



# AIA Architects League of Northern New Jersey

## **COMMITTEE HANDBOOK**

AIA Architects League of  
Northern New Jersey

A Section of AIA-NJ

### **Mission Statement**

*The object of the Architects League of Northern New Jersey is to quicken and encourage the development of the art of architecture, the arts and crafts allied thereto, and to unite in fellowship the practitioners of these arts and crafts;*

*To further the ethics of the practice of architecture as laid down by the American Institute of Architects and other organizations working in harmony therewith;*

*To protect the interests of architects and to stimulate the interest and appreciation of the public in the profession.*

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## Executive Committee

### 1. President:

As stated in bylaws. (See Article 6 - Section 6.32)

President shall serve as Chair of the Executive Committee.

Attend AIA Grassroots Conference and report on same at next regular League meeting.

Designate League representatives to serve as AIA-NJ Trustees. There are currently four (4) League representatives on the AIA-NJ Board. Also designate two (2) alternates.

Attend AIA National Convention as a delegate and report on same to the membership.

### 2. President Elect:

As stated in bylaws. (See Article 6 - Section 6.33)

Attend AIA Grassroots Conference and report on same at next regular League meeting.

Serve as a committee chairperson.

Recommend Vegliante Award Chairperson if present chairperson not wish to continue serving.

### 3. First Vice President:

As stated in bylaws. (See Article 6 - Section 6.33)

Attend AIA Grassroots Conference and report on same at next regular League meeting.

Serve as a committee chairperson.

### 4. Second Vice-President:

As stated in bylaws. (See Article 6 - Section 6.33)

Serve as a committee chairperson.

## 5. Secretary:

As stated in bylaws. (See Article 6 - Section 6.34)

Secretary shall have custody of current League documents (*current* means during the course of the two-year term of the Secretary). At completion of his/her term, the Secretary shall provide a physical and electronic copy of documents to the League Archivist for the historical record.

Secretary shall take minutes at both Board of Trustees and regular membership meetings when business is conducted, and email the minutes, no later than 10 days following the meeting, to each officer and Board member for review.

The Secretary shall be responsible to record policies that are adopted by the Board and make sure said policies are entered into the Handbook.

Note bylaws Article 5.1, Section 5.11 - notice of every meeting must be given a minimum of seven days before meeting. The Secretary shall be responsible for the coordination and distribution of meeting notices to ALNNJ members via email per the most current member roster.

Secretary to modify and, after approval by President, have new electronic copy (Microsoft Word format) of the ALNNJ letterhead distributed to the Board of Trustees before the January installation. Include League post office box and website address on letterhead.

Secretary is responsible for all general correspondence for the League. Any officer or trustee sending correspondence must send a copy to the secretary.

Monthly, the Secretary shall obtain a copy of the updated member roster, including Allied members, from AIA-NJ. The Secretary shall report errors and corrections to AIA-NJ. The Secretary shall forward a copy of the current member rosters to the Executive Committee and Membership Chairperson.

Secretary (or Board approved designee) shall stop by League post office box prior to each Board meeting and at least once a month to pick up correspondence.

The Secretary shall maintain custody of the League Seal or designate a member to do so. The Executive Committee shall be informed as to who holds the seal.

## 6. Treasurer:

As stated in bylaws. (See Article 6 - Section 6.35)

If required by law, treasurer shall file tax forms before April 15.

League dues notices are currently being issued and mailed by AIA through the single point dues collection system. AIA dues are direct-deposited to the League's checking account and a statement is emailed monthly. Allied member dues are distributed to the League by AIA-NJ.

Treasurer shall maintain accounts and verify transactions.

Treasurer shall submit monthly reports to Board. Report shall include any line item which has exceeded or is about to exceed its budget.

Treasurer shall serve on the Budget and Finance Committee.

Treasurer shall assist membership committee in collecting dinner cost from visitors and delinquent members.

Incoming treasurer to obtain signature cards from bank for the checking account, obtain required signatures, and deliver them to the bank. The Treasurer shall also be responsible to update statement mailing addresses for all League accounts.

Arrange with Awards Trustee to have Vegliante award honorarium check available for presentation at the Vegliante Award Presentation during the installation dinner.

Treasurer to obtain from the Trustees of the Vegliante Trust Account the accrued interest from that account after award is given and deposit same into general revenue for the award and expenses.

#### 7. Immediate Past-President:

Immediate Past-President or a designee shall be a member of the AIA-NJ nominating committee.

Shall be in charge of nominations for ALNNJ Trustees Awards.

Shall coordinate Vegliante Award with Vegliante Award Chairperson.

Shall be in charge of nominations for officer and trustee positions for the upcoming year.

Shall serve as chairperson for the upcoming Installation Dinner.

## Committees

The chairperson of each committee is to review the budget for his/her committee and to note that it cannot be exceeded without the permission of the Board of Trustees. Before any major project is undertaken, the chairperson should review the project budget with the finance committee. Wherever possible, committees shall formulate a program of activities and a budget breakdown (even if only preliminary) by the time of the February Board meeting.

Chairpersons are to make reports at Board meetings.

