

**BOARD OF EXAMINATION AND
REGISTRATION OF ARCHITECTS
BY-LAWS**

**Adopted June 1983
Amended September 1986
Amended October 26, 1987
Amended October 22, 1990
Amended March 11, 1992
Amended October 24, 2001
Amended March 20, 2002
Amended August 2002
Amended October 2003**

1. **NAME:** The name of this Board shall be the "Board of Examination and Registration of Architects" and shall be hereinafter referred to as the "Board". The Board operates within the office of the State of Rhode Island "Boards of Design Professionals".
2. **PROCEDURE:** The latest edition of Robert's Rules of Order is adopted as the rules for conducting the business of this Board at its meetings.
3. **COMPLAINTS, HEARINGS:** It is the function of the Board to regulate the practice of architecture within the State of Rhode Island as defined by the General Laws. The Board will administer this function to investigate complaints and conduct hearings in accordance with Section IX of the Rules of the Board.
4. **OFFICE:** The chief place of business shall be at the office of the "Boards of Design Professionals".
5. **MEETINGS:**
 - (a) Posting of Meetings. All meetings shall be publicly posted as required by law.
 - (b) Annual. The Annual meeting of the Board shall be held in May of each year.
 - (c) Regular. The Regular meetings of the Board shall be called for the time and place designated at a previous meeting of the Board. Notices of meeting shall be mailed to each member at least seven days prior to the first day of the scheduled meeting. Unless the notice specifically

stipulates otherwise, any regular meeting of the Board may act upon any and all matters coming within the jurisdiction of the Board.

- (d) Special. A Special meeting of the Board shall be called upon the written request of any member, to the Chair or Secretary of the Board. Such written request shall state the reasons for such meeting and, except by the unanimous consent of all five members, no other business, than that covered by the written request, shall be considered by said special meeting.
- (e) Where the Board has not set the time or place for holding any meeting, the Chair or Secretary shall have the power, in the order named, to designate both the time and place of the meeting.
- (f) The Board, at its discretion, may postpone any meeting. For special meetings, the postponement shall be to a certain date as set forth in the notice of postponement.

6. ELECTION OF OFFICERS: The election of officers shall take place at the Annual Meeting of the Board, and the Board shall elect from its members a Chair, Vice Chair, and Secretary. The term of the Officers so elected shall be for one year, but each shall continue to serve until a successor has been appointed. The term of office shall begin the first of June following appointment.

7. DUTIES OF OFFICERS:

(a) The Chair of the Board shall preside at all meetings, appoint all committees, which shall be subject to confirmation by vote of the members of the Board, and shall perform all other duties ordinarily pertaining to the Office of the Chair as herein prescribed or as may be directed by the Board. The Chair shall be "Ex-Officio" member of all committees.

(b) The Secretary, with the assistance of such clerical help as the Board may provide, shall carry out the duties prescribed for the office and shall perform all other duties ordinarily pertaining to the Office of Secretary, or as herein prescribed or directed by the Board. The Secretary shall be charged with the custody of all records and property of the Board, including the official seal of the State of Rhode Island.

8. ORDER OF BUSINESS: The order of business at any meeting of the Board shall be as determined by the Chair and shall include the following:

- (a) Call to order
- (b) Reading of the minutes
- (c) Applicants for examination
- (d) Applicants for reciprocal transfer
- (e) Applicants for COA
- (f) Reading of Committee and other reports
- (g) Reading of communications
- (h) Unfinished Business
- (i) New Business
- (j) Executive Session (if required)
- (k) Election of Officers (Annual meeting only)
- (l) Adjournment

9. VOTING:

(a) Voting. Three members of the Board shall constitute a quorum but action shall not be deemed to have taken upon any question unless there are three votes in accord. Provided, however, that in the revoking of certificates, a unanimous vote of the Board shall be had.

10. FINANCE: All monies shall be paid out as provided by the Laws of the State. All vouchers shall be signed by the Board's State designated staff representative who shall then present them to the State Treasurer for payment. The State Treasurer's warrants shall be returned to the designated staff representative for recording in the financial record of the Board who shall then distribute them upon request to the Board.

11. RECORDS: The following records shall be kept by the Secretary (or the designated staff representative) and shall constitute the official records of the Board.

