

The American Institute of Architecture Students

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

The American Institute of Architecture Students (AIAS) at The Ohio State University. Affiliated with the national organization: The American Institute of Architecture Students.

ARTICLE II. ORGANIZATION PURPOSE

The American Institute of Architecture Students (AIAS) at The Ohio State University is a nonprofit, student-led organization committed to advancing the educational and professional development of architecture students. Our purpose is to foster excellence in architectural education, cultivate leadership and collaboration, and prepare students to contribute meaningfully to the built environment and to society. Through programs, resources, and community engagement, we promote an appreciation of architecture and related disciplines, enrich our local and national communities, and unite students in advancing the art and science of design.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

AIAS at The Ohio State University *agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with these guidelines.*

Section B. Hazing

AIAS at The Ohio State University *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

Section C. Bylaws

AIAS at The Ohio State University *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in these constitutional articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities Department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

Membership in AIAS at The Ohio State University shall be open to all currently enrolled students who support the mission and purpose of the organization.

1. Equal Opportunity

No student shall be denied membership on the basis of race, color, creed, religion, national origin, gender, age, disability, veteran status, sexual orientation, or any other protected class as defined by university policy and law.

2. Voting Membership

At least ninety percent (90%) of the voting membership must consist of currently enrolled students at the Columbus campus of The Ohio State University.

Section B. Member Selection

Membership in AIAS at The Ohio State University is voluntary and open to all students who wish to participate. The process for becoming a member is as follows:

1. General Body Membership

Any student may become a General Body Member by joining the organization's GroupMe. General Body Members are eligible to attend workshops, social events, and professional development events.

2. Enhanced Membership

Students who purchase an AIAS chapter sweatshirt are recognized as Enhanced Members. Enhanced Membership provides additional benefits, including eligibility to attend firm tours and priority access to professional development events.

3. National Membership

Students involved with AIAS at The Ohio State University are encouraged to purchase a National Membership with American Institute of Architecture Students for further opportunities but are not required.

All students are free to join or leave the organization at any time without retribution, retaliation, or harassment.

Section C. Membership Timeline

Membership in AIAS at The Ohio State University is open on a rolling basis. Students may join the organization at any time during the academic year by following the membership process outlined in Section B. Membership remains open throughout both fall and spring semesters to ensure that all interested students have the opportunity to participate in organizational activities and benefits.

Section D. Member Removal

Members of AIAS at The Ohio State University are expected to uphold the values of the organization and conduct themselves in a manner consistent with the mission of AIAS and the policies of The Ohio State University.

1. Grounds for Removal

A member may be considered for removal for any of the following reasons:

- Failure to comply with university policies, including the Code of Student Conduct.
- Conduct that disrupts the mission, purpose, or activities of the organization.
- Harassment, discrimination, or behavior that threatens the safety or well-being of others.
- Failure to fulfill membership requirements as outlined in this constitution or chapter bylaws.

2. Removal Process

- Establishing Grounds: Concerns regarding a member's conduct must be submitted in writing to the Executive Board and the organization's advisor.

- Notification: The member in question will be notified in writing of the charges against them and will be given the opportunity to respond and present their perspective.
- Review: The Executive Board, in consultation with the advisor, will review the evidence and the member's response.
- Vote: A two-thirds (2/3) vote of the Executive Board is required to remove a member.

3. Appeal

The member may appeal the decision by submitting a written request for reconsideration to the organization's advisor within two weeks of the removal decision. The advisor's decision shall be final.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

- Complete advisor training every two years
- Complete the anti-hazing training module available on BuckeyeLearn or through stophazing.osu.edu
- Submit online approval of the organization's registration every year
- Submit online approval of the organization's goals every year
- Submit online approval of any Council on Student Affairs (CSA) Operating or Programming funds requests initiated by the organization's treasurer
- Follow applicable laws, regulations, university rules, policies and guidelines
- Complete relevant reporting obligations
- Be able to communicate with executive board within a timely manner.

Section B. Advisor Term

The advisor shall serve a term of one (1) year, beginning at the start of the academic year. Advisors are eligible for reappointment at the conclusion of their term.

Section C. Advisor Selection

The Knowlton School of Architecture shall appoint the student organization's advisor.

Section D. Advisor Replacement

In the event of an advisor's resignation or removal, the organization's executive board shall notify the Knowlton School of Architecture. The school will then appoint a new advisor following its established procedures. The new advisor will assume responsibilities for the remainder of the current term and may be eligible for reappointment.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

The Executive Board shall consist of the President, Vice-President, Secretary, and Treasurer

1. The Executive Board may also include elected chairpersons of roles deemed necessary by the Council of Officers and general members. Such roles may include Communications Chair, Graphics Chair, Freedom By Design Director, Fundraising Chair, Outreach Chair, and Class Representatives across Knowlton cohorts.

President

1. The President shall preside at all meetings of the Club.
2. The President is responsible for external communication, such as monthly communication to the advisor and keeping in touch with the National Chapter.
3. The President is responsible for setting the standard of organization and dedication to the Club.
4. The President is responsible for setting the goals and vision for the organization.

