

# Board of Trustees

## Article 3, Section 1 “Establishment and Function”:

*“The Chapter is managed by a governing body known as the “Board of Trustees”. As used in these Bylaws, a reference to the “Board of Trustees”, “Trustee”, “Trustees” or “Board” refers to the entire board collectively or to an individual Trustee generically. The Board of Trustees shall be comprised of two separate bodies, the “Board of Directors” and the “Executive Council”. The Board of Directors is the Chapter’s body of institutional knowledge and provides guidance and directives for the Executive Council via the annual Board of Director’s meeting. The Executive Council is the day to day governing body of the chapter with all of the Chapter’s officers directing chapter operations via monthly Executive Council meetings. The Board of Directors and the Executive Council collectively form the Board of Trustees and shall conduct its proceedings as provided in the Articles of Incorporation, the Bylaws, and the Georgia Nonprofit Corporation Code.”*

# Board of Trustees

## Article 3, Section 2 “Composition and Term”:

*“The Executive Council is composed of elected officers and three elected “At-Large Members”; two At-Large members are elected by the Board of Trustees and one At-Large Member is elected by the YICA committee members and ratified by the Board of Trustees. The Executive Council shall be composed of not less than seven persons, each of whom must be members of the Chapter. The Board may set the number of Trustees by resolution from time to time. Each member of the Executive Council shall be elected by the Board of Trustees for a two year term beginning on the date of election and ending when the new Trustee is instated, or when the previous Trustee resigns, vacates the office or is removed. In the event a Trustee office is vacated, the remaining Trustees on the Board of Trustees shall determine the day, time and place for the election to fill the vacancy. The Board of Directors is composed of the chapter’s original founding members, or “Founders”, and eight additional members, or “directors” making an annual contribution to the chapter as determined by the Executive Council. The members of the Board of Directors shall serve individual terms of three consecutive years with each Board of Directors member serving terms in a staggered succession such that there are three new Board of Director’s members each year. The Board of Directors member’s term starts and ends as designated by the Executive Council . In the event a Board of Directors member’s office is vacated, the Board of Trustees shall collectively determine if and when that position needs to be filled.”*

# Shutze Awards Committee

**Mission:** Prepare and present a gracious evening wherein the finest practitioners of traditional design in the Southeast will gather and celebrate excellence in their respective fields. It is through these collective efforts that we will best represent and honor both our Chapter and the memory of our namesake, Philip Trammell Shutze.

- *The jury will be composed of captains of the design industry and be held in the highest esteem from the disciplines of academia, publishing and private practice.*
- *Each element addressed in the planning and every person contacted will be approached with decorum, respect and timeliness. Every mechanism employed and selection made will be with the comfort and ease of the evening's guests in mind.*
- *The public relations/communications effort will provide not only key information about the awards program to the chapter membership, it will serve as an outreach vehicle to affiliated professional and industry organizations, academic institutions and members of the media located throughout the geographic boundaries of the southeastern chapter.*

# Community Outreach Committee

**Primary Mission:** This committee seeks to promote the appreciation of the classical tradition through charitable and philanthropic opportunities; donating time, talents and resources to organizations and events.

- *Design competitions for charity, i.e. CanStruction and Tree House Design*
- *Community service events, i.e. Habitat for Humanity*
- *Pro-bono consultations, i.e. Grady Memorial Chapel*
- *Lectures to primary and secondary schools and community organizations for the purpose of educating the general public on the aspects of classical design in architecture and the allied arts.*

**Secondary Mission:** This committee also seeks to align itself with local preservation groups for the protection and restoration of historic architecture in the classical tradition. We will strive to keep Chapter members informed and active on behalf of historic classical architecture and the related opportunities for education.

# Membership & Recruiting Committee

**Mission:** This committee seeks to annually increase membership within the chapter by educating prospective members about the mission of the ICA&CA, by planning social recruiting events for the chapter, and by publishing an annual chapter membership directory.