## Budget and Finance

1. Minimum of three members (one should be the Treasurer, one the current President, one the President Elect and including the incoming or outgoing when that occurs).
  - a. Formulate a preliminary budget in November, preceding the start of the fiscal year.
  - b. Issue preliminary budget to Board members at the November meeting for review and comment. Follow with submission of the recommended budget at the December reorganization meeting. Final budget shall be published in the following Leagueline.
  - c. Alert Board if any committee is exceeding or may exceed its budget during the year.
  - d. The books of the League are to be audited as per bylaws.
  - e. Arrange for optional means of fund raising and coordinating efforts with the Program and Arrangements Committee and/or Sponsorship coordinator.

## Programs and Events

1. Arrangements:
  - a. Check budget for this committee.
  - b. Arrange for programs at all meetings scheduled. All programs should provide a minimum of one (1) AIA approved learning unit/continuing

education unit. Where appropriate, secure learning units when speaker is not a registered provider.

- c. Have a tentative schedule of meetings and events set up prior to the February Board meeting so that meeting and event dates can be listed on the ALNNJ website calendar. The schedule of meetings and events shall be updated by the committee on a monthly basis and distributed to the Board at each meeting. Give details of each month's program to the Leagueline committee for inclusion in each quarterly newsletter.
- d. Provide meeting details to the Secretary for email blast distribution to membership.
- e. Have one extra program available (film, PowerPoint, etc.) in case of last minute cancellations.
- f. Obtain background information on guest speakers and introduce speakers.
- g. Confirm with speaker the time and location of presentation a few days prior to meeting.
- h. Give information on noteworthy programs to public relations committee.
- i. Keep membership aware of continuing education programs which might be of interest provided they are in accordance with League policy. Inform Secretary to coordinate email blasts to members regarding ALNNJ, AIA-NJ, or AIA National programs. Programs not affiliated with AIA (local, state or national) may only be blasted to members provided they offer AIA approved learning units and are free of charge to our members. Non-AIA programs that are for-profit, proprietary, and/or can be construed as "vendor advertising" shall not be blasted to ALNNJ members.
- j. Arrange for dinner meetings. Select menu. Arrange room for Trustees' meeting prior to the membership meeting.
- k. Provide meeting facility with guaranteed minimum three days prior to meeting. Estimate conservatively to the low side and request that the restaurant set up one additional table for unexpected guests. Midway through the cocktail hour, check the registration forms to determine whether additional settings are required.



- l. Arrange for podium, screen and microphone for each meeting. Arrange for audiovisual equipment required by program. Determine if ALNNJ equipment is needed and arrange to have equipment available at the meeting. Arrange for a head table if required for the program.
- m. In the event that a joint meeting is held with another group, settle in advance what the charges are to be for the evening on a per person basis. Include individual dinner cost plus the general fee for the bartender. Each group is to register their own members and provide an accurate count. Each group should pay their share of the expenses the night of the meeting. Do not agree to a later reimbursement.
- n. This committee is in charge of the League banner, which shall be displayed at each regular meeting and the annual installation dinner.
- o. Arrange for table set up for meeting sponsor.
- p. This committee shall arrange for a member to be in charge of League-owned projector, microphone and screen and shall keep a record of where equipment is located. Inform Executive Committee.

2. Arthur Davis Lecture:

- a. Check budget for this committee.
- b. Arrange a speaker of notable importance in the profession and/or on a topic of notable architectural importance to designate this event as a “special event” unique from the typical monthly programs held during the year.
- c. Make venue and equipment arrangements in accordance with the requirements of item 1 “Arrangements” listed above.

3. Special Tours:

- a. Ted Kessler Walking Tour: Spring and Fall Tour in New York City. Arrangements, fees and tour route as arranged by member-in-charge.
- b. Special Tours: Throughout the year special tours are arranged that League members and their guests are invited to attend. The tours are of architecturally significant spaces, both historical and contemporary. Tours often offer behind the scenes access providing

members with a wealth of information that is rarely shared to the public. Arrangements, fees and tour location as arranged by member-in-charge. In the event the number of attendees is limited, the tour may be offered first to the Board of Trustees, then the full membership, then other Sections if the tour has not been filled.

4. Continuing Education:

- a. A committee member shall be appointed to secure learning units for League events and tours. Persons in charge of arrangements for each event and/or tour shall provide required information so that AIA approval can be obtained.
- b. Report the list of attendees and their AIA numbers so that they receive learning credit by AIA for their participation in the AIA approved, League sponsored event.

5. Trade Show:

- a. This committee works jointly with that of the Newark and Suburban Section to sponsor the annual show. Selection of a chairperson should be made immediately after the previous trade show. At this time, the venue for the show should be secured.
- b. All vendors from the previous year should be contacted no later than the middle of January and informed of the currently planned show, which has traditionally been held in May. All Trustees and officers are responsible to make vendors who call on their offices aware of the trade show.
- c. Intricacies of the planning will not be listed here. The committee has in place a well-organized plan, which is seamlessly passed on as committee members change.

6. Golf Outing:

- a. A date for the Golf Outing should be arranged immediately following the previous Golf Outing. The date shall be reserved with AIA-NJ so that no other Section will schedule an event for that date.
- b. Provide a deposit to the selected golf course, typically by the December prior.

