



KANSAS STATE UNIVERSITY

AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS
Kansas State University Chapter
DATE: 01/2023
VALID THROUGH: Spring 2023-Spring 2024

2023 CONSTITUTION

ARTICLE I: Name and Purpose

The American Institute of Architecture Students (AIAS) is an independent, nonprofit, student-run organization dedicated to providing unmatched programs, information, and resources on issues critical to architectural education. Additionally, it is run as a Departmental Organization through the College of Architecture, Planning and Design at Kansas State University.

Section 1: In this Constitution, the American Institute of Architecture Students shall be referred to hereafter as AIAS. This Constitution will also refer to the Kansas State Chapter of the American Institute of Architecture Students as “the Chapter.”

Section 2: The mission of the Kansas State University Chapter of the American Institute of Architecture Students shall be 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.

ARTICLE II: Membership and Eligibility

Section 1: Membership shall be open to all Kansas State students passionate about the AIAS mission statement.

Section 2: To be eligible for membership, one must do the following:

- Pay membership dues;
- Be an enrolled Kansas State University student;
- Attend monthly meetings;
- And abide by The Constitution.

Section 3: Voting Members VS Non-Voting Members

An active member is any undergraduate or graduate student who is currently enrolled at Kansas State University, in good academic standing, and has paid the requisite membership dues as required by the Chapter. Active members having voting privileges.

A supporting member is any faculty, staff, or institute member from Kansas State University. Supporting members are permitted to attend all meetings and events but shall not retain voting privileges.

Section 4: Membership Dues

Chapter dues for active members are established by and within accordance with the rules of the Officer Board,

outlined in Article IV. Dues are payable immediately upon submission of the membership application. Membership dues are to be renewed and honored until September 1st of the next academic year. The Chapter shall continue to accept membership applications and dues to AIAS throughout the academic year. Membership dues may vary per year and are made payable via AIAS.org. If the cost of membership dues is too great of a financial burden that is preventing a student from obtaining membership, accommodations may be made to offset costs.

ARTICLE III: Meetings

Section 1: A minimum of one member meeting will occur at the beginning of each month while school is in session. Typically, member meetings are hosted in a crit room with free pizza on Mondays or Wednesdays.

Section 2: Members will be notified via email, GroupMe message and Instagram Post seven days prior, the day before and day of the member meeting in accordance with the responsibilities of the Publications and Social media chair, as outlined in Article V.

Section 3: In the event of a meeting not regularly scheduled, at least 48-hour notice must be provided for the Chapter.

Section 4: A minimum of two Officer Meetings shall be held each month of the academic year in which there should be at least 7-days notice given to the officers by the President. If an officer is unable to attend a member or officer meeting, a courtesy email or notification is expected to the President or President-Elect in order to maintain good standing.

ARTICLE IV: Officer Board

Section 1: The Chapter shall have the following officers: President, President-Elect, Treasurer, Secretary, Historian, Past President, AIA/AIXP Liaison, Events Coordinator, Freedom by Design Director/Project Manager, Freedom by Design Fundraising Chair, Freedom by Design Public Relations Manager, Fundraising Chair, Publications/Social Media Chair, Material Store Chair, Representatives, along with a faculty/staff advisor.

Section 2: Officers must be properly elected, in good standing at Kansas State University, enrolled at the College of Architecture, Planning and Design, and present for the majority of AIAS events, officer meetings and member meetings.

Section 3: Officers compose the Officer Board. The Officer Board shall direct, control, and administer the affairs of the Chapter. It shall carry out the policies and instruction of the Chapter in all matters within its jurisdiction. The Officer Board shall establish and adopt rules and regulations to supplement the provisions of this Constitution as it deems necessary by means of a simple majority.

Section 4: If an officer feels that their position is too overwhelming at any time, they hold the right to ask the Officer Board to add supplementary board member(s) to assist with their duties; however, the new board-elect must get a majority vote to be instituted.

