

POLICIES OF THE AMERICAN SOCIETY OF INTERIOR DESIGNERS

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Overview: These Policies supplement and add procedural and other detail to the Society's Bylaws which reside in a separate document, thereby requiring the reader to consider this information in concert with those Society Bylaws.

A. SOCIETY MEMBERSHIP

ARTICLE I. MEMBERSHIP ADMINISTRATIVE POLICIES

(Article I, Section 4, Section 5 #4 revised October 2022 / Section 1 #1, #2, #3, Section 2 revised October 2023)

Section 1 – Qualifications for Membership

1. Individual Membership

a. Practitioner Member

i. Professional Practitioner

Appellation: ASID

Path 1: Completion of 40 semester/60 quarter hours of interior design education from an institution accredited by the appropriate regional or national institutional accrediting body AND successful completion of the National Council for Interior Design Qualification Examination or equivalent examination approved by the Board OR legal registration in interior design by any state or similar governmental authority that adopted a general interior design qualification law prior to August 17, 1993, provided that such registration remains legally effective (meaning the individual takes the necessary steps to maintain their registration, membership would not be forfeited in instances in which a member loses registration due solely to action taken by the state eliminating registration in the state) and provided further that application therefore was filed in accordance with guidelines by no later than March 31, 1994.

Path 2: Completion of 40 semester/60 quarter hours of architecture education from an institution accredited by the appropriate regional or national institutional accrediting body AND successful completion on the Architect Registration Exam (A.R.E.) administered by NCARB or equivalent examination.

ii. Allied Practitioner

Appellation: ASID Allied

Path 1: Completion of 40 semester/60 quarter hours of interior design education from an institution accredited by the appropriate regional or national institutional accrediting body and does not otherwise qualify as Professional Practitioner member.

Path 2: Completion of 40 semester/60 quarter hours of architecture education from an institution accredited by the appropriate regional or national institutional accrediting body and does not otherwise qualify for Professional Practitioner member.

iii. Associate Practitioner

Appellation: ASID Associate

Completion of a minimum of college-level associate degree in any major demonstrated by transcript from an institution accredited by the appropriate regional or national institutional accrediting body AND six (6) years of documented full time interior design practice and does not otherwise qualify as Professional or Allied Practitioner member.

b. Educator Member

Appellation: ASID Educator

Those individuals employed as faculty or staff within a post-secondary program of interior design education at any higher education institution including a university, college, or accredited school of interior design. Post-secondary program of interior design education must require completion of 40

semester/60 quarter hours of interior design education. Institution must be accredited by the appropriate regional or national institutional accrediting body. Educators who qualify for Practitioner membership may use an ASID appellation and must fulfill all requirements and obligations of Practitioner membership.

c. **Student Member**

Appellation: ASID Student

Those individuals actively enrolled as a student in a post-secondary program of interior design education being presented at any higher education institution including a university, college, or accredited school of interior design. Program of interior design education must require completion of 40 semester/60 quarter hours of interior design education from an institution accredited by the appropriate regional or national institutional accrediting body. Enrolled students may maintain student membership for a maximum of six years. After six years have passed, the membership will not be renewed but the student may appeal the decision in writing by providing proof of current enrollment in a program eligible for student membership.

d. **Affiliate Member**

Appellation: ASID Affiliate

Those individuals, other than Practitioner, Educator, or Student, that support the profession of interior design and do not otherwise qualify for any other Individual member category.

2. **Organization Membership**

a. **Industry Partner**

Any supplier of a product or service to the interior design profession. An Industry Partner may have a retail component to their business but must demonstrate the existence of a specific “to the trade” program in the way of a dedicated sales representative, discount program, etc. All aspects of an Industry Partner’s business must be in accordance with the Society’s purpose and strategic guideposts.

A designated number of employees of Industry Partner may be provided Affiliate Member status. The member will notify ASID of the designees that are selected to receive member status. Designees of an Industry Partner who qualify for Practitioner or Educator Member status may use respective ASID appellation and must fulfill all requirements and obligations of Individual membership category.

Should an Industry Partner be terminated, then its designees will lose membership status. ASID may contact individuals to offer Individual membership, or the individual may otherwise apply for membership on their own.

b. **Firm Partner**

Any business with interior design as all or part of the company’s service offerings. All aspects of a Firm Partner’s business must be in accordance with the Society’s purpose and strategic guideposts.

A designated number of employees of Firm Partner may be provided Affiliate Member status. The member will notify ASID of the designees that are selected to receive member status. Designees of a Firm Partner who qualify for Practitioner or Educator Member status may use respective ASID appellation and must fulfill all requirements and obligations of Individual membership category.

Should a Firm Partner be terminated, then its designees will lose membership status. ASID may contact individuals to offer Individual membership, or the individual may otherwise apply for membership on their own.

c. **Higher Education Partner**

Any post-secondary, higher education institution including a university, college, or accredited school of interior design. Institution must offer a post-secondary program of interior design education that requires the completion of 40 semester/60 quarter hours of interior design education. All aspects of a Higher Education Partner’s business must be in accordance with the Society’s purpose and strategic guideposts.

A designated number of students, faculty, and staff may be provided Affiliate Member status. The member will notify ASID of the designees that are selected to receive member status. Designees of a Higher Education Partner who qualify for Student, Educator, or Practitioner Member status may use respective ASID appellation and must fulfill all requirements and obligations of Individual membership category.

Upon graduation, Student members of a Higher Education Partner may maintain membership through Individual membership category.