- c. Solicit sponsors: Door Prizes, Hole Sponsors, Closest to Pin, Longest Drive, Driving Range, Putting Green, Beverage Cart, Hole in One, T-Shirts, Luncheon, Cocktail Hour and Dinner.
  - d. Arrange for Hole in One Insurance.
  - e. Arrange for printing and mailing of save-the-date announcements and registration cards by postal mail and email.
7. Installation Dinner - chairperson is to be Immediate Past President.
- a. Review budget allowed by Board and set up budget breakdown.
  - b. Investigate and arrange for dinner location as early as possible in the year, well in advance of the date chosen by the Board. (It has been customary for the Board to choose a date in January to avoid conflicts with holiday activities and to obtain lower dinner costs). Have treasurer send deposit if required, after approval of date and location by Board. Coordinate date of the ALNNJ dinner with AIA-NJ and other NJ AIA Sections to avoid conflict. The chosen date shall be reserved on the AIA-NJ calendar as early as possible.
  - c. Arrange for outgoing president's plaque and the incoming president's gavel, both appropriately inscribed.
  - d. Arrange for door prizes or favors, as well as podium, microphone, centerpieces, drawing tickets, sponsors, entertainment, etc.
  - e. Once date is set, prepare save-the-date announcements and venue details and coordinate with Secretary to issue an email blast. Prepare and coordinate sponsor solicitations for distribution to allied members and vendors. Arrange for printing of invitations and dinner program. Send invitations via postal mail at least one month prior to the date set for the dinner. Follow up with email blasts.
  - f. The chairperson of the committee should be master-of-ceremonies.
  - g. Invite the AIA-NJ officers as paying guests. Installations of AIA-NJ officers are welcome.
  - h. Invite Regional Director of AIA-NJ and spouse as guests and to install officers with AIA-NJ President as backup. In the case of the

installation of President, ask the incoming President if he/she has any preference for the installing officer.

- i. Set up table assignments and, if necessary, have someone at door to distribute tickets at dinner. Tickets can be used for door prize drawings.
- j. Announcement should note that "black tie is optional."

## Communications

### 1. Leagueline:

- a. Check with committees for news. (e.g., upcoming programs, field trips, etc.)
- b. Newsletter to be produced quarterly and sent out by first class mail to domestic U.S. mail addresses. The newsletter will not be mailed to international addresses.
- c. Publish names of new members.
- d. Include a calendar with the date, time, and place of the upcoming quarter's meetings along with details of program.
- e. At least one week prior to delivering newsletter to printer, contact AIA-NJ to have mailing labels for all members, including allied members, sent to the editor to coordinate mailing of the newsletter.
- f. Include information on upcoming installation dinner in 4Q newsletter.
- g. Newsletter shall contain summary of the regular meeting activities of the previous quarter.
- h. Develop a series of general interest articles to be inserted throughout the year.
- i. Secure advertising revenue to supplement production costs.

### 2. Website:

- a. Arrange website hosting account.
- b. Set up web site appearance and format.

- c. Maintain website content. Delete outdated content and update with new content on a monthly basis.
- d. Obtain information from committee chairpersons so that website information is current.
- e. Post calendar of events for the year. Update monthly.
- f. Post current listing of Board of Trustees.
- g. Post monthly meeting announcements a minimum of three weeks prior to the event.

3. Social Networking:

- a. Manage ALNNJ social networking accounts (i.e. Facebook, Linked In, Twitter, etc.)
- b. Post notices of all ALNNJ meetings, events, tours, etc. These posts shall be posted as “Architects League of Northern New Jersey” (or equivalent, such as ALNNJ).
- c. Posts using the name “Architects League of Northern New Jersey” (or equivalent) shall be non-controversial in nature. Any postings deemed controversial or expressing strong personal opinions shall be posted using a personal name.
- d. Monitor social networking accounts for inappropriate posts. Report, block or delete users who post inappropriate items and delete the inappropriate items immediately.

4. Email Blasts:

- a. The Secretary shall be responsible for the authorization of ALNNJ email blasts. In the event that the League employs a paid administrator, the Secretary shall be the Officer in Charge of overseeing the content and distribution of email blasts by the paid administrator.
- b. Meeting Blasts shall be emailed to all members, including allied members, using a League approved format, beginning at least 3 weeks prior to the meeting date. The blast shall be repeated weekly, and the Monday morning prior to the meeting date. Meeting Blasts must include a list of sponsors, venue and parking information, and

contain a link for directions to the venue. The announcement shall include program content, biographical information on the presenter with a photo (if available). Information on Learning Units shall be included. RSVP information with a link to the membership chair's email shall be provided.

- c. Email blasts for Special Member Events and Special Announcements shall be distributed throughout the year on an as-needed basis, using a League approved format. Some blasts may require repeat sending – to be determined by the committee sponsoring the event or requesting the announcement.
- d. Programs not affiliated with AIA (local, state or national) may only be blasted to members provided they offer AIA approved learning units and are free of charge to our members. Non-AIA programs that are for-profit, proprietary, and/or can be construed as “vendor advertising” shall not be blasted to ALNNJ members.

