

IOWA CHAPTER
BYLAWS
and
STANDING RULES
OF THE
SOCIETY OF DESIGN ADMINISTRATION

An Affiliate of AIA Iowa

Amended July 2004

**BYLAWS OF
IOWA CHAPTER
THE SOCIETY OF DESIGN ADMINISTRATION**

An Affiliate of AIA Iowa

Printed: November 4, 2004

TABLE OF CONTENTS

| | | |
|---------------|----------------------------------|----|
| ARTICLE I. | Name | 3 |
| ARTICLE II. | Objectives and Organization | 3 |
| ARTICLE III. | Members | 4 |
| ARTICLE IV. | Officers and Directors | 6 |
| ARTICLE V. | Meetings | 7 |
| ARTICLE VI. | Executive Committee | 7 |
| ARTICLE VII. | Committees | 8 |
| ARTICLE VIII. | Dues and Fees | 10 |
| ARTICLE IX. | Duties of Officers and Directors | 11 |
| ARTICLE X. | Quorum and Voting | 12 |
| ARTICLE XI. | Parliamentary Authority | 12 |
| ARTICLE XII. | Amendment to the Bylaws | 13 |
| ARTICLE XIII. | Dissolution | 13 |

ARTICLE I

Name

- Section 1. The name of this organization shall be Iowa Chapter, The Society of Design Administration, hereinafter referred to in these Bylaws as Chapter or SDA.

ARTICLE II

Objectives and Organization

Objectives

- Section 1. Organize and unite the membership in order to advance and promote the educational and professional standards of administrative personnel in Design firms and related disciplines.
- Section 2. Provide programs to advance the knowledge and capabilities in the membership and contribute to the improvements of administrative methods and materials used in design firms and offices of related disciplines.
- Section 3. To provide a channel of communication between Chapters of SDA.
- Section 4. To assist in the organization of new Chapters.
- Section 5. To maintain liaison with The American Institute of Architects and other professional organizations.
- Section 6. Financial: The general purposes and powers are:
- A. Conduct its affairs, carry on its operations, and have offices and exercise the powers of a non-profit organization granted under law.
 - B. Have and exercise all powers necessary or convenient to effect any or all of the purposes for which this chapter is organized.
 - C. Make contracts and incur liabilities, borrow money at such rates of interest as the chapter may determine, issue notes, bonds, mortgage and pledge any or all its property, franchises, or income.
 - D. Purchase, take, receive, lease, take by gift, devise or bequest, or otherwise acquire, hold, own, improve, use, or otherwise deal in and with real or personal property, or any interest therein wherever situated.

- E. Sell, convey, mortgage, pledge, lease, exchange, transfer or otherwise dispose of all or any part of its property and assets.
- F. Make donations for the public welfare or for religious, charitable, scientific, educational, or similar purposes.

Section 7. Once established, in accordance with Section 2.A of the National Bylaws, this Chapter shall remain in good standing with the National organization so long as it abides by the rules established in these Bylaws and maintains a current Chapter Bylaws document that is in conformance with the National Bylaws and Standing Rules.

Organization

Section 1. SDA is self-governing, non-profit, non-partisan, non-sectarian and non-discriminatory. The Chapter is not incorporated. The Society of Design Administration is incorporated in the State of Washington as a non-profit corporation. The date of incorporation is April 15, 1975. The Federal Identification Number is 23-7070549. Federal Tax Exempt Status was granted December 28, 1976, Seattle, Washington, 98112.

Section 2. The fiscal year of the Chapter shall be January 1 through December 31.

Section 3. This Chapter shall function in the State of Iowa of the United States of America and maintain communication with component chapters of the Society of Design Administration and with SDA's regional and/or state organizations if and when formed.

Section 4. This Chapter is organized under Section 501 (c) (6) of the Internal Revenue Code.

A. This Chapter's Federal Employer Identification Number is 42-1252020.

B. The Principal Office for the transaction of the business of this Chapter is 1000 Walnut Street, Suite 101, Des Moines, Iowa 50309.