Should a Higher Education Partner be terminated, then its designees will lose Individual membership status. ASID may contact individuals to offer Individual membership, or the individual may otherwise apply for membership on their own.

d. Affiliate Partner

Any organization, other than Company, Firm, or Higher Education Institution, that supports the profession of interior design. All aspects of an Affiliate Partner's business must be in accordance with the Society's purpose and strategic guideposts. Affiliate Partner must not qualify for membership under any other Organization category.

A designated number of employees of Affiliate Partner may be provided Affiliate Member status. The member will notify ASID of the designees that are selected to receive member status. Designees of an Affiliate Partner who qualify for Practitioner or Educator Member status may use respective ASID appellation and must fulfill all requirements and obligations of Individual membership category.

Should an Affiliate Partner be terminated, then its designees will lose Individual membership status. ASID may contact individuals to offer Individual membership, or the individual may otherwise apply for membership on their own.

3. Special Status Individual Membership

a. Fellowship Status

Appellation: ASID Fellow or FASID

Fellowship may be granted to an Individual Practitioner Member – Professional Practitioner who has shown distinction in fulfilling the criteria established by the ASID Council of Fellows.

b. Honorary Fellowship Status

Appellation: ASID Hon. Fellow or Hon. FASID

Honorary Fellowship may be granted to Individuals who are not Individual Practitioner members who have shown distinction in fulfilling the criteria established by the ASID Council of Fellows.

Section 2 – Rights and Responsibilities

1. The Society's Board of Directors will set a CEU requirement biennially.
 - a. Professional, allied, and associate retired members; professional, allied and associate inactive members; professional life members; and Industry Partners shall not be required to comply with this requirement.
2. Use of the ASID Member mark is permitted for use by members in good standing in a membership category and may only be used in accordance with guidelines established for the Member mark.
3. Upon approval or renewal of membership, members will confirm that they have read, support, and will adhere to the Code of Ethics.
4. Organization members may identify themselves to the public and may use the designated Partner emblem for all business purposes inclusive of product advertising and promotion.
5. Society and chapter Board members shall not make reference to such elected office in connection with any advertising or other promotion of their professional services or in endorsement of any product or services.

Section 3 – Dues Exemptions

1. The catastrophic illness dues exemption can only be requested if it is:
 - a. The member who is suffering the illness, or
 - b. Someone in the member's immediate family whose illness requires that the member temporarily give up his/her design practice. Immediate family is defined as a spouse, life partner, parent, son or daughter.

Section 4 – Membership Reinstatement

1. All resignations of membership must be submitted in writing; electronic or otherwise, prior to the next billing cycle, and directly to HST.
2. Memberships that becomes 60 days delinquent in dues will be suspended for non-payment, during which time all rights, privileges, and benefits of the membership will also be suspended. Suspended memberships may be reactivated through payment of outstanding dues, and any fees assessed.
3. Suspended memberships that remain unpaid after one year from the current term start date, will be terminated.
4. Former members who voluntarily terminate their membership in good standing, have up to five (5) years to apply for reinstatement of the membership without requalification.
5. Former members who voluntarily terminate their membership in good standing, who have been terminated for more than five (5) years must apply as new and requalify based on the current membership qualification requirements.
6. Former members who were terminated for non-payment of dues, must pay all outstanding dues, and any fees assessed prior to, or at the time of re-application.
7. Memberships that are suspended as a result of disciplinary proceedings, may only be reinstated once the period of suspension or disqualification has expired.
8. Memberships that are terminated as a result of disciplinary proceedings, may only be reapplied for once the period of termination or disqualification has expired.

Section 5 – Disciplinary Proceedings

1. Any complaint alleging misconduct by a member will be reviewed by the Ethics Review Panel.
2. If the Ethics Review Panel determines that the complaint does warrant a disciplinary hearing, procedures outlined in the published Ethics Complaint procedure document will be followed.
3. The Ethics & Professional Responsibility Committee shall notify the participants in accordance with published Ethics Complaint procedures they are beginning to adjudicate the case.
4. Unless arranged otherwise, all parties may participate in the disciplinary hearing via video conferencing. Hearings shall not be in person.

ARTICLE II. EXTERNAL RELATIONSHIPS/ACTIVITIES

Section 1 – External Relationships

1. The Interior Design Continuing Education Council (IDCEC) - ASID recognizes the reciprocity of Continuing Education Units (CEUs) among the member organizations.
2. Council for Interior Design Qualification (CIDQ) - ASID recognizes the NCIDQ exam as the professional qualification exam.

ASID may form relationships with other organizations that further the profession of design and align with the strategic plan.
3. ASID may sign or join other membership organizations that further the profession of design and align with the strategic plan.
4. Only HST or Board appointed representatives may represent ASID members or ASID chapters in dealing with matters addressed by interior design coalitions.

ARTICLE III. REGISTRATION, LICENSING, LEGISLATIVE ACTION

Section 1 – Registration, Licensing, Legislative Action

1. ASID supports the pursuit of legal recognition of the profession of interior design that:
 - a. Does not limit, restrict, or prevent the practice of interior design.
 - b. Does not limit, restrict, or prevent anyone from using the title “interior design” or “interior designer”.
 - c. Allows state-qualified interior designers to (a) use the title “registered,” “certified” or “licensed” interior designer and (b) perform such additional services related to the practice of interior design as applicable governing jurisdictions deem appropriate for state-qualified interior designers to perform.
2. ASID supports/recognizes the Council for Interior Design Qualifications (CIDQ) as the body whose professional exam tests minimum competency for state qualified interior designers.
3. ASID recognizes the National Council of Architectural Registrations Boards (NCARB) as the body whose professional exam tests minimum competency for state qualified architects.

Section 2 – Advocacy and Policy

1. The ASID Board of Directors may adopt position statements affecting the interior built environment, business issues affecting Interior Designers, and/or the health, safety, and welfare of the public.
2. The ASID Board of Directors may adopt position statements on the international, national, and/or local level.

