

## **Statement of Intent**

These bylaws are the singular governing document for the Kent State University chapter of the American Institute of Architecture Students. Every action of the chapter shall be made by approval of the Executive Board (herein also referred to as the “E-board”) in accordance with these bylaws. Bylaws can be made and amended by a simple majority vote of the Executive Board; following this the changes must be presented to the general membership for voting. The membership can then pass the new or amended bylaws by a simple majority vote. The National Bylaws take precedence over any Chapter Bylaws, and neither this nor any Chapter may pass any bylaw that contradicts any National Bylaw.

## **Preamble**

The Kent State University Chapter of the American Institute of Architecture Students seeks to enhance the experience of the students at Kent State University’s College of Architecture and Environmental Design through academic supplements, social events, and leadership opportunities. AIAS Kent shall foster relationships not only between students, but between students and the greater AIA professionals, other AIAS Chapters, and design professionals generating lasting experiences and relationships to benefit the transition from college to the workplace.

## **Table of Contents**

Article 1 Name and Organization .....	2
Article 2 Structure and Leadership .....	3
Article 3 Membership .....	4
Article 4 Chapter Governance .....	7
Article 5 Council of Presidents .....	14
Article 6 National Governance .....	16
Article 7 Amendment History .....	18

## ARTICLE 1: NAME AND ORGANIZATION

### **1.0 General Organization Provisions**

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

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

**1.1 General Chapter Provisions.** This chapter serves the student body of the College of Architecture and Environmental Design (CAED) at Kent State University and its affiliate locations.

1.11 Chapter Name. The name of this chapter is the Kent State University Chapter of the AIAS. Henceforth, in these Bylaws and elsewhere, the chapter may be referred to as AIAS Kent.

1.12 Chapter Mission. Advancing leadership, design, and service, through architectural education.

1.12 Chapter Values. IMPACT: We advocate for and enact positive change; COMMUNITY: We foster an inclusive network of peers that learn from, support, and drive one another; GROWTH: We inspire students to reach their greatest potential through meaningful learning opportunities; PASSION: We pursue large goals and aspirations through each member’s enthusiasm; PERSPECTIVE: We link the profession’s opportunities to architectural education; BALANCE: We promote respectful relationships, an environment of diversity, and a thriving studio culture.

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

## ARTICLE 2: STRUCTURE AND LEADERSHIP

### **2.0 Organization Domain**

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

### **2.1 The Quadrant**

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

2.13 Chapter Relationships. This Chapter will support and respect other Chapters in the Organization.

2.14 Local Collateral Relationships. This chapter will maintain mutual and respectful working relationships with other organizations - professional, student, or otherwise - including but not limited to the AIA, ACSA, NAAB, and NCARB.

## ARTICLE 3: MEMBERSHIP

### **3.0 GENERAL MEMBERSHIP**

3.01 Eligibility. Undergraduate and graduate students, who are currently enrolled in this College, and in good academic standing as candidates for degrees, and who have paid the requisite membership dues (Article 3: Section 3) as required by National and the Chapter shall be guaranteed membership in this chapter. General membership shall refer to the individual members of chapters and Affiliate Members, collectively. No member may be excluded from membership on the basis of race, sex, religion, disability, national origin, sexual orientation, etc.

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

3.021 Literature. Members in good standing shall receive communications of the organization and from the quadrant to which they belong, under terms which the respective governing boards shall fix.

3.022 AIAS Credential. Individual members in good standing shall have and may exercise and use the variation of the AIAS credential that matches their membership type following their name on all applications, documents, and professional paperwork. Individuals that are not registered members are not officially members of the organization and may not utilize any variation of the AIAS credential. Reference the National Bylaws (Section 2.9) for descriptions of categories of AIAS credentials in accordance with the three variations of AIAS membership.

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

3.03 Member Dues and Assessments. All members must pay the National Membership dues in addition to the Kent State AIAS membership dues.

3.031 Local Dues. The Kent State AIAS chapter requires local dues from each member in the amount of 8\$ additional to the National Dues.

3.04 Individual Authority. No member of this or any Chapter shall make any statement, political or otherwise, on behalf of the entire Chapter or Organization.

