

**AIA VA PAC Bylaws as Adopted on January 1, 1989 and Amended on August 16, 2019**  
**proposed revisions 11 APR 2024**

**ARTICLE I - Statement of Organization**

A political action committee of AIA Virginia, a Society of the American Institute of Architects, is hereby reorganized and shall operate in accordance with the Virginia Fair Elections Practices Act and all other laws governing state and local political action committees in Virginia. The name of the committee shall be the AIA Virginia Political Action Committee (hereinafter called "AIAVA PAC").

**ARTICLE II - Purposes**

The purposes of AIAVA PAC are

- A. To encourage persons engaged in the practice of architecture in Virginia to know and understand the nature and actions of their government, the important political issues, and the records of incumbents and candidates for public office, especially those who support positions favorable to the profession of architecture.
- B. To stimulate persons engaged in the practice of architecture, their employees and others with similar interests to take a more active and effective role in governmental affairs.
- C. To assist such persons engaged in the practice of architecture, their employees and others with similar interests to organize themselves for responsible and effective political action in support of the profession of architecture.
- D. To evaluate candidates for state office based upon their, stated positions on issues of interest to architects based on past legislative performance and experience.
- E. To solicit and receive from persons engaged in the practice of architecture, their employees and others with similar interests contributions into a fund to be used to assist candidates for public office who support the profession of architecture. Such contributions may include those designated for dispersal to a specific candidate, subject to the prior approval of the Board of Trustees.
- F. To make direct financial contributions and provide other support to candidates for public office who through political, civic and other service, have exhibited courage, strength of character, high moral purpose and dedication to the principles of sound government and who are believed by the Board of Trustees to be in general agreement with the objectives of AIAVA PAC and those engaged in the practice of architecture in Virginia.

The committee shall not be affiliated with any political party. Contributions to AIAVA PAC shall be voluntary and shall in no way be a condition of membership in AIA Virginia. AIAVA PAC shall not accept any contributions secured by physical force, job discrimination, financial reprisal, threat of force, or as a condition of employment.

**ARTICLE III - Board of Trustees**

**Section A - Composition**

The Board of Trustees shall consist of up to fifteen (15) members, who shall be chosen at large from the membership of AIA Virginia, with consideration given for a geographical, political and experience balance. The Board of Trustees serves without remuneration. ~~The Vice-President member~~ of the AIA Virginia ~~Government~~-Advocacy Advisory Council and the Executive Vice President of the AIAVA shall serve as ex-officio members of the Board of Trustees.

**Section B - Selection and Terms**

The members of the Board of Trustees shall be nominated and invited by the Board of Trustees, **subject to confirmation by the Board of Directors of AIA Virginia**. ~~The Vice-President member~~ of the AIA Virginia ~~Government~~-Advocacy Council and the Executive Vice President shall serve on this Board while they remain in their respective offices. The at-large members shall be appointed for staggered terms of two years. A member may serve one or more successive terms.

08/16/2019

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**Section C - Duties**

The Board of Trustees shall have general supervision and control over all the affairs and funds of AIAVA PAC and shall establish and carry out all policies and activities of AIAVA PAC, subject to the periodic review by the Board of Directors of AIA Virginia.

Annually, the Board of Trustees shall develop and adopt a Fundraising Plan and Disbursement Plan that indicates how funds will be raised and establishes to whom they will be disbursed. These plans may be adjusted throughout the year by The Board of Trustees to accommodate the amount of funding available.

**ARTICLE IV - Officers**

**Section A - Designation, Selection and Terms**

The general officers of AIAVA PAC shall be a Chair and a Secretary-Treasurer. The Chair shall be elected by the members of the AIAVA PAC and ratified appointed by the Board of Directors of AIA Virginia for a term of one year two years and may serve one or more successive terms. The Executive Vice President of the AIA Virginia shall serve as the Secretary-Treasurer of AIAVA PAC.

