



AIAS
IOWA STATE
UNIVERSITY

IOWA STATE UNIVERSITY

AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS

CHAPTER CONSTITUTION

PREAMBLE

The American Institute of Architecture Students (AIAS) is a national student run and student led non-profit organization that represents the 27,000 architecture students across the country. As a chapter, we represent the 350+ graduate and undergraduate architecture students at Iowa State University. In addition we host events, lectures, and discussions that help enrich education and connect students to the professional practice.

ARTICLE I: NAME

The name of this student chapter shall be Iowa State University American Institute of Architecture Students (ISU-AIAS.). In this constitution, the Iowa State University American Institute of Architecture Students Chapter is referred to as The Chapter; The American Institute of Architects as the AIA; the regular chapters of corporate members of the American Institute of Architects as AIA Chapters; the local component which ISU-AIAS is affiliated with as the Sponsoring AIA Chapter; the AIAS National organization as the Institute; and the architectural college in which ISU-AIAS is established as the School.

The American Institute of Architecture Students agrees to abide by all University rules and regulations.

ARTICLE II: OBJECTIVES

The objectives of this Chapter shall be:

1. To foster an appreciation and understanding of the ideas and objectives of The Institute and to promote and forward the same within the territory of this Chapter.
2. To emphasize and promote professional, social, and fraternal aspects of student activities on campus.
3. To foster fellowship, cooperation, and unity between members of this Chapter, members of the Sponsoring AIA Chapter and other Student Chapters.

2 | AIAS CONSTITUTION

4. To enlarge Chapter members' understanding of the current and future scope of architectural practice.

Methods to accomplish the above objectives may include but are not limited to the outlined items in *Article IX: Activities* of these Bylaws.

ARTICLE III: MEMBERSHIP

Section One, Eligibility

Active Membership-Undergraduate and graduate students, who are currently enrolled at Iowa State University, and in good academic and who have paid the requisite membership dues as required by the Chapter.

Section Two, Dues and Application

Dues for Active Members alike shall be sixty dollars and are payable immediately upon submission of application through the American Institute of Architecture Students webpage (aias.org), dues shall be honored until September of the next academic year.

ARTICLE IV: GOVERNMENT

Section One, Executive Committee

The activities of this Chapter shall be administered by a minimum of two officers and one Faculty Advisor. Officers who fail to maintain eligibility (*Article III: Section One*) and perform the duties of their elected office (*Article IV: Section Two*) shall, by due process of the Executive Committee, be retired from office; vacancies are to be filled as hereinafter provided. The Executive Committee shall direct, control, and administer the affairs of the Chapter. It shall carry out the policies and instruction of the Chapter adopted by any duly called meeting and shall act for and in behalf of the Chapter in all matters within its jurisdiction. The Executive Committee shall meet as frequently as needed, but no less than bimonthly, in addition to general meetings or otherwise at the discretion of the President.

Section Two, Officers' Terms and Duties

The officers of this Chapter shall be the President, and Treasurer to fulfill the standard of Iowa State University Student Organizations. Other officers may be added as needed at the discretion of the President. These positions include, but are not limited to Vice President and Secretary. The chairs of this chapter can include Design College Representative, Social Chair, Graphic Design Chair, Fundraising Chair, or any other chair the President deems necessary. Succession of office shall be in the aforementioned order in case of vacancy before an appointment or an election has filled the position. The term of office shall be one year and can be re-elected up to two consecutive terms. Outgoing officers will provide transitional assistance for new officers during the period between the announcement of election results and the end of the academic year.

TERM OF OFFICE STATEMENT

The term of office will be one full year (June to May). All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular

organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals.