ARTICLE III

Members

Section 1. Membership in this Chapter shall be accorded to individuals fulfilling the requirements and qualifications set forth in these Bylaws and the adopted Standing Rules of the organization.

Section 2. New Members:

- A. Application for Admission: Application shall be made in writing, by letter or on the application form, addressed to the Treasurer. It shall show proposed member's name and other information requested on National's Application for Membership. It shall include check for local Chapter dues, National dues and fees.
- B. Acceptance: Application shall be reviewed for eligibility by Treasurer. The President shall advise the applicant of acceptance within thirty (30) days of the date application is made.
- C. Once accepted, in accordance with Section 2B, a member shall:
 - 1) Send to Headquarters a check for local Chapter dues, National dues and fees attached to a membership application.
 - 2) The member shall remain in good standing so long as she/he abides by the rules established in these Bylaws. National dues-paying members may use SDA after their names.

Section 3. Classes of Membership:

- A. Professional: Those persons employed as administrative personnel for an architect, engineer, or design profession related to the construction industry, whether in private practice, on the staff of a licensing or registration board, a school of architecture, or any other public or private institution or company, and consultants who perform design services administration for the entities described above. They shall pay Chapter and National dues, and shall have the right to vote and hold Chapter and National office.
- B. Associate: Those persons whose products or services support the design profession. They shall pay Chapter and National dues. They shall have the right to attend all meetings of SDA, to speak and take part in the discussions thereat, but they shall not have the right to hold National Office or be Chapter President.
- C. Emeritus: Those members in good standing at time of retirement from professional life in the design profession for a minimum of twelve (12) years and SDA for a minimum of five (5) years. Retirees shall be assessed National and Chapter dues (at a reduced rate). They shall have all the rights and privileges of membership afforded them prior to retirement except the right to hold National office or that of President of the chapter. If an emeritus member is certified

(SDA/C) at the time of retirement, she/he shall maintain that status without need to renew.

- D. Student: Those persons who are currently enrolled as full-time students in an accredited program leading to a certificate or degree in architecture, engineering, interior design or with a professed interest in applying their studies to the professional administration of such businesses. They shall pay Chapter and National dues. They shall have the right to attend all meetings of SDA, to speak and take part in the discussions thereat, and to serve as committee members. They shall not have the right to vote, to serve as a committee chair, or to hold Chapter or National office.
- E. Honorary: Those persons who are not otherwise eligible for membership but who have rendered distinguished service to SDA or the design profession. Nominations for honorary membership may be proposed by three (3) or more individual members, in writing, addressed to the President, accompanied by a detailed statement of nominee's qualifications for the honor. They shall be elected by a two-thirds (2/3) vote of the Membership.

Honorary members shall be privileged to attend all meetings of SDA and to speak and take part in discussions. However, they shall not have the right to vote or to hold office. Honorary members of a Chapter do not automatically become Honorary members of National. They may be nominated as outlined in the National Bylaws.

Section 4. Transfer of Membership from this Chapter to another Chapter, or vice versa, may be made, subject to the Bylaws and/or other rules and regulations of the particular Chapter to which application for membership is made.

Section 5. Ethics:

- A. Violation of ethics by a member shall be handled by the Chapter's Board of Directors in accordance with Roberts Rules of Order Newly Revised, and only if said Board of Directors agrees it cannot reach a decision are they to request assistance and an opinion from the National Executive Committee.

ARTICLE IV

Officers and Directors

Section 1. The officers shall consist of a President, a Vice President, a Secretary and a Treasurer.

Section 2. In year of organization only, the Officers and one or more Directors shall be elected.

Section 3. The Executive Committee shall be comprised of all Chapter Officers and Immediate Past President.

