SAH Women in Architecture Affiliate Group

BYLAWS

I. Preamble

The SAH Women in Architecture Affiliate Group (SAH WiA AG) was established on June 10, 2020 and is a SAH Board-approved 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 the Group is to promote research, provide a forum for ongoing conversations on areas of mutual interest, and foster contacts and collaboration among scholars. 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 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 presented as follows: SAH WiA AG Registers Committee; SAH WiA AG Legacy Committee; SAH WiA AG Mentoring Program, et al. The acronyms, or both letters and words, may be also 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 free 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 in accord to relevant query.

The Chair or Co-Chairs of SAH Women in Architecture Affiliate Group will notify the SAH Director of Membership 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

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

SAH Women in Architecture Affiliate Group Annual Business Meetings shall be open to all SAH members concerned with issues appropriate to the Group.

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 or the Joint Leadership of the Group shall be regarded as an equitable alternative.

The Group may request space to meet at the SAH Annual Conference to discuss current issues that may be of interest to the larger SAH membership. Such requests shall be made in writing to the SAH Director of Programs and will be honored on a space-available basis.

A quorum shall consist of Group members present at the Annual Meeting, or alternatively of Group leaders present at the Business Meeting of the Council or the Joint Leadership of the Group.

SAH Women in Architecture Affiliate Group may organize and host virtual meetings and programs in collaboration with SAH with scholarly and topical content being carried out with or without assistance of the SAH Director of Programs or Director of Communications.
SAH Women in Architecture Affiliate Group may support and sponsor the submission of session and roundtable proposals to the SAH Annual International Conference and SAH CONNECTS programs through the portal on the SAH website by the specified deadline.

IV. Leadership

Upon creation of the Group, it shall be managed by the Acting Chair who shall form the Council of Group leaders, develop the Logo of the Group, 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 Group is managed by members of the SAH WiA AG Council, who can be also designated to administer this matter. The Council shall comprise, but not be limited to, the following:

The Chair, or Co-Chairs, shall serve until their successor is appointed, and shall be responsible for the management of the Group and for conceiving of and establishing, after consultation with members of the Council and the SAH Board, basic plans of the Group.

The Advising Chair, or Co-Chairs, serving until their successor is appointed, or 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 until their successor is appointed, provide continuity, support the Group’s leadership meetings and online presence, and perform all the duties incidental to the management.

The Executive Administrator, serving until their successor is appointed, shall be assigned with all administrative duties and relevant functions, in collaboration with the Chair, the Associate Chair(s), and the SAH Director of Communications.

The Senior Communications Lead shall serve until their successor is appointed, and shall be responsible for secure maintenance of membership records and distribute Group’s official documents and updates to Group members via Listserv.

The Communications Coordinator, serving until their successor is appointed, shall communicate official business, maintain, and moderate the group’s communication platforms.

The Web News Editor(s) shall serve until their successor is appointed, coordinate the Social Media Team, edit and post news items online, update the Group’s website and social media accounts.

The National Outreach Coordinator(s), serving until their successor is appointed, shall be responsible for facilitating two-way communication for the SAH WiA AG community at the national and regional levels, and establishing partnerships with educational and other institutions and SAH Affiliate Groups.

The Mentoring Program Coordinator(s) shall serve until their successor is appointed, 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,
promote the program to potential participants, and serve as the programs’ ambassador(s) to the SAH Women in Architecture Affiliate Group and the SAH Board.

The Special Events Coordinator(s) shall serve until their successor is appointed. The duties include overseeing the planning, promotion, and logistics of various events of the Group.

The Archivist(s), serving until their successor is appointed, shall be responsible for organization, support, and development of the Group’s archive, promote and provide guidance, overviews, and references to collection.

The Associate Administrator(s), serving until their successor is appointed, shall assist the Executive Administrator.

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

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

V. Standards of Conduct for the Group Leaders and Term Limits

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

1. Duty of Care
   The SAH Women in Architecture Affiliate Group 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
   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
   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 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 XI. Matters Not Covered).
VI. 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.

VII. Reporting Responsibilities

The SAH Board Liaison for the SAH Women in Architecture Affiliate Group is the designated member of the SAH Board of Directors. The SAH WiA AG Chair shall submit a written Report on activities and plans to SAH Executive Director twice per year prior to the April and November SAH Board Meetings.

The Group shall inform the SAH Executive Director of plans for major programs, such as lectures, symposia, regional conferences, blogs, and published conference proceedings.

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

VIII. 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. The Group shall always contact the SAH Director of Communications concerning questions about branding, visual identity, or use any version of the SAH logo reserved for SAH social media accounts. The Group shall mention/tag @sah1365 in posts and tweets, for SAH to amplify the message by sharing or retweeting.

IX. 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.

X. Recognition Awards

The SAH Women in Architecture Affiliate Group shall not have their own slate of awards. The Group may propose a new award to be added to the Society’s slate of 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.

The SAH WiA AG leaders may express the Group’s gratitude in the end of the year letter to group members by featuring most deserving members and their particular contribution to the cause of women in architecture.

XI. 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

XII. Effectiveness

These Bylaws shall become effective as soon as they have been adopted upon decision of Group members, and subsequent revisions 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 May 08, 2023.
Created and passed by SAH Women in Architecture Affiliate Group electoral vote on September 09, 2020.