

BYLAWS of the  
ASSOCIATION OF STUDENT CHAPTERS of the  
AMERICAN INSTITUTE OF ARCHITECTS

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BYLAWS of the  
ASSOCIATION OF STUDENT CHAPTERS of the  
AMERICAN INSTITUTE OF ARCHITECTS

CHAPTER 1 ORGANIZATION

ARTICLE I. ORGANIZATION

Section 1. Name

- a. The name of this organization is the Association of Student Chapters of the American Institute of Architects. It is a national student organization and is referred to in these Bylaws as the ASC.
- b. The ASC is a nonprofit organization duly chartered by the American Institute of Architects.

Section 2. Purpose and Function

- a. The purpose of the ASC shall be to organize architectural students and unite them in fellowship; to combine their efforts so as to promote the aesthetic, scientific, and practical efficiency of the profession; to advance the science and art of planning and building by advancing the standards of architectural education, training, and practice; to coordinate the building industry and the profession of architecture to insure the advancement of living standards of our people through their improved environment; to make the profession of ever-increasing service to society, and to better coordinate the profession, its needs and interests with all aspects of society.
- b. To accomplish this purpose the ASC shall function as the official representative of and unifying body for the various Student Chapters chartered by the American Institute of Architects, on matters of national, regional, and local interest affecting such Chapters.

Section 3. Domain

The domain of the ASC shall be the United States and its territories, and liaison shall be established with the schools of architecture throughout North America. The ASC shall operate in each school through its Student Chapter.

Section 4. Organization

The ASC shall function on the Area, Regional, and local levels through its member Student Chapters.

- a. **Area:** An Area includes a group of Regions and all the Student Chapters within those Regions. The ASC Board of Directors (referred to in these Bylaws as the Board) may divide the domain of the ASC into Areas and may establish Area Directors as needed.

- b. **Region:** A Region includes a state or group of states and all the Student Chapters within that (those) state(s). The Board shall divide the domain of the ASC into Regions, each to be governed by a Regional Director. Restructuring of the Regions shall be determined at the ASC Forum and shall be put in effect on July 1, the beginning of the next ASC year.
- c. **Student Chapter:** There may be only one Student Chapter of the ASC at each school of architecture within the domain of the ASC.

#### Section 5. Composition

The ASC shall be composed of all Student Chapters chartered and sponsored by an AIA Chapter or specifically recognized by the ASC Board, and all Affiliate Members as defined below.

- a. **Student Chapters.** Student Chapter members, of full status and privileges, shall be enrolled in a school or department with architectural curricula, granting professional degrees or equivalent in architecture, or programs in architecture (such as architectural programs at community or junior colleges).
- b. **Affiliate Members.** Affiliate members shall be any other group or individual that demonstrates interest in the ASC. These members shall not be eligible for full status and privileges such as voting and funding to the Annual Forum (as defined in CHAPTER VI). Dues and other restrictions on such membership shall be under the authority of the ASC Board.
- c. **General Membership.** Student Chapters and Affiliate Members shall comprise the General Membership of the ASC.
- d. Each member of the student body of a school with a Student Chapter may remain a member of the Student Chapter (in accordance with each respective Chapter's provisions) until said member terminates his or her course of study or the Student Chapter's membership in the ASC is terminated. Each Student Chapter member shall pay the annual dues as fixed by said Student Chapter.
- e. **Amendments.** Changes in membership eligibility or qualifications shall not be retroactive.

### ARTICLE 2. DUES, FEES, AND ASSESSMENTS

#### Section 1. Right to Levy Dues

The Board at the ASC Forum shall establish and fix annual dues for the General Membership.

Section 2. Regular Dues

- a. The dues of each newly-admitted General Member shall be the regular dues as established by the Board, regardless of when that General Member chooses to join the ASC.
- b. A former Student Chapter or Affiliate Member readmitted to the ASC shall pay the then regular dues for the Student Chapters or Affiliate Members.
- c. Period and Due Date of Regular Dues. The regular dues of the ASC shall be for the period of its fiscal year, which begins on July 1 of one year and ends on the 30th day of June the following year, and shall be due and payable as noted below in Section 4 at the executive offices of the ASC in Washington.
- d. First Regular Dues. As a condition precedent to General Membership status, every applicant shall pay the regular dues.

Section 3. Interpretation of Dues Regulations

The Vice President/Secretary-Treasurer of the ASC is authorized to resolve questions relating to the applicability and calculation of dues.

Section 4. Payment of Dues and Termination for Nonpayment

- a. The total regular dues are due and payable on or before June 30 of the preceding ASC fiscal year.
- b. Every Student Chapter or Affiliate Member who has not paid the entire amount of the regular dues for the then current fiscal year on or before June 30 of the preceding ASC fiscal year shall be considered in default and shall be notified of impending termination.
- c. Termination for Nonpayment of ASC Dues. If a General Member is in default of ASC dues as of July 1, the beginning of the ASC fiscal year, membership shall be terminated. The Vice President/Secretary-Treasurer shall notify in writing any General Member whose dues are in default and inform that General Member of termination. Other than this notice, the ASC shall not be required to notify any General Member of default. General Members in default on July 1 may be reinstated upon payment of the entire amount of regular dues.

ARTICLE 3. PECUNIARY AND PROPERTY INTERESTS OF THE ASC

Section 1. Property Interests

All title to and interest in the property of the ASC imposed, granted, and conferred by these Bylaws are vested and shall remain in the ASC, and no General Member shall have any right, title, or interest in such property at any time.

Section 2. Termination of the ASC Affairs

If the ASC shall terminate its affairs, then all property of the ASC shall be devoted and applied to such educational purposes as the Board shall deem best suited to carry on the purposes of the ASC and shall so designate in a Resolution duly adopted by it; provided said Resolution is approved by the American Institute of Architects and other benefactors.

CHAPTER II. MEMBERSHIPS

ARTICLE 1. STUDENT CHAPTER MEMBERSHIPS

Section 1. Qualifications for Student Chapter Membership

- a. Eligibility for Student Chapter Membership. Every school or department with architectural curricula within the domain of the ASC may apply for admission to Student Chapter Membership in the ASC.
  - a-1. A Student Chapter shall not establish qualifications for membership in said Chapter which are at variance with the ASC's policies as established by the Board and these Bylaws.
  - a-2. A Student Chapter must comply with the Bylaws of the ASC and the rules and regulations supplementary thereto.

Section 2. Application for Student Chapter Membership

- a. Initial Membership Request. A letter requesting Student Chapter Membership must be sent from the Student Chapter to the ASC Vice President/Secretary-Treasurer in Washington.
- b. Endorsements. Letters endorsing the Student Chapter must be sent from (1) an AIA Chapter in close geographical proximity to that Student Chapter and (2) a faculty member from the sponsoring school to the ASC Vice President/Secretary-Treasurer in Washington.
- c. Membership Roster and Dues. Every Student Chapter seeking ASC membership shall submit a written roster of its members to the ASC Vice President/Secretary-Treasurer in Washington along with the payment of its regular dues.
- d. Endorsement Waiver. The Board may vote to waive the requirement of an AIA Chapter endorsement for a Student Chapter under special circumstances.

Section 3. Approval for Student Chapter Membership

If the ASC Vice President/Secretary-Treasurer finds that the Student Chapter has been duly proposed, that a letter of endorsement has been received from an AIA Chapter and a faculty member from the spon-

soring school, that the membership roster of the Student Chapter has been received, and that the Student Chapter check payable to the ASC has been duly filed and cashed and all requirements satisfied, the Vice President/Secretary-Treasurer may admit said Chapter to Student Chapter Membership Status.

Section 4. Action on Admission to Student Chapter Membership

When the ASC Vice President/Secretary-Treasurer has admitted the Student Chapter, he or she shall notify the Student Chapter to that effect, issue said Chapter the charter for Student Chapter Membership, add the Student Chapter to the ASC General Membership mailing list, and assign the Student Chapter to the appropriate ASC Area and ASC Region.

Section 5. Readmission to Student Chapter Membership

- a. **Eligibility.** A Student Chapter whose General Membership has been terminated may be readmitted to the General Membership of the ASC; provided, that said Student Chapter is eligible and qualified for Student Chapter Membership at the time of application, and that the Student Chapter is not then indebted to the ASC or to any of its General Members.
- b. **Methods.** An applicant for readmission to Student Chapter Membership must have the qualifications of an original applicant at the date the Student Chapter applies for readmission and pay the amount of annual dues fixed under the provisions of these Bylaws. The application and procedure of admitting shall be as required for admitting an original applicant.

Section 6. Rights and Privileges of Student Chapter Membership

- a. Every Student Chapter Member shall have and may exercise all the rights and privileges of a Member of the ASC that are conferred on said Student Chapter Member by law or that are granted said Member by the provisions of these Bylaws or the Board from time to time in accordance with the said provisions.
  - a-1. **Rights and Privileges Conditioned on Good Standing.** The right of a Student Chapter Member to exercise and use any right and privileges of a Member in the ASC or in any of its Student Chapters Members, granted to said Member by law or the provisions of these Bylaws or the Board from time to time, and the granting to said Member of such rights and privileges, shall be conditioned upon said Member being in good standing in the ASC.
  - a-2. **Good Standing Defined.** In all cases, as an element of good standing, a Student Chapter Member shall be required to be current in payment of dues or other obligations to the ASC.

