

FBD CONSTITUTION

ORGANIZATION NAME	2
MISSION AND CONSIDERATIONS	2
MEMBERSHIP	2
OFFICERS	4
SELECTION OF OFFICERS & ELECTIONS	5
OFFICER VACANCIES	7
MEETINGS	8
ADVISOR	9
FINANCES	9
RATIFICATION AND EMPOWERMENT	10
AMENDMENTS	10
CONCLUSION	11

This Constitution, being the official bylaws of the Carnegie Mellon University chapter of Freedom By Design (FBD) was hereby created and enacted upon April 1, 2019 and was last revised on April 1, 2025.

I. ORGANIZATION NAME

- A. Freedom By Design (FBD)

II. MISSION AND CONSIDERATIONS

- A. Freedom by Design™, the AIAS community service program in partnership with the National Council of Architectural Registration Boards (NCARB), uses the talents of architecture students to radically impact the lives of people in their community through modest design and construction solutions. The program embraces efforts to provide both **design-build** and **engagement** solutions to address 5 barriers:
 - 1. Physical
 - 2. Educational
 - 3. Environmental
 - 4. Socio-Economic
 - 5. Cultural
- B. Freedom by Design™ (FBD) encourages students to serve their communities by addressing issues with design solutions. FBD provides real-world experience through working with clients, learning from local licensed architects and contractors, and experiencing the practical impacts of architecture and design.
- C. To succeed, **we must work WITH the community**, not FOR the community.
- D. To be sustainable as an organization there must be a **high level of engagement on both sides**; the students will feel more invested in the projects, and this gives the community more ownership over the final product.
- E. Be wary of those who want to build only for the sake of building. Public interest design is not about building the most, **it is about having the most impact**. Completing vanity projects will do more harm than good.
- F. We must EARN the trust of our clients; working with vulnerable communities means that **we must always be reliable and accountable**. Failing our clients not only results in those clients being let down, but also creates a loss of trust that we may not be able to get back.
- G. All activities and functions of the organization must be legal under University, local, state and federal laws

III. MEMBERSHIP

- A. Student Membership Statement

1. Applicable persons for membership include all full/part time undergraduate and graduate students of Carnegie Mellon University in any major - any student with an interest in the organization and the field can join.
2. One must attend at least two CMU FBD events per semester to be considered an active member, or regain standing as such.
3. Active members are eligible to vote in Officer elections, and on Amendments to this Constitution.
4. Attendance at any Freedom By Design construction event will require an AIAS Membership.

B. Recruitment

1. Any student can join at any point of the semester.

C. Withdrawal or Removal of Members

1. Grounds for the removal of a member of AIAS or FBD are aligned with the university's policy on behavior and conduct: [Community Standards - University Policies](#)
2. The arbitration process for removal of a member consists of direct consultation between the FBD Board as well as the AIAS Faculty Advisor. Both parties must come to a unanimous consensus for the member in question to be actively removed from the organization.
3. Any active member has the right to request the removal of a member via the aforementioned arbitration process. Also, any staff or faculty member may use this process to request the removal of a member if that staff/faculty believes participation in the organization is directly affecting academic performance in his/her classes.
4. The AIAS Faculty Advisor has the sole right to mediate the arbitration process once it is initiated. This advisor, and the executive board, will also determine the extent of the members suspension/removal from the organization (e.g. "the member can rejoin in the following year if they improve their behavior", or "the member is banned from the organization entirely").
5. There is no appeal process.

D. Non-Discrimination Statement

1. AIAS and FBD at Carnegie Mellon do not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information.

E. Statement on voting rights for members

1. Only AIAS members in good standing and active FBD members are eligible to vote on changes to the FBD Constitution and in FBD Officer Elections.

F. Non-hazing statement:

1. Hazing will not be used as a condition of membership in this organization.

IV. OFFICERS

A. Officers

1. There are 7 total offices listed within the FBD Board. These offices may be split among more than one individual based on specific circumstances.
2. Anyone has the opportunity to run for a position on the Board. No individual can hold more than one position concurrently.
3. Officers include: Director, Project Manager, Assistant Project Manager, Development Manager, Secretary, Public Relations - Logistical, and Public Relations - Creative.

