



AIA Newark & Suburban Architects

January 2025
Submitted by: John A Cwikla, AIA

Attached below are the policies that were approved by AIANS last year and need to be re-approved for 2025. They are as follows:

**AIA Newark &
Suburban Architects**

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1-2025	Policy on General Operations
2-2025	Policy on Budget and Finance Review
3-2025	Policy on Reimbursements
4-2025	Bereavement Policy
5-2025	Policy Governing Dues
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Respectfully Submitted,

John A Cwikla, AIA, NCARB
2025 Bylaws & Policies Chair
AIA Newark and Suburban Architects



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY 1-2025
GENERAL OPERATING POLICIES**

1. To review and take action on the policies of the Section annually at the beginning of each year.
2. To underwrite expenses incurred by Officers, Component Director, members of the Section authorized to represent the Section on official business, subject to the approval of the Budget & Finance Committee. These expenses include transportation, meals, gratuities and lodging if necessary, and, specifically:
 - a. To provide the President and guest with complimentary tickets to all Chapter seminars, dinners and other functions.
 - b. To provide complimentary tickets to the Past Presidents Banquet to each Board of Trustee member and the Component Director. The incoming President is entitled to two (2) complimentary tickets, while the Immediate Past President will be entitled to tickets for their immediate family, up to a maximum of ten (10) tickets.
 - c. To authorize the expenses accrued for registration fees, transportation, accommodations, and meals in connection with attendance at the AIA National Convention by the President and guest.
 - d. To authorize the expenses accrued for registration fees, transportation, accommodations, and meals in connections with attendance at State and/or National conferences/events by the Officers so designated to attend by this Board. If any of the Officers are unable to attend the Conference, an alternate representative may be appointed by the President.
3. To purchase a gavel properly inscribed, to be presented to the President when about to assume office.
4. To present an appropriate recognition to the outgoing President upon expiration of their terms of office in an amount not to exceed \$100.
5. To direct the Budget & Finance Committee to review the Section's dues structure with the Board of Trustees in March of each year.

APPROVED FOR YEAR 2025

Date: 4/4/25

Dana Napurano
By: Dana Napurano, AIA
Secretary



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY 2-2025
POLICY ON BUDGET & FINANCE REVIEW**

To ensure the financial viability of the Section, all proposed programs and activities shall be presented to the Budget and Finance Committee for review along with a thorough description, marketing plan, and detailed budget. Only if the Budget and Finance Committee is satisfied that the event is financially feasible and realistic will the budget for the event be presented to the Board of Trustees or acceptance. If the timing of the Board of Trustees meetings makes it impossible for approval, the Executive Committee may act on the Budget and Finance Committee's recommendation. An event budget spreadsheet shall be distributed to the Board upon the adoption of the budget, so that each event Chair can understand the allowable budget and can submit the appropriate anticipated income/expense documentation to the Budget and Finance Committee.

APPROVED FOR YEAR 2025

Date: 4/4/25

Dana Napurano
By: Dana Napurano, AIA
Secretary



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY 3-2025
POLICY ON REIMBURSEMENTS**

RESOLVED, that in order to be reimbursed for any expenses incurred on behalf of AIA Newark & Suburban Architects (AIANS) a member must: (1) receive prior approval of his/her eligibility for reimbursement from the Treasurer or Board of Trustees, except as pre-approved by other policies of the Section; (2) fulfill the Requirements for Member Reimbursement, and (3) submit complete expense documentation within **120 days** following the event/purchase/etc., unless an extension is authorized by the Treasurer. Determination of eligibility and documentation procedures is as specified in the most current versions of the Policies of AIANS established by the Board of Trustees.

RESOLVED, that in addition to other existing policies for reimbursements, new Requirements for Member Reimbursement are hereby established, as follows:

AIA CONVENTION:

In order to be eligible for reimbursement for authorized expenses associated with the AIA Convention, a member must (1) serve as Chapter delegate, (2) attend all caucuses and business meetings open to delegates and vote in the annual election, (3) attend all "official" functions as designated by the Chapter (receptions, meetings, etc.), and (4) present a written report on official convention activities and functions to the Board of Trustees immediately following convention.