- b. **Privileges and Titles.** Every Student Chapter Member in good standing shall have the right and privilege to print and otherwise use the initials A.S.C. in reference to said member's name, and the title Member of the Association of Student Chapters of the American Institute of Architects.
  - b-1. **Literature to Student Chapter Membership.** Every Student Chapter Member in good standing shall be entitled to have said Member's name published in the ASC General Membership list and to receive the publication(s) from the ASC when published. Members shall also be entitled to receive and acquire other documents and literature from the ASC and from the AIA under terms which its governing Board shall fix.
- c. **Inspection of Books and Records.** Correspondence, books of account and records of the ASC, except as otherwise provided by the Board, shall be open at the executive office of the ASC to the inspection of any Student Chapter Member in good standing during the business hours fixed by the AIA Headquarters.

#### Section 7. Termination of Student Chapter Membership

- a. **Termination of Student Chapter Membership.** A Student Chapter Membership shall be terminated by (1) the termination of the architectural program at said school, (2) the Student Chapter's withdrawal from the ASC, or (3) said Student Chapter's default under the conditions prescribed in these Bylaws, and it may be terminated by action of the Board or its delegated authority after said Student Chapter Member is found guilty of conduct detrimental to the purpose and function of the ASC.

Nothing contained in these Bylaws shall be construed to limit the liability imposed by law on a Student Chapter Member. The termination or suspension of a Student Chapter Membership shall not remove said Member's indebtedness to the ASC or to any of its Student Chapter Members.

- b. **Termination of Interests, Rights, and Privileges of Student Chapter Members.** If the Membership of any Student Chapter Member of the ASC is terminated, then neither the said Student Chapter Member nor any legal representative of said Member shall have any title to or interest in any property of the ASC or any of its Student Chapter Members or in any right or privilege granted by the ASC or any of its Student Chapters, or any right to use any such property or to exercise any such right and privilege or to print or otherwise use the insignia of the ASC or its name or any abbreviations thereof or its initials A.S.C., or any title which the ASC has granted; nor shall said Student Chapter Member have any valid claim against the ASC, or any of its Officers or Directors by reason of such Student Chapter Member having been at any time a member of the ASC.

## ARTICLE 2. AFFILIATE MEMBERSHIP

### Section 1. Eligibility and Qualifications

- a. The following shall be eligible to apply for the ASC Affiliate Membership:
  - a-1. Those who are professionally or educationally engaged in roles related to architecture.
  - a-2. All others who demonstrate an interest in the ASC.
- b. Declaration of Applicant. Prerequisite to admission to the ASC Affiliate Membership, the applicant in his or her application must comply with the Bylaws of the ASC and the rules and regulations supplementary thereto, and must understand the rights and privileges granted to, and the duties, responsibilities, obligations, and liabilities undertaken by an Affiliate Member.

### Section 2. Application for the ASC Affiliate Membership

A person or group eligible for and desiring to become an ASC Affiliate Member must apply therefore in writing to the Vice President/Secretary-Treasurer of the ASC in Washington.

### Section 3. Examination of Applicants for the ASC Affiliate Membership

When the Vice President/Secretary-Treasurer of the ASC receives from an applicant an application letter and admission dues to the ASC as prescribed by the Board, the Vice President/Secretary-Treasurer shall admit said applicant to the ASC Affiliate Membership.

### Section 4. Privileges of the ASC Affiliate Members

- a. Title. An ASC Affiliate Member shall be permitted to use the title "ASC Affiliate Member," but shall not vary this in any way except by virtue of his or her membership in a Student Chapter.
- b. Literature. Every ASC Affiliate Member shall receive all regular publications of the ASC and be listed as an ASC Affiliate Member in appropriate listings published by the ASC.
- c. Service. Affiliate Members shall be permitted to speak at all the ASC meetings unless otherwise declared by the Board and serve on any committees except those dealing with executive matters of the ASC, but an Affiliate Member may not hold office or vote in any election for office in the ASC (CHAPTER I, ARTICLE 1, Section 5, b) except by virtue of his or her membership in a Student Chapter.

Section 5. Termination of the ASC Affiliate Membership

An ASC Affiliate Membership shall be terminated by said member's resignation or by said Member's default under the conditions prescribed in these Bylaws, and it may be terminated by action of the Board or its delegated authority after said Member is found guilty of conduct detrimental to the purpose and function of the ASC.

Section 6. Readmission to the ASC Affiliate Membership

A person or group whose ASC Affiliate Membership has been terminated may apply for readmission in the same manner as an original applicant.

Section 7. Dues

Regular annual dues for the ASC Affiliate Members shall be established by the Board; provided, however, that they shall be less than those for Student Chapter Members, but sufficient to sustain the cost of Membership, including all publications.

CHAPTER III. AREAS

ARTICLE. 1. PURPOSES AND NUMBER OF AREAS

Section 1. Purposes of Areas

In order to better coordinate the activities of the ASC Regions, and to better administer the national affairs of the ASC, the Board may vote to divide the domain of the ASC into Areas, each Area being more than one ASC Region.

Section 2. Number of Areas

The Board may vote to establish Areas, each of which shall comprise the territory of more than one ASC Region. The Board shall fix the territory and boundaries of each Area, and may change the same from time to time as it deems to the best interest of the ASC, but no ASC Region shall be included in more than one ASC Area.

Section 3. ASC Area Directors

The Board may vote to establish ASC Area Directors, one for each ASC Area as defined by the Board. Each Area Director shall work toward the achievement of the ASC goals and objectives in his or her Area.



## CHAPTER IV. REGIONS

### ARTICLE 1. PURPOSES AND NUMBER OF REGIONS

#### Section 1. Purposes of Regions

In order to forward the objectives of the ASC, unify its efforts, better administer its affairs in the various parts of its domain, and coordinate and combine the efforts of its General Membership, the Board shall divide the domain of the ASC into Regions.

#### Section 2. Number of Regions

The Board shall establish not less than fifteen (15) Regions, each of which shall comprise at least one state. The Board shall fix the territory and boundaries of each Region, and may change the same from time to time as it deems to the best interests of the ASC, but no portion of the territory of any state shall be included in more than one Region.

#### Section 3. Organization of Regional Councils

Within each Region of the ASC, a Regional Council may be organized to embrace a part of or the entire Region, and shall be organized by the ASC Regional Director of said Region if a majority of the ASC Student Chapters in the Region shall deem such action advisable.

Regional officers, other than the ASC Regional Director, shall be elected from the Student Chapters in the Region to serve on the Regional Council.

#### Section 4. ASC Regional Directors

There shall be one ASC Regional Director for each Region as defined by the Board. Each Regional Director shall work toward the achievement of the ASC goals and objectives in his of her Region, and other duties as described elsewhere in these Bylaws.

## CHAPTER V. STUDENT CHAPTERS

### ARTICLE 1. ORGANIZATION OF STUDENT CHAPTERS

#### Section 1. Organization of Student Chapters

- a. Objectives and Domains of Student Chapters. The ASC shall function in schools through organizations known as Student Chapters, which shall be non-profit organizations. The objectives and purposes of Student Chapters shall be substantially identical with those of the ASC and the jurisdiction of each Student Chapter shall be confined to the student body of said school.

- b. Authority and Duties of Student Chapters. Within the territory assigned to it, each Student Chapter shall represent and act for the ASC and no act of a Chapter shall directly or indirectly nullify or contradict any act or policy of the ASC.

Every Student Chapter shall cooperate with its ASC Region and local and regional AIA organizations to further the interests of the ASC.

Each Student Chapter may levy and collect annual dues from its members (as described in CHAPTER I, ARTICLE I, Section 5, d).

#### Section 2. Student Contacts

- a. Each ASC Student Chapter shall have one member designated as the ASC Student Contact.
- b. The Student Contact shall receive all the ASC literature and information relevant to the ASC programs and relate that information to the students at his or her school.
- c. Each Student Contact shall maintain communication with the ASC Regional Director assigned to said Chapter by the Board, and shall work with said Regional Director to coordinate Regional activities.
- c. Each ASC Student Chapter shall file the name and address of the Student Contact for said Chapter with the Vice President/Secretary-Treasurer of the ASC no later than forty-five days prior to Forum. The Student Chapter shall notify the Vice President/Secretary-Treasurer of the ASC of changes in the Student Contact and/or the address of said Student Contact.

#### ARTICLE 2. PROPERTY INTERESTS OF STUDENT CHAPTERS

A Student Chapter shall not have any title to or interest in any property of the ASC nor be liable for any debt or other pecuniary obligations of the ASC, and the ASC shall not have any title to or interest in the property of any Student Chapter unless the Board and the Student Chapter agree otherwise in writing, and the ASC shall not be liable for any debt or other pecuniary obligation of any ASC Student Chapter.

#### ARTICLE 3. BYLAWS OF STUDENT CHAPTERS

Every Student Chapter may adopt bylaws that shall not be in conflict with these Bylaws or said Chapter's Regional Bylaws. Every such bylaw and every amendment thereto must be submitted to the Vice President Secretary-Treasurer of the ASC in Washington for the approval of matters pertaining to the ASC.

