

AMERICAN
SOCIETY OF
INTERIOR
DESIGNERS



NEW JERSEY

ASID NEW JERSEY
CHAPTER PROCEDURES
2018

American Society of Interior Designers New Jersey Chapter
CHAPTER PROCEDURES

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I. PURPOSE OF CHAPTER PROCEDURES

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

II. GENERAL POLICIES

A. SOCIETY GOVERNANCE

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

B. ASID NJ & ASID BRAND

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

C. DESIGNER APPELLATIONS

Designer Appellations for all ASID Communications:

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

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III. FISCAL YEAR

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

IV. CHAPTER OBLIGATIONS AND ACTIVITIES

A. OBLIGATIONS

1. The Chapter will annually provide a minimum of 4 education/training/program meetings to include two (2) IDCEC accredited CEU programs.
2. The Chapter will hold a Strategic Planning Session in accordance with the Society's Strategic Plan. (See ASID Policies)
3. The Chapter will provide the membership calendar of chapter-wide events and activities at the beginning of the fiscal year.
4. The Chapter will provide Board and Committee training.
5. The Chapter will send Board members to the Society's Leadership Experience Conference.

B. ACTIVITY ADMISSION COSTS

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

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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 action-taking place, as an ASID activity shall be coordinated with the Chapter calendar and the Chapter Administrator.
3. Chapter activities are required to focus on relevant aspects of the interior design profession that support the current year's Strategic Plan.
4. Programs, activities and events should be held in various geographic locations throughout the state.
5. The President is encouraged to introduce the Board at Chapter meetings and when time permits, recognize attending Industry Partners, students, and new members.
6. To promote an inclusive atmosphere it is recommended that Board members sit at various tables at ASID functions, rather than together.
7. All event contracts must be submitted to the Chapter Administrator and President for review and then will be submitted to the ASID Society (HQ) Associate Executive Director of Finance and the ASID Society legal counsel. It is recommended that local legal counsel be used when needed. Refer to ASID Society's current policy on contracts.
8. All event contracts must be addressed: The American Society of Interior Designers New Jersey Chapter with the current President's name and Chapter's address.

D. ACTIVITY SPONSORSHIP

1. Only Industry Partner members (Local, Regional or National) can be sponsors for ASID NJ events. (note: we are mandated to provide as many opportunities to the IP as possible. If one has a specific scenario to use a non-IP for a sponsorship, we should encourage their becoming new members or call ASID to confirm acceptance.)
2. The President or Committee Chair is responsible for writing a thank you letter on ASID NJ letterhead to all sponsors and speakers of an event upon completion of the event. The President must approve any outgoing correspondence (written or email).
3. The board must review the sponsorship opportunities from the previous year at the time the budget is prepared. Changes, if any, and the approved menu must be voted on by the board in conjunction with the new budget.
 - a. The sponsorship menu must be listed on the ASID NJ website with an eblast sent to the Industry Partners to alert them to sponsorship specifics.
 - b. The previous year's document will be active unless a new schedule of sponsorships is approved by the board prior to posting.

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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, it must go through a detailed board review prior to board approval and a vote. ASID legal must approve the concept prior to moving ahead with the venture.
3. Shared venture activities are discourage due to the complexity of sharing financial obligations.
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 both ASID NJ local legal and ASID legal and initialed by the officers presiding on the Board of Directors for the participant organizations.

F. ANNUAL MEETING

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

V. BOARD OF DIRECTORS

A. ELECTION ELIGIBILITY

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

B. TERMS AND VACANCIES

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

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3. The member who completes the vacant term of a Director is still eligible to be nominated to serve a full two-year term on the Board.

C. RESPONSIBILITIES

1. The Board will be responsible for adhering to ASID Society's Bylaws and Policies, Chapter Procedures and carrying out the chapter's Strategic Plan.
2. Board members are encouraged to attend all ASID NJ Chapter events and are required to attend the Chapter's annual meeting.
3. Board members cannot be Committee Chairs nor can they serve as a member of a committee. They may sit on the committee as a guest but have no vote.
4. A Director is the liaison between the Board of Directors and the committees under his/her umbrella.
5. A Director must review the work of his/her assigned committees to make sure the committees are adhering to the Strategic Plan, Budget and membership needs. A Director may, but is not required to, attend committee meetings as a non-voting observer.
6. Each Director must provide the committee chairs and committees under his/her directorship the tools necessary to complete the responsibilities of their respective committees.
7. Any discussion brought to the Board that seeks to alter or revise the structure or procedures of a committee requires that the Board invite committee representation at the Board meeting(s) so that all sides of the issue are considered. If necessary, a Task Force will be convened to assess and review the committee structure and its recommendations will be brought to the Board for a vote.
8. Any exception to the procedures, due to unforeseen circumstances during one year, must be discussed by the Board and reviewed by Procedure Committee; Board vote is required. This exception will not set a precedent for the following year.

D. BOARD MEETINGS

1. The Board of Directors will meet a minimum of four times during a fiscal year. The Board meetings will run under the guidance of Robert's Rules.
2. It is recommended that Chapter Board meetings convene in person, however meetings may be conducted through telecommunication or other forms of communications by which all participating in the meeting can hear one another.
3. Board meetings that approve the Chapter's Strategic Plan or Annual Budget must be conducted either in person or through some form of communication in which each participant is able to hear and see all the other participants.

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4. Board meetings are open to all members except when issues such as financial details, contract details, personal issues, potential award winner names or a topic a Board member thinks should remain confidential.
5. If a member wishes to attend a Board meeting, as a courtesy the member should notify the Administrator prior to the meeting. (Preferably two (2) weeks prior to meeting).
6. Board meeting dates will be posted on-line at www.nj.asid.org at the beginning of the fiscal year.
7. Agenda for the board meeting should be posted ten (10) days prior to the meeting so that the board and membership are aware of chapter issues.
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, two weeks prior to the Board meeting. The Administrator will notify the appropriate Board member or President of the request.
9. Board minutes must be posted in Dropbox 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 terminated from their position on the Board. The Chapter Administrator will send a letter after one absence, alerting the Board member of the Chapter's procedures. After a second unexcused absence the Chapter Administrator will send a letter of termination. Tardiness of one hour or more will constitute an absence. After two excused absences, the Board may discuss that member's position on the Board and take action if necessary.
2. The President-elect shall, in the absence of the President, exercise the powers and perform the duties of the President. In this case the President-elect shall have no vote.
3. Quorum: Five voting members of the Chapter Board of Directors shall constitute a quorum for all meetings of the Board.
4. If two Board members have called stating they will not be able to attend a Board meeting, then the Board meeting will be canceled and rescheduled.
5. Board action shall require the affirmative vote of the majority of the Board members present.
6. Each Chapter Board member shall be entitled to cast one vote. No Board member shall be entitled to vote by proxy or be a designee.

