

POLICIES
OF THE
AMERICAN
SOCIETY OF
INTERIOR
DESIGNERS

AMERICAN
SOCIETY OF
INTERIOR
DESIGNERS





TABLE OF CONTENTS

A. SOCIETY MEMBERSHIP

ARTICLE I. MEMBERSHIP ADMINISTRATIVE POLICIES	4
Section 1 – Qualifications for Membership	
Section 2 – Rights and Responsibilities	
Section 3 – Dues Exemptions	
Section 4 – Membership Reinstatement	
ARTICLE II. EXTERNAL RELATIONSHIPS/ACTIVITIES	7
Section 1 – External Relationships	
ARTICLE III. REGISTRATION, LICENSING, LEGISLATIVE ACTION	7
Section 1 – Registration, Licensing, Legislative Action	
Section 2 – Advocacy and Policy	

B. SOCIETY ORGANIZATION

ARTICLE I. INTERNAL MANAGEMENT PROCEDURES	8
Section 1 – Administration Policies Applicable to the Society	
Section 2 – Board Meetings	
ARTICLE II. RESPONSIBILITIES OF THE BOARD	8
Section 1 – Directors of the Society	
Section 2 – The Society Board of Directors	
Section 3 – At-Large Society Director with Financial Oversight	
Section 4 – Sudden Loss of Chief Executive Services	
ARTICLE III. NOMINATIONS AND ELECTIONS	10
Section 1 – General	
Section 2 – Society	
Section 3 – Vacancies	
ARTICLE IV. SOCIETY COMMITTEES, COUNCILS AND TASK FORCES	11
Section 1 – Society Committees, Councils, and Task Forces	

C. SOCIETY FINANCAL

ARTICLE I. FINANCE	12
Section 1 – General	
Section 2 – Travel and Related Expense Reimbursement	
Section 3 – Honorariums	
Section 4 – Society Officers Expense Reimbursement	

D. CHAPTER

ARTICLE I. CHAPTER TRAINING	14
Section 1 – Chapter Leadership Conference	

E. CHAPTER ORGANIZATION

ARTICLE I. INTERNAL MANAGEMENT PROCEDURES	14
Section 1 – Administration Policies Applicable to Chapters	
ARTICLE II. JOB DESCRIPTIONS	14
Section 1 – Chapter Board Position Responsibilities	
Section 2 – Mandated Chapter Committees	
ARTICLE III. NOMINATIONS AND ELECTION GUIDELINES	19
Section 1 – Chapter	
Section 2 – Nominations	
Section 3 – Balloting	

F. CHAPTER FINANCAL

ARTICLE I. CHAPTER RELATED FINANCIAL ISSUES	21
Section 1 – General Policies	
Section 2 – Reporting to the Society	
Section 3 – Dues Advancements and Loans	
Section 4 – Chapters and the ASID Foundation	
Section 5 – Chapter Events and Fundraising Activities	



POLICIES OF THE AMERICAN SOCIETY OF INTERIOR DESIGNERS

Overview: These Policies supplement and clarify the Society's Bylaws, thereby requiring the reader to consider this information in concert with the Society Bylaws.

A. SOCIETY MEMBERSHIP

Article I. Membership Administrative Policies

Section 1 - Qualifications for Membership

1. Professional Membership - Interior Designer

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.

2. Professional Membership - Architect

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.

3. Professional Membership - Educator

Active engagement either as head of or full time instructor in a post-secondary program of interior design education being presented at any university, college, or accredited school of design, provided that such program requires completion of a minimum of a two year program in interior design and related courses AND

- a. Completion of 40 semester/60 quarter hours of interior design education from an institution accredited by the appropriate regional or national institutional accrediting body
- b. Successful completion of that National Council for Interior Design Qualification Examination or equivalent examination approved by the Board.

4. Allied Membership – Interior Designer

Completion of 40 semester/60 quarter hours of interior design education from an institution accredited by the appropriate regional or national institutional accrediting body OR such other qualifications as may be adopted by the Board as set forth in ASID Policies.

5. Allied Membership – Educator

Active engagement either as head of or full time instructor in a post-secondary program of interior design education being presented at any university, college, or accredited school of interior design, provided that such program requires completion of a minimum of a two year program in interior design and related courses AND completion of 40 semester/60 quarter hours of interior design education from an institution accredited by the appropriate regional or national institutional accrediting body.

6. Associate Membership

Completion of a minimum of a college-level Associate Degree in any major demonstrated by official 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 as in accordance with the requirements set forth in ASID Guidelines.