B. SOCIETY ORGANIZATION

ARTICLE I. INTERNAL MANAGEMENT PROCEDURES

(Article I, Section 1 #3 revised October 2022 / Section 2 #4 added September 2025)

Section 1 – Administrative Policies Applicable to the Society

1. Any national representative of ASID (staff, nationally elected officer or board member, committee member or consultant) shall scrupulously adhere to an unbiased position in regard to representation of each member of the Society.
2. All correspondence from Council, Committee, and Task Force members must copy HST.
3. Staff shall not bind the Society to any contract, agreement, or endorsement through correspondence or otherwise without approval from HST head of Finance or executive officer.
4. With the exception of records documenting suspension or termination associated with ethics related cases, or as a result of disciplinary proceedings, the Society has the authority to destroy hard-copy or electronic versions of members' files five (5) years subsequent to a termination date.
5. A portion of the Society's Budget will be designated in support of the ASID Foundation.

Section 2 – Board Meetings

1. At its discretion, the Board may call for a closed session.
2. Board meetings shall be recorded to assist in the composition of Board minutes. Such recordings will be destroyed after the Board approves the minutes.
3. The Chair, at his/her discretion, may place items that are going to come before the Board for its consideration on a Consent Agenda, subject to the removal of an item from the Consent Agenda at the request of any member of the Board.
4. Per majority vote of the Board, an Ex Officio member of the Board may be temporarily dismissed from a meeting of the Board for the duration of discussing a topic involving that individual Board member. Dismissal may be requested by the Chair, or a Board member provided the reason for dismissal is stated in the presence of the full Board and the individual being requested to leave the meeting.

ARTICLE II. RESPONSIBILITIES OF THE BOARD

(Article II, Section 1 #4 revised January 2024)

Section 1 – Chair, Chair-Elect and Past Chair of the Society

1. Review the performance of the President/CEO semi-annually.
2. Provide strategic leadership, governance, and fiduciary stability for the Society.
3. The Society Chair has the responsibility and authority, within the limits of the Bylaws and Policies, to accomplish the following:
 - a. Act as a spokesperson for the Society.
 - b. Promote interest and participation in the Society on the part of members.
 - c. Delegate assignments to other members of the Society.
 - d. Work in partnership with the President/CEO on behalf of the Society.
4. Officers of the board should refrain from providing letters or other formats of recommendation and/or referral for any persons for ASID positions, awards, etc., during the officer's term of service, as this may be construed as an endorsement by the organization.

Section 2 – The Society Board of Directors (herein called “the Board”)

1. The Board is the legal representative of the Society. Its role is to establish strategic direction, make decisions, set policies, and act with fiduciary responsibility to ensure the Society's continuity.

2. Represent the overall welfare of membership in the governance of the Society and communicate to its members.
3. Responsibilities of the Board to Chapter Leadership
 - a. Share the Society's strategic plan with all chapters.
 - b. Provide support to develop and monitor each chapter's strategic management and health as a chapter.
4. Responsibilities of the Society to the Board
 - a. Provide training to enhance the Board's effectiveness.
 - b. Support the Board to delegate, monitor and otherwise connect governance to management.
5. The Board shall have the following committees:
 - a. Audit
 - b. Governance
 - c. Finance
 - d. CEO Assessment
 - e. And any other ad-hoc committees that it shall create on an as needed basis

Section 3 – At-Large Society Director with Financial Oversight

1. In addition to the responsibilities of At-Large Society Director he/she shall:
 - a. Serve on the Board's Finance Committee.
 - b. Oversee all financial functions of the Society in consultation with the HST.

Section 4 – Sudden Loss of Chief Executive's Services

1. In order to protect the Board from sudden loss of the Chief Executive's services, the President/CEO shall have one other staff executive and one other employee familiar with the Board and Executive issues and processes.
2. In the event of sudden loss of the Chief Executive's services, the Board will appoint an interim Chief Executive officer until an executive search can be conducted and completed.

ARTICLE III. NOMINATIONS AND ELECTIONS

(Article III, Section 2 revised September 2016 / Section 1 #1, revised October 2022 / Section 3 added September 2025)

Section 1 – General

1. Any candidate for Society or chapter office who has been censured or reprimanded as a result of disciplinary action will disclose this information to the Governance Committee upon notification of his/her consideration for an elected position on a Society or chapter board, including director and officer positions.
2. Challenges to elections shall be made according to established procedures.

Section 2 – Society

1. Individuals may be identified as candidates for Society office in any of the following ways:
 - a. A Board approved form.
 - b. Nonbinding nominations by chapters.
 - c. Petitions, as provided in petition guidelines.
 - d. Identification by the Society Governance Committee of qualified candidates.
2. Society Candidates

- a. A single slate of candidates shall be selected for the Board of Directors; each candidate to be approved or rejected by eligible voters.
 - b. If a candidate is not a member of ASID at the time of announcement of the single slate of candidates to be presented to the Board of Directors, they shall apply for membership prior to the slate being issued to eligible voters for approval or rejection.
 - c. All candidates shall maintain their membership throughout their Board term.
3. Ex-Officio Board Candidates
- a. The ASID President/Chief Executive Officer shall serve as one of the two non-voting Ex Officio members of the Board, subject to the requirements of the Bylaws.
 - b. Ex-Officio candidates shall be identified for Society office as outlined herein, shall be approved by the Board of Directors, and shall not be subject to being approved or rejected by eligible voters.