### 3.05 Chapter Meetings.

#### 3.051 Regular General Body Meetings.

3.0511 Frequency of Meetings. A minimum of one regular meeting shall be held during each month of the academic year. At least four days notice shall be given for any general meeting of the Chapter.

3.0512 Meeting Activities. At General Body Meetings, the chapter will discuss updates from the National Office, local chapter updates, and any updates from the Chapter President that pertain to members. Voting can also occur at General Body Meetings on changes to the bylaws, elections for the Executive Board, and any other local changes that require a vote from the general members. Further proceedings may be determined by the Chapter President.

3.0513 Meeting Participation. All members are expected to attend and actively participate in General Body Meetings. Non-members are welcome to attend, but may only participate as observers as they have no voting rights recognized by this chapter.

#### 3.052 Special General Body Meetings.

3.0521 Meeting Stipulations. Special meetings may be called by the Executive Board 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. A minimum two days notice shall be given for any special meeting.

#### 3.053 Parliamentary Authority.

3.0531 Rules of Order. Robert's Rules of Order, Newly Revised shall govern the conduct of all meetings in which such rules are applicable and are not inconsistent or in conflict with the law, these Bylaws or the rules and regulations adopted by the AIAS and by the National Board. A quorum shall be necessary for the transaction of any business.

3.0532 Quorum. 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 Bylaw.

### 3.06 Conferences

3.061 Attendance Eligibility. Members will only attend conferences with funds from the Chapter if they are registered members of the Chapter.

3.062 Funding Eligibility. Members will be reimbursed by the Chapter following the conference. To qualify for reimbursement, the attendee must have attended at least every General Session or General Session equivalent of the conference.

## ARTICLE 4: CHAPTER GOVERNANCE

### **4.0 CHAPTER STANDING PROVISIONS**

4.01 Requirements for Good Standing. Each full member chapter shall meet the following criteria:

4.011 Membership Requirements.

4.0111 A Full Member Chapter shall be comprised of more than ten individual registered members with an interest in architecture and related disciplines.

4.0112 A Full Member Chapter shall have a Chapter President who is a registered member of the AIAS.

4.012 Chapter Dues. A Full Member Chapter shall be current in the payment of chapter dues.

4.013 Compliance. A Full Member Chapter shall be in compliance with all other obligations to the AIAS and with the National Bylaws.

4.02 Chapter Dues and Assessments.

4.021 Chapter Dues. In addition to the national dues paid to the AIAS by individual members ("national dues"), each Chapter of the AIAS shall pay annual "chapter dues" of \$275 to the organization.

### **4.1 CHAPTER ELECTIONS**

4.11 Executive Board. The E-board shall be chosen by a free and fair popular election.

4.12 Election Authority. The election of the E-board shall be presided over by the Elections Chair. The Elections Chair shall be either the Faculty Advisor or Past President. Under extenuating circumstances, the sitting President may serve as the Elections Chair, provided they are not running in the election. If none of these options are available, a third-party may be chosen by majority approval of the

current Board. The Elections Chair will ensure fair practice and guide each Candidate through the process, and they will also facilitate voting.

4.13 Election Occurrences. The election of the E-board shall occur once annually, during the Spring Semester and no later than the final General Body Meeting of the academic year.

4.14 Election Procedure. Elections will be done by secret ballot, through a Google Form that shall be open for 72 hours or until all members have voted, whichever comes first.

4.141 Voter Eligibility. All registered members shall be eligible to vote.

4.142 Election Timeline. The Call for Candidates shall be made during the Spring Semester no later than 6 weeks before the end of the school year. Following the Call for Candidates will be a 2 week period during which applicants may submit the required materials. At the end of this 2 week submittal period, the Candidates will be announced and their submittals made available to the membership. At the first General Body Meeting following the announcement of Candidates, each candidate will have one minute to give a speech to the membership. Following the speeches, voting will open. The Elections Chair shall ensure that only votes from registered members are counted. The results will be announced at the close of the voting process.

4.142 Required Candidate Materials. Each candidate must submit a graphic, a headshot, and a resume, as well as answers to prepared questions in order to be considered eligible to run.

4.143 Candidate Eligibility. All Candidates must be members in good standing who have submitted all the necessary materials listed above.

4.15 Election Finality. The E-board elections are final and binding. The elected Board shall serve for the duration of their term in accordance with their signed contracts.

