

— PROPOSED RULES FOR MEMBER NOTIFICATION —

Council Rules 9: Formation and Administration of Chapters

January 2019

1.0 Authority

- 1.1 The following AIBC Council Rules have been approved in accordance with council's authority under AIBC Bylaws 8.1. This bylaw, passed by members in 2018, allows the formation of chapters of the institute in accordance with rules established by council.

2.0 Rules

Chapter Formation

- 2.1 Council will establish an AIBC Chapter Application Form (the "Application") that must be submitted to the CEO in order to trigger the chapter formation process. The Application, which may be amended by council from time to time, is appended to these rules as Schedule 'A'.
- 2.2 The Application must be signed by five Architects AIBC, one of whom must be identified as the chapter contact person for the purposes of the Application process.
- 2.3 The CEO must deliver any completed Application to the Governance Committee for review. Incomplete applications will be returned to the chapter contact person. The Governance Committee may require the applicants to submit additional information or provide clarification as may be reasonable.
- 2.4 Once reviewed and deemed complete, the Governance Committee will refer the Application to council for its review at a formal meeting. Council may allow formation of a chapter by formal resolution. The decision of the council is final, and such decision will be conveyed to the chapter contact person identified on the Application. Council may decline to approve formation of a chapter for non-compliance with any of these rules.

General

- 2.5 Given the regional representation expectation for AIBC chapters, council may disallow formation, or require dissolution under Rule 2.18, of any chapter that overlaps with or encroaches geographically on the territory of another chapter or the office of the AIBC itself.

- 2.6 No chapter may provide continuing education opportunities in a geographic area already served by a schedule of programming provided by the AIBC, such as the Lower Mainland.
- 2.7 To avoid confusing the public, government and/or AIBC registrants where it could appear that a chapter represents the AIBC, other chapters, or the profession, chapters and their members are not permitted, without prior written council authorization, to:
- 2.7.1 Engage with any level of government;
 - 2.7.2 Speak to the media;
 - 2.7.3 Become incorporated under the *Societies Act*, SBC 2015, c. 18; or
 - 2.7.4 Provide practice advice on behalf of the AIBC or as representing the profession. Practice advice questions, media requests and inquiries about the Continuing Education System (CES) must be directed to the AIBC.

Administration and Responsibilities to the Institute

- 2.8 **Correspondence:** Chapters must direct all correspondence to the AIBC to the attention of the CEO, or as otherwise indicated in these rules or on the Application.
- 2.9 **Chapter Chair:** Once formation of a chapter has been approved by council, a chair must be elected or appointed to serve as the main point of contact with the AIBC and to call meetings. Chapters may elect or appoint a secretary and treasurer or other officers. The AIBC must be notified of the names and contact details of the current chapter chair, and any other officers. Terms shall last a minimum of two years.
- 2.10 **Compensation:** The chapter executive must serve without compensation for services delivered to the chapter.
- 2.11 **Dues and Chapter Bylaws:** Chapters may fix membership dues, although this is not obligatory. They can also make bylaws by passing them by a simple majority vote at a chapter meeting and are encouraged to do so as long as they do not conflict with AIBC Bylaws. Proposed chapter bylaws and any amendments must be submitted to council for approval before they become effective.
- 2.12 **Funding and Finance:** The AIBC does not provide funding for chapters. However, chapters may collect membership dues and conduct appropriate fundraising to help cover operating costs.
- 2.13 **Leadership Transition:** The AIBC must be promptly notified of any change to the chair of a chapter to ensure AIBC communications are properly directed.
- 2.14 **Membership:** A Chapter must maintain at least five Architects AIBC in good standing to avoid dissolution. Though no AIBC registrant is obliged to become a chapter participant, members of chapters must be Architects AIBC, honorary members or associates of the AIBC. Non-AIBC registrants may attend chapter events, at the discretion of the chapter members, as non-voting participants.

