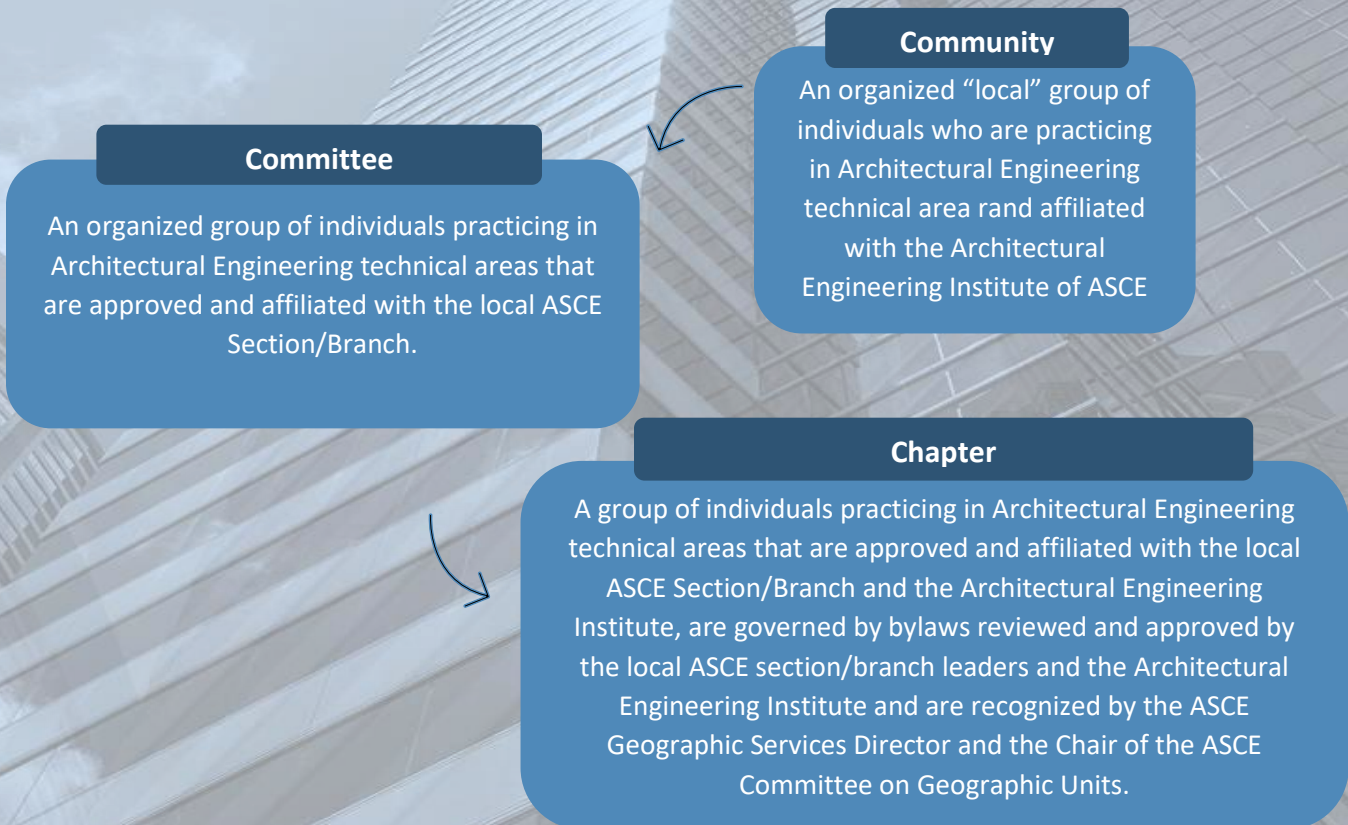# Development Steps to Create a New Architectural Engineering Institute Community, Committees, and Chapters

The process should include three categories, including **community, committee**, and **chapter**.

Community

An organized "local" group of individuals who are practicing in Architectural Engineering technical area rand affiliated with the Architectural Engineering Institute of ASCE

Committee

An organized group of individuals practicing in Architectural Engineering technical areas that are approved and affiliated with the local ASCE Section/Branch.

Chapter

A group of individuals practicing in Architectural Engineering technical areas that are approved and affiliated with the local ASCE Section/Branch and the Architectural Engineering Institute, are governed by bylaws reviewed and approved by the local ASCE section/branch leaders and the Architectural Engineering Institute and are recognized by the ASCE Geographic Services Director and the Chair of the ASCE Committee on Geographic Units.