#### ARTICLE 4. DUES OF STUDENT CHAPTERS

Every Student Chapter shall pay a yearly membership fee to the ASC as described in CHAPTER I, ARTICLE 2 of these Bylaws.

CHAPTER VI. GENERAL MEMBERSHIP MEETINGS

ARTICLE 1. ASC FORUM

Section 1. Time, Place, Notice, and Responsibilities

- a. Time and Place of the ASC Forum. The ASC shall hold an annual meeting called the ASC Forum, at the time and place fixed by the voting membership at the preceding Forum. The ASC Board shall also meet at the AIA National Convention (CHAPTER VII, ARTICLE 7, Section 1).
- b. Notice of the ASC Forum. Notice of the ASC Forum shall be sent by the Vice President/Secretary-Treasurer of the ASC to every Student Chapter Member and Affiliate Member of the ASC, to the AIA Board of Directors, and to the AIA Component Presidents not less than thirty days before the opening day of the Forum, stating the time and place at which it will be held.
- c. The ASC Forum is a function of the Student Chapter chosen through the Forum bidding process. All financial responsibilities are assumed by the Student Chapter, except for (1) a contribution from the ASC, determined annually by the ASC Board, and (2) the partial funding of an eligible Delegate from each ASC Student Chapter. The Student Chapter receiving the Forum bid must submit a proposed budget within sixty days of the conclusion of the Forum in which they received the bid.
- d. The Student Chapter hosting the Forum shall make decisions as to program and activities and shall be responsible for arranging for the time and place of the ASC General Business Sessions at Forum. The Student Chapter hosting Forum shall submit a Forum Report including a financial statement within sixty days after the conclusion of the Forum.

ARTICLE 2. DELEGATES AT THE ASC FORUM

Section 1. Authority and Power of Delegates

All rights, powers, and privileges at an ASC Forum granted under these Bylaws shall be vested in and may be exercised by representatives of the Student Chapters of the ASC selected by students. Each such representative shall be known as a Delegate. The Delegate of an ASC Student Chapter Member and the Student Contact of said ASC Student Chapter may be one and the same.

Section 2. Number of Delegates

- a. Number of voting Delegates to the ASC Forum. Each ASC Student Chapter Member in good standing shall have voting privileges at the ASC Forum General Business Sessions according to the following criteria:
  - a-1. Those Student Chapter Members at schools with para-professional curriculums (two year terminal curriculums which are designed to

train individuals to assume technical roles within the architect's office) shall have two votes. In the event that less than two Delegates attend the General Business Sessions, the attending Delegate may cast all two votes.

- a-2. Those Student Chapter Members at all other schools shall have four votes. In the event that less than four Delegates attend the General Business Sessions, the attending Delegate (s) may cast all four votes.
- b. Selection of Delegates to the ASC Forum. Each ASC Student Chapter Member shall select the Delegates that are entitled to represent them at the business meetings at the ASC Forum.
- c. Representation by Proxy. If no Delegate from a Student Chapter Member can be present at the said meeting, then the said Student Chapter may ask their ASC Regional Director or any Delegate of a Student Chapter Member in their Region to represent them as their Delegate and to cast the total number of votes that they are entitled to cast at the meeting. No Delegate of a Student Chapter Member shall so represent at said meeting more than his/her Student Chapter and one proxy.

Notification of proxy representation shall be in writing and submitted to the Vice President/Secretary-Treasurer of the ASC prior to the opening business meetings at the ASC Forum.

- d. Failure to Attend Business Meetings. In the event, after assembly of the ASC Forum, any voting Delegate is not present during a roll call vote, any other member of that Student Chapter shall be entitled to cast the votes allocated to such absent Delegate.

### ARTICLE 3. FUNDING OF DELEGATES TO FORUM

#### Section 1. Eligibility for Funding to Forum

Every Student Chapter Member in good standing at the beginning of the ASC fiscal year shall be eligible for Delegate funding to the ASC Forum.

#### Section 2. Notification of Eligibility

A notice of eligibility and the proper request form for funding to the ASC Forum shall be sent by the Vice President/Secretary-Treasurer of the ASC to every Student Chapter Member in good standing no less than sixty calendar days before the opening day of the Forum.

#### Section 3. Delegate Funding

- a. Method of Funding. One Delegate from every ASC Student Chapter Member in good standing may receive partial funding to the ASC Forum, providing that the proper request form is returned to the Vice President/Secretary-Treasurer of the ASC on or before November 1 of each year.

- b. Stipulations on Funding. Every funded Delegate to the ASC Forum shall be required to attend all the business meetings at said Forum. In the event, after assembly of the Forum, said Delegate is not present during the opening call of the roll, the Student Chapter Member sending said Delegate will be required to return the funding allocation to the Vice President/Secretary-Treasurer of the ASC no later than fifteen calendar days after the closing of the Forum.

#### ARTICLE 4. NOMINATION AND ELECTION OF OFFICERS

##### Section 1. Nomination of Officers

Nomination of Officers (as defined in CHAPTER VII, ARTICLE 1, Section 1, a) may be made by Delegates or members of the ASC Board from the floor of the Forum business meetings. If the nominated member is eligible to hold office (CHAPTER VII, ARTICLE 1, Section 1, d), and his or her nomination is seconded by a Delegate or a member of the ASC Board and is supported by his or her Student Chapter, then he or she is nominated for the office.

##### Section 2. Election of Officers

- a. Electing Officers. All Officers of the ASC shall be elected by ballot at the business meetings at the ASC Forum, unless a special meeting is called for that purpose.
- b. A nominee who received a majority of the ballots cast for an office shall be elected to said office.
- c. Declaration of Election. The President of the ASC shall announce the results of all balloting at the Forum and declare all elected Officers.

##### Section 3. Nominations of ASC Regional Directors

- a. Notice. Every ASC Regional Director shall notify in writing each Student Chapter in his or her own Region about the office to become vacant due to the termination of his or her term of office.
- b. Elections. Every ASC Regional Director shall conduct an election for his or her office about to become vacant. This election shall be held on or before the ASC Forum. Upon election, the new Regional Director shall be called the Regional Director-Elect from the time he or she is elected until the time he or she officially takes office at the beginning of the following ASC fiscal year.
- c. Procedures for Elections. ASC Regional Directors shall be elected:
- c-1. by a Regional convocation of representatives of each Student Chapter Member within the Region, or
  - c-2. by direct mail ballot of the Student Chapter Members within the Region;

provided, that the candidates shall have presented their platform and qualifications to every Student Chapter within the Region prior to the balloting.

- d. The procedures and time schedules for such elections of ASC Regional Directors shall be as established by the ASC Regional Director of said Region and in accordance with said Region's own Bylaws, where applicable.

## ARTICLE 5. QUORUMS AND DECISIONS OF MEETINGS

### Section 1. Quorum

A quorum for the ASC Forum General Business Session or other General Membership meetings of the ASC shall consist of not less than 50 per cent plus one of the total number of ASC Student Chapters in good standing. Proxy votes may be applied to said total.

### Section 2. Actions and Decisions

- a. The minimum number of votes required for action, unless these Bylaws otherwise require, is the concurring majority of the Delegates voting at the ASC Forum General Business Session or other General Membership meetings.
- b. Voting. Voting at the ASC Forum or other General Membership meetings of the ASC shall be:
  - b-1. by voice vote,
  - b-2. by standing vote, at the discretion of the chair or upon request of a Delegate,
  - b-3. by roll call, at the discretion of the chair or upon the request of one-third of the voting Delegates, or
  - b-4. by secret ballot upon the request of one-half of the voting Delegates.
  - b-5. Any other method of voting shall be upon the request of one-half of the voting Delegates.
- c. Recording of Votes. On every roll call vote, a record of each Delegate's vote (separate and apart from that vote and votes of any proxy held by him or her) shall be made.
- d. Decisions by Two-Thirds Vote. It shall require an affirmative vote of not less than two-thirds of the total Delegate votes cast at the ASC Forum General Business Session or other General Membership meetings to adopt, amend, suspend or rescind rules or regulations supplementing these Bylaws; to suspend an ASC Student Chapter; to form an affiliation; or to act on any matter wherein such two-thirds vote is required by these Bylaws.

ARTICLE 6. NON-DELEGATES

Every General Member of the ASC may attend any meeting of the ASC, and may speak at the invitation of the presiding Officer.

ARTICLE 7. NON-ASC MEMBERS AT MEETINGS

Any non-ASC member may attend any meeting of the ASC and may speak at the invitation of the presiding Officer, provided that said person attends at the invitation of an ASC General Member.

ARTICLE 8. RESOLUTIONS AT THE ASC FORUM

Section 1. Submission of Resolutions

Any General Member may draft resolutions to be considered at the business meeting at the ASC Forum.

Section 2. Resolutions Committee

A Resolutions Committee appointed by the ASC President and approved by the Board shall receive all resolutions prior to the business meetings of the ASC Forum. The Resolutions Committee will distribute copies of all resolutions received to the Board and every Delegate attending the Forum at the beginning of the business meetings of the ASC Forum.

Section 3. Resolutions from the Floor

Resolutions from the floor will only be considered after those resolutions which the Resolutions Committee has submitted to the business meetings, and upon request of a majority of the voting Delegates.

