

# The Chapter Constitution

of



## THE AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS

Lawrence Technological University Chapter  
Southfield, Michigan

Adopted May 20, 2020

The American Institute of Architecture Students (AIAS) is an independent, nonprofit, student-run organization dedicated to providing unmatched progressive programs, information, and resources on issues critical to architecture and the experience of education. The AIAS aims to promote excellence in architectural education, training, and practice; to foster an appreciation of architecture and related disciplines; to enrich communities in a spirit of collaboration; and to organize students and combine their efforts to advance the art and science of architecture.

### Article. I. — Establishing a Chapter

#### SECTION. 1.

The name of this student chapter shall be “The American Institute of Architecture Students—Lawrence Technological University Chapter.” Lawrence Technological University (LTU).

In these bylaws, The American Institute of Architecture Students shall be referred to as “The Institute.” The National Board shall be referred to as “Nationals.” The Lawrence Technological University Chapter shall be referred to as “The Chapter.”

### Article. II. — Objectives

#### SECTION. 1.

The Chapter objectives are:

1. To foster an appreciation and understanding of the ideas and objectives of The Institute and to promote and forward the same within the territory of The Chapter.
2. To enhance and promote professional and social aspects of student involvement on the university campus.
3. To encourage fellowship, cooperation and unity between educational, professional and social organizations under The Institute.
4. To enrich chapter members’ understanding, involvement and growth in the current and future scope of architectural practice.
5. To embrace the role of advocacy of these objectives for all architecture students at Lawrence Technological University.

#### SECTION. 2.

The Chapter objectives in Section. 1. shall be advocated in tandem with The Institute’s Vision and Mission Statements:

VISION: Empowering voices, ideas, and actions for the future.

MISSION: Advancing leadership, design, and service among architecture students.

1. WE PROMOTE EXCELLENCE IN ARCHITECTURE EDUCATION, AND TRAINING:  
Architectural practice is constantly evolving and we understand that a large part of this evolution begins within education. The AIAS strives to be ahead of the curve; providing our members with invaluable

experiences that will prepare them for entering the profession and beyond.

2. WE FOSTER AN APPRECIATION OF ARCHITECTURE, DESIGN AND RELATED DISCIPLINES:  
Our events and programs are geared towards encouraging students to discover and ignite their true passions. Each AIAS opportunity is developed to appeal to students of varying backgrounds, experience levels, and interests.
3. WE ENRICH COMMUNITIES IN A SPIRIT OF COLLABORATION:  
Through the Freedom by Design™ program and other community outreach, we empower our members and students as a whole to be good citizens on their campuses and in their communities.
4. WE ORGANIZE STUDENTS AND COMBINE THEIR EFFORTS TO ADVANCE THE ART AND POLICY OF ARCHITECTURE:  
We are the sole student voice in the collateral discussion and decision-making process that include The American Institute of Architects (AIA), The Association of Collegiate Schools of Architecture (ACSA), The National Council of Architectural Registration Boards (NCARB) and The National Architectural Accrediting Board (NAAB).

#### SECTION. 3.

The Chapter objectives in Section. 1. shall be advocated in tandem with The Institute’s Value Statements:

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

### Article. III. — Organization

#### SECTION. 1.

The Chapter is a 501C-3 non-profit membership association, organized and existing under, and by virtue of, a charter granted by The American Institute of Architecture Students on July 18, 1980, and in accordance with the respective bylaws of The Institute.

## **Article. IV. — Membership**

### **SECTION. 1. — Eligibility**

Active Membership: Faculty, staff, Institute members and undergraduate and graduate students currently enrolled at LTU as candidates for degrees in the College of Architecture and Design (CoAD), and who have paid the requisite membership dues as required by The Institute and The Chapter.

1. All active members may attend “Chapter Meetings,” sometimes referred to as General Chapter Meetings, General Business Meetings or General Assembly Meetings.
2. If needed, the active executive board may allow, by a majority vote, students not in the College of Architecture and Design, attending LTU, or others active in the industry, to be active members.

### **SECTION. 2. — Dues**

Dues for every member, new and returning, shall be \$15.00 in addition to The Institute dues, all to be paid by online transaction through The Institute's website (aias.org). Dues shall be honored until before one calendar year of purchasing or renewing the membership; e.g. a membership effective on September 1 will expire on August 31 of the following year.

## **Article. V. — Establishing a Government**

### **SECTION. 1. — The Executive Board**

The governing body of The American Institute of Architecture Students—Lawrence Technological University Chapter shall be referred to as the “Executive Committee.” The congregation of five elected student Offices shall be referred to as the “Executive Board.”

