



AMERICAN INSTITUTE of
BUILDING DESIGN

AIBD Student Chapters:



How to Get Started

Produced by the Student Chapter Advisory Committee

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

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Purpose

The AIBD Student Chapter program was launched in July 2012 to encourage students to advance their knowledge in building design, to provide opportunities for them to meet with other students interested in building design, to provide occasions for students to interact with prominent building designers, and to provide career and business information in the building design industry.

General Information

The top students in many academic disciplines join pre-professional organizations like AIBD Student Chapters. Each AIBD Design Student Member receives many of the same benefits and opportunities that AIBD Professional Members receive, such as free live and recorded educational webinars, software discounts, and more. Membership provides an opportunity for students to have access to experienced building designers and to gain first-hand knowledge of the home design industry to prepare them for successful employment or business ownership.

There is no cost to start an AIBD Student Chapter at your school, but some of your chapter's students and one faculty advisor must be active members of the AIBD. An active AIBD Student Chapter is one with a minimum of five AIBD Design Student Members and one faculty advisor, who may be either an AIBD Educator Member or AIBD Professional Member.

The cost of AIBD Design Student Membership begins at \$15 per year for the national dues. When the school is located near a AIBD Professional Chapter, membership in that chapter is optional and the chapter may or may not charge any additional local dues. One faculty advisor is awarded a complimentary Educator Membership each year there is an active AIBD Student Chapter.

Grants and Scholarships

The AIBD provides a \$300 grant for starting a new AIBD Student Chapter and rewards an active Student Chapter with incremental incentives that could total an additional \$300 each academic year.

The Annette Farmer Scholarship is a \$1000 scholarship awarded to at least one Design Student member each year at the AIBD National Convention – usually held in July or August.

The Student-to-Conference Program awards at least one AIBD Design Student Member in each AIBD Student Chapter a complimentary AIBD national conference registration. Travel and room expenses are the responsibility of the student. Shared rooming may be available.

Student Chapter Awards

- Student Chapter of the Year - Each year at the AIBD National Convention, AIBD Student Chapters are recognized for their outstanding achievements in chapter and campus activities, community service projects, fundraising, and other programs. The Outstanding AIBD Student Chapter Award will be judged based on activities during the prior academic year – from September through June.
- Design Student of the Year - This exciting award recognizes student members of AIBD for their contributions to the chapter, community and/or the industry. Students are evaluated by their academic standing, their level of involvement with their student chapter, as well as their interest in pursuing a residential building design career.
- Distinguished Services Award - This prestigious award recognizes and encourages high quality standards in teaching building design education. Educators are recognized for their voluntary extracurricular activities, activities with construction industry organizations, as well as their experience and professional activities. Nominations are made by fellow faculty members, students, and design or construction professionals.
- AIBD Compass Club Awards - A member who recruits another member enters the [AIBD Compass Club](#). Compass Club members have the opportunity to increase their club status by earning points through recruitment. The AIBD Member who earns the most points from July to June each year is recognized at the AIBD Annual Membership Meeting. In addition, the AIBD Student Chapter that recruits the most new members within the same timeframe is also recognized for their achievement.

Requirements for a Student Chapter

In order for a group of students to apply for an AIBD Student Chapter, the following information must be submitted to the AIBD headquarters at info@AIBD.org.

- A letter or statement confirming the school's program is a curriculum of instruction, either full or part time, in architecture or engineering, architectural drafting or design technology in a university, college, community college, vocational school, career institution or high school.
- A Student Chapter Application including the names of a minimum of five AIBD Design Student Members and the Faculty Adviser. (www.AIBDmember.org/chapterapp.pdf)
- A ratified copy of the Student Chapter Constitution. (www.AIBDmember.org/constitution.pdf)
- A letter from the Principal, Dean or other superior administrative official attesting that the Student Chapter meets the requirements for a student organization at the school, college or university .
- A list of the chapter officers listing their names and positions.
- Establish a permanent mailing and email address for the student chapter.

Upon receipt and review of the above, the AIBD National Headquarters will advise the Student Chapter of its decision relative to the authorization of the student organization. If the requirements have been met, the AIBD headquarters will forward to the Student Chapter:

- A Student Chapter Charter signed by the AIBD National President.
- A \$300 grant from the AIBD College of Fellows

How to Get Started

1

Designate a Faculty Advisor

A Faculty Advisor should be designated to work with the organizers to gather chapter information. The Faculty Advisor does not need to be an AIBD Member prior to beginning the process.