- (a) Minutes. A loose-leaf book shall contain, in proper order, the minutes of all meetings of the Board.
- (b) Record. A computer record and hard copy file shall contain the name, addresses of each architect and of each authorized firm, along with respective certificate of

authorization (COA) number, date of issuing certificate, kind of certificate, record of fees paid, and actions thereon.

12. FEES (All fees are Non-Refundable):

(a) Registration -

- (1) Architectural Registration Examination (ARE) – The fee shall be consistent with those examination fees for each division of the examination as established by NCARB.
- (2) Registration by Reciprocity - \$200.00.
- (3) Biennial Renewal - \$100.00.
- (4) Replacement of Wall Certificate or Wallet Card - \$25.00.
- (5) Renewal of Expired Certificate of Registration - \$50.00 additional for each year or part of year plus \$100.00 late charge.
- (6) Issuance of “Architect Emeritus” title and certificate - \$50.00 (one time fee).
- (7) Biennial Renewal - Failure to provide complete and accurate information will result in the return of the renewal form and will subject the applicant to a additional fee - \$25.00.

(b) Certificate of Authorization –

- (1) Initial Application - \$100.00
- (2) Biennial Renewal - \$100.00
- (3) Replacement of Wall Certificate - \$25.00
- (4) Renewal of Expired Certificate of Authorization - \$50.00 additional for each year or part of year plus \$25.00 late charge.
- (5) Biennial Renewal - Failure to provide complete and accurate information will result in the return of the renewal form and will subject the applicant to an additional fee - \$25.00.

13. SEAL: The Board’s seal is an embossed circular seal consisting of two concentric circles; the outer being 2” inches in diameter and the inner being 1 ½” inches in diameter. The

inner circle shall contain the State emblem. The space between the outer and inner circle shall contain the words “Board for Examination & Registration of Architects”.

14. MODIFICATIONS:

(a) The Board, at its own discretion, may reconsider, modify, suspend or revoke all or parts of any order, decision, rule or by-law previously made or adopted by the Board.

(b) Such modifications may be carried out by a unanimous vote of four members at any meeting of the Board.

**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
BOARD OF EXAMINATION AND
REGISTRATION OF ARCHITECTS**

Concise Statement of Principal Reasons for Amendments of the Rules of the Board regarding Inter-Jurisdictional Practice and Continuing Education and of the By-Laws of the Board regarding the correction fee for incomplete renewal applications for registration and certificate of authorization and the biennial renewal fee for Certificate of Authorization for Architects

Pursuant to Rhode Island General Laws Section 42-35-3, the Rhode Island Board of Examination and Registration of Architects (the "Board") hereby issues on the 19th day of November 2003, this concise statement of the principal reasons for amendments of its Rules of the Board regarding inter-jurisdictional practice and continuing education and of the By-Laws of the Board regarding the correction fee for incomplete renewal applications for registration and certificate of authorization and the biennial renewal fee for certificate of authorization for architects (the collectively "Regulations"), incorporating herein its reasons for overruling any considerations urged against their adoption, if any. In the amendment of the Regulations, the Board has determined as follows:

1. ***There is a need for adoption of the Regulations.*** There have been many questions from the registrants of why the Board is requiring continuing education. The Board is developing a statement of purpose of continuing education to explain and clarify to the registrants why the Board is requiring continuing education. The Board is also developing criteria for acceptability of continuing education credit for registration, which will enable the Board to have criteria in order to review the continuing education submitted by the registrants. The Board is implementing an additional \$25 fee that will be charged to the registrant for the return of incomplete renewal applications for registration and certificate of authorization. The Board is increasing the biennial renewal fee for certificate of authorization to make the fee consistent with a biennial renewal period.
2. ***There are no alternative approaches to the Regulations which would be as effective and less burdensome.*** There are no alternative approaches, since the explanation and criteria for continuing education is needed in order to enforce the Board's requirement of continuing education and the imposing additional fees for any corrections in a registrant providing incomplete or inaccurate information, and the increase in the biennial renewal fee for certificate of authorization to standardize the Board's fee system.
3. ***No other state regulations will be overlapped or duplicated by the Regulations.*** The Board has exclusive jurisdiction concerning the qualifications of, testing and examination of, licensing of, continuing education requirements for, and practice by architectural professionals in this state. Therefore, no other state regulations will be overlapped or duplicated by these amendments.
4. ***The Regulations will not have a significant adverse economic impact on small business or any city or town.*** The statement of purpose for continuing education will have a positive impact since it is explaining and clarifying to the registrants the Board's requirement for continuing education and implementing criteria in relation to continuing education credits for registration and further will enable the Board to utilize standard criteria when reviewing continuing education credits submitted by the Registrants. The fee increases will have no impact on the registrants.

