

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  
AMENDED October 25th, 2024

**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 individuals in the Architecture and allied professions, 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 seven (7) with representation of at least one member from each of the committees as described in Section 7. 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.
3. The Advisory Council will be composed of the following membership types:
  - a. Advisory Council membership is dependent upon members making the minimum annual contribution as outlined in Section 5.1.a. Members shall participate in the responsibilities outlined in Section 5 and have the Rights and Privileges as outlined in Section 6.
  - b. Emeritus Council membership is available to retired professionals and shall be voted in by the Advisory Council, if requested by the Advisory Council member. Emeritus members are not subject to the minimum annual contribution but are encouraged to contribute at their discretion.
4. Advisory Council members may elect to designate a Proxy member who serves in their place at a meeting or a vote as outlined in section 9.3 at their discretion.
  - a. If a Proxy member is active in place of the council member for more than 6 months that proxy member will need to follow the process for Potential New Members as outlined in Section 4.5 to become a permanent member of the council
5. Potential New Members:
  - a. Nominees shall be recommended to the Advocacy Committee.
  - b. A member of the Advocacy Committee shall be the primary contact or Advocate for the nominee. They will discuss the roles, rights and responsibilities of membership, and invite them to join an upcoming meeting for more orientation.
  - c. The Advocate or another member of Advocacy Committee will collect and prepare the following nomination content for Advisory Council review and voting at the next meeting as outlined in Section 9.3:
    - i. A brief resume;
    - ii. Letter of recommendation from an Advisory Council member or SOA Faculty;
    - iii. Request for a reduced contribution amount as set forth in Section 5.1.a.i.
  - d. The Council's decision will be communicated to the nominee by their Advocate or another member of the Advocacy Committee.
  - e. New members voted in within the first two quarters of the year shall be responsible for making the full minimum contribution amount for that year. Those voted in within the second two quarters of the year will be responsible for making half of the minimum contribution amount for that year.

## **SECTION 5: 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 by making the minimum annual contribution in the amount set annually by the Advisory Council. The contributions should be made to a School of Architecture fund chosen at that time.
    - i. A reduced contribution of 25% of the decided contribution will be available for those within 10 years of graduation as approved by vote of the Advisory Council.
  - b. To promote the School of Architecture within his/her social and professional communities;
  - c. Advisory Council members are encouraged to attend at least 1 of the 2 annual meetings held at the School of Architecture; and as many virtual meetings as possible.
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;
  - d. Participation in the educational experience of students by identifying and securing appropriate internships and practical experiences;
  - e. Participation as a mentor to students as outlined in the mentorship program;
  - f. Providing advice and support to assist with the continued development of the School of Architecture;
  - g. Assist in securing additional private resources needed to advance the academic proficiencies and reputation of the School of Architecture.

## **SECTION 6: 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 publications produced by the School of Architecture;
  - d. Exclusive networking opportunities with visiting architects and scholars;
  - e. Travel opportunities organized by the School of Architecture;
  - f. Opportunities for Financial support to attend in-person Advisory Council meetings.

## SECTION 7: ADVISORY COUNCIL ADMINISTRATION

1. The Director of the School of Architecture shall serve as Executive Director of the Advisory Council and shall serve as a non-voting, ex-officio member.
2. The Council is composed of the following:
  - a. 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 and schedule for meetings. The president has general advisory responsibilities.
    - i. The President shall be elected by a vote as outlined in Section 9.3.
    - ii. The President shall be elected for a two-year term.
  - b. 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.
  - c. 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.
    - i. The President-Elect shall be elected for a two-year term.
  - d. Secretary: The Secretary of the Advisory Council records and distributes meeting minutes, which include discussions, votes, and resolutions. In addition, the secretary maintains records and posts them to a shared accessible location.
    - i. The Secretary shall be elected for a two-year term.
  - e. 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.
  - f. The Business Operations Manager for the School of Arts & Architecture shall serve as a non-voting, ex-officio member.
3. The Advisory Council shall have an **Executive Committee**;
  - a. Membership will be composed of the current Advisory Council President, the past Advisory Council President, the Advisory Council President-Elect, Secretary and the Director of School of Architecture.
  - b. The President shall appoint a Nominating Committee Chair during their first term of office.
  - c. The Nomination Committee shall be composed of one member from each of the Action Committees, as defined in Section 7.4, and the Director of the School of Architecture.

