

Model Chapter Policy and Procedures
International Interior Design Association



SECTION III - APPENDIX F; F.1

Chapter Logo

BOARD OF DIRECTORS

Composition: The Chapter Board of Directors shall consist of the following individuals:

1. Executive Team: President, President-Elect, Immediate Past President, VP of Membership, VP of Communications, VP of Professional Development, VP of Government and Regulatory Affairs, VP of Forums, VP of City Centers, VP of Education, VP of Sponsorship & Fundraising.
2. Board-at-Large: The City Center Directors, Forum Directors, Campus Center President-Student Liaison, Member Director, Affiliate Directors, Industry Member and Executive Director/Chapter Administrator (if applicable).

Note: The Board-at-Large and the Immediate Past President do not have the right to vote per the Chapter By-Laws.

Prerequisites:

1. All Executive Board Members must be a professional member in good standing. Affiliate Directors and City Center Directors must be members in good standing for one year prior to service.
2. All Board members must reside within the Chapter's geographic boundaries.
3. Board members (except President and President-Elect) may serve consecutive terms in the same office.
4. The President must approve all Teams and Team Members.

Job Description:

The affairs of the Chapter shall be managed by the Chapter Board of Directors, which shall have supervision, control and direction of the affairs of the Chapter, may adopt such rules, regulations, policies and procedures for the conduct of its business as shall be deemed advisable, provided such are consistent with the rules, regulations, policies and procedures of the International Association and may, in execution of the powers granted, appoint such agents as it may consider necessary. The powers of the Chapter Board of Directors shall include the following:

1. To enact, amend and repeal the Chapter Bylaws, subject to the restrictions set forth in the Bylaws.
2. To determine the Chapter's policies or changes therein, within the limits of the Bylaws and the rules, regulation's policies and procedures of the International Association for the operation of the Chapters, which shall govern the Chapter in all of its activities.
3. To have discretion in the disbursement of its funds.
4. To create special teams of the Chapter.
5. To approve all memorials, resolutions or opinions issued in the name of the Chapter.

Responsibilities:

1. To actively prosecute the purpose of the Chapter.
2. To recommend a slate of Officers for election by the Professional Members.
3. To receive and act upon reports for the Officers and teams of the Chapter.
4. To adopt an annual budget. Budgets shall be prepared and adopted prior to the commencement of the fiscal year (July 1-June 30) and are based upon projections for income. Budgets shall them be reviewed by the new Board and altered as needed
5. Develop and establish goals for their jurisdiction and budgets to support these activities.

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6. Submit budget reports to the President-Elect following any event or meeting for which that Board member is responsible.
7. Provide annual report of all operations in their jurisdiction and all Teams they chair and oversee.
8. Submit to the President a written report on officer's jurisdiction ten days prior to each Board meeting.
9. Attend all Board meetings; all City Center meetings in their local. Also, attend as many other City Center meetings as possible.
10. Board Members oversee Teams in their jurisdiction.
11. Should the President-Elect be unable to fulfill the term of office or to become President, the Nominating Team will present a candidate for election by the Chapter Membership. For other offices whose persons are unable to complete their term, the President will appoint a member in good standing to finish the term.

Term and Meeting Requirements:

1. After the initial Chapter Board term the Board members will serve on year terms from July 1st thru June 30th of the following year.
2. The Executive Team shall meet at all regularly scheduled Board meetings.
3. All Board of Directors, (including the executive Teams and the Board-at-Large) will meet on a quarterly basis.

Benefits:

1. Opportunity for other Board positions both at Chapter and International levels.
2. Opportunity for additional training/education.