

**COLLEGE OF FELLOWS**  
of the  
**INSTITUTE OF CLASSICAL ARCHITECTURE & ART**

**CHARTER**

APRIL 13 2014

The Institute of Classical Architecture & Art (the “organization”) has established the College of Fellows as a body of distinguished peer-elected volunteers who have demonstrated sustained commitment to advancing the organization’s mission. Fellows are members and highly committed volunteers of the organization who act as its intellectual trust and as stewards of its mission. They serve on the organization’s national committees and subcommittees, contributing content and direction, and implement Institute initiatives. Through their active and longstanding involvement as volunteers, Fellows help develop, implement, and promote Institute programs and membership.

CRITERIA

Those eligible for membership into the College of Fellows must be volunteers who have distinguished themselves as leaders in the organization’s programs by actively contributing to their content and implementation for a period of no less than one year.

Reflecting the interdisciplinary character and mission of the organization, candidates for Fellowship may be architectural practitioners, artists, professionals in related fields, and others whose expertise, talents, and enthusiasm contribute to the organization’s mission.

The number of Fellows serving at any time shall be at the discretion of the Fellows, but shall not fall below 10 or exceed 40.

RESPONSIBILITIES

Fellows are required to be a member of the organization and to be actively involved in one or more of its established national committees, subcommittees, or initiatives.

Fellows shall also serve as ambassadors of the organization, promoting its philosophy with their peers and in their fields of activity. They shall recruit volunteers and members for participation in the organization’s programs and generally support the mission of the organization.

Fellows are required to attend all Fellows meetings, unless they have reasonable cause and have informed the Fellows President in advance of the meeting. If geographic constraints prevent a Fellow from attending in person, participation may be by telephone conference. All Fellows must attend - in person - the fall business meeting that will be scheduled to coincide with the annual College of Chapters Conference

## TERMS OF SERVICE

Fellows are elected to the body of the Fellows for a two-year term which may be subsequently renewed, every two years. Terms of service commence and end on January 1.

A Fellow may resign from active Fellowship or request a change of status to Fellow Emeritus in lieu of renewal at any time by giving written notice to the Fellows President. A Fellow may be removed from Fellowship for consistently failing to perform their responsibilities by means of a majority vote of all of the Fellows.

## DEFINITIONS:

### Active Fellow

Fellows who are in active volunteer service to the Institute, in good standing with the organization, and in compliance with the Fellows Charter.

### Regional Representative to the Fellows

An active Fellow, designated to serve as a Representative of the Chapters within a given region. The region consists of Chapters that have been duly incorporated according to the process prescribed by the ICAA and within a geographic area as defined by the ICAA.

### Fellow Emeritus

A designation in recognition of a Fellow's past contributions to the mission of the organization at a time when the Fellow is unable, for whatever reason, to fulfill the responsibilities of Fellowship. Fellow Emeriti maintain their support of the Institute's mission at a reduced level of active involvement. The designation of Fellow Emeritus may only be conferred by a majority vote of the Fellows and may be rescinded for actions in conflict with the Fellows' Charter by a majority vote of all of the Fellows.

## OFFICERS

### President

The President is elected by the Fellows at the annual Fall business meeting. The President also serves as Fellows Representative to the ICAA Board of Directors, subject to approval by the Board. The President will fulfill the responsibilities of both President of the Fellows and ICAA Board Member for a one-year term, not to exceed three consecutive one-year terms. Terms commence and end on January 1 of each year.

The President has the following duties: coordinate the schedule of meetings, preside over meetings, draft and distribute the agenda prior to each meeting, communicate with Fellows between meetings, manage any correspondence regarding the business of the Fellows, work with the Secretary to prepare meeting minutes, prepare the Fellows report to the Board, and announce election results.

### Secretary

The Secretary is elected by the Fellows at the annual Fall business meeting for a one-year term, not to exceed three consecutive one-year terms. Terms commence and end on January 1 of each year.

The Secretary has the following duties: record meeting minutes, communicate general announcements and reminders regarding the schedule, distribute minutes following meetings, distribute nominations for elections, prepare ballots, record attendance, and assist the President with the duties described above.

### MEETINGS

The body of Fellows shall meet within 30 days prior to each full Board of Directors Meeting, and not less than three times a year, to review the activities and circumstances of the organization and its programs and to suggest and plan new initiatives

The Fellows shall help assess and implement programs and make recommendations to the Chairpersons of the ICAA national committees and subcommittees or to the ICAA Board of Directors concerning their direction and content. The President of the College of Fellows may call additional meetings of the Fellows as necessary to address unforeseen circumstances.

### ELECTIONS

Elections will be conducted once a year at the annual fall business meeting to induct new Fellows; renew or not renew an incumbent (active) Fellow at the end of their two-year term; change a Fellow's status to Fellow Emeritus; re-instate a Fellow Emeritus to active Fellow status; and to elect officers. Elections for officers of the Fellows may be held at other times as required to fill a vacancy. Candidates for Fellowship may only be nominated and elected by Fellows.

At least one month prior to the annual fall business meeting, nominations for new Fellows, officers, and requests for changes in status must be submitted to the Fellows President and Secretary along with the following:

- New Fellow nominations must be accompanied by a brief written statement describing the contributions and dedication of the Nominee.
- Requests and nominations for Emeritus status and requests for reinstatement to active Fellow status from Emeritus, must be accompanied by a written request stating reasons for the changed status.
- Nominations for Regional Representatives to the Fellows must be accompanied by a written confirmation from the Chapter Representative to the Board that the nominee has been endorsed by all Chapters within their region, in addition to a brief written statement describing the volunteer efforts and commitment to the ICAA mission by the nominee.

The President will confidentially distribute all nominations and requests for changes in status, along with statements, to the Fellows prior to the annual Fall business meeting.

At the annual Fall business meeting, the President will call for discussion of the ballot. The President will

then present the ballot with the names of (a) nominees (yea or nay), (b) Fellows up for renewal (yea or nay), (c) Fellows nominated for a change of status to Emeritus or requesting reinstatement as active Fellow (yea or nay), and (d) candidates for President and Secretary (yea or nay).

The fellows shall vote anonymously and the votes shall be counted by the President and Secretary subsequent to the meeting. A simple majority vote by a quorum of Fellows will be sufficient for all nominations. A quorum of Fellows shall be defined as two-thirds of the body of Fellows attending the Fall business meeting, including absentee ballots arranged in advance.

The President and Secretary will notify Fellows of results following the meeting and will coordinate with the Board and staff of the Institute to ensure that the results receive appropriate recognition and public announcement.

The new President and Secretary will commence their respective terms of office on January 1, and preside over the next meeting.

#### AMENDMENTS

Amendments to the Charter shall require a confirmation vote of three-fourths of all of the Fellows. Proposed amendments to the Charter must be submitted in writing no less than one month prior to the next regularly-scheduled meeting of the Fellows, for consideration by the Fellows.

#### FELLOWS COMMITTEES

An *ad hoc* committee may be formed by the President of the Fellows for a specific task or objective. The *ad hoc* committee will be dissolved after the completion of the task or achievement of the objective. The task or objective of the committee, its members, and its term, must be presented for discussion to the Fellows at a Fellows meeting and be approved by the Fellows by a simple majority vote.