



THE AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS

Constitution and Bylaws for the American Institute of Architecture Students at Belmont University

Article I. Organization Name

The name of this student chapter shall be the Belmont University chapter of the American Institute of Architecture Students (AIAS). In this Constitution, the above named 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 Tennessee Chapter of the American Institute of Architects as the State Chapter; the Nashville Section of the State Chapter with which this Chapter is affiliated as the Sponsoring AIA Chapter; and, the College of Architecture of the Belmont University as the College.

Article II. Purpose

Section I: The purpose of this Chapter shall be: To foster an understanding of 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 aspects of student activities on campus; To promote cooperation among student architects, architectural educators, and practitioners by providing means of intercourse among members of this Chapter and members of the Sponsoring AIA Chapter and other Student Chapters; To enlarge the student architect's, architectural educators, and practitioner's understanding of the present and future potential scope of architectural practice; and, To represent the student of the College collectively in all extracurricular matters relative to the faculty of the Belmont University, the Profession, and other organizations.

Section II: This Chapter is willing to abide by all Belmont University policies and guidelines relating to on or off campus activities, which our club may sponsor or in which we may participate.

Article III. Organization

This Chapter is a nonprofit, unincorporated membership association organized and existing under a charter granted by The Institute through the Nashville Section and the Tennessee Chapter of the American Institute of Architects on and in accordance with the respective Bylaws in the Institute and the sponsoring AIA Chapter.

Article IV. Membership

Section I: Any student in good standing with Belmont University can become a member of this Chapter at any point in the year. There are no restrictions to becoming a member. A person can become a member by showing up at a meeting or event and expressing an interest in the organization. If the person is still interested after participating in a

meeting or event, that person may choose to pay the national and local dues that have been determined for membership for that year. Failure to pay dues will not exclude this person from the group and activities, but will cause this person to lose benefits that go along with becoming a full member.

Section II: National dues shall be determined every summer at the national leadership conference held by the AIAS Council of Presidents. Local dues will be determined at the beginning of each school year by the chapter officers.

Section III. Any member of this Chapter can, at any time, voluntarily withdraw his/her membership from the organization.

Section IV: A member can be removed by informing a chapter officer of their choice to no longer participate. In the event that a member has engaged in conduct detrimental to the purpose and function of the AIAS, that member can be removed from the chapter by an affirmative vote of the majority of the executive board, provided that the member has been given the opportunity to be heard before such termination shall become effective.

Section V: In keeping with Belmont University's policy of nondiscrimination as well as the policy set for every chapter of the American Institute of Architecture Students, this Chapter does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, physical ability or disability, or mental ability or disability.

Article V. Government

The activities of this Chapter shall be administered by the officers, Faculty Advisor, and AIA Chapter Counselor who together shall constitute the Executive Committee. Election or appointment to office and Executive Committee shall be for the term of one year. Any member of the Executive Committee may be removed from office by a two-thirds majority vote from the executive board; vacancies are to be filled as hereinafter provided.

Article VI. Officers

Section I: This Chapter shall be governed by five officers, although the chapter reserves the right to create other positions upon demand (ad-hoc). Officially, these five officers will be called the President, Vice President, Treasurer, Secretary, and NCARB Student Licensing Advisor. Each officer's duties in both Chapter and Executive Committee shall be those customary to those offices and as herein further defined. No one person may serve simultaneously in more than one office. An individual may serve in more than one office under special exceptions approved by a two-thirds vote from the Executive Committee. No one person may serve more than two consecutive terms in one position. All officers must be members of the Belmont University chapter of AIAS.

Section II: The President as executive head of this Chapter shall oversee all responsibilities for this chapter and the responsibilities of each of the officers. Also, the President shall act as spokesman of this Chapter and as its representative at meetings with other organizations and committees unless some other member is delegated by the President to act in any instance. In the event the President position is vacant, the Vice President will fill the remaining term of office. The President will work with the Vice

President to create monthly newsletters/announcements.

Section III: 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 their disability, refusal, or failure to act. In the event the Vice President position is vacant, the highest standing Class Representative will fill the remaining term of office. The Vice President will work with the President to create monthly newsletters/announcements.

Section IV: The Treasurer shall have charge and exercise general supervision of financial affairs and keep the records and books of account thereof. The Treasurer shall have custody of its instruments and papers involving finance and financial commitments. They shall conduct the correspondence relating to this office and shall perform all duties usual and incidental to this office. When a new Treasurer takes office, the retiring Treasurer shall turn over to their successor all the records and books of accounts and all moneys and papers belonging to this Chapter that are in the Treasurer's custody and possession. The incoming Treasurer shall check the same and if found correct shall give the retiring Treasurer a receipt thereof as a complete release of the retiring Treasurer from any liability thereafter with respect thereof.

Section V: The Secretary shall keep documentation, and will write detailed descriptions for all meetings and events for this Chapter. The documentation shall be filed and kept safe for this Chapter so it may be passed along every year to give incoming officers reference to the history of this Chapter. The Secretary is also responsible for gathering paperwork for all meetings, social events, and other digital files for this Chapter; and will maintain such paperwork and files in an organized manner in order to establish a record for sequential years. The Secretary shall be the person of contact for any connections, such as other university organizations, professional firms, companies, etc.