The officers of this organization must meet the following requirements:

(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

The President:

Shall be the executive head of the Chapter and act as spokesperson and representative of the Chapter at all meetings, organizations, and committees unless another member is delegated such authority by the President. A pronouncement shall not obligate the Chapter unless the obligation or commitment has been specifically authorized by Chapter action. The President is responsible for all correspondents and must share those with the active chapter. The President shall attend all board meetings of the Sponsoring AIA Chapter. The President shall hold regular meetings with the dean of the department and the faculty advisor. These meetings shall occur monthly, either before or after the general meeting, or otherwise at the discretion of the President. The President shall attend all regular meetings of the Chapter.

The Vice President:

Possess all the powers and duties of the President in the event of absence, disability, refusal, or failure of the President to act as outline above. An election will be held to fill the position of Vice President in the event that he/she must assume the office of President. Included in the duties of Vice President shall be the power to oversee all Chapter committees. A report will be made at each regular meeting on the activities of the Chapter committees. 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; and distributing membership materials throughout the academic year. The Vice President shall attend all regular meetings of the Chapter.

The Treasurer:

Shall have charge and exercise general supervision of financial affairs and keep the records and books or account thereof. The Treasurer shall prepare budgets and receipt for and have custody of Chapter funds and monies, and make disbursements thereof and shall have custody of its instruments and papers involving finance and financial commitments. The Treasurer is also in charge of preparing a budget at the start of the year and submitting an actual budget at the end of the year. The Treasurer shall provide statements of account for and attend all regular meetings of the Chapter.

4 | AIAS CONSTITUTION

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 the Chapter that are in his/her custody or possession. The incoming Treasurer shall check the same and, if found correct shall give the retiring Treasurer a receipt thereof as a complete release from any liability thereafter with respect to the aforementioned.

The Secretary:

Acts as recording and corresponding (corresponding here means between the members and the active chapter via written or electronic report) secretary of the Executive Committee. The Secretary shall take minutes of each meeting and prepare the previous meeting's minutes for distribution and review by the members attending each meeting. Upon a vote during a meeting, the Secretary shall record the votes cast in the minutes. The Secretary shall be responsible for the posting of materials and information of the Chapter and the Institute. The Secretary shall attend each regular meeting of the Chapter, and submit a report of actions taken during that meeting no more than three days after the meeting.

The Faculty Adviser:

Is a member of the faculty of this college and shall be elected by a majority vote of members, nominations having been approved by the Dean of the college. The Faculty Advisor shall be a non-voting member of the Executive Committee. Once Elected that Faculty Advisor will remain in office until such time he or she feels it is time to leave the position or 4 out of 5, or an equivalence of 80% of the executive committee feels its time to open nominations. In which the majority vote of the members will determine the new Faculty Advisor. The adviser maintains communication and meets with officer(s) regularly. This person also promotes the organization and approves financial expenditures. He or she also ensure that the organization is operating in conformity with the standards set forth by Iowa State University and student activities center.

Section Three, Other Positions

Design College Representative:

This person is responsible to attend all Design Council meetings and to report back to the active chapter what other organizations are doing, to request funding from the college when the chapter sees it fit to ask and to promote the integration between the AIAS and other campus organizations.

Social Chair:

The social chair is responsible to promote the activities that the chapter partakes in each semester. They are to also organize at least one social event each semester. They are responsible to fill out all paperwork that the Iowa State University requires for the function and or fundraisers. They are responsible to make a budget when requested by the executive committee for events and responsible to get all supplies required for each event.

Graphic Design Chair:

The Graphic Design Chair is responsible for serving as the "brand" of our organization and is required to have an outstanding knowledge of design software as well as a high graphic aesthetic

standard in order to produce all promotional material for the organization. These materials may include; posters, flyers, handouts, emails, and social media posts.

Fundraising Chair:

The Fundraising Chair is responsible for coordinating the fundraising efforts of our organization and thereafter delegating appropriate tasks to other members of the Executive Committee or to the general membership to increase organization funds. These tasks may include; developing events aimed at increasing funds, sending sponsorship letters to local AIA Chapters, working with the Treasure on developing the budget for the amount desired to attain, setting up fundraising event, and educating members about the importance of the fundraising events. This position is essential to the success of the Chapter and may include opportunities to attend regional and national conferences. This person is not responsible for the actual fundraising, which is up to the participants to perform these duties alongside the Executive Committee.