7. Student Membership

- a. Actively enrolled as a student in a post-secondary program of interior design education being presented at any university, college, or accredited school of interior design, provided that such program requires completion of a minimum of a two year program in interior design and related courses AND completion of 40 semester/60 quarter hours of interior design education from an institution accredited by the appropriate regional or national institutional accrediting body.
- b. 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.

8. Industry Partner

The Industry Partner category is composed of businesses engaged in supplying equipment, products or services to the Profession. Such businesses may become Industry Partners upon meeting the following requirements:

- a. 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.
- b. All aspects of an Industry Partner’s business must be in accordance with the Society’s purpose and strategic guideposts.
- c. Staff/employees of any Industry Partner may only use the ASID Industry Partner mark and/or appellation if they are currently listed as a representative on the company’s ASID Industry Partner membership roster.

9. Educator Partner

Active engagement either as a full time or adjunct instructor in a post-secondary program of interior design education or as a head of a post-secondary program of interior design being presented at any university, college, or accredited school of interior design, provided that such program requires completion of a minimum of a two year program in interior design and related courses.

10. Firm Member

The Firm membership category is composed of design firms with interior design as all or part of the company service offerings. Employees of a Firm member may use an ASID appellation if they would otherwise qualify under practitioner member qualifications and must fulfill all of the requirements and obligations of that member category. Should a Firm Member be terminated, then its employees will also lose membership status; however, ASID may reach out to such individuals to offer membership under individual status.

11. Supporter Member

The Supporter membership category is for anyone with an interest in design, ASID, or its ecosystem who otherwise would not qualify for membership.

12. Life Status

Life membership is awarded based on a nomination criteria established by the Governance Committee.

13. Retired Status

Retired membership is available to Allied, Associate and Professional members who have been a member of ASID for at least 20 years, are at least 62 years of age and are no longer practicing interior design.

14. Inactive Status

Inactive status is available to Allied, Associate and Professional members who are not currently practicing interior design due to critical illness, maternity/paternity or to return to school. This category of membership requires re-application annually and is available to an individual for up to three consecutive years.

15. Educator

Individuals who are the head of or full-time or adjunct instructor in a post-secondary program of interior design education being presented at any university, college, or accredited school of interior design, provided that such program requires completion of a minimum of a two-year program in interior design and/or related courses can apply for Educator Partner membership. Educators who would otherwise qualify as Professional or Allied members can apply for Professional or Allied Educator membership.

Section 2 - Rights and Responsibilities

(Part A, Art. I, Sec. 2 Revised August 2015)

1. The Society's Board of Directors will set a CEU requirement biannually.
2. 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.
3. 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.
4. Upon approval or renewal of membership, members will confirm that they have read, support, and will adhere to the Code of Ethics.
5. Any Professional member granted either Inactive status or Retired status shall be entitled to exercise some but not all rights and privileges of a Professional member. Professional retired members shall be entitled to use the Society's appellation (ASID or FASID, as the case may be) as a suffix to such Professional member's name.
6. Industry Partners participants may identify themselves to the public and may use the Industry Partners emblem for all business purposes inclusive of product advertising and promotion.
7. 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.
2. Consideration of member dues exemption in the event of more widespread "emergencies" will be administered in accordance with the Society's Emergency Response Policy (see addendum).

Section 4 - Membership Reinstatement

1. All resignation notices must be in writing and sent directly to HST.
2. Former members are put in a terminated status for five years, during which time, they may to reinstate their membership.
3. Individuals who do not pay their membership dues are considered lapsed and will be held in a suspended status for one year (which is determined by the first day of the current membership renewal order). Once the individual moves to a suspended status they are no longer considered a member of ASID and lose all access to rights, benefits and privileges.
4. To become active, the suspended individual must pay their current balance including any fees assessed.
5. After the year of suspension has past, the individual moves to a terminated status.

Section 5 - Disciplinary Proceedings

1. Any complaint alleging misconduct by a member will be reviewed by the Complaints Subcommittee.
2. If the Complaints Subcommittee determines that the complaint does warrant a disciplinary hearing, procedures outlined in the Complaints & Discipline Procedures document will be followed.
3. The Disciplinary Subcommittee shall notify the participants they are beginning to adjudicate the case.
4. The participants may participate in the proceeding through video conferencing or telephone conference call, subject to availability. 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. National Council for Interior Design Qualification (NCIDQ)- ASID recognizes the NCIDQ exam as the professional qualification exam.
3. ASID may form relationships with other organizations that further the profession of design and align with the strategic plan.
4. ASID may sign or join other membership organizations that further the profession of design and align with the strategic plan.
5. 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

Section 1 - Administration 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 CCTF members must copy HST.
3. Correspondence shall not bind the Society to any contract, agreement, or endorsement.
4. The Society has the authority to destroy hard-copy 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.

