



AMERICAN INSTITUTE of
BUILDING DESIGN



AIBD Chapter Start-up Guide

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Enhancing, developing, educating and promoting the value of the residential design professional

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Purpose

The American Institute of Building Design's Chapter Start-Up Guide has been developed to assist you and your peers in establishing an AIBD chapter in your area.

Local chapters provide members with business management and educational opportunities, legislative and building department representation, and products and services geared to help develop both their businesses and the industry.

This kit contains outlines and checklists that will guide you through the successful formation of a local chapter. Additionally, your national staff is ready to assist you at any time.

Why Form a Local Chapter?

A local chapter is a resource for networking, training and education, developing professional opportunities, legislative representation on federal, state and local matters, working closely with suppliers and distributors and strengthening our industry. Interacting within a non-competitive environment, designers and associates are able to share information and learn from each other's experiences.

Chapters offer....

- Educational programs,
- Increased political power,
- Timely, industry-related information, and
- Access to local, state, and national resources.

The combination of these products and services offers independent building designers the opportunity to improve their skills, save their companies money and contribute to the advancement of the building design industry.

Establishing a Local Chapter

When you begin organizing a local chapter it is no different than setting up a business. It requires three things:

Planning Organization Commitment

This step by step guide will walk you through the process to insure that your chapter is formed successfully.



Do an analysis of your market – Is there a group of building designers in your area interested in forming an alliance? Are there already well established associations in your area, which serve building designers? Could a chapter offer more or complimentary services?

Examine AIBD – Does AIBD offer the products and services that building designers in your area are looking for? A basic question to ask is “As a building designer, what keeps you up at night?”

- Difficulty growing my business,
- Increasing my profit margins,
- Slow payments,
- Unfair business practices by the opposition, or
- Difficulty finding skilled help.

If these are some of the responses, then proceed!



Form a Steering Committee – The Steering Committee lays the foundation for the chapter, establishing its mission, goals, objectives and organizational plan. This Steering Committee should be a group of independent building designers, minimum of 5 is required, and who are committed to the cause.



Establish a mission, goal and objectives – “What do we want to do?” The answer to this question defines the chapter’s mission and goals. These goals will be your guide when making important structural decisions concerning the chapter.



Chapter Territory – Your chapter’s territory is determined by location. The chapter’s territory should encompass one or several counties within the area. This is usually a 40 to 50 mile radius. Determine an area that will contain a viable number of designers. Using a small map, draw the chapter boundaries and include a copy with your AIBD chapter materials. ***Do not over extend your territory. It is better to have a territory that is manageable than one in which your members are unreachable. Also please provide a map of your territory when submitting your chapter form.



Elect the Chapter Officers – The Chapter Constitution provides for a President, Vice President and Secretary. Although, it is suggested that there be different individuals for each position, it’s possible for one person to serve in two offices at the same time.



Determine the Chapter Dues - Dues are not required for the chapter to operate, but if seed money for local programs is needed, dues may be charged locally, accounted for locally and reported annually. Local AIBD chapters establish their own dues structure and collect it as an additional amount per member separate from the national membership dues.



Approve the Chapter Constitution – The Chapter Constitution sets forth the chapter name, rules of operation, membership eligibility, meetings, officer elections and voting rights. A sample copy of the constitution is included in the appendix and is also available electronically.



Submit to for Approval – Chapters are to submit to the AIBD Board of Directors via the national office.

Planning Your First Meeting

Organizing the smallest details well in advance will guarantee that your new chapter will host an informative and inspiring first meeting. The following tasks should be addressed prior to your event:

Date, Time, Location – Select a date so that you have time to choose a convenient location, arrange speakers and send out invitations to prospective members. AIBD recommends no less than three weeks.

Invite Prospective Members – Send a letter to AIBD members and prospective members inviting them to attend your meeting. Include the date, location and time of the meeting. Emphasize in a few words how their participation in your chapter will benefit their business and the industry as a whole



How to Create a Prospect List – Gather the names, addresses and telephone numbers of AIBD members and prospective members from your steering committee members, Yellow Pages, State business license lists or other local trade associations. AIBD National can also help you generate a list. Use your prospect list for inviting potential members to your meetings.