AIA LEADERSHIP CONFERENCES:

In order to be eligible for reimbursement for authorized expenses associated with the AIA Leadership Conferences, a member must attend (1) plenary sessions, (2) visit with at least one legislator on Capitol Hill, if held, (3) attend all other "official" functions as designated by the Chapter (receptions, meetings, etc.), and (4) present a written report on official conference activities and functions to the Board of Trustees immediately following the conference.

PAST PRESIDENTS BANQUET:

The Immediate Past President, Component Director or other authorized designee shall be authorized to directly engage, and be billed directly by a service provider on behalf of the Section for the section's Past Presidents Banquet. Reimbursement for all expenses shall be as outlined above.

MEETINGS/EVENTS SPONSORED BY AIA NEWARK & SUBURBAN ARCHITECTS:

In order to be eligible for reimbursement for authorized expenses associated with AIANS sponsored meetings or events, a member must serve as an official designated representative of the Section.

MEETINGS/EVENTS NOT SPONSORED BY AIA NEWARK & SUBURBAN ARCHITECTS:

In order to be eligible for reimbursement for authorized expenses associated with any meetings or events, a member must (1) serve as an officially designated representative of the Section and (2) present a written report on the meeting/event to the Board of Trustees



immediately following.

MATERIALS/SUPPLIES:

In order to be eligible for reimbursement for authorized expenses associated with any purchase of materials or supplies, a member must (1) make the purchase on behalf of an Officially designated and approved program or activity of AIANS, (2) be authorized by the Treasurer or Board of Trustees to make the purchase, (3) submit complete receipts for the purchase and (4) relinquish the material to AIANS following the completion of the program or event.

SERVICES:

No member is authorized to directly engage a service provider on behalf of the Section. Any service associated with an officially designated program or activity of AIANS must be authorized by the Executive Committee or Board of Trustees and must be billed directly to AIA Newark & Suburban Architects.

APPROVED FOR YEAR 2025

Date: 4/4/25

Dana Napurano
By: Dana Napurano, AIA
Secretary



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY 4-2025
BEREAVEMENT POLICY**

Whereas AIA Newark & Suburban Architects (AIANS) has from time to time made donations to the family of an AIANS member on his or her passing, and where this has previously been done at the discretion of the President in various amounts to any number of worthy causes, we now have a standard policy on our action in the event of the death of a member in good standing.

AIANS will donate \$100 from its general fund to the AIA NJ Education & Scholarship Foundation in the name of the deceased member. The Component Director will send an acknowledgment to the member's spouse, significant other, or children on a card that simply says **"In sympathy"**

The envelope would have our standard AIA logo and return address.

The Component Director would write a short note that may read as follows:

"We were so sorry to hear of the loss of your (relation), (name)".

This would be followed by a personal sentence and the statement that AIANS has donated to the AIA NJ Education & Scholarship Foundation in the deceased member's name.

The purpose of the above is to recognize a life changing event by donating to the AIA NJ Education & Scholarship Foundation. An announcement shall follow in the next newsletter and be posted on the Web Page, which shall enlighten others on how to make a personal donation to the AIA NJ Education & Scholarship Foundation in the name of the deceased. The announcement shall also be sent to the Chapter and Institute.

APPROVED FOR YEAR 2025

Date: 4/4/25

Dana Napurano
By: Dana Napurano, AIA
Secretary



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY 5-2025
POLICY GOVERNING DUES**

Registered Architects:

Licensed architects pay the following Section dues:

AIA member \$100

Emeritus Members:

Emeritus Members must pay the following Section dues:

Section: \$0

Emeritus Members remain on Section roster for an accurate member count and will receive Section mailings. They will receive a \$0 invoice each year with an option to pay mailing fees for Institute and Chapter mailings.

Associate Members:

New Student/Intern members pay the following reduced Section dues:

First Year	Free
Second Year	Free
Third Year	50%
Fourth Year +	Full Dues

Allied Members:

Allied Members may join the Section and receive benefits as outlined in the By-Laws and pay the following Section dues:

Section: \$500

** - AIA National has a separate Allied Program for companies with offices outside of New Jersey. Please contact AIA National directly at 800-242-3837 (Member Services) for more information.

