

# Policies and Procedures - 2009

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## Welcome

The primary function of AIA Georgia is to 1) increase the public's general knowledge and awareness of architecture and the role architects play in the built and planned environment, and 2) monitor state legislative and regulatory activities that affect the profession of architecture and those who practice.

You will have the opportunity to meet with your predecessor at the yearend planning retreat. As you become settled into your new role as Director and even afterwards, keeping in contact with your predecessor will allow you to quickly catch up and become aware of unfinished business and get some quick, practical advice on what to expect in the coming year.

## Vision

**"To enhance the profession of Architecture through Fellowship, Advocacy, Communication and Education."**

AIA Georgia is committed to providing leadership for the built community, encouraging community involvement from its members, promoting civic involvement, and offering the best possible service for the profession. To this end, AIA Georgia will not only center on fellowship and professional development, but will be a leader in both the marketplace and the community by expanding the AIA Georgia scope of influence.

## Roles and Responsibilities

Although Board Members and volunteers have significant responsibilities for guiding and governing the organization. Their role is significantly different from that of administrative staff. In recent years, there is more scrutiny on boards of directors to make sure they are fulfilling duties.

Members should know the "big picture" of AIA GA Board's major functions. Most organizations rely on the Board to fulfill **four fundamental roles**.

- ✚ **Governance** – Through the authority granted in the articles of incorporation and bylaws, the broad oversight is not considered a function of management or administration (staff roles.)

- ✚ **Policy and Position Development** – The Board reviews and develops policy and positions that will guide the organization and its stakeholders. *Policies* are adopted for the recurring and critical issues that arise, in the form of a motion, to guide future Boards and staff. *Positions* tend to relate to governmental platforms.
- ✚ **Visionary** – The Board sets the course for the organization well into the future. Though a Board Member’s term is limited in the number of years or number of terms, there is a need to think beyond each Member’s term in order to guide the organization and the community it represents. Evidence of being visionary is a reflection on the strategic plan, not limited to a clear mission and vision.
- ✚ **Fiduciary** – The Board has responsibility for the finances and resources of the organization.

### **Duty of Loyalty, Obedience, and Care**

Under well-settled principles of corporate law, Board Members are required to fulfill the duties of loyalty, obedience, and care in the execution of their office.

The **duty of loyalty** requires that officers act in the best interests of the organization and must not allow personal interest to supersede the interests of the association.

The **duty of obedience** holds the officers to following the bylaws of the association, as well as requiring them to obey all state, federal, and local laws. The duty of care dictates that officers will be diligent in the responsible management of the association. They must act in the same manner as an ordinary prudent person would act in the same or similar circumstances.

### **Duty of Confidentiality**

Beyond the traditional duties of loyalty, obedience, and care, because of its position and access to information, the AIA Georgia Board also has a Duty to keep confidential any information, that if revealed to outsiders, could be damaging or sensitive to other members or staff, harmful to the best interests of the organization, or create legal liability. Information provided to the Board and staff may concern personnel, financial, contractual, membership or legal matters. It will often be confidential and is intended for use in decision making and governance. Information shall be held in the strictest of confidence and shall not be divulged to any outside party, including other members, without authorization of the Board chair or organization executive director. Adherence to this duty is particularly critical since revealing third party confidential information could subject the Board and AIA Georgia to legal liability.

## **Administrative Structure**

### **National Organization**

The AIA is structured in three tiers: national, state, and local components.

There are currently 82,200 AIA members, 68% of whom are licensed architects. Roughly 45% of architect members are between the ages of 31 and 50, and the majority (81%) practice in architecture firms.

In 2006, there were 17,600 architecture firms owned by AIA members grossing billings of \$28.7 billion, with architecture firm-designed buildings totaling \$400 billion in construction contract value. 66% of this revenue to architects was for new construction, with 34% for renovation.

Nationally, architecture firms employ 194,000 people, with 31% being licensed architects, 15% intern architects, and 14% non-licensed architect designers. The largest firms (those with 50 or more employees) account for over 50% of gross firm billings.

The AIA represents the architecture profession, and offers an array of services to its members. The AIA offers educational programs, electronic classrooms for CES credit, newsletters on emerging technology, discounts on contract documents, a national job posting catalog, governmental lobbying at all levels, insurance discounts, a mentoring program, and a media relations center.