5. Public Affairs/Public Relations:

- a. The ALNNJ Public Relations representative shall be present at all AIA-NJ PR Committee meetings when convened. Provide a report to the ALNNJ Board regarding these meetings.
- b. Meet after yearly reorganization meeting with President to discuss what is to be emphasized for the coming year. Meet immediately afterward to formulate plan for potential press releases. Meet quarterly to implement activities.

6. Bylaws and Committee Handbook:

- a. The Secretary shall be responsible to record policies that are adopted by the Board and make sure said policies are entered into the Handbook.
- b. Review bylaws, policies and ethics and make report to Board on any recommended changes. Changes can be proposed at any meeting upon proper notice – see bylaws.
- c. Update this handbook in November of each year, prior to the December reorganization meeting. Give each committee chairperson a copy of his/her committee write-up at the September Board meeting and ask that they edit it with comments and send it to this committee's chairman. Type up revised pages (with revision date on cover) and give to incoming president for distribution.

- d. Note that correspondence and minutes pertaining to charges of unprofessional conduct are considered confidential matters by the League.
- e. Be familiar with the current bylaws and shall point out any violation of those bylaws to the executive committee. He/she should also be familiar with Robert's Rules of Order so they can assist in ruling on points of order at Board meeting.

7. League Archivist:

- a. Obtain records from out-going Secretary for inclusion in the League archives.
- b. Organize and maintain written historical records of the League (i.e. meeting minutes, records of special events, photographs, news articles.) Dispose of items of little or no historical significance. Maintain an electronic copy of the historical record in pdf format. (Use jpg or pdf format for photos.) Provide a second electronic copy to the President as backup in the event the original archive is destroyed.
- c. Financial documents shall be held by the Budget and Finance committee (not the Archivist) and disposed of in accordance with the law.
- d. Keep the Board informed as to the location of the historical record should it need to be retrieved for any reason.

Emerging Professionals - YAF/EPiC

1. Emerging Professionals/Young Architects Forum/EPiC:

- a. Assist associate members to enroll in and understand the process of participating in NCARB's Architectural Experience Program (AXP).
- b. The emerging professionals and membership committees shall meet quarterly to discuss common goals regarding developing the need for AIA membership among the graduates, AXP candidates, and architects in the League who have been licensed for less than 10 years.

- c. Act as liaison to the AIA-NJ committee in developing programs, which recognize the accomplishments of architects who have been licensed less than 10 years.

#### Legislative and Government Affairs

- 1. Objective is to review and monitor all legislative issues affecting the profession. This process allows us to react to initiatives that may negatively affect the profession and to support those that may bolster it.
  - a. Be liaison with building officials in the four-county area (Bergen, Hudson, Passaic, Sussex).
  - b. Arrange for a joint meeting or special program with building officials if requested by programs and arrangements committee or if deemed appropriate.
  - c. Bring code changes to attention of membership at meetings, email blasts, or through the Leagueline.
  - d. Review proposed state or local regulations which may affect League members and publish items on political activity important to the membership, via email blasts or Leagueline.
  - e. Stay in contact with AIA-NJ legislative committee to be alert to any information that committee may have. Participate in all AIA-NJ LG&A committee meetings.
  - f. Chairperson of this committee will be the League's representative to AIA-NJ legislation committee and coordinate League efforts with those of the state.

#### Scholarships

- 1. The scholarship committee shall be composed of a chairperson and two additional members. The committee shall:
  - a. Mail out information letters and applications for scholarships to all accredited architecture schools (college scholarships) and all high schools in the territory (high school scholarship) by September 15. Scholarships currently include:
    - 1. Scholarships for college students (maximum \$6,000 total awarded):
      - a. Clarence Tabor Memorial Scholarship
      - b. Albert Halse Award for architectural delineation



c. Architects League Scholastic Achievement Award

2. Scholarship Program for High School Seniors (1 award at \$2,000 max.)

- b. Scholarship amount may vary based on budget and applicant performance. Review all amounts and recommendations with the Board of Trustees prior to awards.
- c. Review list of high schools receiving information regarding the ALNNJ scholarship for high school seniors. Verify and update list of private schools as needed to include new schools that have opened or schools that may have ceased operation.
- d. Review list of colleges/universities receiving packets regarding the ALNNJ scholarships for college students. Make sure it is complete. Verify NAAB accreditation via the [naab.org](http://naab.org) website.
- e. Arrange for announcement of ALNNJ scholarship programs with the public relations and newsletter committees.
- f. Provide a poster that can be forwarded to the college architectural schools for posting on bulletin Boards.
- g. Review application form for updating. Applications should be received by April 30<sup>th</sup> for award in June.
- h. Committee should meet immediately after the deadline to review applications and to interview applicants if necessary. Winners should be selected in sufficient time for invitation to the June awards presentation.
- i. Notify winners and ask that they and their parents attend the awards ceremony and dinner, as our guests. Have winners bring examples of their work for display at the meeting. Invite the winners to make a short slide presentation of their work. This is at the discretion of the committee in concert with the programs and arrangements committee.
- j. Give information regarding the winners to the public relations designee for developing a press release as close to the awards night as possible. Provide the same information to the Leagueline committee.