- 2.15 **Meetings:** Chapters must hold at least one annual meeting every year. Chapters must provide at least 30 days' notice to their members and to the AIBC of every annual meeting. A chapter must hold at least one regular meeting during the calendar year.
- 2.16 **Annual Report:** Chapters must provide an Annual Report to the AIBC detailing the chapter structure, including the names of officers, election results (if applicable), activities or programs, a financial summary outlining all funding sources and expenditures, and a list of chapter members including their title or designation (i.e., Architects AIBC, Intern Architects AIBC, etc.).
- 2.16.1 The Annual Report is due on the date set by council; the date will be communicated to chapter chairs.
- 2.17 **Brand and Communications:** The following requirements are intended to ensure clear understanding of AIBC and chapter roles, and to assist chapters with their communications, education and fundraising efforts.
- 2.17.1 Branded chapter material (templates) must be approved by the AIBC for use. Please submit material to communications@aibc.ca, allowing at least three weeks for review.
- 2.17.2 Chapters are encouraged to use email addresses (often set up by the chapter chair) for digital correspondence. The AIBC does not assign or create non-staff email accounts for chapter use.
- 2.17.3 Event invitations may be distributed using an online service. A branded e-invite constitutes a communications piece, and a mock-up must be approved by the AIBC prior to use.
- 2.17.4 Chapters will be listed on the AIBC website, though the AIBC will not accommodate the creation of subdomains or standalone websites for chapters. The listing may include an alphabetical list of chapters, chapter descriptions and applicable resources.
- 2.17.4.1 Chapter descriptions, between 100-150 words, provide a sense of activity, leadership, geographical range and how prospective chapter members can get in touch. As such, Chapters are required to provide the following to the Communications Department at communications@aibc.ca within 30 days of their formation by council:
- Chapter name, contact name and contact details;
 - Date chapter founded;
 - Geographic area covered; and
 - Description of chapter activities

Dissolution and Discontinuance

- 2.18 Council may dissolve a chapter in any one or more of the following circumstances:
- 2.18.1 If a chapter's membership falls below five Architects AIBC in good standing;

- 2.18.2 If the chapter contravenes any of the *Architects Act*, AIBC Bylaws, or these council rules; or
- 2.18.3 If a chapter is deemed to become inactive, including but not limited to one or more of:
- 2.18.3.1 Failing to file an Annual Report by the deadline set by council, or failing to ensure that such report is complete;
 - 2.18.3.2 Failing to meet at least once during a calendar year, separate from the annual meeting;
 - 2.18.3.3 Failing to present at least one continuing education opportunity for AIBC registrants in a calendar year, except where such program is restricted by these rules.
- 2.19 Council may dissolve a chapter under Rule 2.18. In the event that council dissolves a chapter, the CEO will provide notice in writing to the chapter chair of such decision and will publish the dissolution decision to the membership and public.
- 2.20 Chapters that wish to discontinue must notify the AIBC in writing, explaining the reason, and submit a final report that includes the information for the Annual Report set out in Rule 2.16. In the event that a chapter is discontinued, the CEO will publish the discontinuance to the membership and public.

Rules Amendment History (2019)

First Approved: <date>

Last Reviewed: <date>

Last Revised: <date>



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Schedule A

Applying to Create a Chapter

Please complete and have at least five Architects AIBC in good standing sign the attached “Chapter Application Form”. Submit to:

Surface Mail

Architectural Institute of BC
ATTN: Tracy Tough, Executive Coordinator
100-440 Cambie Street
Vancouver BC V6B 2N5

Email

ttough@aibc.ca

Application Process

The application process rolls out as follows. Please allow a minimum of six months.

1. AIBC receives application form.
2. Application is reviewed by staff for completeness and compliance with these AIBC Council Rules.
3. The completed application will be submitted to the governance committee for review prior to submission to council. The governance committee may request additional information or clarification prior to advancing before council.
4. The completed application will be submitted to the AIBC council for review. A decision is made through council motion, to accept or decline the application. If declined, council will provide a rationale. If accepted, the applicant will be notified.

Chapter Application Form

We, the undersigned, request the Architectural Institute of British Columbia (AIBC) Council approve the formation of a chapter of the AIBC.

Proposed Chapter Name: _____ Chapter of the AIBC
<geographic area covered>

Based in the city or town of: _____

Geographical area covered by this chapter (provide map or other graphic, where appropriate, to indicate proposed boundaries):

Proposed chapter activities (if you require additional space, please submit a separate sheet of paper):

The following five AIBC members wish to found this chapter.

By signing below, I confirm that I am an Architect AIBC in good standing and that, if the chapter is approved by AIBC Council, I will abide by the bylaws and rules governing chapters. We understand that if the chapter fails to adhere to these conditions, action may be taken by AIBC Council, as deemed necessary.

	Name (please print)	Position	Signature *	Email
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Date submitted (MM/DD/YYYY) _____

* These signatures may be provided electronically, and this signature page may be submitted by individual members in counterpart to form a single application document. However, all five members must be identified and apply their signatures.

> Chapter Details

	Name (please print)	Signature	Email
Chair	_____	_____	_____
Secretary*	_____	_____	_____
Treasurer*	_____	_____	_____

*Position is optional.

> Please provide additional contact information for correspondence

Name _____

Address _____

Phone _____

Please return the completed form to the AIBC:

Surface Mail

Architectural Institute of British Columbia
ATTN: Tracy Tough, Executive Coordinator
100-440 Cambie Street
Vancouver BC V6B 2N5

Email

ttough@aibc.ca

For Office Use Only

Date received (MM/DD/YYYY) _____

Date approved (MM/DD/YYYY) _____

Date updated (MM/DD/YYYY) _____