



**ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA**

# **AIBC Chapter Guidelines & Petition Form**

January 2017

# Formation and Administration of an AIBC Chapter

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The bylaws of the Architectural Institute of British Columbia (AIBC) provide for the creation of regional chapters. AIBC Bylaw 8.2 (a) states: “Any five Members of the Institute may apply to the Council for permission to form a Chapter, with headquarters in any city or town which they may select. Council grants applications where the territory proposed to be covered by the new Chapter does not encroach upon that of any existing Chapter.”

Chapters are established and governed in accordance with Bylaws 8.1-8.5 and Council Policy 1.33. That policy requires chapter guidelines to be established to provide direction for chapter administration and activities. Each duly-constituted chapter has the authority to establish its own dues and introduce its own bylaws so long as they do not conflict with the *Architects Act* and institute bylaws. While functioning at an arm’s length from the institute, all chapters are expected to conform to AIBC Bylaws, governance policies, rules and guidelines.

These chapters can provide a local forum for networking of architects and others in the built environment. Outside of the Lower Mainland, chapters can also provide continuing education opportunities when recognition is provided in advance by the AIBC.

**AIBC Contact:** Chapter Petition Forms, documentation and/or questions should be directed to Tracy Tough, Executive Coordinator at [ttough@aibc.ca](mailto:ttough@aibc.ca).

## Related Document(s):

- [Bylaws](#): Refer to Bylaws 8.1-8.6
- [Council Policy](#): Refer to Council Policy 1.33

# Chapter Administration and Responsibilities to the Institute

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As a professional regulator, the AIBC has statutory standing and public interest obligations. Chapter administration, initiatives and chapter member conduct must therefore be consistent with the institute’s mandate and with the *Architects Act*, AIBC Bylaws and Council Policy. Chapters, while sanctioned by the institute, are not independent voices with respect to the regulation of the profession of architecture.

A number of key elements are essential to chapter administration. These elements pertain to leadership, bylaws, funding, reporting, succession planning and AIBC linkage. The requirements associated with each element are as follows:

- **Chapter Chair:** It is highly recommended that a chair be elected or appointed to serve as the main point of contact with the AIBC and to call chapter meetings. Chapters may wish to elect or appoint a secretary and treasurer. The AIBC must be notified of the names and contact details of the current chapter chair, and if applicable, other chapter executives. Terms shall last a minimum of two years.
- **Compensation:** The Chapter executive serves without compensation for services delivered to the chapter.
- **Dues and Chapter Bylaws:** According to AIBC Bylaw 8.4, chapters may fix dues, although this is not obligatory. They can also make bylaws, and are highly encouraged to do so as long as they do not conflict with AIBC Bylaws. For this reason, proposed chapter bylaws and amendments must be submitted to council for approval. Staff may review and assist in proposed bylaw preparation.

- **Funding and Finance:** The AIBC does not provide funding for chapters. However, chapters may collect membership dues and conduct appropriate fundraising to help cover operating costs.
- **Leadership Transition:** Leadership change can come with a breakdown in internal communication. For this reason, outgoing and incoming officers should work together to exchange key information and documents. The AIBC should be notified of any leadership change to ensure institute communications are directed to the right person.
- **Membership:** A chapter must maintain at least five members in good standing to avoid dissolution. Though no individual is obliged to become a chapter participant, Bylaw 8.3 requires that members of chapters be members (Architects AIBC), honorary members or associates. Non-AIBC registrants may attend chapter events, however, only as non-voting participants.

Chapters are required through Bylaw 8.5 to forward the names of chapter members to the institute. This list, submitted annually and coinciding with the date of chapter formation, should include indication of whether chapter members are architects, honorary members or associates and include their license number or ID number. The AIBC is unable to share names or contact information of AIBC registrants.

The list of chapter members can be included with the Annual Report, mentioned below.

