

Constitution of American Institute of Architecture Students

Article I – Name

The name of this organization shall be American Institute of Architecture Students at Iowa State University.

Article II – Purpose

The purpose of American Institute of Architecture Students is to support and advance the education of architecture students through opportunities for professional development, community service, and networking. It achieves this by providing local, regional, and national events, such as portfolio reviews, firm crawls, and workshops while also fostering a sense of community and connection between students and the broader architectural profession. The American Institute of Architecture Students strives toward providing professional development opportunities to our members such as travel to local, regional, and national conferences, and mentorship programs.

Article III – Statement of Compliance

American Institute of Architecture Students abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. American Institute of Architecture Students agrees to annually complete President's and Treasurer's Training.

Article IV – Non-Discrimination Statement

Iowa State University and American Institute of Architecture Students 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, or status as a U.S Veteran.

Article V – Membership

Section 1: Requirements

Membership shall be open to all registered pre-architecture and architecture students, both undergraduate and graduate, in good standing at Iowa State University. Membership to AIAS at Iowa State and the national-level AIAS organization is contingent upon the payment of set dues of \$55 annually to the national-level organization website (aias.org). This must be completed prior to acceptance into the AIAS chapter at Iowa State. For formal recognition of membership to the AIAS at Iowa State chapter, prospective members must request to join AIAS at Iowa State via the Student Organization webpage.

Section 2: Removal

- a. Reasons for removal may include, but are not limited to, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- b. The removal process may be initiated by any member of the organization.
 - A formal call for removal must first be brought to the officers of the organization.
 - A member may call for removal of another member by emailing the President of

- the organization and requesting to discuss their concerns at the nearest officer meeting.
- Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
- c. Membership may be revoked by a majority vote of club membership present at the voting meeting.
- d. Voting will be conducted by secret ballot at a general meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).
- e. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
- f. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
- g. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
- h. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
- i. Member in question may request reinstatement 365 days after removal.
 - Member must submit a written request for reinstatement to officers.
 - Officers must reach a unanimous vote through a show of hands to reinstate member.

Article VI – Officers

Section 1: Officer Positions and Duties

- a. President
 - Facilitate officer meetings and general meetings.
 - Oversee the activities of the officers and general membership.
 - Maintains record of membership in the student organization database.
 - Serve as the Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) to submit documentation to ISU's Risk Management Office and (d) to ensure that proper waivers and background checks are on file with Risk Management for events.
 - Maintain contact with the Advisor regarding organization activities and concerns • Complete all trainings as required by Iowa State University policy.
- b. Treasurer • Manage the club's finances.
 - Hold the club's purchasing card (p-card) and assigns additional p-card(s) to other designated club members.
 - Maintain the club's budget and work with officers to determine spending allowances.
 - Work with Advisor to approve each expenditure before payment.
 - Complete all trainings as required by Iowa State University policy.

c. Vice President

- The vice president can and should be as active and involved as the president. The two must work closely as a team, and share the workings of the chapter. Like the president, the vice president should be an information source for the chapter members and an information gatherer. This person can assist in guiding the chapter and making sure projects and tasks stay on a good timeline.
- The Vice President shall act as the club's risk management officer. The duties of the risk management officer shall be as follows:
 - (a) help minimize potential risks for club activities,
 - (b) recommend risk management policies or procedures,
 - (c) to submit documentation to ISU's Risk Management Office and
 - (d) to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

d. Secretary

- The secretary is responsible for keeping the records of the chapter. This includes writing and distributing meeting minutes and involvement with all correspondence leaving the chapter. Letters to other student chapters, to local AIA components, the National Office, etc., all fall under the secretary's duties. Consistent documentation throughout the year leads to the continuity between years and makes it easy to apply for AIAS National Honor Awards. The secretary can use the official AIAS Chapter gmail and drive to properly store documents and drafts.

e. Social Media Manager

- The Social Media Manager can spearhead the chapter's Instagram, Facebook, LinkedIn, Tiktok, LinkinBio/LinkTree, and other platforms. This person should plan out social media posts and spearhead social media campaigns and recommend what should be on the accounts. Some topics can include promoting events, celebrating members, and showing off the local AIAS community. This person can be creative and have fun in what can be on social media.

f. Event Planner

- The Event Planner spearheads creating and executing events with the chapter. They can create event proposals with times and dates, what supplies are needed, how many volunteers are needed, and plans on promoting the event. They work closely with the whole board to send out emails to find space and supplies like food, games, music, etc.