Prorated Dues:

All new Members only pay for the remaining time they will receive member benefits for that membership year. Depending on the month of joining, new members may take advantage of our prorated dues system:

January thru April	Full dues
April thru June	25% off
June thru September	50% off
October	(15 months for the price of 12)

The Prorated dues also apply to first time Associate Members and new Allied Members.



Payment Plan:

See AIA New Jersey Policy Language

Dues Waiver:

Dues waivers are granted to members that have fallen on hard times or with extenuating circumstances such as loss of a job or a medical condition. The waiver request must be issued in writing to the AIA NJ office. The waiver must be approved by the Executive Committee of the Board of Trustees and will be granted in accordance with the Institute's policy.

APPROVED FOR YEAR 2025

Date: 4/4/25

Dana Napurano
By: Dana Napurano, AIA
Secretary



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY NUMBER 6-2025
POLICY ON FINANCIAL RESERVES**

To ensure the financial viability of AIA Newark & Suburban Architects (AIANS), the Section shall endeavor to maintain Financial Reserves (in this case defined as liquid assets above the budget) equal to **50%** of the approved operating budget for the current calendar year. At the beginning of each year, the Budget and Finance Committee shall present a proposed annual operating budget to the Board of Trustees for acceptance indicating the current level of reserve funding and all proposed income and expenses. The Board will also endeavor to achieve a balanced budget at the year's end by allowing expenses to match income. If the available reserves exceed the recommended funding level, the Budget and Finance Committee may recommend to the Board that a portion of or all those funds be included in the operating budget for that calendar year, or that the surplus can be put in investment vehicles where cash is liquid, and it can be accessed no further than 1 year away, preferably on a rolling basis. Alternately, a portion or all of those funds may be left in reserves and utilized for special projects as approved by the Board of Trustees throughout the year. In cases of an extreme emergency, when the timing of meetings does not allow for action by the full Board, the Officers may act in lieu of the Board of Trustees.

If during the course of the year the available Financial Reserves falls below the minimum balance as set forth above, the Treasurer shall notify the Board of Trustees who, by a vote of 2/3 of its members present at a regular or special meeting of the Board, may take action to authorize the use of additional funds from reserves for the operation of the Section in furtherance of its strategic goals and objectives.

APPROVED FOR YEAR 2025

Date: 4/4/25

Dana Napurano
By: Dana Napurano, AIA
Secretary



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY NUMBER 7-2025
POLICY ON AIAS ATTENDANCE AT AIANS GENERAL MEETINGS**

On behalf of the AIA Newark & Suburban Architects (AIANS), the Board of Trustees would like to inform you of our policy regarding AIAS attendance at our General Membership Meetings. General Membership Meetings are free to all AIANS members but not to visitors. Therefore, to encourage student participation we have we discussed and resolved to the following for each of the 2 local Architecture Schools:

- AIANS invites five (5) students from each school/ to attend *free of charge* all AIANS General Membership Meetings.
- AIANS recommends that the AIAS notify and encourage any additional students interested in attending the General Membership Meetings, to sign up and attend the meeting at the AIA Newark and Suburban 'Student Rate'. We request that the AIAS inform the students that the rate applies to 'students in general' who wish to attend. This applies to any student beyond the five (5) allotted *free of charge* seats. We want it to be clear that all students are welcome.
- AIANS recommends that the AIAS send two officers and three students, either AIAS or non-AIAS student. (The AIAS may use this as an incentive to acquire additional members)
- AIANS requires that students who attend shall collectively submit 4-5 'selfies' from the events they have attended over the course of the calendar year and one article (250-500 words) to be published by AIANS. This encourages students to listen and participate in the events and to consider the importance of writing professionally. Submit electronically to our Component Director.
- AIANS require students to bring a valid ID. Alcohol may be served at the General Membership Meetings. The host facility will be notified that underage individuals may attend. It is the responsibility of the student to bring ID. Alcohol will not be served to individuals who are underage. We encourage the AIAS to invite and include students of all ages. However, we ask that the AIAS and its members act responsibly and professionally.