ARTICLE V: Duties of the Board

Section 1: President

The President shall be the executive head of the Chapter, set agendas, and act as the spokesperson and representative of the Chapter to faculty, members, and professionals at all meetings, organizations, events,

councils, and committees, unless another member is delegated such authority by the President. These include (but are not limited to) the Dean's Advisory Council, ICC, AIAS Midwest Quad, Communications and Events Committee for the Architecture Department, etc.

The President should meet with the Faculty Advisor on a regular basis. These meetings shall occur monthly, either before or after the general member meeting, or otherwise at the discretion of the President and Faculty Advisor. Additionally, the President is responsible for:

- Upholding and directing efforts of the Chapter towards the purpose of AIAS;
- Notifying members and officers of meetings and conducting meetings;
- Maintaining relationships with the Midwest Quad Director, the Council of Presidents, and AIAS; - Maintaining and ensuring the Chapter is registered annually with the Office of Student Activities and Services as a Department Student Organization at Kansas State University;
- Ensuring elections are held fairly;
- Overseeing the financial circumstances of The Chapter;
- Ensuring that the Chapter's dues are paid through AIAS;
- Authorizing reimbursements;
- Attending Grassroots and Forum;
- Appointing a temporary replacement until the position can be filled via a special election in the event of vacancy of the Officer Board;
- Representing the Chapter on the Dean's Advisory Council or delegate the responsibility to another officer; - Ensuring all meetings are planned and organized;
- Leading regular meetings of the Chapter and Officer Board unless delegated to another officer.
- Obligation to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.

Section 2: President-Elect

The primary directive of the President-Elect is to assist the President in the administration of the Chapter.

Duties include:

- Assuming the office of President if the President is absent or no longer able/willing to serve; - Assisting the President in directing the efforts of the group towards the purpose of the Chapter and AIAS; - Directing meetings in the absence of the President;
- Communicating with officers (President, Historian, Treasurer, Events Coordinator, etc.) to obtain information necessary for creating Member Meeting presentations;
- Overseeing membership recruitment;
- Attending Grassroots and Forum;
- Facilitating all activities relating to membership services and drives;
- Coordinate with the Year Representatives and bring concerns to the attention of the Officer Board;
- Attending all regular meetings and events of the Chapter and Officer Board.
- Obligation to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.

Following the completion of the President's term, the President-Elect assumes the position of President and a new President-Elect is chosen. The President-Elect shall possess all powers and duties of the President in the event of absence, disability, refusal, or failure of the President as outlined in Article VII.

For sake of clarity, when communicating externally the role of President-Elect in the Chapter, the President-Elect may use the title of "Vice-President."

Section 3: Treasurer

The primary directive of the Treasurer is to charge and exercise general supervision of financial affairs. Duties include: - Keeping accurate records and books of the Chapter's finances;

- Preparing an annual budget;
- Ensuring the bills of the organization are paid;
- Collecting dues, receipts, funds of events from the Kansas State University Student Governing Association; - Having custody of the Chapter's funds in order to make disbursements thereof and having custody of its instruments and papers involving finance and financial commitments;
- Working alongside Material Store Chair to manage and facilitate the AIAS Material Store operations; - Setting competitive prices of the AIAS Material Store;
- Conducting correspondence relating unto this office and shall perform all duties usual and incidental.
- Obligation to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.

The Treasurer shall not have the right to authorize reimbursements without dispensation from the President. The Treasurer shall be able to inform the Officer Board of the financial status of the Chapter during officer meetings. The Treasurer shall attend all regular meetings and events of the Chapter and Officer Board.

Section 4: Secretary

The primary directive of the Secretary is to act as record and correspondence of the Officer Board. Duties include: - Taking Minutes of general and the Officer Board meetings located in the Google Drive;

- Recording the attendance of members and officers at meetings;
- Preparing the previous meeting's Minutes for distribution and review by other members and officers attending each meeting;
- Document changes in the Constitution as established by the Officer Board;
- Upon a vote, the Secretary shall record the votes cast in the minutes;
- Shall be responsible for filing and organizing of any and all of the Chapter's materials;
- Attending all regular meetings and events of the Chapter and Officer Board.
- Obligation to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.

