



2023

ELECTIONS

GUIDELINES

October 20, 2023

Dear AIAS Member,

Thank you for answering the call to leadership and considering candidacy in the 2023 election cycle of the American Institute of Architecture Students! The AIAS could not function without the talented and passionate leadership of its members, and I'm thrilled that you are considering campaigning for a term at the national level. There are few things as rewarding, impactful, and beneficial to your career as a term on the AIAS Board of Directors, and I strongly encourage you all to participate in the election process this year. The American Institute of Architecture Students is hands-down the most influential organization in the world of architecture. We represent every student of architecture; simply put - the future.

This letter serves as the official Call for Candidates for the 2023 AIAS Elections cycle. Members interested in pursuing leadership positions within the organization have the opportunity to run for President, Vice President, Secretary/Treasurer, Midwest Quadrant Director, Northeast Quadrant Director, South Quadrant Director, West Quadrant Director, Latin America Regional Director, and Middle East Regional Director. The positions will comprise the 2024-2025 AIAS Board of Directors. Enclosed, please find the necessary guidelines that will instruct and inform as you thoughtfully prepare your candidacy for the 2022 Elections.

Candidacy for the Board of Directors is open to all AIAS members **from chapters in good standing.**

In order to ensure the success of this elections cycle, the AIAS Elections Chair puts forward the following official 2023 AIAS Elections Guidelines. The following information is compliant with all AIAS Bylaws and Rules of the Board as of October 19, 2023 and pertains to candidates for the AIAS National Board of Directors, including President, Vice President, Secretary/Treasurer, and the six Director positions. Any necessary amendments to this document will be posted to the aias.org Elections Page under the 'About' tab.

While nobody can be perfectly prepared and all positions represent a learning opportunity, I strongly recommend running for the position you feel most qualified for. Participating in the elections cycle is a highly rewarding and fulfilling opportunity, regardless of whether you get elected or not. Your candidacy gives you a chance to gain valuable experience in public speaking, consensus building, writing, and listening, as well as the chance to connect with current and future AIAS leaders. Throughout the election proceedings, you will be given opportunities to define and advocate for your vision for the organization, and the membership will in turn elect its Board of Directors based on their own views for our collective future. If you are interested in running as a certified candidate, please contact me prior to submission of materials so I can answer questions to all candidates equally. If you have any questions, please feel free to contact me at pastpresident@aias.org, on Slack, or by text message at 814.969.0879.

Sincerely,



Cooper Moore, AIAS, NOMA, Assoc. AIA, GRP
2023-2024 Past President + Elections Chair

BOARD OF DIRECTORS OVERVIEW

Information regarding the positions and respective roles of the AIAS Board of Directors can be found in Chapter 3 of the [AIAS Bylaws](#) and Chapter 5 of the [Rules of the Board](#). Information specifically regarding the elections process can be found in Chapter 7 of the AIAS Bylaws and Chapter 13 of the Rules of the Board.

The Board of Directors is comprised of 14 members; 6 elected members (President, Vice President, and four Quadrant Directors), 4 appointed Liaisons (Appointed by the AIA, NCARB, ACSA and NOMA), 2 appointed Regional Directors (Latin America and the Middle East), the Past President, and the Executive Director as an ex-officio member. This group governs the strategic and operational aspects of the AIAS as representatives of its membership, and duly empowered executors of such authority. The Board collectively speaks as the leading authority on issues related to students of architecture and design, design education, and the future of the profession.

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

BOARD OF DIRECTORS REQUIREMENTS

Elected members of the Board of Directors will serve an approximately one-year term, beginning on the first day of the 2024 Grassroots Leadership Conference, and ending at the Board of Directors meeting immediately preceding the 2024 Grassroots Leadership Conference. The newly-elected members of the Board, along with the 2023-2024 President, Executive Director, and four Liaisons, will comprise the 2024-2025 Board of Directors.