Section 3 – Vacancies

- 1. Vacancies in the position of:
 - a. Society Chair shall be filled by the Society Chair-Elect.
 - b. Society Chair-Elect shall be filled by a qualified Professional member who has been submitted by the Society Governance Committee and approved by the Board.
 - c. Immediate Past Chair shall be filled by a qualified Professional member who has served in the position of Chair of the Society within the past five (5) years and who has been submitted by the Society Governance Committee and approved by the Board.
 - d. Society At-Large Director shall be filled by a qualified member who is submitted by the Society Governance Committee and approved by the Board.
 - e. Society Industry Partner Representative to the Board shall be filled from among the remaining nominees for the position from the last election and submitted by the Society Governance Committee and approved by the Board.

ARTICLE IV. SOCIETY COMMITTEES, COUNCILS AND TASK FORCES

Section 1 – Society Committees, Councils and Task Forces

- 1. Working Committees and Task Forces shall be established by the Board as needed to support the Society's Strategic and Work Plans and shall be constituted and staffed as provided in the guidelines.
- 2. Committees, Councils and Task Forces:
 - a. May not speak or act for the Board except when formally given such authority by the Board for specific and time-limited purposes.
 - b. Support the Board and HST, by providing the research and analysis necessary to develop alternatives and implications for the Board's deliberation. They are created by the Board to advise the team of the Board and HST.
 - c. Shall take into consideration the Society as a whole when performing their assigned task.
 - d. Shall be given a clear definition of purpose and/or the work to be performed.
 - e. Shall make interim progress reports to the Board for its review at each Board meeting.
- 3. Responsibility for keeping the Board advised of the work of each committee, council or task force lies with its respective chair.
- 4. Members of Society councils and committees shall serve staggered yearly terms.
- 5. There shall not be an Executive Committee of the Board; rather actions and discussions shall be undertaken by the full Board.
- 6. The Governance Committee shall consist of:
 - a. Past Chair (who will serve as the Chair of the Governance Committee)

- b. One first-year Director-At-Large (Two-year term)
- c. One second-year Director-At-Large
- d. One Director-At-Large (Second year preferred)

C. SOCIETY FINANCIAL

ARTICLE I. FINANCE

(Article I, Section 3 revised February 2017 / Section 1 revised October 2023 / Section 1 #10 revised October 2024)

Section 1 – General

1. The Society's fiscal year shall be October 1 through September 30.
2. The Society may reimburse chapters for extraordinary travel costs for required training.
3. Membership dues paid to the Society are nonrefundable exempting special promotions.
4. Members who have not paid dues within 60 days of invoicing may be subject to a late fee.
5. The Society shall maintain only those bank accounts that are necessary for the operation of the Society's business.
6. The Society's Finance Committee shall provide oversight of all investments.
7. The Society is authorized to use a portion of the society's investment fund to be used for funding the development of new non-dues revenue programs.
 - a. Once a Non-dues revenue project becomes profitable (positive cash flow), dollars must begin to be returned to the fund (investments); each project will be unique, and the rate of return will be determined as part of the project planning process.
8. ASID will not release the ASID postal mailing or email lists to third-party vendors.
 - a. ASID reserves the right to release personal information to third-party vendors for marketing purposes that ASID believes offer a beneficial service or product to members.
 - b. All allowed postal mailing list rentals will be done via a designated print house. ASID requires the print house to protect member privacy and not disclose members' personal information to any other party.
 - c. Email solicitations to the ASID membership will be solely at ASID discretion. Any email transmissions will be managed by ASID headquarters staff.
 - d. Individuals may opt out of including their contact information on ASID postal mailing and email lists that are rented to third-party vendors.
9. No member of the current seated Board of Directors shall accept any compensation from Society or any chapter for rendering any Contract Service, without first informing HST of such engagement and the nature of such compensation.
10. The Society's Board of Directors are responsible for making sure that the Society's debt and lines of credit are aligned with the Society's financial health and adhere to a conscientious and reasonable standard of care.
 - a. Loans and Lines of Credit are subject to policies set forth by the banking or credit institutions and must have written and signed approval from the following:
 - i. The Society's Finance Committee; quorum and voting requirement applies. The Committee Chair may sign once approved as set forth herein.
 - ii. The Society's Chair and either the
 1. President/CEO, or the
 2. Society's Head of Finance
 - b. This policy should be reviewed at least every two years (even years), or more frequently if there are significant changes in the Society's financial situation or the lending landscape.

Section 2 – Travel and Related Expense Reimbursement

1. Reimbursement shall be made only for reasonable expenses directly related to the conduct of Society business.

2. No member of the Society may charge expenses in the name of the Society without prior specific authorization from HST.
3. Annually, HST shall set limits for expenses.
4. Chapters requesting visits by the Board, any Council member, or HST must be willing to provide funds to cover travel or be in accordance with the Society's budget.

Section 3 – Honorariums

1. The following Directors shall be paid an annual \$12,000 honorarium during their term in office:
 - a. Chair
 - b. Chair-Elect
 - c. Immediate Past Chair
2. The amount of said honorarium shall be determined by the Board's Finance Committee annually and subject to a vote of the full Board.
3. The honorarium shall be paid in four (4) equal quarterly installments.
4. Officers may elect to donate all or part of their annual honorarium to the ASID Foundation.
5. Chapter Officers shall not be paid honorariums.

Section 4 – Society Officers Expense Reimbursement

1. Society Directors may be reimbursed for
 - a. Reasonable expenses outlined in the Travel Policy.
 - b. Total expenses shall not exceed an amount set annually by HST.

D. CHAPTER

ARTICLE I. CHAPTER TRAINING

(Article I, Section 1 revised November 2023)

Section 1 – Chapter Leadership Development

1. Each year there shall be at least one (1) Society chapter leadership development opportunity whose purpose is to:
 - a. Provide a forum for the identification and discussion of issues of chapter and/or Society concern.
 - b. Provide training and orientation for chapter leadership.
 - c. Encourage networking opportunities among chapter leadership.