- **Local Representation and Geographic Territory:** Attention is paid to the geographic territory of chapters to prevent duplication of existing activities and initiatives. As set out in Bylaw 8.2 (a), a chapter should not encroach on the geographical territory of another chapter.
- **Communications:** Chapters are required to make available all chapter communications.
- **Annual Meeting:** The chapter is highly encouraged to hold at least an annual meeting every year, which shall be open to the public.
- **Annual Report:** The chapter must provide an Annual Report to the AIBC detailing the chapter structure (including the names of the executive team), election results (if applicable), activities or programs, and a financial summary outlining all funding sources and expenditures. A mandatory list of chapter members, required through Bylaw 8.5, can be submitted at the same time as the Annual Report.
- **Brand and Communications:** It is vitally important that no public, AIBC registrant or government confusion arises related to the regulation of the profession of architecture as a result of chapter initiatives and communication. The following requirements are intended to ensure clear understanding of institute and chapter roles, and to assist chapters with their communications, education and fundraising efforts.
  - Branded Chapter material (templates only) must be approved by the AIBC before use. Please submit material to [communications@aibc.ca](mailto:communications@aibc.ca), allowing at least three weeks for review.
  - Chapters are encouraged to use email addresses (often set up by the chapter chair) for digital correspondence. The AIBC does not assign non-staff email accounts except for the AIBC Council President.
  - Event invitations may be distributed using an online service. A branded e-invite constitutes a communications piece, and a mock-up must be approved by the AIBC prior to use.
  - Chapters are listed on the AIBC website, though the AIBC will not accommodate the creation of subdomains or standalone websites for chapters. The listing may include an alphabetical list of chapters, chapter descriptions as well as a link to “Chapter Guidelines & Petition Form” and other applicable resources.

Chapter descriptions provide a sense of activity, leadership, geographical range and how prospective chapter members can get in touch. As such, chapters are required to provide the following to the Communications Department at [communications@aibc.ca](mailto:communications@aibc.ca):

- > Chapter name, contact name and details
- > Date chapter founded
- > Geographic area covered
- > Chapter activities

Please keep descriptions to 100-150 words. Descriptions may be edited prior to posting.

- **Scope:** To avoid confusing the public, AIBC registrants or government where it could appear as though a chapter is speaking for the AIBC, the profession or other chapters, chapters are not permitted to engage with any level of government or speak to the media on behalf of the institute or as representing the profession.

Chapters are not permitted to provide practice advice. Further, chapters must not provide continuing education opportunities in geographic areas already represented by a schedule of programming (e.g. The AIBC already provides programming for the Lower Mainland).

- **Advocacy and Government Relations:** Ideas related to advocacy or government relations are appreciated and must be directed to AIBC's Chief Executive Officer for consideration and possible action. Please direct any such ideas to Mark Vernon at [mvernon@aibc.ca](mailto:mvernon@aibc.ca).
- **Practice Advice:** Practice advice requests must be directed to AIBC's Practice Advisor Maura Gatensby at 604.683.8588, ext. 334 or [mgatensby@aibc.ca](mailto:mgatensby@aibc.ca).
- **Media Relations:** Media requests must be directed to AIBC's Communications Director Grace Battiston at 604.683.8588, ext. 308 or [gbattiston@aibc.ca](mailto:gbattiston@aibc.ca).
- **Professional Development / Continuing Education System (CES):** CES inquiries must be directed to the Manager of Professional Services Alexandra Kokol at 604.683.8588, ext. 312 or [akokol@aibc.ca](mailto:akokol@aibc.ca).

# Petitioning to Create a Chapter

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Please complete and have at least five members of the institute sign the “Chapter Petition Form”. Submit the completed petition to:

## Surface Mail

Architectural Institute of BC  
ATTN: Tracy Tough, Executive Coordinator  
100-440 Cambie Street  
Vancouver BC V6B 2N5