Officer/Adviser Removal:

If the actions of an officer of advisor are deemed inappropriate by the membership, anyone in the membership can start the removal process by bringing about the concern and reasoning for removal to the President, or Faculty Advisor, unless the removal of both officers are necessary at once, than another Executive Committee member may be notified.

It is the responsibility of the notified Executive Committee member to notify the general membership and the Executive Committee will schedule a general meeting for vote. Officers and Advisor may be removed from office by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership. The officer or advisor in question of removal is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer or advisor is not permitted to participate in the deliberation of the committee.

Example of removal offenses for officers can include, but are not limited to: not attending more than three Executive Committee meetings consecutively and not attempting to fulfill any of the duties set forth by in Article IV of this Constitution.

Example of removal offenses for advisors can include, but are not limited to: refusal to meet with members of the Executive Committee and not attempting to fulfill any of the duties set forth by in Article IV of this Constitution.

ARTICLE V: FINANCES

Solely the Treasurer and the Faculty Adviser will handle the chapter's finances. Should the organization dissolve; the chapter's remaining funds shall be distributed to the Department of Architecture.

Dues of \$60 will be paid by each member at the beginning of the academic year and must be paid online at aias.org as required by the national organization.

- Local dues of \$15 will be deposited in the AIAS account by the treasurer
- National dues of \$45 will be deposited in the AIAS account by the treasurer, then paid to the National Organization through the chapter's account

All monies belonging to this organization shall be deposited and disbursed through a

bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours or two business days after collection. The Adviser to this organization must approve and sign each expenditure before payment.

ARTICLE VI: ELECTIONS

Section One, Term

Elections shall be held during the spring semester, typically in March or April. All previously elected officers shall assume duties through dead week of the spring semester. Officers shall serve a one-year term. All nominees will be verified as actual candidates and upon verification will be placed upon a ballot for the office nominated. An election shall be held using the secret ballot method, where all active members may cast votes. Election results will be posted and announced when quorum (50% of members + 1) have voted. Winners will be decided by majority vote.

Section Two, Vacancies

Vacancies in elected offices shall be filled by election at the next general meeting after nominations from the floor. The vacancy shall be advertised as an open position at least one week prior to the meeting. Winners will be decided by majority vote.

Section Three, Procedures

Schedule: Nominations will be solicited at least one week prior to the general meeting. Ballots will be struck three days before the elections, at which time, no further names can be placed on the ballot. Polls will be open an adequate amount of time to accommodate class schedules. Write-in candidates will be permitted on the ballot. Votes will be tabulated by the current Executive Committee and verified by the Faculty Advisor. Winners will not be given prior notice of results. The number of votes received by each candidate will not be posted but will be available to any member upon request.

Run-off Elections: In the event of a tie vote for any position, a run-off election shall be held one week following the original election via email. In the event the run-off election is also a tie vote, the Executive Committee (comprised of both incoming and outgoing members) will break the tie by a majority vote at the next regular Executive Committee meeting or a special meeting called by the newly elected President.

Rules of Conduct: Candidates may not run for more than one position at a time. Candidates will observe all Dean's Office posting policies in regards to elevators, studios, doors and windows, and atrium railings.

ARTICLE VII: CHAPTER MEETINGS

Section One, Regular Meetings

A minimum of two regular meeting shall be held during each month of the academic year, or as scheduling allows, at the discretion of the Executive Committee. At least four days notice shall be given for any general meeting of the Chapter.

Section Two, Special Meetings

Special meetings may be called by the Executive Committee at any time, either at its own discretion or at the written request of twenty percent of the Chapter members. Business considered at a special meeting shall be limited to that prescribed in the notice for the meeting.