4.151 Officer Contracts. Each elected officer shall sign the official AIAS Board Member Contract and be held accountable to that document for the duration of their term.



## 4.2 CHAPTER LEADERSHIP

4.21 Executive Board. Each Chapter of the AIAS is entitled to elect an Executive Board, or “E-Board”, to govern the activities of that Chapter, including but not limited to: a Chapter President, Chapter Vice President, Secretary, Treasurer, and Faculty Advisor. The Executive Board shall direct, control, and administer the affairs of the Chapter. It shall carry out the policies and instructions of the Chapter as adopted by any duly called meeting and shall act for and on behalf of the Chapter in all matters within its jurisdiction.

4.22 Board Terms and Duties. The Officers of this Chapter shall be the President, Vice President, Treasurer, and Secretary. The terms of each aforementioned office shall be one-year beginning June 1st and culminating May 31st. No person may serve simultaneously in more than one position. Transitional assistance for new officers will be provided by outgoing officers during the period between the announcement of election results and the end of the Board term.

4.221 President. Description. Each chapter shall have one member designated as the student contact who shall receive any notification to chapters required by law or by the provisions of these Bylaws. The student contact shall be the Chapter President, unless otherwise specified by the chapter. The name and address of the Chapter President shall be submitted to the AIAS Office immediately upon the commencement of their term. 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 shall hold regular meetings with the dean of the college and the faculty advisor. The President shall attend all regular meetings of the Chapter. The President is one of three members with access to the chapter finances, alongside the Treasurer and Faculty Advisor. The President presides over the Board of Directors, all of whom are responsible to the President.

4.2211 Distribution of Literature. The chapter President shall receive all AIAS publications and shall distribute them to the members of the chapter, unless the publications are sent directly to each member of the chapter. The chapter President shall also receive other information relevant to

AIAS programs and promptly post or distribute that information to the students at their school.

4.2212 Communication. Chapters are required to maintain current contact information for the leadership with the AIAS national office. This includes but is not limited to President, Vice President and Faculty Advisor. The National Vice President will contact each chapter president twice a year, typically in the spring and fall, to ensure that the chapter leadership is receiving support and has contact with the national office.

4.222 Vice President. This chapter shall have two Vice Presidents. The two Vice Presidents shall be equal in all things pertaining to the chapter. The Vice Presidents shall possess all the powers and duties of the President in the event of absence, disability, refusal, or failure of the President to act as outlined above. An election will be held to allow the chapter to choose between the Vice Presidents. An election will be held to fill the position of Vice President in the event that they must assume the office of President. Included in the duties of the Vice President shall be the power to oversee all Chapter committees. The Vice Presidents shall attend all regular meetings of the Chapter.

4.223 Treasurer. The Treasurer shall have charge and exercise general supervision of all financial affairs of the Chapter. The Treasurer shall also maintain all records and books or accounts thereof. The Treasurer shall prepare budgets, collect all amounts due and receipts, have custody of Chapter funds and monies, and make disbursements thereof. The Treasurer shall have primary custody of the Chapter's instruments and papers involving finance and financial commitments. They shall conduct the correspondence relating to this office and shall perform all duties usual and incidental to this office. The Treasurer shall attend all regular meetings of the Chapter, where they are encouraged to provide up-to-date reports of the Chapter's current financial status. The Treasurer shall not be personally liable for any loss of money or funds, nor any decrease in capital, surplus, income, or reserve of any fund or account resulting from any acts performed in good faith in conducting the usual business of the office. 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 their 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 Treasurer is one of three people with access to the chapter finances, the others being the President and Faculty Advisor.

4.224 Secretary. The Secretary shall act as recording and corresponding secretary of the Executive Board. 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.

4.225. Media Director. The Media Director shall be responsible for any graphic output of the Chapter, unless otherwise determined by the Chapter. The Media Director shall also be responsible for maintaining a positive and respectful social media presence for the Chapter, and work with the Board to maintain the Chapter website.

4.226 Other Elected Positions. Additional positions may be established at the will of the Board and the Chapter's members to best serve the needs of the Chapter. All additional elected representatives of the Chapter shall attend all general meetings of the Chapter.

4.227. Appointed Positions. Where appropriate, the Executive Board may elect to appoint additional representatives to the Board. All appointed members of the Executive Board shall attend all general meetings of the Chapter.