Article II. Responsibilities of the Board

Section 1 - Directors of the Society

1. The President/CEO will be reviewed semi-annually.
2. Provide strategic leadership, governance, and fiduciary stability for the Society.
3. Society Chair (herein called 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; delegate assignments to other members of the Society.
 - c. Work in partnership with the President/CEO on behalf of the Society.

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 the strategic direction, make decisions, set policies and act with fiduciary responsibility to insure the Society's continuity.
2. Represent of 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 and workplan 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 Compensation
 - 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. Oversee all financial functions of the Society in consultation with the HST.
 - b. Serve on the Board's Finance Committee.
 - c. Assist the President-elect in the preparation of the annual workplan and budget.

Section 4 - Sudden Loss of Chief Executive Services

1. In order to protect the Board from sudden loss of chief executive services, the President/CEO shall not have fewer than two other executive staff familiar with the Board and Executive issues and processes.
2. In the event of sudden loss of Chief Executive Services, the Board will appoint an interim chief executive officer until an executive search can be conducted and completed.

Article III. Nominations and Elections

(Art. III, Sec. 2 Revised September 2016)

Section 1 - General

1. Any candidate for Society or chapter office who has been censured or reprimanded as a result of action by the disciplinary committee will disclose this information to the Governance Committee upon notification of his/her consideration for a Society or chapter office.
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.

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

(Art. 1, Sec. 3 Revised February 2017)

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 rent the ASID postal mailing list to anyone outside of our National Industry Partner members except for
 - a. educational institutions,
 - b. non-profit organizations,
 - c. significant corporate partners,
 - d. design industry magazine publications
 - (i) ASID reserves the right to release personal information to third-party vendors for marketing purposes that we believe offer a beneficial service or product to our membership.
 - (ii) All allowed mailing list rentals will be done via a designated print house.
 - (iii) ASID requires our print house to protect member privacy and not disclose members' personal information to any other party.
 - (iv) Members may opt out of including their contact information on member lists that are rented to third-party vendors.
9. ASID will not allow third-party vendors to rent the ASID membership email list.
 - a. Email solicitations to the ASID membership will be solely at ASID discretion.
 - b. Any email transmissions will be managed by ASID headquarters staff. ASID member emails addresses are never released to third-party vendors.
 - c. Members may opt out of including their contact information on member lists that are rented to third-party vendors.
10. 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.

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 a \$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 administrative expenses
 - b. Total expenses shall not exceed an amount set annually by HST.



CHAPTERS OF THE SOCIETY

D. CHAPTER

Article I. Chapter Training

Section 1 - Chapter Leadership Conference

1. Each year there shall be at least one (1) Society Chapter Leadership Conference 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.
 - d. To develop leaders for the Society who are training in strategic thinking.

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 and its outline and goals are set by the Society.

Article II. Job Descriptions

Section 1 - Chapter Board Position Responsibilities

1. Chapter President
 - a. Basic functions are to: Serve as chief elected officer, representing the entire membership and best interests of the chapter; Exercise personal leadership in the motivation of other officers, Board members, committee members, and staff; Implement approved strategic plan for the chapter during term of office; Facilitate the chapter board in understanding its role and responsibilities; 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: Assume the responsibilities of the Chapter President in his/her absence; Assist the Chapter President in carrying out the functions of that office and perform specific duties delegated by the Chapter President; 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 job description are the responsibilities of a chapter board member at-large fulfilling:
 - (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 (Mandated Committee Chair Position)
 - 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 1) a member of a student chapter operating in the chapter's geographic area and 2) entering an advanced (upperclassman) level of their program at the time of nomination.