g. Class/Yearly/Program Representatives

- Often, the best way to reach students of all levels is to associate with one or two of each group's most involved students. Whether they represent a studio or a year or students (i.e. 3rd year class rep), class representatives can offer insight into the opinions and concerns of their respective peers. Their main responsibility is to communicate the actions and desires of the Executive Committee to their delegates.

h. AIA Board Representative (AIAS to AIA)

- The AIAS and the AIA have essentially the same goals in mind: the advancement of the art and science of architecture and heightened public awareness/responsibility. Student and professional chapters can be of assistance to one another in many situations. In many cases, this representative is someone on the chapter e-board.

This representative can advocate and start conversations on collaborating with AIA Components. Some events can include mentorships, mixers, portfolio reviews, and local committee events.

Section 2: Elections

- a. Elections will occur annually during the months of March and April.
- b. Members interested in running for an officer position will complete a nomination form and submit the form to the current President at least one week prior to the general membership vote.
- c. The first phase of the election process shall occur during the last two weeks of March. During a five-day period, current board members shall indicate interest for board positions for the following academic year via an interest form. In said form, board members will provide a statement of intent and the position(s) in which they would like to run for. Following the five-day period, the form shall be sent to sitting board members to vote upon.
 - The announcement of winning candidates shall occur at an in-person board meeting within a week after the election form's dispersal.
 - In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
 - In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest voted candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.
 - If no sitting board members indicate interest in certain positions for the following year, a second phase of the election shall be held.
- d. The second phase of the election process shall occur in the two weeks immediately following the first election phase. During a five-day period, any registered members shall indicate interest for vacant board positions for the following academic year via an interest form. In said form, registered members will provide a statement of intent and the position(s) in which they would like to run for. Following the five-day period, the form shall be sent to all registered members to vote upon.
 - The announcement of winning candidates shall occur via email to all registered members.
 - In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by an online form in which members will indicate their chosen candidate.
 - In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest voted candidates. Voting will occur by online form in which members will indicate their chosen candidate.
 - If no sitting board members indicate interest in certain positions for the following year, a second phase of the election shall be held.
- e. The term of office for all officer positions shall be one year, beginning in the month of May and ending in May the following year.

Section 3: Impeachment/Removal

- a. Officers can be removed from their position by a vote of club membership.
- b. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- c. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
 - The officers will hold a special meeting with the Advisor to deliberate.
 - The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
- d. Officers can be removed from their position by a majority vote of club membership present at the voting meeting.
 - Voting will be conducted by secret ballot at a general meeting.
 - The vote will be announced at least one week prior to the meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
- e. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- f. The officer in question will be allowed to speak to membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- g. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

Section 4: Officer Replacement

- a. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
- b. Special elections must follow the same format as annual elections, outlined in Article VI Section 2.
- c. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

Section 5: Minimum Cumulative GPA for Officers

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)

Article VII – Advisor

Section 1: Duties

The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

Section 2: Method of Selection

- a. Advisor candidates shall be verbally nominated by officers at a pre-determined officer meeting.
- b. A candidate may be elected through a majority vote of officers.
 - Officers will vote through a show of hands.
 - All officers must be present for a vote to occur.
- c. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
- d. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

Section 3: Terms of Service

The Advisor of the organization shall serve at their leisure.

Section 4: Impeachment/Removal

- a. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.
 - Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.
- b. The Advisor must be notified and given reason for removal at least one week prior to voting.
- c. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.
- d. The Advisor will be notified of the decision via email.

Section 5: Replacement

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

Article VIII – Finances

- a. 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 after collection. The Advisor to this organization must approve and sign each expenditure before payment.
- b. Upon disbandment of American Institute of Architecture Students, all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- c. Dues will be determined by a majority of officers at the beginning of each academic year. Dues will not exceed \$55 annually.

Article IX – Amendments and Ratification

- a. The amendment process may be initiated by any club member.
 - Requests for amendment must be submitted in writing to the club officers
 - The officers must have a majority vote of approval to move the amendment to a general membership vote.
 - Officers will vote through a show of hands.
- b. The proposed amendment must be presented to general membership at least one week before the vote.
- c. Constitution may be amended by a majority vote of club membership present at the meeting.
 - Voting will take place at a club meeting.
 - Voting will be conducted by show of hands.
- d. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
- e. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
 - Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
 - Notification of these changes must be communicated at the next full organizational meeting.