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

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

As outlined in Chapter 6 of the Bylaws, there are four meetings of the Board of Directors each year, at which attendance is mandatory for members of the Board. Extenuating circumstances may be excused at the discretion of the President, and digital presence at the meeting may be considered equivalent to in-person presence, also at the discretion of the President. These meetings typically take place in October, December (as part of FORUM), March, and July (as part of Grassroots). Additionally, Directors-Elect and Officers-Elect are invited as guest observers for the Spring and Grassroots meetings of the 2021-2022 Board of Directors. Specific dates of each meeting of the Board will be determined by the President of each Board, in conjunction with the Executive Director, and every attempt will be made to accommodate the respective schedules of all members of the Board.

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

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

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

ADDITIONAL BOARD OF DIRECTORS REQUIREMENTS

In addition to the aforementioned requirements, elected members of the Board of Directors are expected to respect and abide by the "Ten Basic Responsibilities of Nonprofit Boards" as illustrated by the National Center for Nonprofit Boards: These responsibilities aim to clarify the roles and responsibilities of the Board as a corporate or collective entity and to summarize individual Board members' responsibilities. The ten Board responsibilities which follow, along with the individual Board member's responsibilities, strive to set criteria by which Boards may periodically review their performance and ensure a measure of accountability.

1. Determine the Organization's Mission and Purpose

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

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

2. Select the Executive Director (when necessary)

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

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

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

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

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

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

4. Ensure Effective Organizational Planning

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

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

5. Ensure Adequate Resources

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

donors, and otherwise monitor and guide fundraising initiatives. Effective fundraising is one measure of the Board's capabilities, commitment and influence.

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

6. Manage Resources Effectively

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

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

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

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

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

8. Enhance the Organization's Public Image

The Board serves as a link between the organization's staff or volunteers and its members, constituents, or clients. In order to ensure a healthy public image for the organization, clearly outlined achievements and contributions to the

public good, timely and informative press releases, and consistent communication initiatives with chapter and community leaders are important elements of a comprehensive public relations strategy. In addition, the Board's elected leaders should ensure that the Board appropriately disciplines itself. No Board member should represent himself/herself as speaking for the Board or organization unless specifically authorized to do so.

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

9. Serve as a Court of Appeal

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

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

10. Assess its Own Performance

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

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

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

RULES AND PROCEDURES

AIAS Elections will be conducted in a professional and ethical manner. Elections will follow the AIAS Bylaws and Rules of the Board, as well as these Elections Guidelines and Elections Code of Ethics as revised and distributed October 2023. All candidates are expected to thoroughly review and abide by the procedures described in these documents.

In order to run for office on the AIAS National Board of Directors, per AIAS Bylaws 7.23 and 7.24, “All candidates, excluding seated Officers and Directors, must have current student enrollment status during time of candidacy,” and “All candidates, excluding seated Officers and Directors, must be AIAS members in good standing from chapters in good standing at the time of their announcement of candidacy.”

AIAS Elections are essentially a two-step process:

- 1a. Declare candidacy by submitting a Candidacy Declaration Packet in accordance with the following guidelines to the Elections Chair by the prescribed deadline, OR
- 1b. Announce candidacy at the first General Business Session in accordance with the following guidelines.
2. Participate in and campaign through the Candidates Election Schedule in accordance with the following guidelines.

ELECTIONS 2023 TIMELINE

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

IMPORTANT DATES PRIOR TO THE COUNCIL OF PRESIDENTS MEETING

November 30:

- Candidacy Declaration Packets Due.

December 1:

- Confirmation of receipt of submission from Elections Chair.
- Elections Chair begins review of submitted materials.

Week of December 4:

- Certified Candidates and campaign packets posted to www.aias.org, and shared via social media.
- Next steps email from Elections Chair to all certified candidates.
- The 2023 Candidate Schedule will be finalized and sent to Certified Candidates.