- 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

Section 2 - Mandated Chapter Committees

- 1. Emerging Professional Affairs Committee
 - a. The Emerging Professional Affairs Chair is a required chapter leadership position to be filled by someone other than the Membership Director.
 - b. The person's name who will serve in this Chair position must be submitted to HST
 - c. This Committee's primary responsibility is to ensure that programming of value to emerging professionals—recent graduates and Allied members new to the profession—is provided.
 - d. Duties and Responsibilities: Within the limits of the Bylaws and Policies, the Emerging Professional Affairs Committee has the responsibility to accomplish the duties set forth:
 - (i) Reports to the chapter Membership Director
 - (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 ASID brand
 - (iv) Receives Society leadership training for Emerging Professional Affairs Chairs
 - (v) Works with the HST as needed regarding strategies to engage emerging professionals on a chapter level and promotion of national emerging professional programs
 - (vi) Works with the SRB to promote student advancement to Allied membership
 - (vii) Provides outreach to advancing student members and Allied members new to the profession to welcome them to the chapter and promote upcoming events

- (viii) Encourages the integration of emerging professionals into the chapter leadership structure
- (ix) Encourages the participation of emerging professionals in annual chapter events such as Career Day
- (x) Fosters the self-organization of emerging professional peer groups on a chapter level
- (xi) Ensures that the chapter provides programming to meet the specific needs of emerging professionals such as career development training and networking events (amended 4/10)

Article III. Nominations and Election Guidelines

Section 1 - Chapter

1. Chapter Nominating Committee:
 - a. The chapter Nominating Committee Each year shall be selected by the seated board and consist of:
 - (i) Two members who have served on the Chapter Board within the last 10 years
 - (ii) Two at-large chapter member
 - (iii) The Immediate Past President, who serves as a non-voting chair (revised 10/09)
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 January 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 and Directors are not eligible for any chapter elected office, exempting Nominating Committee positions or any appointed positions.
 - b. A Society Officer or Director, other than the Past President, who has not served as a chapter president shall be eligible to serve on a chapter board or as a chapter officer. This will permit the member to become eligible to be a Society President-elect candidate in the future.
 - c. It is recommended that Allied Practitioner members on the Board be in the NCIDQ process.
 - d. 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.
 - (i) Officer candidates must have served on the chapter board within the past ten years and/or have served as a committee chair for two of the past ten years (Amended 4/07)
 - e. 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.
 - f. All chapter finance and personnel committees must be composed solely of chapter board members.
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 in the position of President not less than two years and no more than five years prior and approved by the chapter board.

- b. Chapter President-elect shall be filled by a qualified Professional member approved by the chapter board. All vacancies in chapter officer or chapter board positions must be filled within 45 days unless approval is obtained by the Chapter Support Team.
 - 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 12(a) and 12(b), any other vacancy in the chapter board shall be filled by the candidate who was the next highest votegetter 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. Chapter Nominating Committee shall be filled by a qualified member appointed and approved by the chapter board.
 - f. Chapter Nominating Committee Chair shall be filled by a Professional 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 its 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 Secretary (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 National Headquarters in the manner specified in the Policies.
4. Additional candidates for any position may be nominated through written petition signed by not less than ten percent of the total of Professional, Allied Practitioner, and Industry Partner members of the chapter in good standing, provided such petition is received by the chapter Secretary (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 Secretary, and provided that such persons are eligible to hold the office for which they are being nominated.

Section 3 - Balloting

1. By the date specified in the Election Kit, the Official Chapter Ballot, including names of eligible candidates nominated by the Nominating Committee and by petition for each office, Board position, must be mailed along with an official return envelope to all Professional, Allied Practitioner, and Industry Partner Members in good standing.
2. Chapter members shall complete and return ballots to a neutral third party designated by the Board within ten days after mailing. The ballots shall remain unopened until counted by the third party. Election as a chapter officer shall be deemed complete only if the named candidate is approved by at least fifty-one percent of the ballots cast. The Nominating Committee shall select a new candidate for such open chapter office and resubmit the ballot for membership approval as often as may be required until such fifty-one percent membership approval is obtained. (amended 10/05)

3. Each position to be filled on the chapter Board shall be filled by the candidate(s) in each respective category who receive(s) the most votes, filling the first vacancy with the highest vote getter, the second with the second highest, and so forth. In the event of a tie for a final open position, the candidate to be elected shall be determined by a simple game of chance, conducted in the presence of the chairman of the Nominating Committee, or other member of the Nominating Committee designated by the chairman, and the concerned candidates.

F. CHAPTER FINANCIAL

Article I. Chapter Related Financial Issues

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 04/10)
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 04/10)
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 Industry Partner membership as established in ASID by-laws 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.

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 04/10)
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 04/10)
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 executive director or the HST and (ii) a Society officer. (amended 04/10)

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 provided advice and guidance on business matters and may mandate terms in the best interest of the chapters.
(amended 04/10)

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.



1152 15th Street N.W., Suite 910
Washington, D.C. 20005
202-546-3480 | asid.org