- *Meet or exceed the national's 2009 goal of increasing yearly membership by 40% from 95 individual members to 130; Institute a recruiting goal for other committees and board members; create a general membership recruiting incentive program.*
- *Conduct Proactive recruiting: have at least one committee member present at each ICA-SE event to host a "membership booth", follow up with guests after events with chapter calendar and information, and encourage guests to become members by explaining membership benefits.*
- *Plan quarterly recruiting/social events to include: (SEPTEMBER) academic calendar kick-off event and welcoming reception for new MS students; (DECEMBER) chapter holiday party; (MARCH) membership "Thank You" and Chapter Service Awards event; and (JUNE) committee and chapter involvement event*

# Communications & PR Committee

**Mission:** This committee seeks to increase public awareness of the Southeast Chapter of the ICA&CA, both internally and externally by creating a strong local and regional identity for the national organization and the local chapter

- *Internal communications to include: graphic design, editing, and publishing of promotional flyers and post-event recaps; publishing of local quarterly newsletters; publishing or Shutze Awards promotional pieces*
- *External communications to include: prepare press releases as needed; article submittal to national for publication in the Forum; coordinate with event organizers for target outreach to affiliated organizations; and coordinate with event organizers for appropriate local, national, and regional media involvement (i.e. Shutze Awards media coverage)*
- *Maintain chapter website as the central hub of information for both internal communication and external promotion; develop alternative technology and media tools for external promotion of the chapter*

# Educational Programming Committee

**Mission:** This committee seeks to arrange, organize, and present events with an educational goal. Topics for events should promote traditional and classical architecture and their allied arts. The event location, refreshments, setting, and promotional material are to follow the main theme of the event; thus creating a balance, proportion and cohesiveness where by all the aspects of the event are working to enhance one another.

- ***Professional Development:*** These events will be aimed at offering more intensive courses of study that also provide certified continuing education credits for professionals looking to fulfill licensure maintenance requirements.
- ***Timeless Trades:*** These events will be aimed at offering a deeper understanding of the allied arts and their impact on traditional and classical design. These courses will range from general lectures on techniques of specific trades to more hands-on style workshops
- ***Friends of Classical Design:*** These events will be more introductory in nature and the target audience will be members of the community, affiliated organizations, and non-professional design enthusiast alike
- ***Members Only:*** These events will offer an exclusive benefit for chapter members by providing limited audiences, behind the scenes access, and rare educational opportunities that only association with the ICA&CA can bring.

# Design Competition Committee

**Mission:** This committee seeks to establish design competitions outside of the Shutze Awards that encourage individual membership entry and collectively provide relevant solutions to pressing challenges found in the built environment. These design competitions also have the ability to collectively provide a counterpoint to many competitions that have an almost complete modern and/or contemporary aesthetic focus. Through these competitions the committee seeks to achieve three goals: Build relationships, nurture creativity, and develop portfolios.

- ***Build Relationships:*** *The design competition process will create awareness and build relationships among the larger community of design, construction, and development professionals with the ICA.*
- ***Nurture Creativity:*** *The design competition structure will help to nurture the creative process among its own members, while highlighting individual creative abilities.*
- ***Develop Portfolios:*** *Through participation in the design competition, a collective portfolio will be created which can be used as a marketing tool, furthering the ICA's efforts to promote classical ideas in architecture; in addition each individually will be enhancing their personal portfolios with their entries.*

# Young ICA&CA Committee

**Mission:** The Young ICA & CA is an energetic outreach group of emerging professionals and students dedicated to advancing the appreciation and knowledge of the classical tradition in architecture, urbanism, and the allied arts. This committee seeks to fulfill its mission through four key pillars: Mentoring, Philanthropy, Networking, and Education.

- ***Mentoring:*** *The Young ICA & CA provides a forum for students and emerging professionals to foster professional growth through the interaction and association with peers as well as members of the ICA & CA.*
- ***Philanthropy:*** *The Young ICA & CA allows its members to enrich the community around them by using their unique skills to aid those in need, through events like Habitat for Humanity and CANstruction.*
- ***Networking:*** *The Young ICA & CA is committed to building a national network and serving as a united voice for emerging professionals and students interested in classicism and the allied arts.*
- ***Education:*** *The Young ICA & CA provides the opportunity for emerging professionals, students, and the general public to advance the knowledge of the classical tradition in architecture, urbanism, and the allied arts.*