Student Chapter and Student Affiliate Chapter Model Bylaws

This document provides guidelines for crafting Student Chapter and Student Affiliate Chapter Bylaws that are consistent with the Society’s Constitution and Bylaws.

Definitions used for these documents:

*Society:* the national level of the American Society of Landscape Architects

*Professional Chapter:* the state or regional chapter sponsoring the Student/Student Affiliate Chapter

*Chapter:* Student or Student Affiliate organization

*Institution:* The educational home of the Student or Student Affiliate organization

*Liaison:* The ASLA member appointed by the Professional Chapter to work with the Chapter. This may or may not be the same person as Chapter “advisor”.

*Advisor:* The faculty member at the Institution who works with the Chapter. The advisor should be appointed/chosen according to the requirements and practices of the Institution

Student/Student Affiliate Chapter Documents cannot be counter to the Society’s Constitution and Bylaws. However, Student Chapter practices may differ slightly due to the requirements of being a student organization at a specific educational Institution. (For example, the naming conventions for student organizations vary amongst educational Institutions.) Refer to the Institution’s Student Organization Handbook, Constitution Guidelines, or other applicable resources. In the case of conflicting requirements, the intent of the Society’s documents shall be mirrored to the extent possible. The rules of the Institution shall prevail when its criteria are at variance with the Bylaws of the Society.

ARTICLES

1. Name and ASLA Affiliation
2. Purpose
3. Sponsorship and Support
4. Chapter Membership
5. ASLA Designation, Seal, and Logo
6. Public Statements
7. Chapter Dues
8. Executive Committee and Elections
9. Committees
10. Meetings and Votes
11. Ratification and Amendments
12. Disaffiliation

Supplemental Guidelines

Article 1. Name and ASLA Affiliation

101. The name of the organization shall be the [insert name and "Student" or "Student Affiliate"] Chapter of the American Society of Landscape Architects, hereinafter referred to as the Chapter. The American Society of Landscape Architects (ASLA) will be referred to as the Society. Terms that are common to both the Chapter and the Society, e.g., president or executive committee, will refer to the Chapter unless otherwise specified. There may be institutional restrictions on how student organization’ names are designated; therefore, Chapters may need to work with their institution on appropriate nomenclature.

102. The Chapter shall operate in accordance with these Bylaws as an autonomous organization endorsed by and affiliated with the Society.

Article 2. Purpose

201. The purpose of the Society is the advancement of knowledge, education, and skill in the art and science of landscape architecture as an instrument of service in the public welfare. To this end, the Society promotes the profession of landscape architecture and advances the practice through advocacy, education, communication, and fellowship.

202. The purpose of the Chapter shall be to bring students together through organized activities that: 1) are consistent with the purpose and policies of the Society; 2) enhance understanding of the Society, the profession, and related disciplines; 3) improve skills and knowledge and complement the educational curriculum; and 4) encourage participation in the programs and activities of the Society, its professional chapters, and other student and student affiliate chapters.

Article 3. Sponsorship and Support

301. The Chapter shall have a liaison designated by the executive committee of its sponsoring ASLA professional chapter. The liaison shall be a Full or Associate Member of the Society and shall attend Chapter meetings. The liaison and the Chapter president shall serve as representatives for the Chapter to its sponsoring ASLA professional chapter, supporting educational institution, and the Society.

302. The Chapter shall have a faculty advisor, who may or may not be the same individual as the liaison.

Article 4. Chapter Membership
401. Membership in the Chapter is separate and apart from membership in the Society. While membership in both the Chapter and the Society are beneficial and encouraged, Chapter membership is not contingent upon membership in the Society.

402. Membership in the Chapter shall be extended to all interested students of landscape architecture and students enrolled in related courses of study at its supporting educational institution.

403. Chapter members in good standing shall uphold the Bylaws of the Chapter; abide by the policies of the supporting educational institution; and shall not be in arrears in dues or other financial obligation to the Chapter.

404. Membership in the Chapter may be revoked for failure to uphold the Bylaws of the Chapter or abide by the policies of its supporting educational institution.

Article 5. ASLA Designation, Seal, and Logo

501. The official designation of the Chapter shall be the [insert name and "Student" or "Student Affiliate"] Chapter of the American Society of Landscape Architects. The seal or logo of the Society may be used with the official Chapter designation, or the abbreviated designation, [insert name and "Student" or "Student Affiliate"] Chapter, ASLA, for business and professional purposes such as Chapter stationery, documents, publications, directories, signs, and websites. The Chapter designation and the seal or logo of the Society shall not be used to indicate that a firm, company, or any other group, organization, or institution is a member of or has any standing in the Society.

Article 6. Public Statements

601. The Executive Committee may issue public statements in the name of the Chapter. However, such Chapter statements shall not be contrary in any way to the public policies of the Society as established by the Board of Trustees. No public statements shall be issued by the Executive Committee purporting to have the approval of the Society or the sponsoring professional chapter without first obtaining the written consent of the executive vice president of the Society and the president of its sponsoring professional chapter, except in the case of a direct quote from an officially adopted and published public policy of the Society.

