

**Constitution and By-Laws of**  
**The National Organization of Minority Architecture Students**  
***“A Student Chapter of a Professional Organization”***

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We the students of the National Organization of Minority Architecture Students Chapter of the National Organization of Minority Architects (NOMA) have come together to enhance our education, network with professionals, and begin to define solutions which will ensure a healthy living and working environment for the total community.

We find, as underrepresented students studying architecture and adjacent design disciplines, a community of purpose and cultural experience that warrants our combined efforts in the advancement of our future profession, our respective activities in it, and the needs of the communities we will serve.

As underrepresented students in architecture, we bring valuable perspectives and experiences that uniquely position us to address challenges within historically marginalized communities. By coming together to share ideas, resources, and support, we strengthen our ability to grow as future leaders in the profession.

To these ends, we establish this organization on the foundation of shared academic and professional goals, building a community that fosters fellowship, mentorship, and mutual support while celebrating excellence, heritage, and diversity.

**ARTICLE I - NAME**

The name of this association shall be the Ohio State University’s Student Chapter of NOMA; hereafter referred to as National Organization of Minority Architecture Students - NOMAS.

**ARTICLE II - PURPOSE**

This association has been organized to operate exclusively for charitable, scientific, social, and educational purposes, including, but not limited to the following:

1. To foster communication, cooperation, solidarity, and fellowship among students of architecture who are underrepresented or historically marginalized. We affirm the inclusion of individuals across diverse racial, cultural, gender, and identity backgrounds, recognizing the intersectionality of these experiences. NOMAS is committed to advancing equity, justice, and belonging within architectural and design-related education and the profession. While our activities center these communities, membership and participation are open to all who support the mission, by-laws, and spirit of NOMAS.

2. To collectively represent the students in all matters related to the curriculum, faculty, and administration of NOMAS, including advocating for equitable access to resources, inclusive and culturally responsive teaching practices, and policies that support the success and well-being of all students.

3. To serve as an advisory body to the dean of the school, providing input and recommendations on programs, policies, and initiatives that support students' academic, professional, and personal development

4. To recommend policies within the school provided that such policies do not conflict with the school constitution or with the policies and programs expanded determined by the Institution's Senate .

5. To collectively represent students of the school to other campus organizations, their representatives, and the community.

6. To encourage, originate, and implement initiatives and processes of interest and value to students of the school.

7. To provide a hub for sharing information and resources that support underrepresented students.

8. To maintain connection with professionals and technicians whose work affects the physical environment.

9. To form an effective source of motivation and inspiration for students and to maintain an active role in the education of up-and-coming architects.

10. To advocate for the interests of historically underrepresented students in architecture and related design fields by engaging at the campus and community level on issues that

impact the built, social, and cultural development of our local communities.

11. To promote awareness and commitment to creating a quality living, working and recreational environment that supports both current and future communities.

12. The chapter encourages providing opportunities for professional development, mentorship, and networking with practitioners and allied professionals.

## **ARTICLE III - MEMBERSHIP**

### *Section 1: ELIGIBILITY*

A. Membership and participation will not be restricted on the basis of age, citizenship, color, disability, gender, race, religion, national origin, political affiliation, sexual orientation, or veteran status. Membership may only be limited if an individual is unable to participate in activities essential to the organization's purpose. Eligible members are students actively enrolled in accredited schools of architecture, related design disciplines, or approved architectural curricula at institutions offering degrees in these fields.

B. National NOMA student members are required to furnish NOMA with any changes of address as they occur.

C. Members shall maintain a passing grade point average and comply with the school's academic regulations.

D. Each member is entitled to one vote in their student chapter meetings.

### *Section 2: MEMBERSHIP TYPE*

A. Any member who meets NOMAS criteria and is in good standing with the National Organization shall be admitted to membership in the chapter.

B. Transfer from one chapter to another is automatic as long as that member remains in good standing with NOMA.

C. Membership may be suspended or revoked for failure to meet eligibility requirements, violations of the NOMAS bylaws, institutions code of conduct, or non-payment of dues.

Prior to revocation, the chapter shall consult with their NOMA National Regional University Liaison and provide the member notice and an opportunity to appeal.

D. Former members may be reinstated by meeting eligibility requirements and fulfilling any conditions for reinstatement established by the NOMA National.

## **ARTICLE IV - FEES AND FINANCE**

### *Section 1: AMOUNT OF DUES*

National and Chapter Dues shall be paid as follows:

A. NOMA National Student Member Dues: \$45.00 Annually\*

\* National member fees are subject to change at the discretion of the National Board of NOMA. The dues reflected in this document are current as of the date of this document and should be updated to reflect the national member fees set forth by the national board of directors. National member fees should be confirmed each year by contacting the national membership committee chairperson and/or referencing the national website at [membership.noma.net](http://membership.noma.net).

B. NOMAS Chapter Dues \$15.00 Annually\*\*

\*\* NOMA does not require NOMAS chapters to charge any additional fees beyond the national NOMA dues.