APPROVED FOR YEAR 2025

Date: 4/4/25

Dana Napurano
By: Dana Napurano, AIA
Secretary

Date: _____

By: NJIT AIAS Representative

Date: _____

By: Kean AIAS Representative



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY NUMBER 8-2025
POLICY ON CHARITABLE DONATIONS**

Whereas AIA Newark & Suburban Architects (AIANS) has from time to time made donations to Charitable Organizations, this policy provides specific guidelines and criteria for measuring the appropriateness of solicited and unsolicited charitable contribution requests and to define the process by which AIANS will make its decisions and, ultimately, its distribution of funds.

Area of Focus

AIANS places priority on giving to local qualified charitable organizations and non-profit educational institutions.

Exclusions

AIANS is unable to honor requests or make contributions to the following:

- Donations to labor unions, social groups or political campaigns
- Donations intended for resale

Oversight

The Board of Trustees will review all requests, solicited or unsolicited, to ensure continuity and consistency with the Company's stated objectives.

Disbursement of Funds

If a specific amount has been requested and approved by the Board of Trustees, the Treasurer will release the funds to the appropriate party who has made the request.

If funds are being disbursed from the profits generated by an AIANS event or program, the Treasurer, upon approval by the Board of Trustees, shall release the amount approved by the Board of Trustees to the appropriate party.

APPROVED FOR YEAR 2025

Date: 4/4/25

By: Dana Napurano
Dana Napurano, AIA
Secretary



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY NUMBER 9-2025
POLICY ON MEMBER DIVERSITY**

To embrace *diversity*, the AIA Newark & Suburban Architects (AIANS) promotes an all-inclusive and supportive environment that enables all members and stakeholders to achieve their full potential.

Our organization maintains diversity by:

- Working to achieve the participation of diverse persons within our areas of expertise and service.
- Treating all persons and their interests with fairness and respect.
- Developing and participating in programs that support diversity.
- Promoting involvement in leadership opportunities (board of directors, committees, etc.).
- Recognizing and opposing actual or perceived aspects of discrimination.
- Balancing the staff to reflect the diversity of our organization.
- Respecting the rights of all persons to participate in enterprise, democracy and all aspects of our organization.

Regardless of race, ethnicity, gender, nationality, religious or political beliefs, age, sexual orientation, domestic circumstances, disability, geographic location, specialty, work setting or level of professional experience.

APPROVED FOR YEAR 2025

Date: 4/4/25

Dana Napurano
By: Dana Napurano, AIA
Secretary



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY NUMBER 10-2020
POLICY ON AIANS STRATEGIC PLAN & BOARD ASSESSMENT**

The purpose of this Policy is to provide the framework for the regular implementation of a strategic plan, and assessment of the performance of the Board as whole, and Section Committees individually as they relate to the strategic plan.

Strategic Plan and Board Assessment processes:

The performance of the Board will be assessed in accordance with the following:

1. A strategic plan shall be determined and implemented, as frequently as deemed necessary by the Board, typically every 3-5 years. The plan must include consideration of the effectiveness of the Board in:
 - a. determining, leading, and overseeing the implementation of an appropriate strategic direction for the Section;
 - b. financial stewardship of the Section’s finances;
 - c. overseeing the development and implementation of appropriate programs and events in alignment with our mission statement; and
 - d. operating collectively as a Board while using the skills and experience of all the individual Board Members.
2. Assessments of this plan shall be made, at a minimum, quarterly at a Board meeting. This will help ensure the alignment of the programs, policies, and goals of the Section with the goals set forth in the Strategic Plan.
3. Assessments of this plan will be undertaken by a person independent of all Board members who has relevant experience in designing and facilitating Long Range Plan evaluation;

Following each review, the outcomes of the review will be discussed by the President with the Executive Committee and the Board as a whole. It will be the responsibility of the Executive Committee to ensure that appropriate actions are implemented to address issues identified in or arising from each assessment.