Article 7. Chapter Dues

701. Payment of Chapter dues is separate and apart from payment of national Student Member and Student Affiliate Member dues. While membership in both the Chapter and the Society is beneficial and encouraged, Chapter membership is not contingent upon membership in the Society.

702. The Chapter may establish dues for its members and collect and disburse such funds as are necessary for its operations and accomplishing its purpose.
703. Dues amounts shall be proposed by the Executive Committee and approved by an affirmative vote by a majority of the membership. Dues shall be collected and maintained in a manner consistent with the policies and procedures of the supporting educational institution.

704. All dues and funds collected shall be for the exclusive use of the Chapter in accomplishing its purpose.

705. No Chapter funds, property, or other assets shall inure to the benefit of any person.

706. All Chapter funds, property, and other assets shall become the funds, property, and assets of the supporting educational institution in accordance with its policies and procedures on disbandment of the Chapter.

Article 8. Executive Committee and Elections

801. The Chapter shall be administered by an Executive Committee composed of the elected officers and may include such additional, elected at-large members as deemed necessary for effective Chapter operations. The officers shall be the president, the vice president, the secretary and the treasurer. The Chapter Executive Committee may combine the responsibilities of the secretary/treasurer.

802. The Executive Committee may act for an officer of the Chapter, or cause appropriate action to be taken, when the failure of an officer to act results in or may result in an adverse impact on the Chapter.

803. The terms of Chapter officers shall be a minimum of one (1) year. No individual shall serve concurrently in more than one (1) elected office, except in the case of when the secretary/treasurer position is combined.

804. Officers shall be currently enrolled students at the supporting educational institution of the Chapter.

805. The Chapter president shall be a member of the Chapter and a [insert “Student Member” if a student chapter or “Student Affiliate Member” if a student affiliate chapter] of the Society.

806. Elections shall be conducted in a manner consistent with the policies and procedures of the supporting educational institution.

807. Nominations may be put forward by any Chapter member at a regular meeting of the Chapter membership.

808. Vacancies occurring during term in Executive Committee positions shall be filled for the balance of the term by a majority vote of the Executive Committee.

Article 9. Committees
901. The Executive Committee may establish, assign, and dissolve the committees necessary for accomplishing the purpose of the Chapter.

Article 10. Meetings and Votes


1002. Regular meetings of the Chapter shall be held on a schedule determined by the Executive Committee.

1003. More than one-half (1/2) of all Chapter members present in person shall constitute a quorum for the transaction of business by the Chapter. More than one-half (1/2) of the entire voting members of the Executive Committee present in person shall constitute a quorum for the transaction of business by the Executive Committee.

1004. All motions committing the Chapter to any policy or action shall be put to a vote at a duly called meeting of the Chapter membership. Provided a quorum is present, all motions shall be approved by a majority of the votes cast.

Article 11. Ratification and Amendments

1101. Ratification of these Bylaws shall require an affirmative vote by a majority of the members present and voting at a regular meeting of the Chapter; and shall be subject to approval by the executive committee of the sponsoring ASLA professional chapter and acceptance under the policies and procedures of the supporting educational institution.

1102. Proposed amendments may be sponsored by members of the Chapter. The sponsor shall prepare the proposed amendment in writing and shall secure the endorsement of one or more members of the Chapter.

1103. The sponsor shall submit the proposed amendment to the Executive Committee for review to ensure consistency with the Chapter Bylaws and for assistance in rectifying any inconsistency.

1104. The president shall place the proposed amendment on the agenda for presentation to the membership at the next regular meeting, and on the agenda for action by the membership at the following regular meeting. An affirmative vote by a majority of the Chapter members present and voting shall be required for approval.

1105. Amendments shall require approval by the executive committee of the sponsoring ASLA professional chapter and acceptance under the policies and procedures of the supporting educational institution for final adoption.

1106. Should any conflict arise between these Bylaws and the policies and procedures of the supporting educational institution, the secretary of the Society will work with the Chapter to resolve the issue.
1107. Copies of the Chapter Bylaws and any amendments thereto shall be filed with the professional chapter coordinator and the faculty advisor and shall be made available on request.

Article 12. Disaffiliation and Dissolution

1201. The Chapter may voluntarily dissolve by a petition to the executive committee of its sponsoring ASLA professional chapter. If the executive committee of the sponsoring professional chapter concurs with the request, it shall forward the petition to the Executive Committee of the Society. Dissolution shall become effective on the date of acceptance of the petition by the Executive Committee of the Society.

1202. The Chapter may be disaffiliated by the Executive Committee of the Society on the recommendation of its sponsoring ASLA professional chapter, provided the Chapter is duly notified of the case for disaffiliation, given a fair hearing, and a fair opportunity to respond. Disaffiliation by the Executive Committee of the Society shall become effective on the date specified by the Executive Committee of the Society.