- k. Arrange with treasurer to have checks drawn, payable to the student's school, including the student's I.D. number, and sent to the committee. Have winner send a copy of the tuition bill to the committee. When both are received, send check and tuition bill with cover letter indicating that the check is to be applied toward the student's tuition. Include the student's I.D. number in the cover letter. Note that checks may be made payable to both the student and the school.
- l. Provide printed and framed scholarship certificates for presentation at the meeting by the chairperson of the scholarship committee.

### Sponsorships

1. The Sponsorship Coordinator shall be responsible for soliciting participants for the League's Annual Sponsorship Initiative.
  - a. Establish goals for obtaining sponsorships. These goals shall be used for the purposes of planning the annual budget.
  - b. Develop a Sponsorship Rate Sheet listing all League events and marketing opportunities. Develop Platinum, Gold, Silver and Bronze ("Plated") sponsorship packages along with a la carte pricing, and show the percentage of savings available through participation in the sponsorship program.
  - c. Collect monies from sponsors and submit to the Treasurer for deposit.
  - d. Coordinate benefits with committee chairs so that sponsors receive the benefits offered as part of their sponsorship package. (Note that sponsors for individual events shall be the responsibility of the individual committees. Committee chairs shall coordinate with the Sponsorship Coordinator the plated sponsorship benefits that affect their committee.)
  - e. Maintain a list of sponsors and a record of the benefits they have received. Sponsorships are not pro-rated. Note the date when sponsorships come due for renewal.
  - f. By mid-year, the Sponsorship coordinator shall review rates with committee chairs and develop a new rate sheet for the upcoming year. Solicitation should begin by September of the prior year.

## Awards

1. The Immediate Past President shall be in charge of Trustees Award nominations, and shall coordinate the Vegliante Award with the Board appointed Vegliante Award Chairperson.
  - a. Review budget allowed for this committee.
  - b. Select winners for Trustees' awards, and coordinate with the Vegliante Trustees to confirm that a winner is selected, or deferred in time for the awards dinner.
  - c. Vegliante award to be given annually to a League member "who has distinguished him/herself during the preceding year in the architectural world, or who, because of achievements and accomplishments, merits such an award." The Vegliante Chairperson should be invited by this committee to announce the winner of the Vegliante award, as selected by all participating past Vegliante winners, and coordinated by the Trustees. The Vegliante award is administered by a two-member Board of Trustees. All actions related to the administration of this money shall be done through the Trustees. The award does not have to be presented every year and can be awarded to the same individual more than once.
  - d. Trustees' award is a statement of recognition by the League Trustees of one or more League members whose contributions to the profession in the past year have been outstanding. There is no limit on the number of awards. (Three are customary). The award can be presented to the same individual more than once.
  - e. Awards chairperson shall be responsible to print and frame awards. Arrange with treasurer to have Vegliante award honorarium check at the awards presentation. Arrange to have the Vegliante Chairperson or winner from a previous year present the award at the awards dinner. Obtain seals for awards from the Secretary.
  - f. Award winners' names shall be kept confidential until the awards night presentation. Committee should, however, attempt to have recipients and spouses and/or immediate families present. This should also include business partners, employees, etc.

- g. The Awards chair shall maintain custody of League award pins, or designate a member to do so. Make the executive committee aware of the person in possession of the pins/medals.

## Membership & Dues

### I. Membership and Records:

- a. Chairperson to be League representative to the AIA-NJ Membership Committee.
- b. Greet new members as they attend their first meeting. Have the president welcome them during announcements.
- c. Check attendees at meeting against list of those delinquent in dues or recently terminated.
- d. Develop a program to seek new members and set a membership goal for the year. Membership dues are our largest single source of income.
- e. AIA maintains current a membership list for the League as it presently collects League dues. Obtain monthly member roster updates (including allied members) from AIA-NJ.
- f. This committee is in charge of identification tags for all meeting attendees.
- g. The Emerging Professionals and Membership committees shall meet quarterly to discuss common goals regarding developing the need for AIA membership among the graduates, AXP candidates and architects licensed less than 10 years.
- h. Sign-in members at monthly meetings. Provide information to Continuing Education coordinator to report to AIA for registration of continuing education learning units.
- i. Recommend changes to dues to the executive committee.
- j. Maintain records regarding fee waivers. Members of the Architects League shall be eligible for one (1) fee waiver per lifetime.

### 2. Hospitality:

- a. Send a suitable letter of sympathy to the immediate family upon the death of a member. In certain cases of members who, in the past were extraordinarily active, this has been accompanied by a charitable donation. This is also applicable in the event of the death of an immediate family member of an officer or trustee. The amount of the donation shall be determined by the Board and made payable to the charity selected by the family.
- b. Send a suitable letter of congratulations and nominal gift to an officer or trustee in the event of the birth of a child.
- c. Send a suitable gift and get well wishes to an officer or trustee recovering from a major illness. This is also applicable to past presidents.

