



**ARCHITECTURAL  
ENGINEERING  
INSTITUTE**

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**NATIONAL STUDENT  
ORGANIZATION OF THE  
ARCHITECTURAL  
ENGINEERING INSTITUTE**

**BYLAWS**  
(REVISED June 2014)

**GUIDELINES FOR NATIONAL STUDENT OFFICERS AND  
LOCAL AEI STUDENT CHAPTERS**

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NATIONAL STUDENT ORGANIZATION OF THE  
ARCHITECTURAL ENGINEERING INSTITUTE  
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ARTICLE I  
MISSION STATEMENT

Section 1. **Statement.** The mission of the National Student Organization of the Architectural Engineering Institute is to unite student chapters and enable them to learn from each other, to pursue further education in shared academic interests, and to provide a united student voice with in the Architectural Engineering Institute.

ARTICLE II  
GENERAL

Section 1. **Name.** This organization shall be known as the National Student Organization of the Architectural Engineering Institute (hereinafter referred to as “National Student Organization”), and shall be a subordinate entity of the Architectural Engineering Institute (hereinafter referred to as “AEI”) of the American Society of Civil Engineers, a 501(c)(3) not-for profit organization incorporated in the State of Virginia.

Section 2. **Logo.** AEI and ASCE shall prescribe the design, specification, and guidelines for the use of the logo by the National Student Organization.

Section 3. **Purpose.** The specific purpose of the National Student Organization shall be to uphold the objectives of AEI in promoting and disseminating knowledge regarding the profession of Architectural Engineering. This shall be achieved through organized efforts of the National Student Organization in study, research, and discussion of the entire field of Architectural Engineering. The National Student Organization shall also encourage the interaction of students to share their education and experiences within the Architectural Engineering field and provide a valuable communication means between students and professionals in the field.

ARTICLE III  
MEMBERSHIP

Section 1. **Qualification.** Members of the National Student Organization shall be comprised of students currently enrolled in or pursuing a curriculum in Architectural Engineering or a related field, and meeting the requirements of student membership as set forth in the AEI B y l a w s . Members of the National Student Organization are those students who make up membership in the “student” membership category of AEI.

Section 2. **Application.** Student members who wish to join AEI shall complete and submit application forms through their university student chapter. It is the responsibility of the university student chapters to report new membership and changes in membership status to AEI throughout the academic year.

Section 3. **Elections.** Elections of the President, Vice President, and Secretary shall take place each spring at either the AEI Conference or AEI Forum. Applications shall be posted (30) days prior to the due date of the application via the AEI website for convenience purposes. Each university with an AEI Student Chapter may enter candidates for all positions. Each AEI Student Chapter in good standing will receive one vote for each position. After review of applications has taken place, votes shall be tabulated at the annual event. If a program is unable to attend the annual event, their one (1) vote can be emailed to the National President no later than 24 hours before elections. New officers shall be presented directly after the election. In the event no application for a position is submitted, open nominations will be accepted for that position from the floor.

#### ARTICLE IV FINANCES

Section 1. **Local Dues.** AEI Student Chapters may establish individual dues. Once the individual dues are paid, if applicable, the student membership is to be forwarded to AEI headquarters. The cost of individual National AEI dues is zero if the student is also a member of the student chapter.

Section 2. **National Dues.** AEI Student Chapters are billed dues annually from AEI/ASCE.

Section 3. **Funds.** The National Student Organization shall not control any funds. For information regarding funds for the AEI National Student Conference, refer to Article VIII, Section 4.

#### ARTICLE V COMMITTEES

Section 1. **Other Committees.** The President of the Board of Governors may establish special or other standing committees on any topics they see appropriate to fulfill the objectives of the students' organization and shall designate the Chairperson.

Section 2. **Committee Membership.** Any member in good standing shall be eligible to serve on any committee.

## ARTICLE VI OFFICERS

Section 1. **Officers.** The elected officers of the National Student Organization shall be the President, Vice President, and Secretary. The term of office for the elected officers shall start immediately after their election and go until the next election, at the following AEI Conference or AEI Forum (roughly one year). Officers are eligible to be re-elected, providing they meet all other eligibility requirements. A designated representative of the host school shall be Student Conference Liaison for either the AEI Conference or AEI Forum.

Section 2. **President.** The President shall be the chief elected officer of the National Student Organization and shall preside at meetings of the National Student Organization. The President shall also appoint chairpersons to all committees, and serve as an ex officio member of all committees. The President shall represent the National Student Organization to outside groups and incoming new members when the situation arises, and shall serve as the student representative when invited to meetings of the AEI Board of Governors. The President shall perform such other duties as are usually performed by a principal elected officer.