Section VI: The NCARB Student Licensing Advisor shall act as a resource for students regarding any NCARB questions or concerns and be a liaison between students and the National Council of Architectural Registration Boards. The NCARB Student Licensing Advisor shall keep up to date with the current processes and procedures within NCARB, including AXP, ARE, and Certifications. The NCARB Student Licensing Advisor will also host and lead at minimum one meeting per academic year in order to introduce themselves and the topic to students.

Section VII: The Events Chair shall create agendas, socials, workshops, and other gatherings. The Events Chair shall also work closely with the Treasurer, Fundraising Chair, and Social Media & Graphics Chair to coordinate logistics of each event. The Events Chair is also responsible for day-of logistics.

Section VIII: The Fundraising Chair shall create and organize fundraising events and work closely with the Treasurer to understand budgeting and finances.

Section IX: The Social Media & Graphics Chair shall run all current social media accounts (Instagram), create new accounts to broaden our audience (ex: LinkedIn), design posters, flyers, and other graphics to promote the chapter, events, and other activities. The

Social Media & Graphics Chair is also responsible for regularly updating the Chapter website.

Section X: The Class Representatives shall be a liaison between the cohort and AIAS, and act as a spokesperson for the cohort. The Class Representatives are also responsible for the outreach to students during events such as the BruinLink Fair, preview days, etc.

Section XI: The Emerging Professionals (EP) Committee Liaison shall fill a position on the AIA EP Committee and act as a correspondent between the organizations. Serving full time as a member of the AIA group, the Liaison shall also seek opportunities to explicitly intersect the student AIAS group with the professional organization through events, information circulation, etc. This position will exist on a 2 year cycle in correspondence with the EP Committee cycle starting at the beginning of a calendar year.

Section XII: The Faculty Advisor shall be a member of the faculty of the College and shall be elected by a majority vote by the officers of this Chapter. The Faculty Advisor's responsibility to the chapter is solely to provide advice to the executive board regarding events and decisions. The Faculty Advisor may not vote on motions made by the executive board.

Article VII. Elections

Section I: Election of members of the Executive Committee shall occur during the spring semester. Elections shall be by a majority vote. Once a member has won a position on the Executive Committee, their predecessor shall mentor them throughout the spring semester at the duties required to fulfill the position requirements. All officers must be in good academic standing with the University.

Section II: Officers may be removed from the Executive Committee if evidence proves they are not fulfilling their role within the Chapter. Impeachment should be discussed with the Faculty Advisor before action is taken. A majority vote from the executive board is required in order for the Impeachment to be official.

Section III. The Executive Committee shall administer the affairs of this Student Chapter. It shall carry out the policies and instruction of the Student Chapter adopted by and duly called meeting and shall act for and on behalf of this Chapter in all matters within its jurisdiction. It shall meet at the discretion of the President.

Article VI. Finances

Section I: The Belmont University chapter of the American Institute of Architecture Students plans to finance its activities through membership dues, fundraisers, the O'More College of Architecture and Design funding, and sponsorships from the local chapter of the AIA.

Section II: Local membership dues shall be collected along with national dues.

Section III: Certain activities throughout the year will serve as fund raising events in

which an activity or item will be sold to raise money for this Chapter.

Section IV: This Chapter will be allowed to ask the local chapter of the AIA for sponsorship at the monthly board meeting.

Section V: This Chapter will be able to apply for funding and grants through the Student Government Association by completing their application process.

Article VII. Executive Committee Meetings

Section I: The Executive Committee may call meetings at any time.

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

Article VIII. General Provisions

Section I: Limitation of Chapter Actions: No action of this Chapter, the Executive Committee, any chapter committee, or any officer shall directly or indirectly nullify any act or policy of the Sponsoring AIA Chapter or of the Institute.

Section II: Endorsements: Neither this Chapter, the Executive Committee, any chapter committee, nor any of its Officers, committee members, or members, in their respective official capacities, shall approve, sponsor, endorse, recommend, warrant or vouch for, either directly or indirectly, and business enterprise operated for a 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 III: Personal Identification with the Institute: No member of a Student Chapter may use the seal or initials of the Institute on cards, stationery, signs, or in any other manner make representations tending to identify himself as a Corporate Member of the Institute.

Section IV: A student member, wishing to identify his affiliation with the Institute may use the term "Student Associate of the AIA" or "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.

Section V: Anything created or generated by the executive committee during their term of service or anything created or generated by any participant in an official Chapter event becomes property of the chapter infinitum and documentation to be contained within the Chapter archive, whether digital or otherwise. The archive and documentation will be

protected under Article VI section V.

Article IX. Constitutional Amendments

Section I: Amendments to this Constitution may be made at any duly scheduled meeting of this Chapter.

Section II: The Amendment shall be written and presented to the chapter, and shall be agreed unanimously by the Executive Committee. By-laws may also be submitted. By-laws are rules governing the internal workings of the organization and can include:

1. Standing committees of the organization
2. Ad-hoc committees and how they are determined
3. Policies related to the time, location of organization meetings
4. Structures/purpose of committees
5. Statement that Robert's Rules of Order will be followed

Section III: The Amendment shall be publicly discussed at chapter meetings, where the chapter members will vote on it. Two-thirds majority of votes cast at Student Chapter meeting will be required for the passage of any amendments to these Bylaws. Such amendments become effective immediately.