

American Society of Interior Designers New Jersey Chapter
CHAPTER PROCEDURES

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I. PURPOSE OF CHAPTER PROCEDURES

1. To ensure the continuity of Chapter values and procedures
2. To provide guidance to its leadership and its volunteers
3. To maintain the viability and vitality in accordance with the diverse culture of the Chapter
4. To ensure accountability of the ongoing needs of the Chapter membership

II. GENERAL POLICIES

A. SOCIETY GOVERNANCE

The American Society of Interior Designers New Jersey Chapter (ASID NJ) Procedures is in addition to, and not in place of, ASID Bylaws and ASID Policies. The Society's governance shall have precedence where there may be any variance, contradiction or omission in these procedures. The Chapter will follow ASID Core Values.

B. ASID NJ & ASID BRAND

American Society of Interior Designers New Jersey Chapter (ASID NJ) through events and projects will promote the ASID brand to all membership categories and to the public.

C. DESIGNER APPELLATIONS

Designer Appellations for all ASID Communications:

1. As per ASID Society's guidelines, the ASID appellation must immediately follow the member's name (Example: Mary Smith, ASID/Mary Smith, Allied ASID/Mary Smith, Associate ASID/Mary Smith, Student ASID). The ASID appellation must be listed first if using multiple appellations.
2. ASID NJ letterhead and all Board related listings such as the newsletter: To list only ASID and CID appellations.
3. Event Badges: To list only ASID and CID appellations.
4. Publications spotlighting ASID events and ASID PR: To list only ASID and CID appellations.
5. For ASID NJ Website: The website is an ASID site to introduce the public to ASID and to encourage the public to use ASID members when hiring a designer.
 - a. Find a Designer Page: Designer List: List only ASID and CID appellations (Example: Mary Smith, ASID, CID).
 - b. Portfolio Page: Designers may list all his/her appellations as long as the ASID appellation immediately follows the name.
6. The use of the appellation by a member is only allowed if the membership is active and in good standing.

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III. FISCAL YEAR

American Society of Interior Designers New Jersey Chapter (ASID NJ) will operate on a fiscal year of October 1 – September 30.

IV. CHAPTER OBLIGATIONS AND ACTIVITIES

A. OBLIGATIONS

1. The Chapter will annually provide a minimum of 4 education/training/program meetings to include two (2) IDCEC accredited CEU programs.
2. The Chapter will hold a Strategic Planning Session in accordance with the Society's Strategic Plan. (See ASID Policies)
3. The Chapter will provide the membership with a calendar of events and activities. A Chapter activity is defined as any organized gathering adhering to ASID policies and the Chapter Strategic Plan.
4. The Chapter will provide Board and Committee training in addition to the Society's Chapter Leadership Conference (CLC) prior to assuming office.

B. ACTIVITY ADMISSION COSTS

1. Admission fees, when charged, will be the same for all members (excluding students), provided their membership status is active and is in good standing.
2. Students: Whenever possible and as determined by the Program Committee, admission to activities will be minimally charged and possibly gratis, for ASID Student Chapter Members.
3. Non-members will be charged a higher admission fee than ASID members. (This rate will be based on Program Committee's recommendation and the Society's policy regarding non-member fees.)
4. ASID Industry Partner Representatives must be listed on the Society's database to be considered a Chapter member.
5. Anyone who fails to honor his/her RSVP will not be reimbursed.
6. Anyone who RSVP's and fails to pay will be billed.
7. Any admission charged for an ASID activity must be paid by all those attending including members of the working committee unless determined to be a speaker, sponsor or honorary by the program chair.
8. The Chapter President, President-elect and immediate Past President are not required to pay admission to any Chapter activity or program. If the Chapter Administrator or a consultant is required to attend an activity in a working capacity, they will not be required to pay admission.
9. The Chapter Administrator will collect all monies for a Chapter event.

C. ACTIVITY BUSINESS

1. The chain of communication for all committees: Committee members must report all activities to the Chair; the Chair must report to his/her Director of Oversight, who reports to the President and Board of Directors.

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2. All approved business or action-taking place, as an ASID activity shall be coordinated with the Chapter calendar and the Chapter Administrator.
3. Chapter activities are required to focus on relevant aspects of the interior design profession that support the current year's Strategic Plan.
4. Programs, activities and events should be held in various geographic locations throughout the state.
5. The President is encouraged to introduce the Board at Chapter meetings and when time permits, recognize attending Industry Partners, students, and new members.
6. To promote an inclusive atmosphere it is recommended that Board members sit at various tables at ASID functions, not together.
7. All event contracts must be addressed to the The American Society of Interior Designers New Jersey Chapter with the current President's name and Chapter's address.
8. All event contracts must be submitted to the Chapter Administrator and President for review and then will be submitted to the ASID Society Associate Executive Director of Finance and the ASID Society legal counsel. It is recommended that local legal counsel be used when needed. Refer to ASID Society's current policy on contracts.

D. ACTIVITY SPONSORSHIP

1. Only Industry Partner members (Local, Regional or National) can be sponsors for ASID NJ events. (note: we are mandated to provide as many opportunities to the IP as possible. If one has a specific scenario to use a non-IP for a sponsorship, we should encourage their becoming new members or call ASID to confirm acceptance.)
2. The President or Committee Chair is responsible for writing a thank you letter on ASID NJ letterhead to all sponsors and speakers of an event upon completion of the event. The President must approve any outgoing correspondence (written or email).

E. JOINT VENTURES

1. Joint venture activities with other organizations or associations will be coordinated and approved by the Board of Directors.
2. Revenues and expenses for a joint venture activity must be coordinated through the representative Financial Officers of all involved organizations and confirmed by a written document, reviewed by the Society and initialed by the officers presiding on the Board of Directors for the participant organizations. All event expenses, revenue and responsibilities will be shared equally.

