

BY-LAWS
OF THE

**ADVISORY COUNCIL OF THE SCHOOL OF ARCHITECTURE
COLLEGE OF ARTS AND ARCHITECTURE
AT MONTANA STATE UNIVERSITY**

RATIFIED FEBRUARY 25, 2010
AMENDED FEBRUARY 23, 2012
AMENDED FEBRUARY 26, 2015
AMENDED MARCH 01, 2017
AMENDED MAY 6, 2019 TO TAKE EFFECT JANUARY 1, 2020
AMENDED April 15, 2021
AMENDED July 14, 2022

SECTION 1: NAME

1. The name of the organization shall be the ADVISORY COUNCIL OF THE SCHOOL OF ARCHITECTURE, hereinafter referred to as the Advisory Council.

SECTION 2: PURPOSE

1. The purpose of the Advisory Council is:
 - a. To establish a network of individuals, organizations, institutions and businesses that are capable of expanding opportunities in instruction, research and outreach programs for the School;
 - b. To act as a catalyst in bringing together individuals, organizations, institutions and businesses seeking greater understanding, college collaboration, and involvement in higher education;
 - c. To provide financial support for the betterment of the School of Architecture.

SECTION 3: AFFILIATION

1. The Advisory Council is affiliated exclusively with the School of Architecture in the College of Arts and Architecture at Montana State University.

SECTION 4: MEMBERSHIP

1. Membership in the Advisory Council will be open to (invited) individuals alumni or non-alumnus status, who demonstrate a commitment to the School of Architecture by assisting the School in maintaining its strong reputation, assisting in reaching its listed goals and priorities, and demonstrating a commitment to the School through endorsement, annual giving, endowment support and other opportunities for the benefit of the School of Architecture.
2. The Advisory Council shall consist of not less than fifteen (15) persons. Members shall not discriminate against any individuals for reasons of race, national origin, color, religion, gender, age, veteran status, sexual orientation and/or ability status.

SECTION 5: MEMBERSHIP STRUCTURE

1. Types of memberships include Tier One and Tier Two Advisory Council membership, and Emeritus Advisory Council member status.
 - a. Council membership is dependent upon Tier Two Advisory Council members making a minimum annual contribution of \$1,000.00 and Tier One Advisory Council members making a minimum annual contribution of \$250.00 to the School of Architecture.
 - b. The nomination of new Advisory Council members shall be as per Section 8: Advisory Council.
 - c. Emeritus (Non-dues, lifetime designation) Council members shall be voted in by the Advisory council.
 - d. Tier One Advisory Council designation shall be limited to individuals who are in their first 15 years of professional practice.
 - i. Tier One Advisory Council members are encouraged to pay a higher annual contribution commensurate with their role in professional practice.
 - ii. Following their 15th year in professional practice Tier One membership will automatically move to Tier Two.

SECTION 6: MEMBERSHIP RESPONSIBILITY

1. Membership roles and responsibilities as directed by the School of Architecture are:
 - a. To Support the School of Architecture through endorsement, annual giving, endowment support and other endeavors approved by the Advisory Council for the benefit of the School of Architecture;
 - b. To promote the School of Architecture within his/her social and professional communities;
 - c. Advisory Council members shall attend 1 of the 2 annual meetings held at the School of Architecture;
2. Members may further support the School of Architecture by:
 - a. Providing leadership in the identification and cultivation of member prospects for the Advisory Council;
 - b. Identifying and securing points of contact in their respective organizations, institutions or businesses;
 - c. Sharing ideas on emerging trends and issues that synchronize the efforts of the School of Architecture with the needs of private and public sectors;

SECTION 6: MEMBERSHIP RESPONSIBILITY CONTINUED

- d. Participation in the educational experience of students by identifying and securing appropriate internships and practical experiences;
- e. Providing council and advice to assist with the continued development of the School of Architecture;
- f. Assist in securing additional private resources needed to advance the academic proficiencies and reputation of the School of Architecture.

SECTION 7: MEMBERSHIP RIGHTS & PRIVILEGES

1. Membership benefits shall include:
 - a. Access to all academic seminars, exhibitions and lectureships sponsored by the School of Architecture;
 - b. Opportunities to interact directly with students and faculty;
 - c. Complimentary newsletters and other scholarly publication produced by the School of Architecture.
 - d. Exclusive networking opportunities with visiting architects and scholars;
 - e. Travel opportunities organized by the School of Architecture.

SECTION 8: ADVISORY COUNCIL

1. The Director of the School of Architecture shall serve as Executive Director of the Advisory Council.
2. The Council is composed of the following:
 - a. Potential new members shall be recommended to the Director who will forward the nomination to the Advocacy Committee. A member of the Advocacy Committee shall contact the potential new member and:
 - Discuss the role and responsibilities of membership
 - Obtain a brief resume
 - Invite the potential member to a monthly meeting
 - Introduce the potential new member at the monthly meeting
 - Following the meeting determine if the potential member wishes to join the Advisory Council
 - If the potential new member wishes to join the Advisory Council their name and resume shall be forwarded to the Director
 - The Director shall submit the potential new member's name and resume to the members of the Council for a vote to approve membership.