### **State & Local Organization**

While downtown Atlanta's population was hovering just over 10,000 in 1868, William H. Parkins became the first professional to open an office for the practice of architecture after the Civil War. Ten years later there were ten architectural firms in the city. But it wasn't until 1906 that a charter was granted to the Georgia Chapter of the American Institute of Architects led by President Thomas H. Morgan, an earlier apprentice of Parkins.

During the next decade the profession grew and standards improved increasingly with registration and licensing becoming mandatory. The first 4-year professional course in architecture was opened to students in Georgia. Atlanta grew dramatically and with it, so too the local chapter (re-named) the Atlanta Chapter of the AIA.

Over time, national AIA membership has grown from an original 29 founding members in 1857 to more than 73,000 licensed architects, emerging professionals and allied partners who express their commitment to excellence in design and livability in our nation's buildings and communities. Members adhere to a code of ethics and professional conduct that assures the client, the public and the colleagues of an AIA-member architect's dedication to the highest standards in professional practice.

AIA Georgia is *the* local voice of the architecture profession dedicated to serving its members, advancing their value and improving the quality of the built environment by reaching out to the community at-large. We continue to enjoy a remarkable growth in membership with 7 local chapters --nearly 1900 members including over 60 Fellows -- bustling under the guidance of the AIA Georgia Association.

## **Antitrust**

Many nonprofit organizations create forums (meetings, conventions, newsletters, on-line discussions) encouraging competitors to share information. The result may be liability for the organization if anti-competitive discussions are held. If anti-competitive conversations are heard in meetings, remove yourself from the discussion immediately. If you are chairing a meeting where violations occur, stop the conversation or adjourn the meeting.

Minutes should be drafted so as not to include comments that may lead to antitrust violations; and then reviewed before they are distributed and approved.

Legal counsel should be involved in reviewing documents such as minutes and codes of standards, where antitrust violations could occur.

At least annually the leadership should receive a copy of the following antitrust policy statement; have it signed by the President and dated. The organization and/or the individuals should keep a copy on file at all times.

### AIA Georgia Antitrust Policy

It is the policy of AIA Georgia that no member, employee, Board member, or staff member shall intentionally or unintentionally act in any way to: fix or stabilize prices or agree to fix or stabilize prices; limit production; hinder nonmembers of the AIA; coerce members; initiate boycotts; allocate or divide markets; influence current or future prices; or otherwise act in restraint of trade or engage in anticompetitive conduct.

AIA Georgia furthermore shall not: exclude certain competitors from membership in the AIA, especially if there is an arguable business advantage in being a member; restrict AIA members from dealing with nonmembers; or limit access to information developed by the AIA, unless such limitation is firmly grounded upon the need to protect trade secrets.

## Board Member's Roles by Title

### General

- At all times, the Board is expected to exercise the diligence, care, and skill that would be expected of any prudent individual in similar circumstances and in a similar position.
- The Board is expected to establish and enforce all policies of the association; responsibly ensure fiscal stability; monitor all AIA Georgia activities to ensure they are carried out legally, morally, and ethically; promote efficiency in practices; represent the association to the public and members; and to employ and terminate employment of the Executive Director.
- Critical among the responsibilities of the Board is the ability to identify long-term needs of AIA Georgia and provide broad quality control over AIA Georgia's various committees, staff, and programs.
- Members are expected to be able to attend and vote at meetings, and any planned absence should be communicated to all other Board Members. All Members should allocate sufficient time to attend the full meeting and not leave early. Before the close of any meeting, Members will agree on and record the Agenda for the following meeting.
- Each Member of the Board of Directors must come prepared to discuss the set agenda for the meeting. They are required to be able to identify major issues, aid the Board in reaching resolutions, and vote on proposed solutions.
- As the public face of the association, the Board should refrain from any acts which may reflect poorly on the organization. This includes avoiding taking appointments or responsibilities which would appear to be a conflict of interest with their responsibilities on the Board. Any potential conflicts will be brought to the attention of the President, or, in the case that it is the President in conflict, to the President Elect. The Board must likewise avoid committing any act which would injure or take advantage of the organization.