Section Three, Parliamentary Authority

Robert's Rules of Order, Newly Revised shall govern the conduct of all meetings. A quorum shall be necessary for the transaction of any business. A quorum shall be defined as the majority of enrolled members of the 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 constitution.

ARTICLE VIII: GENERAL PROVISIONS

Section One, Limitation of Chapter Actions

No action of this Chapter, the Executive Committee, any Chapter committee, or any Officer or Director shall directly or indirectly nullify or contravene any act or policy of the Institute, school, or of the Sponsoring AIA Chapter.

Section Two, Endorsements

The Chapter shall not 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.

Section Three, Advertisements

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.

Section Four, Personal Identification with the Institute

No person may use the seal or initial of the Institute on cards, stationary, signs, or in any other manner make representations tending to identify himself as a member of the Institute unless he/she has become a member as outlined in Article III. Recorded evidence of violation of this requirement is sufficient to justify disciplinary action by the Student Chapter and to jeopardize the individual's future affiliation with the Institute.

SECTION IX: ACTIVITIES

Methods to accomplish the objectives of the Chapter may include but are not limited to:

- Bringing guest lecturers to the school.
- Promoting panel discussions concerning architectural issues by members of the sponsoring AIA Chapter.

8 | AIAS CONSTITUTION

- Inspection trips to building projects under direction of the architect.
- Providing real world experience opportunities for members through programs such as the Professional Mentor Program
- Sponsoring design competitions and charrettes.
- Promoting competitions and opportunities for involvement with the Institute.
- Promoting social events
- Attending AIA events
- Mentoring Students
- Community service events
- Attending workshops

Student Development

Firm Tours (Firm "Crawl" if more than one firm)

Presentation workshops

Portfolio seminars

Career fair with local firms/related businesses

Tutorial service

Presentations by interns in various firm types/sizes

Joint meetings with related design professions

High school student tour

CAD or 3D modeling demonstrations

ARE presentation (See state NCARB representative)

IDP presentation (See state IDP Coordinator)

Architecture and Design

Displays of student works

Architecture weeks and festivals

T-shirt design competitions

Furniture design competitions

Student research projects

Habitat for Humanity (or similar organization) build days

Museum tours

Sustainable design charrette

Construction tours of architectural interest points (with the actual designers)

Road trips to significant architecture sites

Social Gatherings

Film series

Barbeques/Cookouts

Open house for parents and the community

ARTICLE X: AWARDS

This Chapter may, from time to time as funds or other means become available, make awards to members, faculty or staff. Each award shall be bestowed on behalf of the Chapter by concurring vote of all or all but one of the Executive Committee members after due consideration of the nominees and their work. The token of each award shall be in the form of a medal or engrossed certificate, or otherwise as the Executive Committee sees fit. So far as possible, the awards shall be presented at any monthly Chapter meeting, or at a joint meeting with the AIA. The Executive Committee may decide other appropriate places or times as seen fit.

ARTICLE XI: STATEMENT OF COMPLIANCE

AIAS abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. AIAS agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required)

ARTICLE XII: NON-DISCRIMINATION STATEMENT

Iowa State University and AIAS do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

ARTICLE XIII: RISK MANAGEMENT

The Vice President (in the case of vacancy, responsibilities go to the President) is designated as the Risk Management officer. The Risk Management officer's duties include minimizing potential risks for club activities, recommending risk management policies or procedures to officers and members of AIAS, submitting documentation to ISU's Risk Management Office for travel and/or the proper handling of food, ensuring that Iowa State University policies are followed at all of the organization's events, ensuring that necessary waivers and background checks are on file with Risk Management for events (if applicable), ensuring that club events are submitted to the Event Authorization Committee for approval (if applicable).

ARTICLE XIV: AMENDMENTS

Amendments to this constitution may be made at any regularly scheduled meeting of the Chapter. Written proposals signed by ten Chapter members shall be publicly posted at least ten days before being voted on by the Chapter members. A majority vote of those members present and voting will be required for the passage of any amendments to this constitution.