Month of December:

- Vice President assesses Chapters in Good Standing for 2023 AIAS Elections voting eligibility.
- A few virtual Elections-based events and opportunities designed to inform voters of their responsibilities and privileges, and acquaint voters with Certified Candidates.
- + The final Elections Activities at the Conference will be shared with Certified Candidates.

PLEASE NOTE: Campaigning by or on behalf of candidates is prohibited at this time.

TIMELINE OF ELECTIONS ACTIVITIES

The finalized elections schedule is still being determined at the time of publishing these guidelines. All elections activities will take place in a virtual format. Candidates can expect the following events occur prior to the closing session of the Winter Council of Presidents Meetings on January 7, and more opportunities for candidate-voter engagement are planned but have not yet been finalized:

Plenty of Practice

- At multiple occasions prior to each event or opportunity, candidates will have a chance to practice and rehearse their speeches, campaign pitches, outfits, vibe, etc. with the Elections Chair and a selected group of assistants.

AIAS 2023-2024 Winter Board of Directors Meeting

- All candidates are invited and encouraged to attend as observers.

Introduction videos

- Short videos to provide an opportunity for candidates to introduce themselves to the membership casually before the official elections activities begin.

Opening General Business Session - January 4 (CoP Meeting)

- Elections Chair will call for Undeclared Candidates from the floor.
- All candidates are invited and encouraged to attend as observers.

Opening short speeches (live) - January 4

- 1 minute for Director Candidates, 2 minutes for Officer Candidates.

Q&A sessions

Closing speeches (live) - January 6

- 2 minutes for Quad Director Candidates, 4 minutes for Officer Candidates

Closing General Business Session - January 7 (CoP Meeting)

- Council of Presidents to cast votes for all positions.

Candidate Meeting

- Candidates will be invited to a private announcement of the elections results.
- **PLEASE NOTE:** Candidates are prohibited from speaking with any member until after the elections are announced to the general membership at the General Assembly.

Closing General Assembly

- Elections results to be announced to the general membership.

PLEASE NOTE: Campaigning by or on behalf of candidates is expressly prohibited at any time prior to the start of official elections activities. This means that candidates (and non-candidates on behalf of candidates) may not explicitly notify, advertise to, or engage with voters/Chapters/members in an egregiously persuasive capacity, nor may they publish any materials regarding their candidacy. More details about campaigning will be shared with Certified Candidates during the month of December 2022. Structured campaigning opportunities will be made available to candidates as designated by the Elections Chair. Campaigning during the appropriate period must adhere to the Elections Code of Ethics. For more information or clarification, please contact the Elections Chair.

CANDIDACY DECLARATION PACKET SUBMISSION REQUIREMENTS

In order to declare an intention to run, the following materials must be submitted to the Elections Chair/Past President at pastpresident@aias.org, **no later than 11:59 pm HST (Hawaii Standard Time) on Friday, November 30, 2023.**

- Letter of Intent, addressed to Cooper Moore, AIAS, NOMA, Assoc. AIA, GRP Past President
- Resume or Curriculum Vitae (limit two pages)
- Letter of School Support from the candidate's faculty advisor, the AIAS chapter faculty advisor, or the head of the program at the candidate's school, as appropriate (limit one letter)
- The statement must include a declaration of the school's awareness of the candidate's desire to seek a seat on the AIAS National Board of Directors and the implications thereof.
- Letter of Support from a fellow AIAS member at the candidate's AIAS Chapter (must be from a current student; limit one letter)
- **Optional** Images of Studio or Architectural Design work, limit two pages
- Responses to Candidate Questionnaire (see below; limit three pages)
- Signed statement on the AIAS Policy on Intern Compensation (see below)
- Signed statement on AIAS Elections Code of Ethics (see below)
- Completed Contact Information Sheet (see below)
- Optional: One (1) Campaign flyer/media items to be posted on AIAS website and social media. Campaign items must be in one of the following two forms:
 - Single page image/flyer at 900px x 900px, or
 - GIF with no more than 3 frames/images (must be in .GIF or .MOV format no larger than 3 MB) at 900px x 900px
 - In order to create a GIF, you are welcome to use Adobe software or other online resources, such as <https://ezgif.com/maker>.