F. ANNUAL MEETING

1. There shall be an Annual meeting (in addition to the four program meetings) for the members of the Chapter each year.
2. It is recommended that this meeting be held in September at which time the President will give the following:
 - a. State-of-the-Chapter report including Strategic Planning metrics.
 - b. Hand out Presidential awards and citations

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- c. Introduce the incoming Officers and Board of Directors

V. BOARD OF DIRECTORS

A. ELECTION ELIGIBILITY

1. It is recommended that candidates for Director positions have served as a Committee Chair or as an active member of a major committee within the past ten years.
2. Candidates for President-elect 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. (See ASID Policies).

B. TERMS AND VACANCIES

1. Directors are elected to the Board for a two-year term. It is recommended that a Director only serve one two-year term but is still eligible to serve as President-elect.
2. If a Director is unable to complete his/her term in office, a candidate recommended by the nominating committee and voted on by the Board shall fill the open position on the Board of Directors.
3. The member who completes the vacant term of a Director is still eligible to be nominated to serve a full two-year term on the Board.

C. RESPONSIBILITIES

1. The Board will be responsible for adhering to ASID Society's Bylaws and Policies, Chapter Procedures and carrying out the chapter's Strategic Plan.
2. Board members are encouraged to attend all ASID NJ Chapter events and are required to attend the Chapter's annual meeting.
3. Board members cannot be Committee Chairs nor can they serve as a member of a committee.
4. A Director is the liaison between the Board of Directors and the committees under his/her umbrella.
5. A Director must review the work of his/her assigned committees to make sure the committees are adhering to the Strategic Plan, Budget and membership needs. A Director may, but is not required to, attend committee meetings as a non-voting observer.
6. Any discussion brought to the Board that seeks to alter or revise the structure or procedures of a committee requires that the Board invite committee representation at the Board meeting(s) so that all sides of the issue are considered. If necessary a Task Force will be convened to assess and review the committee structure and its recommendations will be brought to the Board for a vote.
7. Any exception to the procedures, due to unforeseen circumstances during one year, must be discussed and approved (by vote) by the current Board. This exception will not set a precedent for the following year unless the procedures committee reviews the issue, approves, and presents it to the Board to be discussed and voted upon twice.

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D. BOARD MEETINGS

1. The Board of Directors will meet a minimum of four times during a fiscal year. The Board meetings will run under the guidance of Robert's Rules.
2. It is recommended that Chapter Board meetings convene in person, however meetings may be conducted through telecommunication or other forms of communications by which all participating in the meeting can hear one another.
3. Board meetings that approve the Chapter's Strategic Plan or Annual Budget must be conducted either in person or through some form of communication in which each participant is able to hear and see all the other participants.
4. Board meetings are open to all members except when issues such as financial details, contract details, personal issues, potential award winner names or a topic a Board member thinks should remain confidential.
5. If a member wishes to attend a Board meeting, as a courtesy the member should notify the Administrator prior to the meeting. (Preferably two (2) weeks prior to meeting).
6. Board meeting dates will be posted on-line at www.asidnj.org.
7. If a member wishes to bring a matter to the Board, a request to attend and present the issue must be made to the Chapter Administrator, in writing, two weeks prior to the Board meeting. The Administrator will notify the appropriate Board member or President of the request. The online form 'We Are Listening' at www.asidnj.org may be used.
8. An overview of Board minutes will be posted on the website no later than two weeks following Board approval.

E. BOARD ATTENDANCE

1. Directors must attend all Board meetings. If a Board member has two unexcused absences, they will be terminated from their position on the Board. The Chapter Administrator will send a letter after one absence, alerting the Board member of the Chapter's procedures. After a second unexcused absence the Chapter Administrator will send a letter of termination. Tardiness of one hour or more will constitute an absence. After two excused absences, the Board may discuss that members' position on the Board and take action if necessary.
2. The President-elect shall, in the absence of the President, exercise the powers and perform the duties of the President. In this case the President-elect shall have no vote.
3. Quorum: Five voting members of the Chapter Board of Directors shall constitute a quorum for all meetings of the Board.
4. If two Board members have called stating they will not be able to attend a Board meeting, then the Board meeting will be canceled and rescheduled.
5. Board action shall require the affirmative vote of the majority of the Board members present.

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6. Each Chapter Board member shall be entitled to cast one vote. No Board member shall be entitled to vote by proxy or be a designee.

F. AGENDA, MINUTES AND REPORTS

1. All Board related information is to be emailed to Chapter Administrator for inclusion in a Board accessible electronic file.
2. Committee chairs are requested to send in their committee reports two weeks prior to the scheduled Board meeting for review by the Board.
3. The minutes will be in the electronic file for review two weeks prior to the Board meeting.
4. All requests for items to be put on the agenda should be sent to the Chapter Administrator and President two weeks prior to the Board meeting.

G. BOARD AND COMMITTEE TRAINING

1. It is required that Board and Committee training be held each year prior to the beginning of the fiscal year.
2. The current President-elect (incoming President) should conduct the training. The incoming Parliamentarian and/or the current President may assist at the discretion of the President-elect.
3. Training should include reviews of the ASID Society's Policies and Bylaws, Chapter Procedures, Strategic Plan and Budget, ethics and other relevant material deemed necessary to conduct the Chapter business.
4. It is required that all Board members, officers and committee chairs attend Board and Committee training.
5. Board members and committee chairs will be given Chapter books or the equivalent to define the method of operation and procedures for their individual responsibilities including ASID Society's Policies and Bylaws, Chapter Procedures, Strategic Plan and Budget, tactics to be implemented and highlighted for their particular tasks, agenda, and calendar.