Section 4. Term of Office:

- A. Officers shall take office at the beginning of the chapter's fiscal year, January 1, and serve until their successors have been installed or the beginning of the chapter year, whichever comes first. Once elected, such Officer may remain in office for the elected term, provided they continue to meet membership eligibility requirements.
- B. No Officer shall serve more than two consecutive terms of one year in the same office, if nominated and elected.
- C. In year of organization only, the officers shall serve their first full year term following the partial year of organization which is 1985. The election in the fall of 1985, will start immediately, and will end December 31, 1986. During this organizational period only, some offices may be combinations of two or more officers.

Section 5. Eligibility:

- A. All candidates for Chapter Office must have been a member of this Chapter in good standing. All candidates shall be in attendance at the meeting at which they are proposed for election to office.
- B. Candidates for President shall have served as a Chapter Officer for one term.

Section 6. Voting:

- A. Each member of the Executive Committee shall have one (1) vote. A quorum consists of one-third (1/3) of the membership. Each member shall have one vote.

Section 7. Vacancies:

- A. If a vacancy occurs in the Office of President, the Vice President shall fill the unexpired term.

In the event vacancies exist in both Offices of President and Vice President, the Chapter members shall vote for a President from eligible members to fill the remaining term.

- B. If a vacancy occurs in any of the other offices, it shall be filled by appointment by the President and ratified by a majority vote of the membership.

- C. Any member completing an unexpired term for a period of less than six (6) months shall not affect eligibility to run for that Office in the succeeding year.

ARTICLE V

Meetings

- Section 1. The Annual Meeting of members shall be held at a time and place fixed by the Executive Committee, no later than December.
- Section 2. Meetings of the members shall be held monthly at a time and place fixed by the Executive Committee.
- Section 3. New officers will be elected in October and installed in January of each year. They will start conducting the business of the Chapter on January 1 of their term.
- Section 4. Should both the President and the Vice President be incapacitated, a temporary chair can be either appointed or elected by a majority vote of the membership.
- Section 5. The Executive Committee will meet on an as needed basis.

ARTICLE VI

Executive Committee

- Section 1. The Executive Committee (also known as the Board) shall be comprised of the Officers and the Immediate Past President.
- Section 2. Each member of the Executive Committee shall have one (1) vote. The business of the Executive Committee may be carried on by mail, phone, FAX, or e-mail, provided satisfactory evidence of the question and vote outcome is filed with the Secretary and duly announced. A majority of the voting strength shall constitute a quorum.
- Section 3. The Board shall:
 - A. Render written Annual Report and its recommendations to the Annual Meeting of the members.
 - B. Ratify by a majority vote, appointments by the President to fill vacancies in the elective positions of Vice President, Secretary or Treasurer.
 - C. Ratify by a majority vote appointments by the President of Committee Chairs.
 - D. Recommend the establishment of other Committees deemed necessary to carry on the work of SDA.

- E. Direct and act with respect to other financial matters of SDA.

ARTICLE VII

Committees

Section 1. The President, with the approval of the Board, shall appoint the Chair of each committee, with the exception of the Nominating Committee and the committees where the Bylaws state a specific officer serves as chair. Each Chair shall appoint members to their committee and within thirty (30) days report their names to the President.

Section 2. Standing or Special Committees shall be as follows:

- A. Auditing Committee: The President shall appoint two members to audit the Treasurer's accounts and financial statements after Fiscal Year and to submit their findings to the Board. Upon any interim change in the holding of office of Treasurer, the retiring Treasurer's books and accounts shall be audited.
- B. Bylaws: This Committee shall:
 - 1) Submit, in accordance with Article XII, amendments to the Bylaws and Standing Rules of the local Chapter or National Society of Design Administration. This committee shall consider, edit and/or correlate such amendments as it may originate and as are referred to it by the Board or members. The proposers of the amendment shall be identified in the previous notice.
 - 2) Submit proposed Chapter Bylaws or Amendments to National Bylaws Committee.
 - 3) Maintain a copy of the current Bylaws and Standing Rules, including applicable National amendments. Provide a signed copy for the files of National Headquarters.
 - 4) Distribute copies of Bylaws to membership and notify each member promptly of any amendments thereto.
- C. CANSTRUCTION®: This Committee shall:
 - 1) Organize and execute event in accordance with National guidelines.

