

# **NORTHWEST SOCIETY OF INTERIOR DESIGNERS BY-LAWS**

Revised and Effective as of November 2010

## **ARTICLE 1: NAME, PURPOSE, LOCATION, AND FISCAL YEAR.**

### 1.1 Name:

The name of this organization shall be the Northwest Society of Interior Designers (NWSID)

### 1.2 Purpose:

The Northwest Society of Interior Designers is a professional organization dedicated to promoting excellence in design. This will be accomplished by:

- A. Providing ongoing education for its members.
- B. Providing a social framework for member interaction.
- C. Working with other design organizations to promote professionalism in the field.
- D. Promoting interior design and member interior designers to the public.
- E. Working with local schools to develop and maintain interior design programs.
- F. Keeping abreast of laws, issues, and trends that affect the interior design field.
- G. Requiring its members to maintain high standards of professionalism and integrity.

### 1.3 Location:

The principal address of the Society is:  
5701 6<sup>th</sup> Ave. South, Suite #214, Seattle, Washington 98108.

### 1.4 Archival:

All NWSID archival materials shall be stored at 5701 6<sup>th</sup> Ave S. Suite #214 Seattle, WA. 98108 or another storage location as determined and agreed upon by the Executive Board.

### 1.5 Fiscal Year:

The fiscal year of the Society shall end on June 30<sup>th</sup> of each year, unless otherwise noted by the Executive Board.

## **ARTICLE 2: MEMBERSHIP**

The membership of the Northwest Society of Interior Designers consists of Professional, Associate, Apprentice, Professional Resource Affiliates, Sustaining, and Students.

### 2.1 Professional Member

New applicants or NWSID Associate members may become Professional Members upon successful completion of one of the following:

- A. Passage of the NCIDQ, CQRID or the equivalent as required by the state in which the member resides.
- B. Completion of at least four years of college in an accredited interior design program and is currently active in the field, with no less than five years design work experience.
- C. Completion of an associates degree or technical school degree in an accredited interior design program and is currently active in the field, with no less than eight years design work experience.
- D. Completion of a secondary school level education and is currently active in the field of interior design, with no less than twelve years design work experience.

Correspondence schools and degrees received from them are not acceptable.

## 2.2 Associate Member

New applicants or qualifying Apprentice Members may apply for this membership category.

- A. Completion of 4 or 5 years of college in an accredited interior design program with three years of design work experience.
- B. Completion of at least two years of college or technical school in an accredited interior design program with five years of design work experience.
- C. Completion of a secondary school level education and is currently active in the field of interior design with no less than 10 years of design work experience.

Correspondence schools and degrees received from them are not acceptable.

## 2.3 Sustaining Member

A semi or totally retired Associate or Professional Member in good standing, who has reached 60 years of age, and has been active in NWSID for 5 or more years, is eligible to apply for this level, with no drop in benefits and member status, and pay only half the membership dues they are currently paying.

## 2.4 Apprentice Member

New applicants or qualifying Student Members who have completed 4 years of college in an accredited interior design program, or 2 years of college or technical school in an accredited interior design program and is working toward their design work experience equivalency.

## 2.5 Student:

New applicant who is enrolled in an accredited interior design school, college or technical school program in interior design and who meets minimum initial and recurring credit hour requirements. Students may not vote or hold an elected office. Correspondence schools and degrees received from them are not acceptable.

## 2.6 Professional Resource Affiliates

New applicant who is working in allied trades with valid business credentials or educators in qualified interior design programs. PRA members may not vote unless they hold an elected office on the chapter board, and they may not hold the office of President and President Elect. Each accredited interior design school, college, or technical school, is entitled to one honorary PRA membership per year. PRA members are not required to maintain CEUs for membership.

## 2.7 At Large Membership:

This includes any design member who is unable to participate in organizational events and meetings due to illness, personal crisis, or sabbatical. The Chapter Board on a yearly basis must approve At Large Membership status. Voting privileges are revoked with this status. Membership level at the time of the request for this status is maintained.