B. Elected vs. Appointed Officers

1. Officer positions are distinguished by their selection process; elected vs appointed.
2. Elected officers are to be selected through the official FBD election process.
3. Appointed positions are selected by the newly elected Chapter Officers, after the official FBD Elections for the upcoming academic year.
 - a) A discussion between the entire outgoing Chapter officers, and the newly elected Chapter officers will take place to determine

candidates. However, only the newly elected Chapter officers will vote on the candidates.

- b) The outgoing Chapter Board must announce an interest call to the general public to determine a pool of applicants for the position. The outgoing Chapter Board may decide to create additional requirements or minimum qualifications for appointed positions, as well as any interview processes, as they see fit. The selected officer(s) must be chosen based on a unanimous vote (100%) of the incoming Chapter Board Officers.
- c) Appointed Positions are not required officer positions. The newly elected Chapter Board may determine the positions needed for the upcoming academic year, based on the Board needs, qualifications, and workload.
- d) If any Elected Position goes unfilled during the official Spring Elections, the newly elected Board may choose to fill the position as an Appointed Position for the duration of that school year, following all aforementioned procedures.

C. Official Role Descriptions:

1. **DIRECTOR** - The Freedom by Design Director is an elected position which sits on the AIAS board, but also acts as the chair of their own board for FBD specifically. This position is responsible for the operations of Freedom by Design, and the coordination with the rest of the chapter. This officer is responsible for communicating with the AIAS national board of directors, and the national FBD AC representatives. This is an elected position. Individuals are only eligible if they are a current active FBD member. This position may be held by one or two individuals.
2. **PROJECT MANAGER** - The Project Manager is responsible for overseeing a specific Freedom by Design projects, including establishing the schedule, coordinating the building approval process, and coordinating team members. This is an elected position. This position may be held by one or two individuals.
3. **ASSISTANT PROJECT MANAGER** - The Assistant Project Manager is responsible for working in collaboration with the Project Manager to assist in coordinating Freedom By Design projects. The role will coordinate the annual Weatherization Kit Distribution project in the Fall under the guidance of the Project Manager and Director, and learn and practice managerial tasks during the Spring semester in collaboration with the Project Manager. This position may be used as an onboarding

period for longer-term projects. This is an elected position. This position may be held by one individual.

4. **DEVELOPMENT MANAGER** - The Development Manager is responsible for coordinating the budget of the club, ordering all materials required for projects, communicating with donors to the club, and developing a fundraising strategy. Works with the director to keep up with current SLICE monetary requirements. This is an elected position. This position may be held by only one individual.
5. **SECRETARY** - The Secretary is responsible for organizing and assembling club materials required for the weekly function of the club. This includes managing the Shared Google Drive, keeping track of the Email, writing Board Meeting agendas, and keeping minutes in collaboration with the Director. This role will also serve as a primary compiler, assembling materials into presentations, including the presentations for the AIAS Office. This is an elected position. This position may be held by one individual.
6. **PUBLIC RELATIONS - LOGISTICAL**: The PR - Logistical Chair is responsible for the overall schedule and pacing of the marketing agenda, including the posting and distribution of materials and advertisements within and outside of the organization. This role is also responsible for the upkeep of the CMU AIAS x FBD website and the sending of weekly announcements via Slack, email, Instagram, etc. This position also shares responsibility for taking photos at all club meetings and helping to update the website. This is an elected position. This position may be held by one individual.
7. **PUBLIC RELATIONS - CREATIVE**: The PR - Creative Chair is responsible for the creation of all FBD-related marketing content. Direct responsibilities include the creation and design of merchandise, Instagram content, posters, and any additional visual graphics needed for the club. This position also shares responsibility for ensuring a successful marketing plan for the club, as well as taking photos at all club meetings and helping to update the website. This is an elected position. This position may be held by one individual.

D. Terms of Office

1. All officers serve for a term of one academic year, from May of their elected year to May of the following year.
2. During each Summer after a new Board is elected, a transition period will take place. This will include meetings between each outgoing officer and

the incoming officer in their role, or one larger meeting with all of the incoming and outgoing officers. The current officers may decide which of these options they want to use. It may also include collaborative efforts to lead meetings, and work on projects, applications, or event planning in order to assist the incoming board.

3. Newly elected officers officially assume their positions in May after the end of the academic year in which they are elected.

V. SELECTION OF OFFICERS & ELECTIONS

- A. Officer selection will take place in the Spring Semester in conjunction with the AIAS Elections.