H. OFFICERS and BOARD DIRECTORS

1. Role of Officers and Directors:
 - a. Adhere to and facilitate implementation of Chapter's Strategic Plan and Annual Budget.
 - b. Focus on the best interests of the Chapter considering the diversity of its membership.
 - c. Fulfill fiduciary responsibilities (legal duties) - Duty of Care, Duty of Loyalty and Duty of Obedience.
 - d. Ensure fiscal responsibility through financial planning, management and reporting.
 - e. Review and approve following year's Strategic Plan and Budget.
 - f. Coordinate Chapter goals with the Society's goals.
 - g. Operate within the Society's Governance/By-laws
 - h. Operate within Chapter's Procedures

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- i. Adhere to Chapter Core Values (see ASID Society's Policies)
 - j. Review and approve Chapter consultants' contracts annually
 - k. Seek out a minimum of three proposals when hiring the Chapter Administrator, bookkeeper, accountant, webhost, marketing consultant, and any other needed consultants.
 - l. Due to the varied commitments of Officers and Directors, they are not to participate as members, chairs, or advisors of committees unless part of their job description. They may participate in task forces at the request of the president.
2. Duties of Officers and Directors: (See ASID Society's Policies for complete list of duties)
- a. PRESIDENT (Officer)
 - 1. Serves as chief elected officer, representing the entire membership and must consider the best interests of all members of the Chapter
 - 2. Keeps the membership updated on ASID issues, exercise personal leadership in the motivation of other officers, Board members, committee members, and staff
 - 3. Oversees the implementation of Strategic Plan for the Chapter
 - 4. Facilitates the Chapter Board in understanding its role and responsibilities. Acts as spokesperson and inspirational leader and reviews, monitors, evaluates and reports Chapter performance and effectiveness.
 - 5. Reviews annually the organizational structure of the Directors for Communications, Membership, Professional Development and At-Large. Unless committee placement is mandated by the Society, the President may adjust the placement of individual committees under Directors according to chapter needs.
 - 6. Required to attend all sessions of ASID Society's leadership training and President's Forum
 - 7. Reviews and updates the President's Timeline detailing monthly activities
 - 8. Reviews and updates semi-annually all consultants' job performance with the P-E (See ASID Society's Policies job descriptions).
 - 9. Aids in preparing the Chapter's Annual Budget
 - 10. Reviews and approves any outgoing correspondence (written or email).
 - 11. The President should submit all ASID NJ communications to the Chapter Administrator for record keeping-
 - 12. President will write a "President's Message" to communicate with membership, quarterly through the newsletter, and as needed throughout the year.
 - 13. President may, but is not required to, attend committee meetings as a non-voting observer.

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b. PRESIDENT-ELECT (Officer)

1. Assumes the responsibilities of the Chapter President in his/her absence
2. Assists the Chapter President in carrying out the functions of that office and performs specific duties delegated by the Chapter President
3. Plans and conducts Board and Committee training
4. Responsible for conducting a survey on membership needs; selecting the Strategic Planning facilitator and committee; chairing the Chapter's Strategic Plan and Budget
5. Responsible for reviewing existing committees, confirm committee chairs and where necessary appoint new members of committee (including chairs) for the following year. President-Elect may, but is not required to, attend committee meetings as a non-voting observer.
6. Responsible for selecting a Parliamentarian for the following year
7. The President-elect will be Chair of the Trade Show committee
8. Required to attend ASID Society's leadership training in its entirety.
9. Updates the President-elect Timeline detailing monthly activities
10. Reviews semi-annually consultant's job performance with the President
11. Aids in preparing the Chapter's Annual Budget

c. FINANCE DIRECTOR

1. Required to attend Strategic Plan and Budget meetings
2. Responsible for preparing the Chapter's annual budget
3. Delivers financial reports to the Board of Directors at every Board meeting
4. Renders a quarterly and annual financial statement to the Board of Directors
5. Sends quarterly financial reports to the Society within the required timeframe
6. Works with the Chapter bookkeeper to maintain current financial records and has, as needed, access to financial files
7. Performs monthly reconciliations on all bank/investment accounts
8. Works with accountant to prepare chapter's tax returns.

d. COMMUNICATIONS DIRECTOR

1. Liaison to: Marketing Committee, Public relations/media outreach, Newsletter, Website Committee, Technology.

e. MEMBERSHIP DIRECTOR

1. Liaison to: Membership Committee, Emerging Professionals, IP Steering, Chapter Awards, and Student Affairs Committee

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f. PROFESSIONAL DEVELOPMENT DIRECTOR

1. Liaison to: Program Committee, Continuing Education Committee, STEP workshop/NCIDQ, Design Excellence.

g. AT-LARGE DIRECTOR

1. Liaison to Community Service Committee, Council of Presidents
2. Liaison for Chapter legislative initiatives and activities and is ASID NJ's representative at Coalition meetings
3. Liaison for dealing with ethical issues as outlined by ASID Society's policy

h. STUDENT REPRESENTATIVE TO THE BOARD (SRB)

1. Assist the Student Affairs Committee in coordinating student programs and events such as Career Day.
2. Serves as a communication link between the Chapter and the student chapter Presidents and the student membership-at-large.

i. PARLIAMENTARIAN, NON-VOTING MEMBER

1. It is strongly recommended that the Board have a Parliamentarian.
2. The Parliamentarian position is non-voting, appointed by President, and approved by the Board.
3. The Parliamentarian must be a Past President.
4. The Parliamentarian acts as an advisor to the President.
5. The Parliamentarian acts as a liaison from the Board to the Procedures Committee.
6. The Parliamentarian may be the Chair of the Procedures Committee and/or sits on the Procedures Committee as a liaison to the Board.
7. The Parliamentarian may lead or assist in Board and Committee Training.

j. PRESIDENT-ELECT-ELECT, NON-VOTING MEMBER

1. After the election the President-elect-elect sits on the Board as a non-voting member, unless, if already serving on the Board as a current director, he/she may continue to vote.
2. Update the President-elect-elect Timeline detailing monthly activities
3. Should become a member of the Trade Show Committee and/or the Design Summit Committee after the election to observe.

