



AIA International Region

NOTICE OF ANNUAL MEETING OF MEMBERS

The 2017 Annual Meeting of the members of the AIA International Region will take place Thursday, April 27, 2017, commencing at 2:00 p.m. (U.S. Eastern Daylight Time), in Room W104, Orange County Convention Center, Orlando, Florida, USA. The meeting will be conducted for the purpose of nominating and electing the First Vice President and the Treasurer whose terms expire at the end of 2017; for receiving the annual reports of the Board and the Treasurer; and for the transaction of such other business as may be appropriate.

All members of the AIA International Region are invited to attend.

For additional information, contact AIA Senior Vice President and General Counsel Jay Stephens, Hon. AIA, at jstephens@aia.org, or Emily Dorey, Director, International and Unstaffed Components, at emilydorey@aia.org. Additional information will also be available soon on the AIA International Region's Web Site at www.aiainternational.org.

SHERIF ANIS, AIA
SECRETARY
AIA INTERNATIONAL REGION
FEBRUARY 25, 2017

ADDITIONAL INFORMATION REGARDING ANNUAL MEETING OF MEMBERS

1. Eligible Members. You are eligible to participate in the 2017 Annual Meeting of the members of the AIA International Region if:

- a) You are in good standing as an Architect member, Associate member, International Associate member, Fellow, or Emeritus member of the American Institute of Architects; **and**
- b) You reside or work outside the United States; **and**
- c) You are not assigned to any AIA chapter, **or** you are assigned to one of these AIA chapters:
 - AIA Continental Europe
 - AIA Hong Kong
 - AIA Japan
 - AIA Middle East
 - AIA Shanghai
 - AIA UK

2. Participation in the Meeting. The meeting will begin promptly on Thursday, April 27, 2017, at 2:00 p.m. (U.S. Eastern Daylight Time). If you are eligible to participate in the meeting (see Item 1, “Eligible Members,” above), you may attend in any of these ways:

- **In Person.** You may attend the meeting in person by going to Room W104, Orange County Convention Center, Orlando, Florida, USA, at the date and time shown above.
- **By Telephone.** You may also participate by telephone. If you intend to participate by telephone, please contact AIA Senior Vice President and General Counsel Jay Stephens, Hon. AIA, at jstephens@aia.org or by fax to +1-202-626-7426, no later than Friday, April 14, 2017, at 5:00 p.m. (U.S. Eastern Daylight Time). We will then provide dial-in instructions to you.
- **By Proxy.** If you are unable to attend the meeting in person or by telephone, you may select an eligible member attending the meeting to represent you by proxy and to vote on your behalf. You may do so by printing, filling out, and signing the proxy form found at www.aiainternational.org, and sending it to AIA Senior Vice President and General Counsel Jay Stephens, Hon. AIA, at jstephens@aia.org or by fax to +1-202-626-7426. (If you are unable to use the proxy form, you may simply send your proxy instructions in an e-mail or fax to Jay Stephens.) All proxy forms/instructions must be received no later than Friday, April 14, 2017, at 5:00 p.m. (U.S. Eastern Daylight Time).

- **By Electronic Vote/Proxy.** If you are unable to attend the meeting in person or by telephone, you may also indicate your preference for a candidate for First Vice President and Treasurer electronically and select an eligible member attending the meeting to represent you by proxy and to vote on your behalf. Further information on electronic voting will be available shortly. All electronic voting/proxying must be completed no later than Friday, April 14, 2017, at 5:00 p.m. (U.S. Eastern Daylight Time).

Five percent of the membership entitled to vote shall constitute a quorum for the transaction of any business. Every decision at the meeting shall be by a majority vote of those eligible members who are present and voting either in person, by telephone, by proxy, or by electronic vote/proxy.

3. Business at the Meeting. The following business will be conducted at the meeting:

- a) Annual Reports of the Board of Directors and the Treasurer.
- b) Election of the First Vice President (2018-2019). (See Item 4, “Nomination and Election of the First Vice President and the Treasurer,” below.)
- c) Election of the Treasurer (2018-2019). (See Item 4, “Nomination and Election of the First Vice President and the Treasurer,” below.)
- d) Other Business, as appropriate.

Written minutes of the meeting shall be kept by the Secretary and thereafter filed in the AIA International Region’s records.

4. Nomination and Election of the First Vice President and the Treasurer. The eligible members at this meeting will elect a new First Vice President and a new Treasurer, who will each serve in those respective capacities from January 1, 2018, through December 31, 2019.

A corporate officer of the AIA International Region, the First Vice President shall assume all the powers and the duties of the President in the event of absence or disability of the President, and shall perform other duties assigned by the President or by the Board of Directors.

