



CHARTER CONSTITUTION AND BY-LAWS

Architectural Advisory Board for the Department
of Architecture and Environmental Design
at Bowling Green State University



Architectural Advisory Board
Department of Architecture and Environmental Design at Bowling Green State University
Approved: April 25, 2019

Vision Statement:

To create a pathway for the students, faculty and staff of the BGSU Department of Architecture and Environmental Design to enrich themselves and develop the skills to enhance the performance, perception and value of the architectural profession.

Mission Statement:

To foster a partnership between all areas of the architectural profession and the Department of Architecture and Environmental Design faculty, staff and students. This partnership will provide valuable resources to advance the Department of Architecture and Environmental Design, guide curriculum to adapt and evolve with the latest trends and needs of the architectural profession and connect a network of profession leaders with past, present, and future students.

By-Laws

Article I: Name

The organization shall be known as the Architectural Advisory Board for the Architecture and Environmental Design Department at Bowling Green State University.

Article II: Objectives

1. The intention of the Architectural Advisory Board (AAB) shall be to advise, advance, and support the highest quality faculty and educational programs for all undergraduate and graduate programs offered by the Department of Architecture and Environmental Design.
2. Specific objectives of the Architectural Advisory Board shall include:
 - a) **Accreditation Support:** AAB may provide Student Performance Criteria (NAAB) assessment and accreditation support.
 - b) **Scholarship Resources:** AAB may assist with resources to respond to the financial needs of the architecture and environmental design students.
 - c) **Equipping and Furnishing Instructional Facilities:** AAB will advise the program when new facilities or equipment are being contemplated and may facilitate the donation or funding of needed facilities or equipment.
 - d) **Changes in Curriculum:** AAB may recommend enhancements in the degree plan based upon new technology or changes in Architecture, Engineering and Construction (A/E/C) Industry practices. The scope and sequence of courses may also be reviewed as needed to align with industry trends.

- e) **Providing Speakers:** AAB may arrange for inspiring and stimulating speakers from the A/E/C Industry for various classes and/or meetings.
- f) **Field Trips:** AAB may assist in organizing and planning educational field trips for classes and student organizations.
- g) **Recruiting Faculty:** AAB may assist in identifying qualified persons as prospective instructors and administrators.
- h) **Recruiting Students:** AAB can assist the program by participating in high school information sessions, by participating in high school college career day activities and by communicating with high school counselors.
- i) **Employment of Students/Graduates:** AAB can assist students and graduates with placement opportunities in summer employment, co-operative programs and permanent positions.
- j) **Faculty Development:** AAB can assist the faculty by providing opportunities for faculty enrichment activities or training, summer internship and applied research.
- k) **Program Development:** AAB can assist the faculty by participating in program enhancement projects and reviews, such as professionals in the classroom and juror reviews.
- l) **Informing the Public:** AAB can notify the A/E/C industry and the public of the latest programs and A/E/C industry education information.
- m) **Community Relations and Public Outreach:** AAB can assist by:
 - 1. Arranging visits to A/E/C industry facilities for instructors, counselors, administrators and students.
 - 2. Participating in career day activities at schools.
 - 3. Serving as speakers for school and program functions.
 - 4. Arranging for publicity for the program through news media.
- n) **Encouraging Donations:** AAB can develop financial and material assistance for the program from the profession.
- o) **Research for Profession:** AAB can help identify potential topics in architecture and environmental research and be a resource for program research efforts.