- D. Continuing Education: This committee shall be chaired by the Vice President.
- 1) This Committee shall develop and administer programs of continuing education for the membership.
 - 2) Plan and present seminars.
 - 3) Share program and seminar information with other chapters and National.
 - 4) Promote certification of members.
- E. Finance: This committee shall consist of the Treasurer as Chair, the Immediate Past President/Director and one other member. This committee shall:
- 1) Prepare the budget for the coming year.
 - 2) Obtain approval of the annual budget from the membership no later than February business meeting.
 - 3) Provide each Officer and Committee Chair with an estimated budget for that office or committee.
 - 4) Make pertinent recommendations as to financial operation of SDA.
- F. Membership: This Committee shall:
- 1) With the Board's approval, publish and keep current a brochure or pamphlet describing the Chapter, its structure, purposes, membership requirements, etc.
 - 2) Promote and increase membership in SDA.
- G. Nominating: The Nominating Committee shall consist of two (2) members and one (1) alternate nominated from the floor and elected by ballot at a regular meeting prior to the Annual Meeting. No member shall serve more than one (1) consecutive term. This Committee shall:
- 1) Determine that each candidate is eligible for Office.
 - 2) Name at least one (1) candidate for each elective office. Obtain permission of the candidates to place their names on the slate. Collect and submit a short biography of each candidate. Submit the slate in writing to the members ten (10) days prior to the October meeting.
 - 3) If a member of the Nominating Committee stands for election, she/he shall be replaced by an alternate.

- H. Principal Recognition Event: This Committee shall:
 - 1) Organize event during National Boss' Week in October.
- I. Public Relations/Historian: This Committee shall:
 - 1) Prepare publicity statements for release.
 - 2) Obtain publicity, photos, etc., for SDA through all available news media, publications for AIA, and other publications and trade journals.
 - 3) Supply pertinent data for publication to the Editor of the national publication of SDA.
 - 4) Maintain the history of SDA and supply annual updates to National.
 - 5) Catalog and store permanent records of the Chapter.
- J. Such other committees, standing or special, shall be appointed by the President as the Board shall from time to time deem necessary to carry on the work of the Chapter.

Section 3. The written Annual Report and recommendations of the respective Committees shall be rendered to the Annual Meeting.

ARTICLE VIII

Dues and Fees

Section 1. The amount of annual dues and fees shall be established at the Annual Meeting by a two-thirds (2/3) vote.

Section 2. Renewing Members shall submit dues directly to National Headquarters no later than January 31 of each year. National Headquarters shall coordinate with local Chapters to facilitate distribution of renewal invoices. In preparation for mailing of individual invoicing on November 30, Chapter Treasurer will submit to Headquarters local dues structure as requested.

Section 3. National Headquarters shall provide itemized breakdown of members in good standing, their classification of membership, and current mailing address to the Chapter Treasurer. Chapter dues will be remitted to the Chapter directly from Headquarters within fifteen (15) days of receipt.

ARTICLE IX

Duties of Officers and Directors

Section 1. President:

- A. Preside at all meetings of the Chapter and the Executive Committee.
- B. Interpret all policies.
- C. Coordinate the activities of all Officers, Directors and Committees.
- D. Appoint all Committee Chairs with the exception of the Nominating Committee.
- E. Serve as ex-officio member of all Committees with the exception of the Nominating Committee.
- F. Serve as the administrative head of SDA and exercise general supervision of all its business affairs.
- G. Serve as a Director for National Board of Directors and serve as a Delegate to the National Annual Convention.

Section 2. Vice President:

- A. Perform the duties of the President in her/his absence.
- B. Serve as Chair of Continuing Education Committee.
- C. Perform such other duties as the President may designate.
- D. Serve as Delegate to the National Annual Convention should the President be unable to attend.