### *Section 2: PAYMENT OF DUES*

A. Payment of National dues shall be based on the terms specified by NOMA.

B. If a NOMAS chapter chooses to collect dues, payment should be collected annually. Collected at any point in the year, particularly in the beginning of the fall semester, a potential member must pay the additional NOMAS due, as indicated above. In return they will receive a NOMAS "Starter Kit."

### *Section 3: FISCAL YEAR*

The fiscal year shall begin on the first day of September of each and every year.

## **ARTICLE V- STUDENT EXECUTIVE BOARD**

### *Section 1: COMPOSITION*

The Student Executive Board shall consist of elected officers. Officers of the chapter become members of the Board upon assuming office.

### *Section 2: METHOD OF ELECTION*

All elections are to be conducted by secret ballot and must be won by a simple majority—50% plus one of those voting. Only those members attaining the status of active member shall be eligible to vote in the general elections.

## **ARTICLE VI - STUDENT COMMITTEES**

The President of the chapter may appoint the subject to the approval of the Student Executive Board, such committees as the Board deems advisable, with such duration, functions, and authority as the board prescribes. There will be an Event Planning Committee, an Outreach Committee, and a Graphics Committee. Any member of NOMAS can suggest additional committees to the Executive Board for consideration. The Executive Board combined with the Student Committee Chairs will be known as The Board in the rest of this document.

## **ARTICLE VII - STUDENT MEETINGS**

### *Section 1: REGULAR MEETINGS*

The Student Executive Board shall call the first regular meeting of each year within the first two weeks of the beginning of each school year, at the time and place as may be determined by the President or the faculty advisor. Subsequent meetings of the chapter shall be held at times and places determined by the general body. NOMAS meetings will be set by The Board at the beginning of each semester. These will remain consistent throughout the semester and determined again at the start of the next.

### *Sections 2: SPECIAL MEETINGS*

The President shall, at his or her discretion call a special meeting to consider important matters requiring immediate attention. Members must be notified at least 24 hours prior to the meeting. These meetings can take place at any time outside of the regularly scheduled times.

### *Section 3: ATTENDANCE*

All members are encouraged to attend regularly scheduled meetings. All Student Executive Board members are expected to attend all meetings. If a member of The Board acquires 3 unexcused absences, that person will have a meeting with the Executive Board on how to proceed in NOMAS. Excused absences include, personal or family illness, death in the family, emergency situations, religious holidays, and pre-approved appointments or events.

### *Section 4: ORGANIZATION OF MEETINGS*

The President shall convene meetings of the chapter. In the absence of the Secretary, the chairman shall appoint an acting secretary for the meeting.

### *Section 5: RECORDS OF MEETINGS*

Minutes for all meetings will be prepared by the Secretary and a copy of the minutes shall be supplied to each member of the Board and periodically to National NOMA. All minutes and records of meetings shall be securely stored electronically for future reference. All meeting records will be placed in the NOMAS Google Drive Accounts, in their proper folders for future records.

### *Section 6: QUORUM, MANNER OF ACTING AND ADJOURNMENT*

At meetings of the Student Executive Board, the presence of a simple majority of the Board then serving shall constitute a quorum for the transaction of business and the actions of a majority of the Board members voting shall be the Acts of the Board

### *Section 7: PARLIAMENTARY PROCEDURES*

The rules set forth in the current edition of Robert Rules of Order, Newly Revised, shall govern in all cases where not in conflict with the by-laws and any special rules and orders

that the chapter may adopt.

## **ARTICLE VIII- OFFICERS**

### *Section 1: OFFICERS:*

The officers of NOMAS shall be President, Vice President, Secretary, Treasurer, and Historian; all of whom shall be elected by the membership. One member of the board shall be an underclass student expecting to return the following year, if possible. Preference for the role of Vice President is given to an underclass student.

### *Section 2: TERM OF OFFICE:*

All officers shall hold office for one academic year and may serve a maximum of two consecutive terms, unless an additional term is required to meet the requirements for maintaining active chapter status. Each officer shall hold office until a successor is duly elected or until they resign or are removed in the manner herein provided. An elected officer may only serve in the position once and must change their position annually if they wish to remain on The Board.

### *Section 3: RESIGNATION OF OFFICERS*

Any officer may resign by giving written notice to the Student Executive Board. When a vacancy occurs during the year, The Executive Board may, by majority vote, elect a successor to serve for the remainder of the term of the vacant position.

### *Section 4: REMOVAL OF OFFICERS*

Any officer failing to fulfill their appointed duties shall be subject to removal from the board by the general student body of the chapter. To be removed, a petition which lists grounds for such action must contain signed names of 25% of the active members of the chapter. Any officers may be removed by a 2/3 vote favoring removal by the active membership of the chapter. If an officer is to be relieved of their post due to improper conduct or behavior, removal will be approved by the Executive Board and Advisor. Removal from post can be appealed until a replacement officer has been appointed, at which point, removal is permanent. Removal from office does not mean revocation of membership. If breach of

conduct is severe enough, revocation of membership will be considered during proceedings for removal from office.

### *Section 5: VACANCIES*

Vacancies shall be announced to the general membership at least [14] days prior to being filled. Temporary appointments to fill vacancies shall take place at the next scheduled general body meeting following such announcement.