If the Secretary is absent and cannot take the required minutes of meetings, the duty must be fulfilled by the Historian.

Section 5: Historian

The primary directive of the Historian is to organize documents deemed worthy of archival by the Officer Board. Additionally, the Historian shall maintain a record, written and photographic of all Chapter events, activities, and functions. These responsibilities may be shared between the Secretary and Historian. Duties include:

- Recording steps taken in planning events, the time and date of the event, information related unto cost, pictures of the event, attendance, and membership's reception of the event;
- Presenting of records at the following Officer Meeting;
- Coordinating with the Events Coordinator and Publications Chair as needed;
- Shall provide materials collected from past events for the Publications Chair for dissemination, the Officer Board for discussion or the Events Coordinator for consideration in planning of future events;

- Updating of the Chapter's website and calendar;
- Attending all regular meetings and events of the Chapter and Officer Board.
- Obligation to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.

If the Secretary is absent and cannot take the required minutes of meetings, the duty must be fulfilled by the Historian.

Section 6: Past-President

All former Presidents not removed from office under Article VII assume the role of Past-President. The primary directive of the Past-President is to ensure the observance of this Constitution by the Officer Board and the Chapter. The Past President is responsible for directing the transfer of officer positions. Prior to an election, they shall contact all declared nominees to explain the respective duties and obligations of their desired roles and to field any questions. Post-election, the Past-Presidents shall ensure all officer materials are delivered unto the appropriate incoming officer. Past-Presidents are highly encouraged, but not required to attend all meetings and events of the Chapter and Officer Board.

Section 7: AIA/AXP Liaison

The American Institute of Architects (AIA) and Architecture Experience Program (AXP) Liaison's role is to facilitate free and concise communication between students, professionals, and other interested parties as directed by the Chapter.

The Liaison is responsible for contacting relevant chapters of AIA (such as AIA Flint Hills, AIA Kansas, and AIA Kansas City) in order to coordinate joint-events and maintain a line of contact with professionals.

The Liaison must inform students on the requirements of AXP and serve as an educator. They shall meet with representatives of the National Council of Architectural Registration Boards (NCARB) and attend required seminar courses.

The Liaison shall attend all regular meetings and events of the Chapter and Officer Board.

The Liaison also has an Obligation to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.

Section 8: Events Coordinator

The primary directive of the Events Coordinator is to coordinate and oversee all major Chapter events. Duties include:

- Organizing and coordinating each semester Quad Conference, Grassroots, and Forum;
- Being the primary coordinator alongside the President for events including Beaux Arts and other larger events;
- Documenting and recording all who attend the conferences and assist in the payment and registration process;
- Working with the Historian as needed in the planning and documentation of events;
- Working with the Treasurer and Fundraising Chair in the planning of events;
- Coordinating necessary communication and materials for events;
- Facilitating one or multiple committees to assist in event production;
- Attending all regular meetings and events of the Chapter and Officer Board.
- Obligation to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.

Section 9: Freedom by Design Director

The primary directive of the Freedom by Design (FBD) Director shall act as a link between the local AIAS chapter FBD program and the AIAS National Office AND responsible for the oversight of a specific Freedom by Design Project. Duties include:

- General oversight of the of the program and FBD Officers;
- With support from the President, informing Officers and Members at meetings with FBD updates;
- Attending Grassroots and Forum;
- Attending all regular meetings and events of the Chapter and Officer Board.
- Obligation to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.

It is highly recommended to regularly reference the FBD manual.

Section 10: Freedom by Design Project Manager

The primary directive of the Freedom by Design (FBD) Project Manager/Director shall act as a link between the local AIAS chapter FBD program and the AIAS National Office AND responsible for the oversight of a specific Freedom by Design Project. Duties include:

- Locating eligible FBD Projects for the Chapter;
- Establishing a schedule for the project and overseeing the completion of the project;
- Facilitating and appointing of a committee within the Chapter to complete FBD Projects;
- Attending Grassroots and Forum;
- Attending all regular meetings and events of the Chapter and Officer Board.
- Obligation to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.