Assessment processes for Section Committees

An assessment process will be conducted annually in relation to the performance of each standing Committee of the Section, having regard to the purpose of the Committee as set out in the Operations Manual or otherwise determined by the Board.

Unless the Board determines otherwise, the assessment of each Committee will be undertaken by the Executive Committee of the Board.

Assessment survey forms

Survey forms for the assessment of the Board and Section Committees are available from the Component Director.

APPROVED FOR YEAR 2025

Date: 4/4/25

Dana Napurano
By: Dana Napurano, AIA
Secretary



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY 11-2025
POLICY ON DOCUMENT RETENTION**

Purpose

1. AIA Newark & Suburban Architects (AIANS) shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper, electronic files (including emails) and voice mail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities. Any member of AIANS, or any other person who is in possession of records belonging to AIANS who is uncertain as to what records to retain or destroy, when to do so, or how to destroy them, may seek assistance from AIANS's Document Retention Policy Manager, the Section Secretary.
2. In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by AIANS in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate AIANS's operations by promoting efficiency and freeing up valuable storage space.

Document Retention

AIANS follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

ACCOUNTING RECORDS

Annual financial statements	Permanent
Monthly financial statements	3 years
General ledger	20 years
Audit records	10 years
Journal entries	7 years
Invoices	7 years
Business expense records	7 years
Cash receipts	3 years
Audit reports	7 years
Chart of accounts	Permanent
Expense records	7 years

BANK RECORDS

Check Registers	7 years
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
Stop payment orders	3 years



TAX RECORDS

IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Federal tax returns (not payroll)	Permanent
State & local tax returns	Permanent
IRS Form 990 Tax Returns	Permanent
IRS Form 990-T Tax Returns	Permanent
Supporting documentation for taxes	4 years
IRS Form 1099s	7 years
Magnetic tape & similar records	1 year
Payroll taxes (W2, W3)	Permanent

COMPONENT RECORDS

Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

LEGAL, INSURANCE, AND SAFETY RECORDS

Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases (After Expiration)	6 years
General Contracts (After Termination)	3 years

ELECTRONIC DOCUMENTS AND RECORDS

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

EMERGENCY PLANNING

AIANS's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping AIANS operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

DOCUMENT DESTRUCTION

AIANS's staff is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.



COMPLIANCE

Failure on the part of the officers and trustees to follow this policy can result in possible civil and criminal sanctions against AIANS and its employees and possible disciplinary action against responsible individuals. The finance committee chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

APPROVED FOR YEAR 2025

Date: 4/4/25

Dana Napurano
By: Dana Napurano, AIA
Secretary



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY 12-2025
WHISTLEBLOWER POLICY**

1. The Section has a responsibility for the stewardship of member contributions and resources. In fulfilling that responsibility, the Section is committed to compliance to all laws and regulations to which it is subject.
2. In addition to complying with the law, it is the policy of the Section to promote ethical practices and ethical treatment of its members. Whether known or suspected, instances of misuse of Section resources or other improper activities should be reported and appropriately investigated. Members have a responsibility to each other and to the organization to maintain an environment in which problems are addressed immediately, and they are therefore protected from retaliation for making such reports.
3. This whistle blowing policy is intended to offer protections to a member who raises concerns regarding the Section, including:
 - a. Incorrect financial reporting;
 - b. Questionable accounting practices;
 - c. Fraud or deliberate error in financial statements or recordkeeping;
 - d. Deficiencies of internal accounting controls;
 - e. Misrepresentations to Section officers or the Budget & Finance Committee (including deviation from full reporting of financial conditions).
 - f. Unlawful activity;
 - g. Activities that are not in line with Section policy; or
 - h. Any other activities that constitute serious improper conduct
4. The Section endorses and utilizes internal controls and operating procedures intended to detect and prevent improper activities. If, however, those controls or procedures fail to safeguard against irregularity, or if intentional or unintentional violation of laws or regulations occur, it is the policy of the Section that members are encouraged to report those irregularities and violations.
5. It is also the policy of the Section not to hide, destroy, alter or falsify documents to prevent their use in litigation or other official proceedings. Toward that end, the Section will have and regularly review a document retention policy. Officers and members of the Section are expected to adhere to this policy.
6. Last, the Section asks that the Board of Trustees disclose any real, perceived, or potential conflicts of interest that relate to Board duties or deliberations, and to recuse him/herself when the Board makes decisions affected by the conflict. Members may not engage in any activity, paid or unpaid, that conflicts, or gives the appearance of conflicting with their obligations to Section.
7. The provisions of this policy statement do not negate or minimize the effect or import of the AIA's Code of Ethics, Membership Standards and Sanctions. Individual complaints about the professional conduct of members will be handled according to those governing documents.