VI. COMMITTEES AND TASK FORCES

A. TYPES OF COMMITTEES

1. Mandated Committees (Required by ASID)
2. General Committees
3. Task Force

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B. COMMITTEE RESPONSIBILITIES AND PROCEDURES

1. Mission, goals and tactics are established by the Strategic Plan each year
2. Responsible for implementing the tactics of the Strategic Plan
3. Keep within the budget of the Strategic Plan
4. Has a chair, vice-chair, committee members and may have an advisor (non-voting)
5. General membership on any committee (excluding Trade Show) will be limited to a three-year term. After a hiatus of two years a member may serve again on that committee, unless the person becomes vice chair (1 year) or chair (2 year max).
6. Makeup of committee should include practitioners, Industry Partners and student members as active participants whenever possible, representing the diversity of the Chapter
7. Follows a set method of operation as defined in each committee Board book (or equivalent)
8. The schedule of activities, Board meetings and events must be submitted to the Chapter Administrator for calendar maintenance.
9. Reports to his/her Director (except for Nominating Committee which reports directly to the Board)
10. All communications representing ASID NJ must be only in the organization's name; no individual member's name or company may be associated with this communication; must be submitted to President for approval prior to being released.
11. Refreshments for committee meetings are the financial responsibility of the individual committee members in attendance.

C. ROLE OF COMMITTEE CHAIRS

1. Professional, Allied, and Industry Partners members can be committee chairs. Outside consultants cannot be committee chairs.
2. Committee chairs must submit their committee reports to Chapter Administrator and assigned Director two weeks prior to scheduled board meeting
3. To communicate to the membership the current status of the activities of the committee at Program meetings (verbal), in the quarterly Newsletter (written) and in other internal communications.
4. After serving as chair it is recommended that the chair become the advisor for one year. The President may appoint an advisor for a new committee chair.
5. If outside services are needed, it is recommended that minimum of three proposals be obtained with the approval of the Board of Directors.
6. All Committee Chairs are encouraged to submit to their Directors and the Chapter administrator names of valuable committee members who would be an asset for future leadership including nominating committee.
7. Committee Chairs will return committee information in a digital depository and/or as a committee book including an end-of-year report to the Chapter Administrator at the end of the fiscal year.

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8. A member may chair only one committee and may, at the discretion of the President, be an advisor to a second committee during a given year.
9. Role of Past Presidents is limited to the following:
 - a. The immediate Past President must chair nominating Committee.
 - b. The Procedures Committee may be chaired by the Parliamentarian (optional position).
 - c. If a Parliamentarian cannot chair the Procedures Committee, a Past President may serve in this capacity.
 - d. Chapter Awards and Council of Presidents must be chaired by Past Presidents.
 - e. Community Service committee may be chaired by Past Presidents.
 - f. May be appointed by President to participate or chair a task force.
 - g. Past Presidents may chair leadership training committee

D. FISCAL PROCEDURES

1. All committees should be financially self-sustaining (excluding the Nominating Committee, Chapter Awards).
2. An annual budget will be formulated for each committee by the Strategic Plan.
3. For any increase in budget, the proposal must be submitted to committee's Director and brought to the Board for a vote.
4. Any committee consider hiring an outside consultant must receive approval from the Board of Directors and adhere to the current budget set by the Strategic Plan; any increase to the budget will require Board approval.
5. The budget must be reviewed and approved twice by the Board; first vote in June, final vote by September 1.
6. The procedure is as follows:
 - a. All Committee Chairs must submit their proposed annual budget to his/her assigned Director and Chapter Administrator with current expenses one month prior to the June Board meeting. If applicable, they are to include any estimates for additional current year expenses.
 - b. Directors review all budget reports under his/her directorship to make sure that it is integrated with the Strategic Plan.
 - c. The President, President-elect, Finance Director and Chapter Administrator will prepare the new budget for Board review and first vote at the June Board meeting.
 - d. Any revisions to the budget should be submitted to the Chapter Administrator for dissemination to the Board members two weeks prior to the September Board meeting for the final vote.

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E. MANDATED COMMITTEES

These committees have been established by ASID Society and must fulfill the obligations as outlined in the ASID Society's Policies.

1. Emerging Professionals
 - a. Provides outreach to newly advanced Allied Members
2. Membership
 - a. Encourages growth of membership in ASID NJ
 - b. Encourages move from Allied to Professional membership
 - c. Encourages participation in leadership
3. Nominating
 - a. Formulates and recommends slates of candidates for ASID NJ Board positions
4. Student Affairs
 - a. Maintains the lines of communication between ASID NJ with the faculty advisor and student members at their respective schools and encourages participation in Chapter activities and events
 - b. Organizes Student Leadership Day in the Fall
 - c. Organizes annual Student Career Day in the Spring
 - d. Conducts Paul Gutkin Design Competition
 - e. Promotes Jay Slack Industry Partner Memorial Scholarship
 - f. Promotes ASID REAL WORLD DESIGN WEEK

F. GENERAL COMMITTEES

(NOTE: all committees should submit policies to procedures committee for review and approval by Board.)

1. CEU
 - a. Researches and organizes continuing education courses twice a year in conjunction with the Program and Trade Show Committees
 - a. Confirms IDCEC course accreditation
 - b. Ensures courses follow the Chapter's Strategic Plan and the Society's Environmental Scan and must be submitted to President for approval
2. Chapter Awards
 - a. Oversees honorary Chapter awards and submits ASID Society Awards for ASID NJ Chapter
 - b. Chair must be Past President
 - c. Chair may appoint a committee, if needed.
 - d. Tenure to be two years unless there is no activity, then three years.
3. Community Service
 - a. Researches community service projects and encourages Chapter participation
4. Council of Presidents
 - a. Current President hosts a dinner for the Past Presidents once a year to inform them of Chapter events and activities; President-elect to be included