Supplemental Guidelines

These Guidelines are intended to assist in developing appropriate Chapter Bylaws to ensure efficient Chapter operations. These Guidelines supplement the Student Chapter and Student Affiliate Chapter Model Bylaws and follow the same order. The above Model Bylaws set out the minimum requirements for the operation of a student chapter. As academic Institutions may have specific requirements for the operation of a student organization, some potential situations are addressed in these Supplemental Guidelines. Also, additional advisory or explanatory information is included here rather than in the body of the Model Bylaws.

Student and Student Affiliate Chapters must operate within the student organization regulations of their sponsoring educational Institution, and chapter organizers should work closely with the institution in establishing both their bylaws and operational guidelines within the student group/club regulations of their school.

Chapter Membership

The period of Chapter membership should be set in accordance with school regulations or for a defined period of time that is concurrent with the school’s term structure.

Membership privileges should include the right to participate in Chapter meetings, activities, and events; vote in Chapter elections and on other matters requiring a vote by the membership; hold Chapter office; and serve on Chapter committees. Chapter members in good standing are encouraged to uphold the ASLA Code of Professional Ethics.
Chapter Dues

If the Chapter establishes dues for its members, payment of Chapter dues is separate and apart from payment of national ASLA Student Member and/or Student Affiliate Member dues. The Chapter cannot collect dues for Society membership—that must be done by the individual.

While membership in both the Chapter and the Society is beneficial and encouraged, Chapter membership is not contingent upon membership in the Society. Chapter membership cannot be restricted to Student and/or Student Affiliate Members of the Society.

The dues period should be concurrent with the period of Chapter membership.

Executive Committee and Elections

The following are the typical duties of officers. The Chapter may assign different duties to officers than the suggestions below (for example, the duties of secretary and treasurer may be combined.), but it is critical that the duties listed are clearly assigned to some office:

The president should: set the time and agenda for meetings of the Executive Committee; set the agenda for regular meetings of the Chapter; call special meetings of the Chapter; preside at meetings of the Chapter and the Executive Committee; oversee Chapter activities and events; coordinate Chapter communications; in consultation with the Executive Committee, appoint the chairs and members of committees and release appointees for failure to act or other cause; serve as liaison to and a nonvoting member of the executive committee of the sponsoring ASLA Professional Chapter; and perform such other duties as may be required to fulfill the purpose of the Chapter.

The vice president should: assist the president in oversight of Chapter activities and events and coordination of Chapter communications; assume the duties of the president in the absence of the president; and perform such other duties as may be required to fulfill the purpose of the Chapter.

The secretary should: prepare and issue notices of Chapter and the Executive Committee meetings; record and maintain the minutes of Chapter and Executive Committee meetings; maintain the Bylaws and other Chapter records; prepare, issue, and receive ballots; administer elections; and perform such other duties as may be required to fulfill the purpose of the Chapter.

The treasurer should: oversee chapter finances; maintain a list of Chapter members; collect and deposit all Chapter dues and other funds; disburse such funds in accordance with activities and events approved by the membership; maintain the Chapter accounts, which shall be open at all times to inspection by the Executive Committee; report on Chapter finances at Executive Committee and regular membership meetings; and perform such other duties as may be required to fulfill the purpose of the Chapter.
The Chapter may add additional officers as necessary for the functioning of the organization. These may or may not be incorporated into the Bylaws. But every time a position is added, deleted, or significantly changed, the Bylaws must be amended.

The Executive Committee should: plan and organize Chapter activities and events; propose dues amounts for membership approval; oversee disbursement of Chapter funds in accordance with activities and events approved by the membership; set a schedule for regular membership meetings; establish, assign, and dissolve committees as necessary for effective Chapter operations; communicate effectively with the membership, liaison/advisor, sponsoring Professional Chapter, supporting program, and the Society; set election schedules and break ties in elections; fill officer vacancies occurring during term; create additional, elected at-large Executive Committee positions if necessary for effective Chapter operations; review proposed Bylaws amendments; and perform such other duties as may be necessary to accomplish the purpose of the Chapter.

Elections should be conducted in accordance with school regulations.

If not otherwise specified in school regulations, elections should be conducted by ballot of the Chapter membership at a regular Chapter meeting. Votes should be counted immediately, and the results should be reported prior to the conclusion of the meeting and recorded in the minutes of the meeting.

The date on which the newly elected officers and any at-large Executive Committee members will assume office should also be announced prior to the conclusion of the meeting and recorded in the minutes of the meeting.

If there is a tie in the number of votes cast, the Executive Committee should elect one of the nominees to the position by a majority vote of the Executive Committee.

Committees

Committee chairs and members should be appointed by the president in consultation with the Executive Committee.

Reports on committee activity should be scheduled by the president and presented by committee chairs at regular Chapter meetings.

Meetings and Votes

Special meetings of the Chapter may be called by the president with reasonable advance notice to the membership.

Executive Committee meeting dates and times should be set by the president.

The president should preside at all meetings of the Chapter and the Executive Committee. The
vice president should preside in the absence of the president.

Election and other votes conducted by ballot at a meeting of the Chapter membership should be counted immediately, and the results should be reported prior to the conclusion of the meeting and recorded in the minutes of the meeting.

Approved by the ASLA Executive Committee on April 29, 2009