APPROVED FOR YEAR 2025

Date: 4/4/25

Dana Napurano
By: Dana Napurano, AIA
Secretary



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY 13-2025
GUESTS AT BOARD & GENERAL MEETINGS**

To promote a more inclusive environment, AIA Newark & Suburban Architects Board Members are entitled to bring guests to our Board and General meetings. Each Board Member may invite one (1) guest, free of charge, to each Board and General meeting, provided that the Board Member notifies the current President and Component Director prior to the meeting.

Guests may do the following at Board Meetings:

- Attend the meeting out of interest to listen and observe;
- Speak and/or make comments during the open portion of the meeting;
- If the guest wishes to bring a matter before the Board for consideration, they must contact the President and request to be placed on the agenda. They may then speak for 2-minutes when their spot in the agenda is addressed. The Board Members may ask clarifying questions, but will not act until the next Board meeting.

Guests are not allowed to comment, except as described above, or make, second or vote on any motions that are made during the board meeting.

Guests shall include architecture students, junior staff, architects, and allied professionals, as defined in our bylaws, whether they are AIA members or not.

APPROVED FOR YEAR 2025

Date: 4/4/25

Dana Napurano
By: Dana Napurano, AIA
Secretary



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY 14-2025
CONFLICT OF INTEREST**

In recognition of the IRS inquiry regarding the existence of a policy regarding conflicts of interest, and in support of good governance, this Board-adopted policy covers disclosure and processing of a Conflict of Interest.

1. **Definition of conflicts.** A conflict of interest arises when a person in a position of authority over the organization may benefit financially or directly from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
2. **Individuals covered.** Persons covered by this policy are the organization's officers, directors, chief employed executive and chief employed finance executive.
3. **Disclosure.** Persons covered by this policy will annually disclose or update to the board chair on a form provided by the organization their interests that could give rise to conflicts of interest, such as a list of family members, membership and leadership in related organizations, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.
4. **Managing conflicts.** For each interest disclosed to the board chair, he or she will determine whether to:
 - a. Take no action;
 - b. Assure full disclosure to the board of directors and other individuals covered by this policy;
 - c. Ask the person to recuse from participation in related discussions or decisions within the organization; or
 - d. Ask the person to resign from his or her position in the organization or, if the person refuses to resign, become subject to possible removal in accordance with the organization's removal procedures. The organization's chief employed executive and chief employed finance executive will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the board chair to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

APPROVED FOR YEAR 2025

Date: 4/4/25

Dana Napurano
By: Dana Napurano, AIA
Secretary



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY 15-2025
ANTI-HARASSMENT POLICY**

PURPOSE

AIA Newark & Suburban Architects, a Section of AIA New Jersey, and a component of the American Institute of Architects (AIA), and its members are committed to full compliance with all laws and regulations, and to maintaining the highest ethical standards in the way we conduct our operations and activities. This policy is designed to prevent sexual and other types of harassment within AIA Newark & Suburban Architects, and to provide for corrective action as appropriate.

WHO IS COVERED BY THE POLICY

This policy applies to the following people, referred to as Covered Individuals:

- members of the AIA Newark & Suburban Architects Board of Trustees, including the Executive Committee.
- all individuals who act on AIA Newark & Suburban Architects' behalf through election, appointment (including appointment to a committee), or Board action, or under authority from its Bylaws or Policies.
- AIA Newark & Suburban Architects staff
- all individual members of AIA Newark & Suburban Architects engaged in activities relating to the business of the AIA such as meetings and events, continuing education sessions, tours, and any other AIA-related activities.
- all other individuals engaged in activities relating to the business of AIA Newark & Suburban Architects such as meetings and events, continuing education sessions, tours, and any other AIA Newark & Suburban Architects-related activities.