E. CHAPTER ORGANIZATION

ARTICLE I. INTERNAL MANAGEMENT PROCEDURES

Section 1 – Administration Policies – Applicable to Chapters

1. Each chapter's mission statement is set by the Society.
2. The Chapters' purposes and activities are set by the Society's bylaws.
3. The Chapter's strategic plan is set by the Society.

ARTICLE II. JOB DESCRIPTIONS

(Article II, Section 1 #8 revised October 2022 / Section 1 #8 revised January 2024)

Section 1 – Chapter Board Position Responsibilities

1. Chapter President
 - a. Basic functions are to
 - i. Serve as chief elected officer, representing the entire membership and best interests of the chapter.
 - ii. Exercise personal leadership in the motivation of other officers, Board members, committee members, and staff.
 - iii. Implement approved strategic plan for the chapter during term of office.
 - iv. Facilitate the chapter board in understanding its role and responsibilities.
 - v. Act as spokesperson and inspirational leader and takes an important part in monitoring and evaluating chapter performance and effectiveness.
 - b. Duties, responsibilities, and authority: within the limits of the Bylaws and Policies, the Chapter President has the responsibility and authority to accomplish the duties set forth:
 - i. Ensures that all chapter communications are conducted in accordance with the ASID brand.
 - ii. Presides at and attends all meetings of the chapter board of directors.
 - iii. Keeps the chapter board and officers fully informed on the conditions and operations of the chapter.
 - iv. Works with the chapter board in seeing that the strategic plan is implemented to further the goals and objectives of the Society and chapter.
 - v. Oversees chapter committees and task forces.
 - vi. Supports policies and programs adopted by the national and chapter boards of directors.
 - vii. Promotes interest and active participation in ASID.
 - viii. Presents an annual report at the chapter annual meeting.
 - ix. Acts as spokesperson for the chapter to the media, legislative bodies, and related organizations.
 - x. In cooperation with the board member with financial oversight responsibility, operates within an annual budget.
 - c. Relationships
 - i. Non-voting member of the chapter board of directors except in case of a tie vote of the board.

2. Chapter President-Elect

- a. Basic functions are to
 - i. Assume the responsibilities of the Chapter President in his/her absence.
 - ii. Assist the Chapter President in carrying out the functions of that office and perform specific duties delegated by the Chapter President.
 - iii. Facilitate the chapter board in understanding its role and responsibilities. This position shall be used as orientation for the future chapter presidency.
- b. Duties, responsibilities, and authority: within the limits of the Bylaws and Policies, the Chapter President-Elect has the responsibility and authority to accomplish the duties set forth:
 - i. Ensures that all chapter communications are conducted in accordance with the ASID brand.
 - ii. Assumes the duties of the Chapter President in his/her absence.
 - iii. Serves as a voting member of the chapter board of directors.
 - iv. Performs duties assigned by the Chapter President.
 - v. Assists the Chapter President in the performance of his/her duties.
 - vi. Attends the chapter's annual meeting and special meetings as requested by the Chapter President.
 - vii. Chairs the chapter's Strategic Planning Committee.
 - viii. Participates in training necessary for orientation as the chapter's future president.
 - ix. Appoints committees and task forces for the fiscal year of his/her presidency.
 - x. Supports the mission of the Society, the policies and programs of the Society and chapter as adopted by national and chapter boards of directors.
 - xi. Responsible for preparation of the Chapter's annual workplan and budget; its presentation to the chapter board for its review/approval.
 - xii. Ensures that the chapter has an active legislative plan.

3. Financial Director

- a. This director is responsible for all chapter funds, in the name of the chapter. He or she is responsible for preparing the chapter's budget, making regular financial reports to the board of directors, rendering an annual financial statement to the chapter membership and maintaining proper financial controls. He or she shall perform all other duties incident to office.
- b. Preparation needed for effective service.
 - i. Receives financial training provided by ASID headquarters.
 - ii. Receives briefing on chapter systems from previous financial director and chapter administrator.
- c. Planning
 - i. The finance director serves on the chapter workplan team and works with the president-elect to develop the budget.
- d. Activities
 - i. Serves as a voting member of the chapter board of directors.
 - ii. Supports the mission, policies and programs of the Society and chapter as adopted by the Society and chapter boards of directors.
 - iii. Ensures that all chapter communications are conducted in accordance with the ASID brand.
 - iv. Receives and deposits all chapter funds in the name of the chapter, in a bank approved by the chapter board of directors. The chapter administrator may carry out this function.