A corporate officer of the AIA International Region, the Treasurer shall be responsible for the financial affairs of the Corporation and shall serve without bond. The Treasurer shall perform other duties assigned by the President or by the Board of Directors. The Treasurer shall authorize disbursements from the Corporation’s funds with the approval of the Board of Directors, and in accordance with applicable law and these Bylaws.

Any member eligible to participate in the Annual Meeting may be nominated for First Vice President or Treasurer. (See Item 1, “Eligible Members,” above.)

Nominations for First Vice President or Treasurer may be submitted:

- by the Board of Directors; **or**
- by any AIA chapter located outside the United States; **or**
- through a petition containing the signatures of ten eligible members. (See Item 1, “Eligible Members,” above.) A copy of the petition may be found at www.aiainternational.org. If not all the nominating members are able to sign one petition form, multiple forms may be used to collect the required ten signatures.

All nominations should be submitted to AIA Senior Vice President and General Counsel Jay Stephens, Hon. AIA, at jstephens@aia.org or by fax to +1-202-626-7426. All nominations including the candidate biography and platform (final page of this notice) must be submitted no later than Friday, March 24, 2017, at 5:00 p.m. (U.S. Eastern Daylight Time).

The First Vice President and the Treasurer will be elected by a secret ballot of those present and voting at the meeting (including those represented by proxy or by electronic vote/proxy).

For additional information, contact AIA Senior Vice President and General Counsel Jay Stephens, Hon. AIA, at jstephens@aia.org, or Emily Dorey, Director, International and Unstaffed Components, at emilydorey@aia.org.

**AIA INTERNATIONAL REGION
2017 ANNUAL MEETING OF MEMBERS
PROXY AUTHORIZATION FORM**

I, _____ (Member # _____), do hereby
authorize _____ (Member # _____) to
represent and cast all votes by proxy on my behalf at the 2017 Annual Meeting of the AIA
International Region.

Signature

Date

**AIA INTERNATIONAL REGION
2017 CANDIDATE NOMINATING PETITION**

We, the undersigned members of the AIA International Region in good standing,

do hereby nominate

(Name of nominee)

for the office of First Vice President of the AIA International Region.

PRINTED Name	Signature	Member Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

COMPLETED PETITIONS SHOULD BE SENT TO:

Jay Stephens, Hon. AIA,

at jstephens@aia.org or by fax at +1-202-626-7426

NO LATER THAN 5:00 P.M. (U.S. EASTERN TIME) ON FRIDAY, MARCH 24, 2017.

If you have any questions, please contact

Jay Stephens, Hon. AIA, at +1-202-626-7379, or at jstephens@aia.org.

AIA INTERNATIONAL REGION

**AIA INTERNATIONAL REGION
2017 CANDIDATE NOMINATING PETITION**

We, the undersigned members of the AIA International Region in good standing,

do hereby nominate

(Name of nominee)

for the office of Treasurer of the AIA International Region.

PRINTED Name	Signature	Member Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

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Candidate for 2018-2019 First Vice President
[Name, AIA Designation]
[Chapter]

Picture
(send file separately)

Formal head-and-shoulders photo
(preferably color)

Prefer .tif format at a
resolution of 300dpi

[Name, AIA
Designation]

(Note: 450-word max.)

[Insert **AIA Relevant Experience**: past AIA activities and posts (*please include elected offices, committee experience, dates*); other architecture-related activities (*please include dates*); community activities (*please list up to five organization(s) and date(s) of involvement, as well as any offices held*); other activities of note.]

[Insert **Platform**: What you intend to do during your term as Secretary, planned initiatives, agenda, etc.]

[Insert **Professional Background here**: education; military experience; professional experience (*include firm names and dates*); jurisdictions in which you are licensed]

COMPLETED BIO/PLATFORM SHOULD BE SENT TO:

Jay Stephens, Hon. AIA,

at jstephens@aia.org or by fax at +1-202-626-7426

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Candidate for 2018-2019 Treasurer
[Name, AIA Designation]
[Chapter]

Picture
(send file separately)

Formal head-and-shoulders photo
(preferably color)

Prefer .tif format at a
resolution of 300dpi

[Name, AIA
Designation]

(Note: 450-word max.)

[Insert **AIA Relevant Experience**: past AIA activities and posts (*please include elected offices, committee experience, dates*); other architecture-related activities (*please include dates*); community activities (*please list up to five organization(s) and date(s) of involvement, as well as any offices held*); other activities of note.]

[Insert **Platform**: What you intend to do during your term as Secretary, planned initiatives, agenda, etc.]

[Insert **Professional Background here**: education; military experience; professional experience (*include firm names and dates*); jurisdictions in which you are licensed]

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