It is highly recommended to regularly reference the FBD manual.

Section 11: Freedom by Design Fundraising Chair

The Freedom by Design (FBD) Fundraising Chair is responsible for developing a fundraising strategy and locating donated materials for Freedom by Design Projects. Duties include:

- Executing plans to raise funds, locating materials, and overseeing the completion of the project under the authority of the FBD Director;
- Researching and applying for grants through AIAS Nationals and Kansas State;
- Developing an understanding of project costs and materials;
- Working alongside the Chapter Treasurer and Fundraising Chair;
- Attending all regular meetings and events of the Chapter and Officer Board.
- Obligation to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.

It is highly recommended to regularly reference the FBD manual and attend Grassroots and

Forum.

Section 12: Freedom by Design Public Relations Manager

The Freedom by Design (FBD) Public Relations Manager, or Historian, is responsible for recording the progress of the FBD Team and assembling presentations for the Officer Board. Duties include:

- Recording steps taken in planning FBD projects, important contacts, information related unto cost, pictures of the project, attendance, and membership's reception of the event;
- Operating and updating the FBD Instagram page;
- Working under the lead of the FBD Director;
- Coordinating with the Events Coordinator and Publications Chair as needed;
- Upon completion of a FBD project, providing thorough documentation of all relevant information pertaining to the development of the project;
- Attending all regular meetings and events of the Chapter and Officer Board.
- Obligation to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.

It is highly recommended to regularly reference the FBD manual.

Section 13: Fundraising Chair

The primary directive of the acquisition of funds from Student Government, local organizations, local firms, and community in an attempt to fund activities and conferences for the Chapter. Duties include:

- Writing request for donation letters;
- Attending meetings regarding funding from outside sources;
- Searching for new sources of funding;
- Planning of fundraising events in coordination with the Events Coordinator;
- Working with the Treasurer and Events Coordinator in the execution of duties requested by the Officer Board and President;
- Highly recommended to attend Grassroots and Forum;
- Attending all regular meetings and events of the Chapter and Officer Board.
- Obligation to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.

Section 14: Publications Chair/Social Media Chair

The primary directive of the Publications Chair is to notify members and the public about events including monthly Member Meetings and major events. These responsibilities can be directed for one or two individuals. Duties include: - Distributing and designing notifications and event reminders in both digital and physical formats; - Posting all posters and other forms of notification, including social media, at least a week in advance of the event and updated as needed;

- Recording of all publicity including posters, tickets, flyers, logos, etc.;
- Maintaining a record of all social media account information belonging to the Chapter;
- Working alongside the Historian to coordinate and record postings;
- Assisting the Secretary in soliciting nominations two weeks prior to a regular election;
- Attending all regular meetings and events of the Chapter and Officer Board.
- Obligation to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.

Section 15: Material Store Chair

The primary directive of the Material Store Chair is to maintain the Material Store for the Chapter. Duties include: - Overseeing the AIAS Material Store orders and shipments in conjunction with the Treasurer, President-Elect, and President;

- Maintaining stock of materials and related items;
- Communicating with professors and students to identify the need of specific materials;
- Facilitating and tracking the payment of materials during sale times and after store hours;
- Attending all regular meetings and events of the Chapter and Officer Board.
- Facilitating the fulfillment of each officer on the Boards' obligation {Including themselves} to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.
- Tracking fundraising profits generated from the store during the course of their term.
- Obligation to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.

Section 16: Representatives

The primary directive of the Representatives is to act as a connection between their respective year and the Officer Board. One individual from each year shall be elected by the student of their particular year. Duties include: - Informing their class of AIAS events, both in advance and the day of;

- Informing the Officer Board of any concerns or comments their class may have regarding the Chapter; - Working closely with the President-Elect, the Events Coordinator, and the Publications Chair; - Attending all regular meetings and events of the Chapter and Officer Board which are deemed necessary by the President and President-Elect.
- Obligation to work two volunteer two-hour shifts at the store per semester for the two semesters of their term.