Prepare a Written Agenda – An agenda will help you identify and plan how the meeting will run and who will participate. In some cases, the AIBD staff may be available to assist with the content of your meeting.

Tips on the Chapter Meeting Agenda



Welcome – A steering committee member should make welcoming remarks and introductions. Create a comfortable environment and set your guests at ease. The AIBD staff has script templates to help you get started.

Testimonial – Have a steering committee member discuss the benefits of starting a chapter. Make the discussion interactive. Ask the prospective members what challenges they face as designers. Be prepared to illustrate how a local Chapter will help members with their everyday businesses.

Video – Present AIBD membership video to illustrate the benefits of membership (www.JoinAIBD.org)

Provide Refreshments – Providing simple refreshments and beverages helps to create a comfortable atmosphere.

Chapter Structure – Discuss the chapter's structure and plans for upcoming programs and events.

Questions – Provide time for questions and networking.

Ask Guest to Join – Distribute membership application and ask your guest to join.

Announce the next meeting date.

After the Launch

Local programs

Local programs will vary from chapter to chapter and should be designed to meet the needs of each particular chapter. Participating in events and activities of the AIBD Chapter should be open to anyone and everyone. Just as participation should be encouraged, AIBD membership should be encouraged, as well.

Suggested programs include:

- Educational programs offered by AIBD Corporate members or approved Continuing Education Providers (CEPs).
- Architectural tours of notable buildings in your area or new ones under construction.
- Lunch-and-learns offered by various corporate entities offering AIA, ASID, NKBA, NARI and NAHB education credits.
- Cocktail socials, picnics, tailgating, etc.
- Reach out and plan co-located events with other AIBD Chapters or with other organizations with similar interests, such as NAHB, NKBA, ASID, or ADDA.
- Start an e-mail list, blog, Facebook and LinkedIn page for chapter members. Include news from conferences, a calendar of events, and member interviews. Include articles on building code changes, new products, and business opportunities for members regionally.
- Host a design competition, and more...

Announce your chapter

Use this sample template to create a press release and send it to the school newspaper, the local radio and television stations, the local town newspaper, and post it on various online press release websites. There are areas that you will want to fill in with your own personal information, but there are also areas you will want to seek information from the AIBD staff.

Date:

Contact: (Your name)
(Your phone number)
(Your email)

FOR IMMEDIATE RELEASE

TITLE

A local chapter of the American Institute of Building Design (AIBD) in (city/county/region name), headquartered in Washington DC, received its official charter on (date).

Mr./Ms. (Name), AIBD National President, presented the charter to Mr./Ms. (name), President of the (Chapter Name) during special ceremonies at (location) in (city).

Chapter officers include: (Name), President; (name), Vice President; and (Name), Secretary.

(In this space, you want to insert a suitable quote from either the new Chapter President, or the National President to the effect that the chapter is looking forward to sponsoring educational programs, etc.)

(The following information is general news release copy relating to AIBD. You may want to include this in your initial announcement. Be sure to check with AIBD headquarters for the current number of AIBD Chapters).

Founded in 1950, AIBD works to enhance, develop, educate and promote the value of the residential building design professional. With approximately 900 members throughout the U.S. and Canada, AIBD is one of the oldest organizations representing the building design profession and is a source of continuing education for industry professionals and the general public. For more information visit www.AIBD.org.

Helpful Contacts

President: David Pillsbury, Jr., CPBD, CGP
(321) 295-7799
dapillsburyjr@gmail.com

Internal V.P.: Kevin Holdridge, CPBD
(704) 728-0505
mailto:kevin@kdhdesign.com

Executive Director: Steve Mickley, CPBD
800.366.2423
Steve.Mickley@AIBD.org

Helpful Links

To find Professional members in your area: www.SearchHomeDesigners.com

To download a membership application: www.JoinAIBD.org

To locate existing AIBD chapters: www.AIBDmember.org/map

Constitution of the American Institute of Building Design, [Regional Description]

ARTICLE I – Official Name

The official name of this organization shall be the American Institute of Building Design, [Regional Description] (hereby referred to as the Chapter).