- In addition to the Candidacy Declaration Packet, all candidates must submit a headshot to be published on the AIAS website and social media in tandem with your candidacy packet (must be .jpg format no larger than 3 MB; limit one image).

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

PLEASE ALSO NOTE: There will be no printed campaign materials in the 2023 Elections. Only campaign materials submitted in tandem with candidacy packets will be shared on the AIAS website in advance of FORUM. All campaign materials, including those submitted after the candidate packet deadline, will be shared digitally during elections activities.

All of the above materials should be submitted as a single .PDF, with the exception of the (optional) Campaign flyer/media item and headshot.

- Compiled Candidacy Files should be titled "**LastName_Elections 2023.pdf**"
- (Optional) Campaign flyer/media item should be titled "**LastName_Elections 2023_Campaign Item**" and must be either .jpg, .pdf, .gif, or .mov
- + Headshots should be titled "**LastName_Elections 2023_Headshot.jpg**"

CERTIFIED CANDIDATES

Candidates who submit their candidacy packet on or before 11:59 pm HST on November 30, 2023 shall be eligible for review by the Elections Chair. After approval of candidacy materials by the Elections Chair, candidates shall be considered duly certified, and shall be so notified. Certified Candidates shall have all privileges stated within the campaign guidelines of this document, shall understand all procedures, policies, and expectations relating to the position for which they intend to run, and may contact the Elections Chair at any time with questions or concerns.

UNDECLARED CANDIDATES

As stated in Bylaw 7.22 Undeclared Candidates, members who miss the submission deadline may announce their candidacy at the designated time during the opening meeting of the Council of Presidents (referred to as the General Business Session), and run as an Undeclared Candidate. It is highly recommended that Undeclared Candidates communicate with the Elections Chair prior to announcing their candidacy in order to expedite the necessary review and approval process, and to ensure their receipt of all pertinent information.

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

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

ELECTIONS PROCESS VIOLATIONS

The integrity and proceedings of the AIAS Elections processes are the responsibility of the Elections Chair. As such, the disqualification of any candidate at any point in time is at the sole discretion of the Elections Chair and become effective immediately. Violations of the AIAS Bylaws, the AIAS Rules of the Board, these Elections Guidelines, the AIAS Code of Ethics, and any further provisions made by the Elections Chair are all just cause for disqualification.

Reports regarding accusations of alleged misconduct or noncompliance with AIAS Elections processes may be filed at <https://www.aias.org/2023-aias-elections-violations-report-form/>. Reports may only be filed by AIAS members; a submission of a report does not guarantee a candidate's disqualification; reports received by the Elections Chair through any medium other than the official form will not be considered.

PLEASE NOTE: In the 2023 AIAS Elections Cycle, there will be a number of pre-FORUM Conference virtual Elections-based events and opportunities including but not limited to, informational webinars, re-posting of campaign material, and FORUM-related advertisements. Only Certified Candidates may participate in these engagements.

CANDIDATES FOR PRESIDENT, VICE PRESIDENT, & SECRETARY/TREASURER

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

CAMPAIGN MATERIALS

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

SPEECHES

For the 2023 election cycle, Certified President and Vice President candidates will deliver an opening speech at the first General Assembly at FORUM. This opening speech will be limited to 1 minute for Certified Secretary/Treasurer candidates and 2 minutes for all Certified President, Vice President candidates.

During a later General Assembly, all Certified President and Vice President candidates will be given 4 minutes to deliver a closing speech before voting occurs. The closing speech for Certified Secretary/Treasurer candidates will be limited to 2 minutes. This will be the last opportunity candidates will have to formally address the membership. Time will be allocated for practicing speeches prior to the General Assembly.

