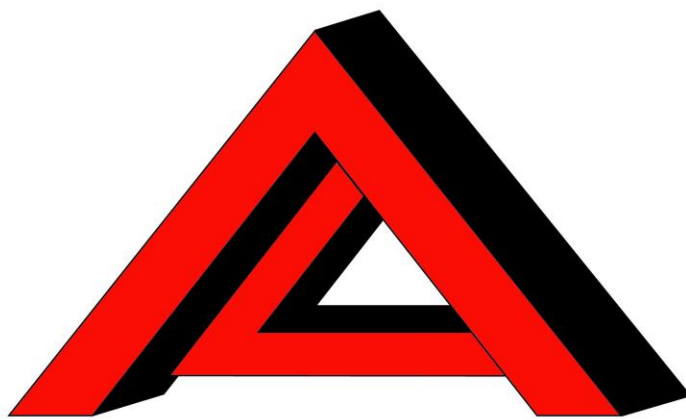


*Wake Technical Community College
American Institute of Architecture Students Chapter*



WAKE TECH AIAS

Updated Fall 2015

AIAS Bylaws Constitution

AIAS Chapter Bylaws:

PREAMBLE

The intent of these Bylaws is to outline the procedures and regulations governing the *Wake Technical Community College chapter of the American Institute of Architecture Students*

ARTICLE I Section 1: NAME

The official name of this student chapter shall be the American Institute of Architecture Students Wake Technical Community College, hereinafter referred to as the Wake Tech AIAS. In these Bylaws, the national American Institute of Architecture Students shall be referred to as "the institute".

Article I Section 2 Purpose: NONDISCRIMINATION

The American Institute of Architecture Students shall not be discriminatory in terms of race, ethnicity, religion, color, age, sex, sexual orientation, national origin, citizenship, gender, physical or mental ability, marital status, financial or social status. (Organizations classified as social fraternities or sororities need not include the word "sex".)

Article I Section 3 OFF-CAMPUS ISSUES

This organization and/or its members, when taking stands on issues, recognizes and will fulfill the obligation to make clear that it/they in no way represent(s) the official position of the Wake Technical Community College, Raleigh.

Article I Section 4 CAMPUS POLICIES

This organization and/or its members, when conducting organizational business, on or off campus, recognizes and will uphold the College's Alcohol & Other Drug's Policy.

ARTICLE II: 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 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 III: ORGANIZATION

This Chapter is a non-profit incorporated membership association organized and existing under and by virtue of a charter granted by the American Institute of Architecture Students, in accordance with the respective bylaws of the American Institute of Architecture Students.

ARTICLE IV: MEMBERSHIP

Section I. Eligibility

All students, faculty, and staff of Wake Technical Community College shall be eligible for membership in the Wake Tech AIAS.

Section II. Active Membership

Students who have paid the requisite membership dues as required by the chapter and the institute are considered active members. Active members must attend the required amount of meetings established for membership by the Executive Board. Any student considered an active member shall also be a voting member.

ARTICLE V: GOVERNMENT

Section I. Executive Committee

The activities of this Chapter shall be administered by Officers; Directors; one Faculty Advisor; who together shall be for a term of one year. Officers and Directors who fail to maintain eligibility (Article Four: Section One) and perform the duties of their elected office (Article Five: Section Two) shall, by due process of the Executive Committee, be retired from office; vacancies are to be filled as hereinafter provided. The Executive Committee 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 and shall act for and in behalf of the Chapter in all matters within its jurisdiction. The Executive Committee shall meet bimonthly in addition to monthly general meetings or otherwise at the discretion of the President.

Section II. Officers' Terms and Duties

The officers of this Chapter shall be the President, Vice President, President-elect, Treasurer, and Secretary. Succession of office shall be in the aforementioned order in case of vacancy before an appointment or an election has filled the position. The term of office shall be one year and no person may serve simultaneously in more than one position. Transitional assistance for new officers will be provided by outgoing officers during the period between the announcement of election results and the end of the academic year.