ARTICLE 9. BYLAWS AMENDMENTS AT THE ASC FORUM

These Bylaws may be amended only at the ASC Forum as described in CHAPTER XIII, Article 1.

ARTICLE 10. ASC FORUM BIDS

Section 1. Eligibility for Bidding

Any ASC Student Chapter in good standing may bid for the hosting of the ASC Forum to be held the following year.

Section 2. Procedure for Bidding

a. Endorsement of Student Chapter. Any Delegate or representative group of an ASC Student Chapter bidding for the ASC Forum must have the endorsement of the membership of said Student Chapter.

a-1. Endorsement of Administrative Head. Any Delegate or representative group of an ASC Student Chapter bidding

for the ASC Forum must have the written endorsement of the administrative head at said school of said Student Chapter.

- b. Presentation. Any Delegate or representative group of an ASC Student Chapter bidding for the following Forum must present a program and financial proposal at the business meetings of the ASC Forum.

Section 3. Call for Bids

The President of the ASC shall open bids for the Forum during the business meetings of the ASC Forum.

Section 4. Decision on the ASC Forum Bids

Delegates attending the ASC Forum shall vote to decide the ASC Forum the following year. The bidder receiving a majority of votes will be declared the host.

CHAPTER VII. THE BOARD OF DIRECTORS

ARTICLE 1. MEMBERSHIP OF THE BOARD OF DIRECTORS

Section 1. Officers and Regional Directors

- a. The Officers of the ASC shall be a President and a Vice-President/Secretary-Treasurer.
- b. The ASC Regional Directors and the Officers shall serve as voting members of the Board of Directors of the ASC, herein called the Board.
- c. The total number of Regional Directors shall not be less than fifteen, one for each Region as defined by the Board.
- d. All Officers, Regional Directors, and non-voting members (as defined in Section 2 below) of the Board shall have served as active members of their Student Chapter and shall be supported by said Student Chapter. An Affiliate Member may not hold office in the ASC.
- e. Every Regional Director during his or her entire term shall be a member of an ASC Student Chapter within the Region he or she represents.
- f. The Administrator of Education and Professional Development of the AIA shall be a member of the Board, ex officio, and shall have a vote.

Section 2. Non-voting Members of the Board

There shall be non-voting members of the Board.

- a. Area Directors. In the event that the Board votes to establish Area Directors, said Directors shall serve as non-voting members of the Board.



- b. **ASC Editor.** There shall be an ASC Editor to deal with national ASC publications, appointed by the ASC President with the approval of the Board for a period not to exceed two calendar years. The ASC Editor shall sit on the ASC Board as a non-voting member.
- c. **ASC Student Liaison to NAAB.** There shall be one ASC member appointed by the ASC President and approved by the Board to sit on the Board of the National Architectural Accrediting Board for a period not to exceed two calendar years; provided that the Board of NAAB approves the position for a student on their Board. Such a student shall be called the "ASC Student Liaison to NAAB" and shall sit on the ASC Board as an ex-officio member.
- d. **ASC Student Liaison to ACSA.** The ASC President (or his or her designated replacement) shall hold an election at the ASC Forum to elect the Student Member of the Association of Collegiate Schools of Architecture Board of Directors. The elected student shall serve for a period not to exceed two calendar years, with the term commencing July 1 following the election. The ACSA Student Board Member shall be the ACSA Student Liaison to the ASC and shall serve as an ex officio member of the ASC Board.
  - d-1. **Procedure for Elections.** The Student Member of the ACSA Board shall be elected:
    - d-1-a. By representatives of the ACSA Member schools in attendance, each school having one vote, and
    - d-1-b. By proxy of the ACSA Member schools not in attendance, each proxy having the value of one vote.
- d. **Officers-Elect.** The President-Elect of the ASC and the Vice President/Secretary-Treasurer-Elect of the ASC shall serve as non-voting members of the Board from the time they are elected at the ASC Forum until the time they officially take office at the beginning of the next ASC fiscal year.
- e. **Past President.** The immediate Past President of the ASC shall serve as a non-voting member of the Board.

## ARTICLE 2. TERMS OF OFFICE OF BOARD MEMBERS

### Section 1. Terms of Office of Officers

Officers shall take office at the beginning of the ASC fiscal year, except those who are elected by the Board to fill a vacancy, who shall take office immediately to fulfill the term.

Officers may not serve more than two terms.

**Section 2. Terms of Office of Regional Directors**

ASC Regional Directors shall take office at the beginning of the ASC fiscal year, except those elected by the Region to fill a vacancy, who shall take office immediately. Each Regional Director's term is for one year.

Regional Directors may not serve more than two terms.

**ARTICLE 3. FILLING OF UNEXPIRED TERMS ON THE BOARD**

Unexpired terms of Board members shall be filled as follows:

**Officers:** The Board shall elect a successor to any Officer whose office has been vacated prior to its normal termination date. If the office of President becomes vacant prior to the normal termination date, the Vice President/Secretary-Treasurer shall ascend to the office of President and shall complete the unexpired term of the President, unless this ascension is blocked by petition from two-thirds of the voting members of the Board, in which case the Board may elect one of its members to complete the unexpired term. If the office of Vice President/Secretary-Treasurer becomes vacant prior to its normal termination date, the Board shall elect a successor from one of its members to complete the unexpired term.

**Regional Directors:** When the office of a Regional Director becomes vacant prior to its normal termination date, the Director shall be replaced by, in the following order, (1) the Assistant Regional Director, if said Region provides for such an office, or (2) the Regional Director-Elect, if one has been elected, or (3) a newly elected Regional Director, elected by the Student Chapters within the Region, or (4) a new Regional Director appointed by the ASC President and approved by direct mail ballot of the Student Chapters within the Region.

**Area Directors:** When the office of an Area Director becomes vacant prior to its normal termination date, the Board shall elect a successor from one of its Regional Directors within the Area to complete the unexpired term.

**ASC Student Liaisons:** When the position of an ASC Student Liaison becomes vacant, the succeeding Designate shall be appointed by the ASC President with the approval of the Board.

**ASC Editor:** When the position of the ASC Editor becomes vacant, the succeeding ASC Editor shall be appointed by the ASC President with the approval of the Board.

**Officers-Elect:** If the office of an Officer-Elect becomes vacant before his or her term of office begins, the Board shall conduct an election for the vacant office by direct mail ballot. The Board shall establish an Elections Committee to determine the procedures for nominations and elections.

#### ARTICLE 4. ABSENCE AT BOARD MEETINGS

Absence of Board members at the Board meetings shall be filled as follows:

**Officers:** If the President of the ASC is unable to attend, then the Vice President/Secretary-Treasurer of the ASC shall chair the meeting. If the Vice President/Secretary-Treasurer is unable to attend, the Board shall elect a Vice President/Secretary-Treasurer pro tem for that Board meeting.

**Regional Directors:** In the absence of a Regional Director at any Board meeting, said Regional Director at said meeting shall be replaced by, in the following order, (1) the Assistant Regional Director, if said Region provides for such an office, or (2) the Regional Director-Elect, if one has been elected, or (3) an ASC member from a Student Chapter in good standing in said Region, appointed by the Regional Director and approved by the Area Director, should one exist, and the ASC President.

#### ARTICLE 5. FUNDING OF THE BOARD

ASC Board members shall be funded to attend meetings of the Board as follows: Officers, Regional Directors, and non-voting Members of the Board shall be funded to attend meetings of the Board. Transportation costs and lodging, as limited by the Board, shall be reimbursable.

#### ARTICLE 6. FUNCTIONS AND DUTIES OF THE BOARD

##### Section 1. General Functions

- a. **General Functions and Jurisdiction.** The Board shall manage, direct, control, and administer the property, affairs, and business of the ASC; shall put into effect all general policies, directions, and instructions adopted at the meetings of the ASC; and shall act for the ASC in all matters within the jurisdiction granted the Board by these Bylaws and the rules and regulations supplementary thereto.

A committee of the Board or member of the Board shall not delegate any authority, rights, powers, or duties imposed by these Bylaws or otherwise, unless such delegation is specifically provided for in these Bylaws.

- b. **The Board Must Meet to Act.** The Board must actually meet in regular or special meetings in order to transact business, unless otherwise specifically provided for in these Bylaws. Two-thirds of the voting members of the Board shall constitute a quorum for the transaction of business. Any agreement or other act of the Officers or Regional Directors shall not constitute or be an act of the Board of the ASC.

Section 2. Duties of the Board

- a. The Board, subject in each instance to the conditions fixed in the provisions of these Bylaws, shall perform the following duties:
- a-1. **Rules and Regulations.** The Board shall establish and adopt the rules and regulations from time to time to supplement the provisions of these Bylaws.
  - a-2. **Contractual Agreements.** The Board shall approve all major contractual agreements before the ASC shall enter into the same; provided, however, that such approval in specific cases may be delegated to the Officers of the ASC.
  - a-3. **Financial Agreements.** The Board may approve to borrow, lend, collect, and spend money and engage in other activities which may be incidental or necessary or convenient to the purpose and function of the ASC.
  - a-4. **Hearing Board.** The Board may act as a hearing board on all matters properly brought before it.
  - a-5. **Removal of Officers and Regional Directors.** The Board by a two-thirds vote may remove any Officer or Regional Director of the ASC for refusal, neglect, or failure to perform the duties of his or her office or for any act contrary to the policies and instructions of the Board or that the Board deems to have injured the ASC. The vote shall be conducted by secret ballot.  
  