F. AGENDA, MINUTES AND REPORTS

1. All Board related information is to be emailed to Chapter Administrator for inclusion in a Board accessible electronic file.

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2. Committee chairs are requested to send in their committee reports two weeks prior to the scheduled Board meeting for review by the Board.
3. The minutes will be in the electronic file for review two weeks prior to the Board meeting.
4. All requests for items to be put on the agenda should be sent to the Chapter Administrator and President two weeks prior to the Board meeting.
5. All agendas and approved minutes should be saved in a dedicated Dropbox file, 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. A summary of board minutes will be posted for membership access giving record of date, location, attendees, motions, outcome of vote and information of task force, if implemented. Minutes should follow a specified format, approved by the board.

G. BOARD AND COMMITTEE TRAINING

1. It is required that Board and Committee training be held each year prior to the beginning of the fiscal year.
2. The President-elect (incoming President) should select the trainer(s) from past presidents/parliamentarian who are still active in chapter affairs. The President-elect can 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 the administrator are obligated to read and review the Strategic Plan, the Budget, Chapter Procedures, Robert's Rules, Confidentiality Agreement and other pertinent documents and confirm in writing their understanding at the first board meeting of the fiscal year.
5. It is required that all Board members, officers and committee chairs attend Board and Committee training.
6. Board members and committee chairs will be given Chapter books or the equivalent to define the method of operation and procedures for their individual responsibilities including ASID Society's Policies and Bylaws, Chapter Procedures, Strategic Plan and Budget, tactics to be implemented and highlighted for their particular tasks, agenda, and calendar.
7. Board and Committee Training consists of the initial training with individual committee or board follow-up sessions as per need.

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.

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- b. Focus on the best interests of the Chapter considering the diversity of its membership.
 - c. Fulfill fiduciary responsibilities (legal duties) - Duty of Care, Duty of Loyalty and Duty of Obedience.
 - d. Ensure fiscal responsibility through financial planning, management and reporting.
 - e. Review and approve following year's Strategic Plan and Budget.
 - f. Coordinate Chapter goals with the Society's goals.
 - g. Operate within the Society's Governance/By-laws
 - h. Operate within Chapter's Procedures
 - i. Adhere to Chapter Core Values (see ASID Society's Policies)
 - j. Board to have a confidential review (without any contractors present) of all Chapter consultants' contracts annually; approval and vote required.
 - k. Seek out a minimum of three proposals when hiring the Chapter Administrator, bookkeeper, accountant, webhost, marketing consultant, and any other needed consultants.
 - l. Due to the varied commitments of Officers and Directors, they are not to participate as members, chairs, or advisors of committees unless part of their job description. They may participate in task forces at the request of the president.
2. Duties of Officers and Directors: (See ASID Society's Policies for complete list of duties)
- a. PRESIDENT (Officer)
 1. Serves as chief elected officer, representing the entire membership and must consider the best interests of all members of the Chapter
 2. Keeps the membership updated on ASID issues, exercises personal leadership in the motivation of other officers, Board members, committee members, and staff
 3. Oversees the implementation of Strategic Plan for the Chapter
 4. Facilitates the Chapter Board in understanding its role and responsibilities. Acts as spokesperson and inspirational leader and reviews, monitors, evaluates and reports Chapter performance and effectiveness.
 5. Reviews annually the organizational structure of the Directors for Communications, Membership, Professional Development and At-Large. Unless committee placement is mandated by the Society, the President may adjust the placement of individual committees under Directors according to chapter needs.
 6. Required to attend all sessions of ASID Society's leadership training and President's Forum
 7. Reviews and updates the Chapter's Timeline detailing monthly activities

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8. Reviews and updates semi-annually, all consultants' job performances with all members of the board. Reviews are to be written and all information is to be confidential. If there are mid-year concerns, the consultant should be apprised of the situation and appropriate actions taken.
9. Aids in preparing the Chapter's Annual Budget
10. Reviews and approves any outgoing correspondence (written or email).
11. The President should submit all ASID NJ communications to the Chapter Administrator for record keeping-
12. President will write a "President's Message" to communicate with membership, quarterly through the newsletter and monthly through chapter highlights eblasts.
13. President may, but is not required to, attend committee meetings as a non-voting observer.
14. President to visit NJ schools with a design program at the beginning of the fiscal year; to include IP member. 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

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. Responsible for conducting a survey on membership needs (April).
5. Chairs the Chapter's Strategic Plan and Budget and selects the Strategic Plan facilitator and committee (April-May) (See G, 13, c)
6. Organizes Board and Committee training, to be facilitated by others (August)
7. Responsible for reviewing existing committees, confirms committee chairs and where necessary appoints new members of committee (including chairs) for the following year. President-Elect may, but is not required to, attend committee meetings as a non-voting observer.
8. Selects a Parliamentarian for the upcoming fiscal year
9. To be the Director of Oversight for Trade Show (Honorary Chair) with two co-chairs, Designer and Industry Partner.
10. Required to attend ASID Society's leadership training in its entirety.
11. Updates the President-elect Timeline detailing monthly activities