### **President**

The President provides a political and philosophical direction for the organization. The President is responsible for:

- Running the meetings of the Chapter and the Board of Directors;
- Appointing, with the agreement of the Board, all committees;
- Signing all contracts binding AIA Georgia
- Supervision of the Chapter.
- The President and the Executive Director, acts as spokespersons for the component to the press, the public, legislative bodies and related organizations.

### **President Elect**

The President Elect will have all the powers of the President in the event of the President's absence. At the end of the President's term, the President Elect shall assume the office of President.

### **Treasurer**

The Treasurer is responsible for the financial records and well-being of the organization. The Treasurer must provide

- The long-term financial planning and offer suggestions to the Board for efficient use of monetary assets.
- Be responsible for signing all checks issued from AIA Georgia's central account;
- Preparing the budget;
- Collecting moneys owed; and
- Giving a written report to each annual Chapter meeting and each regular meeting of the Board of Directors.

### **Secretary**

The Secretary is required to maintain all public records for the chapter (minutes are available upon request of a member, excepting any confidential or proprietary information.) The Secretary is:

- The keeper of the bylaws and is responsible for making any approved changes to the bylaws and making them public for all members.
- During Board meetings, the Secretary will keep the minutes of the meeting and record all vote counts.

### **Keeping Minutes of Meetings**

The Board must keep accurate minutes of all meetings. Minutes track decisions and voting records, and provide a critical legal shield against lawsuits and antitrust complaints. Guidelines for minutes are included later in this document.

### **New Officer & Director Nominations**

AIA Georgia encourages each member to offer his/her name in candidacy or that of another leader to fill a vacant position on the AIA Georgia Board of Directors.

Nominations that are available are subject to change yearly.

Executive Committee Eligibility Criteria - Candidates must be an AIA Georgia member in good standing.

President-elect - Assists the President and plans for the next term of office; automatically succeeds to the chapter Presidency.

Treasurer - Oversees financial affairs of the Chapter; develops annual budget; reviews expenditures; leads non-dues revenue generations efforts.

Secretary - Acts as parliamentarian to the Board; interprets the bylaws, policies and procedures; records meeting minutes.

Directors Eligibility Criteria - Candidates must be an AIA or Associate AIA Georgia member in good standing.

6.12 Selection of Officers and Directors. A minimum of two directors from chapters other than Atlanta shall be selected.

## **Public Relations**

### **✚ Who speaks for AIA Georgia**

- ✚ Board Members, committee members, and staff all represent AIA Georgia in official and unofficial capacities and provide the voice of the association to the public.

### **Only the Executive Director and the President are the official spokespersons.**

- ✚ If time does not permit gaining the Board's endorsement to speak for AIA Georgia, members must be clear that they are representing only their own viewpoint on a matter. For example, preliminary statements such as "...this is my viewpoint as an individual architect," or "Although I cannot speak for the AIA organization, my opinion is..."

- ✚ Committee members do not speak for their committees unless they are empowered to do so by the chair of the committee.

Nothing in this policy should be construed as a restriction on free speech. Individual members are encouraged to freely reflect their personal views on any subject. This restriction is only to limit assertions of the AIA as an association unless authorization is granted.

### **✚ Chapter Publications and Website**

- Chapter and Committee Publications and the Website are the primary methods of disseminating information to members. There are several publications and

newsletters that are available to all AIA Georgia members. The members' section of the website provides all members with a sign-up for newsletters of interest.

- To keep members apprised of new AIA Georgia developments and increase participation, the website must be updated often and include Association, Scheduling and Committee information pertinent to the mission of the Association. All AIA Georgia Members are encouraged to submit information for inclusion on the AIA Georgia Website. In addition to the Chapters' and Sections; websites, calendar and other information should be provided for inclusion on the AIA Georgia Website and Calendar.
- From time to time a website Blog may be established for Statewide Member Communications about issues important to the Membership. It is expected that all Blogs meet professional standards of decorum and the Institute's Policies. No offensive, demeaning or derogatory language will be permitted.
- From time to time a special section of the Website may be established to provide special information and communications. This may include video presentations and/or documentation of Institute, Association and or Chapter proceedings such as seminars, meetings, etc. All members are encouraged to visit the Website frequently to inform and avail themselves of current information.
- All members are encouraged to submit articles, letters and other pertinent information for publication either in the Newsletters, Association publications such as "Georgia Architect", the Annual Report or the Website. Submissions must include the member's contact information, be checked for correct spelling and submitted to the Staff Director of Communication. Any printed should be in JPEG format roughly 3" x 5" and at least 300 dpi. Submissions not in compliance with these requirements will not be accepted.
- AIA Georgia is responsible for aiding committees in developing, editing, and printing documents for publication. All publications in AIA Georgia's name must be reviewed by AIA Georgia staff prior to publication.