### Nominations

1. Nominations - chairperson shall be the immediate past president.
  - a. Check with committee chairpersons to find members active in League committee work.
  - b. Check with prospective nominees to see if they are willing to serve.
  - c. Make nomination report to president and to Board at the September Board meeting. Provide list of candidates and issue an email blast of the slate to members no later than two weeks prior to the October meeting. Accept additional nominations (if any) from the General Membership at the October meeting. Once finalized, blast the final list of nominations to the membership as early as possible prior to the November meeting. Repeat blast no more than two weeks prior to the November meeting.
  - d. If needed, arrange for printing of ballots for election at the November meeting. Arrange for three members to act as tellers to count ballots.
  - e. Members of the nominating committee should be individuals not likely to be nominated for any available office.

### Long Range Planning

1. Long Range Planning - five members, president-elect to chair, president, first vice president, immediate past president, and treasurer.

- a. Develop plans for maintaining and getting new members, select locations for field trips, and discuss selections of new Trustees.
- b. Assist the treasurer to develop a preliminary budget for review and discussion by the Board.

#### Representatives to AIA-NJ State Board

1. Four (4) members (typically, but not limited to, members of the ALNNJ Executive Committee) shall serve as AIA-NJ Trustees.
  - a. Two (2) alternates shall be chosen to attend the AIA-NJ meeting in the event one of the representatives is unable to attend. The member that cannot attend shall be responsible to contact an alternate to attend in his/her place.
  - b. Provide a report to the ALNNJ Board regarding the AIA-NJ meeting.

#### Small Firm Exchange

1. One member shall serve as the ALNNJ liaison to the AIA-NJ Small Firm Exchange.
  - a. Provide a report to the ALNNJ Board regarding AIA-NJ Small Firm Exchange meeting.

#### Sustainable Design/COTE

1. One member shall serve as the ALNNJ liaison to the AIA-NJ Committee on the Environment (COTE).
  - a. Provide a report to the ALNNJ Board regarding AIA-NJ Committee on the Environment (COTE) meeting.

#### Women In Architecture (WIA)

1. One member shall serve as the ALNNJ liaison to the AIA-NJ Women in Architecture (WIA) committee.
2. Provide a report to the ALNNJ Board regarding AIA-NJ Women in Architecture (WIA) committee.

Appendix I:

Calendar of Activities:

Fiscal year is January 1 to December 31.

January 15, dues due – collected by AIA National.

ALNNJ website to contain list of all programs for the year. List shall be updated monthly.

Quarterly newsletter shall include a calendar of upcoming events for the next quarter and a summary of events from the previous quarter.

December reorganization meeting: review/ approve policies. Review/ approve committee assignments. Review/ approve budget. No membership meeting held.

February Board meeting, all committees to report on program for year and preliminary budget requirements. The date for Spouses' Night shall be determined by the events committee.

March Board meeting, (AIA-NJ) nominating committee meets soon. Discuss possible League nominees. Review list of members in default and determine process for contacting them. Discuss and vote on proposed dues increases (if any) and notify AIA-NJ.

April Board meeting, check with treasurer regarding tax report due May 15. Arrangements for June meeting, including scholarship awards should be discussed.

April member meeting, announce trade show date.

April 30: Scholarship applications due. Notify Board of Scholarship Winners.

May – Trade Show in lieu of member meeting. No BOT meeting (unless deemed necessary by the executive committee).

May 15: League tax report due.

June Board meeting, report on scholarship winners. Date and location of "installation dinner" should be set.

June member meeting: Scholarship Awards night.

July – no meeting.

Summer Board Retreat (August): hold one Board meeting during summer, if required (at the discretion of the President).

September – Develop and distribute new sponsorship initiative and rate sheet for the upcoming year.

September Board meeting, discuss and vote on any proposed amendments to bylaws.

September member meeting, announce scholarship availability.

September member meeting, nomination committee report.

List nominees for offices and mention that additional nominations may be submitted by the membership at the October meeting.

October Board meeting, organize balloting for November meeting if there is more than one candidate for any office.

October member meeting, accept any nominations for officer and director positions.

November Board meeting, all committee chairpersons to be given copy of handbook, write-up on their committee and submit for Secretary to update it.

November member meeting, annual meeting for election of Officers and Trustees and voting on bylaws, if proposed.

November (after election), newly elected President to make committee assignments, hold long range planning meeting with treasurer to formulate proposed budget, secretary to inform AIA-NJ of election results.

Mail invitations and distribute an email blast announcement for Installation Dinner.

December reorganization meeting, close business for year and reorganize for following year. Board of Trustees to adopt next fiscal year's budget. Distribute a copy of the By Laws and this handbook with a signature sheet – request each Board member to sign and return to Secretary to acknowledge the By Laws and handbook have been received and read. Recommend committee appointments and AIA-NJ representatives. Appointments must be approved by Board.



## Appendix II

### Policies of the Board of Trustees - Architects League of Northern New Jersey

Policy No. 1: To review the policies, programs and services of the League at the beginning of each year to determine if they serve the needs of the membership. Make revisions, additions, or deletions, as required. (Rev. 4/1998)

Policy No. 2: To underwrite expenses incurred by officers or members authorized to represent the League, on official business, subject to approval of the Board of Trustees. These expenses to include transportation, meals, gratuities and lodging, as required. (Rev. 4/1998)

Policy No. 3: To purchase a gavel, properly inscribed, to be presented to the president when they are about to assume office. (Rev. 4/1998)

Policy No. 4: To present to each President, upon leaving office, a plaque, properly inscribed acknowledging their services to the League. (Rev. 4/1998)

Policy No. 5: To invite all perspective new members to one dinner meeting as guests of the League.