Section 3. Secretary:

- A. To record and transcribe minutes at all meetings of the Chapter, maintain them in proper order, and transmit to members of the respective bodies.
- B. Record results of voting by mail, phone, FAX, or e-mail, and announce results in writing.
- C. Issue notices of all meetings of the Chapter and the Board.
- D. Maintain all legal documents of SDA.
- E. Conduct the correspondence of the Chapter as directed by the President or Board.

Section 4. Treasurer:

- A. Collect all dues, fees and other income, and make deposits.
- B. Transmit dues and fees to National, and make all disbursements.
- C. Keep accurate records of all transactions.
- D. Chair the Finance Committee.
- E. Prepare and submit in writing monthly and annual financial reports to the Board and members.
- F. Maintain all records of membership, including names and addresses of Chapter Members.
- G. Compile and distribute a roster of Chapter Officers, Directors and Members as directed by the Board.

Section 5. Immediate Past President:

- A. Perform all duties properly assigned by the Board.
- B. Act in an advisory capacity to the President.
- C. Serve on the Finance Committee.

ARTICLE X

Quorum and Voting

- Section 1. A one-third (1/3) majority of the voting strength shall constitute a quorum for all meetings. Each member shall have one vote and may carry the proxy of one absent member. Balloting may be done by mail, FAX, or e-mail.

ARTICLE XI

Parliamentary Authority

- Section 1. Robert's Rules of Order Newly Revised shall govern the proceedings of SDA in all cases not provided for in these Bylaws or Standing Rules.

ARTICLE XII

Amendment to the Bylaws

Section 1. The Bylaws may be amended as follows:

- A. By a majority vote.
- B. Members shall be advised of proposed Bylaw amendments at least ten (10) days prior to the meeting at which they are to be proposed.
- C. Chapter Bylaws and Amendments thereto are subject to approval of the National Bylaws Committee prior to adoption and enactment by the Chapter.

ARTICLE XIII

Dissolution

Section 1. Dissolution shall be in accordance with National Bylaws. Upon dissolution of this Chapter, the assets, after all claims against those assets have been satisfied, shall be contributed to a charity chosen by the majority of the members.

Original Bylaws Enacted Nov. 14, 1985

Amended: Dec. 1995 / Dec. 1998 / Feb. 2000 / Oct. 2001 / Jan. 2003

FOR REVISED IOWA CHAPTER BYLAWS

APPROVED:

National Bylaws Committee Chair

Date

IOWA CHAPTER SOCIETY OF DESIGN ADMINISTRATION

Date Adopted: September 30, 1985

Date Enacted: September 30, 1985

Chapter Secretary

Chapter President

Amended December 1995
Amended December 1998
Amended February 2000
Amended October 2001
Amended January 2003
Amended July 2004

STANDING RULES OF
IOWA CHAPTER
THE SOCIETY OF DESIGN ADMINISTRATION

An Affiliate of AIA Iowa

Amended January 2003

TABLE OF CONTENTS

| | | |
|----|-----------------------------|---------|
| 1. | Organization | Rules-1 |
| 2. | Dues and Fees | Rules-2 |
| 3. | Treasurer and Bank Accounts | Rules-3 |
| 4. | Liaison with the AIA | Rules-4 |
| 5. | Amendments | Rules-5 |
| 6. | Monthly Meetings | Rules-6 |
| 7. | Expenditures | Rules-7 |
| 8. | Miscellaneous | Rules-8 |

1. Organization

- A. This Chapter's Bylaws shall conform to the provisions of the National Bylaws where applicable.
- B. This Chapter shall provide an electronic copy of its Bylaws to the National Bylaws Committee.
- C. This Chapter's Bylaws or any proposed amendments thereto, will receive the approval of the National Bylaws Committee before the Chapter enacts them.
- D. This Chapter shall elect Officers no later than in the month of December and shall notify the National Secretary on or before December 31 of that year.
- E. This Chapter's Fiscal Year shall be from January 1 through December 31.
- F. This Chapter may, at its discretion, apply for Federal and/or State tax Exempt Status as an individual Chapter, and will accept any fees that this may involve. The National SDA is recorded with the IRS as a 501(c)(6) and all Chapters shall use it.
- G. This Chapter shall use the typical stationery masthead as approved by National SDA.