- v. Makes authorized disbursements by check after proper approval by the president or chapter board of directors.
 - vi. Oversees all of the chapter's checking, savings and investment accounts. Only the board of directors can open and close bank accounts.
 - vii. Serves as signatory on accounts.
 - viii. Is responsible for payment of all documented committee expenditures.
- e. Reporting
 - i. Provides the chapter board with a monthly written report on the chapter's income and expenses, bank balances and financial well-being.
 - ii. Prepares an annual financial statement for the chapter membership.
 - iii. Keeps close communication with other officers, especially the chapter president, as to the financial status of the chapter.
 - iv. Prepares or reviews the quarterly chapter financial report, which is required by the Society's guidelines to be submitted to the Society's HST. This must be received by headquarters before release of the check for the chapter's membership dues allocation. Allocations are paid four times per year, after each quarter.
 - v. Responsible for arranging the preparation and submittal of all tax returns (990, 990T and any state returns). Chapters are required to use a paid tax professional for returns.
- 4. Communications Director
 - a. Basic responsibilities are to exercise communications function for the chapter.
 - b. Duties, responsibilities, and authority: within the limits of the Bylaws and Policies, the communications director has the responsibility and authority to accomplish the duties set forth:
 - i. Plans and executes communications functions of the chapter.
 - ii. Serves as a voting member of the chapter board of directors.
 - iii. Supports the mission, policies, and programs of the Society.
 - iv. Ensures that all chapter communications are conducted in accordance with ASID's brand
 - v. Orients successor communications director.
 - vi. Works with HST as needed to develop communications and strategies.
 - vii. Works with committee responsible for chapter award or other volunteer recognition programs.
- 5. Professional Development Director
 - a. Basic responsibilities are to exercise professional development function for the chapter.
 - b. Duties, responsibilities, and authority: within the limits of the Bylaws and Policies, the professional development director has the responsibility and authority to accomplish the duties set forth:
 - i. Plans and executes the professional development and program functions of the chapter.
 - ii. Serves as a voting member of the chapter board of directors.
 - iii. Supports the mission, policies and programs of the Society and chapter.
 - iv. Ensures that all chapter programs are conducted in response to assessed member/ customer information and education needs.
 - v. Ensures that all chapter communications are conducted in accordance with ASID brand.
 - vi. Ensures that all chapter professional development programs are conducted in accordance with ASID's organizational messages and strategic direction.
 - vii. Orients successor Professional Development Director.

6. Membership Director

- a. Basic responsibilities are to exercise membership function for the chapter.
- b. Duties, responsibilities, and authority: within the limits of the Bylaws and Policies, the membership director has the responsibility and authority to accomplish the duties set forth:
 - i. Plans and executes the membership development and retention functions of the chapter.
 - ii. Serves as a voting member of the chapter board of directors.
 - iii. Supports the mission, policies and programs of the Society and chapter.
 - iv. Ensures that all chapter communications are conducted in accordance with ASID brand.
 - v. Ensures that all chapter membership initiatives are conducted in accordance with ASID's organizational messages and strategic direction.
 - vi. Ensures that all chapter membership initiatives are directed towards appropriate audiences and member segments.
 - vii. Orients successor Membership Director.

7. At-Large Director

- a. This chapter board position is to focus on an area of particular importance to the chapter.
- b. The consistent responsibility for all chapter board members-at large, regardless of the position's focus determined by the chapter, will be to work with the chapter committee responsible for ethical issues.
- c. The following are the job responsibilities of a chapter board member at-large:
 - i. Serves as a voting member of the chapter board of directors.
 - ii. Supports the mission, policies and programs of the Society and chapter as adopted by the Society and chapter boards of directors.
 - iii. Ensures that all chapter communications are conducted in accordance with the ASID brand.

8. Student Representative to the Board

- a. Where the chapter includes one or more student chapters in its geographic territory, the board of directors shall include as a voting member thereof, a student member, selected by the board to such position for a single one-year term, from among qualified candidates nominated by student chapter presidents, faculty advisors or chapter board members. Qualifying students may also independently submit applications to the board of directors for consideration in the SRB candidate pool. In order to qualify for such board position, the nominee or applicant must be a student member in good standing in the chapter's geographic area.
- b. The SRB shall be selected by the seated chapter board of directors during dates that coincide with chapter board elections but no later than March 30 of each year to begin serving on the Board October 1.
- c. Basic responsibilities are to represent all student chapters and independent student members within the chapter.
- d. Duties and Responsibilities: Within the limits of the Bylaws and Policies, the SRB has the responsibility to accomplish the duties set forth:
 - i. Attend the Chapter Leadership Conference.
 - ii. Serves as a voting member of the chapter board.
 - iii. Serves as the communication link between the chapter and the student membership at large.
 - iv. Serves as the communication link between the board appointed council and student membership at large.
 - v. Encourages student participation in student programs such as career and professional development opportunities for student members.

- vi. Encourages student participation in all chapter programs.
- vii. Ensures that all student chapter communications are conducted in accordance with the ASID brand identity and standards.
- viii. Maintains communication with chapter president, student affairs chair, student chapter presidents, faculty advisors and student chapter liaisons.
- ix. Maintains and updates contact information for student chapter officer rosters and forwards such information to HST.
- x. Assists the chapter student affairs committee in coordinating chapter sponsored student programs and events such as Career Day.
- xi. Orients successor SRB.

ARTICLE III. NOMINATIONS AND ELECTION GUIDELINES

(Article III, Sections 1 and 3 revised October 2022 / Section 1 #4, #5, Section 2 #3, #4, Section 3 revised November 2023)

