias.org!



LEADERSHIP

Being a good leader is also about finding other people's strengths and recognizing them. You should always be thinking about empowering others and finding a successor to ensure the longevity of your chapter. We have a saying:

"On your first day, you should be thinking about your last."

Your potential members are in school to learn. Between studio, history, structures, and everything in between, architecture school teaches you a lot. But sometimes things are left out of our education. The AIAS tries to fill that gap.

No one person has the same leadership path. Provide opportunities for your members to learn soft skills like communication, time management, work ethic, self-confidence, and encourage them to take stepping stones towards leadership! The encouragement of a mentor could change someone's path completely.

Speaking of, lead by example and give opportunities for leadership through a mentorship program at your school. It helps younger students feel supported, while giving older students great experience.

At our Grassroots 2021 Conference, we provided a free Leadership Day Training on the topics of Governance, Finance, Membership, Advocacy and Freedom by Design. Check out the recording and share it with your board here:

<https://www.aias.org/events/event-recordings/>

Pro Tip:

It's more than just leadership, it's lifestyle!

Being a good leader takes more than great leadership skills. It also means taking care of yourself: mind, body, and spirit.

QUESTIONS?

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vicepresident@aias.org



DESIGN

The AIAS can supplement education- especially when chapters bring in really cool speakers or workshops. Provide your members with a unique educational experience. This could be a program workshop, a guest lecture, or a trip to an active construction site. Whatever you choose to do, make it something otherwise unavailable.

Reach out to your professors and see if they'll bring you to a site they're working on. Plus you can usually get AXP hours for that!

Achieve exclusivity by charging a fee to nonmembers. Even something that may seem trivial, \$5, goes a long way to show your members that they're special. Starting charging after the first month or two, to allow potential members to try out the AIAS!

BUT WAIT! Your chapter doesn't have to provide it all! Look at the National Calendar and check if there are any National THRIVE webinars, open chapter events, or conferences coming up. Plus you can see if your local AIA component is hosting any events or talks!

AIAS NATIONAL DESIGN COMPETITIONS!

The AIAS partners with many organizations to bring you design competitions with CASH PRIZES! Any registered AIAS member is eligible to participate. This Fall we have many competitions (and more to be announced soon!):

Check here for requirements/deadlines: <https://www.aias.org/competitions/>

Pro Tip:

Be sure to engage your faculty and administration! This is an awesome opportunity to get your professors involved outside of the classroom. A lot of our professors have passions they don't always get to share in class, like watercolor, papermaking, research, etc. so tap into that!

QUESTIONS?

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SERVICE

The Open Architecture Collaborative, Habitat for Humanity, The AIA Foundation, or our very own Freedom by Design Program are all amazing opportunities to make a difference through architecture.

Invite your members and get the community involved; the more people the better! Reach out to your local AIA component, K-12 Schools, local NCARB affiliate, or the local newspaper and let them know what you're doing. It's important that the public knows the good that architecture does for our communities. And if it starts with you, even better.

With Freedom by Design, you can get both valuable experience and AXP hours for design build projects. But FBD projects could also be other things that help the community like making maps for accessibility, K-12 training, weatherization kits, or park beautification.

Just remember FBD is a program of the AIAS, nationally and at your chapter. Service is important for all AIAS members to get involved in. Plus it's a resume booster, great to talk about when networking, and it feels good to help people!

Reach out with questions to the Freedom by Design Advisory Committee (FBDAC) at freedom@aias.org!

Pro Tip:

Take advantage of all of our national partnerships!

NCARB donates money towards FBD Project Grants and FBD Director Grassroots Registration.

Local Benjamin Moores often can donate paint for projects that might need it!

Visit www.aias.org/fbd to learn how to start an FBD program at your chapter, see project portfolios, and watch FBD Case Studies with your members to build hype at your school!

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COUNCIL OF PRESIDENTS

The AIAS is governed by the Bylaws and a ten-member Board of Directors that meets at least four times each school year. The Board and the activities of the organization are guided by the input provided by the Council of Presidents (COP) that meets twice each year. The CoP is the governing body of the AIAS.

The COP is comprised of one delegate from each chapter in good standing. To be a chapter in good standing, the chapter must be current in payment of chapter dues, have more than ten individual members and be in compliance with the AIAS Bylaws.