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- b. Past Presidents may be called upon to assist with special Chapter activities
- 5. Design Excellence
 - a. Organizes a design competition open to all Chapter practitioners
 - b. Organizes an awards dinner
 - c. Presents the competition guidelines to the Board for approval.
 - d. Provides possible additional revenue source for the Chapter
- 6. Design Summit (OPTIONAL)
 - a. Purpose: To provide opportunities to strengthen the ASID NJ designer and Industry Partner relationship and to complete needed CEUs in one venue.
 - b. Organizes a comprehensive educational day(s) of CEUs with sponsors and keynote speaker
 - c. Provides possible additional revenue source for the Chapter
- 7. IP Steering
 - a. Purpose: To develop networking and business opportunities among Industry Partners and designers
 - b. Committee made up of Industry Partners members and (at least) one designated Interior Designer member (appointed by President) to act as a liaison between designers and IP.
 - c. Works with Student Affairs Committee to conduct Jay Slack Industry Partner Memorial Scholarship
- 8. Legislative Affairs
 - a. Inform members of legal, ethical and legislative activities and issues relating to the field of Interior Design in NJ.
 - b. Acts as liaison to NJ Coalition for Interior Design Legislation
- 9. Marketing Committee
 - a. Promotes the branding of ASID NJ in New Jersey internally and to the public
 - b. Promotes both residential and commercial design utilizing a variety of media
 - c. Promotes the value of interior design and its impact upon healing, learning and wellness of the public
- 10. Newsletter
 - a. Organizes and researches topics to inform and educate all members about ASID activities and subjects pertinent to the field of Interior Design.
 - b. Publication to be distributed quarterly both by mail and on the Chapter website.
- 11. Procedures Committee
 - a. Develops Chapter Procedures in conjunction with ASID Society's Bylaws and Policies.
 - b. Chaired by the Parliamentarian or if not available, a Past President.
 - c. Members shall be the chair, plus two past presidents, the current president, and one member from the recent past procedures committee to act as advisor and historian.

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- d. Committee will meet every three years to review and update the current policies unless a new issue arises in the chapter and/or ASID Society changes their Bylaws and Policies.

12. Program Committee

- a. Develops and organizes program meetings for the general membership throughout the year
- b. Selects and reviews speakers and content by following the Chapter's Strategic Plan and the Society's Environmental Scan and must be submitted to President for approval.
- c. Finds acceptable locations for programs with preference given to IP showrooms.
- d. Designs invitations and organizes food

13. Strategic Planning (See ASID Society's Policies)

- a. The Strategic Plan guides the direction of the Chapter for the upcoming year
- b. The planning session shall be chaired by the President-elect
- c. The President-elect will gather a cross-section of the membership to review and develop the Strategic Plan to meet the goals and budget for the next three years
- d. There should be one or two planning sessions to determine the strategies, tactics and budget
- e. It is recommended that an outside facilitator conducts the meeting(s)
- f. The Strategic Plan should follow ASID Society's policies and guidelines
- g. The Strategic Plan must be reviewed and approved by the Board of Directors with two votes (one at June Board meeting and one at September Board meeting) in order to be adopted.
- h. Approved Strategic Plan to be distributed to the Board and Committee Chairs at the Board & Committee training session
- i. Strategic Plan shall be available on www.asidnj.org with member login
- j. (See Guidelines for the Chapter Administrator for role in SP)

14. Technology

- a. Coordinate training sessions for members to update their skills
- b. Reviews latest market technology and makes recommendations to the Chapter Administrator, Board and committees on which programs and software will aid ASID NJ to stay current and maintain maximum technological efficiency

15. Trade Show

- a. Organizes annual Trade Show for Industry Partners to exhibit products and services for designers and students
- b. CEU (s) offered for practitioners
- c. Provide revenue opportunity for Chapter
- d. The ASID Society's legal counsels must review all contracts (see ASID Policies)

16. Website

- a. Oversees the development and updating of the ASID NJ website

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- b. Encourages marketing web pages
- c. Encourages member participation in blog.

G. TASK FORCE

1. The President may designate a Task Force to respond to any immediate issue.
2. Has a limited time span and specific focus
3. The Task Force researches issues to quantify findings. Conclusion of findings is to be based upon facts of demographics, membership needs and/or resources.
4. President may be part of the Task Force but not serve as chair
5. President to select chair and members of the Task Force from the diversity of the membership.
6. Findings are to be given to the Board in a comprehensive report for review and vote
7. The chair must be an ASID member and not a paid consultant.
8. Depending upon the issue under discussion, outside consultants may be brought in for specific knowledge and understanding particular to the resolution under review.

H. EVENT INVITATIONS

1. All the necessary information for invitations should be sent to the Chapter Administrator eight weeks prior to an event to reflect ASID Brand Central templates and to create a booking page.
2. Invitations will be emailed to ASID NJ Chapter membership four weeks prior to an event and again one week prior to the event date (or as needed to promote any given event). The President is to review and approve all outgoing invitations.
3. The invitation list may include other ASID chapters and other invited organizations.

I. MAIL AND EMAILS

1. Email is the primary tool of communication to the membership (Newsletter excluded). Request for postal mailing requires the President's approval.
2. Before sending any Chapter correspondence via email, committees or members must submit copy to the Administrative office to be approved by the President.
3. All correspondence on ASID NJ letterhead must have the approval of the President before mailing.
4. See ASID policies for updated Member Outreach Requests for ASID Industry Partners and non-ASID members.

VII. LEADERSHIP DEVELOPMENT

A. PURPOSE AND GUIDELINES

1. The purpose of leadership development training is to offer members the essential tools to prepare them for future chapter leadership roles.
2. It is recommended that the Chapter provide leadership training annually for the elected office holders, committee chairs, and upcoming/potential leadership prior to the Strategic Planning Session.
3. The training needs to be guided by the President and conducted either by:

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- a. An outside facilitator or Past Presidents knowledgeable in various aspects of leadership training
4. The training should be interactive and cover business and leadership issues relevant to the chapter and interior design, to include but not limited to:
 - a. Strategic planning methods
 - b. Personality issues and people negotiating skills
 - c. Conflict resolution
 - d. Ethics
 - e. Implementation of goals
 - f. Agenda making and how to organize a meeting
 - g. Communication skills
 - h. Team building

VIII. FISCAL PROCEDURES AND OPERATIONS (Reference the ASID Society's Policies)

A. FISCAL YEAR

The Fiscal Year of the Chapter will be from October 1 to September 30.