Section 1 – Chapter

1. Chapter Nominating Committee:
 - a. The chapter Nominating Committee each year shall be selected by the seated board and consist of no more than five (5) members with the immediate past president serving as chair.
2. All nominating materials and returned results (including both electronic and paper ballots) must be retained by the chapter for a period of two (2) years after the election. (revised 10/09)
3. Ballot results must be opened and/or tabulated by a neutral third party. As an option, a chapter may use a certified outside service (such as a certified public accountant) to receive and count ballots, and to provide an affidavit of results. (revised 10/09)
4. By no later than April 15 of each year, the official chapter election ballots must be available to all eligible voters in the chapter. (revised 10/09)
5. Chapter Candidates/Officers:
 - a. Past Society Officers are not eligible for any chapter elected office, exempting Nominating Committee positions or any appointed positions.
 - b. The student member on the chapter Board (SRB) is responsible for representing all student chapters and Independent Student members within the chapter. One nominee is submitted from each student chapter to the chapter board.
 - c. Directors may not serve more than two full, two-year terms consecutively, however after serving two full, two-year terms, a director is still eligible to serve as president-elect.
 - d. At least one (1) but no more than two (2) members of the chapter board must be an Affiliate Member at any given time. Where a chapter may currently have more than (2) members of the board being Affiliate Members, they may serve the remainder of that specific term before the board must revert to the maximum amount of two (2) Affiliate Members.
 - e. Candidates must have the capabilities to fulfill the duties and responsibilities of the chapter board position as described in these Policies, and expectations as defined in the Chapter Elections Kit.
6. Vacancies in the position of:
 - a. Chapter President shall be filled by the President-elect, provided that the President-elect has completed all presidential training as stipulated by the Chapter Support Team. In the absence of such an individual, the vacancy shall be filled by a qualified professional member who has served on the chapter's board at least one year and no more than five years.
 - b. Chapter President-elect shall be filled by a qualified member approved by the chapter board.
 - c. All vacancies in chapter officer of chapter board positions must be filled within 45 days, unless approval is obtained by the Chapter Support Team.

- d. Except as provided for in sub paragraph 6(a) and 6(b), any other vacancy in the chapter board shall be filled by the candidate who was the next highest vote-getter in the pool of candidates for this position in the last chapter election. In the event that no such candidate is available, the vacancy shall be filled by a qualified member approved by the chapter board.
 - e. The Chapter Nominating Committee shall be filled by qualified members appointed and approved by the chapter board.
 - f. Chapter Nominating Committee Chair shall be filled by a qualified member appointed and approved by the chapter board.
7. Other election policies can be found in the Chapter Election Kit.

Section 2 – Nominations

- 1. The Nominating Committee shall meet and nominate, by majority vote, candidates for each pending vacancy:
 - a. The Nominating Committee has the option to select a pool of candidates greater in number than the number of positions to be filled; or,
 - b. Opt to use a single slate selection process to elect the chapter board.
- 2. No member shall be a candidate for more than one position on either the national or chapter level, including Nominating Committee, at any one time. No member of the Nominating Committee shall be nominated for office, notwithstanding resignation from the Nominating Committee.
- 3. The Nominating Committee must cause its list of nominees to be posted with the chapter administrator (or person designated by the Board for this purpose) as a matter of public record and must forward a copy of the list, as it will appear on the chapter ballot, to HST in the manner specified in the Chapter Elections Kit.
- 4. Additional candidates for any position may be nominated through written petition signed by not less than ten percent (10%) of the total of Individual Members of the chapter in good standing, provided such petition is received by the chapter administrator (or person designated by the Board for this purpose) no later than thirty (30) days after the names of the candidates submitted by the Nominating Committee have been filed with the Chapter, or by the time the ballot is open for election, whichever comes first, and provided that such persons are eligible to hold the office for which they are being nominated.

Section 3 – Balloting

- 1. Officer and board positions eligible for the ballot shall be the same for every Chapter each election cycle.
- 2. Ballots are closed for petitioned candidates and other changes once elections have opened.
- 3. The Nominating Committee alone shall determine the ballot.
- 4. Ballot results shall be deemed complete only if the named candidate is voted affirmative by at least fifty-one percent (51%) of the ballots cast. Where there is less than fifty-one percent (51%) affirmative vote for an individual, the chapter board may:
 - a. Approve the individual with the highest votes, or,
 - b. Submit results to the Chapter Support Team to approve the individual with the highest votes.
- 5. Chapters with ballots resulting in a tie election shall submit their results to the Chapter Support Team to determine the tie breaker in a simple game of chance as determined by the Chapter Support Team.
 - a. The game of chance shall be conducted by the Chair of the Chapter Support Team in the presence of the Nominating Committee Chair, and seated Chapter President.
 - b. The Chapter Support Team Chair may send a proxy at their discretion.
- 6. See the Chapter Elections Kit for other balloting practices and requirements.

F. CHAPTER FINANCIAL

ARTICLE I. CHAPTER RELATED FINANCIAL ISSUES

(Article I, Section 1 #10 revised October 2023 / Section 1 #16 revised November 2023)

Section 1 – General Policies

1. Institutions providing accounts and other services to chapters that bear the chapter's federal identification number shall be directed to send all statements and other official correspondence to the chapter board member with financial oversight or staff as may only be determined by the chapters' board of directors.
2. HST shall have the right at any time upon notice to the concerned chapter's president to review a chapter's books of account and such other financial documentation as ASID may request. (amended April 2010)
3. All chapter bank or other financial institution accounts will be:
 - a. Be in the name of the chapter
 - b. Use the Chapter's Tax Identification Number
 - c. Send all statements to the director with financial oversight or designated staff member
 - d. Hold all chapter funds.
4. Each chapter shall be responsible for preparing and filing, in its own district, the required Federal Tax Form 990 (and 990T if applicable) prepared by a professional tax preparer, preferably a Certified Public Accountant (CPA). (amended April 2010)
5. Each chapter is required to carry public liability insurance coverage. Such coverage will be provided by a central policy arranged for by the Society's headquarters staff. The cost of the central policy will be allocated to the chapters on the basis of membership as of January 1st and will be deducted from each chapter's dues allocation(s).
6. Each chapter is required to carry officer and directors insurance coverage. Such coverage will be provided by a central policy arranged for by the Society's headquarters staff. The cost of the central policy will be deducted from each chapter's dues allocation(s).
7. Two (2) signatures shall be required on all checks drawn on a chapter account. It is required that one (1) of the two (2) signatures be that of the chapter finance director and the other be that of a chapter officer. The approved check signers must be updated with the bank or other financial institution annually.
8. If the chapter uses a form of electronic funds transfer, such as a credit card, debit card or internet wire system, proper controls must be in place, documented by the chapter and approved by HST.
9. Chapters are required to use accounting software approved by HST for all accounting, reporting and budgeting, using the template chart of accounts provided by the Society's headquarters.
10. Chapters may not set up local "membership programs" that are separate from the existing ASID Individual and Organization memberships as established in ASID bylaws and policies.
11. Chapters are not permitted to waive, reduce or pay for any dues for any member of the chapter's board of directors without prior consent from HST.
12. The Society and the chapter will engage in non-dues revenue programs. When a centralized program exists and a revenue sharing model is in place, the chapter is not permitted to engage in a similar program without the permission of HST.
13. Chapters are encouraged to share revenue generating programs among each other for the benefit of the Society as a whole.
14. All chapters of the Society must be in compliance with the Society's mandated brand standards. The Society will provide annual training to chapter leadership on the brand standards. The chapter allocation for Chapters repeatedly not in compliance may be withheld until a review of the chapter's brand is completed by HST and the findings are shared with the chapter's Board of Directors.
15. The Society may mandate a designated company or companies for the printing of all branded materials as designated by HST and reviewed by the board of directors. The chapter allocation for Chapters repeatedly not in compliance may be withheld and a portion used to pay any cost incurred by the society.

