



ATLANTA CHAPTER STANDING RULES OF SOCIETY FOR DESIGN ADMINISTRATION

An Affiliate of The American Institute of Architects

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A. Organization

1. This Chapter's Bylaws shall conform to the provisions of the National Bylaws where applicable.
2. Chapter shall maintain an annually executed Chapter Affiliation Agreement.
3. This Chapter shall elect Officers no later than in the month of December and shall notify National Headquarters on or before December 31 of that year.
4. This Chapter shall submit membership classification and dues amounts for the coming fiscal year to the National Secretary and Executive Director by November 1 of each year.
5. This Chapter's Fiscal Year shall be from January 1 through December 31.
6. This Chapter will apply for and hold current Federal and/or State Tax Exempt Status as an individual Chapter, and will pay any fees and file any federal or state reports that this may involve. The National SDA is recorded with the IRS as a 501(c)(6) and all Chapters shall file for the same status.
7. This Chapter shall use the graphic standards manual as approved by National SDA for all graphic renderings of the Society's logo and name and the standard letterhead.

B. Dues and Fee

1. Annual, local dues shall be established annually by the Chapter Board no later than November 30 of each year and reported to Headquarters.
 - a. Members joining between January 1 and June 30 shall pay a full year's dues to cover their membership through December 31 of the current year. Members joining between July 1 and September 30 shall pay half year dues to cover their membership from the time of acceptance through December 31 of the current year. Members joining between October 1 and December 31 shall pay one full year dues at the new year's level, which will cover the balance of the current year, and all of the following year (15 months for the price of 12).
 - b. Each renewing member shall remit National and Chapter dues to National Headquarters prior to January 31st of each year. Dues shall be delinquent after January 31st. There will be a reinstatement fee of \$50.00 (fifty dollars) for members who fail to pay their dues.
 - c. At its discretion, National Headquarters, with approval from the Executive Committee, may accept payment of dues in installments of dues in up to five installments, with full payment being due no later than April 30. Chapter dues shall be included in the first payment. Members wishing to take advantage of an installment plan must notify the Executive Director prior to December 31.
2. All financial transactions are to be conducted in U.S. funds.

C. Bank Accounts

1. Checking, savings and/or money market accounts may be established for an operating account. Authorized signatures to these accounts shall be the President and Treasurer.
2. The Board shall direct and act with respect to other financial matters of this Chapter.

3. Previous years' files and records shall be kept in accordance with the Bylaws and turned over to the successor.

D. Expenses and Budgets

1. Expenses of \$100.00 or less of any Officer or Director may be authorized by the President and one other Officer. The Board must authorize expenses that exceed the approved annual budget or expenses of more than \$100.00 in advance.
2. Annual Meeting Expenses
 - a. If the Chapter has sufficient funds in its treasury, a budget amount can be set aside, as determined by the Board and approved, to reimburse the Delegate for certain expenses in connection with the Annual Meeting. Any or all of the following may be reimbursed:
 - 1) Registration fee
 - 2) Ground and/or air transportation by the most practical and economical means to the Annual Meeting city.
 - 3) Actual hotel room expense not to exceed the single/double occupancy rate per day.
 - b. If the Chapter has sufficient funds in its treasury, a specified budget amount can be set aside annually as a scholarship fund for the annual meeting, as determined by the Board and approved by the chapter, to reimburse one (1) or more additional member(s) for expenses. To qualify for this scholarship, members must meet and abide by the criteria that will be established by the board each year and submit the completed scholarship request to the board for review by the pre-determined deadline. The criteria will be published and provided to the membership at least 30 days prior to the event. Any or all of the following may be reimbursed:
 - 1) Registration fee
 - 2) Ground and/or air transportation by the most practical and economical means to the Annual Meeting city.
 - 3) Actual hotel room expense not to exceed the single/double occupancy rate per day.
 - c. Convention expenses shall be paid when receipts are submitted to the Treasurer, to the extent of the budgeted amount.
3. Leadership Conference
 - a. If the Chapter has sufficient funds in its treasury, a budget amount can be set aside, as determined by the Board and approved, to reimburse the President and/or incoming President for certain expenses in connection with the Leadership Conference. Any or all of the following may be reimbursed:
 - 1) Registration fee
 - 2) Ground and/or air transportation by the most practical and economical means to the Leadership Conference city.

- 3) Actual hotel room expense not to exceed the single/double occupancy rate per day.
 - b. Leadership Conference expenses shall be paid when receipts are submitted to the Treasurer, to the extent of the budgeted amount.
4. Regional Conference Expenses
- a. If the Chapter has sufficient funds in its treasury, a budget amount can be set aside, as determined by the Board and approved, to reimburse the President for certain expenses in connection with a Regional Conference. Any or all of the following may be reimbursed:
 - 1) Registration fee
 - 2) Ground and/or air transportation by the most practical and economical means to the Annual Meeting city.
 - 3) Actual hotel room expense not to exceed the single/double occupancy rate per day.
 - b. Conference expenses shall be paid when receipts are submitted to the Treasurer, to the extent of the budgeted amount.

E. Committee Roles and Responsibilities

General Duties of Committees (except Nominating Committee)

1. Each Chair shall determine and recruit the number of committee members necessary and within thirty (30) days of appointment as Chair advise the President of the committee members' names.
2. One member shall be appointed to record minutes of committee meetings.
3. Chairs shall submit periodic written reports in person to the Board or as required by the Board. Submit annual report at the Chapter's Annual Meeting.
4. Submit a budget to the Finance Committee at the January Board Meeting for approval.
5. By December 31, deliver to new President the Committee's file for successor Chair to start their work.

