

# American Institute of Building Design

## College of Fellows

### Policies and Procedures

2019.2.14 Final Draft for Approval

#### Purpose:

This document has been developed to provide College leadership along with current and future members a clear understanding of why and specifically how various programs and tasks should be undertaken. This document is intended to evolve, expand and be updated as determined by the needs of the College.

#### Authority:

AIBD By-Laws

Article VI: College of Fellows

Establishes the College and outlines its purpose, qualifications and duties

AIBD Book of Rules

XVI. College of Fellows

Establishes Election & Tenure, Reinstatement and administration requirements

#### Election of Chancellor:

The Chancellor of the College shall be elected and serve as specified in the Institute's Book of Rules. The election shall take place at the annual meeting of the College held in conjunction with the Annual Meeting of the Institute. The election shall be accomplished by a show of hands or voice vote unless there are multiple candidates. In such case, a ballot vote will take place and be counted by the recording secretary. The results will be included in the meeting minutes.

The Chancellor shall serve a term concurrent with the Institutes President. e.g., if the President is elected annually then the Chancellor shall be also. A newly elected Chancellor shall assume their duties immediately following the close of the Annual Meeting of the Institute.

#### Chancellor's Responsibilities:

Represents the College on the Institute Board of Directors

Appointments of members to committees as required in the Institute's Book of Rules

Appointment of a jury member yearly to three-member selection jury for election of fellows.

Call for and hold an annual meeting of the College of Fellows and other meetings as may be required and as outlined in the Bylaws, Art. VI, Sect. 2.

Appoints administrator from active fellows for AIBD Memorial Scholarship

Appoints administrator from active fellows for Annette Farmer Memorial Scholarship  
Report to the College at least once yearly on financial status and program updates along with members to be elevated (if any)  
Appointment of a recording secretary to record meeting minutes and record keeping

#### College Recording Secretary:

The Chancellor shall appoint a secretary after election to record meeting minutes. The minutes shall be approved by the Chancellor who shall cause them to be distributed to the College membership either by e-mail or by posting on the appropriate page of the Institutes' web site. The Institutes' staff shall archive all copies for historical reference.

#### Elevation to the College: Submittal Documents

The institute will issue a first call for nominations within 30 days after the Annual Meeting of the Institute. Several additional notices shall be issued to ensure the membership is aware of the call prior to the cutoff date.

The window for nomination submittal will close on December 30<sup>th</sup> of each year.

#### Elevation to the College: Jury Composition and Tenure

The selection Jury is appointed by the Chancellor from the fellows of the College to review and recommend to the Chancellor, members who meet the criteria to be elevated to the College.

Each jury member shall serve a three-year term and terms will be staggered so that there are always two members with previous experience. The Chancellor shall appoint a single member each year to replace the member whose term has ended.

Vacated jury positions may be filled for the remainder of the term by appointment of the Chancellor

#### Elevation to the College: Nominee Selection Process

After the close of nominations, the jury will consider the nomination documentation, clarify or resolve any questions in the justifying information with the nominator, and reach a decision on the nominee(s) they will share with the Chancellor.

The jury is advised to use discretion in the number of candidates to be elevated yearly. There is no minimum number to be elevated each year, but the maximum number should fall into a range of 3-5 except under special circumstances. The selections of the jury need not be unanimous. The jury shall complete their selection process to share with the Chancellor by March 31<sup>st</sup> each year

The Chancellor shall then send a letter of notification and congratulations to the nominee(s) a minimum of 45 Days prior to the Summer Conference Gala so that the nominee(s) can make arrangements to attend the ceremony.

The cost for the nominee(s) dinner at the Gala will be underwritten from an account managed by the College of Fellows.

Reinstatement of an inactive fellow shall occur per the Institute Bylaws Art. XVI, Sect. C. The jury members shall review and approve all reinstatement requests.

#### **AIBD College of Fellows Memorial Scholarship:**

The College of Fellows Memorial Scholarship was established to perpetuate the memory of all persons in the Institute who preceded current members and made the Institute possible.

This Chancellor of the College shall appoint an administrator for the scholarship who will be a member of the four-person selection committee as determined by the Institute Book of Rules.

To qualify, applicants must be a relative of an AIBD Professional member in good standing and majoring in architecture, building design, or a similarly design oriented curriculum, at a community college, 4 or 5-year college or university.

#### **Bill & Annette Farmer Memorial Scholarship:**

Established by W.D. Farmer, FAIBD, in 2006, the Annette Farmer Scholarship was named in honor of his deceased wife. Subsequent to Bill's passing the Scholarship has been renamed to honor both. The purpose of the scholarship is to further the mission of the Institute by assisting those members who strive to become our contemporaries.

The Chancellor of the College shall appoint an administrator for the scholarship who will be a member of the four-person selection committee as determined by the Institute Book of Rules.

To qualify for the scholarship, applicants must be an AIBD Student member in good standing and majoring in architecture, building design, or a similar design-oriented curriculum, at a community college, 4 or 5-year college or university.

#### **Funding the Scholarships:**

The College of Fellows Memorial Scholarship is funded primarily through a provision in the AIBD Bylaws. The Bill & Annette Farmer Scholarship is funded through an initial endowment, additional gifts and accrued interest. Additional funding for both scholarships may be accomplished through various activities and programs as the College may determine.

#### **Distributing Scholarship Funds:**

Scholarship funds shall be awarded to the recipient with the check made out to the educational institution where the recipient is attending. The recipient shall provide to the administrator of the scholarship the information required for issuing the check for the award amount. The scholarship check shall not be written directly to the recipient.

#### **AIBD Member Peer Partnership Program:**

The College has a mentorship program to coach and encourage future design professionals, members and leaders of AIBD. The details of this program are specified within the mentorship program document and attached to this manual and included as part of the College Policies and Procedures.

### Traditions:

The traditional attire for all College of Fellows at the Annual AIBD Summer Conference Gala is commonly referred to as semi-formal. New inductees are excused from wearing the proper attire the year of their elevation. Traditional business apparel is acceptable.

**Medallion:** Each member of the College shall receive a gold medallion on a crimson velvet lanyard at the time of their induction along with an official certificate of membership in the College. The medallion and lanyard are to be worn at the summer conference gala with attire as described below

**Ladies:** Jacket, formal, in white (not cream); style may vary from the traditional men's tuxedo coat but shall remain a jacket  
Black bottom, formal and in keeping with the jacket chosen, dress, skirt, or pants are acceptable  
Top under the jacket should complement the jacket in either certificate black or white. Jewelry should not take precedence over the crimson velvet lanyard and medallion

**Gentlemen:** Jacket, formal dinner jacket with shawl collar, white (not cream)  
Bow Tie and cummerbund, black and to match in color and texture  
Slacks will be black tuxedo style

### Honor and Memory:

A page for the College of Fellows will be maintained on the Institute's web site which will explain the purpose and the honor of the College, when it began and its first chancellor. A complete list should also be maintained on this page of all the colleges' chancellors and the years that they served. Special recognition should be noted for the long term and very substantial contributions of Bill Hefner & George Mathis.

### Other:

The College of Fellows may undertake additional programs and special projects from time to time. When any of these programs become a regular part of the College activities they shall be added to this Policy and Procedures manual.

### Documents:

College of Fellows Qualifying Requisites

College of Fellows Nomination Form

AIBD College of Fellows Memorial Scholarship Application ([online application](#))

Bill & Annette Farmer Memorial Scholarship Application ([online application](#))

AIBD Member Peer Partnership Program (currently in development)