QUESTION & ANSWER

Certified President, Vice President, and Secretary/Treasurer candidates will participate in a Q&A session between their first and final speeches. At this session, the membership will have the opportunity to ask the candidates questions. Each candidate will have the opportunity to answer the same question once. Candidates will be allotted about 60 seconds to respond to each question.

BENEFITS & COMPENSATION FOR PRESIDENT & VICE PRESIDENT

Relocation to Washington, DC is required for the positions of President and Vice President. These positions are full-time employees of the American Institute of Architecture Students, and are entitled to the salary and benefits associated with the position. Candidates for the position of President and Vice President can expect a salary commensurate with an entry-level position at an architecture firm in DC, around \$58,000 per year. Additionally, the AIAS offers health insurance and unlimited paid time off to its employees. Travel expenses for AIAS-related travel are also covered by the organization for these positions.

The Secretary/Treasurer is not a paid employee of the AIAS, and relocation is neither expected nor reimbursed.

CANDIDATES FOR DIRECTOR

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

CAMPAIGN MATERIALS

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

SPEECHES

For the 2023 election cycle, Certified Director candidates will deliver an opening speech at the first General Assembly at FORUM. This opening speech will be limited to 60 seconds for all Director candidates.

During a later General Assembly, all Director candidates will be given 2 minutes to deliver a closing speech before voting occurs. This will be the last opportunity candidates will have to formally address the membership. Time will be allocated for practicing speeches prior to the General Assembly.

QUESTIONS & ANSWER

Director candidates will participate in a Q&A session between their first and final speeches. At this session, the membership of that Quad will have the opportunity to ask the candidates questions. Candidates will be allotted about 60 seconds to respond to each question.

ELECTIONS QUESTIONNAIRE

The Election Questionnaire is for all Officer and Quadrant Director candidates. **Please limit your responses to three pages total**, and submit responses as a .PDF file, compiled with all other election materials, to Elections Chair Cooper Moore at pastpresident@aias.org.

1. We all love the AIAS for different reasons, but it takes a critical and constructive analysis of the institutions we appreciate most to continue to evolve them into entities that can support each new generation of membership. **Why are you running for a position on the AIAS Board of Directors?** What about the organization and its membership motivates you to seek a leadership position?
2. Though it may be hard to believe, the AIAS is not perfect. A critical analysis of any organization is a healthy part of its operation. There may be things that you feel the AIAS could do better, or maybe you see new opportunities or partners to engage. **Where do you see room for improvement or new areas for the organization to expand into?**
3. In recent years, the AIAS has increased its efforts in advocacy for architecture students on issues including but not limited to health and wellness, equity, student loan debt, Learning & Teaching Culture, practice experience, leadership, and technology. **What one issue do you personally find the most important?** How would you make progress on this issue as an elected leader on the AIAS National Board of Directors?
4. The AIAS has over 250 chapters across the U.S. and around the world, ranging in size, age range, and even purpose. **How would you use your position on the Board to better connect and engage our geographically and culturally diverse membership?** What resources would you propose to better serve Chapter leaders seeking to grow their chapters and connect to other students around the world?
5. **Describe how you intend to fulfill the roles and responsibilities of your chosen position on the Board.** Elaborate on your intended communication/action plan and the primary goals you have for your one-year term.

AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS POLICY ON COMPENSATION FOR INTERNS

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

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

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

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

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

POLICY ON COMPENSATION FOR INTERNS AFFIRMATION

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

Name: _____

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

Signature: _____

Date: _____

AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS ELECTIONS CODE OF ETHICS

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

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

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

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

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

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

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

ELECTIONS CODE OF ETHICS AFFIRMATION

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

Name: _____

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

Signature: _____

Date: _____

Please submit this form with your confirmation for participation.



AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS CANDIDATE CONTACT INFORMATION FORM

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

Name (as preferred): _____

Chapter: _____

Chapter Leadership Position (if any): _____

Email Address: _____

Mobile Phone Number: _____

Social Media Account Handles (optional):

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