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 Purpose of SAH WiA AG is to promote research, provide a forum for ongoing conversations on areas of mutual interest, and foster contacts and collaboration among scholars through activities such as online websites, a listserv, and active participation in research conferences. The Purpose of these Bylaws is to provide a plan of governance for SAH WiA AG consistent with its status as an Affiliated Group of the Society of Architectural Historians.

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.

The Name of the group shall be presented in-full on the website and in official communications such as calls for papers, sessions, committees, etc.: SAH Women in Architecture Affiliate Group. If necessary, the acronym in brackets is to follow: SAH Women in Architecture Affiliate Group (SAH WiA AG). The names of Committees and titles of Programs
shall be officially presented as follows: SAH Women in Architecture Affiliate Group Registers Committee; SAH Women in Architecture Affiliate Group Legacy Committee; SAH Women in Architecture Affiliate Group Mentoring Program, et. al. For purpose of informal communications the acronyms and varied fonts may be retained.

II. Membership

Membership in SAH Women in Architecture Affiliate Group 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.

Current and renewing SAH members can add SAH Women in Architecture Affiliate Group membership when renewing online or via mail. Current SAH members can request to be added to the Group outside the renewal process by contacting the SAH Director of Membership.

The SAH Director of Membership will notify the Chair or Co-Chairs of SAH Women in Architecture Affiliate Group about new members at the end of every month.

The Chair or Co-Chairs of SAH Women in Architecture Affiliate Group will notify the SAH Director of Membership at the end of every month about new individuals who have approached them about joining the Group.

The SAH President and Executive Director are Ex-Officio members of SAH Women in Architecture Affiliate Group and are invited to official meetings and conference calls.

All members of SAH Women in Architecture Affiliate Group shall abide by the SAH Personal Conduct Policy: SAH Personal Conduct Policy 11-3-2018.

III. Meetings

1. SAH Women in Architecture Affiliate Group shall hold a business meeting at the SAH Annual Conference or virtually throughout the year.

2. SAH Women in Architecture Affiliate Group 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 Council shall be regarded as an equitable alternative.

4. The Group may request space to meet at the SAH Annual Conference, or may request a time for a roundtable to discuss current issues that may be of interest to the larger SAH membership. Such requests shall be made in writing to the SAH First Vice President, SAH Executive Director, and SAH Director of Programs and will be honored on a space-available basis.
5. A quorum shall consist of Group members present at the Annual Meeting, or alternatively of team leaders present at the Business Meeting of the Council.

6. SAH Women in Architecture Affiliate Group may organize and host virtual meetings and programs in collaboration with SAH on programs with scholarly and topical content being carried out with the assistance of the SAH main office, and consulted by the SAH Executive Director.

7. SAH Women in Architecture Affiliate Group may submit session proposals to the SAH Annual International Conference through the portal on the SAH website by the specified deadline.

IV. Voting

Each dues-paying member of SAH registered with SAH Women in Architecture Affiliate Group shall be entitled to one vote.

The leadership team 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. Leadership

Upon creation of the Group, it shall be managed by Interim Chair or Co-Chairs who shall form the Council 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 elected members of the SAH WiA AG Council, 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 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: Article IX. Websites) and function of relevant sites, in collaboration with the Web News Editor(s), the Communications Team, and the SAH Director of Communications.

The Communications Coordinator, 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, maintain and moderate the group’s communication platforms and online resources relevant to SAH WiA AG membership.

The Anchor 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 secure maintenance of membership records and select fiscal matters, distribute updates to the Group’s members via Listserv, and if requested, record the Minutes of Meetings of the Council.

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, edit and post news items online, coordinate the Social Media Team, and update the Group’s website and social media accounts.

The National Outreach Coordinator(s) shall serve for a term of three years, or a sequence of consecutive three-year terms, or until their successor is elected. The position is responsible for facilitating two-way communication and support for the SAH WiA AG community at the national and regional levels, monitoring discussions purposed to increase participation in thematic programs, and establishing partnerships with educational and other relevant institutions and SAH Affiliate Groups.

The Mentoring Program Coordinator(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 define the Mentoring Program objectives and secure essential support to provide direction, training, and advising to program participants. They identify opportunities to engage students, make ongoing adjustments to keep the program thriving, promote the program to potential participants, and serve as the programs’ ambassador to the SAH Women in Architecture Affiliate Group and the SAH Board.

The Special Events Coordinator shall serve for a term of three years, or a sequence of consecutive three-year terms, or until their successor is elected. The duties include overseeing the planning, promotion, and logistics of various events of the Group.

The Archivist(s) shall serve for a term of three years, or a sequence of consecutive three-year terms, or until their successor is elected. The position is responsible for organization and development of the Group’s digital archive, and provide guidance, overviews and references to collection.

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

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

In the case an elected team leader cannot provide assigned service, the associate leader shall step in as the acting leader, until their successor is elected or confirmed by the Council.