The activities of The Chapter shall be administered by five Officers of an Executive Board, one Faculty Advisor and an optional advisory board of other faculty and practitioners. Officers who fail to maintain eligibility (art. IV, § 1) and perform the duties of their elected office (art. V, § 2) shall, by process of the Executive Committee, be retired from their office. Vacancies are to be filled by the Vice President.

The Executive Board shall direct, control and administer the affairs of The Chapter. It shall carry out the policies and instruction of The Chapter adopted by any duly called meeting. It shall act for and in behalf of The Chapter in all matters within its jurisdiction. The Executive Committee and the Executive Board shall meet at a frequency in the discretion of the President and Vice President.

### **SECTION. 2. — Terms and Titles of Executive Board Officers**

*This section is significantly revised from the February 10, 2015 “Chapter Bylaws” and provides definitions of five Executive Board Officers instead of eleven.*

The voting Offices of The Chapter shall be the “President,” “Vice President,” “Programming Director,” “Treasurer” and “Freedom by Design Director.” This respective order is the default Chain of Command in the event of an Officer unable to fulfill his or her duties unless other designations are made.

The term of the Office shall be one academic year. One person may not serve simultaneously in more than one position. Transitional assistance for new Officers will be provided by outgoing Officers during a Transition Period between the announcement of newly elected Officers and the beginning of the following academic year.

Issues, topics or decisions to be voted on shall be administered by the President and may be arisen by any Executive Board member. At least a

three-fifths majority is required for these general votes. Constitutional revisions and amendments must be unanimous.

### **SECTION. 3. — The President**

The president shall be the executive head of The Chapter and act as spokesperson and representative of The Chapter at all meetings, chapter and university organizations unless another member is delegated under such authority by the President.

The President must have previously been on an Executive Board or a leading active member of two consecutive years of The Chapter if no other nominees are had for the position.

The President's duties are:

1. Prepare a five-minute presentation for the CoAD Convocations at the beginning of the fall and winter semesters promoting The Chapter.
2. Administer or attend Executive Committee, Executive Board and Chapter Meetings.
3. Serve as the communicator between The Chapter and other organizations and correspondents. Administer the appropriate means of communication between The Chapter; e.g. emails, logins, print, organization and brand standards.
4. Serve as the overseer of all public, electronic and social media presence.
5. Serve as liaison of The Chapter with other AIA local and state chapters and local, state and national governments in the United States and Canada.
6. Report directly to the Faculty Advisor and AIAS Nationals
7. Administer Executive Board voting.
8. Approve proposals, purchases and decisions where voting is not necessary.
9. Maintain the overall functionality of The Chapter and oversee a successful Transition Period upon new elections.

### **SECTION. 4. — The Vice President**

The Vice President's duties are:

1. Holding rights to the schedule and calendar of the academic year.
2. Delegating tasks to Executive Board members and ensuring their completion or leading task forces as defined by The Chapter.
3. Assume the duties of vacant offices (due to relief or absence of an Officer) or delegate the position to another active member of The Chapter. The Vice President shall present the new candidate for an Office to the President, and the President shall approve and appoint.
4. Maintain active communication with the President and oversee Executive Board relations.
5. Serve secretarial duties by taking meeting minutes and documenting activities and inventories.

### **SECTION. 5. — The Programming Director**

The Programming Director's duties are:

1. Advocate for the professional development of Members.
2. Coordinate between faculty and students in the event of a student exhibition.
3. Administer the Spring Break Internship Program.
4. Coordinate and direct firm tours and necessary information and travel procedures.
5. Advocate for the membership development of Members.
6. Propose and establish strategies to increase and improve the quantity and quality of members in The Chapter.

### **SECTION. 6. — The Treasurer**

The Treasurer's duties are:

1. Head the budget and all monetary expenses.
2. Exercise general supervision of financial affairs and keep records and books accounted for.
3. Collect dues from Nationals
4. Maintain custody of Chapter funds and monies; e.g. credit account, cash flow, mobile banking and transfers.
5. Produce a written or graphical money report at every Executive Board meeting.
6. The Treasurer shall provide statements of account for the Executive Board, maintain the account held within the school, requesting all monies needed through the school, this shall be executed by maintaining a good relationship with the College of Architecture and Design.
7. Ensure the supplemental funds request form is requested on time from Student Government as well as organize accommodation, transportation, and/or registration for any conferences. The account with the school shall be kept in track and accounted for.
8. The Treasurer shall not be personally liable for any loss of money or funds, nor any decrease in capital, surplus, income, or reserve of any funds or account as long as all acts were performed in good faith. When a new treasurer takes office, the retiring officer shall turn over all records and books of accounts and monies. The incoming Treasurer shall check the same, and if found correct, give the retiring officer a receipt thereof as a complete release from any liability thereafter. All proceeds from annual dues is not required to be used in the academic school year. It is recommended that a portion of the money should be saved to start the next academic year.