Section 17: Faculty Advisor

The Faculty Advisor shall serve at the pleasure of the Chapter and shall try to meet the needs of the Chapter and Officer Board. The Faculty Advisor shall be a member of the faculty of Kansas State University and the College of Architecture, Planning, and Design. It is also recommended that the Faculty Advisor is a member of the American Institute of Architects (AIA).

The primary directive of the Faculty Advisor is to promote and support the Chapter within the faculty and administration. The Advisor will act as a liaison unto the college faculty and architecture professionals. The Chapter should rely on the Faculty Advisor for advice and support in exercising its mission and the direction of the Officer Board. The Faculty Advisor shall be a non-voting member of The Board. The Faculty Advisory is permitted to attend all regular meetings and events of the Chapter; however, they are not required to do so.

ARTICLE VI: Election Process

Section 1: The election will occur at the Member Meeting in November. This month may be subject to change in order to be in accordance with the National AIAS Chapter.

Section 2: At the Electoral Member Meeting, the President shall address the membership and ask if there are any objections to the Present-Elect ascending to the office of President. If there are no objections, the President shall step down at the end of their term, at which point the President-Elect shall assume the presidency. If an objection is raised and seconded, then there shall be a vote on allowing discussion to ensue. If the motion to discuss fails, the President shall step down at the end of their term, at which point the President-Elect shall assume the presidency. If the motion succeeds, the floor becomes open to debate. At the conclusion of the discussion, there shall be a vote whether the

President-Elect shall ascend to the presidency. If it fails, then they shall immediately commence a general election for the office of the Presidency among the members present, following which the President shall step down at the end of their term. The former President assumes the role of Past-President.

Section 3: Following their taking of office, the new President shall administer the general elections for the following officer positions: Treasurer, Secretary, Historian, AIA/AXP Liaison, Events Coordinator, Freedom by Design Director/Project Manager, Freedom by Design Fundraising Chair, Freedom by Design Public Relations Manager, Fundraising Chair, Publications/Social Media Chair, Material Store Chair, and Representatives.

Section 4: Members shall be nominated from the floor during the election process. Candidates must be members of AIAS and attend classes at Kansas State University for the duration of their term.

Section 5: A member can be nominated for multiple positions. Once elected, the new officer cannot be nominated again.

Section 6: After all members are nominated for an officer position, they will be asked to give a brief speech.

Section 7: All nominees for the position will be asked to leave the room. A hand vote for each candidate shall be held unless another type of vote is requested and approved by the Officer Board. Only active members in good standing are eligible to participate in elections. The President is only allowed to vote in the event of a tie.

Section 8: An officer is elected by a simple majority from the voting body.

Section 9: Upon the election in November, the former Officer Board and Past-President are recommended to attend all Officer Meetings in order to facilitate the transfer of appropriate information and materials to the new Officer Board.

Section 9: In the event that an officer position, other than President, becomes vacant, the Secretary and Publications chair shall solicit nominations for the position. Following a solicitation period of no less than two weeks, a special election for the position shall be held at the next Member Meeting. Nominations may be from the floor. All candidates shall be placed on a ballot by the Secretary. The winner shall be decided by a simple majority vote.

ARTICLE VII: Procedure for Membership Removal

Section 1: Members may be removed from the Chapter if any of the following are occurring:

- No longer being in good standing at Kansas State University;
- Failure to pay dues or meet requirements of membership;
- Violation of or disregard for any part of this constitution;
- Effort to undermine the purpose of the Chapter, Officer Board, and/or AIAS.

Section 2: The removal of any member may be brought forward by any other member at a regularly scheduled Officer Meeting.