**Section B - Chair**

The Chair shall be the chief executive officer of AIAVA PAC and shall be an ex-officio member of all subcommittees. The Chair shall preside at the meetings of the Board of Trustees and shall appoint all chairs and members to all subcommittees subject to the approval of the Board of Trustees.

**Section C - Secretary/Treasurer**

The Secretary-Treasurer shall be the custodian of the funds of AIAVA PAC and shall establish and maintain an account for the funds of AIAVA PAC separate and apart from the accounts of AIA Virginia. The Secretary-Treasurer shall be the financial officer of AIAVA PAC, shall give a financial report at each annual meeting, and shall keep a detailed account of:

- A. All contributions made to or for AIAVA PAC.
- B. The full name and mailing address (occupation and the principal place of business, if any) of each person making a contribution and the date and amount thereof.
- C. All expenditures made by or on behalf of AIAVA PAC.
- D. The full name and mailing address (occupation and the principal place of business, if any) of every person to whom any expenditure is made and the date and amount thereof; and the name, address, and office sought of each candidate on whose behalf such expenditure is made.
- E. Receipted bills, stating the particulars, for every expenditure made by or on behalf of AIAVA PAC in excess of one hundred dollars (\$100.00), and shall file with the appropriate state officials reports of receipts and expenditures on prescribed forms.

The Secretary-Treasurer shall disburse monies of AIAVA PAC as contributions in accordance with the instructions of the Board of Trustees. The Secretary-Treasurer shall preside at meetings of the Board of Trustees in the absence of the Chair. The Secretary-Treasurer shall give bond in such sum as may be fixed by the Board of Trustees, premium on such bond to be paid by AIAVA PAC, from a service charge assessed of all designated and undesignated contributions.

The Secretary-Treasurer shall keep minutes of all meetings of AIAVA PAC and the Board of Trustees, maintain a roll of all contributions to AIAVA PAC, file the Statement of Organization required by the Virginia Fair Elections Practices Act, and perform such other duties as might apply to such an office.

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**ARTICLE V - Meetings**

**Section A - Stated Meetings**

The Board of Trustees shall meet no less than once annually, or more at the request of the Board of Trustees, at such time and place as may be determined by the Chair; meetings can be held virtually.

**Section B - Special Meetings**

Special meetings of the Boards of Trustees may be called by the Chair's own initiative, or upon written request to the Secretary-Treasurer ~~of~~ by at least two members of the Board of Trustees. Such meetings can be held virtually.

**Section C - Notice**

Written notice of meetings shall be given not less than ten days prior to any meeting, but any meeting may nevertheless be called by the Chair on such shorter notice, given orally or in writing.

**Section D - Quorum**

A majority of the members of the Board of Trustees shall constitute a quorum for all meetings.

**ARTICLE VI - Contributions and Expenditures**

All expenditures and contributions for political activities from funds of AIAVA PAC shall be made by the Secretary-Treasurer at the direction of the Board of Trustees. All other expenditures from the funds of AIAVA PAC shall be made at the direction of the Board of Trustees with the approval of the Executive Committee of the Board of Directors of AIA Virginia. Funds shall be strictly segregated from all other funds of AIA Virginia.

**ARTICLE VII - Dissolution**

AIAVA PAC may be dissolved at any time by the Board of Directors of AIA Virginia. Upon dissolution, all residual funds retained by AIAVA PAC shall be paid over to AIA Virginia or as otherwise directed by ~~its the AIA Virginia~~ Board of Directors. The Secretary-Treasurer shall make all final reports and accounting with the State Board of Elections as required by the Virginia Fair Elections Practices Act.

**ARTICLE VIII - Amendments**

These Articles of Government may be amended by the Board of Directors of AIA Virginia by a two-thirds majority vote.

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Adopted January 1, 1989  
Amended December 6, 1990  
Amended December 2, 1996  
Amended March 24, 2000  
Amended June 19, 2015  
Amended August 16, 2019  
Amended TBD, 2024

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