- B. Nomination and Election Procedure:

1. Nominations for a board position candidate can be made anonymously and must be submitted to the AIAS Faculty Advisor via email before the election process begins. After this deadline, no further nominations will be accepted.
2. All nominated members will be notified as to their nomination as soon as possible after the nomination deadline so they have the ability to prepare for election day. The nominated persons can decline the opportunity to run in the elections if they so choose.
3. Self-nominations are permitted.

- C. Election Process:

1. Officers of this organization shall be elected by a majority vote (>51%) of FBD and AIAS members.
2. At the election meeting, to be scheduled by the AIAS Board, candidates will be announced under each position header and will be given the opportunity to discuss their interest in the position in front of the chapter in the form of a brief address with a Q&A response session not to exceed five minutes per candidate. There are no specific guidelines for speeches or presentations; potential options are, but are not limited to:
 - a) Verbal Presentation
 - b) Powerpoint or Keynote
 - c) Interactive or Participatory Activity

3. The order for presentations/speeches and voting will be as such:
DIRECTOR, PROJECT MANAGER, ASSISTANT PROJECT MANAGER,
DEVELOPMENT MANAGER, SECRETARY, PUBLIC RELATIONS
CO-CHAIRS.
 - a) Immediately after the conclusion of each set of presentations for each position, ballots will be administered in person to active FBD members and AIAS members in good standing with voting information. The polling system will be administered solely by the AIAS Faculty Advisor.
 - b) Only active FBD Members and AIAS Members in good standing are eligible to vote, including outgoing officers.
 - c) The results of the election will be sent to all members via email by the AIAS Faculty Advisor upon the close of the polling process.
 - d) Any nominated candidate who cannot attend the presentations or chooses not to give a presentation at the GBM will still be permitted to run in the election, however presentations are strongly encouraged.
 - e) If a candidate intends to study abroad in the upcoming academic year, they are discouraged from accepting the nomination or must state their intention during their election speech.
 4. There will be no runoff process within the election of officers - members will vote for ONE candidate only per posted position.
 5. In the event of a tie, there will be a recount of the vote, as per the positions under which the ties exists. In the event of a second tie, the AIAS Faculty Advisor will be allowed to vote in the second recount to break said tie.
- D. In the event of a candidate being elected to two officer positions, the candidate will choose which position they want and the runner-up for the other position will be appointed.
- E. Absentee and proxy ballots will be taken if members notify the executive board about conflicts prior to nominations and election. Absentee and proxy ballots will be administered by the AIAS Faculty Advisor.
- F. In the event of two individuals who want to serve together in the same elected officer position, they must announce their joint candidacy prior to the election process.

VI. OFFICER VACANCIES:

- A. No term limits, although Officers are encouraged to look to younger years for longevity of the organization.
- B. Procedure for the Removal of Officers:
 - 1. The process for the removal of an officer is similar to the process for removal of members outlined in Section III.C. The Executive Board must come to a Clear Majority (66%) in conjunction with the decision of the Faculty Advisor in order to remove someone from their office.
 - 2. The removal of an officer from their posting does not necessarily mean their removal from the organization - this decision lies in the hands of the AIAS Faculty Advisor, or by unanimous vote of the FBD Board and the AIAS Faculty Advisor.
- C. Procedure for Filling Vacated Officer Positions:
 - 1. In the case of an officer being removed from their position (or in the case of resignation), the Board reserves the right to appoint whomever they see fit, this usually being the runner-up candidate.
- D. Appeal Policy:
 - 1. An officer removed from their position may request an appeal in coordination with the accusing party to be mediated by the AIAS Faculty Advisor.
 - 2. The appeal must be carried out within 10 days of removal, or before the position is filled under the guidelines of Section VI.C.

VII. MEETINGS

- A. Meetings exist as follows:
 - 1. FBD General Body Meetings - attended by all officers and members, occurring as needed. Each academic year the Board may adjust the meeting schedule, but biweekly or monthly meetings are suggested. All active FBD members or AIAS members in good standing may vote in this meeting.
 - 2. FBD Board Member Meetings - attended by all officers, occurring weekly. Open to all general members.