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12. Aids in preparing the Chapter's Annual Budget with the President, Financial Director and the Administrator. Directors to submit committee financial requests for inclusion. (See E, 6)
 13. 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 and other organizations events to avoid potential conflicts.
 14. May attend ASID Legislative Training
- c. FINANCE DIRECTOR
1. Required to attend Strategic Plan and Budget meetings
 2. Responsible for preparing the Chapter's annual budget
 3. Delivers financial reports to the Board of Directors at every Board meeting
 4. Renders a quarterly and annual financial statement to the Board of Directors
 5. Sends quarterly financial reports to the Society within the required timeframe
 6. Works with the Chapter bookkeeper to maintain current financial records and has, as needed, access to financial files
 7. Performs monthly reconciliations on all bank/investment accounts
 8. Works with accountant to prepare chapter's tax returns.
- d. COMMUNICATIONS DIRECTOR
1. Liaison to: Marketing Committee, Public relations/media outreach, Newsletter, Website Committee, Technology.
- e. MEMBERSHIP DIRECTOR
1. Liaison to: Membership Committee, Emerging Professionals, IP Steering, Chapter Awards, and Student Affairs Committee
- f. PROFESSIONAL DEVELOPMENT DIRECTOR
1. Liaison to: Program Committee, Continuing Education Committee, STEP workshop/NCIDQ, Leadership Training, Preservation Committee
- g. AT-LARGE DIRECTOR
1. Liaison to the Legislative Committee which deals with legislative initiatives and activities with national and NJ collaborative organizations
 2. Liaison to Community Service Committee, Design Excellence (DEA)
 3. Liaison for dealing with ethical issues as outlined by ASID Society's policy

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- h. STUDENT REPRESENTATIVE TO THE BOARD (SRB)
 - 1. Assist the Student Affairs Committee in coordinating student programs and events such as Career Day.
 - 2. Serves as a communication link between the Chapter and the student chapter Presidents and the student membership-at-large.

- i. PARLIAMENTARIAN (NON-VOTING MEMBER)
 - 1. It is strongly recommended that the Board have a Parliamentarian.
 - 2. In the event that a Parliamentarian is not selected, a member of the Procedures Committee will be present to advise on Robert's Rules and ASID By-laws, Policies and Procedures.
 - 3. The Parliamentarian position is non-voting, appointed by President, and approved by the Board.
 - 4. The Parliamentarian must be a past President.
 - 5. The outgoing president may not serve as Parliamentarian.

 - 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.
 - 7. The Parliamentarian keeps meetings on task (following the agenda), adhering to Robert's Rules; advises the board on the mandates of the ASID By-laws and Policies and ASID NJ Procedures to make sure they are followed; and may provide historical perspective when needed.
 - 8. The Parliamentarian may lead or assist in Board and Committee Training.

- j. PRESIDENT-ELECT-ELECT, NON-VOTING MEMBER
 - 1. After the election the President-elect-elect sits on the Board as a non- voting member, unless, if already serving on the Board as a current director, he/she may continue to vote.
 - 2. Updates the President-elect-elect timeline detailing monthly activities
 - 3. Should become a member of the Trade Show Committee and/or the Design Summit Committee after the election as an observer.

VI. COMMITTEES AND TASK FORCES

A. TYPES OF COMMITTEES

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

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B. COMMITTEE RESPONSIBILITIES AND PROCEDURES

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

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 10 days prior to scheduled board meeting.
3. 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 quarterly Newsletter and in other internal communications.

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4. After serving as chair it is recommended that the chair become the advisor for one year. The President may appoint an advisor for a new committee chair.
5. If outside services are needed, it is recommended that minimum of three proposals be obtained with the approval of the Board of Directors.
6. All Committee Chairs are encouraged to submit to their Directors and the Chapter administrator names of valuable committee members who would be an asset for future leadership including nominating committee.
7. Committee Chairs will return committee information in a digital depository and/or as a committee book including an end-of-year report to the Chapter Administrator at the end of the fiscal year. A member may chair only one committee and may, at the discretion of the President, be an advisor to a second committee during a given year.
8. Committee Chairs will give their calendar of events and dates to the Administrator to be reflected on the Chapter website to avoid potential conflicts of event dates.
9. 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.

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. Only past Presidents can serve on the Procedures Committee.
 - c. Past Presidents must chair Chapter Awards and Council of Presidents
 - d. Community Service committee may be chaired by a Past President.
 - e. Past Presidents may be appointed by the President to participate or chair a task force.
 - f. Past Presidents may chair the leadership training committee, board training and Strategic Planning/Workplan sessions.
 - g. One or more past Presidents must sit on the Trade Show, DEA and Design Summit committees as advisors.
 - h. Only a past president can serve as Parliamentarian.
 - i. 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 be mindful of their budget allocations.
2. An annual budget will be formulated for each committee by the Strategic Plan.
3. For any increase in budget, the proposal must be submitted to committee's Director and brought to the Board for a vote.

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4. 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.
5. The budget must be reviewed and approved twice (2) by the Board; first vote in June, final vote by September 1.
6. The budgeting procedure is as follows:
 - a. All Committee Chairs must submit their proposed annual budget to his/her assigned Director and Chapter Administrator with current expenses one month prior to the June Board meeting. If applicable, they are to include any estimates for additional current year expenses.
 - b. Directors review all budget reports under his/her directorship to make sure that it is integrated with the Strategic Plan.
 - c. The President, President-elect, Finance Director and Chapter Administrator will prepare the new budget for Board review and first vote at the June Board meeting.
 - d. Any revisions to the budget should be submitted to the Chapter Administrator for dissemination to the Board members two weeks prior to the September Board meeting for the final vote.