PROHIBITED CONDUCT

This policy prohibits discriminatory or harassing behavior (that is, unwelcome conduct) directed toward a person because of his or her sex, race, color, religion, national origin, age, marital status, personal appearance, sexual orientation or identification, family responsibilities, physical or mental disability, political affiliation, or other status protected under the laws of the jurisdiction(s) in which AIA Newark & Suburban Architects is present or the relevant activities take place.

Accordingly, no Covered Individual shall:

- engage in or facilitate any discriminatory or harassing behavior directed toward AIA officers, directors, members, staff, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, guests, or others in connection with activities relating to the AIA.
- engage in speech or conduct which is disparaging or derogatory of persons based on any of the factors mentioned above, in connection with activities relating to the AIA.

REPORTING A VIOLATION

Violations of this policy may be reported to the AIA Newark & Suburban Architects Executive Committee and/or to the Board of Trustees. The Board will be responsible for resolving any reported violation and will determine an appropriate course of action. This will ordinarily involve a prompt inquiry or investigation, which shall be conducted with



utmost discretion and be kept confidential to the greatest extent possible. Such inquiry or investigation shall be conducted by the Board or by one or more of its members, by legal counsel retained by AIA Newark & Suburban Architects, or by such other person(s) as the Board may designate.

BOARD ACTION

Promptly after the inquiry or investigation has been completed, the resulting findings will be reported to the Board. The Board shall then conduct such proceedings and take such action as may be appropriate and authorized under applicable law and under the governing documents of the Institute, AIA New Jersey and of AIA Newark & Suburban Architects. If a Board member has been charged with the pertinent violation, he or she may present arguments and supporting evidence on his or her behalf but will not otherwise influence or participate in the Board's proceedings on the violation.

If the Board of AIA Newark & Suburban Architects fails to address an alleged violation in the manner shown above, the person reporting the alleged violation may contact the General Counsel of AIA New Jersey at lpowers@hoaglandandlongo.com or General Counsel of the American Institute of Architects at tona@aia.org.

ALLEGED VIOLATIONS OF THE AIA CODE OF ETHICS

Certain acts may violate the *AIA Code of Ethics and Professional Conduct*, and therefore might be the subject of a complaint to the Institute's National Ethics Council. For more information, go to the link provided above.

APPROVED FOR YEAR 2025

Date: 4/4/25

Dana Napurano
By: Dana Napurano, AIA
Secretary



**AIA NEWARK & SUBURBAN ARCHITECTS
BOARD OF TRUSTEES
POLICY 16-2025
CREDIT CARD POLICY**

I. OVERVIEW

This Credit Card Policy sets forth the Section guidelines that will be applied to all who are issued a component credit card. This policy conveys expectations and procedures for the issuance, application, use, safeguarding, payment, and termination of the component credit card. Cardholders are responsible for ensuring that they adhere to this Credit Card Policy, thereby taking appropriate measures to minimize the risk of fraudulent or corrupt credit card use. The component credit card is meant to allow employees access to efficient, flexible, and alternative means of payment for approved expenses.

II. ELIGIBILITY & APPROVAL

A. ELIGIBILITY

AIA Newark & Suburban Architects (AIANS) maintains a component credit card program for use by the current President, current Treasurer, and current Component Director(s) as they regularly incur expenses related to Section activities. To be eligible for reimbursement, the card holders must provide payments for Section events, register/travel for AIA events in the course of their duties, purchases of AIA goods/merchandise for use by the Section, or other approved Section-related expenses.

B. APPROVAL

Additional cardholders, as designated by the Board of Trustees, should contact the Treasurer, who will handle all arrangements for obtaining a component credit card. To obtain a component credit card the member must submit a written request that includes the following information: the applicant's first and last name to be shown on the card, the applicant's position title, and justification for the issue.