Policy No. 6: To invite the incoming president and outgoing president and their spouses to the yearly installation dinner as guests of the League. (Adopted 4/1998)

Policy No. 7: Emeritus Members are entitled to free meals at the League dinner meetings, as long as meals are included in the membership dues. (Adopted 1/1983 rev. 4/1998)

Policy No. 8: The amount of the Vegliante award shall be a maximum of \$500. The awards committee shall determine the amount of the Vegliante award each year. The funds for the award shall come from the interest earned by a certificate of deposit and shall be supplemented, as required, by the League's general fund. (Adopted 6/1998)

Policy No. 9: Trustees are considered fiduciaries under New Jersey law, and are required to act responsibly in discharging their duties. (Adopted 4/1998)

Policy No. 10: Trustees shall attend all League Board meetings, or inform the League secretary if they cannot attend. Excessive absences will result in Board members being asked to resign from the Board. (Adopted 4/1998)

Policy No.11: AIA-NJ Board members have an obligation to attend scheduled AIA-NJ Board meetings or to arrange for an alternate to attend. (Adopted 4/1998)

Policy No.12: Trustees shall support the policies and programs adopted by the Board. However, Board members are encouraged to voice their opinions within the context of a Board meeting. (Adopted 4/1998)

Policy No.13: Trustees shall understand the ramifications of antitrust laws and the Department of Justice consent decree. (Adopted 4/1998)

Policy No.14: Trustees shall consider public statements carefully because remarks may be taken as League policy by members and others. (Adopted 4/1998)

Policy No. 15: Committee chairpersons to recommend for approval by the Board of Trustees requests any non-budgeted funds only after such requests have been reviewed by the Finance Committee. (Rev. 4/1998)

Policy No. 16: Committees shall operate within the annual operating budget approved by the Board, on both the expense and revenue side. The Treasurer must clear all expenses for reimbursement. The Board must approve all expenses that exceed the amount of budget line items. (Adopted 4/1998)

Policy No. 17: The Hospitality Chairperson shall send a suitable letter of sympathy when notified of the death of a member. This practice has been expanded to include nominal gifts to charities in the event of the death of an Officer's/Trustee's family member. Gifts for births to an Officer/Trustee are also appropriate. (Refer to committee description for additional information).

Policy No. 18: Signatures required for League Certificate of Deposit (CD) accounts shall be changed to the incoming Treasurer and First Vice President and updated on a two-year cycle thereafter. (Adopted 11/2011)

Policy No. 19: BOT shall grant dues waivers up to four consecutive years. However, after the first waiver, the Board shall consider each subsequent waiver request on a case-by-case basis before granting final determination of additional dues waivers. In lieu of payment of yearly dues, members granted relief shall be encouraged to volunteer time to assist with Board duties. (Adopted 2/2015)

*Those policies previously approved dealing with the same subjects are rescinded.*

## Appendix III

### COMMITTEE STRUCTURE:

#### Executive Committee

<i>Chair</i>	President
<i>Budget &amp; Finance</i>	Treasurer
<i>Nominations</i>	Immediate Past-President
<i>Long Range Planning</i>	President-Elect
<i>Members</i>	1 <sup>st</sup> VP, 2 <sup>nd</sup> VP, Secretary

#### Programs and Events

<i>Chair</i>	1 Member
<i>Arrangements</i>	Chair + 1 Member
<i>Arthur Davis Lecture</i>	Chair + 1 Member
<i>Special Tours</i>	2 Members
<i>Continuing Education</i>	1 Member
<i>Trade Show</i>	1 Member
<i>Golf Outing</i>	Golf Chair + 2 Members
<i>Installation Dinner</i>	Immediate Past-President

#### Communications

<i>Chair</i>	1 Member
<i>Leagueline</i>	1Q – Editor (1 Member) 2Q – Editor (1 Member) 3Q – Editor (1 Member) 4Q – Editor (1 Member)
<i>Web Site</i>	1 Member
<i>Social Networking</i>	1 Member
<i>Email Blasts</i>	Secretary (in conjunction w/ paid administrator*)
<i>Public Relations</i>	1 Member
<i>Committee Handbook</i>	1 Member
<i>League Archivist</i>	1 Member

\*In the event the League employs a paid administrator, the Secretary shall be the Officer in charge of overseeing the content and distribution of email blasts by the paid administrator.