F. MANDATED COMMITTEES

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

1. Emerging Professionals
 - a. Provides outreach to newly advanced Allied Members
2. Membership
 - a. Encourages growth of membership in ASID NJ
 - b. Encourages move from Allied to Professional membership
 - c. Encourages participation in leadership
3. Nominating
 - a. Formulates and recommends slates of candidates for ASID NJ Board positions
 - b. Is chaired by immediate Past-President
 - c. Must comply with ASID's timeline and procedures for nominations
4. Student Affairs
 - a. Maintains the lines of communication between ASID NJ with the faculty advisor and student members at their respective schools and encourages participation in Chapter activities and events
 - b. Organizes Student Leadership Day in the Fall
 - c. Organizes annual Student Career Day
 - d. Conducts design competitions
 - e. Offers a student scholarship

American Society of Interior Designers New Jersey Chapter

CHAPTER PROCEDURES

G. GENERAL COMMITTEES

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

1. CEU
 - a. Researches and organizes continuing education courses twice a year in conjunction with the Program and Trade Show Committees
 - b. Offers CEU courses to meet the different levels of professional proficiency of designers. A minimum of one (1) HSW course must be presented each year.
 - c. Confirms IDCEC course accreditation
 - d. Ensures courses follow the Chapter's Strategic Plan and the Society's Environmental Scan and must be submitted to President for approval
2. Chapter Awards
 - a. Oversees honorary Chapter awards and submits ASID Society Awards for ASID NJ Chapter
 - b. Chair must be Past President .
 - c. Chair may appoint a committee, if needed.
 - d. Tenure does not have a time limit due to sporadic activity of this committee.
 - e. The work of this committee is confidential.
 - f. Reporting is made directly to the president when a candidate is considered for submittal. Monthly activity reports are not required.
 - g. Budget for this committee is dependent upon activity, the number and type of awards to be given. The Financial Director will be apprised of these costs.
3. Community Service
 - a. Researches community service projects and encourages Chapter participation
4. Council of Presidents
 - a. Current President hosts a dinner for the Past Presidents once a year to inform them of Chapter events and activities; President-elect to be included
 - b. Past Presidents may be called upon to assist with special Chapter activities
5. Design Excellence
 - a. Organizes a design competition open to all Chapter practitioners
 - b. Organizes an awards dinner
 - c. Presents the competition guidelines to the Board for approval.
 - d. Provides possible additional revenue source for the Chapter
6. Design Summit (OPTIONAL)
 - a. Purpose: To provide opportunities to strengthen the ASID NJ designer and Industry Partner relationship and to complete needed CEUs in one venue.
 - b. Organizes a comprehensive educational day(s) of CEUs with sponsors and keynote speaker
 - c. Provides possible additional revenue source for the Chapter

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CHAPTER PROCEDURES

7. IP Steering

- a. Purpose: To develop networking and business opportunities among Industry Partners and designers
- b. Committee made up of Industry Partners members and (at least) one designated Interior Designer member (appointed by President) to act as a liaison between designers and IP.
- c. Works with Student Affairs Committee to promote an ASID scholarship.

8. Legislative Affairs

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

9. Marketing Committee

- a. Promotes the branding of ASID NJ in New Jersey internally and to the public
- b. Promotes both residential and commercial design utilizing a variety of media
- c. Promotes the value of interior design and its impact upon healing, learning and wellness of the public

10. Newsletter

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

11. 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). 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.

American Society of Interior Designers New Jersey Chapter CHAPTER PROCEDURES

- e. The Procedures Committee will meet with the President, President-elect and Administrator prior to the start of the fiscal year to review current Procedures.
 - f. HQ or chapter leadership may consult with the Procedures Committee when there are issues involving ASID policies that need clarification or resolution.
 - g. Chair will be decided by committee consensus.
 - h. Monthly activity reports are not required.
 - i. In the event that 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 Procedures.
12. Program Committee
- a. Develops and organizes program meetings for the general membership throughout the year
 - b. Selects and reviews speakers and content by following the Chapter's Strategic Plan and the Society's Environmental Scan and must be submitted to President for approval.
 - c. Finds acceptable locations for programs with preference given to IP showrooms; consideration to be given to all geographic areas of our membership.
 - d. Designs invitations and organizes food
13. Strategic Planning (See ASID Society's Policies)
- a. The Strategic Plan guides the direction of the Chapter for the upcoming year
 - b. The planning session shall be chaired by the President-elect.
 - c. The President-elect will gather a cross-section of the membership 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.
 - 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 (one at June Board meeting and one at September Board meeting) in order to be adopted.
 - h. Approved Strategic Plan to be distributed to the Board and Committee Chairs at the Board & Committee training session
 - i. Strategic Plan shall be available on www.nj.asid.org with member login
 - j. (See Guidelines for the Chapter Administrator for role in SP)

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14. Technology

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

15. Trade Show

- a. Organizes annual Trade Show for Industry Partners to exhibit products and services for designers and students
- b. CEU (s) offered for practitioners
- c. Provide inspiring Speaker on current topic design issue
- d. Provide revenue opportunity for Chapter
- e. The ASID Society's legal counsels must review all contracts (see ASID Policies)
- f. Past presidents and/or past Trade Show chair must serve on the committee to act in an advisory capacity.
- g. Must conduct a survey after the Trade Show to get feedback from attendees, vendors and the committee
- h. A detailed evaluation based upon survey findings and the financials of the Trade Show must be submitted to the board within on (1) month of its Trade Shows' completion.

16. Website

- a. Liaison with ASID (HQ) website contact to advocate for website issues that affect ASID NJ
- b. Encourage marketing of portfolio pages
- c. Administrator to keep website updated with Chapter information and events.

H. TASK FORCE

1. The President may designate a Task Force to respond to any immediate issue.
2. Has a limited time span and specific focus to reach its conclusions
3. The President appoints the 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 researches issues to quantify findings. Conclusion of findings is to be based upon facts of demographics, membership needs and/or resources and be documented, in writing, and presented to the board for review and consideration.
6. Committee agenda, minutes and member attendance must be recorded and, with the results of the Task Force, put into Dropbox for future reference.

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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. Findings are to be given to the Board in a comprehensive report for review and board vote before implementation.
9. If the vote leads to an implementation of 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.
10. Any Task Force recommendations that are approved by a board vote, need Director of Oversight review on a yearly basis and corrections made when needed.
11. The chair must be an ASID member and not a paid consultant.
12. Depending upon the issue under discussion, outside consultants may be brought in for specific knowledge and understanding particular to the resolution under review.

I. EVENT INVITATIONS

1. All the necessary information for invitations should be sent to the Chapter Administrator eight weeks prior to an event to reflect ASID Brand Central templates and to create a booking page.
2. All events need to be put on to the Calendar of Events and on the website a minimum of six weeks prior to the event. ASID chapter events take precedence over IP events if the listing dates conflict.
3. The committee is responsible to oversee the timeline and frequency of eblast sent to the membership. The administrator will comply to a committee's schedule in promoting its events throughout the calendar year.
4. Invitations will be emailed to ASID NJ Chapter membership six (6) weeks prior to an event. There should be follow-up eblasts on the invitation on a scheduled interval.
5. 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.
6. 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.
7. 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.

American Society of Interior Designers New Jersey Chapter
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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 via email, committees or members must submit copy to the Administrative office to be approved by the President.
4. All correspondence on ASID NJ letterhead must have the approval of the President before mailing.

See ASID policies for updated Member Outreach Requests for ASID Industry Partners and non-ASID members.

VII. LEADERSHIP DEVELOPMENT

A. PURPOSE AND GUIDELINES

1. The purpose of leadership development training is to offer members the essential tools to prepare them for chapter leadership roles.
2. Should be conducted every three years, based upon board budget assessment and chapter leadership needs.
3. The trainer can be an outside facilitator or a Past President(s) knowledgeable in various aspects of leadership training.
4. The training should be interactive and cover business and leadership issues relevant to the chapter and interior design, to include but not limited to:
 - a. Strategic planning methods
 - b. Personality issues and people negotiating skills
 - c. Conflict resolution
 - d. Ethics
 - e. Implementation of goals
 - f. Agenda making and how to organize a meeting
 - g. Communication skills
 - h. Team building

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

B. FISCAL YEAR

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

C. 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.

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3. All accounts shall be in the name of the "American Society Interior Designers New Jersey Chapter." All checks for payments to include at least two signatures (President, President-elect or Financial Director).

D. INTERNAL FUNDS DISTRIBUTION

The Chapter shall internally allocate funds into the following categories:

1. SALES TAX - (as collected on applicable items and held aside for quarterly reporting -and submittal to the State of New Jersey, Dept. of Revenue Services). For this purpose, the Chapter shall maintain a current New Jersey Tax Registration Number.
2. LEGISLATIVE
 - a. ASID NJ should send a minimum of one member of the Board (Legislative Chair) or if two (Legislative Chair and President-elect) for ASID Society's legislative training.
 - b. The chapter will yearly allocate funds to support New Jersey legislative issues that affects ASID NJ designers. These funds should go into a separate account to be used only for legislative-related issues, i.e. legal. Per issue, the board will vote on the disbursement of funds.

E. DEPOSITS

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

F. CREDIT CARDS

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

G. DISBURSEMENTS

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.

American Society of Interior Designers New Jersey Chapter
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3. No member shall enter into a contract for ASID NJ with a supplier. All contracts require prior approval of Chapter President, review by ASID Society's legal counsel and when applicable, local legal counsel. All contracts on behalf of ASID NJ are signed only by the Chapter President and are in the Chapter's name
4. The Chapter will reimburse officers or Board appointed representatives of that Chapter for expenses incurred at ASID Society events and activities if sanctioned by the Board and documented. Covered expenses include transportation, lodging, registration and \$70 per Diem meal allowance. The chapter does not allocate money for alcohol consumption. The Chapter shall send the President and/or President-elect and/or President-elect-elect to Chapter Management Meetings (in accordance with ASID Society's Policies), and shall reimburse expenses.
5. The Chapter will not reimburse chapter representatives for expenses related to traveling companions, even if those companions are ASID members.
6. The Chapter will not reimburse chapter representatives for bar tabs, entertainment, outside tours, or miscellaneous expenses incurred during non-ASID time.
7. All board and committee members requesting reimbursement for approved expenses must make this request within 45 day 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

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

J. FUND RAISING ACTIVITIES

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

IX. INTERNAL MANAGEMENT PROCEDURE

A. INSURANCE

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

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B. CONTRACTS OF INDEPENDENT CONTRACTORS

3. Performance reviews are to be conducted semi-annually by the President and the Board of Directors. Committee chairs who have worked directly with the consultant should give a review. Reviews are to be written and all information is to be confidential, accessible only to the board. Contracts can only be signed after there have been performance reviews and a vote to approve.
4. Modifications to a contract by either ASID NJ or the contractor requires a board vote for approval.
5. 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.
6. When hiring an independent contractor, it is recommended that the chapter interview a minimum of three firms/consultants for the position.

X. CHAPTER ADMINISTRATOR

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

A. OVERVIEW

1. The primary responsibility of the Chapter Administrator is to provide assistance to the Chapter President and other Chapter Officers and is to be the central point of contact for the membership and the public.
2. Promote ASID Society initiatives to the membership and adhere to ASID's By-laws and policies
3. Attend the ASID Administrator training offered by ASID at the expense of the chapter.
4. Salary and benefits information to be maintained in a confidential file; board access only.
5. Contract to be submitted to the ASID Associate Executive Director of Finance and ASID legal counsel for approval.
6. Performance review to be conducted semi-annually 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.
7. The Administrator is to provide a self-review prior to the signing of the annual contract.
8. 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.
9. Contracts to be approved by the Board on an annual basis, prior to the end of the fiscal year.
10. All communications sent out by the Chapter Administrator on behalf of the Chapter must have the approval of the President.

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11. The administrator must follow the guidelines of the job description as outlined in the Administrator Manual and contract.
12. Administrator must attend ASID Administrator Training.

B. WORK TO BE PERFORMED

1. Record Keeping
 - a. Contracts, Legal Documents
 - b. Committee Reports
 - c. Board Minutes
 - d. Newsletter, Website and social media platforms
 - e. Updates information for historical files
2. Communications
 - a. Working with the President, compile Chapter and committee news and activities to create an electronic Chapter News Update sent out monthly.
 - b. Create template for electronic invitations for all Chapter events and program meetings submitted by the chair
 - c. Maintain all electronic mailing lists needed for online communication (e.g. Constant Contact, electronic voting) as per ASID Society's communication guidelines and reports
 - d. Assist with social media; including the Chapter's Facebook page and public page
 - e. Maintain communications with ASID Society as liaison to our Chapter
3. Membership Services
 - a. Maintain customer service as the front-line contact to ASID NJ membership, potential members, and others that the Administrator comes into contact with representing ASID NJ. Enhance support and service by responding to customer needs in a timely and efficient manner with web access and membership status.
 - b. Welcome all new members, students and Industry Partners with new member welcome letter on behalf of the President and ASID NJ Board Membership Director.
 - c. Serve as membership staff person: interface with ASID Society's database, managing the organization's data and providing reports as needed
 - d. Establish and maintain communication routines for suspended and terminated members as coordinated with membership committee.

American Society of Interior Designers New Jersey Chapter

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4. Board Governance Support
 - a. Provide President and President-elect administrative support.
 - b. Provide administrative and project support to the Board of Directors and committee chairpersons with Dropbox (or equivalent) set up with committee reports, Board minutes and all necessary documents.
 - c. Attend Board meetings and assist with the preparation of agenda and minutes.
 - d. Assist with Board/Committee and Leadership Training preparation.

5. Program/Event Management
 - a. Assist with the preparation of Chapter events and program meetings by managing attendee lists, create booking page for event and oversee on-site registration.
 - b. Assist with linking Chapter's PayPal account or credit card payment for events as needed.
 - c. Collect all payment for Chapter events.
 - d. Create name badge printing and distribution for all events.
 - e. Create certificate for CEUs and Chapter awards.
 - f. Manage reconciliation for all posted events and deliver written analysis report to the President and Committee Chairs.
 - g. Gather all material necessary for events and return to storage.

6. Website Management
 - a. Maintain and update website to keep Chapter information current.
 - b. Update the website calendar with current information on programs and committee meetings with links to registration. Calendar information to include national holidays, local holidays, ASID events, IP events and other important dates deemed relevant to the membership to avoid conflict for meeting attendance.

7. Financial Review
 - a. Receive deposit and forward checks to Chapter bookkeeper for reconciliation.
 - b. Receive and review requests for disbursement to be forwarded to Chapter bookkeeper.
 - c. Set up a schedule with Chapter bookkeeper to review the above (a, b).

- C. OFFICE ADMINISTRATION
 1. Maintain Chapter PO Box; 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 & membership@nj.asid.org.
 6. Support members' needs

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XI. CONSULTANTS

A. CHAPTER BOOKKEEPER

1. Overview

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

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- 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.

2. Work to be Performed

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

C. LEGAL COUNSEL

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

D. WEB-MASTER (THROUGH ASID HQ)

E. ACCOUNTANT

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

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CHAPTER PROCEDURES

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

PROCEDURES COMMITTEES;

2012-2014

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

2014-2016

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

2016 – 2017

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

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

APPENDIX

(From ASID Policies p. 14 - 27)

CHAPTERS OF THE SOCIETY

A. CHAPTER

ARTICLE I: CHAPTER TRAINING

Section 1 - Chapter Leadership Conference

1. Each year there shall be at least one Society Chapter Leadership Conference, the purpose of which is to:
 - a. Provide a forum for the identification and discussion of issues of chapter and/or Society concern.
 - b. Provide training and orientation for chapter leadership.
 - c. Encourage networking opportunities among chapter leadership.
 - d. Develop leaders for the Society who are training in strategic thinking.

B. CHAPTER ORGANIZATION

ARTICLE I: INTERNAL MANAGEMENT PROCEDURES

Section 1 - Administration Policies Applicable to Chapters

1. Each chapter's mission statement is set by the Society.
2. The chapters' purposes and activities are set by the Society's bylaws.
3. The chapters' strategic plan and its outline and goals are set by the Society.

ARTICLE II: JOB DESCRIPTIONS

Section 1 - Chapter Board Position Responsibilities

1. Chapter President
 - a. Basic functions include serving as chief elected officer, representing the entire membership and best interests of the chapter; exercising personal leadership in the motivation of other officers, board members, committee members, and staff; implementing approved strategic plan for the chapter during term of office; facilitating the chapter board in understanding its role and responsibilities; acting as spokesperson and inspirational leader and taking an important part in monitoring and evaluating chapter performance and effectiveness.
 - b. Within the limits of the bylaws and policies, the chapter president has the responsibility and authority to accomplish the duties set forth:
 - (i) Ensures that all chapter communications are conducted in accordance with the ASID brand.
 - (ii) Presides at and attends all meetings of the chapter board of directors.
 - (iii) Keeps the chapter board and officers fully informed on the conditions and operations of the chapter.
 - (iv) Works with the chapter board in seeing that the strategic plan is implemented to further the goals and objectives of the Society and chapter.

- (v) Oversees chapter committees and taskforces.
- (vi) Supports policies and programs adopted by the national and chapter boards of directors.
- (vii) Promotes interest and active participation in ASID.
- (viii) Presents an annual report at the chapter annual meeting.
- (ix) Acts as spokesperson for the chapter to the media, legislative bodies, and related organizations.
- (x) In cooperation with the board member with financial oversight responsibility, operates within an annual budget.

c. Relationships

- (i) Non-voting member of the chapter board of directors except in case of a tie vote of the board.

2. Chapter President-Elect

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

3. Financial Director

- a. This director is responsible for all chapter funds, in the name of the chapter. He or she is responsible for preparing the chapter's budget, making regular financial reports to the board of directors, rendering an annual financial statement to the chapter membership and maintaining proper financial controls. He or she shall perform all other duties incident to office.
- b. Preparation needed for effective service:
 - (i) Receives financial training provided by ASID headquarters.
 - (ii) Receives briefing on chapter systems from previous financial director and chapter administrator
- c. Planning
 - (i) The financial director serves on the chapter workplan team and works with the president-elect to develop the budget.
- d. Activities
 - (i) Serves as a voting member of the chapter board of directors.
 - (ii) Supports the mission, policies and programs of the Society and chapter as adopted by the Society and chapter boards of directors.
 - (iii) Ensures that all chapter communications are conducted in accordance with the ASID brand.
 - (iv) Receives and deposits all chapter funds in the name of the chapter, in a bank approved by the chapter board of directors. The chapter administrator may carry out this function.
 - (v) Makes authorized disbursements by check after proper approval by the president or chapter board of directors.
 - (vi) Oversees all of the chapter's checking, savings and investment accounts. Only the board of directors can open and close bank accounts.
 - (vii) Serves as signatory on accounts.
 - (viii) Is responsible for payment of all documented committee expenditures.
- e. Reporting
 - (i) Provides the chapter board with a monthly written report on the chapter's income and expenses, bank balances and financial well-being.
 - (ii) Prepares an annual financial statement for the chapter membership.
 - (iii) Keeps close communication with other officers, especially the chapter president, as to the financial status of the chapter.
 - (iv) Prepares or reviews the quarterly chapter financial report, which is required by the Society's guidelines to be submitted to the Society's HST. This must be received by headquarters before release of the check for the chapter's membership dues allocation. Allocations are paid four times per year, after each quarter.

- (v) Responsible for arranging the preparation and submittal of all tax returns (Forms 990, 990T and any state returns). Chapters are required to use a paid tax professional for returns.

4. Communications Director

- a. Basic responsibilities include exercising communications function for the chapter.
- b. Within the limits of the bylaws and policies, the communications director has the responsibility and authority to accomplish the duties set forth:
 - (i) Plans and executes communications functions of the chapter.
 - (ii) Serves as a voting member of the chapter board of directors.
 - (iii) Supports the mission, policies and programs of the Society.
 - (iv) Ensures that all chapter communications are conducted in accordance with the Society's brand.
 - (v) Orients successor communications director.
 - (vi) Works with HST as needed to develop communications and strategies.
 - (vii) Works with committee responsible for chapter award and other volunteer recognition programs.

5. Professional Development Director

- a. Basic responsibilities include exercising professional development function for the chapter.
- b. Within the limits of the bylaws and policies, the professional development director has the responsibility and authority to accomplish the duties set forth:
 - (i) Plans and executes the professional development and program functions of the chapter.
 - (ii) Serves as a voting member of the chapter board of directors.
 - (iii) Supports the mission, policies and programs of the Society and chapter.
 - (iv) Ensures that all chapter programs are conducted in response to assessed member / customer information and education needs.
 - (v) Ensures that all chapter communications are conducted in accordance with the ASID brand.
 - (vi) Ensures that all chapter professional development programs are conducted in accordance with the Society's organizational messages and strategic direction.
 - (vii) Orients successor professional development director.

6. Membership Director

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

7. Director at Large

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

9. Student Representative to the Board (Mandated Committee Chair Position)

- a. Where the chapter includes one or more student chapters in its geographic territory, the Board of Directors shall include as a voting member thereof, a student member, selected by the board to such position for a single one-year term, from among qualified candidates nominated by student chapter presidents, faculty advisors or chapter board members. Qualifying students also may independently submit applications to the board of directors for consideration in the SRB candidate pool. To qualify for such board position, the nominee or applicant must be 1) a member of a student chapter operating in the chapter's geographic area, and 2) entering an advanced (upperclassman or graduate) level of their program at the time of nomination.
- b. The SRB shall be selected by the seated chapter board of directors during dates that coincide with chapter board elections but no later than March 30 of each year to begin serving on the board October 1.
- c. The SRB shall represent all student chapters and independent student members within the chapter.
- d. Within the limits of the bylaws and policies, the SRB has the responsibility to accomplish the duties set forth:
 - (i) Attends the Chapter Leadership Conference.
 - (ii) Serves as a voting member of the chapter board.
 - (iii) Serves as the communication link between the chapter and the student membership at large.
 - (iv) Serves as the communication link between the board-appointed council and student membership at large.
 - (v) Encourages student participation in student programs such as career and professional development opportunities for student members.
 - (vi) Encourages student participation in all chapter programs.
 - (vii) Ensures that all student chapter communications are conducted in accordance with the ASID brand identity and standards.
 - (viii) Maintains communication with chapter president, student affairs chair, student chapter presidents, faculty advisors and student chapter liaisons.
 - (ix) Maintains and updates contact information for student chapter officer rosters and forwards such information to HST.
 - (x) Assists the Chapter Student Affairs Committee in coordinating chapter sponsored student programs and events such as Career Day
 - (xi) Orients successor SRB.

Section 2 - Mandated Chapter Committees

1. Emerging Professional Affairs Committee

- a. The emerging professional affairs chair is a required chapter leadership position to be filled by someone other than the membership director.
- b. The name of the person who will serve in this chair position must be submitted to HST.
- c. This committee's primary responsibility is to ensure that programming of value to emerging professionals – recent graduates and Allied members new to the profession – is provided.
- d. Within the limits of the bylaws and policies, the Emerging Professional Affairs Committee has the responsibility to accomplish the duties set forth:
 - (i) Reports to the chapter membership director.
 - (ii) Supports the mission, policies and programs of the Society and chapter as adopted by the Society and chapter boards of directors.
 - (iii) Ensures that all chapter communications are conducted in accordance with the ASID brand.
 - (iv) Receives Society leadership training for Emerging Professional Affairs Committee chairs.
 - (v) Works with the HST as needed regarding strategies to engage emerging professionals on a chapter level and promotion of national emerging professional programs.
 - (vi) Works with the SRB to promote student advancement to Allied membership.
 - (vii) Provides outreach to advancing student members and Allied members new to the profession to welcome them to the chapter and to promote upcoming events.
 - (viii) Encourages the integration of emerging professionals into the chapter leadership structure.
 - (ix) Encourages the participation of emerging professionals in annual chapter events such as Career Day.
 - (x) Fosters the self-organization of emerging professional peer groups on a chapter level.
 - (xi) Ensures that the chapter provides programming to meet the specific needs of emerging professionals, such as career development training and networking events (amended 04/2010).

ARTICLE III: NOMINATIONS AND ELECTION GUIDELINES

Section 1 - Chapter

1. Chapter Nominating Committee:

- a. The Chapter Nominating Committee each year shall be selected by the seated board and consist of:

- (i) Two members who have served on the chapter board within the past 10 years
- (ii) Two at-large chapter members
- (iii) The immediate past president, who serves as a non-voting chair (amended October 2009)

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

4. Ballot results must be opened and/or tabulated by a neutral third party. As an option, a chapter may use a certified outside service (such as a certified public accountant) to receive and count ballots, and to provide an affidavit of results (amended October 2009).

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

6. Chapter candidates/officers:

- a. Past Society officers and directors are not eligible for any chapter elected office, exempting Nominating Committee positions or any appointed positions.
- b. A Society officer or director, other than the past president, who has not served as a chapter president shall be eligible to serve on a chapter board or as a chapter officer. This will permit the member to become eligible to be a Society president elect candidate in the future.
- c. It is recommended that Allied practitioner members on the board be in the NCIDQ process.
- d. The student member on the chapter board (SRB) is responsible for representing all student chapters and independent student members within the chapter. One nominee shall be submitted from each student chapter to the chapter board.
- e. Officer candidates must have served on the chapter board within the past 10 years and/or have served as a committee chair for two of the past 10 years (amended April 2007).
- f. Directors may not serve more than two full, two-year terms consecutively. However, after serving two full, two-year terms, a director is still eligible to serve as president-elect.
- g. All chapter finance and personnel committees must be composed solely of chapter board members.

7. Vacancies in the position of:
 - h. Chapter president shall be filled by the president elect, provided that the president-elect has completed all presidential training as stipulated by the Chapter Support Team (CST). In the absence of such an individual, the vacancy shall be filled by a qualified professional member who has served in the position of president no fewer than two years and no more than five years prior and who is approved by the chapter board.
 - i. Chapter president-elect shall be filled by a qualified Professional member approved by the chapter board. All vacancies in chapter officer or chapter board positions must be filled within 45 days unless approval is obtained by the CST.
 - j. All vacancies in chapter officer or chapter board positions must be filled within 45 days, unless approval is obtained by the CST.
 - k. Except as provided for in subparagraph 12(a) and 12(b), any other vacancy in the chapter board shall be filled by the candidate who was the next highest vote getter in the pool of candidates for this position in the last chapter election. In the event that no such candidate is available, the vacancy shall be filled by a qualified member approved by the chapter board.
 - l. Chapter Nominating Committee shall be filled by a qualified member appointed and approved by the chapter board.
 - m. Chapter Nominating Committee chair shall be filled by a Professional member appointed and approved by the chapter board.
8. Other election policies can be found in the Chapter Election Kit.

Section 2 - Nominations

1. The Nominating Committee shall meet and nominate, by majority vote, candidates for each pending vacancy:
 - a. The Nominating Committee has the option to select a pool of candidates greater in number than the number of positions to be filled.
 - b. Alternatively, the committee may opt to use a single-slate selection process to elect its board.
2. No member shall be a candidate for more than one position on either the national or chapter levels, including Nominating Committee, at any one time. No member of the Nominating Committee shall be nominated for office, notwithstanding resignation from the Nominating Committee.
3. The Nominating Committee must cause its list of nominees to be posted with the chapter secretary (or person designated by the board for this purpose) as a matter of public record and must forward a copy of the list, as it will appear on the chapter ballot, to national headquarters in the manner specified in the Policies.
4. Additional candidates for any position may be nominated through written petition signed by not less than 10 percent of the total of Professional, Allied Practitioner, and Industry Partner members of the chapter in good standing, provided such petition is received by the chapter secretary (or person designated by the board for this purpose) no later than thirty days after the names of the candidates submitted by the Nominating Committee have been filed with the secretary, and provided that such persons are eligible to hold the office for which they are being nominated.

Section 3 - Balloting

1. By the date specified in the Chapter Election Kit, the official chapter ballot, including names of eligible candidates nominated by the Nominating Committee and by petition for each office, board position, must be mailed along with an official return envelope to all Professional, Allied Practitioner, and Industry Partner members in good standing.
2. Chapter members shall complete and return ballots to a neutral third party designated by the board within 10 days after mailing. The ballots shall remain unopened until counted by the third party. Election as a chapter officer shall be deemed complete only if the named candidate is approved by at least 51 percent of the ballots cast. The Nominating Committee shall select a new candidate for such open chapter office and resubmit the ballot for membership approval as often as may be required until such 51 percent membership approval is obtained (amended October 2005).
3. Each position to be filled on the chapter board shall be filled by the candidate(s) in each respective category who receive(s) the most votes, filling the first vacancy with the highest vote-getter, the second with the second highest, and so forth. In the event of a tie for a final open position, the candidate to be elected shall be determined by a simple game of chance, conducted in the presence of the chairman of the Nominating Committee, or other member of the Nominating Committee designated by the chairman, and the concerned candidates.

C. CHAPTER FINANCIAL

ARTICLE I: CHAPTER RELATED FINANCIAL ISSUES

Section 1 - General Policies

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

13. Chapters are encouraged to share revenue-generating programs among one another for the benefit of the Society as a whole.
14. All chapters of the Society must be in compliance with the Society's mandated brand standards. The Society will provide annual training to chapter leadership on the brand standards. The chapter allocation for chapters repeatedly in noncompliance may be withheld until a review of the chapter's brand is completed by HST and the findings are shared with the chapter's board of directors.
15. The Society may mandate a designated company or companies for the printing of all branded materials as designated by HST and reviewed by the board of directors. The chapter allocation for chapters repeatedly in noncompliance may be withheld and a portion used to pay any costs incurred by the Society.
16. No chapter may sign any agreement to publish or host a chapter website without the written consent of the Society. No chapter may hire or contract for the sales of advertisements or member referral service without the written permission of the Society.

Section 2 - Reporting to the Society

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

Section 3 - Dues Advancements and Loans

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

Section 4 - Chapters and the ASID Foundation

1. Chapters are prohibited from forming subsidiary organizations, including 501(C)(3) entities. If prior to the effective date of April 20, 2006, the current chapter board must serve as the foundation's board of directors. The foundation's board must annually provide a copy of the foundation's tax return to HST and, the board must have permanently on file with the HST a copy of its bylaws and incorporation papers.

Section 5 - Chapter Events and Fundraising Activities

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

D. STUDENT CHAPTERS

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