4.2271. Liaisons. The Chapter shall maintain an official Liaison to each of the following AIA components: Akron, Cleveland, and Eastern Ohio. These Liaisons shall be responsible for attending meetings of their respective AIA components and recounting to the Chapter and its Board any noteworthy activity of the AIA.

4.2272. Faculty Advisor. The Faculty Advisor shall be a member of the faculty of this academic institution and shall serve as a mentor and a resource to the current Executive Board. As the delegated supervisor to the Chapter, it is the responsibility of the Faculty Advisor to monitor all activities and governance of the Chapter to ensure practices are executed ethically. The Faculty Advisor shall be a representative of the AIAS and must keep up to date with communication to the National Office regarding

any changes in the Faculty Advisor position. The faculty advisor shall be one of three people with access to the Chapter finances, the others being the President and Treasurer.

4.22721 Appointment of the Faculty Advisor. The Faculty Advisor shall be selected by a majority vote of the Board of Directors from a list of nominations approved by the Dean of the College. The Faculty Advisor shall be a non-voting member of the Executive Board.

4.228 Study Abroad Contingency. Due to nature of Kent State's Study Abroad Programs, the Elections Chair must take special precaution to ensure every position is filled by at least one person who resides locally at all times. The Vice Presidents cannot be abroad at the same time, and so two people studying abroad during the same semester cannot both be elected. Any position can be filled by two persons, each serving one semester opposite the other, provided they fulfill all other requirements as candidates and submit, run, and are elected in tandem. In these instances, the officer contracts must be made to show this distinction.

### **4.3 CHAPTER MEETINGS**

4.31 Executive Board Meetings. The Executive Board shall meet bi-monthly in addition to attending monthly general body meetings and other meetings called at the discretion of the President.

4.311 Quorum of the Board. A quorum of at least two-thirds of the voting members of the E-Board shall be required at any meeting to hold any vote.

4.312 Notices of Meetings. A notice of the time and place of each meeting of the E-Board shall be sent to each E-Board member by the President at least four days before the regular meeting, and at least two days before a special meeting.

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

4.314 Executive Board Meeting Minutes. Minutes of the meetings of the E-Board shall be kept by the Secretary and distributed to the E-Board. Actions of the Board will be distributed to the general membership, and the complete minutes will be available to any member of the organization, once they have been approved by the E-Board. The minutes shall show members in attendance, the matters before the meeting, and actions taken. Actions taken by written consent shall be similarly recorded and appropriate notice distributed.

#### **4.4 REMOVING BOARD MEMBERS**

4.41 Removal of Executive Board Members. E-Board Members who fail to maintain active membership (Article Three: Section Three) and/or perform the duties of their elected office (Article Four: Section Four) shall, by due process of the Executive Board, be retired from office.

4.411 Removal by Membership. The E-Board shall remove from office any member of the E-Board, when presented with a petition of dissatisfaction signed by two-thirds majority of the chapter's membership.

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

4.413 Filling of Unexpired Terms. The Chapter Executive Board may appoint a successor from the current E-Board to complete an unexpired term in the event that one or more of the E-Board positions becomes vacant. In the event that all E-Board members temporarily refuse, fail, or are unable to act, then the Board may appoint a member in good standing to temporarily perform the duties of the vacant office(s).

## ARTICLE 5: CoP

### **5.0 Overview**

5.01 Council of Presidents. The Council of Presidents (CoP) is comprised of delegates from the Chapter President from each Chapter within the AIAS; unless otherwise arranged with the Vice President of the AIAS, the Chapter President of AIAS Kent is the de facto delegate. Through the CoP, Chapter Presidents serve as representatives of their chapter/board to AIAS National. The CoP communicates throughout the year on issues including but not limited to chapter operations, fundraising strategies, and local and national elections. The CoP meets with the National AIAS Board of Directors in person twice annually to conduct the business of the organization and draw attention to issues of importance. The Chapter President will serve as the CoP Delegate for their chapter.

5.02 Expectations. Throughout the year, CoP delegates will be expected to participate in “Hub Hangouts”, “Quad pods”, or similar meetings by any other name, as well as have meetings and appointments with the Quad Director and/or National Officers as deemed fit by the Chapter President. These conversations are to happen throughout the year and will be the primary means of communication between the chapters and the National Office.