2. Dues and Fees

- A. Annual Dues
 - 1) National initiation fee shall be \$10 per member and Chapter dues shall be \$35 per Professional and Associate Member. National dues are set by the National Board of Directors.
 - 2) Dues are payable upon acceptance of membership, for which an SDA Membership Card and New Member Packet shall be furnished.
 - 3) Lifetime members are exempt from the payment of all Chapter dues and fees. National charges annual dues of \$20.00 to cover mailings.

- 4) 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 a year's 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's dues, which will cover the balance of the current year, and all of the following year (15 months for the price of 12).
- 5) Each renewing member shall remit dues to National Headquarters no later than January 31 of each year. Dues shall be delinquent after March 1.
- 6) Honorary members are exempt from the payment of all dues and fees.
- 7) Incidental Fees for other purposes, of permanent or temporary nature, may be assessed as determined by a majority vote of the membership.

3. Treasurer and Bank Accounts

- A. Checking and savings accounts may be established. Signatures to these accounts shall be the President or Treasurer.

4. Liaison with the AIA

- A. A representative who is on the staff of the AIA, Washington, D.C. is our contact with the Institute through the SDA Executive Committee. Contact with the National AIA is to be made only by the SDA National President unless SDA National President authorizes contact in writing by another individual for a stated purpose.

5. Amendments

- A. Proposed changes to Standing Rules may be submitted by any member to the Bylaws Committee in advance of the Annual Meeting, or offered on the floor without prior notice. A majority vote will be required for approval.
- B. Changes in Standing Rules may also be made by a majority vote of the Membership at any time between Annual Meetings, without prior notice.

6. Monthly Meetings

- A. Members will determine the time and date of monthly meetings at the beginning of each year. Generally, the Chapter holds monthly business meetings, at members' offices, during the lunch hour. Evening meetings, tours, programs, etc., are typically scheduled for 5:30 p.m. Members will be notified of meetings via FAX or e-mail, at least one week before the scheduled date. Meetings may be suspended during the summer months if appropriate. It is the Chapter's goal to have as many educational workshops, programs, and seminars as possible during the year for the benefit of members' continuing education.
- B. At least once each year the Iowa Chapter will hold an Annual Meeting of all members. This meeting will take place each November.

7. Expenditures:

- A. Expenditures of \$35 and less shall be approved by the Board. Expenditures over \$35 shall have prior approval by a majority vote of the membership.
- B. Reimbursement to chapter delegate to National Annual Meeting of SDA.
 - 1) Delegate shall be reimbursed to the extent of registration, actual travel expense to and from the annual meeting by the most economical and feasible mode of transportation, and hotel expense based on 50% of room rate as funds are available in chapter treasury.
 - 2) Delegate shall present in writing all estimated costs prior to registration deadline to the membership for approval by majority vote.
 - 3) Delegate shall present a completed expense voucher with attached receipts to the Board for approval within 30 days after the annual meeting before reimbursement will be made.
 - 4) Delegate shall have attended all business related meetings and shall report the proceedings of those meetings and a synopsis of all educational seminars attended at the first monthly meeting following her/his return.

8. Miscellaneous

- A. Remembrances for a member's illness, surgery, or death in the immediate family (spouse, child, parent, siblings) shall be at the discretion of the Executive Committee. Each occurrence shall be treated on an individual basis.

Original Standing Rules Adopted Sept. 30, 1985
Amended: Dec. 1995 / Dec. 1998 / Feb. 2000 / Oct. 2001 / Jan 2003 / July 2004