Other Responsibilities of this role include:

- A. Primary leadership on internal communication
- B. Being the official spokesperson of AIAS.
- C. Setting the agenda for weekly board meetings.
- D. Re-registering AIAS with the OSU Student Affairs Office as required by OSU.
- E. Attending other necessary meetings as a representative of AIAS.
- F. Filling in and assigning any residual responsibilities based on the goals of the club.

Vice-President

1. The V.P. will support the President in duties as needed.
2. The V.P. will perform the duties of the President in their absence.

Other Responsibilities of this role include:

- A. Attending external meetings in the absence of the President.
- B. Maintain internal communication within the organization, and OSU and KSA staff, if needed.

Treasurer

1. The Treasurer is responsible for setting a financial vision for the organization.
2. The Treasurer shall keep accurate records for long-term financial security.
3. The Treasurer is responsible for demonstrating financial wellness practices, including the ethical spending of funds.
4. The Treasurer shall oversee the transition of accounts at the end of term and ensure minimum balance at transition is met.

Other Responsibilities in this role include:

- A. Applying for funding.
- B. Building and maintaining a budget.
- C. Approving and monitoring spending of the organization.
- D. Leading fundraising efforts.
- E. Collecting dues.

Secretary

1. The Secretary is responsible for keeping a record of every meeting in the form of meeting minutes.
2. Setting and sending reminders to members on events, deadlines, meetings, etc.
3. Keeping a record of event/meeting attendees.
4. Keeping a record of organization supplies.

Section B. Officer Eligibility

Officer eligibility is based on good standing with AIAS and The Ohio State University. Officers must be able to attend all meetings, be available for weekly discussion and be committed to the betterment of the organization. Officers must be an undergraduate or graduate student. Officers in higher level positions are preferred to have previous experience on the executive board.

Section C. Officer Selection Process

Students who have established eligibility may submit an application during the spring term for an officer position for the following academic year via a form submitted to the Executive Board (consisting of the President, Vice President, Treasurer, and Secretary). Any Executive Board member applying for a different officer position must recuse themselves from all deliberations and decisions regarding that position.

The remaining members of the Executive Board will review all applications and, through a majority vote, select a slate of candidates for each position. A majority vote is defined as more than half (50% +1) of eligible voting Executive Board members.

Once the candidate slate is finalized, it will be presented to the general body of AIAS at The Ohio State University for a vote. Officer positions will be filled by a simple majority vote completed by general body members.

In the event that no candidate receives a majority of votes, a runoff election between the top two candidates will be conducted utilizing the same rules as the prior vote. Final announcements of selected officers will be made before the end of the spring term to ensure a smooth transition of leadership.

Section D. Officer Removal

If an officer is not in compliance with University or AIAS guidelines in this document, they will receive warnings of removal that they can appeal. If breach of conduct is severe enough, action for removal will go to a 2/3 vote from the entire executive board. The acting advisor can act as a tie breaking vote. The Executive Board has the right to report reason for removal to AIAS National to evaluate membership rights. Should the 2/3 vote take action to remove an officer the acting board will redistribute roles of position until a new officer can fill the vacancy.

ARTICLE VII. ORGANIZATION LEADERSHIP

Section A. Dissolution Requirements

If the organization is no longer able to fulfill its mission, maintain active membership, or operate in alignment with the goals of the Knowlton School of Architecture and The Ohio State University, a proposal for dissolution may be initiated by the executive board. The decision to dissolve must be approved by a two-thirds (2/3) majority vote of active members at a scheduled meeting.

Section B. Dissolution Procedures, including Assets and Debts

Upon approval of dissolution, the Executive Board (President, Vice President, Treasurer, and Secretary) shall be responsible for overseeing and executing all

dissolution procedures. If any positions are vacant at the time of dissolution, remaining officers will assume these responsibilities collectively.

The organization must:

1. Notify the Knowlton School of Architecture and the Office of Student Life of the intent to dissolve.

1. Notify the Knowlton School of Architecture and the Office of Student Life of the intent to dissolve.
2. Settle all outstanding debts and financial obligations prior to disbanding, with the Treasurer taking primary responsibility for financial reconciliation.
3. Transfer any remaining physical or digital assets to the Knowlton School of Architecture or another university-affiliated entity, as directed by the school, with oversight from the Executive Board.

Rules Regarding Dissolution:

1. Under no circumstances may the organization leave debts to The Ohio State University or any of its entities.
2. All financial and material resources must be handled in accordance with university policies and procedures.
3. The Executive Board shall ensure all actions are completed and documented prior to final dissolution.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Amendments to this constitution may be proposed by any active member of the organization. All proposed amendments must be submitted in writing to the executive board for review and discussion.

Section B. Approval Process

The executive board shall meet to review and discuss any proposed amendments. Adoption of an amendment requires a two-thirds (2/3) majority vote of the executive board members present at the meeting. The acting advisor can submit a vote in the case of a tie.

Section C. Submission and Approval

Once approved by the organization, the amended constitution must be submitted to the Ohio Union and Student Activities Department for review and approval within 30 days of adoption.

Section D. Rules Regarding Constitutional Amendments

If the organization transitions leadership or wishes to amend the constitution between registration cycles, the current constitution remains in effect until a new version is officially approved.

No amendment shall take effect until it has been reviewed and approved by the Ohio Union and Student Activities Department in accordance with university policy.