3. FBD Committee Meetings - attended by committee chairs and interested members, occurring on a regular basis as determined by each committee.
- B. Quorum requirements to officially conduct and approve business of the organization:
1. FBD Meetings - a majority of members will enable voting to occur (>51%).
 2. FBD Board Member Meetings - a majority of officers will enable voting/approval of business to occur so long as the Director is in attendance.

VIII. FACULTY POSITIONS:

- A. There can be 2-3 Faculty Positions at any time. The roles include:
1. AIAS FACULTY ADVISOR - The AIAS Advisor's role in FBD is to oversee elections. They will facilitate the elections process, aid the ongoing development of the organization, and continuously support its officers and members for the betterment of AIAS as a whole. The Faculty Advisor has the right to vote in the case of a double tie within general elections. The Advisor also reserves the right to mediate all arbitration and appeal processes and has the sole right to advise the Board on the final suspension/removal of a member if the arbitration process is initiated.
 2. DESIGN AND CONSTRUCTION MENTOR - The Design and Construction Mentor is a faculty member in the School of Architecture who is a licensed architect, and advises the Officers and Members on technical and logistic aspects of Design-Build Projects.
 3. COMMUNITY ENGAGEMENT MENTOR - The Community Engagement Mentor is a faculty member who advises the Officers and Members about how to best engage with community members and community partners. They are responsible for helping the Officers plan engagement events and working through the logistics and legal aspects of working with children and community members.
 4. The two mentorship positions may be held by the same individual.
- B. The Faculty Positions for the chapter for each academic year will be nominated by the Officers. The faculty members selected may refuse the nomination.
- C. The term of the Faculty Positions is unspecified.

- D. A Faculty Advisor or Mentor may be removed upon the decision of both the executive board and the general body if that advisor does not comply with their assigned roles and responsibilities stated herein, or if they violate University Policy on staff/faculty/student relationships and this violation directly affects the organization. If an Advisor or Mentor is removed, a replacement must be found within 14 days of the removal.
- E. An Advisor or Mentor may leave their position if they choose, on the premise that a replacement advisor has been approved by the Chapter Officers, and so long as that candidate has accepted responsibility for the position.

IX. FINANCES

A. Budget Approval Process:

- 1. The Development Manager is responsible for the development of the FBD budget each academic year to be initiated in the first month of the spring semester of their current term. This is to be completed by a date in the spring semester that will be set by the SLICE Office. It is the responsibility of the entire board to stay informed about SLICE updates and deadlines.. It is to be reviewed and approved by the Chapter Officers and AIAS Faculty Advisor of the organization at the beginning of each term, and then should be presented at the next general body meeting.
- 2. Every financial transaction and budget report are signed by the Development Manager or Director and approved by the Student Activities Office.

B. Limitations on Spending:

- 1. Spending for FBD should be spent according to the mission and goals of the organization.

C. Regulations and Responsibilities:

- 1. Board members are financially responsible for AIAS National and Chapter Dues.
- 2. A secure location will be used to store all financial and other important documents, and the Chapter Board officers, AIAS Faculty Advisor, and Mentors will have access to this location.

X. RATIFICATION AND EMPOWERMENT

A. Necessary Approval Needed for Approval of the Constitution

1. This Constitution and by-laws may be amended by a clear majority vote of the entire voting student membership (>51%).

B. When Constitution Will Take Effect

1. Any changes or additions to the Constitution will take effect immediately after a vote by the general body at the next available FBD Meeting.

XI. AMENDMENTS

A. Proposals

1. Amendments to the Constitution may be proposed by any Officer or active member at any FBD Meeting in open discussion.
2. After the amendment is voiced, it will be noted in detail by the Director, and discussed by the officers at the following Board meeting. During this meeting, the officers will draft the official text of the amendment.
3. After the draft is completed, the Faculty Advisor will administer a poll to either pass or veto the amendment at the next General Body Meeting. Only active members can vote on an amendment to the constitution. In the event of a tie, the AIAS Board will vote internally to finalize the decision.

B. Provisions

1. Only AIAS members in good standing may vote on amendments.
2. A Clear Majority vote will pass an amendment (> 51%).
3. Amendments take effect at the next FBD Meeting. The Director must formally amend the written Constitution by this time, and the document must be redistributed to all members.

XII. CONCLUSION

- A. This Constitution, being the official bylaws of the Carnegie Mellon University chapter of Freedom By Design (FBD) was hereby created and enacted upon April 1, 2019 and was last revised on April 1, 2025.**