Members shall be elected to the Council by a majority vote of the general membership voting in the election. The results of the election shall be forwarded to the Advocacy Committee for communication with the nominee and announced at the monthly meeting of the Advisory Council. Newly elected members shall serve as voting members of the Council for three years with the opportunity for continued membership in subsequent years.

- b. The President shall be elected by a majority vote of the general membership for a two year term. The president has general advisory responsibilities.
 - i. Immediate Past President: the office of Immediate Past President serves in an advisory capacity to the Council and provides continuity in the operation of the Advisory Council.
 - ii. President: the President of the Advisory Council serves as the principal officer of the Advisory Council. The President presides at all meetings and is responsible for determining, in conjunction with the Executive Director, the agenda for the meeting.

SECTION 8: ADVISORY COUNCIL CONTINUED

President-Elect: the President-Elect of the Advisory Council serves in the absence of the President by presiding at all meetings and by preparing the agenda in conjunction with the Executive Director.

- iv. In the event that an elected seat is vacated, the Council shall appoint a successor for the remaining period of that term. In the event that an appointed seat is vacated, the Director shall appoint a successor for the remaining period of that term.
- c. The Director of the School of Architecture, as Director of the Advisory Council, shall serve as a non-voting, ex-officio member.
- d. The Director of Development for the College of Arts & Architecture shall serve as a non-voting, ex-officio member.
- e. Terms shall begin at the Spring Semester meeting (date TBA) of the respective term.
 - i. Term of a member will be a minimum of three years.
 - ii. A member is defined as attending at least one meeting per year.

3. The Council will be comprised of Committees that will include;

Knowledge – Provide communication and provide a liaison between the profession and the School of Architecture. Areas of Responsibility will include but not limited to:

- Lecture/exhibit series
 - Members to sit on School of Architecture lecture/exhibit committee
 - Help identify lectures and exhibits to bring to School of Architecture
- Developing the “E-mentoring” program

- Studio support and transfer of Knowledge (Profession to Academia/Academia to Profession)

Advocacy – Engage the alumni in the SOA. Areas of Responsibility will include but not limited to:

- Enhancing the internship programs
- Highlighting Alumni firms
- Managing Advisory Council Membership
- Developing an alumnus “invited guest” program for each advisory council meeting
- Supporting endowments and other fundraising opportunities
- Responsible for annual giving

Student Recruitment– Support the School of Architecture and the profession’s aspiration to increase the social, cultural and economic diversity of students seeking an architectural education. Areas of responsibilities will include but not limited to:

Engage business professionals in the building industry with the School of Architecture.

- High school and higher education
 - Members should make it known to the advisors that there is an opportunity for students to visit their office and that office will provide presentations describing the educational process and broad range of professional activities of an architect
 - Recruitment efforts and sponsorships

Steering – Acting as the executive committee to the Advisory Council.

- Membership will be composed of the current Advisory Council President, the past Advisory Council President, the Advisory Council President-Elect and chairpersons of the Knowledge, Advocacy, Resources, and Network committees.

Nominating – The president shall appoint a Nominating Committee Chair during their first term of office.

- Membership will be composed of one member from each of the committees – Knowledge, Advocacy, Resources, Network, Graduate Council and the Director of the School Architecture.
 - The committee shall confer prior to the Advisory Council Meeting to nominate candidates for the office of President, Advisory Councilor membership, and emeritus membership.
 - All candidates for office or membership must be nominated at least 30 days prior to any Advisory Council meeting. The committee will provide the names for consideration to be voted on by the membership at the Advisory Council meeting.
- a. Each committee shall elect and have a chairperson and a SOA appointed staff or faculty member within their group. Chairpersons will serve only one term as defined in the section above.
 - b. Every active Advisory Council member will participate in a committee.

SECTION 9: MEETINGS

1. Meetings of the full membership of the Advisory Council are scheduled by the President and the Director of the School of Architecture bi-annually. Once in the fall semester and once in the spring semester. Additional meetings to be held as needed.

SECTION 10: COMMUNICATIONS

1. Members shall be regularly informed of Advisory Council activities, the School of Architecture and Montana State University activities through correspondence, reports, announcements, and newsletters. The Director of the School of Architecture coordinates such communications.

SECTION 11: AMENDMENTS

1. This constitution shall be amended by a vote of 2/3 majority of the membership at any regular or special meeting of the full membership
2. Written notice of proposed revision must be in the possession of the membership 30 days prior to the scheduled meeting.