



# AIA New Jersey

The New Jersey Society of Architects  
*A Chapter and Region of the American Institute of Architects*

June 20, 2017

President Ben Lee & Executive Committee

RE: Report of the Governance Task Force

The Governance Task Force has met and revised the proposed governance changes in response to comments received at the Board of Trustees meeting in May. The Bylaws have been revised accordingly, and are attached herewith. The proposed Governance model is as follows:

## AIA-NJ Executive Committee: (9 voting members)

- President-Elect (Architect Member, 1 year term)
- President (Immediately succeeds term as President-Elect, 1 year term)
- Immediate Past President (Immediately succeeds term as President, 1 year term)
- Vice President (Architect Member, 1 year term)
- Treasurer (Architect Member, 2-year term)
- Secretary (Architect Member, 2-year term)
- Regional Representative (Architect Member, 3-year term)
- Young Architects Regional Director (Architect Member less than 10 years licensed, 2-year term)
- Regional Associates Director (Associate Member, 2-year term)
- Executive Director (ex-officio, unlimited term)

## AIA-NJ Board of Trustees: (28 voting members + ex-officio members)

- AIA-NJ Executive Committee as noted above (9 voting members)
- Section Presidents (6 members)
- Section Representatives (1 from each Section, 6 total)
- Public Member (1 member)
- At-Large Members (6 members from general membership)
- Ex-Officio Members
  - Executive Director
  - Deans of Schools of Architecture within the state
  - AIAS representatives (1 from each Student Chapter established by AIA-NJ)

## General Policies:

- Public Member shall not be eligible for membership in any category of the Institute, but their qualifications should align with the AIA-NJ Strategic Plan
- All Trustees shall complete the attached application to determine



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their areas of interest and expertise. Trustees will be assigned to participate on a committee or task force of the Board, and selection of At-Large members shall be governed by their areas of interest.

- At-Large Members and Section Representatives are not required to be an officer of their Section. They can be from any category of membership, however 2/3 of appointed trustees must be Architect members.
- Section Representatives are chosen by their Sections, At-Large Members are chosen by the Board of Trustees.
- Trustee terms are for 1 year, unless noted otherwise. Members can serve up to 3 consecutive years, not including serving as President of their Section.
- All Trustees have voting privileges, except ex-officio members. Those privileges are limited in areas pertaining to dues, membership, budget, Institute delegates, and other matters in accordance with Section 5.2.4 of the bylaws.

#### Additional Bylaws Considerations:

- The length of time for notifications was inconsistent in the bylaws, so we propose to change all notifications to 30 days, except for Special Meetings which will remain at 10 days.
- The bylaws were inconsistent regarding how votes are counted, so we propose to clarify that abstentions are not counted in the total number of votes cast. Majority is determined solely by the number of yea or nay votes cast.

The Governance Task Force recommends that a handbook of Policies, Roles and Responsibilities be developed to clarify the expectations of each position.

Respectfully Submitted,

Verity L. Frizzell, AIA  
Governance Task Force Chair.



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## AIA New Jersey Board of Trustees - Trustee Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

AIA-NJ Section Affiliation: \_\_\_\_\_

Are you one of your Section's Representatives? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Are you an Officer or Trustee of your Section? Yes: \_\_\_\_\_ No: \_\_\_\_\_

What size firm do you work for? \_\_\_\_\_

What is your role/position within your firm? \_\_\_\_\_

In what other organizations are you actively involved? \_\_\_\_\_  
\_\_\_\_\_

### AIA New Jersey

414 River View Plaza  
Trenton, NJ, 08611  
P: (609) 393-5690

[www.aia-nj.org](http://www.aia-nj.org)

Give a brief statement as to your qualifications and experience, including AIA experience, and why you want to be a Trustee. Attach additional pages as required.

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**Areas of Interest:** Please choose up to three (3) committees which interest you and in which you would like to actively participate in as a committee member. Participation in at least one committee is a requirement of being a Trustee.

## **ADVOCACY**

- Center for Architecture
- Communications
- Legislative & Government Affairs
- Public Awareness
- Service Awards

## **PROFESSION**

- Codes & Standards
- Design Conference
- Equity & Diversity
- Health & Wellness
- Historic Preservation
- Homeland Security
- Large Firm Roundtable
- Resiliency
- Small Firm Exchange
- Sustainable Environment

## **MEMBERSHIP**

- AIA-NJ Foundation
- Allied Professionals
- Core Member Services
- EPiC
- Fellowship
- Recruitment & Member Concerns

## **OPERATIONS**

- Budget & Finance
- Bylaws & Policies
- Governance