The Board shall offer the opportunity to said Officer or Regional Director to be heard on his or her own behalf, but its action shall be final and conclusive and without recourse on his or her part. The vacancy thus created shall be filled as provided in these Bylaws (CHAPTER VII, ARTICLE 3).
  - a-6. **Orders for Removal of Officers and Regional Directors.** The Board shall be required to remove any Officer or Regional Director when presented with a petition of dissatisfaction from two-thirds vote of that respective Officer's or Regional Director's constituency.
  - a-7. **Attendance Requirement.** The Board shall meet at the ASC Forum and at the AIA National Convention.
  - a-8. **Adoption of Budget.** At the ASC Forum the Board shall adopt an annual budget for the succeeding fiscal year showing the anticipated income and expenditures of the ASC.
  - a-9. **Report Requirement.** All voting and non-voting members of the Board shall submit reports of the affairs of his or her office to the Vice President/Secretary-Treasurer of the ASC, every two months commencing on the first day of the third month after taking office. (September 1).

- a-10. Political and Commercial Endorsements. The Board shall not directly or indirectly make endorsements of or recommendations against a political party or a nominee for public office or a commercial material or object.

## ARTICLE 7. MEETINGS OF THE BOARD

### Section 1. Regular Meetings

In each ASC fiscal year the Board shall hold two regular meetings, one at the ASC Forum and one at the AIA National Convention.

### Section 2. Special Meetings of the Board

- a. Power to Call Special Board Meetings. A special meeting of the ASC Board shall be held at the call of the ASC President with the concurring vote of half or more members of the Board, or by a petition of not less than 50 per cent of the Student Chapter Members.
- b. Call and Notice of Special Board Meetings. If and when the Vice President/ Secretary-Treasurer of the ASC finds that the call for a special Board meeting has been made, he or she shall send the call and a notice thereof to the Board and General Membership not less than thirty days before the day fixed for the said Board Meeting.

The call and notice shall state the time, place, and purpose of the special meeting and the business to be transacted thereat.

### Section 3. Notices of Meetings

- a. Notices Required. A written notice of the time and place of each meeting of the Board shall be sent to every Officer and Regional Director by the Vice President/Secretary-Treasurer of the ASC not less than thirty calendar days before the date fixed for the meeting.
- b. Notice of Agenda. A preliminary agenda of each meeting of the Board shall be sent to every Officer, Regional Director, and General Member of the ASC by the Vice President/Secretary-Treasurer not less than fifteen calendar days before the date fixed for the meeting.

### Section 4. Quorum of the Board

Not less than two-thirds of the voting members of the Board shall constitute a quorum for the transaction of business.

### Section 5. Decisions of the Board

- a. Decisions by Majority Vote. Every decision of the Board shall be by a majority vote unless otherwise required by these Bylaws. The vote of an Officer or Member of the Board shall be entered into the minutes at his or her request.
- b. Roll-call Vote. The vote of the Board shall be by roll-call on demand of any member of the Board or when required by these Bylaws.

- c. Letter Ballot. The sense of the Board may be taken by letter ballot, but such ballot shall not constitute an act of the Board or be effective or binding on the ASC or the Board or any member thereof.

#### ARTICLE 8. MINUTES OF THE BOARD

Minutes of the meetings of the Board shall be kept by the Vice President/Secretary-Treasurer of the ASC as required by the Board and distributed to the General Membership of the ASC no more than sixty calendar days after the conclusion of the regular fall and spring Board meeting.

### CHAPTER VIII. THE EXECUTIVE COMMITTEE OF THE BOARD

#### ARTICLE 1. MEMBERSHIP OF THE EXECUTIVE COMMITTEE

The Board may vote to establish an Executive Committee, herein referred to in these Bylaws as ExCom, composed of the President, Vice President/Secretary-Treasurer, and the Area Directors of the ASC. The President-Elect may serve as a non-voting member from the time he or she is elected at the ASC Forum until the time he or she officially takes office at the beginning of the succeeding fiscal year.

#### ARTICLE 2. POWERS DELEGATED TO THE EXECUTIVE COMMITTEE

The ExCom, within the limits fixed by the provisions of these Bylaws and in accordance with the rules and regulations adopted by the Board, shall have the full power to act for and in behalf of the Board in the intervals between meetings of the Board, except that it shall not (1) establish any major policy, (2) alter the budget, (3) act on any matter whereon a two-thirds vote of the Board is required by the Bylaws, (4) act on any matter that will be in conflict with or that will subvert, rescind, or nullify in whole or in part any action of the Board, or (5) act as a board of appeals.

#### ARTICLE 3. MEETINGS OF THE EXECUTIVE COMMITTEE

The ExCom of the ASC shall meet as often as deemed necessary, provided that such meetings are approved by the Board.

### CHAPTER IX. OFFICERS

#### ARTICLE 1. OFFICERS

The officers described in this Chapter are either elected by the Delegates or appointed by the ASC President.

#### ARTICLE 2. THE PRESIDENT

The President of the ASC shall be the administrative head of the ASC and shall exercise general supervision of its business and affairs, except such thereof as are placed under the administration and supervision of the Vice President/Secretary-Treasurer, and he or she shall perform all the duties incidental to his or her office and those that are required to be performed

by him or her by these Bylaws and those that are properly delegated to him or her by the Board.

The President shall preside at each meeting of the Board and act as chairperson of the ExCom. The President shall operate under Robert's Rules of Order, revised edition, when chairing said meetings, except where they are in conflict with these Bylaws.

The President shall maintain an office at the AIA Headquarters in Washington, D.C. during his or her term of office.

### ARTICLE 3. THE VICE PRESIDENT/SECRETARY-TREASURER

#### Section 1. General Duties

The Vice President/Secretary-Treasurer shall be an administrative officer of the ASC and shall act as its recording secretary and its corresponding secretary and as the secretary of each meeting of the ASC and of the Board and of the ExCom.

The Vice President/Secretary-Treasurer shall supervise the financial affairs of the ASC. The President and Vice President/Secretary-Treasurer shall have custody of its money and shall have the charge of the collection of all monies due the ASC. They together shall sign all documents of the ASC whereon a signature is required.

The Vice President/Secretary-Treasurer shall perform all the duties of the President in the event of the absence of the President.

The Vice President/Secretary-Treasurer shall maintain an office at the AIA Headquarters in Washington, D.C. during his or her term of office.

#### Section 2. Financial Reports

The Vice President/Secretary-Treasurer shall make a quarterly written financial report to the Board and the AIA Comptroller.

### ARTICLE 4. THE AREA DIRECTORS

#### Section 1. General Duties

The Area Directors of the ASC shall relate the charges, wishes, and ideas of the Regional Directors to the ExCom. He or she shall be charged with the administration of any ASC activities at the Area level.

#### Section 2. Specific Duties

- a. **Attend Meetings.** The Area Director shall attend all the ASC meetings as provided in these Bylaws or as required by the Board.
- b. **Communication.** The Area Director shall maintain constant communication with the ASC members he or she represents and the members of ExCom.

- c. **Other Duties.** The Area Director shall assume duties as charged to him or her by the ExCom or by the ASC Board, or as provided elsewhere in these Bylaws.

## ARTICLE 5. THE REGIONAL DIRECTORS

### Section 1. General Duties

The Regional Directors of the ASC shall relate the charges, wishes, and ideas of the Student Chapter Members in his or her Region to the ASC Board. He or she shall be charged with the administration of any ASC activities at the Regional level.

### Section 2. Specific Duties

- a. **Attend Meetings.** The Regional Director shall attend all the ASC meetings and Board meetings as provided in these Bylaws.
- b. **Communication.** The Regional Director shall maintain constant communication with the ASC Student Chapter Members in his or her Region, with the Area Director assigned to his or her Region, with the Officers of the ASC, and with the local and regional AIA Chapters in his or her Region.
- c. **Other Duties.** The Regional Director shall assume duties as charged to him or her by the ExCom, by the ASC Board, as requested by the Student Chapter Members in his or her Region, or as provided elsewhere in these Bylaws.

## ARTICLE 6. ASC EDITOR

The ASC Editor shall be charged with the publication of major newspapers, journals, etc., as limited by the Board. Approval to print such publications is subject to the final approval of the ASC President and the legal advisor of the AIA.

## ARTICLE 7. ASC STUDENT LIAISONS

The ASC Student Liaisons shall be charged with communicating the activities, decisions, and discussion of professional organizations on whose Board they sit to the ASC Board.

## CHAPTER X. FINANCES

### ARTICLE 1. GENERAL BUDGET AND APPROPRIATIONS

#### Section 1. General Budget

The Board, each year, shall adopt a general budget which shall show the anticipated income and expenditures for the incoming fiscal year.



## ARTICLE 2. FISCAL YEAR

The fiscal year of the ASC shall be from July 1 of one year until the 30th day of June the following year.

## ARTICLE 3 EXPENDITURES AND LIABILITIES

### Section 1. Expenditures Limited to Income

The Board shall not expend or authorize in any fiscal year an amount exceeding the total estimated income to be received by the ASC during such year, as shown in the budget for that year.