#### SECTION. 7. — The Freedom by Design Director

Freedom by Design™, the AIAS community service program in partnership with the National Council of Architectural Registration Boards (NCARB), uses the talents of architecture students to radically impact the lives of people in their community through modest design and construction solutions. The program embraces efforts to provide both design-build and engagement solutions to address 5 barriers:

Physical  
Educational  
Environmental  
Socio-Economic  
Cultural

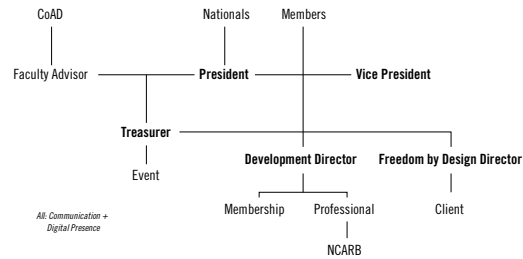
Freedom by Design™ (FBD) encourages students to serve their communities by addressing issues with design solutions. FBD provides real-world experience through working with clients, learning from local licensed architects and contractors, and experiencing the practical impacts of architecture and design.

The Freedom by Design Director's duties are:

1. Meet with clients and organize membership charrettes
2. Handle business involving the design-build process
3. Keep the faculty advisor informed of all FBD activities.
4. Should facilitate the design process and building of at least one project per academic semester or the involvement of members in at least one project in the local community. If the project is large in scope, it is acceptable to complete one project in an elected term.

#### SECTION. 8. — Web of Greatest Influence

The following web mapping shows the connectivity of the five Executive Board Officers relative to other bodies. Tasks and levels of influence are defined in the position duties and are at the discretion of the Executive Board's interpretation.



## Article. VI. — Executive Board Elections

### SECTION. 1. — Procedure

Elections will be announced to members at a timely manner in the spring semester of the academic year but no later than one month before the election will take place. The election shall take place the week following the return of Spring Break according to the Lawrence Technological University Academic Calendar.

For an individual to receive votes for an Executive Board Office, he or she must be nominated. To be nominated, prospects:

1. Must be mentioned in print and be seconded by another individual to be valid.
2. Must follow the submission guidelines as determined by the Executive Board; e.g. email, print or online election service.
3. Must accept or decline nominations within one week of the nomination and adhere to all announced deadlines.
4. May be nominated for more than one position

The Executive Board will determine an election date, time and venue (on-campus, off-campus or virtually).

At the election event:

1. The Offices will be voted upon in the order outlined in art. V, § 2.
2. If a position has only one member running for election, nominations for said position(s) may be opened again for nominations.
3. If a member is running for two positions, they must accept or decline if awarded a position. If accepted, they will not run for the additional position.
4. Speeches shall be a maximum of two minutes long with two minutes following for questions from the attendees.
5. After all position speeches are presented, voting will commence on voting ballots. Once all ballots are collected, the next position speeches will begin, and counting of ballots will commence during this time. The previous position elected will be announced at the end of the following speech but before votes are cast.
6. The above procedures may be adapted or altered at the discretion of the President in the case of an urgent scenario or a virtual or digital venue.
7. The newly elected officials will assume their offices on the date of the beginning of the summer semester; marking the beginning of the new academic year.

### SECTION. 2. — Rules and Regulations

An Election Committee is to be appointed by the President and Vice President. This committee may consist of any individuals including the active Executive Board.

The committee must determine a medium to receive nominations. Individuals running for each Office will be presented at the beginning of the election event.

Voters must be active AIAS members at the time of the election event.

The active Vice President is to take minutes for nominations and elections. Minutes shall include all individuals nominating, whom they nominate and who seconds the nomination. Minutes shall include whether a nomination is accepted or denied.

At the conclusion of the election event, the active President will announce the newly elected Officers. The Vice President will record their names and means of contact. The announcement of new Officers will be made public valid immediately after commencing the election event. The President will notify the Faculty Advisor.

### **SECTION. 3. — Transitions**

The Transition Period (art. V, § 2) must take place between the completed election and the beginning of the following fall semester.

Transitions shall take place both as meetings with incoming and outgoing Executive Boards and as one-on-one meetings with respective Offices. The Vice President shall record minutes of all transition meetings.

A retreat event may be held and organized by the Development Director. Formalities at the retreat will include an official assumption of the Offices for incoming Executive Board Officers. If no such retreat or meeting is realized, the incoming Offices are assumed on the first day of the academic school year of the fall semester.