Creating an AEI Community

The creation of new Architectural Engineering Institute Communities should come from interested individuals who are practicing in a technical area represented by the Architectural Engineering Institute. The following steps constitute a recommended procedure to create a viable and effective Architectural Engineering Institute Community within a geographic area that does not have a corresponding Technical Group related to Architectural Engineering affiliated with the ASCE Section or Branch.

1. Contact the Director of the Architectural Engineering Institute to request assistance in planning a community.
    a) The following Architectural Engineering Institute representatives should be contacted with interest about forming a community:
        i. Architectural Engineering Institute Director: Catherine Tehan ctehan@asce.org

The request should include the following:
    a) Geographic area of the community
    b) Names and contact information for the community officers and interested community members
    c) Statement of the objectives for future development of the community

The Director of the Architectural Engineering Institute shall provide the following:

    a) Names of Institute members, both Institute-only members and ASCE members, residing within your Section/Branch area
    b) Contact information for Architectural Engineering Institute Emerging Leaders Council liaison
    c) Contact information of the ASCE Section/Branch leaders for the geographic area
    d) Contact information for current AEI student chapter members in local universities
    e) Contact information for current university leaders in local AE universities
    f) Contact information for affiliated professional organization chapters for the geographic area
    g) Sample presentation and materials to approach section/branch leader with proposal to establish (including instructions to join the Emerging Leaders Community Collaborate Page)
    h) Development Steps for Creating and AEI Community (this document)

Convert An Existing AEI Community Into A New ASCE Section or Branch Technical Group (AEI Committee)

The creation of new Architectural Engineering Institute Committees within ASCE Sections and Branches is strongly encouraged by ASCE. The initiative should come from the existing AEI Community leaders. The following steps constitute a recommended procedure to create a

viable and effective Architectural Engineering Institute Committee within an ASCE Section/Branch that does not have a corresponding Technical Group related to Architectural Engineering.

Meet with your Section/Branch officers to request their initial approval and assistance in planning for the affiliation with the local Section/Branch.

Convert An Existing ASCE Section or Branch Technical Group (AEI Committee) Into A New Architectural Engineering Institute Chapter

The affiliation of ASCE Section/Branch Technical Groups (AEI Committee) with Architectural Engineering Institute is strongly encouraged by ASCE. The initiative for affiliation should come from the existing Technical Group (AEI Committee) leaders. The following steps constitute a recommended procedure to convert an existing Technical Group into a viable and effective Architectural Engineering Institute Chapter.

1. Meet with your ASCE Section/Branch officers to request their initial approval and assistance in planning for the affiliation with the Architectural Engineering Institute. Request guidance from the ASCE Section/Branch officers as to whether the Architectural Engineering Institute should be approached through the ASCE Section/Branch governing body or directly by your Technical Group leaders. Then proceed accordingly.
    a) The following Architectural Engineering Institute representatives should be contacted with interest about affiliation with the Architectural Engineering Institute:
        i. Architectural Engineering Institute Director: Catherine Tehan ctehan@asce.org

2. Contact the Director of the Architectural Engineering Institute you desire to affiliate with to request initial assistance in planning for the affiliation. The request should include the following:
    a) Name of the ASCE Section/Branch (i.e. ACSE National Capitol Section)

b) Names and contact information for the ASCE Section/Branch officers and existing Technical Group leaders
c) Estimated total and active membership of the existing Technical Group
d) Potential membership of the Institute Chapter and plans for soliciting member participation
e) Summary of the current activities of the existing Technical Group
f) Statement of the objectives for future development of the Architectural Engineering Institute Chapter

3. Prepare a specific proposal to convert your existing Technical Group into an Architectural Engineering Institute Chapter. Send the completed proposal (1) to your ASCE Section/Branch officers for their review and approval and (2) to the Architectural Engineering Institute Director for review and approval by the Institute leadership. The proposal should address:
a) Proposed resolution of all issues identified by your ASCE Section/Branch officers and by the Architectural Engineering Institute leadership
b) Revisions to your Section/Branch Bylaws or Operating Rules (1) to establish the Architectural Engineering Institute Chapter in replacement of your existing Technical Group and (2) to allow Institute-only members to participate in Institute Chapter activities
c) Bylaws or Operating Rules for the Architectural Engineering Institute Chapter, as needed

4. Upon approval by the ASCE Section/Branch officers and by the Architectural Engineering Institute leadership, notify the Architectural Engineering Institute Director, the ASCE Geographic Services Director, and the Chair of the ASCE Committee on Geographic Units by letter or email and include the names, titles and contact information of the designated Chapter officers. The existing Section/Branch Technical Group thereafter becomes the Architectural Engineering Institute Chapter of the _____ Section/Branch of ASCE.
a) Architectural Engineering Institute Director: Catherine Tehan ctehan@asce.org