#### **Media coverage**

Television and newspaper coverage can be effectively used to promote programs, publications, white papers, and more. The AIA Georgia Staff Director of Communications maintains a list of media contacts throughout the state. All members are encouraged to coordinate any Media Coverage or Local Media Contact's information with both the Staff Director of Communications and the Board Director of Communications.

### **✚ Lobbying**

The AIA is committed to the advancement of the architectural profession by fostering professional excellence and political effectiveness, creating public awareness and providing member communication. Therefore, AIA Georgia is committed to continuously considering, proposing and commenting on public policies and procedures that affect the built environment and the profession.

With this in mind, the Board will commit to actively representing its members before the Georgia Legislature, the Governor, Cabinet and state agencies.

### **Additional Resources**

Additional media resources are available through the national AIA Media Relations Support Center. Contact them at their website, <http://www.aia.org>.

### **Investments**

As part of the fiscal management authority of the Board, the Board may, from time to time, invest the moneys of AIA Georgia into a planned portfolio. The goal of investment is to preserve capital on a long-term basis and to maximize return with relatively low risk.

In keeping with the investment goal stated above the following policies control any investment of AIA Georgia funds:

- ✚ Portfolio managers selected by the Board shall have full discretion over asset allocation.
- ✚ All investments must, at all times, have a discernable market value and readily marketable.
- ✚ Short-term profit goals are inappropriate, as these tend to have higher, more speculator risk factors not in keeping with the goal of preservation of capital.
- ✚ No more than 50% of AIA Georgia assets will be in equities. The remainder may be in cash or fixed-income securities.
- ✚ In addition to the above restrictions, the Board shall not: borrow money (temporary overdrafts in cash balances are not considered borrowing of money); purchase securities on margin; make short sales of securities; underwrite securities; invest in companies for the purpose of exercising control or management; make loans except for the purchase of obligations described in the above Policies; purchase or sell commodities or commodity contracts, put or call options; warrants or any combination thereof except the purchase of debt or other securities that have warrants attached; or invest in limited partnerships, natural resources, equipment leasing, venture capital, oil and gas drilling or precious metals.
- ✚ In order to avoid diversifiable risk, the investment managers will not:
  - purchase the securities of any issuer, other than obligations issued or guaranteed as to principal and interest by the United States, its agencies, instrumentalities, or

- corporations, if, as a result, more than 5% of the portfolio's total assets taken at the current value would be invested in the securities of such issuer; or
- hold more than 20% of the value of the portfolio's total assets in the securities of companies in any one industry as defined by Standard & Poor's , valued at the time of any proposed transaction. This restriction is not violated if the limitation is exceeded only as a result of changes in values, not resulting from a transaction.

## Guidelines for Keeping Minutes

The purpose of taking minutes is to protect the organization and the people who participate in the meeting. The minutes are intended to be a record of discussion. They do not serve as a newsletter for the organization.

These guidelines will help keeping minutes:

- ✚ Accurate minutes will be kept for all official meetings, including committee and chapter meetings.
- ✚ Minutes should be a record of what was considered and accomplished at a meeting, not a record of conversations, reports and work assignments. They do not include sidebar conversations, if they occur. They should include a description of what issues were discussed, what resolutions were reached, and what future action is planned.
- ✚ Minutes will indicate the place, date and time of the meeting and the names of all participants at the meeting, including persons arriving late or leaving early, guests and staff.
- ✚ Include a statement in the minutes about distribution of financial reports and approval or corrections to prior minutes.
- ✚ The ultimate legal importance of meeting minutes can be substantial if antitrust, tax, advocacy or other legal issues are raised in litigation or some other context. (In several antitrust cases, recollections by those who attended meetings were disregarded in the face of the official minutes.)
- ✚ Minutes may be reviewed by legal counsel to ensure no private or confidential information is made public. Legal counsel may not change the content of the minutes without Board consent and may not alter the minutes to reflect events that did not occur.