B. ACCOUNTS AND COLLECTION METHODS

1. The Chapter shall maintain accounts: a bank checking account, a savings account and a CD (certificate of deposit)
2. No member, or committee, shall establish any form of bank account in the name of the Chapter for any activity, event or project. The Director of Finance or a designated financially responsible individual who shall have control over monies until deposited shall oversee funds.
3. All accounts shall be in the name of the "American Society Interior Designers New Jersey Chapter." All checks for payments to include at least two signatures (President, President-elect or Financial Director).

C. INTERNAL FUNDS DISTRIBUTION

The Chapter shall internally allocate funds into the following categories:

1. SALES TAX - (as collected on applicable items and held aside for quarterly reporting and submittal to the State of New Jersey, Dept. of Revenue Services). For this purpose the Chapter shall maintain a current New Jersey Tax Registration Number.
2. LEGISLATIVE
 - a. ASID NJ should send one member of the Board (either Director At-Large or President- elect) for ASID Society's legislative training to respond to new legislative issues within the state and for support of the coalition.
 - b. Board of Directors to allocate funds to support the New Jersey Coalition for Interior Design Legislation (NJCIDL) after receipt of approved NJCIDL's Strategic Plan and Budget.

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D. DEPOSITS

All revenues that are derived from any activity in which the Chapter is engaged shall be documented and deposited only in a Chapter bank account.

E. CREDIT CARDS

1. The Chapter will accept credit cards for payment via electronic online processing through ASID NJ chapter website.
2. Online provider will process credit cards.
3. Credit card information will not be stored in any manner and credit card information will be shredded.
4. Credit card disputes will be handled by the Chapter bookkeeper, who will provide merchant services with any relevant supporting paperwork.
5. Compromises to a customers' credit card will be referred to merchant services.
6. Anyone assisting with credit card processing will receive security training, to include procedures of the above afore mentioned.
7. Any credit card payments made in person at a Chapter meeting/event will be done manually with a paper processing form to be manually entered by the bookkeeper within 2 business days of the event.

F. DISBURSEMENTS

1. Members shall be reimbursed for budgeted expenses relating to their work on Chapter activities. A completed disbursement form must accompany requests for payment with receipts attached and approved by the committee chair and the President.
2. The Board of Directors must approve expenses that do not have a budget line item allocation.
3. No member shall enter into a contract for ASID NJ with a supplier. All contracts require prior approval of Chapter President, review by ASID Society's legal counsel and when applicable, local legal counsel. All contracts on behalf of ASID NJ are signed only by the Chapter President and are in the Chapter's name.
4. The Chapter will reimburse officers or Board appointed representatives of that Chapter for expenses incurred at ASID Society events and activities if sanctioned by the Board and documented. Covered expenses include transportation, lodging, registration and \$70 per Diem meal allowance. The Chapter shall send the President and/or President-elect and/or President-elect-elect to Chapter Management Meetings (in accordance with ASID Society's Policies), and shall reimburse expenses.
5. The Chapter will not reimburse chapter representatives for expenses related to traveling companions, even if those companions are ASID members.
6. The Chapter will not reimburse chapter representatives for bar tabs, entertainment, outside tours, or miscellaneous expenses incurred during non-ASID time.
7. All board and committee members requesting reimbursement for approved expenses must make this request within 30 day of the end of the activity.

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8. No disbursements will be made past 45 days after the end of the fiscal year (September 31).

G. BANK CHARGES

A handling fee will be added to return checks at the current bank charge rate.

H. MEMORIALS AND TRIBUTES

1. The death of a member shall be acknowledged by a contribution to the ASID Foundation for \$100 and a personal letter to the family by the President.
2. Tribute contributions for Board members who have lost a spouse or had a baby will be acknowledged with a gift or flowers. A card/Chapter letter from the President will be sent to acknowledge the same for Past Presidents.

I. FUND RAISING ACTIVITIES

Must be approved by the Society; needs to be reviewed by the Chapter and ASID Society's financial director and legal counsel.

IX. INTERNAL MANAGEMENT PROCEDURE

A. INSURANCE

1. As mandated by ASID Society's Policies
2. Certificate of insurance is required for Trade Show Exhibit Center and Design Summit location

B. CHAPTER PROCEDURES AND AMENDMENTS

1. ASID NJ Chapter Procedures shall be reviewed by the Procedure Committee in-depth every three years and be aligned with ASID Society's Bylaws and Policies.
2. A general review can be conducted yearly to ensure that Chapter Procedures are in line with ASID Society's Bylaws and Policies and are in sync with Chapter operations.
3. Amendments to Chapter Procedures will be considered at a Board meeting only if the proposed amendment has been submitted either by an officer or not less than two Board members.
4. Any proposed amendment shall be filed with the Board no later than two weeks prior to the Board meeting with a listing of pros and cons.
5. Amendments may be made if the amendment is presented at a Board meeting for Board consideration, and voted on at the next Board meeting.

C. CONTRACTS

1. The Board will review and approve all contracts annually by the last board meeting of the fiscal year and submit them to ASID Society's legal counsel for approval.
2. When hiring an independent contractor it is recommended that the chapter interview a minimum of three firms/consultants for the position.

X. CHAPTER ADMINISTRATOR

(In addition refer to the ASID Society's Chapter Administrator's Job Description)

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A. OVERVIEW

1. The primary responsibility of the Chapter Administrator is to provide assistance to the Chapter President and other Chapter Officers and is to be the central point of contact for the membership and the public.
2. Promote ASID Society initiatives to the membership and adhere to ASID's by-laws and policies
3. Attend the ASID Administrator training offered by ASID at the expense of the chapter.
4. Salary and benefits information to be maintained in a confidential file.
5. Contract to be submitted to the ASID Associate Executive Director of Finance and ASID legal counsel for approval.
6. Performance review to be conducted annually by a committee consisting of the President, President-Elect and Financial Director
7. Contract to be approved by the Board on a yearly basis
8. Promote ASID Society initiatives to the membership and adhere to ASID's by-laws and policies
9. All communications sent out by the Chapter Administrator on behalf of the Chapter must have the approval of the President.