- A. Chapter President
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 local AIA Chapter and all School Faculty meetings. A report on Faculty and AIA activities will be made at each regular meeting of the Chapter. The President shall hold regular meetings with the faculty advisor. These meetings shall occur monthly, either before or after the general meeting, or otherwise at the discretion of the President. The President shall attend all regular meetings of the Chapter.
- B. Chapter Vice President
The Vice President shall possess all the powers and duties of the President in the event of absence, disability, refusal, or failure of the President to act as outlined above. An election will be held to fill the position of Vice President in the event that he/she must assume the office of 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 services and drives. These activities may include but not be 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; and distributing membership materials throughout the academic year. The Vice President shall be responsible for organizing and participating in all Community Service projects undertaken by the chapter. In the event that there are two Vice Presidents they will be Co-Vice Presidents and share the duties of the office. The Vice President(s) shall attend all regular meetings of the Chapter.
- C. President-elect
The President-elect shall assume the office of President after serving a one-semester term as President-elect beginning in January of each year. The President-elect shall act as but not assume the office of President in the event of absence, disability, refusal, or failure of the President and Vice President to act as outlined above. An election will be held to fill the positions of President and Vice President and the President-elect shall subsequently resume his/her duties. The President-elect shall act as liaison to any other organization to which members of the Chapter are affiliated. The President-elect shall attend all regular meetings of the Chapter.
- D. Past President

The Past President shall serve in an advisory, non-voting role. The Past President will serve as a transition director after elections.

E. Treasurer

The Treasurer shall have charge and exercise general supervision of financial affairs and keep the records and books or account thereof. The Treasurer shall prepare budgets, collect amounts due, and shall have custody of its instruments and papers involving finance and financial commitments. The Treasurer shall not have custody of any form of physical currency, he/she may collect checks written. He/she 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. When a new treasurer takes office, the retiring Treasurer shall turn over all the records and books of accounts and papers belonging to the Chapter that are in his/her custody or possession. The incoming Treasurer shall check the same and, if found correct shall give the retiring Treasurer a receipt thereof as a complete release from any liability thereafter with respect to the aforementioned.

F. Secretary

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 distribution and review by the members attending each meeting. Upon a vote during a meeting, the Secretary shall record the votes cast in the minutes. The Secretary shall be responsible for the posting of materials and information of the Chapter and the Institute. The Secretary shall act as the Marketing and Brand Director to ensure all distributed communication maintains a cohesive brand image. The Secretary shall attend each regular meeting of the Chapter.

G. First Year Student Government Association Representative

First Year SGA Representative shall be elected to represent the first year and act as liaison between the Executive Committee and the membership. These responsibilities may include but not be limited to voicing member concerns and distributing materials from the Vice President to the members. Each Director shall be a member of the class he/she represents. Directors shall attend all regular meetings of the Chapter.

Section III. Removal of Officers

A. Officers who do not fulfill their responsibilities or knowingly hinder the development of the Wake Tech AIAS may be removed from office.

B. Removal charges must be given to the current faculty advisor in writing. Written notification will then be given to the accused officer and he/she will have one week to prepare a defense. The Faculty Advisor shall then call a meeting of the Wake Tech AIAS. At that time, the accused officer will present his/her defense and a vote will be taken.

C. Officers shall be removed by majority vote of quorum.

Section IV. Other Positions

Committee Chairpersons and other positions shall be appointed by the Executive Committee. Specific duties of each chair shall be outlined by the Vice President. Chairperson will be responsible for making reports to the Executive Committee upon request. The Executive Committee shall have the power to remove any Chairperson upon advice of the Vice President.

ARTICLE VI: ELECTIONS

Section I. Regular Elections

Elections shall be held no later than six weeks following the start of the college's spring semester for all officers who shall assume duties at the final general meeting of the Chapter (usually held in May). Officers shall serve a one-year term concluding at the end of the following academic year. Two weeks prior to the elections meeting, nominations will be solicited from the membership. All nominees will be verified as actual candidates and upon verification will be placed upon a ballot for the office nominated. A public election process shall be held using the secret ballot method, where all active members may cast votes. Winners will be decided by majority vote.