## Meeting Enrichment

### + **Set an agenda**

Setting an agenda before the meeting begins and sticking to it will help keep the meetings moving smoothly and efficiently. Introducing unnecessary new business without warning will slow the meetings and not help to reach a quicker resolution, since most Board Members will want to research and review new proposals before voting. Discretion should be used to introduce unanticipated business which is time-critical and must be voted on immediately on in the short-term.

### + **Audio/Video requirements**

If presentations are to be made requiring the use of A/V equipment, coordinate those arrangements in advance of the meeting.

## Guidelines for Member Submissions

Since the Board meets only a limited number of times during the year, submissions or requests to the Board should be short and clearly stated. Therefore, the following format is suggested for oral or written submissions and should be given to Members before the report or request:

- Identify the speaker and any others for whom he or she is speaking
- Identify the purpose of the presentation
- State clearly what is wanted from the Board
- Summarize key issues. Additional handouts and documentation providing more detail may be provided if needed.
- Describe options and alternative courses of action and recommend which is the best and why.
- Be prepared to answer questions from the Board.

## **Committees, Task Forces, & Networks**

### **Types of Organizations**

Committees are organizations formed by the Board of Directors and appointed by the President to carry out the work of the Chapter. The Board should clearly define the mission and duration of each committee.

Task Forces are special types of committees which are delegated a problem by the Board. Like a regular committee, the members are appointed by the Board. Unlike a regular committee, Task Forces usually last only until they make their report to the Board suggesting a resolution to the issue they have been formed to research.

Networks are individual or groups of organizations outside the AIA which may be of value to AIA members. The BSA, for example, supports the Young Professionals Network in Boston, which is a social network of new designers and building industry professionals which meets quarterly to socialize.

## **Reimbursement & Travel Policy**

### **Reimbursement**

Conducting business on behalf of AIA Georgia by Board and committee members is a common activity in associations with the performance of their respective responsibilities. AIA Georgia provides reimbursement, within the guidelines listed below, to Board and Committee members for allowable expense items related to conducting chapter business. Board Members and Committee Chairs are to use discretion and avoid excessive and unnecessary expenditures.

All reimbursement requests must be submitted within thirty days of the expense occurring in order to be paid. Requests must consist of a completed Request for Reimbursement Form as well as copies of all receipts showing proof of payment.

Any requests beyond the allowed thirty days must be submitted to the Treasurer for approval by the Executive Committee. These expenses may or may not be approved, as AIA Georgia is under no obligation to reimburse expenses beyond the allotted thirty days.

In addition to the Board members, all AIA Georgia Committees must also abide by the Expense Reimbursement Policy. All AIA Georgia Board Members are responsible for notifying the committees that report to them of the Expense Reimbursement Policy.

## **National Meetings**

AIA Georgia provides reimbursement for the following National / Regional meetings:

- ✚ AIA National Grassroots: President, President-Elect, & V.P. of Government Affairs
- ✚ AIA National Convention: President & President-Elect
- ✚ South Atlantic Region(SAR) Executive Committee Meeting: Past President, President, & President-Elect

## **Airfare**

AIA Georgia will reimburse authorized domestic air travel (coach class only) in association with required AIA Georgia responsibilities. Board Members and other authorized individuals must book their reservations at least two weeks in advance and use the lowest logical airfare available. AIA Georgia recognizes the responsibility placed upon Staff, Board Members, Committee Chairs and other appointed individuals who give of their time to travel on behalf of AIA Georgia. As a result, frequent flyer program benefits may be retained for personal use

## **Hotels**

AIA Georgia will reimburse lodging expenses in association with out-of-town travel while performing your duties on behalf of the Chapter. Moderately priced accommodations should be utilized whenever possible. In room movies, mini bar, and other entertainment will not be reimbursed.

## **Ground Transportation**

AIA Georgia will not reimburse car rental fees while attending the AIA National Grassroots Leadership Conference or AIA National Convention, as shuttle transportation is provided to/from the convention site. The use of public transportation and taxis is recommended. These expenses will be reimbursed provided they are submitted in accordance with this manual.

## **Traveling by Personal Car**

Uses of your personal vehicle for authorized AIA Georgia business will be reimbursed for mileage at the official IRS published rate. Travel to and from events and meetings within Metro Atlanta will not be reimbursed for members who live in the metropolitan Atlanta area.