#### Emerging Professionals

<i>Chair</i>	1 Member
<i>YAF / EPiC / Associates</i>	Chair + 1 Member

#### Legislative & Government Affairs

<i>Chair</i>	Chair
<i>Members</i>	1 Member

<u>Sponsorships</u>		
<i>Coordinator</i>		1 Member (in conjunction w/ paid administrator*)
<u>Scholarships</u>		
<i>Chair</i>		1 Member
<i>Application Review</i>		Chair + 2 Members
<u>Awards</u>		
<i>Awards</i>		Immediate Past-President
<i>Vegliante Award</i>		Vegliante Chair + Living Past Recipients
<u>Membership &amp; Dues</u>		
<i>Chair</i>		1 Member
<i>Records</i>		1 Member
<i>Hospitality</i>		1 Member
<u>Representatives to AIA-NJ Quarterly Meetings</u>		
<i>AIA-NJ Trustees</i>		4 Members
<i>Alternate Trustees</i>		2 Members
<u>Small Firm Exchange</u>		
<i>Liaison to AIA-NJ</i>		1 Member
<u>Sustainable Design/COTE</u>		
<i>Liaison to AIA-NJ</i>		1 Member
<u>Women In Architecture</u>		
<i>Liaison to AIA-NJ</i>		1 Member

## Appendix IV

### Recipients of Anton L. Vegliante Awards

### and Past Presidents

1928	-	Bernard F. McGuire
1929	-	Bernard F. McGuire
1930	-	Clarence Tabor
1931	-	Clarence Tabor
1932	-	Harry Allan Lucht
1933	Harry Allan Lucht	Harry Allan Lucht
1934	Clarence Tabor	Robert Jahelka
1935	Harry Allan Lucht	Robert Jahelka
1936	C. V. R. Bogert	A. Holmes
1937	C. V. R. Bogert	A. Holmes
1938	C. V. R. Bogert	Harold G. Anderson
1939	No Award	Harold G. Anderson
1940	No Award	Harry T. Stephens
1941	H. T. Stephens	Harry T. Stephens
1942	No Award	G.V. Harvey
1943	No Award	G.V. Harvey
1944	No Award	Carl Kemm Loven
1945	Carl Kemm Loven	Carl Kemm Loven
1946	W. G. Bartels	W. G. Bartels
1947	H. G. Anderson	W. G. Bartels
1948	J. J. Baldino	W. G. Bartels
1949	Samuel Blanc	Samuel Blanc
1950	Robert Cadien	John J. Baldino
1951	No Award	John Trich
1952	No Award	John Trich
1953	Frank Johnson	Robert Cadien
1954	John Trich	Robert Cadien
1955	John Iwatsu	Robert Cadien
1956	Merrill Martin	Frank E. Johnson
1957	Larry Moon	Frank E. Johnson
1958	Luke Bannon	Larry Moon
1959	Albert Halse	Larry Moon
1960	Ben Bailyn	Merrill Martin
1961	William Van Eyk	Merrill Martin
1962	Carl Kaiser	Merrill Martin
1963	Sidney Schenker	John Iwatsu
1964	Henry Johnson	John Iwatsu
1965	Arthur Rigolo	Albert Halse
1966	Bernard DiPaola	Sidney Schenker
1967	Frank Adler	Bernard DiPaola
1968	Leonard Levine	Henry Johnson

1969	Bernard Hersh	Bernard Hersh
1970	Robert Gebhardt	Leonard Levine
1971	Peter Holley	Robert Gebhardt
1972	Ross Mamola	O. Daniel Winter
1973	Romeo Aybar	Ross Mamola
1974	Leo Rutenberg	Frank Adler
1975	Joseph Cecco	Romeo Aybar
1976	Edward Levy	Hugh Romney
1977	Harry Clinton	William Houthuysen
1978	Daniel Winter	Joseph Cecco
1979	S. Vincent D'Amore	D. Levon Gedickian
1980	D. L. Gedickian	John De Brulye
1981	Michael Callori	S. Vincent D'Amore
1982	Dennis Mylan	Edward Levy
1983	No Award	Dennis Mylan
1984	Albert Zaccone	John Fellgraff
1985	No Award	Arthur Davis
1986	George Held	Michael Callori
1987	Henry Puzio	Henry A. Puzio
1988	No Award	Mauro Cappitella
1989	No Award	Albert Zaccone
1990	Peter Pagani	Joel Ives
1991	No Award	Robert Zaccone
1992	John Debrulye	Peter Pagani
1993	Mauro Cappitella	Mauro Cappitella
1994	Robert Zaccone	Joseph Sterba
1995	Walter Levy	Frank Stiene
1996	Joseph Bruno	Walter Levy
1997	Arthur Davis	Linda Del Nobile Menze
1998	Russell Warnet	Joseph Bruno
1999	Anthony Iovino	Russell Warnet
2000	Linda Del Nobile Menze	Lynne Brady
2001	Lynne Brady	Martin Santini
2002	Martin Santini	John J. Gilchrist
2003	John Gilchrist	Anthony Iovino
2004	Brian Altman	Fay Logan
2005	Fay Logan	William Severino
2006	Stacey Ruhle Kliesch	Stacey Ruhle Kliesch
2007	No Award	Kevin C. Gore
2008	Joyce Raspa-Gore	Kim Vierheilig
2009	Scott F. Lurie	Frank Cunha, III
2010	Kim Vierheilig	Joyce Raspa
2011	Frank Cunha III	Ben P. Lee
2012	Joseph F. Sarra	Steven B. Lazarus
2013	Paul S. Bryan	R. Terry Durden

2014 Joseph Edward David  
2015 Ben P. Lee  
2016 Ralph Rosenberg

Ruth A. Bussacco  
Paul S. Bryan  
Bryan Pennington