16. All chapter finance and personnel committees must be composed solely of chapter board members.

Section 2 – Reporting to the Society

1. Chapters shall provide the HST with an unaudited financial statement at the end of each quarter to be prepared in accordance with the format and instructions issued by the HST. In addition, a final yearend financial report is to be provided that summarizes the entire fiscal year in accordance with the format and instructions issued by the HST.
2. Chapters shall submit copies of their upcoming strategic plans, work plans, and budgets by August 31 of each year to HST and their Board appointed advisor. Fourth quarter and first quarter dues allocations shall be retained at the Society's headquarters until these documents are received by the HST from the chapter.
3. Any chapter that employs an administrator must conduct an annual review of the administrator and certify to HST that the review has been completed. (amended April 2010)
4. Any chapter that contracts for administrative services must conduct an annual review of the contract and certify to HST that the review has been completed. The contract must be reviewed by HST and legal counsel annually. (amended April 2010)
5. As part of the quarterly reports, the chapter must certify that the funds allocated to the chapter from the direct legislative check off and the legislative assessments were used properly.
6. Chapters must report an election slate to the Society's chapter services department annually.
7. The chapter must report the results of their elections to the Society's chapter services department and the Chapter Support Team annually.
8. The chapter must have the name of its legal counsel and tax preparer on file with the Society's finance and administration department.
9. All chapter projects or programs that involve use of the Society's or chapter's name, logo or endorsement with respect to the marketing of any product or service must be submitted in advance for review and approval by (i) either ASID's CEO or the HST and (ii) a Society officer. (amended April 2010)

Section 3 – Dues Advancements and Loans

1. A request for a chapter dues advance must be made in writing by the chapter board of directors to HST, who shall submit the written request to the chair of a Board appointed committee. The committee chair shall present the request to the committee for consideration and recommendation regarding approval. Decisions on dues advances shall be made by the committee, the Society's Director At-Large with Financial Oversight, and HST. For the purposes of the foregoing, an advance is money advanced on a short-term basis, the amount of which can and will be deducted from the next dues allocation due the concerned chapter.
2. Any chapter requesting a loan from the Society shall comply with the following procedures:
 - a. All applications for chapter loans must be made, in writing, by the chapter board to HST and include the reasons for the request and a proposed repayment schedule.
 - b. HST shall submit the written request to the committee. The committee chair shall present the request to the committee for consideration and recommendation regarding approval.
 - c. The loan application shall be reviewed by the committee in conjunction with a review of the requesting chapter's operations, strategic plan, work plan and budget.
 - d. The committee shall make its recommendations regarding approval or disapproval of a chapter's loan request to the Society's Board of Directors. The Board's decision shall be final.
 - e. Chapters will be required to pay interest on any loan, at such rate as the Board may determine, not to exceed the prime rate in effect as of the date of the loan.
3. The Society's Director At-Large with Financial Oversight shall be consulted concerning fund availability for any request for an advance or loan.

Section 4 – Chapters and the ASID Foundation

1. Chapters are prohibited from forming subsidiary organizations, including 501(C)(3) entities. If prior to the effective date a chapter has already established its own Foundation, the current chapter board must serve as the Foundation's Board of Directors. The Foundation's Board must annually provide a copy of the

Foundation's tax return to HST and permanently have on file with the HST a copy of its Bylaws and incorporation papers.

Section 5 – Chapter Events and Fundraising Activities

1. For all chapter events and fundraising activities, the chapter shall submit to HST (i) a description of the product or service, (ii) who is going to provide it, (iii) who will benefit from it, (iv) how it fits into the chapter's strategic plan, (v) what its objective is in relation to the purpose of the Society, (vi) the chapter's annual budget clearly reflecting all budgeted revenues and expenses for the event or activity, and (vii) other relevant information.
2. ASID's legal counsel's review is limited to determine whether chapter contracts or events would violate any Society policy or adversely affect the Society's tax-exempt status. Business and legal issues are left to the wisdom of the chapter and local legal counsel. ASID's legal counsel and HST will provide advice and guidance on business matters and may mandate terms in the best interest of the chapters. (amended April 2010)

Conclusion of ASID Policies Document

STUDENT CHAPTERS

The educational institution must be accredited by the appropriate regional or national institutional accrediting body. A program in interior design at any such educational institution shall be either accredited by Council for Interior Design Accreditation or encouraged to pursue accreditation by the Council for Interior Design Accreditation.



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