Any parking tickets or traffic fines imposed while driving and conducting AIA Georgia business will not be reimbursed. Parking garage expenses incurred in association with attending the monthly Board meeting will be handled by the Chapter staff provided you park your personal vehicle in the designated parking garage. All other parking garage expenses with the exception of out-of-town travel are excluded and will not be reimbursed.

### **Meals**

AIA Georgia will reimburse Board and committee members for reasonable and customary meals expenses while performing required duties on behalf of the Chapter while traveling out-of-town. Meals for group gatherings not budgeted in advance must be authorized on a case-by-case basis by the Executive Committee and/or Treasurer prior to the expenditure. Detailed receipts must be included for reimbursement purposes. Please refer to the attached guidelines.

### **Spouses/Children/Personal Expenses**

AIA Georgia will not reimburse the costs of children and/or spouses to attend AIA Georgia or AIA National events or activities. In addition, the costs of personal expenses incurred by a member to attend local, state or national functions will not be reimbursed. This includes, but is not limited to, daycare expenses, animal boarding, clothing, dry cleaning, mini-bar, in-room movies, toiletries, etc. AIA Georgia will not reimburse cell phone charges. Long distance phone charges will be reimbursed when supporting documentation is provided. Alcoholic beverages that are consumed separate from a meal are non-reimbursable.

### **Travel**

Airline tickets - coach class, 14-day roundtrip advance fare, except where approved in advance.

Mileage – the standard rate set by the IRS; effective the date of this publication the mileage rate is 58.5 cents/mile and is subject to change.

Parking - maximum \$15/day

Public Transportation (subway, bus, taxi) – standard rates

## **Lodging**

Conventions - Standard room rate – for AIA Georgia member at the convention hotel

Non-convention – Standard room rate – maximum \$ 175 per night

Hotel Parking – Standard hotel rate

In-room movies and/or other entertainment are not reimbursable.

## **Food/Beverage**

\$75.00 per Diem

If not traveling overnight, the following limits apply:

Breakfast - \$15 per person, including tip

Lunch - \$ 20 per person, including tip

Dinner - \$ 35 per person, including tip

AIA Georgia business entertainment expenses must be approved in advance

## **General and Incidental Expenses**

Reimbursement for incidental and/or special expenses (i.e. printing, supplies, marketing, courier, one-time expenses) made solely for AIA Georgia business purposes may be reimbursed at cost if approved in advance.

*Special AIA Georgia/South Atlantic Region (SAR) event expenses approved in advance*

Cell phone airtime and monthly charges are not reimbursable

*Spousal and/or children's travel expenses are not reimbursable*

### **Reporting:**

All expense requests shall be accompanied by the AIA Georgia standard expense reporting form, available through the AIA Georgia office.

Receipts for expenses shall accompany all requests for reimbursement.

Questions regarding eligible expenses should be directed to the Executive Director and/or Treasurer.

### **President: (Total Budget - \$5,500 )**

Not more than \$2,000 for expenses incurred in attending AIA National Grassroots.

Not more than \$2,500 for expenses incurred in attending AIA National Convention.

Additional travel costs (up to \$1000, for a total annual reimbursement of \$5,500) to attend local, state and regional events deemed necessary by the Executive Committee.

For example:

Allowable travel and miscellaneous expenses incurred and not covered by AIA North Carolina and AIA South Carolina for their State Conventions. Each State is responsible for hotel, registration, meals and social events for AIA Georgia President and Spouse.

Allowable expenses incurred for attending the South Atlantic Regional Council Meetings.

Various travel, parking, tolls, meals and associated costs in performing the requirements of the office of President and representing the Organization in meeting with other organizations and or components.

Mileage for travel to meetings shall be reimbursed at the standard mileage rate, as set by the IRS. However, incumbents of this office who live in the metropolitan Atlanta area will not receive mileage reimbursement for meetings held at the offices of AIA Georgia or for other meetings held in the metro-Atlanta area.

All allowable expenses incurred in attending the AIA Georgia State Convention.

### **President-elect: (Total Budget - \$5,500)**

Not more than \$2,000 for expenses incurred in attending AIA National Grassroots.

Not more than \$2,500 for expenses incurred in attending AIA National Convention.

Additional travel costs (up to \$1,000, for a total annual reimbursement of \$5,500) to attend local, state and regional events deemed necessary by the Executive Committee.