B. WORK TO BE PERFORMED

1. Record Keeping
 - a. Contracts, Legal Documents
 - b. Committee Reports
 - c. Board Minutes
 - d. Newsletter
2. Communications
 - a. Working with the President, compile Chapter and committee news and activities to create an electronic Chapter News Update sent out every other Tuesday morning
 - b. Create template for electronic invitations for all Chapter events and program meetings submitted by the chair
 - c. Maintain all electronic mailing lists needed for online communication (e.g. Constant Contact, electronic voting) as per ASID Society's communication guidelines and reports
 - d. Assist with social media; including the Chapter's Facebook page and public page
 - e. Maintain communications with ASID Society as liaison to our Chapter
 - f. Compile IP invites through mailing policies
3. Membership Services
 - a. Maintain customer service as the front-line contact to ASID NJ membership, potential members, and others that the Administrator comes into contact with representing ASID NJ. Enhance support and service by responding to

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customer needs in a timely and efficient manner with web access and membership status.

- b. Welcome all new members, students and Industry Partners with new member welcome letter on behalf of the President and ASID NJ Board Membership Director.
 - c. Serve as membership staff person: interface with ASID Society's database, managing the organization's data and providing reports as needed
 - d. Establish and maintain communication routines for suspended and terminated members as coordinated with membership committee.
4. Board Governance Support
- a. Provide President and President-elect administrative support.
 - b. Provide administrative and project support to the Board of Directors and committee chairpersons with Dropbox (or equivalent) set up with committee reports, Board minutes and all necessary documents.
 - c. Attend Board meetings and assist with the preparation of agenda and minutes.
 - d. Assist with Board/Committee and Leadership Training preparation.
5. Program/Event Management
- a. Assist with the preparation of Chapter events and program meetings by managing attendee lists, create booking page for event and oversee on-site registration.
 - b. Assist with linking Chapter's PayPal account or credit card payment for events as needed.
 - c. Collect all payment for Chapter events.
 - d. Create name badge printing and distribution for all events.
 - e. Create certificate for CEUs and Chapter awards.
 - f. Manage reconciliation for all posted events and deliver written analysis report to the President and Committee Chairs.
6. Website Management
- a. Maintain and update website to keep Chapter information current.
 - b. Update the website calendar with current information on programs and committee meetings with links to registration.
7. Financial Review
- a. Receive deposit and forward checks to Chapter bookkeeper for reconciliation.
 - b. Receive and review requests for disbursement to be forwarded to Chapter bookkeeper.
 - c. Set up a schedule with Chapter bookkeeper to review the above (a, b).

C. OFFICE ADMINISTRATION

- 1. Maintain Chapter PO Box.
- 2. Maintain inventory of contents in storage facilities and archives.
- 3. Maintain chapter phone and email correspondence.

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4. Telephone hours: calls and emails to be returned in a timely manner, every day.
5. Email: administrator@nj.asid.org & membership@nj.asid.org.
6. Support members' needs.

XI. CONSULTANTS

A. CHAPTER BOOKKEEPER

1. Overview

- a. The Chapter bookkeeper is an independent contractor.
- b. Contract to be submitted to the ASID Associate Executive Director of Finance and ASID legal counsel for approval.
- c. Review to be conducted annually by a committee consisting of the President, President-Elect and Financial Director.
- d. Contract to be approved by the Board on a yearly basis.
- e. Salary and benefits to be maintained in a confidential file.

2. Work to be Performed

- a. Full cycle *Accounts Receivable* and full cycle *Accounts Payable*.
- b. Process checks for payments to include at least 2 signatures (President, President-elect or Financial Director).
- c. Follow up on outstanding balances accounts payable and receivable.
- d. Detailed Analysis and preparation of reports for the Board of Directors to be QuickBooks generated upon request.
- e. P & L review analysis and budget preparation for the Board and Committee Chairs for major events.
- f. Prepare quarterly reports for the President and Financial Director to review balance sheets and P & L prior to scheduled Board meetings.
- g. Prepare P & L for all Chapter events including Program meetings, CEU's, Trade Show and Design Excellence Awards dinner to be submitted to President and Committee Chairs.
- h. Works with the Chapter Administrator to review the above, as necessary.
- i. Formulate all necessary reports for Financial Director to be sent as required by the Society.

B. PUBLIC RELATIONS

1. Overview

- a. The Chapter public relations person is an independent contractor.
- b. Contract to be submitted to the ASID Associate Executive Director of Finance and ASID legal counsel for approval.
- c. Review to be conducted annually by a committee consisting of the President, President- Elect and Financial Director.
- d. Contract to be approved by the Board on a yearly basis.
- e. Salary and benefits to be maintained in a confidential file.
- f. Billable reimbursable expenses are limited to travel and Chapter ASID brand supplies.

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2. Work to be Performed

- a. Serve as the liaison between ASID NJ and the New Jersey media.
- b. Publicize ASID NJ programs and events in the New Jersey Media.
- c. Publicize ASID NJ brand and use of appellation in all NJ media.
- d. Market the diversity of all ASID NJ designers throughout the state, both in residential and commercial design.
- e. Serve as Chapter photographer for program meetings, events and maintain and update photos for all ASID NJ publications and website.
- f. Serve as a resource to the Marketing and other committees to promote the ASID NJ brand.
- g. Manage ASID NJ LinkedIn Group.

C. LEGAL COUNSEL

1. Local legal counsel will be kept on retainer and when used, fees to be charged back to the requesting committee.
2. The President must review and approve any use of legal counsel by the Chapter.