### Section 2. Authority to Expend and Disburse Money

- a. No Member, Officer, or any representative of the ASC shall have any right, authority, or power to expend any money of the ASC, incur any liability for and in its behalf, or to make any commitment which will or may be deemed to bind or involve the ASC in any expense, unless such expenditure, liability or commitment has been authorized and budgeted by the Board or by a specific resolution passed at the business meetings of the ASC Forum. No Member, Officer, or any representative of the ASC shall have any right, authority or power to incur any expense or obligation on account of any specific appropriation in excess of the unexpected balance of such specific appropriation.

## CHAPTER XI. ADMINISTRATIVE AND EXECUTIVE OFFICES

The national offices of the ASC shall be at the American Institute of Architects Headquarters building at 1735 New York Avenue, N.W., Washington, D.C. 20006.

## CHAPTER XII. AIA COMMITTEE REPRESENTATIVES

### ARTICLE 1 AIA COMMITTEE REPRESENTATIVES

There may be student representative(s) on AIA Committees or Juries.

### ARTICLE 2. ELIGIBILITY

#### Section 1. Membership

Any ASC Affiliate Member or member of an ASC Student Chapter in good standing may apply for appointment as a student representative on an AIA Committee or Jury.

#### Section 2. Application

Any ASC Affiliate Member or member of an ASC Student Chapter in good standing applying for a position as a student representative on an AIA Committee or Jury must submit the completed proper application form to the ASC President on or before November 1 of each year. The application forms may be obtained from the ASC office in Washington.

Section 3. Recommendation

A letter of recommendation from a practitioner or educator, as explained on the committee application form, must accompany the application.

ARTICLE 3. APPOINTMENT

Section 1. Appointment

Student representatives on AIA Committees or Juries shall be appointed by the ASC President and approved by the Board. The appointment is for one calendar year.

Section 2. Notification of Appointment

Applicants for positions as student representative on AIA Committees or Juries shall be notified in writing of actions taken on their applications by the ASC President before December 15th of each year.

ARTICLE 4. REPORTS

Student representatives on AIA Committees shall submit a written report of their involvement with said Committee to the ASC President twenty days prior to a meeting of the Board or as requested by the ASC President.

CHAPTER XII. AMENDMENTS

ARTICLE 1. AMENDING THESE BYLAWS

Section 1. Amendments by a Meeting of the ASC

- a. These Bylaws may be amended at the ASC Forum business meetings by the affirmative vote of not less than two-thirds of all Delegates attending. No amendment shall be adopted by any meeting of the ASC until and unless the amendment has been (1) proposed by the Board, or by the ExCom, or by a written petition of not less than twenty-five per cent of the Student Chapter Members of the ASC and (2) received by the Vice President/Secretary-Treasurer of the ASC not less than twenty days prior to the said meeting.
- b. The Vice President/Secretary-Treasurer of the ASC shall send to the General Membership notice of all proposed amendments not less than fifteen days before the day of the meeting at which the proposed amendments are to be voted on.
- c. Before any amendment to any provision of these Bylaws shall become effective, it shall be approved by the legal advisor of the AIA.

Section 2. Retitling and Numbering of These Bylaws

From time to time and without further action of the ASC, the then Vice President/Secretary-Treasurer of the ASC shall rearrange, retitle, and renumber the various Chapters, Articles, Sections, and paragraphs of these Bylaws as becomes necessary because of amendments thereto or for ease of reference.

Constitution (Bylaws) of The ~~North Carolina State~~ NORTH CAROLINA STATE University  
 (~~College~~)(~~Institute~~) Student Chapter of the American Institute  
 of Architects.

#### ARTICLE I. NAME

The name of this Student Chapter shall be the NORTH CAROLINA STATE  
 University (~~College~~)(~~Institute~~) Student Chapter of the American  
 Institute of Architects.

In this Constitution and Bylaws, the above name chapter is referred to as this Chapter; The American Institute of Architects as The Institute; the regular chapters of corporate members of The Institute as AIA Chapters; the local component with which this Chapter is affiliated as the Sponsoring AIA Chapter; the architectural department (division)(school)(college) in which this chapter is established as the School.

#### ARTICLE II. OBJECTIVES

The objectives of this Chapter shall be:

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.

To emphasize and promote the professional rather than the social and fraternal aspects of student activities on campus.

To foster and promote fellowship, cooperation and a spirit of unity between student architects and practitioners by providing means of intercourse between members of this Chapter and members of the Sponsoring AIA Chapter and other Student Chapters.

To enlarge the student architect's understanding of the present and future potential scope of architectural practice.

To facilitate the preparation of students to assume the responsibility of associate membership in The Institute.

To represent the students of the school collectively in all extracurricular matters relative to the faculty of the school, the profession, and the other campus organizations.

1980

ARTICLE III. ORGANIZATION

This Chapter is a non-profit, unincorporated membership association organized and existing under and by virtue of a charter granted by The Institute through the ~~NORTH CAROLINA Chapter (Component)~~, on \_\_\_\_\_, 19\_\_\_\_ in accordance with the respective Bylaws in The Institute and the Sponsoring AIA Chapter.

RALEIGH SECTION

ARTICLE IV. MEMBERSHIP

Section 1. Classes of Membership (optional)  
The membership of this Student Chapter shall be of one class: Active.

Section 2. Eligibility  
Eligibility will be of two types:

A. Active Membership -- all students including graduate students, who are regularly enrolled in this School (Department)(College), and in good standing scholastically, as candidates for degrees in Architecture (including Architecture/Construction or Structural Option, Architectural Engineering) and who have paid the appropriate membership dues as required by the Student Chapter.

B. Probationary Membership -- all (first year)(first and second year)(Lower Division) students who are regularly in this School (Department)(College) and in good scholastic standing as candidates for degrees.

Optional: A draftsman-student of architecture, having place of employment or legal residence in the territory of the Sponsoring AIA Chapter shall become eligible for probationary membership upon presentation of acceptable evidence of one (two) year(s) of a collegiate curriculum in architecture.

Section 3. Enrollment

One month after the beginning of the academic year (fall quarter), and upon acceptance of membership by newly eligible students, the Secretary and Treasurer shall submit to the Secretary of the Sponsoring AIA Chapter a list of all members in good standing who have paid dues for the current fiscal year.

Section 4. Suspension

Members who are in default of dues payment may be extended the privileges of the fiscal year. If in default after this period, the tentative membership shall be terminated and the member placed on the inactive list. Reinstatement may be accomplished by payment of all dues in default and payable.

Any active member who fails to maintain good academic standing as defined in advance by the school administration shall automatically become inactive until good standing is restored.

Inactive members may attend meetings but may not vote or hold office or committee appointments.

Section 5. Termination

Active membership will be automatically terminated without prejudice by withdrawal from the University (~~College~~ ~~Institute~~) or by transfer to a non-architectural course of study, or graduation. Upon graduation with an architectural degree, the member will be recommended by the Faculty Advisor and the Secretary of the Sponsoring AIA Chapter for membership in any chapter of the Institute as an affiliate member, according to the Bylaws of the selected AIA Chapter and The Institute.

ARTICLE V. GOVERNMENT

Section 1. Executive Committee

The activities of this Chapter shall be administered by four (~~three~~) officers, Faculty Advisor and AIA Chapter Liaison (and ~~four~~ ~~three~~ ~~five~~ Directors) who together shall constitute the Executive Committee. Election or appointment to office and Executive Committee shall be for a term of one year. Officers and Directors who fail to maintain good standing and eligibility shall automatically be retired from office; vacancies are to be filled as hereinafter provided.

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Section 2. Officer's Terms and Duties

The officers shall be a president, a vice president, a secretary and treasurer (or secretary/treasurer), whose duties in both Chapter and Executive Committees shall be those customary to those offices and as herein further defined. No one person may serve simultaneously in more than one office.

The President as executive head of the Chapter shall also act as a spokesman of this Chapter and as its representative at meetings, organizations and committees unless some other member is delegated by the President to so act in any instance. A pronouncement shall not obligate or commit this Student Chapter unless the obligation or commitment has been specifically authorized by the Faculty Advisor or Student Chapter action.

The Vice President shall possess all the powers and all the duties of the President in the event of the absence of the President or of his/her disability, refusal, or failure to act. In that event the Vice President vacancy will not be filled during the remaining term of office.

The Treasurer shall have charge and exercise general supervision of financial affairs and keep the records and books or account thereof. He/She shall have custody of its instruments and papers involving finance and financial commitments. He/She shall conduct the correspondence relating to this office and shall perform all duties usual and incidental to this office.

When a new Treasurer takes office, the retiring Treasurer shall turn over to this successor all the records and books of accounts and all monies and papers belonging to this Chapter that are in his custody and possession. The incoming Treasurer shall check the same and if found correct shall give the retiring Treasurer his receipt thereof as a complete release of the retiring Treasurer from any liability thereafter with respect thereof.

Section 3. Faculty Advisor

The Faculty Advisor shall be a member of the faculty of the school and a Corporate Member of the Sponsoring AIA Chapter and shall be elected by a majority vote at the Annual Meeting of the Student Chapter, nominations having been approved by the Dean (Director)(Head) of the school. The Faculty Advisor shall be a non-voting member of the Executive Committee.