Section 3: A motion to remove a member shall be followed by the person making the motion stating the case for removal. The person being removed shall then have a chance to state their case if they wish to stay. Following both sides having opportunity to speak, a vote from the Officer Board shall be taken by private ballot. If 2/3 of those present vote to remove the member shall lose their membership privileges

ARTICLE VIII: Impeachment Procedure for Officer

Section 1: Officer may be removed from the Officer Board if any of the following are occurring:

- Failure to complete the duties of their office;
- Failing to attend 3 meetings or events without the approval of the President or President-Elect; - Failing to represent the Chapter in a professional manner when acting as a representative for the chapter; - No longer being in good standing at Kansas State University;
- Failure to pay dues or meet requirements of membership;
- Violation of or disregard for any part of this constitution;
- Effort to undermine the purpose of the Chapter, Officer Board, and/or AIAS.

Each officer is responsible to conduct themselves in a professional manner and execute all tasks that are related to their respective title. If an officer is unable to perform these tasks or the tasks appointed to their position (refer to Article VIII), then the member will be placed on probation status after 2 strikes. After 3 strikes, the officer will be forced to surrender their position. It is also the responsibility of all members to report to the President (President-Elect or Past- President in case of President in jeopardy) if they believe that a member is unable to perform their duties.

Section 2: The removal of any officer will go as follows:

- The President (President Elect in case of the President in jeopardy) will schedule a formal meeting and speak to the individual.
- This will occur after two missed meetings or events, or at least two weeks before the individual may be asked to resign.
- Upon the recommendation of the President (Vice-President in case of President in jeopardy), an impromptu Board Meeting will be called. At this meeting, the only business to be discussed is the officer's behavior and whether the officer is conducive to a well-functioning board. At the end of this meeting an anonymous vote will be cast. The purpose of this meeting is to determine if there are circumstances that are beyond the individual's control that have caused the issue.
- The Board must then decide if the individual will be able to recover from this or if they no longer hold the capacity or dedication required of the position.
- The officers present will be: President; Vice-President; Secretary; Treasurer;
 - o And any others deemed necessary by President or Vice-President
 - o The officer in question shall not be present.
 - o There may not be more than one person missing based upon those invited.
- A vote asking for resignation will be successful only by a 2/3 majority vote.
- The individual will be asked via a face-to-face meeting with the President (Vice-President in case of President in jeopardy) within one day of the decision.
- Immediately following a vote in favor of the officer's removal, the board must appoint a replacement that is to be later approved by a simple majority vote at the next general meeting.

All members should understand their own as well as all other members' responsibilities in order to keep each other accountable for the positions we have been appointed to. Members unable to perform the tasks of their position stated below are subject to resignation. Also, note that all positions are appointed annually by a vote from the entire membership of AIAS.

Section 3: If any officer feels that their position is becoming overwhelming at any time, they hold the right to ask the board to add supplementary board member(s) to assist them with their duties; however, the new board-elect must get a majority vote to be instituted.

ARTICLE IX: Committees

Section 1: The Chapter may have committees. I.e. Beaux Arts, Freedom by Design, and related events. **Section 2:**

Committee Chairs can be **Officers** or members nominated during the election process for the **Officer Board**.

Section 3: Each **Committee Chair** will report to the **President** or other officer as designated by the president and inform members at meetings of their progress.

Section 4: Committees shall be formed as needed.

ARTICLE X: Amendments

Section 1: The Constitution may be amended by a 2/3 vote of the members present.

Section 2: Any voting member may propose an amendment to the Constitution.

Section 3: Amendments shall be proposed at one Member Meeting and voted on at the next meeting.

Section 4: If the proposed amendment receives 2/3 vote of those present at the meeting, the changes shall take effect immediately unless otherwise stated.

Section 5: The president or designee shall be responsible for updating the constitution with the Center for Student Involvement.

Article XI: Department's Authority

Section 1: As a Departmental Organization through the College of Architecture, Planning and Design at Kansas State University, the department has final say in matters of our organization including membership, officers, activities and the constitution.