ARTICLE II – Purpose

1. To advance the knowledge of its members in the field of building design;
2. Provide an encouraging and helpful atmosphere for its members' social and professional goals;
3. Provide opportunities to intermingle with other individuals interested in building design;
4. To interact with prominent building designers; and
5. Provide career and business support in the building design industry.

ARTICLE III – Membership Requirements

1. Membership is open to anyone without regard to race, religion, color, sex, national origin, disability, age, veteran status, creed, marital status, public assistance status, or sexual orientation.
2. A voting member is defined as an active member of the AIBD.

ARTICLE IV – Activities

1. The Chapter shall hold at least four general membership meetings each calendar year.
2. The Chapter shall hold meetings only in places that are open and accessible to all members of the Chapter.
3. A quorum for general membership, annual election and special meetings shall be the voting members present.
4. Membership meetings shall follow a normal order of business, including attendance records, minutes, reports of the officers and committees, consideration of business and adjournment.
5. In addition to general meetings, the Chapter may host special events, fundraisers or projects. It is desirable for events and projects to be in collaboration with local organizations to build a relationship with the community.
6. Activities shall be planned in accordance with the purposes set forth in Article II.
7. Non-members are welcome to participate in Chapter activities but will not have voting privileges.

ARTICLE V – Leadership Board and Officers

1. The Leadership Board shall consist of the Officers.
2. The officers of the Chapter shall be: President, Vice President, and Secretary.
3. An officer of the Chapter must be a member of the AIBD.
4. The Officers shall have the following responsibilities:
 - a. The President shall have the ultimate responsibility for the functioning of the Chapter and its relationship with AIBD. The President shall convene and conduct the general membership meetings. The President shall solicit committee heads and work with other organizations.
 - b. The Vice President shall aid the President and coordinate membership recruitment. The Vice President shall assume the duties of the President in the latter's absence and shall assume the office of the President should it become vacated during the stated term of office. She/he shall perform other duties assigned by the President.
 - c. The Secretary shall be responsible for correspondence, record keeping and shall prepare the Chapter's annual report for presentation to the Chapter and submission to the AIBD. She/he shall perform other duties assigned by the President.

ARTICLE VI – Elections and Terms of Office

1. Elections:
 - a. All AIBD members of the Chapter are entitled to vote for the officers of the Chapter.
 - b. Nomination and elections of officers shall be supervised by the President.
 - c. Nominations will be accepted during the elections meeting.
 - d. Vacancies in offices other than the President (see Article V) shall be filled by appointment of the Leadership Board.
2. Terms of Office:
 - a. Terms for all officers shall be for one year.
 - b. A new President is encouraged each year.

ARTICLE VII - Committees

1. Committees shall be assigned as necessary by the Leadership Board.

ARTICLE VIII – Finances

1. The Fiscal Year of the Chapter shall begin July 1.
2. In addition to the AIBD national annual dues the Chapter may charge and collect annual dues.
3. The Chapter may charge fees for special events and projects.
4. The dues and fees shall be fixed by a majority vote the Leadership Board.
5. All expenditures shall be for Chapter activities only.

ARTICLE IX – Records

1. The Chapter shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its general membership and Leadership Board meetings.
2. All books and records shall be stored electronically in an online method established by AIBD.

ARTICLE X - Amendments

1. This Constitution may not be amended.
2. The Chapter may approve policies and procedures to accompany this Constitution.

ARTICLE XI – Dissolution of the Chapter

1. Dissolution of the Chapter by consent of the members shall consist of unanimous agreement of all its officers together with a majority vote at a meeting which has been publicized in advance to all members of the Chapter for the purpose of taking this vote.
2. When it becomes in the best interest of the Institute, the AIBD Board of Directors may revoke the charter of the Chapter.
3. Should the Chapter be dissolved, its assets and liabilities shall be transferred to AIBD.