Chairs or Co-Chairs of SAH WiA AG Committees (see: Article VII. Committees) are invited as Ex-Officio members to meetings and conference calls of the SAH WiA AG Council.

VI. Standards of Conduct for the Elected Group Leaders and Term Limits

Elected Group Leaders’ duties and expectations are: Showing respect and courteous conduct at all SAH Women in Architecture Affiliate Group meetings; Duty of Care; Duty of Loyalty; Duty of Commitment.

1. Duty of Care
   The SAH Women in Architecture Affiliate Group elected leader shall take care of the Group by ensuring prudent use of all assets including people and good will. They may not act in a way that is inconsistent with the Objectives and Guidelines of the Group.

2. Duty of Loyalty
   Elected leaders must be faithful to the Mission of SAH and SAH Women in Architecture Affiliate Group; must never use information gained through their position for personal gain; disclose conflicts of interest; avoid conflicts of interest or the appearance of conflicts; always act in the best interests of the Group.

3. Duty of Commitment
   Elected leaders must indicate a dedication to the Group, understand the SAH Women in Architecture Affiliate Group Bylaws, and be informed of documents produced by SAH WiA AG. Leaders provide guidance to group members by contributing to the SAH culture, and serve as ambassadors and advocates of the Group.

Any elected group leader may resign at any time, by delivering written notice to the Chair, or depart through appropriate procedure with respect to a given situation by decision made during the Meeting of the Council, according to SAH Women in Architecture Affiliate Group best practices, Bylaws of the Society of Architectural Historians, Society of Architectural Historians Personal Conduct Policy, and Code of Conduct for SAH and CPHMF (see: Article XII. Matters Not Covered).
VII. Committees

1. Members may form additional committees so long as the Group Council 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 Council.

VIII. Reporting Responsibilities

The SAH Board Liaison for the SAH Women in Architecture Affiliate Group is the SAH Second Vice President. The Group shall submit a written report on activities and plans twice per year prior to the April and 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 SAH Board on the SAH IDEAS initiative and other future initiatives and long-range plans.

IX. Websites

The Mission of SAH Women in Architecture Affiliate Group 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, SAH Opportunities, and SAH social media accounts, SAH promotes scholarly or public meetings and programs of the Group.

SAH Women in Architecture Affiliate Group shall use and promote the SAH WiA AG registered logo and shall not use any version of the SAH logo reserved for SAH social media accounts, and shall mention/tag \texttt{@sah1365} in posts and tweets, for SAH to amplify the message by sharing or retweeting.

The Group shall contact the SAH Director of Communications concerning questions about branding, visual identity, or use of the SAH logo.

X. Funding

The SAH Women in Architecture Affiliate Group cannot charge membership dues or entry fees, and cannot raise funds through grants or other means independently.
The Group shall contact the SAH Executive Director and Director of Development to discuss proposed project that welcomes collaboration or requires funding. Thereafter, Executive Director and Director of Development will send the Group leadership a fillable PDF, “Proposal for Joint SAH/SAH Affiliate Group Collaborations or Grant Applications.” It will request a description of the project, type of project (in-person, virtual, print, etc.), co-organizers, budget, potential funders, start and end dates, institutional support, and other relevant details.

All proposals will be reviewed by a seven-member committee composed of the five SAH Officers, the SAH Executive Director, and the SAH Director of Development. The committee will consider the merits of the proposal in terms of its contribution to new scholarship on the history of the built environment, the cost, the likelihood of receiving funding, the capacity of SAH to follow through on it, and the ways the proposal supports the mission of SAH and the priorities that are being set through the SAH strategic planning process.

A member of SAH Women in Architecture Affiliate Group Council can raise funds individually for a Group’s project by applying for a grant that is made to individuals, or apply for a grant through their university or other institution that will act as the fiduciary. In this case, SAH will not play a role in administering the grant.

XI. Recognition Awards

The SAH Women in Architecture Affiliate Group shall not have their own slate of awards or recognitions. The Group may propose a new award to be added to the Society’s slate of publication and other awards. The leadership of the Group shall submit such a proposal in writing to the SAH Executive Director, President, and Second Vice President at least two months prior to the April or November SAH Board meeting for the Board’s consideration. In the interest of equity and transparency, the SAH Women in Architecture Affiliate Group will be recognized as the group that advocated for the creation of the Award.

XII. Matters Not Covered

All matters not covered by these Bylaws shall be governed by the Documents of the Society of Architectural Historians set forth in the order hereof:

1. Bylaws of the Society of Architectural Historians (updated 04-10-21)
2. SAH Personal Conduct Policy 11-3-2018
3. Code of Conduct for SAH and CPHMF 10-26-16

XIII. 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 Women in Architecture Affiliate Group Council.

Bylaws of the SAH Women in Architecture AG – SAH Women in Architecture Affiliate Group (hcommons.org)
Last revision by SAH Women in Architecture Affiliate Group Council on April 07, 2022
Created and passed by SAH Women in Architecture Affiliate Group electoral vote on September 9, 2020