I. Preamble

The SAH Women in Architecture Affiliate Group (SAH WiA AG) was established on June 10, 2020 and is a group of members of the Society of Architectural Historians who share a common, scholarly, or other, interest aligned with the SAH mission.

The Mission of the Group is to support the breadth of interests of the SAH members, to advocate the international, national, and regional contributions of women in architecture, to champion the cause of gender equity and the diversity of professional engagements in the integral field of the built environment.

The Objectives of the Group are to provide a platform for collaborative scholarship and a forum for discussion; to document, support, and advance research, publication, education, and exhibition initiatives; and to integrate professional standing of women in architecture with broader studies across cultures and geographies.

The Guidelines are envisioned to acknowledge the vast landscapes of yet latent legacies, contexts, and perspectives, to record the largely unwritten women’s professional histories, to invite questions and debates, stimulate studies and discussions in emerging and bordering areas, and to address current work and the cultivation and empowerment of the next generation. The gravity of objectives for the group is determined by an urgency to fill the void in resources about women’s contribution to the built environment, leadership, and new trajectories of global transitions. We pursue and support a variety of activities in collaboration with SAH Affiliate Groups.
II. Membership

Membership in SAH WiA AG shall consist of those persons who have paid current annual dues to SAH and who share a common, narrowly defined scholarly or other interest that is aligned with the Mission of the Group.

To join the Group, a PDF application form shall be posted on the SAH website, and individuals shall sign up as part of the process of joining SAH or renewing their membership. At the end of every month the SAH Director of Membership will notify the Group about new members.

III. Officers

Upon creation of the Group, it shall be managed by Interim Chair or Co-Chairs who shall form the Center and establish the basic functions of the Group.

The Group has a Chair or Co-Chairs—who call meetings and schedule the Group’s activities at the SAH annual conference with consultation with the SAH Office. The Associate Chair, or Co-Chairs, or the Advising Chair, or Co-Chairs, can be also designated to administer these activities. The Group is managed by Officers of the SAH WiA AG Center, which shall comprise, but not be limited to, the following:

- The Chair, or Co-Chairs, shall serve a term of three years, or a sequence of consecutive three-year terms, or until their successor is elected and shall be responsible for the management of the Group and for conceiving of and establishing, after consultation with elected Officers and the SAH Board, basic plans of the Group.

- The Advising Chair, or Co-Chairs, serving for three years, or a sequence of consecutive three-year terms, or until their successor is elected, after their term as the Chair(s) ends, shall be available for consultation to the Chair(s) and the Associate Chair(s).

- The Associate Chair, or Co-Chairs, shall serve a term of three years, or a sequence of consecutive three-year terms, or until their successor is elected, and take on the office of the Chair (Co-Chairs) at the end of their term, to provide continuity and perform all the duties incidental to the management.

- The Secretary–Treasurer, shall serve for a term of three years, or a sequence of consecutive three-year terms, or until their successor is elected, and shall be responsible for maintenance of membership records and all fiscal matters if such occur, distribute updates to the Group’s members via Listserv, and if requested, record the Minutes of Meetings of the Center.

- The Associate Secretary–Treasurer shall serve for a term of three years, or a sequence of consecutive three-year terms, or until their successor is elected, and shall assist the Secretary–Treasurer.

- The Executive Administrator, serving for a term of three years, or a sequence of consecutive three-year terms, or until their successor is elected, shall be assigned with all administrative duties as well as with supporting the Group’s online presence, i.e., the official SAH Commons site and forum of the Group (See Paragraph VIII. Websites) and function of
relevant sites, in collaboration with the Communications Team, the Web News Editor(s), and the SAH Director of Communications.

The Associate Administrator(s) shall serve for a term of three years, or a sequence of consecutive three-year terms, or until their successor is elected, and shall assist the Executive Administrator.

The Web News Editor(s) shall serve for a term of three years, or a sequence of consecutive three-year terms, or until their successor is elected, and maintain and update the Group’s website and social media accounts.

The Communications Officer, serving for a term of three years, or a sequence of consecutive three-year terms, or until their successor is elected, shall communicate official business, edit and post news items on the websites, maintain and moderate the group’s communication platforms and online resources relevant to SAH WiA AG membership.

The Associate Communications Officer(s) shall serve for a term of three years, or a sequence of consecutive three-year terms, or until their successor is elected, and shall assist the Communications Officer.

In the case an elected SAH WiA AG Officer cannot provide assigned service, the Associate Officer shall step in as the Acting Officer, until their successor is elected or confirmed by the WiA Center.

The SAH President and Executive Director are Ex-Officio members of SAH WiA AG and are invited to official meetings and conference calls.

The Chair, or the Associate Chair, or the Advising Chair, is invited to serve a three-year Ex-Officio term on the SAH Board.

Chairs or Co-Chairs of SAH WiA AG Committees (see Paragraph VI. Committees) are invited as Ex-Officio members to meetings and conference calls of the SAH WiA AG Center.

Any Elected Officer may resign at any time by delivering written notice to the Center. Any such resignation is effective when the notice is delivered unless the notice specifies an effective date.

IV. Voting

Each dues-paying member of SAH registered with SAH WiA AG shall be entitled to one vote.

The Officers shall be elected by anonymous ballot upon a call for nominations that is circulated electronically. Election results shall be announced on the group’s discussion platform or listserv, website, and email to the membership.

V. Meetings

1. SAH WiA AG shall meet at the SAH Annual Conference, with SAH Chapters, or virtually throughout the year.
2. SAH WiA AG Annual Business Meetings shall be open to all SAH members concerned with issues appropriate to the Group.

3. The Group shall hold a minimum of one meeting per year. In case of a natural disaster or other critical circumstances, a Business Meeting of the Center shall be regarded as an equitable alternative.

VI. Committees

1. Members may form additional committees so long as the Group Center and the SAH Board are informed.
2. The Chair, or Co-Chairs, shall have the power to appoint members to standing committees formed by Group members with the approval of the Center.

VII. Reporting Responsibilities

The SAH Board Liaison for the SAH WiA AG is the SAH Second Vice President. The Group shall submit a written report on activities and plans once per year prior to the November SAH Board Meeting.

The Group shall inform the SAH Executive Director and the SAH Second Vice President in advance of plans for major programs and publications, such as lectures, symposia, regional conferences, blogs, published conference proceedings, etc.

The Group shall act as a resource for the SAH Board on the SAH IDEAS Initiative and other future initiatives and long-range plans.

VIII. Websites

The SAH WiA AG Mission is listed on the SAH website.

The Group shall have an online home base in the SAH Commons, a part of MLA Humanities Commons, and a WordPress website through SAH Commons, which offers opportunities to work collaboratively, promote programs, publish research, and advance the Mission of the Group.

Through SAH communication tools, including electronic Newsletters, weekly SAH Opportunities, and SAH social media accounts, SAH promotes scholarly or public meetings and programs of the Group.

IX. Effectiveness

These Bylaws shall become effective as soon as they have been adopted upon decision of Group members, and subsequent revisions and amendments upon decision of the SAH WiA AG Center.