## Email

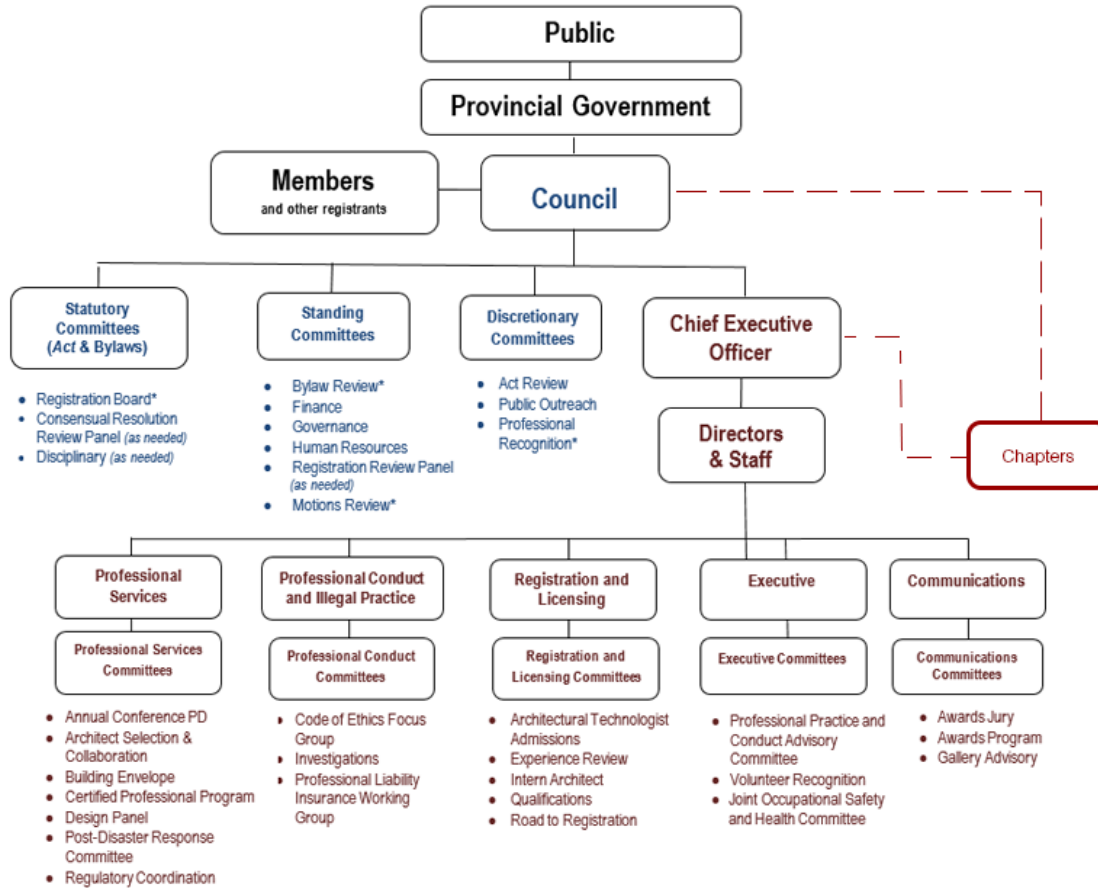
[ttough@aibc.ca](mailto:ttough@aibc.ca)

## Petition Process

The petition process rolls out as follows. Please allow a minimum of six months.

1. AIBC receives petition form.
2. Petition is reviewed by staff for completeness and compliance with the AIBC Chapter Guidelines, Council Policy and AIBC Bylaws.
3. The completed petition will be submitted to the governance committee for review prior to submission to council. The governance committee may request additional information or clarification from the petitioners prior to advancing before council.
4. The completed petition will be submitted to the council for review. A decision is made through council motion, to accept or decline the petition. If declined, council will provide a rationale. If accepted, the applicant will be notified.

# Governance Chart



\* These committees report to council; the committee membership may include a council member liaison, members at large, and staff. The committees are coordinated by department staff.



> Chapter Details

	<b>Name (please print)</b>	<b>Signature</b>	<b>Email</b>
<b>Chair</b>	_____	_____	_____
<b>Secretary*</b>	_____	_____	_____
<b>Treasurer*</b>	_____	_____	_____

\*Position is optional.

> Please provide additional contact information for correspondence

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Please return the completed petition to the AIBC:**

**Surface Mail**

Architectural Institute of British Columbia  
ATTN: Tracy Tough, Executive Coordinator  
100-440 Cambie Street  
Vancouver BC V6B 2N5

**Email**

[ttough@aibc.ca](mailto:ttough@aibc.ca)

## For Office Use Only

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**Date received (MM/DD/YYYY)** \_\_\_\_\_

**Date approved (MM/DD/YYYY)** \_\_\_\_\_

**Date updated (MM/DD/YYYY)** \_\_\_\_\_