### **5.1 Council of President’s Meetings**

5.11 General Business Sessions. The Council and the Board shall meet together twice annually to conduct the business of the organization. These regular business meetings are referred to herein as General Business Sessions, or Council of Presidents Meetings, and shall take place at Grassroots and FORUM.

5.111 Invited Observers. Any AIAS Member who is not a delegate, or any Affiliate Member, may attend any meeting of the organization and may speak at the invitation of the presiding officer or by a delegate yielding their right to speak. Any non-member may attend the General Business Sessions only with the approval of the Board.

5.12 Delegates. Duly accredited representatives of the membership at meetings of the organization shall be classified as delegates.

5.121 Selection of the Chapter's Delegates. Prior to the call to order of the first General Business Session, the President of each Chapter in good standing shall act as the delegate and notify the Vice President. Should the Chapter President not be able to attend the CoP Meeting they shall select an eligible member to serve in their place.

5.122 Absence of a Chapter's Delegation. In the event that the delegate of our chapter is absent during a roll call vote, any other member of that chapter shall be entitled to take initiative and become the Chapter delegate in order to cast the votes allotted to the chapter and shall notify the Vice President of the change before voting.

6.123 Good Standing. If AIAS Kent is found to not be in Good Standing, the Chapter delegate is authorized to make any necessary adjustments in order to be in good standing.

5.13 Representation by Proxy. If no delegate of a chapter can be present at a meeting, then the chapter may ask any delegate from the same quadrant present at the meeting to cast the total number of votes allotted to that chapter. No delegation of a chapter shall represent more than its chapter and one other. Proxies must be in writing, signed by an authorized representative of the absent chapter, and must be submitted to the Vice President prior to the opening General Business Session of that meeting. A proxy shall not be valid after the last General Business Session of that meeting.

5.14 Responsibilities of Delegates. It is the responsibility of the de facto or appointed delegate to read through and understand the CoP Agenda as presented by the AIAS National President. Any required actions that the delegate is aware of prior to the meeting should be cleared with the AIAS Kent E-Board.

## ARTICLE 6: NATIONAL GOVERNANCE

### **6.0 NATIONAL GOVERNANCE STRUCTURE**

6.01 Governance Structure. The general descriptions and functions of the governing bodies of the AIAS are outlined below.

6.011 National Board of Directors. The general management of the affairs of the organization shall be vested in the National Board of Directors, known herein as the Board of Directors or the Board, which shall have control of the organization's property, fix its policies, authorize expenditures, and take all necessary and proper steps to carry out the purposes of the organization and promote its best interest.

6.012 Council of Presidents. The general membership is represented in the governance of the AIAS by the Council of Presidents, known herein at the Council or "COP", which is comprised of the Chapter Presidents, or their duly-appointed delegates, from each Chapter of the AIAS. The Council is the primary link between the general membership and the national organization, and bears the responsibility for faithfully representing the views of their constituents, and exercising oversight of the actions of the Board.

6.013 Chapter Boards of Directors. Each Chapter of the AIAS is entitled to elect a Board of Directors to govern the activities of that Chapter, including but not limited to a Chapter President, Chapter Vice President, Secretary Treasurer, and Faculty Advisor. Additional positions may be established at the will of that Board and the Chapter's members to best serve the needs of the Chapter.

### **6.1 CHAPTER RELATIONSHIP TO NATIONAL**

6.11 Non-Profit Status. This Chapter is a non-profit incorporated membership association organized and existing under and by virtue of a charter granted by the American Institute of Architecture Students, on \_\_\_\_\_, 20\_\_ in accordance with the respective bylaws of the American Institute of Architecture Students.



6.12 Council of Presidents. This chapter will be represented within the Council of Presidents by the Chapter President or by proxy if the President or another member of the chapter is unable to attend.

6.13 Communication. This chapter is to maintain current contact with the leadership of the AIAS National Office. This includes but is not limited to President, Vice President and Faculty Advisor. The Chapter President is required to ensure that the correct contact information is up to date.

## ARTICLE 7: AMENDMENT HISTORY

### **7.0 AMENDMENT HISTORY**

7.01 Bylaw Log. This section shall contain any and all changes to the bylaws. This archive will serve as reference for the organization going forward.