Section 3. **Vice President.** The Vice President, in the absence of the President, shall perform the duties of the President. In case of vacancy in the office of the President, the Vice President shall assume the duties of that office. The Vice President shall perform such other duties as directed by the President or the Board of Governors.

Section 4. **Secretary.** The Secretary shall keep the minutes of all the meetings of the National Student Organization. The Secretary shall give all required notices, and shall keep an accurate record of the proceedings and activities of the National Student Organization. In addition, the Secretary shall perform such other duties as may be assigned by the President.

Section 5. **Student Conference Liaison.** The Student Conference Host Committee from the host program shall appoint the liaison for the AEI Conference or AEI Forum. The appointed liaison will be the main point of contact between National Student Organization and Student Conference Host Committee.

## ARTICLE VII MEETINGS

Section 1. **Annual Meeting.** There shall be an annual meeting of the National Student Organization consisting of the National Student President and the participants from each of the AEI approved student chapters. The annual meeting of the National Student Organization shall be held in conjunction with the bi-annual AEI Conference (odd years) or during the AEI Forum (even years). Each student chapter present at the annual meeting of the National Student Organization shall have one vote in voting for matters and electing officers of the National Student Organization, unless electronically sent ahead of time. The President may only vote in the case of a tie.

Section 2. **Notice.** At least twenty (20) days written notice of the annual or special meeting of the National Student Organization shall be delivered to each student chapter, either personally or by mail. The notice shall specify the place, day, and hour and the purpose or purposes for which a meeting is called. Notice of any meeting of any committee shall be given at least fourteen (14) days prior to such meeting.

Section 3. **Proxy Voting.** Voting by proxy shall be permitted at any meeting of the National Student Organization. That can be done through teleconference, email, or other agreed upon format.

ARTICLE VIII  
AEI CONFERENCE  
and AEI FORUM

Section 1. **Odd Years.** The AEI Conference will be held during odd numbered years. AEI shall organize the majority of this conference. The National Student Organization shall organize the Student Portion of the conference including, but not limited to, a social event, appropriate tour, elections, and student meeting, with the exception of the AEI Student Competition.

Section 2. **Even Years.** The AEI Forum will be held during even numbered years. The host school, with the National Student Organization, shall organize and run the entire forum, with the exception of the AEI Student Competition. The AEI Board of Governors shall assist with the planning of the technical program. The Board of Governors shall determine the Host School. Schools interested in hosting an AEI Forum shall make a proposal to the Board of Governors at least two years in advance of the proposed conference.

Section 3. **Every Conference and Forum.** All current National Officers, elected or designated, are expected to attend and help organize the student meeting, activities, and elections.

Section 4. **Funds.** It shall be the fiscal responsibility of the Host School to obtain all monies for the National Student Conference in a manner compatible with the 501(c)(3) not-for-profit status. The Host School shall create their own budget after being selected as the Host School. If all monies are not allocated or used, those monies are left to the Host School, and may be allocated back to their local AEI chapter, or in a manner compatible with 501(c)(3) not-for-profit status.

Section 5. **Design Competition.** The AEI Board of Governors with the AEI Student Competition Committee shall organize and coordinate the Design Competition held every year. Finalist presentations will be held at each conference. Scheduling of student meetings, elections, and activities should be planned with the competition in mind.

Section 6. **Annual Reports.** Each student chapter is required to submit an annual report to the AEI National Office no later than February 1 each year. The report format and guidelines are provided by the Committee on Student Members (CSM) and cover the

calendar year (January 1 thru December 31). Student chapters that have comments and suggestions about the reports and the format should provide feedback to the National Student Organization officers who will communicate with CSM to advocate for changes and improvements.

ARTICLE IX  
LIMITATION OF LIABILITY

Section 1. **Liability.** No officer or member shall make or incur any debt or liability in the name of the National Student Organization, or on its behalf or for its interest, except as duly authorized to do so hereinafter provided.

ARTICLE X  
AMENDMENTS

Section 1. **Changes.** These bylaws may be revised or amended at any time by: 1) a vote of two-thirds of the elected officers, and 2) ratified by two-thirds of the Student Chapters present at any regular or special meeting of the membership. Written notice of such proposed change or amendment shall be given to each member at least thirty (30) day prior to such annual meeting.