### *Section 6: PRESIDENT*

The President shall preside at all meeting and carry out shared duties and responsibilities prescribed in these by-laws and Robert's Rules of Order. The President shall represent or designate a representative of the chapter at all campus organizations requesting a liaison. The President, with approval from the Student Executive Board, shall appoint or remove any or all officers not directly elected by the general body. The President shall preside at all meetings of the Club and be responsible for external communication, such as monthly communication to the advisor and keeping in touch with the National Chapter. The President must also set the standard of organization and dedication to the Club and is responsible for setting the goals and vision for the organization. Other responsibilities that pertain to this office are being the official spokesperson of NOMAS, setting the agenda for weekly board meetings, and re-registering NOMAS with the OSU Student Affairs Office as required by OSU. Further, the President must attend other necessary meetings as a representative of NOMAS and delegate any residual responsibilities based on the goals of the club.

### *Section 7: VICE PRESIDENT*

In the absence of the President, the Vice President shall act in all respects in the stead of the President. In addition, the Vice President shall carry out all duties required of that office by these by-laws and shall perform such other duties as from time to time may be assigned by the Student Executive Board. The V.P. must also attend external meetings in the absence of the President and maintain internal communication within the organization, and OSU and KSA staff, if needed. Since preference for V.P. is given to an underclass student, this position should oversee smooth transition from term to term.

### *Section 8: SECRETARY*



The Secretary shall keep minutes of all meetings, sign minutes of these meetings, and other instruments requiring the signature of the Secretary. The Secretary will perform other duties incident to the office of the Secretary, including keeping an updated roster and collecting, read and filing all correspondence. All records, including minutes and correspondence, shall be securely stored electronically for future reference and archival purposes. The Secretary is responsible for keeping a record of every meeting in the form of meeting minutes and setting and sending reminders to members on events, deadlines, meetings, etc. They shall keep a record of event/meeting attendees and a record of organization supplies.

### *Section 9: TREASURER*

The Treasurer shall make financial reports at meetings. The treasurer shall be the accounting and budget officer of the chapter and shall keep full and accurate accounts of all financial transactions in books belonging to the chapter. The treasurer shall be responsible for controlling and disbursing funds under the jurisdiction of the chapter and shall be the only person other than the President to have direct access to the treasury of the chapter. The Treasurer is responsible for setting a financial vision for the organization, keeping accurate records for long-term financial security, and demonstrating financial wellness practices, including the ethical spending of funds. The Treasurer shall oversee the transition of accounts at the end of term and ensure minimum balance at transition is met. Other responsibilities that pertain to this office are applying for funding, building and maintaining a budget, approving and monitoring spending of the organization, corresponding on fundraising efforts, and collecting dues.

### *Section 10: HISTORIAN*

The Historian shall be responsible for updating and maintaining the website and e-mail list-serve and keeping a photo, written or graphic record of all NOMAS events. All records shall be securely stored electronically to ensure accessibility and preservation for future reference. If the role of Historian is not filled by an individual, it is the responsibility of The Board as a whole to upkeep the history and fulfill all duties of this post.

## **ARTICLE IX - FACULTY / PROFESSIONAL ADVISORS**

### *Section 1: NUMBER, QUALIFICATIONS AND TERMS OF OFFICE*

The chapter shall maintain at least one advisor who is a faculty member of the host

institution, ensuring continuity and alignment with academic resources. In addition, the chapter may appoint an external advisor, such as a local architect or NOMA professional, to provide broader perspectives and connections to the architectural community. Advisors are expected to actively support and advocate for the mission of NOMAS, offering guidance, mentorship, and advocacy on behalf of the chapter. The duration of service for each advisor shall be established by the Student Executive Board or the appointing authority, with the option for renewal based on the needs of the chapter and the advisor's continued commitment. The Advisor to this organization shall be a faculty or staff member at the Ohio State University, preferably working within the Knowlton School of Architecture. The term in office for an OSU Advisor is two years as specified by The Ohio State University. If the Advisor fails to meet their duties and responsibilities, they can be removed and replaced as the Executive Board sees fit.

## *Section 2: DUTIES*

The advisor of the chapter shall have input on the affairs of the chapter from an administrative point of view. The Advisor must complete an advisor training session once every two years, review and approve the organization's online registration per OSU requirements, thereby also agreeing to serve as the advisor for another year. The Advisor must review and approve the organization's goals, review and approve/deny the organization's CSA funding requests, if and when they are submitted, and must attend one Executive Board meeting per month.

# **ARTICLE X - AMENDMENTS**

## *Section 1: PROCEDURES FOR AMENDMENTS*

An amendment to these by-laws must be initially submitted to the Student Vice President in the form of a petition containing signed names of 2/3 active members. The proposed amendments are then formally submitted to the general body for the debate at a general body meeting. A majority vote is then required at the general body meeting for ratification pending National NOMA approval. The proposed amendments must be submitted to the NOMA Regional University Liaisons, and further to the NOMA National Board for final approval. The proposed amendment must be presented to The Board at least one week prior to the date of voting.