- i. The committee shall confer prior to the Advisory Council Meeting to nominate candidates for the office of President, Advisory Council membership, and emeritus membership.
  - ii. 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.
- 4. The Advisory Council will be comprised of Action Committees;
  - a. **Knowledge:** Provide communication and act as a liaison between the profession of Architecture and the Montana State University School of Architecture.
  - b. **Advocacy:** The Advocacy Committee works to promote the activities of the Advisory Council and the School of Architecture. It does so by creating a conduit of communication between the Architectural community of Montana and alumni promoting the work of the Advisory Council and developments at the School of Architecture. Communications can include activities of the Advisory Council and the School; the benefits of providing Internship opportunities for students; Fundraising opportunities for various programs within the School. The Advocacy Committee is also the liaison between faculty, staff, and student requests for funding by the Advisory Council of various initiatives.
  - c. **Student Engagement:** Support Montana State University School of Architecture's recruitment, retention, and student success efforts.
  - d. Each committee shall have an SOA appointed staff or faculty member within their group and elect a chairperson or co-chairs. Chairpersons will serve a minimum of one term with the option to extend their term as agreed upon by the committee members.
  - e. Every active Advisory Council member should participate in a committee.
  - f. Each committee is responsible for identifying goals, priorities, and initiatives within its respective area of focus.

## SECTION 8: MEETINGS

1. In-Person 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.
2. Virtual Meetings of the full membership of the Advisory Council are scheduled by the President and the Director of the School of Architecture every other month or as outlined by the Executive Committee
3. Meetings of the Committees are scheduled by the committee chair as necessary to advance their goals and initiatives.
4. Additional meetings to be held as needed.

## SECTION 9: COMMUNICATIONS and VOTING PROCEDURES

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.
2. Notice of proposed votes and any supportive content must be in the possession of the membership 14 days prior to the vote for review.
3. Voting Items will fall into the following categories with identified parameters and restrictions:
  - a. **Executive Items** - This includes President, President Elect, and Secretary elections, By-Law Amendments, and other items that the Executive committee determines.
    - i. Requires the establishment of a quorum identified as fifty percent (50%) plus 1 of the active membership or as established by the Executive Committee for each Vote.
    - ii. Passage of the vote Requires a  $\frac{2}{3}$  majority of votes cast.
    - iii. Proxy votes are not permitted.
  - b. **Non Executive Items** - This includes all other votes such as, new members, allocation and spending of funds and any other items not identified by the Executive committee as "Executive".
    - i. Requires the establishment of a quorum identified as minimum of seven (7) Advisory Council members with representation from each of the committees outlined in Section 7
    - ii. Passage of the vote requires a simple majority of votes cast.
    - iii. Proxy Votes are permitted.

## **SECTION 10: INDUSTRY PARTNERS**

1. The Advisory Council will find opportunities to engage with industry partners who support the purpose of the council and to further engage students with professionals in the industry.
2. Industry Partners responsibilities are:
  - a. To Support the School of Architecture through endorsement, annual giving, endowment support by making the minimum annual contribution in the amount set annually by the Advisory Council. The contributions should be made to a School of Architecture fund chosen at that time.
  - b. To engage with the Advisory Council and the School of Architecture at the Direction of the Executive Committee.
  - c. Industry Partners are encouraged to attend at least 1 council meeting each year.
  - d. Industry Partners do not vote.
3. Industry Partners may further support the Advisory Council and School of Architecture by:

- a. Sharing ideas on emerging trends and issues that synchronize the efforts of the School of Architecture with the needs of private and public sectors;
  - b. Participation in the educational experience of students by identifying and securing appropriate internships and practical experiences;
  - c. Providing leadership in the identification and cultivation of additional industry partners;
  - d. Identifying and securing points of contact in their respective organizations, institutions or businesses.
4. Industry Partners benefits shall include:
- a. Access to all academic seminars, exhibitions and lectureships sponsored by the School of Architecture.
  - b. Opportunities to interact directly with council members and students and faculty, particularly at events such as celebration of architecture.
  - c. Complimentary newsletters and other scholarly publications produced by the School of Architecture.