Rhode Island Board of Examination
and Registration of Architects

By: _____
Dana M. Newbrook, NCARB, AIA
Board Chair

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
BOARD OF EXAMINATION AND
REGISTRATION OF ARCHITECTS

FINAL DECISION AND NOTICE OF ADOPTION
OF
RULES OF THE BOARD REGARDING
INTER-JURISDICTIONAL PRACTICE AND
CONTINUING EDUCATION
AND
BY-LAWS REGARDING THE CORRECTION FEE FOR
INCOMPLETE RENEWAL APPLICATIONS FOR REGISTRATION
AND BIENNIALRENEWAL FEE FOR CERTIFICATE OF AUTHORIZATION FOR ARCHITECT

On November 19, 2003, in accordance with Rhode Island General Laws Section 42-35-3, the matter of the consideration for adoption of new Rules of the Board regarding inter-jurisdictional practice and continuing education and By-Laws regarding the correction fee for incomplete renewal applications for registration and biennial renewal fee for certificate of authorization for architects (the "Rules") in accordance with the provisions of Rhode Island General Laws Section 5-1-5 was heard before the Board of Examination and Registration of Architects of the State of Rhode Island (hereinafter, the "Board").

All interested persons having been allowed to submit, orally and in writing, data, views or arguments respecting the Rules; a stenographic record of the hearing having been made; the Board having determined that there is a need for adoption of the Rules in accordance with Rhode Island General Laws Section 5-1-5, that there are no alternative approaches to the Rules which would be effective and less burdensome, that no other state Rules will be overlapped or duplicated by the Rules, and that the Rules would not have a significant adverse economic on small business or any city or town; and a vote thereon having been taken in accordance with applicable law on November 19, 2003, **the Board does hereby ADOPT the Rules effective as the 19th day of November 2003.**

This Final Decision and Notice of Adoption, **hereby issued on this 19th day of November 2003**, shall constitute the final administrative action taken by the Board on this matter.

Board of Examination and
Registration of Architects

By: _____
Dana M. Newbrook, NCARB, AIA
Board Chair

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
BOARD OF EXAMINATION AND
REGISTRATION OF ARCHITECTS

CERTIFICATE OF TRANSMITTAL
TO RHODE ISLAND SECRETARY OF STATE'S OFFICE
PURSUANT TO R.I.G.L. SECTION 42-35-4
OF
RULES OF THE BOARD REGARDING
INTER-JURISDICTIONAL PRACTICE AND
CONTINUING EDUCATION
AND
BY-LAWS REGARDING THE CORRECTION FEE FOR
INCOMPLETE RENEWAL APPLICATIONS FOR REGISTRATION
AND BIENNIALRENEWAL FEE FOR CERTIFICATE OF AUTHORIZATION FOR ARCHITECT

I, Dawne Broadfield, Board Executive and keeper of the records of the Board of Examination and Registration of Architects of the State of Rhode Island (hereinafter, the "Board"), hereby certify **on this 16th day of December 2003** that attached hereto is a true and accurate copy of the Board's Rules of the Board regarding inter-jurisdictional practice and continuing education and By-Laws regarding the correction fee for incomplete renewal applications for registration and biennial renewal fee for certificate of authorization for architects (the "Rules") which were passed by the Board on November 19, 2003 in compliance with the procedural requirements of Rhode Island General Laws Section 42-35-3, as well as true and accurate copies of the Board's Final Decision and Notice of Adoption of the Rules and the Board's Concise Statement of Principal Reasons for Adoption of the Rules which incorporates its reasons for overruling any considerations urged against their adoption.

Dawne Broadfield
Board Executive to the
Board of Examination and Registration
of Architects

CERTIFICATION

I, the undersigned, do hereby certify that original copies of the foregoing have been hand-delivered, this 16th day of December 2003, to: Rhode Island Secretary of State, Office of Administrative Records, Attn: Director, 337 Westminster Street, Providence, RI 02903.