D. WEB-MASTER

1. A contract with the web-master will be reviewed and approved by the Board.

E. ACCOUNTANT

1. Accountant is to be selected by the President and the Financial Director and approved by the Board

Corrections – 8-30-16

Board Approved – 9-19-12

Prepared by Procedures Committee:

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Linda Lee Potter, ASID, CID

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Board Revised 4-17-13

Board Revised 6-5-13

Board Revised 8-5-15

Board Revised 11-10-15

Board Revised 7-12-16

Board Revised 10-17-12

APPENDIX

ASID CHAPTER POLICIES

CHAPTERS OF THE SOCIETY

A. CHAPTER

ARTICLE I: CHAPTER TRAINING

Section 1 – Chapter Leadership Conference

1. Each year there shall be at least one Society Chapter Leadership Conference, the purpose of which 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. Develop leaders for the Society who are training in strategic thinking.

B. 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 chapters' 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 include serving as chief elected officer, representing the entire membership and best interests of the chapter; exercising personal leadership in the motivation of other officers, board members, committee members, and staff; implementing approved strategic plan for the chapter during term of office; facilitating the chapter board in understanding its role and responsibilities; acting as spokesperson and inspirational leader and taking an important part in monitoring and evaluating chapter performance and effectiveness.
 - b. 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 include assuming the responsibilities of the chapter president in his/her absence; assisting the chapter president in carrying out the functions of that office and performing specific duties delegated by the chapter president; facilitating the chapter board in understanding its role and responsibilities. This position shall be used as orientation for the future chapter presidency.
- b. 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 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 financial 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 (Forms 990, 990T and any state returns). Chapters are required to use a paid tax professional for returns.

4. Communications Director

- a. Basic responsibilities include exercising communications function for the chapter.
- b. 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 the Society'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 and other volunteer recognition programs.

5. Professional Development Director

- a. Basic responsibilities include exercising professional development function for the chapter.
- b. 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 the ASID brand.
 - (vi) Ensures that all chapter professional development programs are conducted in accordance with the Society's organizational messages and strategic direction.
 - (vii) Orients successor professional development director.

6. Membership Director

- a. Basic responsibilities include exercising the membership function for the chapter.
- b. 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 the ASID brand.
 - (v) Ensures that all chapter membership initiatives are conducted in accordance with the Society's organizational messages and strategic direction.
 - (vi) Ensures that all chapter membership initiatives are directed toward appropriate audiences and member segments.
 - (vii) Orients successor membership director.

7. Director at Large

- a. This chapter board position is responsible for focusing 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, includes working with the chapter committee responsible for ethical issues.
- c. Directors at large responsibilities include the following:
 - (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.

9. 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 also may independently submit applications to the board of directors for consideration in the SRB candidate pool. 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 or graduate) 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. The SRB shall represent all student chapters and independent student members within the chapter.
- d. Within the limits of the bylaws and policies, the SRB has the responsibility to accomplish the duties set forth:
 - (i) Attends 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 name of the person 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. 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 the ASID brand.
 - (iv) Receives Society leadership training for Emerging Professional Affairs Committee 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 to 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 04/2010).

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 past 10 years
 - (ii) Two at-large chapter members
 - (iii) The immediate past president, who serves as a non-voting chair (amended October 2009)

3. All nominating materials and returned results (including both electronic and paper ballots) must be retained by the chapter for a period of two years after the election (amended October 2009).

4. 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 (amended October 2009).

5. By no later than January 15 of each year, the official chapter election ballots must be available to all eligible voters in the chapter (amended October 2009).

6. 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 shall be submitted from each student chapter to the chapter board.
- e. Officer candidates must have served on the chapter board within the past 10 years and/or have served as a committee chair for two of the past 10 years (amended April 2007).
- f. 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.
- g. All chapter finance and personnel committees must be composed solely of chapter board members.

7. Vacancies in the position of:

- h. 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 (CST). 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 no fewer than two years and no more than five years prior and who is approved by the chapter board.
- i. 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 CST.
- j. All vacancies in chapter officer or chapter board positions must be filled within 45 days, unless approval is obtained by the CST.
- k. Except as provided for in subparagraph 12(a) and 12(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.
- l. Chapter Nominating Committee shall be filled by a qualified member appointed and approved by the chapter board.
- m. Chapter Nominating Committee chair shall be filled by a Professional member appointed and approved by the chapter board.

8. 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.
 - b. Alternatively, the committee may 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 levels, 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 10 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 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 Chapter 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 10 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 51 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 51 percent membership approval is obtained (amended October 2005).
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.

C. 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 be determined only 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:
 - 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 by 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 1 of each year 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 signatures shall be required on all checks drawn on a chapter account. It is required that one of the two signatures be that of the chapter financial 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 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 one another 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 in noncompliance 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 in noncompliance may be withheld and a portion used to pay any costs incurred by the Society.
16. No chapter may sign any agreement to publish or host a chapter website without the written consent of the Society. No chapter may hire or contract for the sales of advertisements or member referral service without the written permission of 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 year end 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, chapters 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. Chapters must report the results of their elections to the Society's Education and Engagement Team and the Chapter Support Team annually.
8. Chapters must have the name of their 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) the Society's president/CEO or the HST or by (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 the HST, which 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 defined as 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 applications must 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 of April 20, 2006, 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, the board must have permanently 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) the names of the individuals/organizations who will provide the product/service, (iii) the names of any individuals/organizations who will benefit from the product/service, (iv) an explanation of how the fundraising activity fits into the chapter's strategic plan, (v) an overview of the objective of the fundraising activities in relation to the purpose of the Society, (vi) a copy of the chapter's annual budget clearly reflecting all budgeted revenues and expenses for the event or activity, and (vii) any other relevant information.
2. The Society's legal counsel's review is limited to determine whether chapter contracts or events would violate any Society policy or would adversely affect the Society's tax exempt status. Business and legal issues are left to the wisdom of chapters and their local legal counsel. The Society's legal counsel and HST may provide advice and guidance on business matters and may mandate terms in the best interest of the chapters (amended April 2010).

D. 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 the Council for Interior Design Accreditation or encouraged to pursue accreditation by the Council for Interior Design Accreditation.