The CoP serves to advise the Board of Directors on membership interest, what's going on in the organization, and make major governing decisions like proposing motions, resolutions, and amendments. In the Winter CoP, the Delegates will elect the incoming Officers and Quad Directors.

Pro Tip:

Wondering if your chapter is in Good Standing? Check in with National Vice President at vicepresident@aias.org

Want to make a motion, resolution, or amendment to AIAS? Chat with the National President at president@aias.org

Check out How to CoP? on Governance tab on aias.org

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YOU AND YOUR SCHOOL

Cultivate relationships with your faculty, administration, and university administration. Your life will be so much easier when you feel comfortable in the room where it happens. There are so many majors related. Provide something that isn't typically available on campus. You know your school best.

Devise some sort of way to create a special promotion for your members, but make sure the event is about the student body as a whole. Set up a table somewhere public where the whole campus will see you, like the front lobby of your architecture building. And don't forget to ask your administration for a room that your chapter can use as a home base!

Every AIAS national event - from THRIVE to FORUM - is an opportunity for networking. Follow up with a speaker on LinkedIn, or email someone a question. Encourage your members to attend National events by building them into your chapter's programming, and ask your school for help sending people to conferences.

Pro Tip:

Host a big event during the semester! And be sure to work with other student organizations on campus like NOMAS, USGBC, and IIDA. Be sure to invite the entire student body, faculty and staff, and professionals from the area. Here are a few campus event ideas:

Used Book Sale: Collect architecture professors and students' used books and sell them to your student body. Get them to linger by providing free coffee and baked goods!

Host a Comedian: Stress sucks. You know what doesn't? Laughing. Help everyone unwind, in a way that you can 100% socially distance, by hosting a local comedian. Provide counselling resources on their way out, and maybe a workshop with your school's counseling center the week after.

Silent Disco: Everyone can wear a mask because you're probably not singing aloud on the dance floor, and you are more than ok to isolate if you want to while still being part of the group.

Cook Out: Host a cookout to start the year off right! Make sure to get everyone there by working with your faculty advisor and administration to get a food permit. Don't forget to bring lawn games, a soccer ball, or frisbee. And ask your professors to raffle off some of their work or napkin sketches.

Host a professional networking mixer. Ask your professors to invite their contacts to your event. Also invite local AIA members, school alumni, chapters nearby, local firms, and anyone else you can think of.

Organize a member exclusive firm crawl. The average student never gets to see the inside of an architecture firm until they get that first internship. Get your members in with a local practice, (ask your professors) and begin to cultivate those relationships and expose all levels of students to the architecture profession. Give priority to your paid members. And get your members out there and engaged with the profession!

Collaborate with your local Alliance organizations

AIAS + ACSA
AIAS + AIA
AIAS + NAAB
AIAS + NCARB
AIAS + NOMA/S

QUESTIONS?

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QUESTIONS?

Whether your chapter is brand new or has been around for a long time, it’s okay to not have all the answers. There is a great team of people that are here to make sure you and your chapter are successful all year long!

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| National Office Email: | mailbox@aias.org |
| National Office Phone: | 202.808.0075 |
| Freedom By Design: | freedom@aias.org |
| CRIT Journal | crit@aias.org |
| Learning and Teaching Culture Issues | ltc@aias.org |
| Finance Committee | finance@aias.org |
| | |
| Cooper Moore, President: | president@aias.org |
| Nicole Bass, Vice President: | vicepresident@aias.org |
| Ethan Sandburg, Midwest Quad Director: | midwest@aias.org |
| Julia Andor, Northeast Quad Director: | northeast@aias.org |
| Colt Brock, South Quad Director: | south@aias.org |
| Tristan Osorio, West Quad Director: | west@aias.org |
| Scott Cornelius, Past President: | pastpresident@aias.org |
| Larry Hoffer, Executive Director: | executivedirector@aias.org |
| | |
| Facebook: | www.facebook.com/aiasorg |
| Instagram: | @aiasorg |
| Twitter: | @aiasorg |
| Linkedin: | American Institute of Architecture Students |

Don’t forget to follow us on social media and visit www.aias.org to check out all our content, competitions, partners, and events!

To chat more about membership, make a call with your National Vice President at <https://calendly.com/aiasvicepresident>

For resources, be sure to search in the COP Team Drive using your chapter’s official @aias.org email account. Not sure how to access it? Not sure what that is? Send vicepresident@aias.org an email and we’ll make sure to get you setup!