For example:

If the President cannot attend the AIA North Carolina and AIA South Carolina State Conventions and those organizations agree to offer the same allowable expense coverage to the President-elect, then the expenses normally covered for the President will be covered for the President-elect.

All allowable expenses incurred for attending the South Atlantic Regional Council Meetings.

Various travel, parking, tolls, meals and associated costs in performing the requirements of the office of President and representing the Organization in meeting with other organizations and or components.

Mileage for travel to meetings shall be reimbursed at the standard mileage rate, as set by the IRS. However, incumbents of this office who live in the metropolitan Atlanta area will not receive mileage reimbursement for meetings held at the offices of AIA Georgia or for other meetings held in the metro-Atlanta area.

All allowable expenses incurred in attending the AIA Georgia State Convention.

**AIA Georgia Executive Committee:(Collective Budget: \$3,000 = up to \$1,000 each)**

**Past President, Treasurer, and Secretary**

Mileage as defined, parking, tolls and associated costs in attending AIA Georgia meetings and in performance of the requirements of the Office held and as approved in advance by the executive committee. However, members of the Executive Committee who live in the metropolitan Atlanta area will not receive mileage reimbursement for meetings held at the offices of AIA Georgia or for other meetings held in the metro-Atlanta area.

Additional travel to attend local, state and regional events deemed necessary by the Executive Committee, as well as committee meeting expenses incurred.

**AIA Georgia Board Members: (Collective Budget: \$3,000 = up to \$500 each)**

Mileage as defined, parking, tolls and associated costs in attending AIA Georgia meetings and in performance of the requirements of the Office held and as approved in advance by the executive committee. However, members of the Board who live in the metropolitan Atlanta area will not receive mileage reimbursement for meetings held at the offices of AIA Georgia or for other meetings held in the metro-Atlanta area.

**AIA Georgia State Council Members: (Collective Budget: \$3,500)**

\$500 maximum reimbursement to each Chapter President, President-Elect, or Chapter Representative (if the former cannot attend) incurred in attending the AIA National Grassroots.

**Code of Ethics**

**Preamble**

Members of The American Institute of Architects are dedicated to the highest standards of professionalism, integrity, and competence. This Code of Ethics and Professional Conduct states guidelines for the conduct of Members in fulfilling those obligations. The Code is arranged in three tiers of statements: Canons, Ethical Standards, and Rules of Conduct:

- **Canons** are broad principles of conduct.
- **Ethical Standards (E.S.)** are more specific goals toward which Members should aspire in professional performance and behavior.
- **Rules of Conduct (Rule)** are mandatory; violation of a Rule is grounds for disciplinary action by the Institute.

Rules of Conduct, in some instances, implement more than one Canon or Ethical Standard.

The **Code** applies to the professional activities of all classes of Members, wherever they occur. It addresses responsibilities to the public, which the profession serves and enriches; to the clients and users of architecture and in the building industries, who help to shape the built environment; and to the art and science of architecture, that continuum of knowledge and creation which is the heritage and legacy of the profession.

Visit [www.aia.org](http://www.aia.org) for full documentation and most recent changes to the Code of Ethics

## **Continuing Education**

All active AIA members must successfully complete 18 learning unit (LU) hours each year, with at least eight of the 18 LU hours relating to health, safety and welfare (HSW). Beginning January 1, 2009 four of the eight HSW hours must also be focused in Sustainable Design (SD).

- A member who fails to meet the annual requirement will be given a one-year grace period. Any credit earned in the following year will apply toward the deficit. During the first nine months of the grace period, members are able to report retroactively any activities that were completed in the previous year.

- A member who exceeds the annual requirement may carry up to 18 LU hours (including eight hours of HSW) over to the next year. Carryover credit can be used for one year only; it is not cumulative. Only the number of credits needed to fulfill the annual requirement for the following year may be carried over. Extra credit may not be carried past the one-year limit.

For the Georgia State Board of Architects, architects must earn 24 learning units over a two year period, 16 of which must be in Health Safety and Welfare. These credits are calculated on June 30<sup>th</sup> of the reporting year.

- By meeting AIA membership requirements in a timely manner, AIA Georgia members are meeting their requirements for the state of Georgia.

## **Appendix**

### **Travel Reimbursement Form**