Standing Committees

1. **Auditing Committee:** Audit the Treasurer's accounts and financial statements of the Treasurer after Fiscal Year and submit findings to the Board for adoption. Upon any interim change in the holding of office of Treasurer, the retiring Treasurer's books and accounts shall be audited by the Auditing Committee, or when determined necessary by the active board.
2. **AIA Liaison / Construction Committee**
 - a. Promote and maintain open communication between the Atlanta Chapter of AIA and SDA
 - b. Build awareness of and support for SDA

3. Bylaws Committee

- a. Submit, in accordance with Article XV, amendments to the Chapter Bylaws. This committee shall consider, edit and/or correlate such amendments as it may originate and as are referred to it.
- b. Submit proposed Chapter Bylaws to National Bylaws Committee for review and/or approval prior to voting by Chapter members and enactment.
- c. Maintain a copy of the current Bylaws and Standing Rules, and distribute copies to the Board for their files.
- d. Annual submit Chapter Bylaws and Standing Rules to National Bylaws / Governance Committee for review and approval.

4. Certification Committee

- a. Assist the Education Committee to ensure educational programs fulfill the educational needs of members seeking certification renewal.
- b. Distribute Certificates of Attendance to members.

5. Chapter Awards Committee

- a. Establish Categories for Chapter Awards
- b. Solicit recommendations for recipients for each award
- c. Determine recipients
- d. Prepare awards for presentation at the December Chapter meeting

6. Education / Program Committee

- a. Develop and administer programs of continuing education for the membership.
- b. Coordinate program recaps for submission to chapter newsletter.
- c. Maintain liaison with the National Education Committee Chair and further its program on the Chapter level by proper participation.
- d. Coordinate with the Certification Committee to ensure educational programs fulfill the educational needs of members seeking certification.
- e. Plan the schedule of Programs for the program year and obtain approval from the Board. Provide estimated budget for each meeting.
- f. Provide for logistics at meetings, such as necessary facilities and supplies, and audio visual equipment. Arrange for necessary cleanup if required.
- g. Coordinate with Secretary, Publicity Chair and Newsletter Editor that proper advance notice of each program is disseminated to members and prospective members.
- h. Coordinate with Membership Committee to maintain consistent hospitality to guests.

- i. Coordinate with Secretary to ensure follow-up communication is provided to speakers and sponsors/vendors after the event.

Historical Committee

- b. Maintain an image file of photographs, videos and other media images from chapter events, noting date, name of event, and persons in each image.
- c. Assist the President with information regarding past chapter events as necessary.
- d. Ensure the protection of historical records by maintaining and labeling by year an electronic file of all documents, photographs, videos and other media images.
- e. Provide chapter historical records and images to National as requested upon approval by the Chapter Board of Directors.

8. Finance Committee

- a. Prepare the budget for the coming year.
- b. Obtain approval of the annual budget by the Board.
- c. Provide each Officer and Committee Chair with an estimated budget for that Office or Committee.
- d. Make pertinent recommendations as to financial operation of the Chapter.
- e. Maintain attendance sheets of all chapter meetings and educational events.

9. Membership Committee

- a. Download current chapter roster from the National website and distribute updates to chapter Board and general membership as necessary.
- b. Coordinate with Secretary to develop and maintain a prospective member database.
- c. Promote the growth and sustainability of membership as approved by the Board, with respect to activities such as special membership drives, and follow-up on prospective member referrals.
- d. Maintain member and guest nametags, as necessary
- e. Promote networking among chapters to assist in developing membership growth, and cooperation in giving and attending educational seminars.
- f. Coordinate with Program Committee as necessary.

10. Nominating Committee

- a. Identify candidates for each elective office, after determining eligibility.
- b. Obtain permission of the candidates to place their names on the slate.

- c. Submit slate, with biographies, in writing to the members prior to the Chapter's November meeting.
- d. If a member of the Nominating Committee stands for election, she/he shall be replaced by an alternate.

11. Publication/Newsletter/Public Relations Committee

- a. With National's Public Relations Committee and Board approval, publish and keep current a brochure or pamphlet describing SDA and the Chapter, its structure, purposes, membership requirements, etc.
- b. Prepare and publish any other forms, material or documents as authorized by the Board.
- c. Prepare and distribute the Chapter's newsletter to members and others and maintain current mailing list.
- d. Follow the national SDA graphics standards manual for all publications and letterhead.
- e. Prepare publicity statements for local release to publicize both chapter and national events (e.g., Leadership, EDSymposium, regional conferences, and other Chapter meetings and events).
- f. Obtain publicity for SDA through all available news media, publications of the AIA, and other industry-related publications and trade journals. Maintain roster of media personnel, due dates, etc.
- g. Coordinate with other chapters' publicity committees toward obtaining local publicity.

F. Amendments

- 1. Proposed changes to these Standing Rules may be submitted by any member to the Bylaws Committee or offered on the floor of the Annual meeting without prior notice. A majority vote will be required for approval.
- 2. Amendment to this Chapter's Standing Rules will receive the approval of the National Bylaws Committee before the Chapter enacts them. Said amendments, if approved by National, shall be adopted and become effective as of the date of the meeting at which adoption is considered.

ORIGINAL STANDING RULES ADOPTED:



 Secretary

3/25/10

 Date:



 President:

3/25/10

 Date:

APPROVED, NATIONAL BYLAWS COMMITTEE:



Betsy Nickless, CDFA
National Bylaws Chair

March 18, 2010

Date:

Standing Rules Amendments Adopted:
