

AMERICAN
SOCIETY OF
INTERIOR
DESIGNERS



NEW JERSEY

ASID NEW JERSEY
CHAPTER PROCEDURES
2022

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 Core Values and Code of Ethics
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
5. To uphold the fiduciary responsibilities of the Chapter

II. GENERAL POLICIES

A. ASID SOCIETY GOVERNANCE

The Society's (Headquarters – HQ) governing documents are ASID By-Laws and ASID Policies. The Code of Ethics are within the By-laws.

B. NJ CHAPTER GOVERNANCE

The New Jersey Chapter (ASID NJ) is governed by ASID By-laws, ASID Policies and ASID NJ Procedures. Chapter Procedures is in addition to, and not in place of, ASID Bylaws and ASID Policies. The Society's governance shall have precedence where there maybe any variance, contradiction or omission in these Procedures. The Chapter will follow ASID Core Values

C. 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.

D. DESIGNER APPELLATIONS

1. Designer Appellations for Chapter Communications:

- a. 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, John Smith, Industry Partner ASID). The ASID appellation must be listed first if using multiple appellations.
- b. ASID NJ letterhead and all Board related listings such as the newsletter: To list only ASID and CID appellations.
- c. Event Badges: ASID members are to list only their ASID and CID appellations; guests may list their organization appellations.
- d. Publications which spotlight ASID events and ASID PR: To list only the following appellations: ASID and CID (Non-ASID events aren't affected by this requirement).
- e. For ASID Website: To introduce the public to ASID appellations, use the following:
 1. 'Find a Pro' Listing: List only ASID and CID appellations (Example: Mary Smith, ASID, CID; Cathy Jones, Allied ASID, CID).
 2. Portfolio Page Bio: Designers may list all his/her appellations as long as the ASID appellation immediately follows the name.

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- f. Chapter PR: to list ASID appellations
 - g. ASID Social Media: to list ASID appellations
 - h. Personal social media: it is recommended to list ASID appellations, CID, NCIDQ, etc.
2. ASID Appellation and Personal Logo Usage Guidelines (See asad.org/belong/appellation)
- a. Examples of Appellation usage:
 - i. Professional member appellation: Ex. Jane Doe, ASID
 - ii. Allied member appellation: Ex. Jane Doe, Allied ASID
 - iii. Student member appellation:(Ex. Jane Doe, Student ASID)
 - iv. Industry Partner Representative appellation: Ex. Jane Doe, Industry Partner Representative, ABC Company
 - v. Industry Partner Company appellation: (Ex. ABC Company, Industry Partner of ASID)
 - vi. Educator appellations: please go to: ASID.org/belong/appellation
 - b. List ASID first in cases of multiple appellations (Ex. Jane Doe, ASID,CID, LEED AP).
 - c. The membership designations must be spelled out completely. (Note: "of the American Society of Interior Designers" may be substituted for "ASID").
No modification or deviation is permitted.
 - d. The appellation for professional members and the designations for other members may be used only in conjunction with the member's ownname.
 - e. Members may not utilize any form of the name of the Society or the ASID appellation in conjunction with a firm name, even where the member's name is encompassed in the name of the firm.
 - f. Professional members in good standing may use the ASID Professional Member logo. Industry Partners may use the Industry Partner Logo.
 - g. Members may not use the official ASID logo in any manner. Improper logo usage is a violation of the Society's Code of Ethics and Professional Conduct.
 - h. A member may in no way imply, through advertising or other means, that employees of his or her staff or firm are members of ASID unless that is in fact the case, and then they may be identified only by the appellations or designations consistent with their status in ASID.
 - i. If one's ASID membership has lapsed, the use of the ASID appellation or the ASID logo is not allowed. ASID strictly enforces this regulation and performs audits.
 - j. Misuse of the appellation: The member will be notified of the misuse; if not corrected within 10 days of notification, the case will go to HQ.

III. FISCAL YEAR

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

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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 calendar of chapter-wide events and activities at the beginning of the fiscal year.
4. The Chapter will provide Board and Committee training. It is recommended that it be done in the summer months prior to the beginning of the new fiscal year, but required to be completed by October 31.
5. The Chapter will send Board members to the Society's Leadership Experience Conference
6. The Chapter shall send the SRB to Scale or any Societal training, Chapter funds permitting

B. ACTIVITY ADMISSION COSTS

1. Admission fees, when charged, will be the same for all members in good standing (excluding students),
2. Students: When a fee is charged, ASID Student member admission to events will be discounted; non-ASID students will pay the standard student fee.
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. There are no cancellations or reimbursements for registered events.
6. 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.
7. The Chapter President, President-elect and immediate Past President are not required to pay admission to any Chapter activity or event. If a Design Summit is held, only the President and President-elect will be gratis.
8. The Chapter Administrator, when attending an activity in a working capacity, will not be required to pay an admission fee.
9. Registration and collection of monies for events will be collected through an event planning app prior to the event to minimize administrative time/effort and to best track attendees.
10. The Chapter Administrator will collect monies for walk-in attendees at an event.

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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.
2. All approved business or actions taking place as an ASID activity shall be coordinated with the President and the Chapter Administrator and then added to the Chapter calendar. Note: ASID events take priority on calendar dating.
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 rotating to include all parts of the State within the calendar year.
5. The President is encouraged to introduce the Board and when time permits, recognize Industry Partners, students, and new members at Chapter meetings.
6. It is recommended that Board members promote an atmosphere of inclusivity at all times.
7. All contracts must be submitted to the President and Chapter Administrator for review and then to the Board for approval.
8. Contracts must be reviewed by ASID Society's legal counsel and/or local legal counsel prior to having the President's signature (Refer to ASID Society's current policy on contracts.) If necessary, the President will determine if local legal counsel is to be used.
9. All contracts must be in the Chapter's name. The Chapter President (Officer) must approve and sign any and all contracts on behalf of ASIDNJ. No other member shall enter into a contract for ASID NJ.
10. Contracts must be addressed to: The American Society of Interior Designers New Jersey Chapter including the current President's name and Chapter's address.

D. ACTIVITY SPONSORSHIP

1. It is recommended that IPs in good standing are given preference for sponsorship opportunities over non-IPs. If a vendor who is not an IP wishes to take a sponsorship, it will be at a rate higher than the member rate.
2. The President is responsible for writing a thank you letter on ASID NJ stationary to all sponsors and speakers of an event upon completion of the event.
3. The President must approve any official outgoing correspondence (on paper or electronic).
4. It is the responsibility of the President and President-elect to create a sponsorship menu for the upcoming fiscal year based upon the goals of the Strategic Plan.

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- a. The sponsorship menu should be prepared in conjunction with the budget for the upcoming fiscal year.
- b. Outstanding sponsorship obligations must be reviewed and fulfilled within the next fiscal year.
- c. Committee chairs will be asked to give recommendations for sponsorships, if appropriate, to the needs of their committees.
- d. The previous year's sponsorship menu will be in effect until a new Board-approved menu is posted.
- e. The sponsorship menu must be listed on the ASID NJ website with an eblast sent to the Industry Partners to alert them to sponsorship opportunities.

E. SHARED VENTURES

1. A shared venture is when two or more organization share financial and social obligations. This is not the same as inviting other organizations as guests to an ASID event.
2. If a shared venture opportunity is presented, the concept must go through a detailed Board review, Board approval and a vote. ASID Society legal must approve the concept prior to moving ahead with the venture. -
3. Due to the complexity of sharing financial obligations, shared venture activities must follow ASID Society Policies.
4. Revenues and expenses for a shared venture activity must be coordinated through the representative Financial Officers of all involved organizations and confirmed by a written document.
5. Contract must be reviewed by ASID HQ Legal. The officers (i.e., Chapter Presidents) of the participant organizations must sign their approval of the contract.

F. ANNUAL MEETING

1. The State of the Chapter will be presented annually to the membership and can be part of a Program Meeting. This portion of the meeting will be recorded and available online.
2. This meeting is to be held in September, prior to the end of the fiscal year.

G. END OF YEAR RESPONSIBILITIES

1. The President is to present to the membership:
 - a. State of the Chapter
 - b. Awards and citations
 - c. Introduce the incoming President
2. The incoming President will:
 - a. Introduce the incoming Board

V. BOARD OF DIRECTORS

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A. ELECTION ELIGIBILITY (Consult ASID Policies for details)

1. Any person recommended as a candidate to the Board must be a member in good standing.
2. It is recommended that candidates for Director positions have served as a Committee Chair or as an active committee member.
3. 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.

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 or Officer is unable to complete his/her term in office, the Board may seek a suggestion for a qualified candidate from Board or Committee chairs members or other means and votes to fill the open position on the Board of Directors.
3. The board will assume the responsibilities of the vacated position until a replacement has been chosen.
4. The Board will review the qualifications of a perspective replacement and
5. make the choice with a vote.
6. 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. Prior to the first Board meeting, Board members must turn in to the Administrator the signed Acknowledgement Form and their signed agreement to the ASID Conflict of Interest Policy. Governance documents are ASID By-Laws and Policies and ASID NJ Chapter Procedures. Any questions that the arise may be directed to the Parliamentarian for explanation.
3. All board members have an ethical and fiduciary responsibility to the Chapter. If the board cannot find resolution for such problems, Chapter Procedures should be consulted and if not resolved, elevated to HQ.
4. Board members are encouraged to attend all ASID NJ Chapter events and are required to attend the Chapter's annual meeting.
5. Board members cannot be Committee Chairs but may serve as a non-voting committee member. In the rare circumstance when a committee has no members, the Director may assume the responsibility of the committee chair on a temporary basis.

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6. A Director is the liaison between the Board and the committees under his/her umbrella.
7. 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.
8. Each Director must provide the committee chairs and committees under his/her directorship the tools (Budget, work scope of the committee) necessary to complete the responsibilities of the committees. There should be an open line of communication between the Chair and the Director.
9. The Board should be apprised of any major changes that revise the structure or responsibilities of a committee. The committee may send representation to the Board for further discussion.
10. Any exception to the procedures due to unforeseen circumstances during one year, must be discussed by the Board; board vote is required. This exception will not set a precedent for the following year.
11. Each Board member must use the email account assigned by ASID for all chapter business. A Director's email is attached to the position (not the person) so that all past correspondences are accessible.
12. Parliamentarian does not have an email address; the President must keep the Parliamentarian apprised of all current issues.
13. Each Board member will access, review and stay current with documents and Chapter information through a shared file server, such as Dropbox.
14. During each Board member's term and at the completion of their term, a handbook of processes and practices will be updated in writing and reviewed with the successor.

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 (including the approval of Chapter's Strategic Plan or Annual Budget) convene either in person or by video conferencing with full facial recognition.
3. Board meetings are open to all members except during discussions of financial details, contract details, personal issues, potential award winner names or a topic the Board thinks should remain confidential.
4. Board meeting dates will be posted on-line at www.nj.asid.org at the beginning of the fiscal year.
5. Agenda for the board meeting should be posted online seven (7) days prior to the meeting so that the board and membership are aware of chapter issues.
6. Board Meeting Protocol: confidential Board issues will be discussed at the beginning of the meeting; open discussions will follow.

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7. Member suggestions and/or ideas are encouraged and should be presented in writing to the Chapter Administrator for inclusion in the upcoming board meeting.
8. 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, seven (7) days prior to the Board meeting. This request will be put on the meeting agenda. The Administrator will notify the Board and the President of the request. If a resolution to the issue is required, it may be done at the meeting or tabled until the next board meeting.
9. Members are welcome to attend the non-confidential portion of a board meeting, in-person or virtually, but must give three (3) day notice of attendance to the administrator
10. Board minutes must be posted in the Cloud for board review no later than Seven (7) days after the board meeting. The Board must vote to approve the minutes within five (5) days of posting so that the minutes can be on the chapter website within two weeks following Board meeting.

E. BOARD ATTENDANCE

1. Directors must attend all Board meetings. If a Board member has two unexcused absences, they will be automatically 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. Notification of absence must be made to the Administrator 24-hour prior to the meeting to be considered excused. Tardiness of one hour or more will constitute an absence. After two excused absences, the Board will decide if the director will continue in the position.
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 Boardmeeting, 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.
6. Each Chapter Board member shall be entitled to cast one vote. The President is anon-voting member. 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 ten (10) day prior to the scheduled Board meeting for review by the Board.

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3. All requests for items to be put on the agenda should be submitted to the Director of Oversight and Chapter Administrator and approved by the President ten (10) days prior to the Board meeting. Urgent and time sensitive issues for discussion will be the exception
4. The Board votes to approve the minutes of the last board meeting. The minutes will be in the electronic file for review seven (7) days prior to the board meeting.
5. All agendas and approved minutes should be saved in a dedicated shared drive, accessible to the board. Minutes should include dates, time, location, and attendees and records all motions and outcomes of votes. Minutes should follow a specified format, approved by the board.
6. Board minutes should be written in detail by the Administrator for Board record keeping and to be voted on by the Board. No videos of the Board meetings are allowed for permanent record keeping. Record keeping should include the date, location, attendees, motions, outcome of vote. Minutes should follow a specified format, approved by the Board.
7. A general summary of each board meeting will be posted for membership information. No financial information is in this summary.

G. BOARD AND COMMITTEE TRAINING

1. It is required that Board and Committee training be held each year after CLC and prior to the beginning of the new fiscal year. The President or the Director of Oversight should follow-up with committees to see if there is compliance and need for additional training.
2. The President-elect (incoming President) should select the trainer(s) from past presidents/parliamentarian who are still active in chapter affairs or an outside professional trainer. The President-elect should participate in the training.
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. Board members and committee chairs will be given a digital manual 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
5. Board members and the administrator are obligated to read and review Chapter Procedures, Strategic Plan, the Budget, Robert's Rules, Confidentiality Agreement and other pertinent documents and confirm, in writing, their understanding and acceptance of all documents at the first board meeting of the fiscal year. If there are any issues with non-compliance the President will be advised and will address the situation with the Board. The Procedures Committee may be consulted. If the situation is not able to be resolved, HQ will be advised.
6. It is required that all Board members, officers and committee chairs attend Board and Committee training in its entirety.

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7. The chapter will hold a master file of all the Director Handbooks. Directors and/or committee Chairs shall update their manuals, as necessary, when they exit their position.
8. Board and Committee Training will consist of the initial training with follow-up by Directors throughout the year.
9. A Committee Chair may be invited to a Board meeting to deliver their committee objectives if needed.

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 (See Appendix 1).
- d. Ensure fiscal responsibility through financial planning, management and reporting
- e. If there are ethical or fiduciary issues that cannot be resolved by the Board, the situation should be elevated to HQ.
- f. Coordinate Chapter goals with the Society's goals.
- g. Operate within the Society's Governance/By-laws/Policies
- h. Operate within Chapter's Procedures
- i. Adhere to Chapter Core Values (see ASID Society's Policies)
- j. Directors to be apprised of the financial status of the chapter on a quarterly basis by the Financial Director. Written reports are to be given in the established chapter budget format. Verbal reports are to be presented at each Board meeting
- k. In preparation of the upcoming year's budget, Directors must reach out to their committee chairs for input on the next year's financial needs and then submit committee request for inclusion in the Board's budget planning.
- l. Director to work with committee chairs to place members on each committee under his/her directorship.
- m. There is to be a confidential review (without any contractors' present) of all Chapter consultants' contracts twice a year.
- n. Six months into the fiscal year and prior to the Chapter review, the contractor is to do a self-performance review and present any recommendations/concerns to the Board.
- o. The Board will review and update semi-annually, all consultants' job performances. If there are mid-year concerns, the consultant should be apprised of the situation and appropriate actions taken. There will be a three-month time span for correction.
- p. Contractor reviews to be conducted by the President, PE and Director of Oversight. The results of the review will be presented to the Board for approval.

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- q. New consultant hires require a minimum of three proposals (Chapter Administrator, bookkeeper, accountant, marketing consultant, and any other needed consultants).
 - r. Vendor contracts for specific tasks need three estimates before hiring. Repeat vendor contracts do not need three estimates unless there are issues regarding their previous performance and pricing. Short term contracts under \$300 do not need three estimates.
 - s. 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 but cannot serve as Chair. Under special circumstances, a director may serve as an advisor to a committee under their directorship.
 - t. It is required that the Director be present at the first meeting of all committees to review Chapter Procedures and committee responsibilities. The Director may attend committee meetings as an observer.
 - u. To prepare and update Task Book for the directorship to be passed onto the incoming Director
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. Exercises personal leadership in the motivation of other officers, Board members, committee members, and staff and works to expand volunteer membership to committee under the Directorship.
 - 3. Oversees the implementation of Strategic Plan for the Chapter
 - 4. Facilitates the Chapter Board in understanding its role and responsibilities. Through committee reports, with the directors, reviews, monitors, and evaluates Chapter performance and effectiveness.
 - 5. Reviews annually the organizational structure of the Directorships (see Organization Chart). 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 ASID HQ-led training/seminars specific to the role of President.
 - 7. Working with the Administrator, reviews and updates the Chapter's Timeline detailing monthly activities
 - 8. Works with the President-elect and Financial Director in preparing the Chapter's annual budget
 - 9. Reviews and approves all Chapter correspondence (written or email) prior to being sent out.

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10. The President should submit all ASID NJ communications to the Chapter Administrator for record keeping. _
 11. President to communicate Chapter activities (Highlights) with membership through monthly emails, eblasts and social media. President may ask Directors to give updates to be part of these correspondences.
 12. Writes a "President's Message" for the Chapter publication (Blueprint)
 13. President may, but is not required to, attend committee meetings as a non-voting observer.
 14. President, along with an IP member, SRB and Director of oversight to visit NJ schools with a design program at the beginning of the fiscal year. If the President isn't available, the President-elect or designer member of the Board may substitute.
 15. Serves as mentor and consultant to President-elect
 16. May reach out to the immediate past president for counsel.
 17. To write welcoming letter to new members
 18. To write a congratulatory letter to designers passing NCIDQ and those achieving certification.
- b. PRESIDENT-ELECT (Officer)
1. Assumes the responsibilities of the Chapter President in his/her absence
 2. Observes and learns from the current President and attends all Board meetings
 3. Assists the Chapter President in carrying out the functions of that office, if needed.
 4. President-Elect may, but is not required to, attend committee meetings as a non-voting observer.
 5. Responsible for conducting a survey on membership needs (April).
 6. Chairs the Chapter's Strategic Plan and Budget and selects the Strategic Plan facilitator and committee (April-May)
 7. Prior to taking over the presidency, organizes Board and Committee training (August). Training to be facilitated by others.
 8. In the last quarter of the P-E term, the PE, working with President and Directors, reviews existing committees, confirms committee chairs and where necessary appoints new members of a committee (including chairs) for the upcoming year.
 9. Selects a Parliamentarian for the upcoming fiscal year.
 10. If Trade Show is held, fills the role of Director of Oversight for the Trade Show.
 11. Required to attend ASID Society's leadership training in its entirety.
 12. Updates the President-elect Timeline detailing monthly activities
 13. Responsible for preparing the Annual Budget. Budget prepared by the P-E, the President, Financial Director and Administrator.

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14. Prepares the calendar for the upcoming year with input from the committee chairs, directors and advisers. Calendar to reflect dates of holidays, IP events, ASID chapter events, regional events, and other organizations events to avoid potential conflicts.
15. Ensures that the Chapter has an active Legislative plan

c. FINANCE DIRECTOR

1. Required to attend Strategic Plan and Budget meetings
2. Responsible for preparing the Chapter's annual budget with input of the Board of Directors
3. Delivers written financial reports (with chapter's income and expenses, bank balances and financial wellbeing) to the Board of Directors monthly and uploads the report to the Chapter's shared file prior to the Board meeting
4. In preparation of the budget for the next fiscal year, gives Directors the financial reports from the previous three years.
5. Renders a written quarterly and annual financial statement to the Board of Directors
6. Prepares the annual financial statement for the chapter membership, delivered at the State of the Chapter meeting.
7. Sends quarterly financial reports to the HQ within the required timeframe
8. Works with the Chapter bookkeeper to maintain current financial records and has, as needed, access to financial files
9. Performs monthly reconciliations on all bank/investment accounts
10. Works with accountant and bookkeeper to prepare chapter's tax returns.
11. With the President, authorizes reimbursement for Chapter expenses and payment of contracts

d. COMMUNICATIONS DIRECTOR

12. Responsible for communication functions for the chapter which includes print and online methods of outreach (email, website, social media, newsletter, marketing and public relations).
13. Prior to the beginning of the fiscal year, work with President to determine the committees under this directorship.
14. Board liaison to committees under his/her directorship
15. To work with the Administrator to make sure all committee reports are ready to disseminate to the Board through the administrator
16. Share pertinent information to the membership through President's monthly newsletter the chapter calendar and other appropriate means of communication

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17. Oversees all committees under this directorship, ensuring that all channels of communication are utilized.
 18. Communicates to the membership ASID's messaging and branding.
 19. To prepare/update Task Book for the directorship to be passed onto the incoming Director
- e. MEMBERSHIP DIRECTOR
1. Oversight to committees as per current organizational chart:
 2. To communicate with committee chairs under his/her directorship.
 3. To disseminate committee information to the Board through pre-Board meeting reports.
 4. Share pertinent information to the membership through the President's monthly newsletter, the chapter calendar and other appropriate means of communication.
 5. To reach out membership, encouraging participation in chapter activities.
 6. To prepare/update Task Book for the directorship to be passed onto the incoming Director
- f. PROFESSIONAL DEVELOPMENT DIRECTOR
1. Oversight to Programs and Continuing Education (CEU) (see current organization chart)
 2. To disseminate committee information to the Board through pre-Board meeting reports.
 3. Share pertinent information to the membership through President's monthly newsletter the chapter calendar and other appropriate means of communication.
 4. To provide programs and/or events that inform and educate the membership of timely topics, being mindful to represent all levels of tenure and categories of membership.
 5. To prepare/update Task Book for the directorship to be passed onto the incoming Director
- f. AT-LARGE DIRECTOR
1. Oversight to Legislative Committee which deals with legislative initiatives at both the Societal and NJ State.
 2. Oversight to Design Excellence Committee (DEA), Chapter Awards, Ethics and Legislative/NCIDQ activities. Oversight to committees as per current organizational chart
 3. To disseminate committee information to the Board through pre-Board meeting reports.
 4. Share pertinent information to the membership through President's monthly newsletter the chapter calendar and other appropriate means of communication

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5. To prepare/update Task Book for the directorship to be passed onto the incoming Director
- g. STUDENT REPRESENTATIVE TO THE BOARD (SRB)
1. The SRB shall represent NJ student chapters and independent student members within the chapter.
 2. Assist the Student Affairs Committee in coordinating student programs and events such as Career Day.
 3. To actively encourage school chapter presidents to participate in ASID NJ events.
 4. SRB will join the President when visiting NJ schools at the beginning of the fiscal year.
 5. To encourage student membership and participation in ASID NJ
 6. Serves as a communication link of all chapter events with the directors of NJ interior design schools, student chapter Presidents and the student membership-at-large.
 7. To sit on the membership committee and Design Excellence Committee
 8. Communicates with At-large Director regarding Mentorship Program and student design competitions.
 9. To prepare/update Task Book for the directorship to be passed onto the incoming SRB.
 10. To advise students on the requirements for NCIDQ (www.cidq.com)
- h. PARLIAMENTARIAN (NON-VOTING MEMBER)
1. It is strongly recommended that the Board have a Parliamentarian. In the event that a Parliamentarian is not selected, a member of the Procedures Committee will be present at every board meeting to advise on Robert's Rules and ASID By-laws, Policies and Chapter Procedures.
 2. The Parliamentarian is appointed by the President, and approved by the Board. It is a non-voting position.
 3. The Parliamentarian must be a past President.
 4. The outgoing president may not serve as Parliamentarian.
 5. It is recommended that the Parliamentarian not serve as Parliamentarian for three years after the completion of his/her term.
 6. The Parliamentarian sits on the Procedures Committee as a liaison to the Board and brings board suggestions for procedural updates to the Procedures Committee for review and inclusion into the Procedures document.

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7. The Parliamentarian keeps meetings on task (following the agenda), on time, adhering to Robert's Rules; advises the Board on the mandates of the ASID By-laws and Polices and ASID NJ Procedures to make sure they are followed; and may provide historical perspective to Chapter events and procedures.
 8. The Parliamentarian may lead or assist in Board and Committee Training.
- i. 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. Updates the President-elect-elect timeline detailing monthly activities
 3. Should attend major event committee meetings (i.e., DEA, Trade Show Committee and/or the Design Summit Committee) after the election as an active observer. If unable to attend meetings, should review all meeting notes from these committees.
 4. Once elected, the P-EE must attend all leadership training events and work closely with the P-E to become familiar with operations of the chapter.

VI. COMMITTEES AND TASK FORCES

A. TYPES OF COMMITTEES

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

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 as it pertains to their committee.
3. Keep within the budget. Committee financials should be reviewed by the Director of Oversight and the Board on a monthly basis.
4. Committees are to be made up of chair, vice-chair and committee members. The vice chair is to succeed the chair. The past chair will be the advisor to the committee.
5. Make up of committees should include practitioners, Industry Partners, student members as active participants whenever possible. Non chapter members may not sit on committees. When needed, consultants may attend meetings as non-voting participants.
6. Committee chair to work with Director of Oversight to place members on his/her committee. A committee should be large enough to encourage succession from committee member to vice-chair to chair.

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7. Chair and Vice chair (chair-in-training) positions are for a maximum of two-year terms. The vice-chair would move into the chair position and the chair would become the advisor. An advisor is required for the first year of a chair's tenure.
8. The advisor serves on the committee as a non-voting member. General membership on any committee (excluding Trade Show, Procedures Committee and Chapter Awards) will be limited to a three-year term unless the person is moving up to serve as chair or vice chair. If a committee member does not move up to a chair or vice-chair position, it is encouraged that they join another committee. To serve again on a committee, it would require board approval.
9. Committees are to follow parliamentary procedures and a set method of guidelines as defined in each committee book (or equivalent)
10. Committees must keep meeting notes that list the date of the meeting, members in attendance, motions made and outcome of votes.
11. Meetings must have an agenda and intended goals sent out prior to the meeting. All committee materials (agendas, notes) are to be digitally filed with the administrator and the incoming chair of that committee at the end of the fiscal year.
12. Chair, where applicable, must provide summary reports including financials and evaluations of each program and activity to the Director of Oversight.
13. Major fundraising events should be put on chapter calendar four months in advance.
14. Event information must be submitted to the Chapter Administrator for inclusion on all communication platforms (email, calendar and social media).
15. New events should be publicized a minimum of four weeks prior to the event; weekly reminders are required.
16. Event reminders must be sent out prior to an event. All meeting reminders with links and/or in-person location details should be sent out one week and again one day prior to the event.
17. All events and webinars commitments need to be posted on the ASID NJ website.
18. Chair is to report to his/her director (except for Nominating Committee which reports directly to the Board).
19. All communications representing NJASID 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.
20. Refreshments for committee meetings are not reimbursable expenses.

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C. ROLE OF COMMITTEE CHAIRS

1. Professional, Allied, Associate members 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 one week before the scheduled board meeting.
3. Prior to sending, all correspondence (via any method) in the name of the Chapter must be reviewed by the President.
4. Committee chairs are responsible to the budget for their committee; must keep the Director of Oversight apprised of any changes in committee finances; and must get authorization for additional expenditures and find ways to support the increase.
5. To communicate important information to the membership, a chair may speak at Programs meetings, presenting the current status of activities of the that committee (i.e., Trade Show, upcoming DEA, Legislation, etc.). Written updates will also be included in the President's monthly Highlights, chapter eblasts, and other social media outlets.
6. After serving as chair, it is recommended that the chair become the advisor for one year. If the exiting chair is not able to serve as Advisor, the President may appoint an advisor.
7. For contracts over \$300, a minimum of three proposals must be obtained and presented to the Board of Directors for approval before hiring. All contracts are signed by the President after legal review.
8. 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.
9. At the end of the fiscal year 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.
10. A person can only chair one committee at a time. At the discretion of the President, a sitting Chair can be an advisor to a second committee during a given year.
11. Committee Chairs must give their calendar of events and dates to the Administrator to be reflected on the Chapter website to avoid potential conflicts of event dates.

D. ROLE OF PAST PRESIDENTS

1. Role is limited to an advisory capacity and may not chair committees except in the following:
 - a. The immediate Past President must chair the Nominating Committee.
 - b. The immediate Past President must serve on the Procedures Committee.
 - c. Only past Presidents can serve on the Procedures Committee.
 - d. Chapter Awards must be chaired by a Past President.
 - e. Community Service and DEA committees may be chaired by a Past

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President.

- f. A Past Presidents may be appointed by the President to participate on or chair a task force.
- g. Past Presidents may chair the leadership training committee, board training and Strategic Planning/Workplan sessions.
- h. One or more past Presidents must sit on Chapter major events committees (i.e., Fund raising committees - Trade Show, DEA and Design Summit)
- i. May be advisor to the Trade Show committee
- j. May chair the Trade show with Board approval
- k. Only a past president (not immediate past president) can serve as Parliamentarian.
- l. Any exceptions to the above must be approved by the board.

E. FISCAL PROCEDURES

1. All committees should be financially self-sustaining (excluding the Nominating Committee, Chapter Awards) and must adhere to their budget allocations.
2. The Strategic Plan mandates that each committee must formulate an annual budget.
3. Any committee considering 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.
4. The budget must be reviewed and approved twice (2) by the Board; final vote by September 30.
5. The budgeting procedure is as follows:
 - a. To prepare the budget for the upcoming year, Directors need a three-year history of the Chapter budgets for analytical review.
 - b. All Committee Chairs must submit their projected annual financials to his/her Director of Oversight and Chapter Administrator with current expenses, one month prior to the first vote of the budget. Any changes to a committee's budget within a given year, must be brought to the Board for approval and provide ways of supporting an activity requiring large financial outlays.
 - c. Directors review all budget reports under his/her directorship to make sure that it is integrated with the Strategic Plan.
 - d. With input from the Directors and their committee, the President, President-elect, Finance Director and Chapter Administrator will prepare the new budget for Board review prior to the first board vote.
 - e. 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.
 - f. HQ should be consulted if issues regarding fiduciary responsibilities arise that cannot be resolved by the Board
 - g. Chapter financials are not to be shared with non-ASID members.

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F. MANDATED COMMITTEES

These committees have been established by ASID and must fulfill the obligations as outlined in the ASID Society's Policies (Appendix 2).

1. Emerging Professionals

- a. Provides outreach to members who have advanced from Student to Allied Membership
- b. Emerging Professionals have the appellation, Allied ASID or if they have passed the NCIDQ, the appellation will be ASID

2. Nominating

- a. Formulates and recommends slates of candidates for ASID NJ Board positions
- b. Is chaired by the immediate Past-President
- c. Must comply with ASID's timeline and procedures for nominations

G. GENERAL COMMITTEES

Committee responsibilities and operating guidelines should be submitted to the Director of Oversight for an annual review and approval by the Board.

1. CEU

- a. The Director of Professional Development is responsible for the Chapter's CEU obligations.
- b. Committee is under the directorship of Professional Development.
- c. A CEU may be generated by a committee within the chapter, but to avoid potential conflict in course offering, any committee planning a CEU must coordinate with the CEU Committee and/or Director of Professional Development
- d. The chapter is responsible for offering a minimum of three approved CEUs annually, one of which must be an HSW course.
- e. All courses are to be IDCEC accredited.
- f. IDCEC course completion is to be reported by the member. (self-reporting).
- g. All courses to follow the Chapter's Strategic Plan and must be submitted to Board for approval
- h. CEUs must represent all levels of professional proficiency of designers.
- i. The CEU committee is to keep a log of CEUs offered by the chapter over the last five years; to submit it to the Administrator for inclusion into the digital chapter history.

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2. Chapter Awards
 - a. Oversees honorary Chapter awards and submits ASID Society Awards for ASID NJ Chapter
 - b. The work of this committee is confidential.
 - c. Chair must be Past President.
 - d. Chair may appoint a committee, if needed.
 - e. Committee members are to have knowledge of members' body of work
 - f. Tenure does not have a time limit due to intermittent activity of this committee.
 - g. The work of this committee is confidential.
 - h. Reporting is made directly to the president when a candidate is considered for submittal. Monthly activity reports are not required.
 - i. Budget for this committee is dependent upon activity and the number and type of awards to be given. The Financial Director will be apprised of these costs.

3. Community Service
 - a. To serve as an outreach to the local community to introduce ASID and to advance design
 - b. Project recommendations may come from the Board, committees or the general membership.
 - c. Board approval is required for community service projects and takes projects recommendations to the Board
 - d. Encourages all members to participate in chapter activities.

4. Council of Presidents (Optional – discretion of the President)
 - a. President hosts a lunch or dinner for the Past Presidents to inform them of Chapter events and activities; President-elect to be included.
 - b. This event is an opportunity to invite past presidents to participate in chapter activities.
 - c. The President may appoint a past president to plan the event.

5. Design Excellence (DEA)
 - a. Organizes an ASID NJ design competition, open to all chapter members based the categories of the competition
 - b. The DEA provides revenue for the chapter through entry fees and Industry Partner sponsorships
 - c. Competition guidelines will be reviewed annually by the committee and submitted to the Board for approval prior to presentation of the 'Entry Rules' to the chapter membership.
 - d. A past president needs to be a member of the committee and may serve as chair.

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- e. An advisor is mandatory for this committee.
 - f. All entrants and judges must be ASID members in good standing.
 - g. Judging is done by ASID designers throughout the country.
 - h. Committee organizes an awards dinner
 - i. After the DEA event, committee to conduct a survey inviting chapter members and participants to give feedback for ideas, improvements and comments.
 - j. A detailed evaluation based upon survey findings and the financials of the DEA must be submitted to the board within six weeks of the competition's completion.
6. Design Summit (Optional event)
- a. Purpose: To provide opportunities to strengthen the ASID NJ designer and Industry Partner relationship and to complete needed CEUs in one event
 - b. Organizes a comprehensive educational day(s) of CEUs with sponsors and keynote speaker, or series of presenters
 - c. Provides possible additional revenue source for the Chapter
7. Emerging Professional Affairs (Mandated Committee) See Appendix 2
- a. This Committee's primary responsibility is to ensure that programming of value to emerging professionals is provided.
 - b. An Emerging Professional is a recent graduate or Allied members new to the profession.
 - c. Emerging professional designation is limited to 5 years.
 - d. The Emerging Professional Affairs Chair is a required chapter leadership position to be filled by someone other than the Membership Director.
 - e. Chairs receives Society leadership training for Emerging Professional Affairs Chairs
 - f. The Chair's name must be submitted to HST.
 - g. The committee is under the Professional Development Directorship.
 - h. The Advisor to the committee must to be Professional Member of ASID or Allied member in the process of taking the NCIDQ exam.
 - i. It is encouraged for Emerging Professionals to take the NCDIQ exam.
 - j. Committee Responsibilities: See Appendix 2 – Emerging Professional
8. IP Steering
- a. To find opportunities to connect Industry Partner with ASID designers and students
 - b. Committee to be made up of Industry Partners members and one or more one designated Interior Designer members (appointed by President) to act as a liaison between designers and IP.

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- c. Working with the Board, to promote an ASID student scholarship(s).

9. Legislative Affairs

- a. Deals with legislative initiatives and activities with ASID (HQ) and NJ collaborative organizations that share legislative concerns
- b. Keeps the membership updated on legislative issues
- c. ASID NJ encourages chapter members to become Certified Interior Designers (CID).
- d. Informs members of legal, ethical and legislative activities and issues relating to the field of Interior Design in NJ.
- e. Legislative Chair must attend ASID Legislative Training, if available.

10. Marketing Committee

- a. Promotes the branding of ASID and ASID NJ, internally and to the public
- b. Promotes both residential and commercial design utilizing a variety of media outlets

11. Membership

- a. Encourages growth of membership in ASID NJ
- b. Encourages Practitioners to move from Allied to Professional membership and students to become Allied members
- c. Encourages participation in leadership positions

12. Newsletter/ *Blueprint* Magazine

- a. Organizes topics to inform and educate all members about ASID activities and subjects pertinent to the field of Interior Design.
- b. Publication to be distributed by mail, on the Chapter website or other electronic medium.

13. Procedures Committee

- a. Develops Chapter Procedures in conjunction with ASID Society's Bylaws and Policies.
- b. The committee shall consist of five past presidents (including the current parliamentarian and immediate past president). The president may be invited to attend meetings.
- c. Every three years the Procedures Committee will conduct an in-depth review of procedural policies to keep them current with chapter needs and ASID Society By-laws and Policies. In the intervening years, the President and/or Parliamentarian will advise the committee of the need for procedural changes and the committee will convene to address these requests.
- d. Any changes to the Procedures shall be sent to the Board 10 days prior to the Board meeting for board review and voting at the upcoming board meeting.

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- e. To stay current, annually, the committee is to receive ASID's Chapter Leadership Guide Book.
- f. The Procedures Committee will meet with the President, President-elect, and Administrator prior to the start of the fiscal year to review current Procedures.
- g. HQ or chapter leadership may consult with the Procedures Committee when there are issues involving ASID policies that need clarification or resolution.
- h. Chair will be decided by committee consensus.
- i. Monthly activity reports are not required.
- j. In the event a Parliamentarian is not selected by the incoming President, a member of the Procedures Committee will be present to advise on Robert's Rules and ASID By-laws, Policies and Chapter Procedures.

14. Programs Committee

- a. Develops and organizes program meetings for the general membership throughout the year with the purpose to provide information and networking opportunities between designers and Industry Partners
- b. Selects and reviews speakers and content by following the Chapter's Strategic Plan and must be submitted to President for approval.
- c. Finds acceptable locations for programs with preference given to IP showrooms; consideration to be given to all geographic areas of our membership.
- d. Designs invitations and organizes refreshments for the event
- e. If CEU is offered at a Programs event, ensures that IDCEC credit information is communicated to attendees for self-reporting.
- f. To avoid potential conflict of CEU content and prior to planning a CEU, the Program Committee must coordinate their offering with the CEU Committee and/or Director of Professional Development.
- g. To provide programs and/or events that inform and educate the membership of timely topics, being mindful to represent all levels of tenure and categories of membership.

15. 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 in addition to the incoming board and committee members, 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, create a workplan and define the budget allocations.

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- e. It is recommended that the meeting be conducted by an outside facilitator or a Past President who is familiar with Strategic Planning.
- 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 (at two separate meetings) in order to be adopted.
- h. Distributes approved Strategic Plan to the Board and Committee Chairs at the Board & Committee training session
- i. Makes Strategic Plan available on www.nj.asid.org
- j. Refer to Guidelines for the Chapter Administrator for role in SP

16. 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. The SRB is to be directly involved with this committee
- c. Organizes Student Leadership Day/Student Career Day
- d. Promotes student design competitions within the chapter (e.g., DEA)
- e. Promotes opportunities for student scholarships
- f. Encourages internships and resume building (design competitions. etc.)

17. Technology (inactive)

- a. Coordinates 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

18. Trade Show

- a. Organizes annual Trade Show for Industry Partners to exhibit products and services for designers and students
- b. Provides revenue opportunity for Chapter
- c. Provides CEU (s) for practitioners
- d. Provides speaker or program/panel
- e. Ensures all contracts are reviewed by legal counsel.
- f. At least one past president and/or past Trade Show chair must serve on the committee to act in an advisory capacity.
- g. Once elected, it is suggested that the new President-elect-elect joins the Trade Show committee.
- h. Must conduct a survey after the Trade Show to get feedback from attendees, vendors and the committee

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- i. Submits a detailed evaluation based upon survey findings and the financials of the Trade Show to the board within six weeks of the Trade Show's completion.

19. Website (Administrator's responsibility)

- a. The website is to communicate information on current Chapter activities and to provide links to past events.
- b. Administrator to keep website current with Chapter information and events.
- c. All chapter events, once completed, must be updated on the website within a week of the event.
- d. Trade Show highlights should remain on the website until the next Trade Show; DEA winners should be listed on the website for three months, after this, it should be linked to the website archives.

H. TASK FORCE

1. May be designated by President to respond to any immediate issue
2. Has a limited time span and specific focus to reach its conclusions
3. The President appoints the TF chair. The President and the chair choose members of the committee from the diversity of the membership (Professional, Allied, Associate designers, IPs and students).
4. The president and members of the board may not serve on the Task Force but may attend a meeting to present a point of view.
5. The Task Force findings are to be based upon facts of demographics, membership needs and/or resources. Recommendations must be documented, in writing, and presented to the board for review and consideration and put into chapter archives for future reference.
6. Committee agenda, minutes and member attendance must be recorded and put into cloud storage for future reference.
7. The Task Force is open to the membership to present opinions. Eblast should be sent to the membership to alert them to the formation of a Task force and subject under consideration.
8. The task force votes on its findings and sends the recommendations to the Board for approval. The Board has no obligation to accept the findings and may choose to pursue a difference course of action.
9. After the Board votes on the findings of the Task Force, the Financial Director and Director of Oversight takes on the fiduciary responsibility to fulfill the agreed upon monetary commitment and to uphold the terms of the agreement. Any changes to the agreement must go to the Board for approval.

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10. The chair must be an ASID member and not a paid consultant.
11. Depending upon the issue under discussion, outside consultants may be brought in to present specific information, knowledge and an understanding particular to the issue under review.

I. EVENT INVITATIONS

1. The hosting committee should send the Chapter Administrator event information six weeks prior to an event. The invitation format should adhere to ASID branding.
2. All events need to be put on to the Chapter Calendar of Events and on the website a minimum of six weeks prior to the event. The Administrator is responsible for ensuring that there is no conflict of dates between chapter and IP events. ASID chapter events take precedence.
3. The hosting committee is responsible for overseeing the timeline and frequency of eblast sent to the membership. Follow-up invitations should be sent closer to the event.
4. The administrator will comply with a committee's schedule in promoting its events throughout the calendar year.
5. Invitations will be emailed to ASID NJ Chapter membership six (6) weeks prior to an event. There should be follow-up ebasts on a scheduled interval.
6. SAVE THE DATES are required to be sent two (2) months in advance for large events such as the Trade Show, Design Summit, DEA and recommended for other programs and events.
7. The President is to review and approve all outgoing invitations only after the committee, committee chair and the Director of Oversight have reviewed and approved the final draft of the invitation for inaccuracies or mistakes.
8. The invitation list may include other ASID chapters and invited organizations.

J. 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. Committees and the administrator need to be mindful of the need for timely dissemination of information to the membership.
3. Before sending any Chapter correspondence, committees or members must submit copy to the President for approval, after which it goes to the Administrator of distribution.
4. All correspondence on ASID NJ letterhead must have the approval of the President before mailing.

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VII. LEADERSHIP DEVELOPMENT

PURPOSE AND GUIDELINES

- A. The purpose of leadership development training (separate from Board and Committee training) is to offer members the essential tools to prepare them for chapter leadership roles.
- B. Training can be done as an all-day event or in small training units presented to the membership during the year (via webinars, eblasts or articles).
- C. The training should be interactive and cover business and leadership issues relevant to the chapter and interior design, to include but not limited to:
 - 1. Personality issues and people negotiating skills
 - 2. Conflict resolution
 - 3. Ethics
 - 4. Implementation of goals
 - 5. Agenda making and how to organize a meeting
 - 6. Communication skills
 - 7. Team building
- D. All day events are budget dependent. A trainer can be an outside facilitator or a Past President(s) knowledgeable in various aspects of leadership training.

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

- A. FISCAL YEAR: 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 of Interior Designers New Jersey Chapter." All checks for payments to include at least two signatures (President, President-elect or Financial Director).
 - 4. In the first week of the new fiscal year the President, President-elect and Financial Director must meet at the bank with the outgoing officers to transfer authorization signatures.
 - 5. At the beginning of the fiscal year and at the first Board meeting, the Financial Director will give the Board an accounting of Chapter accounts with obligations and all monetary resources.

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C. INTERNAL FUNDS DISTRIBUTION

The Chapter shall internally allocate funds into the following categories:

- a. 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.
- b. LEGISLATIVE
 - A. If legislative issues arise that affect NJ ASID designers, the Board may utilize funds to support legal efforts. ASID legal should be apprised of chapter initiatives.
 - B. The chapter attorney will keep the Board apprised of any legislative issues that will arise during a given year
 - C. The board will allocate funds for legislative attorney review.

D. DEPOSITS

All Chapter 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. PAYMENT METHODS

1. The Chapter encourages online payment in advance of the event to avoid cash payment. Cash payments are not recommended.
2. Online provider will process credit cards.
3. Credit card information will not be stored in any manner.
4. Monetary disputes will be brought to the attention of the Chapter Administrator who will take the issue to the Director of Oversight. If the request conflicts with the event's Terms and Conditions, the discussion will be taken to the Board for resolution. Compromises to a customer's credit card will be referred to merchant services.

F. DISBURSEMENTS – CHAPTER

1. Members shall be reimbursed for permitted 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. All board and committee members requesting reimbursement for approved expenses must make this request within 45 days of the end of the activity. No disbursements will be made past 45 days after the end of the fiscal year (September 31). NOTE: An exception will be Chapter

American Society of Interior Designers New Jersey Chapter
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Awards because the awards may be given in the next fiscal year.

G. DISBURSEMENTS – SOCIETAL

1. Members shall be reimbursed for permitted 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. For ASID Society events, the Chapter will reimburse officers or Board appointed representatives for expenses and activities if sanctioned by the Board and documented. Covered expenses include transportation between airport and hotel, lodging and registration fees. Gala/side events are not covered by the chapter.
4. \$45 per Diem meal allowance per day (if meals are not provided by the Chapter or Society). If meals are offered by the event there is no reimbursement. The chapter does not allocate money for alcohol consumption.
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.
7. If an attendee at a Society/Chapter conference does not attend specific dinners or events that have a monetary cost associated with it and paid for by the Chapter, the member must reimburse the Chapter for the cost of that event.
8. Attendees at Society events must attend all seminars that pertain to chapter leadership.
9. The chapter will fund the following members of the board: Incoming president and president-elect, incoming board members who have not previously attended the Societal event. If an incoming board member chooses to go for a second time, the sitting board will determine if funds are available to reimburse at full price or a percentage of the cost.
10. The administrator should attend the national conference every year. If the administrator supports multiple chapters, the administrator's expenses are to be divided among those chapters.
11. Lodging: Lodging must be within the approved budget. Attendees are required to share a room. If a member chooses single occupancy, the member assumes the cost of the upgrade.

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12. All board and committee members requesting reimbursement for approved expenses must make this request within 45 days of the end of the activity. No disbursements will be made past 45 days after the end of the fiscal year (September 31). NOTE: An exception will be Chapter Awards because the awards may be given in the next fiscal year

H. BANK CHARGES

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

I. MEMORIALS AND TRIBUTES

- a. The membership should be notified of the death of a member of the Chapter.
- b. The death of a member shall be acknowledged with flowers, donation to a personal charity of (choice of family) or a memorial contribution in the members name to the ASID Foundation. Suggested amount \$100. A personal letter should be sent to the family by the President.
- c. Tribute contributions for Board members who have lost a spouse or had a baby will be acknowledged with a gift or flowers and a card or letter from the President. The same consideration is to be made for Past Presidents.
- d. The death of a Past President will be acknowledged by a write up in the chapter newsletter or special announcement sent by the President to the membership.

J. FUND RAISING ACTIVITIES

All fundraising events should adhere to the Strategic Plan and be included in the annual budget. Anything outside of this will be subject to Board review and approval. The Board needs to be presented with a budgetary analysis. ASID legal contract review is required.

K. 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.

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B. CONTRACTS OF INDEPENDENT CONTRACTORS

- a. Performance reviews are to be conducted mid-year and prior to contract signing by the President and the Board of Directors. Committee chairs who have worked directly with the consultant are to submit a review. Reviews are to be written and all information is to be confidential, accessible only to the board.
- b. Contracts must be reviewed annually and signed after there have been performance reviews and a vote to approve.
- c. Modifications to a contract by either ASID NJ or the contractor requires a board vote for approval.
- d. The board will approve all contracts annually by the last board meeting of the fiscal year and submit them to ASID Society's legal counsel for approval.
- e. When hiring a new independent contractor, it is required that the chapter interview a minimum of three firms/consultants for the position.

L. CHAPTER ADMINISTRATOR

(Refer to the ASID Society's Chapter Administrator's Job Description for additional information)

A. OVERVIEW

- a. The Administrator is an independent contractor.
- b. 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.
- c. Promote ASID Society initiatives to the membership and adhere to ASID's By-laws and Policies.
- d. In September, prior to the start of the new fiscal year, send the incoming Board members the ASID By-Laws and Policies and ASID NJ Procedures documents to be reviewed. By the first board meeting the Administrator must collect from the Board members their agreement (signed), the Conflict-of-Interest Policy document and the Acknowledge Form (see Appendix 1).
- e. Required to attend the ASID Administrator training offered by ASID at the expense of the chapter.
- f. Salary and benefits information to be maintained in a confidential file with Board access only.
- g. Contract to be submitted to the ASID Society legal for approval.
- h. Performance reviews are to be conducted mid-year and prior to contract signing by the President and the Board of Directors. Committee chairs who have worked directly with the administrator should provide a review. Reviews are to be written and all information is to be confidential and accessed only by board members.

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- i. The Administrator is to provide a self-review prior to the signing of the annual contract.
 - j. Contract can only be signed after there has been a performance review of the current year, changes made where necessary and voted on by the Board.
 - k. Contracts to be approved by the Board on an annual basis, prior to the end of the fiscal year.
 - l. The administrator must follow the guidelines of the job description as outlined in the Chapter Administrator Manual, contract and Societal guidelines.
 - m. All communications sent out by the Chapter Administrator on behalf of the Chapter must have the approval of the President.
 - n. To stay current on ASID guidelines, the administrator will provide the Procedures Committee with the annually updated ASID Chapter Leadership Guide Book.
 - o. Administrator to post Directors and committee chairs reports one week before a scheduled board meeting.
 - p. The Administrator to disseminate the proposed budget to the Board, two weeks prior to both the first and second budget votes.
 - q. The Administrator may be invited to a committee meeting with the permission of the President if the meeting agenda is pertinent to the Administrator's responsibilities.
- B. WORK TO BE PERFORMED (Update as needed and based upon yearly Board requirements)
- a. Record Keeping
 - 1. Contracts, Legal Documents
 - 2. Committee Reports
 - 3. Board Minutes
 - 4. Newsletter, Website and social media platforms
 - 5. Updates information for archival files
 - b. Communications
 - 1. Working with the President, compile Chapter and committee news and activities to create an electronic Chapter News Update sent out monthly.
 - 2. Create template for electronic invitations for all Chapter events and program meetings submitted by the chair
 - 3. Maintain all electronic mailing lists needed for online communication (e.g., Constant Contact, electronic voting) as per ASID Society's communication guidelines and reports
 - 4. Assist with social media; including the Chapter's Facebook page and public page
 - 5. Maintain communications with ASID Society as liaison to our Chapter

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c. Membership Services

1. 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 customer needs in a timely and efficient manner with web access and membership status.
2. Welcome all new members, students and Industry Partners with new member welcome letter on behalf of the President and ASID NJ Board Membership Director.
3. Serve as membership staff person: interface with ASID Society's database, managing the organization's data and providing reports as needed
4. Establish and maintain communication routines for suspended and terminated members as coordinated with membership committee.

d. Board Governance Support

1. Provide President and President-elect administrative support.
2. 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.
3. Attend Board meetings and assist with the preparation of agenda and minutes.
4. Assist with Board/Committee and Leadership Training preparation.

e. Program/Event Management

1. Assist with the preparation of Chapter events and program meetings by managing attendee lists, create booking page for event and oversee on-site registration.
2. Assist with linking Chapter's PayPal account or credit card payment for events as needed.
3. Collect all payment for Chapter events.
4. Create name badge printing and distribution for all events.
5. Create certificate for CEUs and Chapter awards.
6. Manage reconciliation for all posted events and deliver written analysis report to the President and Committee Chairs.
7. Gather all material necessary for events and return to storage.

f. Webinar Management

1. refer to Webinar Management document

g. Website Management

1. Maintain and update website to keep Chapter information current.
2. Update the website calendar with current information on programs and committee meetings with links to registration. Calendar information to include national holidays, local holidays, ASID events, IP events and other

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important dates deemed relevant to the membership to avoid conflict for meeting attendance.

h. Financial Review

1. The Administrator will work with the Director of Finance and the Bookkeeper to insure proper coding of income and expenses
2. Receive deposit and forward checks to Chapter bookkeeper for reconciliation.
3. Receive and review requests for disbursement to be forwarded to Chapter bookkeeper.
4. Set up a schedule with Chapter bookkeeper to review the above (a, b).

C.OFFICE ADMINISTRATION

1. Maintain Chapter PO Box; check mail twice weekly
2. Maintain inventory of contents in storage facilities and archives.
3. Maintain chapter phone and email correspondence on a daily basis (Monday – Friday)
4. Telephone hours: calls and emails to be returned in a timely manner, every day.
5. Email: administrator@nj.asid.org
6. Support members' needs

American Society of Interior Designers New Jersey Chapter
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IX. 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, board access only.

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. Performance review to be conducted semi-annually by the President and the Board of Directors. Committee chairs who have worked directly with the PR consultant should give a review. Reviews are to be written and all information is to be confidential and accessed only by board members.
- d. The PR Consultant is to provide a self-review annually, prior to signing the annual contract.

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- e. Contract can only be signed after there has been a performance review of the current year, changes made where necessary and voted on by the board.
- f. Contract to be approved by the Board on an annual basis, prior to the end of the fiscal year.
- g. Salary and benefits to be maintained in a confidential file, board access only.
- h. Billable reimbursable expenses are limited to travel and Chapter ASID brand supplies.
- i. Billable expenses are to be approved by the President.

2. Work to be Performed

- a. To sit on committees that are relevant to the PR position (no voting rights) as a resource to promote the ASID brand
- b. To publicize ASID NJ programs and events in the New Jersey Media.
- c. To publicize ASID NJ brand and use of appellation in all NJ media.
- d. Posts chapter information on social media (Facebook and Instagram) on behalf of and with guidance from committees and Board
- e. Market the diversity of all ASID NJ designers throughout the state, both in residential and commercial design.
- f. To maintain and update photos for all ASID NJ publications and website.
- g. To disseminate information to the membership and the public on Chapter activities, with the permission of the President

C.LEGAL COUNSEL

- 1. The Board should refer to current ASID legal policies prior to seeking local legal counsel.
- 2. Local legal counsel may be kept on retainer and when used, fees to be charged back to the requesting committee.
- 3. The President must review and approve any use of legal counsel by the Chapter.

D.ACCOUNTANT

- 1. Accountant is to be selected by the President and the Financial Director and approved by the Board
- 2. Accountant to work directly with the President, Finance Director and the bookkeeper.

American Society of Interior Designers New Jersey Chapter

PROCEDURE COMMITTEES

2020 – 2023: Full review of Chapter Procedures

Karen Topjian, ASID, CID, Chair
Diane Gote, FASID, CID, Parliamentarian
Sandy Cabelis, Allied ASID, Immediate Past President
Diane Durocher, ASID, CID
Anna Maria Mannarino, Allied ASID
Mary Sferra, ASID, CID

2019-2020

Inactive

2018 – 2019

Inactive

2017-2018

Karen Topjian, ASID, CID, Chair
Anna Maria Mannarino, Allied ASID, Parliamentarian
Judy Fosshage, FASID, CID
Diane Gote, FASID, CID
Mary Sferra, ASID, CID

2016 – 2017

Diane Gote, FASID, CID, Parliamentarian, Chair
Judy Fosshage, FASID, CID
Linda Lee Potter, ASID, CID
Mary Sferra, ASID, CID
Karen Topjian, ASID, CID

2014-2016

Judy Fosshage, FASID, CID, Chair
Linda Lee Potter, ASID, CID
Mary Sferra, ASID, CID
Karen Topjian, ASID, CID

American Society of Interior Designers New Jersey Chapter

2012-2014: Full Review of Procedure

Karen Topjian, ASID, CID, Parliamentarian, Chair

Sharon Draznin, ASID, CID, President

Judy Fosshage, FASID, CID

Linda Lee Potter, ASID, CID

Mary Sferra, ASID, CID

Board Approved 9-19-12

Board Revised 10-17-12

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 8-30-16

Board Revised 9-26-18

Board Approved 12-12-22

APPENDIX

Society Documents

1. Explanation of Chapter Procedures
2. ASID Purposes and Activities
3. Code of Ethics and Professional Conduct
4. Board Fiduciary Responsibilities
5. Conflict of Interest Policy (with signature confirmation) and Whistleblower Policy
6. ASID NJ – Acknowledgement Form Re: ASID and ASID NJ Documents
7. ASID – Bylaws (October 15, 2022)
8. ASID Policies (October 15, 2022)

1. **CHAPTER PROCEDURES**

What is ‘Chapter Procedures’?

Chapter Procedures is a document listing chapter-specific operational rules and guidelines that have been established to aid leadership in running ASID NJ. ASID By-laws and Policies take precedence over the chapter’s procedures document.

Who writes Chapter Procedures?

The Procedures Committee, working under the auspices of the Board, is charged to update the Procedures document as needed.

Functions of the Procedures Committee:

1. To be responsive to Board requests for explanation of Chapter policies and to implement guidelines.
2. To review ASID documents – By-laws and Policies and relates these documents to Chapter Procedures.
3. To interpret and review chapter procedures guidelines for the membership and the Board
4. To resolve issues relating to policy **upon request from** HQ or the Chapter’s president.
5. To advise and/or correct leadership when policies have not been followed.
6. Upon Board directive, rewrites, as needed, procedure guidelines to meet current chapter needs
7. To do a complete review of Procedures every three years; after this, the committee may go inactive. It reactivates upon requests from the Board to review procedural needs.

Members of the Procedures Committee

1. Parliamentarian
2. Immediate past president (as of 2020)
3. Three past presidents who have been active in the chapter over the last ten years

Why past presidents?

1. Past presidents have an in-depth knowledge of ASID on both the chapter and national levels
2. Have a long history and commitment to chapter service
3. Understands the inter-relationships of committees and the roles of Board and committee members

Role of the Parliamentarian

The Parliamentarian is the Board's representative to the Procedures Committee and is charged with the following:

1. To offer the Board an experienced perspective on chapter functions and past activities, during board meeting or at other times.
2. To keep board meetings on task (following the agenda) and to adhere to Robert's Rules
3. To advise the Board on the mandates of the ASID By-laws and Policies and NJ ASID Procedures
4. To be the liaison between the board and Procedures Committee, bringing board recommendations for chapter procedural changes to the Procedures Committee for inclusion in the document
5. To keep the Procedures Committee apprised of chapter adherence to ASID and chapter policies

November 2021

2.

ASID BY-LAWS
(Page 9)
Purposes and Activities

Article III. Purposes and Activities

Section 1 – Society’s Purposes

1. ASID advances the profession and communicates the impact of interior design to enhance the human experience.
2. The Society’s Purposes are driven by the following core values and strategic guideposts:
 - a. ASID leads collaboration with those working to promote the value of interior design.
 - b. ASID prepares its members to excel in a dynamic and evolving profession competing in a global marketplace.
 - c. ASID leads the profession through the generation, collection and dissemination of applied knowledge.
3. ASID serves the interior design profession including the members of the Society.

Section 2 – Society’s Activities

1. The Society’s activities shall include:
 - a. Being the core of the design network
 - b. Expanding knowledge
 - c. Developing the practice
 - d. Creating a performance-oriented organizational culture
 - e. Providing a copy of ASID ICON to each member of ASID
 - f. Such other functions or activities as will advance the Society’s general purposes

3. ASID Code of Ethics and Professional Conduct

1.0 PREAMBLE

Members of the American Society of Interior Designers are required to conduct their professional practice in a manner that is the interest's respect of the general public, their clients, fellow professional designers, as well as suppliers of goods and services to the profession. It is the individual responsibility of every member of the Society to uphold this Code of Ethics and Professional Conduct and the Bylaws of the Society.

2.0 RESPONSIBILITY TO THE PUBLIC

2.1 Members shall comply with all federal, state and local laws, rules, regulations and codes governing business procedures and the practice of interior design in the jurisdictions in which they practice ("Applicable Laws").

2.2 Members shall not seal or sign drawings, specifications, or other interior design documents except where the member or the member's firm has prepared, supervised or professionally reviewed and approved such documents, as allowed by Applicable Laws.

2.3 Members shall at all times consider the health, safety and welfare of the public in spaces they design. Members agree, whenever possible, to notify property managers, landlords, and/or public officials of conditions within a built environment that endanger the health, safety and/or welfare of occupants.

2.4 Members shall not engage in any form of false or misleading advertising or promotional activities.

2.5 Members shall neither offer, nor make any payments or gifts to any public official, nor take any other action, with the intent of unduly influencing the official's judgment in connection with an existing or prospective project in which the members are interested.

2.6 Members shall not assist or abet improper or illegal conduct of anyone in connection with a project.

3.0 RESPONSIBILITY TO THE CLIENT

3.1 Members' contracts with a client shall clearly set forth the scope and nature of the project involved, the services to be performed and the method of compensation for those services.

3.2 Members may offer professional services to a client for any form of legal compensation. 3.3 Members shall not undertake any professional responsibility unless they are, by training and experience, competent to adequately perform the work required.

3.3 Members shall not undertake any professional responsibility unless they are, by training and experience, competent to adequately perform the work required.

3.4 Members shall fully disclose to a client all compensation which the Member shall receive in connection with the project and shall not accept any form of undisclosed compensation from any person or firm with whom the member deals in connection with the project.

3.5 Members shall not divulge any confidential information about the client or the client's project, or utilize photographs of the project except as is expressly allowed by agreement between the Member and client.

3.6 Members shall be candid and truthful in all their professional communications.

3.7 Members shall act with fiscal responsibility in the best interest of their clients and shall maintain sound business relationships with suppliers, industry and trades.

4.0 RESPONSIBILITY TO OTHER INTERIOR DESIGNERS AND COLLEAGUES

4.1 Members shall abide by common law and statutory prohibitions against tortious interference of contract and will not unlawfully interfere with another interior designer's existing contractual relationships.

4.2 Members shall avoid making any intentionally false communication, either written or spoken, that harms another interior designer's reputation or otherwise disparages their character.

4.3 Members may, when requested and it does not present a conflict of interest, render a second opinion to a client, or serve as an expert witness in a judicial or arbitration proceeding.

4.4 Members shall not endorse the application for ASID membership and/or certification, registration or licensing of an individual known to be unqualified with respect to education, training, experience or character, nor shall a Member knowingly misrepresent the experience, professional expertise or moral character of that individual.

4.5 Subject to the provisions of section six, members shall only take credit for work that has actually been created by that Member or the Member's firm, and under the Member's supervision.

4.6 Members shall respect the confidentiality of sensitive information obtained in the course of their professional activities.

5.0 RESPONSIBILITY TO THE PROFESSION

5.1 Members agree to maintain standards of professional and personal conduct that will reflect in a responsible manner on the Society and the profession.

5.2 Members shall seek to continually upgrade their professional knowledge and competency with respect to the interior design profession.

5.3 Members agree, whenever possible, to encourage and contribute to the sharing of knowledge and information between interior designers and other allied professional disciplines, industry and the public.

6.0 RESPONSIBILITY TO THE EMPLOYER

6.1 Members leaving an employer's service shall not take drawings, designs, photographs, data, reports, notes, client lists, or other materials relating to work performed in the employer's service except with permission of the employer.

6.2 Members shall not divulge any confidential information obtained during the course of their employment about the client or the client's project.

7.0 ENFORCEMENT

7.1 The Society shall follow standard procedures for the enforcement of this Code of Ethics and Professional Conduct as approved by the Society's Board of Directors.

7.2 Members having a reasonable belief, based on substantial information, that another member has acted in violation of this Code of Ethics and Professional Conduct, shall report such information in accordance with accepted procedures.

7.3 Any deviation from this Code of Ethics and Professional Conduct, or any action taken by a Member which is detrimental to the Society and the profession as a whole shall be deemed unprofessional conduct subject to discipline by the Society's Board of Directors. (Adopted by the National Board 8/94)

4.

Board Fiduciary Responsibilities

The fiduciary responsibilities of chapter board members are:

1. The duty of care
2. The duty of loyalty
3. The duty of obedience

The Duty of Care:

- To do what would be expected of any prudent person in the same position, such as
 - Read relevant documents
 - Prepare carefully for board meetings
 - Pay attention
 - Ask questions to clarify actions that are being taken
- The duty of care permits the delegation of certain responsibilities to experts, staff, committees and task force but requires the president to stay informed of their activities and take appropriate action when indicated.

The Duty of Loyalty:

- To give undivided allegiance to the organizations to which he/she is a board member without regard to
 - Personal interest
 - Business interest
 - The interest of any other organization.
- A board member should not profit by being on the board financially or use inside information gained in the performance of his/her responsibilities for personal benefit, or to benefit his region, business or any other organization.

The Duty of Obedience:

- To act within the scope of legal authority, including
 - Society's articles of incorporation
 - By-laws and policies
 - Mission and vision
 - Budgets
- An organization will generally hold its directors harmless from lawsuits as long as they operate within the legal bounds of duty of loyalty and this duty of obedience.
- Board members are subject to lawsuits if they fail to observe their fiduciary responsibilities.

5.

CONFLICT OF INTEREST POLICY **The American Society of Interior Designers**

September 2021

The American Society of Interior Designers and its component Chapters (The Society) have adopted this policy to provide guiding principles to Officers, Directors, Committee Chairpersons, Committee Volunteers, and the Headquarters Support team for the identification and resolution of conflicts of interest. This policy does not attempt to describe all possible conflicts of interest that may develop or how those conflicts are to be handled. This Policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to non-profit organizations. Covered Persons (as such term is defined below) are expected to use sound judgment and good faith in identifying actual and potential conflicts of interest with the objective of disclosing any position or activity that may give rise or perceived to give rise to a conflict. All Covered Persons shall follow both the letter and the spirit of this policy.

Definitions

Covered Person. Any Officer, Director, Committee Chairperson, Committee Volunteer, and all the headquarters support team doing business or making decisions on behalf of the Society.

Conflicts of Interest. A Conflict of Interest is defined as activities or relationships with other persons or organizations that:

- affect a participant's ability to render impartial assistance or advice, or give the appearance of doing so.
- impair or might impair the participant's objectivity.
- provide or has the potential to provide an unfair competitive advantage.

The following may be considered conflict of interest situations:

- a. Placing self-interest or the interests of a third party above the interests of the Society, or the appearance of such, above the interests of the Society (“third party” is defined for the purposes of this Policy to mean any party other than the member’s company or the Society);
- b. Using the Society’s staff, services, equipment, materials, resources, or property for personal or third-party gain, and from representing to third parties that his or her authority as a director or representative extends any further than that to which it actually extends;
- c. Engaging in any business, professional conduct, or other activities outside of his or her employment that may directly or indirectly have an adverse impact on the Society;
- d. Soliciting or accepting gifts, gratuities, free travel, or any other item of value from any person or entity other than their employer as a direct or indirect inducement to provide special treatment with respect to matters pertaining to the Society without fully disclosing such an exchange to the Society’s CEO;

e. Persuading or attempting to persuade any employee of the Society to leave the employ of the Society or to become employed by any person or entity other than the Society without prior notification to the Society CEO; and,

f. Persuading or attempting to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an active relationship with the Society to terminate or curtail that relationship with the Society, or to reduce any benefit that may be provided to the Society with respect to such relationship.

The above list is by no means exhaustive, and there may be other potential or actual conflicts of interest that members may be involved in that need to be disclosed according to this Policy.

Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Society has a transaction or arrangement,
- b. A compensation arrangement with the Society or with any entity or individual with which the Society has a transaction or arrangement or
- c. potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Society is negotiating a transaction or arrangement

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under this policy, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Policy

General Statement on Conflicts

All Covered Persons must avoid to the extent possible conflicts of interest between themselves and the Society. Not all conflicts or the appearance of conflicts can be avoided. A conflict of interest can occur when a Covered Person's private interest interferes in some way, or may appear to interfere, with the interests of the Society. Conflicts may also arise when a Covered Person takes action or has interests that may make it difficult to serve objectively and effectively or receives improper benefit as an Officer, Director, Committee Chairperson, Volunteer, and Headquarter support team. Conflicts may arise indirectly, for example, where a Covered Person holds a material position in another organization or entity that is affected by the Covered Person's action as an Officer, Director, Committee Chairperson, Volunteer, or Headquarter support team on behalf of the Society.

This Policy provides guidance for the disclosure of more common conflicts to which Covered Persons may be subject, provides for disclosure of other interests held by a Covered Person and for annual reporting of conflicts.

Duty to Disclose

In connection with any actual or possible conflict of interest, Covered Person must disclose the existence of the financial or other interest and be given the opportunity to disclose all material facts to the appropriate directors and members of committees considering the proposed transaction or arrangement.

Nonpublic Information

Any nonpublic information that a Covered Person may learn on account of one's position or relationship with the Society or at any meeting held by the Society shall be treated confidentially and the Covered Person shall deal with the information consistent with law and any of the Society's Policies on privacy.

Corporate Opportunities

Covered Persons may not take for themselves business or other opportunities relating to the business of the Society, use the property or information of the Society for personal gain or compete for Society business opportunities, without the express approval of the Board of Directors, who are disinterested in the transaction.

Handling of Conflicts

Not all conflicts may be avoided in advance by Covered Persons; conflicts may arise or be discovered in the course of work completed by Covered Persons on behalf of the Society. Each Covered Person is expected, upon learning of a conflict, to disclose the conflict to the President and the board or members of the committee. In cases of doubt, Covered Persons should err in favor of disclosure.

Upon disclosure the President shall, or committee chairperson, as the case may be determine the proper handling of the conflict. The conflict may be handled by the making of a full disclosure to the Board, recusal of the Covered Person (including the Headquarter support team) from discussion of the matter, recusal of the Covered Person from voting on the matter, absence of the Covered Person from the meeting discussing the matter or such other means or combination of means as shall be determined by those not subject to the conflict.

Annual Reporting of Interests and Conflicts

Each Covered Person shall provide an annual statement to the Society attesting to any conflict of interest. By not providing any statement and signing this form the covered person is stating that they are not aware of any current conflicts of interest.

Each Covered Person shall provide, at such time as may be requested, a statement of:

- (i) each organization for which the Covered Person is a director, executive (or holds an equivalent position), owner or by which the Covered Person is employed, and

- (ii) each interest, activity, or other matter that may conflict or interfere with the Covered Person's position on the Board or that may cause a conflict of interest between the Covered Person's duty to the Society and the interest, activity, or other matter.

In making such statements to the President each Covered Person shall report in good faith and consistent with the letter and spirit of this policy. The reporting of a conflict under this provision is in addition to, and not in lieu of, the Covered Person's obligation to report the conflict when taking action as an Officer, Director, Committee Chairperson, Committee Volunteer, and the Headquarter support team.

Gifts and Entertainment

No Covered Person shall solicit for their or their family's personal benefit any gift or discounts from any organization (including those providing goods and services to the Society) or person on account of their position or relationship with the Society. Covered Persons and family members of Covered Persons also may not accept gifts from persons or entities (including those providing goods and services to the Society) that deal with the Society where the value of the gift exceeds \$20 (and may never accept cash) or where the receipt of the gift may create the appearance of a conflict.

No Covered Person shall solicit for their or their family's personal benefit any entertainment from any organization or person on account of their position or relationship with the Society. The receipt of entertainment in the presence of others with whom the Society has a business, professional or community relationship is permissible so long as it does not create the appearance of an obligation of a Covered Person to the person or organization providing the entertainment. In this context, the receipt of lavish or extravagant entertainment, or entertainment provided in the absence of the persons financing the entertainment, is prohibited and the offer of such should be disclosed to Society.

Covered persons agree to abide by The American Society of Interior Designers' Conflict of Interest Policy as stated above and as amended from time to time. Covered persons further agree to recertify their adherence to this policy each year.

Procedures

Procedures for Addressing the Conflict of Interest

- a.** The conflicted person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement.
- b.** The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c.** After exercising due diligence, the governing board or committee shall determine whether:
 - i. If there is a financial interest, if the Society can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - ii. If there is a non-financial interest, if the conflict of interest would affect the conflicted party's ability to serve with the Society.

d. If there is a financial interest and a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Society's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

e. If there is a non-financial conflict of interest, the disinterested directors will make a determination as to whether the conflicted party may continue to serve with the Society or may be asked to resign the conflicting position with the third party.

Violations of the Conflict of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose an actual or possible conflict of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Society for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Society for services is precluded from voting on matters pertaining to that member's compensation.

- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Society, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflict of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Society is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Periodic Reviews

To ensure the Society operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm’s length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Society’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Covered Person Name	Position	Date
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Whistleblower Policy

The American Society of Interior Designers

To help ensure that the American Society of Interior Designers, Inc. (“ASID”) complies with the highest standards of financial reporting and lawful and ethical behavior, the Board of Directors establishes the following procedures for *(i) reporting illegal or unethical conduct in connection with ASID’s finances or other aspects of its business operations, and (ii) the retention and treatment of such complaints, including confidential, anonymous submissions received from employees or any of its volunteer members.*

* Should any person know or have a reasonable belief that persons associated with ASID plan to engage or have engaged in illegal or unethical conduct in connection with ASID’s finances or business operations, that person should immediately file a complaint with ASID’s Executive Director (“Complaint”).

* Complaints may be submitted on a confidential, anonymous basis. The complaint may be written, oral, or any other manner the report feels comfortable with. If the Complaint concerns the Executive Director or the complainant is not comfortable reporting to the Executive Director, then the complainant should notify ASID’s President or Audit committee instead.

* The Executive Director or President will report all Complaints to the chair of ASID’s Audit Committee (or if the chair is the subject of the Complaint, to another member of the Audit Committee), prior to the next regularly scheduled meeting. The chair will report the Complaint to the full Committee within 30 days, except that the Complaint will not be shared with an individual who is the subject of the Complaint. All complaints will be submitted to ASID legal counsel by either the Executive director or the Audit committee.

* All credible allegations will be followed up promptly, with further investigation conducted if needed to resolve disputed facts. In conducting its investigations, ASID will endeavor to respect the complainant’s request for confidentiality consistent with the need to conduct an adequate review and investigation.

* The Audit Committee will inform ASID’s Board of Directors if any Complaint is confirmed, or if the Committee otherwise believes that the Board should be made aware of the situation.

* The Committee will have ultimate authority over the treatment of any Complaints reported to it, subject to the Board’s oversight. The Committee or, in the case of Complaints reported to the full Board, the Board will ensure that records of all Complaints are maintained in accordance with ASID’s document retention policy.

ASID will take appropriate action in response to any Complaints, IF in ASID’s assessment, the subject individual has engaged in misconduct and reporting such misconduct to the relevant civil or criminal authorities as required by law.

6.



ACKNOWLEDGEMENT

I HAVE READ THE FOLLOWING ASID DOCUMENTS:

- ASID POLICIES
- ASID BY-LAWS
- ASID CONFIDENTIALITY POLICY *
- ASID NJ – PROCEDURES

_____	_____
NAME	DATE
_____	_____
CHAPTER POSITION	YEAR

* NOTE: The ASID Confidential Policy is to be signed separately and is in addition to this document.

PLEASE SEND SIGNED FORM TO: administrator@nj.asid.org