The incoming Officers will receive access and rights to The Chapter's filing system and the outgoing Officers will be removed from having access. The President will administer the on-campus office and digital workspaces for Officers.

### **SECTION. 4. — Vacancies**

Any vacancies in elected Offices shall be filled by the Vice President as defined in art. IV, § 4.3.

The process to relief of an Executive Board Officer will happen when a member is consecutively not fulfilling their duties. A relief and replacement of an Officer must be discussed and voted upon unanimously by the other four Officers and the Faculty Advisor.

## **Article. VII. — Chapter Meetings**

### **SECTION. 1. — Chapter Meetings**

A minimum of one Chapter Meeting is to be held every calendar month. Announcements of meeting activation or cancellation shall not be less than one week.

### **SECTION. 2. — Quorum of Executive Board Meetings**

A quorum is defined as the majority of the Executive Board Officers, or three out of five. A quorum must be had in order to hold an Executive Board Meeting. Any and all decisions at meetings shall be made or approved by a majority present at the meeting.

## **Article. VIII. — Chapter Provisions**

### **SECTION. 1. — Limitation of Chapter Actions**

No action of The Chapter, Executive Board, a Committee, Officer or Member shall directly or indirectly nullify or contravene any act or policy of the Institute or the University

### **SECTION. 2. — Endorsements**

Neither The Chapter or any individual representing The Chapter, shall directly or indirectly endorse or recommend any enterprise operated for profit, a political party or candidate, material, object, device or process. All endorsements are subject to the approval of the University via the Faculty Advisor.

### **SECTION. 3. — Advertisements**

Advertisement of any product, material, facility or device used in or for the construction of buildings, or method of handling, using, distributing or dealing with any of the aforementioned, or any person, firm, corporation or association dealing with the aforementioned, is prohibited.

### **SECTION. 3. — Personal Identification with Nationals**

No member of a Student Chapter may use the seal or initial of Nationals on cards, stationery, signs or any other manner that may identify him or herself as a member of Nationals. The National's seal may, however, be changed to include "Lawrence Technological University," thus making the seal acceptable for use in The Chapter. Refer to The Institute's most updated branding regulations.

## **Article. IX. — Activities**

### **SECTION. 1**

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

1. Bringing Guest Lecturers to the University that promote education and awareness to architecture and the AIA; e.g. Arch Record, AIA Mentor, AIA Michigan, IDP Lecturers. Subject to the approval of the University via the Faculty Advisor.
2. Promote panel discussions concerning architectural issues; e.g. Past President, AIA, Study Abroad.
3. Providing real-world experience opportunities for members; e.g. Professional Mentor Program, Spring Break Internship, Mentor/Mentee Program.
4. Promoting competitions and opportunities for involvement with the Chapter, University and Institute; e.g. design competitions, charrettes, Fine Grain.
5. Promoting social events; e.g. annual Halloween Party (originated 1985), annual spring social event (originally called "Spring Gala" in 1986), Beaux-Arts Ball, Freedom by Design Concert, Silent Auction.
6. Provide Members with educational architectural media

### **SECTION. 2— Recognition and Awards**

The Chapter may give monetary awards to members, faculty or staff. Each award shall be bestowed on behalf of The Chapter by a unanimous vote of the Executive Board after due consideration of the nominees and their work. The token of each award shall be given in the form of a medal, plaque, certificate or otherwise as seen fit.

## **Article. X. — Amendments**

Amendments to this Constitution may be proposed at any regularly scheduled Chapter Meeting. Written petitions signed by at least five Members shall be proposed to the Executive Board at a Chapter Meeting. The proposal will be either voted on at the next soonest Executive Board meeting or will be in waiting if the subject has a prerequisite. This Constitution may be referred to as the "2020 Constitution" for reference in the case of amendments, which follow.

# Amendments to The Chapter Constitution

## **Amendment. I.**

### **SECTION. 1 — Activation of The Chapter**

The Chapter shall remain active in existence should the University or College announce significant alterations to the academic calendar.

The Executive Board shall make every effort to hold regularly occurring meetings, events and elections should interferences occur.

### **SECTION. 2 — Precedence**

In the case of the inability to convene on-campus; e.g. University-wide online instruction:

1. Announce cancellation or alternatives to scheduled events in a timely manner.
2. Hold elections by virtual means in accordance to art. VI. If elections cannot be held on the regular time of the spring semester, the current active Executive Board Officers will retain their positions until the soonest election event can be held.
3. The Chapter shall continue to meet and publish materials.
4. The President and Vice President shall enact measures to continue an active Chapter.