III. PROCEDURES & POLICY

A. USE AND FINANCIAL RESPONSIBILITIES

The cardholder agrees to comply with all the applicable policies, procedures, and bylaws of AIA Newark & Suburban Architects and this Credit Card Policy. The component credit card is to be used ONLY for official AIA expenditures, not personal expenses. The cardholder is responsible for ensuring that the credit card purchases are within budget and properly approved. AIANS will pay the total balance by the payment due date each month for the component credit card.

B. CREDIT SPENDING LIMITS

The credit limit has been set by the Board of Trustees at \$1,000.00 maximum per transaction. If the cardholder has need to exceed their approved credit limit, they will need prior approval from the Executive Committee, prior to expending any funds.



C. RECEIPTS AND EXPENSE REPORTS

Cardholders must maintain physical proof of each credit transaction with the component card and provide an itemized receipt when practicable. A failure to provide receipts or credible explanation for any transactions could result in a debit from the Cardholder's salary, forfeiture of the right of reimbursement, and other disciplinary action. Credible transactions should contain the following information when appropriate: date of purchase, vendor name, and address, quantity, unit price, grand total of expenditures. When applicable, a written notation should supplement the receipts with the following information: the business purpose and names of persons in attendance, including their professional titles or affiliation. Expenses must be submitted within ten (10) days of the time expense was incurred to the current AIANS Treasurer. Expense reports submitted outside of this time frame will not be reimbursed.

D. CREDIT CARD VIOLATIONS AND CONSEQUENCES

Credit Card Violations may include, but are not limited to, obtaining cash advances or for other expenses than those incurred by the assigned cardholder named on the card, charging personal transactions to the component credit card, allowing unauthorized users to use the component credit card, or exceeding the credit card limit, without prior approval. Cardholder transactions will be scrutinized to ensure compliance with this policy. Infractions of the conditions of this policy, or to any AIANS policy that may apply to this Credit Card policy, could result in withdrawal of component credit card privileges for that cardholder. Breaching this policy may result in disciplinary action against the cardholder. In all cases of breach, AIANS will consider the facts and circumstances of each incident and will act as deemed appropriate. AIA NS reserves the right to recover any monetary considerations from the cardholder. Internal and external audits of cardholder purchases may be carried out from time to time at the discretion of the current AIANS Treasurer.

E. OWNERSHIP AND CANCELLATION OF THE CREDIT CARD

The component credit card may not be transferred, assigned to, or used by anyone other than the designated cardholder. The cardholder is accountable for all activity on the component credit card. AIANS may suspend or cancel cardholder privileges at any time for any reason. The cardholder will forfeit the credit card upon request to the Executive Committee or any authorized agent of the card issuer. The credit card will be returned upon any notification of resignation and the cardholder must reconcile all expenditures on the credit card since the last credit card statement. It is the responsibility of the departing cardholder to ensure that the account is settled prior to departure.

F. DISPUTED ITEMS

It is the cardholder's responsibility to follow up on any erroneous charges, returns, or adjustments to ensure proper credit is given on subsequent statements. Disputed transactions must be resolved with the card issuer and the bank by the cardholder. The Cardholder must notify the bank immediately for resolution and the current AIANS Treasurer should be informed as well.

G. PROTECTING AND SAFEGUARDING THE CREDIT CARD

Lost or stolen cards must be reported immediately, within two (2) business days, to the current AIANS Treasurer.
Newly issued cards should be signed immediately by the cardholder upon receipt.



When using the card for approved internet transactions, care should be taken that the site utilizes recognized encryption technology. Card numbers should not be saved or stored in online accounts. When the component credit card has expired and/or the cardholder has received a new component credit card, the cardholder should cut the card in half and discard it.

H. CONTACT INFORMATION

For any issues, comments, or questions regarding this Component Credit Card Policy, please contact the current AIANS Treasurer at treasurer@aians.org.

APPROVED FOR YEAR 2025

Date: 4/4/25

Dana Napurano
By: Dana Napurano, AIA
Secretary