

AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS
UNIVERSITY OF COLORADO AT DENVER CHAPTER BYLAWS

ARTICLE ONE: NAME

The name of this student chapter shall be the American Institute of Architecture Students–University of Colorado at Denver Chapter.

In these Bylaws, the American Institute of Architecture Students shall be referred to as “The Institute.”

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 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 American Institute of Architecture Students in accordance with the respective bylaws of the American Institute of Architecture Students.

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 (including Architecture/ Construction, Structural Design, or Architectural Engineering) and who have paid the requisite membership dues as required by the Chapter.

Supporting Membership–Any Faculty, Staff, Institute Member, or student enrolled at University of Colorado. Supporting members are permitted to attend all meetings but shall not retain voting privileges.

Section Two, Dues and Assessments

Dues for Active and Supporting Members alike shall be Sixty-Five Dollars and are payable immediately upon submission of application, dues shall be honored until September of the next academic year. After the Fall Membership Drive, names and required dues shall be submitted to the Institute. The Board may, by vote of three-fourths 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

The activities of this Chapter shall be administered by six officers; Student Directors from each studio section; one Faculty Advisor; and one AIA Chapter liaison (typically the President) 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 or otherwise 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, Publicist and Past President. 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.

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 dean of the college and 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.

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 outline 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 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 or account thereof. The Treasurer shall prepare budgets, collect amounts due, and receipt for and have custody of Chapter funds and monies, and make disbursements thereof and 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. 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 any decrease in capital, surplus, income, or reserve of any fund or account resulting from any acts performed in good faith in conducting the usual business of the office. When a new treasurer takes, office, the retiring Treasurer shall turn over all the records and books of accounts and all monies and papers belonging to the Chapter that are in 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.

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 attend each regular meeting of the Chapter.

The Publicist shall have charge over all Chapter advertising needs. These responsibilities include posting flyers to announce chapter events and meetings. This role also may include keeping the Chapter website up-to-date.

The Past President shall be a non-voting advisory position being held by the individual who held the position of President in the previous year's board. In the case that the Past President has graduated or left the Department of Architecture for any other reason, this position may be vacant.

Directors shall volunteer to represent each studio section with at-large Directors serving as needed. They will act as liaisons 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. No person may serve simultaneously as an Officer and a Director. Each Director shall be a member of the class he/she represents. Directors shall attend all regular meetings of the Chapter.

The Faculty Advisor shall be a member of the faculty of this college and shall be nominated by the Executive Committee. The Faculty Advisor shall be a non-voting member of the Executive Committee.

The AIA Liaison shall be a member of the local AIA Chapter and shall be nominated by the Executive Committee. The AIA Liaison shall be a non-voting member of the Executive Committee.

Section Three, Other Positions

Committee Chairpersons shall be appointed to the various AIAS committees by the Executive Committee. The specific duties of each Chair shall be outlined by the Vice President. Chairpersons 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 SIX: ELECTIONS

Section One, 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. An election shall be held using the secret ballot method, where all active members may cast votes. Election results will be posted and announced the day of Elections, or by the following day depending on the number of ballots to be counted. Winners will be decided by majority vote.

Section Two, Vacancies

Vacancies in elected offices shall be filled the same day after nominations from the floor. Winners will be decided by majority vote.

Section Three, Procedures

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. Elections will be held no later than six weeks following the start of the college's Spring semester. 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 Board and overseen by (in presence of) one of the Directors. Winners will be announced the day of 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. Running for the position of Chapter President: To run for the position of Chapter President, you must have previously held a leadership position with the AIA or AIAS. When you submit your intent to run for President, you must include what leadership position(s) you have had. Therefore, for this position only, there can be no floor nominations.

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 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.

Rules of Conduct: Candidates may not run for more than one position at a time. Candidates will observe all Dean's Office posting policies in regards to elevators, studios, doors and windows, and atrium railings. The Elections Committee Chair and all poll workers shall be members of the Chapter and shall not run for office during the elections they oversee. Poll workers will not campaign for (through display or speech) or otherwise endorse any candidate. Upon inquiries by voters, poll workers will direct voters to the location of campaign materials. Such materials will not be permitted within fifteen feet of the poll site. Voters must produce an I.D. to verify their eligibility to vote. Candidates and voters will at no time be closer than fifteen feet of the poll site except to cast a vote and while voting will not campaign for (through display or speech) or otherwise endorse any candidate. Complaints of any kind will be addressed to the Elections Committee Chair and referred to the Executive Committee for consideration.

ARTICLE SEVEN: CHAPTER MEETINGS

Section One, Regular Meetings

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

Section Two, 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 Three, Parliamentary Authority

Robert's Rules of Order, Newly Revised shall govern the conduct of all meetings. A quorum shall be necessary for the transaction of any business. A quorum shall be defined as the majority of elected Officers. Decisions at meetings shall be made or approved by a majority vote unless otherwise required by this constitution.

ARTICLE EIGHT: GENERAL PROVISIONS

Section One, 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 Two, 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 of a commerce material, object, device, or process.

Section Three, Advertisements

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

Section Four, 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.

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 AIA Chapter.
- Inspection trips to building projects under direction of the architect.
- Providing real world experience opportunities for members through programs such as the Professional Mentor Program.
- Sponsoring design competitions and charrettes.
- Promoting competitions and opportunities for involvement with the Institute.
- Promoting social events such as the Young Architects Awards Gala (YAAG), and others.

ARTICLE TEN: 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 vote of all or all but one of the Executive Committee members after due consideration of the nominees and their work. The token of each award shall be in the form of a medal or engrossed certificate, or otherwise as the Executive Committee sees fit. So far as possible, the awards shall be presented at any monthly Chapter meeting, or at a joint meeting with the local AIA chapter may decide other appropriate places or times as seen fit.

ARTICLE ELEVEN: 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.