

**The Charter of
The Ohio State University Chapter of
The American Institute of Architecture Students Constitution**

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization

Section 1: Name: The Charter of The Ohio State University Chapter of The American Institute of Architecture Students

Section 2: Purpose: 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.

AIAS VALUE STATEMENTS:

IMPACT: We advocate for and enact positive change.

COMMUNITY: We foster an inclusive network of peers that learn from, support, and drive one another.

GROWTH: We inspire students to reach their greatest potential through meaningful learning opportunities.

PASSION: We pursue large goals and aspirations through each member's enthusiasm.

PERSPECTIVE: We link the profession's opportunities to architectural education.

BALANCE: We promote respectful relationships, an environment of diversity, and a thriving studio culture

Objectives:

- A. To collaborate with other KSA leadership, organizations, or resources for event planning cohesion and the development of the community.
- B. To provide a framework for member retention/recruitment by sponsoring events such as:
 - a. -Guest speakers
 - b. -Site/Firm Visits
 - c. -Professional development workshops
 - d. -Networking events

AIAS NATIONAL

- I. The Organization, and all of its members, shall operate under and abide by the standards and regulations set forth by The American Institute of Architecture Students.
- II. Under no circumstances shall the officers of the Organization allow the Organization's active member status within The American Institute of Architecture Students or The Ohio State University to be jeopardized by circumstances within their reasonable control.

Section 3: Non-Discrimination Policy:

AIAS at The Ohio State Chapter does not discriminate 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 bases under the law, in its activities, programs, admission, and employment.

The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. Ohio State does not discriminate 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 bases under the law, in its activities, programs, admission, and employment. (Affirmative Action, Equal Employment Opportunity & NonDiscrimination/Harassment 1.10)

Article II - Membership: Qualifications and categories of membership.

General membership shall refer to the individual student members of the chapter and non-voting associate members, collectively. No member may be excluded from membership on the basis of race, sex, religion, disability, national origin, or sexual orientation.

- A. *General Rights and Duties of Members.* Every member of the organization in good standing shall have and may exercise and use all of the rights and privileges of his/her category of membership conferred by law or granted by the provisions of these Bylaws or by the Council of Officers.
- B. *Literature.* Members in good standing shall receive communications of the organization and from the quadrant to which they belong, under terms which the respective governing boards shall fix.
- C. *Amendments to Membership Provisions.* Changes in membership eligibility or qualifications set forth in these Bylaws shall not be retroactively applied.
- D. *Good Standing.* To be in good standing in the organization, members must have paid all dues (\$25, twenty-five dollars, as of 2022) and other obligations due to the organization and actively participate in the procedures of the chapter.
- E. *Benefits.* Members in good standing shall receive access to the year's chosen regalia, and access to the events stated in Article I, Section 2, B.

- F. *Non-voting Associate Members.* These shall be counted as any person interested in participating with the organization not enrolled at the Ohio State University. To access the events stated in Article I, Section 2, B, the Associate Member shall pay the AIAS National membership rate (\$60, sixty dollars, as of 2022).

II.a. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee

Article III – Methods for Removing Members and Executive Officers

1. *Removal by Members.* The Council of Officers shall remove from office any member of the Council of Officers, when presented with a petition of dissatisfaction signed by two thirds majority of the general assembly of members.
2. *Removal by the Council of Officers.* The Council of Officers, by a two-thirds majority vote, may remove any member of the Council of Officers for refusal, neglect, or failure to perform the duties of his/her office, or for any act the Council of Officers deems to be contrary to the policies and instructions of the Council of Officers or to be detrimental to the best interests of AIAS. The Council of Officers shall offer the opportunity to said member of the Council of Officers to be heard on his/her behalf, but the Council of Officers' action shall be final and conclusive. The vote shall be by secret ballot.
3. *Termination of Membership.* Each member of the student body of a school with a chapter may remain a member of the chapter (in accordance with each respective chapter's provisions) until said member terminates his or her membership in AIAS. Membership shall be terminated: (1) by resignation from the organization, or (2) by default in yearly payment of obligations to the organization under the conditions prescribed in these Bylaws.
4. *Resignation from Membership.* A member in good standing may resign from the organization in writing. The resignation shall be offered in writing to the organization through the assigned chapter or to the national office, and if the individual is eligible to resign, the chapter shall forward the resignation to the national office in a timely manner. The resignation shall become effective as of the date of receipt of the letter of resignation by the national office.
5. *Termination for Default.* If a member is in default, membership shall be terminated and the member and the assigned chapter so notified. Termination for default of chapter dues will be initiated only on request of the governing board of the chapter.
6. *Loss or Suspension of Interests, Rights and Privileges.* Any individual who resigns, is suspended, or is terminated from membership thereby loses all rights and privileges granted by law or these Bylaws, including the right to use the organization's name or symbol until reinstated in good standing.

Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

The Council of Officers shall consist of the President, Vice-President, Secretary, and Treasurer

1. The Council of Officers may also include elected chairpersons of roles deemed necessary by the Council of Officers and general members. Such roles may include Events Coordinator, Graphics Chair, Freedom By Design Director, and Graduate Chair.

Officer Roles:

a. President.

- i. Setting goals and a vision for the organization
- ii. Effectively representing the organization to the community
- iii. Building future leaders
- iv. Providing motivation and support
- v. Running and often scheduling any leadership team or general body meetings
- vi. Communicating with the organization members, leaders, and advisors
- vii. Completing most of the annual registration requirement

b. Vice-President.

- i. Providing motivation and support
- ii. Management
- iii. Aiding the president in any other duties

c. Secretary.

- i. Keeping a record of every meeting in the form of meeting minutes
- ii. Setting and sending reminders to members on events, deadlines, meetings, etc.
- iii. Keeping a record of event/meeting attendees
- iv. Keeping a record of the organization's supplies

d. Treasurer.

- i. Setting a financial vision for the organization
- ii. Keeping accurate records for the long-term financial security
- iii. Demonstrating financial wellness practices, including the ethical spending of funds
- iv. Applying for funding
- v. Building and maintaining a budget
- vi. Approving and monitoring spending of the organization
- vii. Leading fundraising efforts
- viii. Collecting dues

e. Advisor.

- i. Complete an advisor training session once every two years
- ii. Review and Approve the organization's online registration information each year, thereby also agreeing to serve as the advisor for another year
- iii. Review and Approve the organization's goals
- iv. Review and Approve/Deny the organization's CSA funding requests, if and when they are submitted

- v. Review and Approve reservations of space or equipment, as requested by the University department granting the reservation

Article V- Election / Selection of Organization Leadership

1. The Organization shall be led by a Council of Officers, each of whom shall be elected during the Spring Semester for the following academic year.
2. A member of the Organization must maintain an active role in the Organization for a minimum of two semesters in order to be eligible to run for office for the following academic year. Priority for officer positions will be given to individuals who served as a Chairperson or Representative the previous year.
3. Officer elections shall be open to democratic vote by all active members, the results of which must receive the approval of the existing Council of Officers before going into effect. The Council of Officers reserves the right to reject any officer elected through popular vote based on that individual's status within the Organization as well as their qualifications for a specific position. In the event that the Council of Officers rejects the results of any member vote, the Council of Officers shall propose nominations and cast votes within no more than one (1) week of the election.
4. Under no circumstances shall the Council of Officers contain less than two (2) positions held by underclassmen or non-graduating seniors.

Article VI - Executive Committee: Size and composition of the Committee.

The Executive Committee shall be composed of the Council of Officers and any other chairperson of standing committees and student representatives.

Article VII - Standing Committees (if needed): Names, purposes, and composition

1. The election process for all chairpersons shall be parallel to that of the officers and shall occur during the same election unless otherwise decided by the council of officers.
2. The establishment and dissolution of committees shall be at the discretion of the Council of Officers and the Advisor.
3. Committees shall consist of no less than three (3) active members of the Organization, and operate on a volunteer basis.
4. Representatives of the various graduating classes shall assist the officers and chairpersons with the various functions, programs, and activities of the Organization.
5. Freshmen, or first year, and Senior, or fourth year, Representatives may be appointed by the Council of Officers when and if deemed necessary.
6. Sophomore, or second year, and Junior, or third year, Representatives shall be elected through a process parallel to that of the Officers and Chairpersons.
7. The responsibilities of each Officer, Advisor, Chairperson, Committee Member, and Representative shall be established and documented at the start of his/her term.

Article VIII – Advisor(s) or Advisory Board: Qualification Criteria

The Council of Officers shall operate under the guidance of a Faculty Advisor which must be approved by the School and the organization.

1. The Faculty Advisor shall be a faculty member of the School, and must maintain an active role in the activities and operations of the Organization.
2. Terms of office for the Faculty Advisor shall be indefinite and at the discretion of the School and the Organization.

Article IX – Meetings and events of the Organization: Required meetings and their frequency

1. The functions, programs, and activities of the Organization shall be governed by a series of committees established by the Council of Officers and directed by an official chairperson.
2. The Organization shall compose an Agenda at the start of each Autumn Semester. This will guide the functions, programs, and activities of the Organization for the academic year. This document shall, among other things, set various goals for the Organization, establish various committees, and provide a tentative schedule of activities.
3. The Organization shall hold general meetings no less than three (3) times per academic semester, and host no less than one (2) school-wide function per academic year.
4. The Council of Officers shall meet on a bi-weekly basis. Any other committee shall meet at their own discretion.

The Organization reserves the right to amend this document at any time for implementation the following academic year.