Section II, Vacancies

Vacancies in elected offices shall be filled by election at the next general meeting after nominations from the floor. 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 III, Procedures

- A. **Schedule**
Nominations will be solicited two weeks prior to the elections meeting. Ballots will be struck one week before the elections, at which time, no further names can be placed on the ballot. Polls will be open an adequate amount of time to accommodate class schedules. Write-in candidates will be permitted on the ballot for floor nominations only. Votes will be tabulated by the Chapter Executive Board and overseen by (in the presence of) one of the Directors. Winners will be announced the day of the Elections, or by the following day depending on the number of ballots to be counted. Winners will not be given prior notice of results. The number of votes received by each candidate will not be posted but will be available to any member upon request.
- B. **Run-off Elections**
In the event of a tie vote for any position, a run-off election shall be held one week following the original election. In the event the run-off election is also a tie, the Executive Committee will break the tie by a majority vote at the next regular Executive Committee meeting or a special meeting called by President.

ARTICLE VII: FACULTY ADVISOR

Faculty members of Wake Tech AIAS become Faculty Advisors as appointed by the Dean. Faculty Advisors shall assist in the planning, supervision, and direction of the organization.

ARTICLE IX: CHAPTER MEETINGS

Section I, Regular Meetings

The Executive Board shall call meetings at specified times throughout each semester. At least four days notice shall be given for any general meeting of the Chapter.

Section II, Special Meetings

Special meetings may be called by the Executive Committee at any time, either at its own discretion or at the written request of twenty percent of the Chapter members. Business considered at a special meeting shall be limited to that prescribed in the notice for the meeting.

Section III, Parliamentary Authority

All regular and special meeting of Wake Tech AIAS shall be conducted using parliamentary procedure as described by Roberts Rules of Order, Newly Revised.

Section IV, Quorum

Quorum shall be defined as fifty percent(50%) plus one (1) of the total active members of the chapter present at any given meeting. Decisions at meetings shall be made or approved by a majority vote unless otherwise required by this constitution. The President will only vote in the event of a tie.

ARTICLE X: GENERAL PROVISIONS

Section I, 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 Institute or school.

Section II, Personal Identification with the Institute

No member of a Student Chapter may use the seal or initial of the Institute on cards, stationary, signs, or in any other manner make representations tending to identify himself as a member of the Institute. A student member, wishing to identify his affiliation

with the Institute may use the term Student Chapter Member of the A.I.A.S. but never as "Member of the A.I.A.S." 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 III. Endorsements

Neither the Chapter, nor anyone representing the Chapter, shall directly or indirectly make endorsements or recommendations of any enterprise operated for profit, or a political party or candidate, or a commerce material, object, device or process.

ARTICLE XI: 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 AIA Chapter.
- Inspection trips to building projects under direction of the architect.
- Sponsoring design competitions and charrettes.
- Promoting competitions and opportunities for involvement with the Institute.
- Publishing an AIAS Chapter Newsletter
- Organizing Trips
- Promoting AIAS national events

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ARTICLE XI: AWARDS

This chapter may, from time to time as funds or other means become available, make awards to members, faculty or staff. Each award shall be bestowed on behalf of the Chapter by concurring majority vote after due consideration of the nominees and their work. The token of each award shall be in the form of a certificate, or otherwise as the Executive Committee sees fit. So far as possible, the awards shall be presented at any monthly Chapter meeting.

ARTICLE XII: AMENDMENTS

Section I. Procedure for Amendments

Proposed amendments must be delivered to the PRESIDENT in writing. The PRESIDENT, having received the proposed amendment, shall schedule a meeting of the organization. At this time, the amendment shall be read aloud, discussed, and voted upon.

Section II. Ratification

This bylaws may be amended by a THREE-FOURTHS (3/4) VOTE of quorum.

ARTICLE XIII: REVIEW OF BYLAWS

The National Vice President of the American Institute of Architecture Students shall have the ability to review the Bylaws of the Chapter.