ARTICLE XII – Parliamentary Procedures

1. All questions of parliamentary procedure shall be decided in accordance with the forms laid down in the latest edition of Robert’s Rules of Order.

ARTICLE XIII – Ratification

1. This Chapter shall be chartered by the Board of Directors of the American Institute of Building Design and Chapter business shall at all times be conducted in accordance with the Constitution and the Institute’s Bylaws.
2. Ratification shall be determined by a two-thirds vote of the AIBD members present.

Date Ratified by the Chapter: _____

Chapter Secretary: _____
(Please print)

Secretary Signature: _____

Once ratified by the Chapter, please forward an executed copy of this Constitution to the AIBD.

By Mail:

American Institute of Building Design
7059 Blair Road NW
Suite 400
Washington, DC 20012

By Fax:
866-204-0293

By Email:
info@aibd.org



AIBD Chapter Application Form

Chapter Name: The American Institute of Building Design, _____
_____ Chapter

President

Name: _____

Phone: _____ Email: _____

Vice President

Name: _____

Phone: _____ Email: _____

Secretary

Name: _____

Phone: _____ Email: _____

Requirements for a Chapter

- A completed Chapter Application Form including the names of a minimum of five AIBD members (Officers may be included).
- A ratified copy of the Chapter Constitution (www.AIBDmember.org/chapterconstitution.pdf)

AIBD Chapter Membership Verification

Please list below at least five AIBD members who will be participating in your Chapter. Provide a name and valid e-mail address.

#1: Name: _____ Signature: _____

#2: Name: _____ Signature: _____

#3: Name: _____ Signature: _____

#4: Name: _____ Signature: _____

#5: Name: _____ Signature: _____

Please print. To list more members, please include a separate sheet.

AGREEMENT

As President of this AIBD Chapter, I agree to be the point of contact should there be any questions regarding memberships, local activities, and other requirements.

Signature Date: _____

The AIBD occasionally allows select organizations to send mailings to our members. In addition, the AIBD occasionally uses email to provide members with information about news from the building design industry, upcoming events, and special offers. If you prefer not to have mailings sent to your email or mailing address please follow the opt out instruction in the AIBD Privacy Policy at www.AIBDmember.org/PrivacyPolicy.

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How to Apply:

- No fees are required.
- Return this completed application form and any supporting documents to the AIBD headquarters by mail, email or fax using the contact information below.

Contact:

Phone: 800-366-2423

Fax: 866-204-0293

Email: info@aibd.org

Address:

7059 Blair Road NW

Suite 400

Washington, DC 20012

www.AIBD.org

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AIBD Chapter Annual Report Form



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How to Apply:

- Return this completed application form and any supporting documents to the AIBD headquarters by mail, email or fax using the contact information below.
- All AIBD Chapter Annual Report forms must be delivered to the AIBD headquarters on or before July 31.

Contact:

Phone: 800-366-2423

Fax: 866-204-0293

Email: info@aibd.org

Address:
7059 Blair Road NW
Suite 400
Washington, DC 20012
www.AIBD.org

President (elect)

Name: _____

Phone: _____ Email: _____

Vice President (elect)

Name: _____

Phone: _____ Email: _____

Secretary (elect)

Name: _____

Phone: _____ Email: _____

General Membership Meeting History (Please provide locations and dates)

Meeting #1 _____

Meeting #2 _____

Meeting #3 _____

Meeting #4 _____

To list more meetings, please include a separate sheet.

Financial Report

Reporting period: July 1 through June 30, _____

Revenue:

Membership Dues = \$ _____

Meeting Registrations/Fees = _____

Miscellaneous Income = _____

Total Revenue = \$ _____

Expenses:

Total Expenses = \$ _____

Certification

As President of this AIBD Chapter, I certified that the above information is true to the best of my knowledge

Signature (current, i.e. outgoing, President) Date: _____

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