Article III: Executive Committee

1. The Executive Committee will consist of officers and committee chairs. These positions are voting members of the committee:
 - a. Officers:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - b. Committee Chairs:
 - i. Membership/Nominating Committee
 - ii. Curriculum and Research Committee
 - iii. Architectural Relations Committee
 - iv. Development Committee
 - v. Finance Committee

2. Additionally, the BGSU School of the Built Environment Director shall be a permanent member of the board. This appointment will be a voting position.
3. Non-voting positions on the Executive Committee:
 - a. The School Director will appoint a Faculty Liaison. This faculty member will serve as a facilitator and liaison between the Board and the Department. This is a non-voting position.
 - b. The past President shall serve as a “President Emeritus”. This position serves as an advisor to the new President and Executive Committee. This is a non-voting position.
 - c. The Executive Committee will appoint a current architecture and environmental design student to serve as “Student Liaison”.
4. The Executive Committee shall appoint committees (ad hoc) as deemed necessary.
5. Executive Committee members cannot send a substitute to meeting when absent.

Article IV: Term for Executive Committee

1. The Officer positions will be two-year terms.
2. If desired, the individual can “move up” through the office positions. Treasurer can move up to Secretary, Secretary to Vice President, and Vice President to President.
3. The Committee Chair positions will be a three-year term. There are no term limits associated with the committee Chair positions.
4. The Executive Committee retains the sole right to remove an Executive Committee Member that does not attend a minimum of two meetings in a year or does not actively participate on a Committee.
5. Executive Committee terms will be based upon August 1st during a calendar year. Terms will commence or expire on August 1st.
6. Student Liaison terms will be based on a one year calendar year.

Article V: Membership at Large

1. Members at Large:

There shall be no maximum limit of members from the following categories (unless noted otherwise):

 - a) *Individual*: Any person who is engaged in the School of the Built Environment. Additional members will be at the discretion of the AAB.
 - b) *Corporate*: Any representative of an established business engaged in A/E/C industry related activity. The business does not have to be incorporated. With the corporate membership, the company will name two specific individuals to represent the firm. Corporate members have lecture series naming opportunities.
 - c) *Student*: (maximum of 5). Interested students may be selected by the School Director and/or Faculty Liaison to participate in AAB meetings and functions.
2. Members at Large are voting members when selecting new officers and Committee Chairs.
3. Any Individual or Corporate member delinquent in dues for more than one year shall be considered uninterested and eliminated from membership.

Article VI: Term for Membership at Large

1. All Members at Large shall serve for an indefinite term.
2. Members at Large may not send a substitute to meetings when absent.
3. The Executive Committee retains the sole right to remove a Member at Large that does not regularly attend meetings in a year or does not actively participate on a Committee.

Article VII: Finances

1. Annual dues for membership shall be paid at the beginning of the Fall term August every year according to the following schedule:
 - a) Individual: \$50 for one a year period or \$120.00 for a three year period
 - b) Corporate: \$500 for a one year period or \$1,200.00 for a three year period
 - c) Student: No fee
2. Annual dues shall be paid by check made to "BGSU". The School Director shall have discretion about how monies shall be spent.
3. The Finance Committee will work with the School Director to develop the Annual Balance Report. The Annual Balance Report shall be presented to the Architectural Advisory Board in the spring meeting with itemized spending for the previous year. The Executive Committee shall have an advisory capacity about how monies shall be spent.
4. Board Funds shall be spent to promote the categories listed below:
 - a) Scholarship Resources
 - b) Equipping and Furnishing Instructional Facilities
 - c) Providing Speakers
 - d) Field trips, student conferences, student competitions, etc.
 - e) Faculty development
 - f) Community Relations and Public Outreach
 - g) Research for Profession

Article VIII: Board Meetings

1. The full Executive Committee will meet at a minimum four (4) times per year. Attendance must be physical or electronic, if all Executive Committee members agree for electronic. Additional Executive Committee meetings may be held, if deemed necessary by the President.
2. Individual Committee meetings shall be held at a minimum of four (4) times per year.
3. Membership at Large meetings shall meet at a minimum of two (2) times per year.
4. Special meetings of the Board may be called by the School of the Built Environment Director as deemed necessary.

Article X: Amendment of By-Laws

1. Changes to these By-laws shall be recommended by the Executive Committee and approved by majority vote of the full Architectural Advisory Board membership.