2

Host an Information and Organizational Meeting

Arrange an informational and organizational meeting at the school for all interested students. Students who have already joined the AIBD as Design Student Members are certainly the core group but any student interested should be invited to the gathering. At the meeting, distribute AIBD membership applications and enlist students. The officers of existing student groups (NAHB, ASID, ADDA, etc.) can serve as a steering committee and can be of great assistance in helping to promote the chapter group. Joint chapters (an AIBD / ADDA chapter, for example) must be approved by the AIBD Board of Directors.

Once a nucleus of at least five AIBD Design Student Members is established, the Faculty Advisor should download an [AIBD Student Chapter Application](#) and return it to the AIBD National Headquarters. Next, ratify a constitution (www.AIBDmember.org/constitution.pdf) and elected chapter officers.

3

Hold Elections

Who can run for office? Who can vote for candidates?

- Successful officer candidates must be AIBD Design Student Members. If not, it seems to suggest that unless elected, candidates don't want to join the organization they want to lead.
- Officers may only be elected by other AIBD Design Student Members. Although, the Chapter's Constitution indicates AIBD Design Student Membership is only encouraged and not mandatory to be a part of other Chapter activities. This being so, only AIBD Design Student Members are authorized to vote.
- As far as participating in events and activities of the Student Chapter, anyone and everyone should be allowed to participate. Indeed, participation should be encouraged and AIBD Design Student Membership should be encouraged, as well.

4

Notification

The ratified constitution, name of the Faculty Advisor, and the list of officers should be sent to the AIBD National Headquarters. The contact information for AIBD HQ is provided at the end of the constitution document. The AIBD Student Chapter's group's information will appear on the AIBD Student Chapter webpage.

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 national 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) at (school's name), headquartered in (school's location), 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; (Name), Secretary; and (Name) Treasurer.

(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 formation of the (Chapter Name) brings the total number of AIBD Student Chapters throughout the United States and Canada to (number). The AIBD has established the goal to have 20 student chapters by the year 2020.

(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 Student 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.

After the Launch

Local programs

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

Suggested programs include:

- Arrange campus visits by AIBD Staff, AIBD Officers, AIBD Professional Chapter Leaders, or AIBD Committee Chairs. Visitors may be invited to visit classes or to give a formal presentation, with informal gatherings either preceding or following the presentation. In order to keep costs to the AIBD Student Chapter to a minimum, such a campus visit might be added to a previously planned trip or draw on AIBD Members in your area. The AIBD HQ can help you to determine which AIBD Staff or Members would be available to visit your school on a certain date. Keep in mind that the AIBD National Headquarters has video conferencing capabilities.
- Student tours of local design firms or construction sites might be arranged with active AIBD Members, giving students an opportunity to investigate a current building design practice from a professional perspective.
- Brown-bag lunches on campus where local AIBD Members are invited to share experiences and career development ideas with students in an informal atmosphere.
- Job shadowing can be arranged through the AIBD Staff with local AIBD Members. Chapter Members can arrange to spend a week observing a building design practice first hand.
- Reach out and plan co-located events with other Student Chapters with similar interests, such as NAHB, NKBA, ASID, or ADDA.
- Start a Facebook page, or other social networking tool for Student Chapter Members (approved on a case-by-case basis), with news from conferences, a calendar of campus events, and Member interviews. Include articles on curriculum changes, new faculty members, and fellowships available to students from off-campus sources. Use chapter communication tools to publicize Student Chapter programs.

Helpful Contact People

Chapter organizers may profit from the experience of local AIBD Members and others, including:

Local Professional Chapters (www.AIBD.org/Chapters)

Local AIBD Professional Members (www.SearchHomeDesigners.com)

The AIBD National Staff

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

Membership Services: Eric Nielsen
800.366.2423
Eric.Nielsen@AIBD.org

Other Student Chapters

Delgado Community College:
Victor Mirzai (Faculty Advisor)
(504) 671-6184
pmirza@dcc.edu

University of Central Missouri:
Jane Minihan (Faculty Advisor)
660.543.4239
minihan@ucmo.edu

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