Section 4. Directors (Optional)

One director shall be elected to represent each class excepting the first-year class. No one person may serve simultaneously as an Officer and as a Director. Each Director must be a member of the class he represents.

Section 5. Graduate Director (Optional)

The Executive Committee of this Student Chapter may at its discretion nominate a Director, a graduate student whose major is in this school, for election by the Student Chapter as a non-voting advisory member of the Executive Committee.

Section 6. Elections

Election of Officers, Faculty Advisor (and Directors) shall be held at the Annual Meeting. One month prior to the Annual Meeting the Executive Committee shall nominate and publicly post a slate of candidates for all elective offices which will become vacant at the end of the fiscal year.

Alternative: Appoint a nominating committee representative from each of the classes including the first year class, who shall not be members of the Executive Committee. Two weeks prior to the Annual Meeting the Nominating Committee shall nominate and publicly post a slate of candidates for all election officers. Names of eligible members may appear on both slates.

Nominations may be made from the floor at the Annual Meeting. Voting shall be for one office at a time in the following order: President, Vice President, Secretary, Treasurer (Secretary/Treasurer), (Directors by seniority), and Faculty Advisor.

Vacancies in elective offices shall be filled by election at the next regular quorum meeting, after nominations from the floor. Elections shall be by a majority vote of eligible members.

Section 7. Executive Committee Duties

The Executive Committee shall direct, control and administer the affairs of this Student Chapter. It shall carry out the poli-

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cies and instruction of the Student Chapter adopted by any duly called meeting and shall act for and in behalf of this Chapter in all matters within its jurisdiction. It shall meet monthly previous to the meeting of the Student Chapter and otherwise at the discretion of the President.

#### ARTICLE VI. DUES AND ASSESSMENTS

##### Section 1. Initiation Fee (Optional)

An initiation fee of 0.00 dollars shall be paid to the Treasurer of this Chapter by each new member.

##### Section 2. Annual Dues (Optional)

The dues shall be 5.00 dollars per year (~~semester~~)(quarter).

##### Section 3. Assessments

This Chapter, by the concurring vote of not less than two-third of the total number of its members may levy an assessment on its members that shall be alike and equal for each thereof, and necessity therefore, when it shall be payable, and the time within which it must be paid before a member will be in default no non-payment thereof, shall be publicly posted on the official bulletin board, not less than ten days prior to the meeting of this Chapter at which the proposed assessment is to be voted on.

#### ARTICLE VII. MEETINGS

A regular meeting shall be held during each month of the academic year, the meeting in May to be the Annual Meeting. Special meetings may be called by the Executive Committee at any time either at its own discretion or at the written request of any twenty (20) percent of the Chapter members. At least four days notice shall be given for any general meeting of the Chapter, except as otherwise noted. "Robert's Rules of Order" shall govern the conduct of all meetings.

Quorum: A quorum shall be necessary for the transaction of any business at a meeting of this Chapter. A quorum shall be considered as one-fourth of the total number of the eligible enrolled members of this Chapter including at least two officers.

Decisions at meetings: Every decision at a meeting shall be by a majority vote unless otherwise required by these Bylaws.



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## ARTICLE VIII. GENERAL PROVISIONS

### Section 1. 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 Sponsoring AIA Chapter or of the Institute.

### Section 2. Endorsements

Neither this Chapter, the Executive Committee, any chapter committee, nor any of its Officers, Directors, committee members shall approve, sponsor, endorse, recommend, warrant or vouch for, either directly or indirectly, any business enterprise operated for profit, or any material, facility, product, or device made, sold, or used in or for the construction or erection of buildings, or any method or manner of handling, using, distributing, or dealing in such material, facility, product or device. This regulation shall not preclude the conducting of educational displays of building materials, or participation in campus social activities or charity benefit activities.

### Section 3. Advertisements

No advertisement of any material, product, facility or device used in or for the construction or erection of buildings or in connection therewith, or to any method or manner of handling, using, distributing, or dealing in any thereof, or to any person, firm, corporation, or association or representative of any thereof, fabricating, producing, selling, holding, or distributing, and thereof, shall be accepted for or appear in any publication of or issued for this Student Chapter.

### Section 4. Personal Identification with the Institute

No member of a Student Chapter may use the seal or initials of The Institute on cards, stationary, signs, or in any other manner make representations tending to identify himself as a Corporate Member of the Institute.

A student member, wishing to identify his affiliation with The Institute may use the term Student Chapter Member of the AIA but never as "Member of the AIA" without the qualifying word student included.

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. (This requirement of student member conduct cannot be over-emphasized.)

#### ARTICLE IX. ACTIVITIES

Optional: There should be at least two speakers per semester (one each quarter) prominent in the field of architecture, invited to the school of architecture, to speak to the student body, not exclusively for the Student Chapter. The topics of discussion or speech shall be approved by the Faculty Advisor or AIA Chapter Liaison who will assist in the arrangement for each speaker's visit to the school. Expenses will be computed by the Faculty Advisor for such speakers and shall be met by the Student Chapter payable through the Treasury unless special funds are available from the school or the Sponsoring AIA Chapter.

The Student Chapter shall also sponsor:

- \* Discourses on architectural subjects by members of the Sponsoring AIA Chapter.
- \* Inspection trips to building projects under direction of the architect,
- \* Aid in finding employment under the mentor system.
- \* Coordination with members of the Sponsoring AIA Chapter in the operation of architectural clinics, programs, activities, etc.
- \* Architectural Prize Competition.

#### ARTICLE X. AWARDS

Optional: This Student Chapter, from time to time as funds or other means become available therefor, may make awards to members for outstanding scholastic achievement. Each award shall be bestowed for and in behalf of this Chapter by concurring vote of all or of all but one of the Executive Committee and approval of the Sponsoring AIA Chapter after due consideration of the nominees and their work. The token of each award shall be in the form of a medal or an engrossed

certificate, or otherwise as the Executive Committee shall determine or the deed of the gift shall stipulate, so far as possible the award shall be presented at an Annual Meeting of the Student Chapter, or at a joint meeting with the Sponsoring AIA Chapter.

Alternate:(Optional) To the four (five) outstanding members of this Chapter, chosen by the faculty members, one from each class shall be awarded a year's subscription to a publication directly concerned with the profession.

#### ARTICLE XI. AMENDMENTS

Amendments to these Bylaws may be made at any duly scheduled meeting of the Chapter upon written proposals signed by ten (10) Chapter members and publicly posted on the official bulletin board at least ten days before the meeting at which they will be voted on by the Chapter members. Two-thirds majority of votes cast at Student Chapter meeting will be required for the passage of any amendments to these Bylaws. Such amendments to become effective only upon majority approval of the Sponsoring AIA Chapter.

#### AMENDMENTS

I. ANY ARTICLE OF THIS CONSTITUTION OR PART THEREOF THAT IS IN DIRECT VIOLATION OF STUDENT GOVERNMENT CONSTITUTION OR BY-LAWS SHALL BE NULL AND VOID AND DECLARED UNCONSTITUTIONAL BY THE PRESIDENT OF STUDENT GOVERNMENT.

**American Institute of Architecture Students  
North Carolina State University Chapter Constitution**

**ARTICLE ONE: NAME**

The name of this student chapter shall be the American Institute of Architecture Students- North Carolina State University Chapter (A.I.A.S.- N.C.S.U.)

In this constitution, the American Institute of Architecture Students-North Carolina State University Chapter is referred to as the Chapter; the American Institute of Architects as the A.I.A.; the regular chapters of corporate members of the American Institute of Architects as A.I.A. Chapters; the local component which A.I.A.S.-N.C.S.U. is affiliated with as the Sponsoring A.I.A. Chapter; the A.I.A.S. National Organization as the Institute; and the North Carolina State School of Architecture which the A.I.A.S.-N.C.S.U. is established.

**ARTICLE TWO: OBJECTIVES**

The Objectives of this Chapter shall be:

**One:** 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.

**Two:** To emphasize and promote professional, social, and fraternal aspects of student activities on campus.

**Three:** To foster fellowship, cooperation, and unity between members of this Chapter, members of the sponsoring A.I.A. Chapter, and other Student Chapters.

**Four:** 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 NINE: ACTIVITIES* of these bylaws.

**ARTICLE THREE: ORGANIZATION**

This Chapter is a non-profit incorporated membership association organized and existing under and by virtue of a charter granted by the A.I.A through the Raleigh Chapter. The exact date of its' origin is unknown, but has been in existence since the early years of The College of Design (formerly the School of Design).

**ARTICLE FOUR: MEMBERSHIP**

**SECTION ONE: ELIGIBILITY**

Active Membership-Undergraduate and graduate students, who are currently enrolled in this College, and in good academic standing as candidates for degrees in architecture and have paid the requisite membership dues required by the chapter.

Supporting Membership-Any faculty, staff, Institute member, or student enrolled at North Carolina State University. Supporting members are permitted to attend all meetings, but shall not have voting privileges.

## SECTION TWO: DUES AND ASSESMENTS

Dues for active and supporting members alike shall be forty-five dollars and payable immediately following application submission. Dues shall be honored until September of the next academic year. After the Fall membership drive, names and require dues shall be submitted to the Institute. The executive committee may, by majority vote of its membership, remit the current chapter annual dues of any member in whole or part, for exceptional reasons.

## ARTICLE FIVE: GOVERNMENT

### SECTION ONE: EXECUTIVE COMMITTEE

Six officers who shall serve a term of one year and one faculty advisor shall administer the activities of this Chapter. Officers who fail to maintain eligibility (see Article Four: Section One) and perform the duties of their elected office (see Article Five: Section Two) shall, by due process of the Executive Committee, be retired from office. Vacancies are to be filled as hereinafter requires. The Executive shall direct, control, and administer the affairs of the Chapter. He or She shall fulfill the policies and instruction of the Chapter adopted in any duly called meeting, and shall act for and on behalf of the Chapter in all matters within its jurisdiction. The Executive Committee shall meet bimonthly in addition to the bimonthly general meetings or at the discretion of the President.

### SECTION TWO: OFFICERS' TERMS AND DUTIES

The officers of this Chapter shall be the President, Vice President, Treasurer, Secretary, Public Relations Chair, Social Chair, and Past-President. Succession of office shall be in the aforementioned order in case of vacancy before an election or appointment has filled the 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 academic year.

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 attend all board meetings of the sponsoring A.I.A. Chapter meetings. A report on faculty and A.I.A meetings will be

made at each regular meeting of the Chapter. The President shall hold regular meetings with the Dean of the College and the faculty advisor. These meetings shall occur monthly, either before or after the general meeting, or otherwise at the direction of the President. The President shall attend all regular meeting of the chapter.

The Vice President shall possess all the powers and duties of the President in the even of absence, disability, refusal, or failure of the President to act as outlined above. An election will be held to fill the position of Vice President in the event that he/she must assume the office of the 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 service and drives. These activities may include but are not limited to:

- Establishing dates and times for staffed membership drive tables
- Compiling membership packets
- Maintaining membership lists
- Submitting names and required dues to the Institute
- Distributing membership materials throughout the 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 of account thereof. The Treasurer shall prepare budgets, collect annual dues, and receipt for and have custody of Chapter funds and money, and make disbursements thereof. He or She shall have custody of its instruments and papers involving finance and financial commitments. The Treasurer shall conduct the correspondence relating to this office and shall perform all duties usual and incidental to this office. The Treasurer shall provide statements of account for and attend all regular meetings of the Chapter.

The Treasurer shall not be personally liable for any loss of money or funds, nor 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 money and papers belonging to the Chapter that are in his or her 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 shall act as recording and corresponding secretary of the Executive Committee. The Secretary shall take minutes of each meeting and prepare the previous meeting's minutes for distributing and review by the members attending each meeting. Upon a vote during the meeting, the Secretary shall record the votes cast in the minutes. The Secretary shall be responsible for posting materials and information of the Chapter and the Institute. The Secretary shall attend each regular meeting of the chapter.

The Public Relations Chair shall be responsible for informing chapter members and the student body of upcoming events and activities. They are responsible for producing and distributing flyers for meetings and upcoming events. They must remain in contact with the other chapter officers and know the planned schedule of the Chapter.

The Social Chair is responsible for planning and organizing the social events and parties of the Chapter with the University. North Carolina State University and the College of Design must approve all official AIAS social events, so they do not conflict with any other planned events. He or she must relay any information and/or flyers to the Public Relations Chair that need distributing. The Social Chair should remain in close contact with all of the officers when planning these events.

### SECTION THREE: NONVOTING OFFICERS

The Webmaster is responsible for design maintenance of our local Chapter website. Like Public Relations, this person is responsible for knowing the schedule and events of the Chapter and to communicate these onto the website.

The Faculty Advisor shall be a member of the faculty in the School of Architecture at North Carolina State University. The Faculty Advisor will be a non-voting member of the executive committee.

The Past-President title is a "legacy" position. The Past-President shall have no official responsibility to the organization as the elected officers, but shall serve an advisory role to the new Chapter President and Executive Committee. If the former AIAS President has graduated, then the former Vice President shall serve in the Past President role. If both of these officers have graduated, then another from the previous year's executive committee may serve as Past-President.

Class representatives are responsible to relay important information from the Executive Committee to individual studio classes. They shall attend regular meetings.

## ARTICLE SIX: ELECTIONS

### SECTION ONE: REGULAR ELECTIONS

Elections shall be held at a February meeting of the Chapter in the Spring Semester. Officers shall serve a one-year term concluding at the end of the Fall Semester. At the meeting in which elections are to take place, nominations will be solicited from the membership. Each nominee shall then make a brief statement after which elections shall be held using secret ballot, where all active members may cast votes. Election results will be announced at the end of the meeting with winners being decided by a majority vote.

Proceeding the general elections the "appointed" positions shall be selected. The positions include Webmaster, Representatives, and Committee positions. The A.I.A.S

shall take nominations to fill each position, and the newly elected officers shall choose from the applications by majority vote. It is the responsibility of newly elected officers to select the "appointed" positions.

## SECTION TWO: VACANCIES

Vacancies in elected offices shall be filled by election at the next general meeting. 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:** Elections will be held at the general meeting one week before the end of classes in the fall semester.

**Run-off Elections:** In the event of a tie for any position, a run-off election shall be held at the end of the general meeting in which the elections take place. In the event that the run-off election is 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. In the case that the position being voted on is that of President, the outgoing President will have the authority to call a special meeting to determine the office.

**Rules of Conduct:** Candidates may not run for more than one position at a time. The President, provided that he or she is not running for another term on the Executive Committee, shall be in charge of elections. If the President is running for a position, then the next member of the Executive Committee (as ordered in Article Five), provided they are not seeking a position on the new Executive Committee, shall be in charge of elections. If all officers are seeking a position, then a member of the Chapter choosing not to run for a position shall be elected.

## ARTICLE SEVEN

### SECTION ONE: REGULAR MEETINGS

A minimum of one regular meeting shall be held during each month of the academic year.

### SECTION TWO: SPECIAL MEETINGS

The Executive Committee may call special Meetings at any time, either at its own discretion or at the 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 that meeting.

### SECTION THREE: QUORUMS AND DECISIONS



A quorum shall consist of one-half of the membership of the Chapter membership. A quorum shall be required for all issues requiring a vote.

Any action that is not in reference to elections or amending these bylaws shall be voted on by a show of hands for the members in attendance with the decision being reached by simple majority. For these issues dealing with elections or the amending of these bylaws, all votes shall be done through secret ballot.

## ARTICLE EIGHT

### SECTION ONE: LIMITATIONS OF CHAPTER ACTIONS

No action on this chapter, the Executive Committee, or any other Chapter committee shall directly or indirectly nullify or contravene any act or policy of the Institute, school, or the sponsoring A.I.A Chapter.

### SECTION TWO: PERSONAL IDENTIFICATION WITH THE A.I.A

No member of a Student Chapter may use the seal or initial of the A.I.A. on cards, stationery, signs, or in any other manner make the representations tending to identify himself or herself as a Corporate Member of the Institute. A student member, wishing to identify his affiliation with the A.I.A. may use the term "Student Affiliate Member of the A.I.A.," but never a "Member of the A.I.A" without the qualifying words "Student Affiliate" included. Recorded evidence of violation of this requirement is sufficient to justify disciplinary action by the Student Chapter and the sponsoring A.I.A. Chapter, as well as to jeopardize the individual's future affiliation with the A.I.A.

### SECTION THREE: PERSONAL IDENTIFICATION WITH THE INSTITUTE

"Every Chapter in good standing shall have the right and privilege to print and otherwise use the initials "A.I.A.S." or "AIAS" in reference to said member's name, and the title "Member of the American Institute of Architecture Students." (from article 2.1.6.1 of the National A.I.A.S. Bylaws)

A chapter in good standing is one that is in current payment of dues and other obligations to the A.I.A.S. as outlined in the National Bylaws.

## ARTICLE NINE: 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 A.I.A. Chapter.
- Inspection trips to building projects under direction of the architect

- Promoting competitions and opportunities for involvement with the institute
- Promoting social events such as the annual Beaux-Arts Ball.

## ARTICLE TEN: 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.

### **Amendment I**

The president may choose to delegate responsibility onto the general membership by establishing a committee. A committee is created in order to perform a particular function (e.g. planning an event, establishing a program, doing research, etc.) that the Executive Committee may not have the resources to handle. The President has the authority to establish and terminate a committee at any time.



# North Carolina State University

Department of Student Development  
Division of Student Affairs

Box 7314, Harris Hall  
Raleigh, NC 27695-7314  
(919) 515-2441  
FAX: (919) 515-8078



October 24, 1995

Jeffrey A. Schroeder  
American Institute of Architecture Students  
401 S. Boylan Avenue  
Raleigh, NC 27603

Dear Jeffrey:

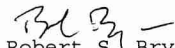
We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now a registered student organization at North Carolina State University entitled to all privileges entailed in that status.

Understand that this registration in no way gives the University or Student Government responsibility for any financial liability which may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds, and it gives you certain on-campus solicitation privileges.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in a loss of registration.

If the Department of Student Development can be of assistance to your group, please do not hesitate to call on us. Good luck with your new group.

Sincerely,

  
Robert S. Bryan, Jr.  
Associate Director  
Student Development

cc: John O'Quinn, President, Student Government  
Dick Parham, Reservations, Student Center  
Catherine Kuhary, Registration and Records