## 2.8 General Membership Requirements

- A. To maintain active member status, all members must comply with dues payment requirements and adhere to the Code of Ethics.
- B. To maintain membership status, all members must attend at least six general meetings per fiscal year. Functions include all General and Board Meetings, and special events.
- C. To maintain active membership status, all members must earn .5 continuing education credits (5 contact hours) per year:
  - .3 (3 contact hours) of these credits must be officially designated CEU credits. These CEU credits are registered.
  - .2 (2 contact hours) are a combination of the following:
    - NWSID promoted events excluding monthly general meetings
    - Keynote presentations from trade shows such as KBIS, NEOCON, etc.
    - NORDEX keynote speakers
    - Third Thursday keynote speakers (Seattle Design Center) - does not include showroom presentations.
    - Webinars/Webcasts

- D. In order to move from one membership category to the next higher category, the member must show that they have fulfilled the qualifications for the new category. The member must petition the Vice President of Membership for this change in status, presenting proof that the new requirements have been met. This applies to all but sustaining Members and PRAs. These two categories do not move into a new category description.
- E. Dues and Fees: Refer to Article 6.

### **ARTICLE 3: THE EXECUTIVE BOARD**

The business and affairs of NWSID shall be managed by the Executive Board. The purpose of the board is to insure compliance with by-laws and to adjudicate any problems that may arise.

#### **3.1 Membership of the Executive Board**

Membership of the Executive Board shall consist of seven members (3 Puget Sound, 3 Southern, 1 member at large) and be comprised from the current and past presidents and president elects of the Puget Sound and Southern Chapters. The seventh member shall be appointed to the Executive Board from the membership at large rotating between the two chapters. These persons all hold a voice and voting rights and should be present at each Executive Board meeting, either in body or via conference call. The Board will meet no less than once a year. More meetings can be scheduled by the Chairperson as needed. The location of the Executive Board meeting shall be in Seattle, Washington in even numbered years and in Portland, Oregon in odd numbered years.

#### **3.2 The Executive Board Appointments and Vacancies**

The Executive Board Chairperson and Executive Board Secretary are selected from the chapter that is hosting the Executive Board meeting and thus changes yearly. Other support positions can be appointed from either the existing board or from at large.

A. In the event an Executive Board position is vacated, the position should be appointed, if possible, by the President from the hosting chapter.

#### **3.3 Term of Office**

The term of office for the Executive Board Members is two years, but no more than a total of two consecutive terms.

#### **3.4 Duties of the Officers**

- A. The Chairperson will be responsible for calling and presiding over all meetings.
- B. Secretary shall be responsible for the recording of the minutes for all Executive Board meetings.

### **ARTICLE 4: DUTIES OF THE EXECUTIVE BOARD**

4.1 Executive Board has the final word in area of ethics violations, expulsion of members, dissolution of chapters and any other areas of controversy. The Executive Board shall act as an independent body and make general decisions and policies for the organization as a whole.

4.2 Executive Board is responsible for the setting up of new chapters. Potential new chapters will cover all expenses.

4.3 The Executive Board shall be responsible for approving the format for all NWSID correspondence in order to maintain consistency among all the chapters. The Mission Statement and Code of Ethics must be the same for all chapters. The logo may be individualized by each chapter providing that the 4 boxes remain a part of the new/changed/modified logo. Any changes must be approved by the Executive Board.

## ARTICLE 5: CHAPTER BOARDS

The Chapter Boards are responsible for managing the business and affairs of their particular chapter.

### 5.1 Membership of the Chapter Boards

Membership of the chapter boards shall consist of the following eight officers: President, President Elect, Vice-President Marketing/Advertising, Vice-President Membership, Vice-President Programs, Secretary, Treasurer, and PRA Representative. New board positions may be created as needed and each position may be co-held. Each Board member holds a voice and voting rights, and should be present at each Chapter Board meeting. President and President Elect may not be PRA members. PRA members may hold all other positions.

### 5.2 Term of Office

The term of office for the Chapter Board officers is one year, but may be extended at the Chapter Boards request; but no person may serve on a Chapter Board for more than six consecutive years.

### 5.3 Duties of Chapter Board Officers

#### A. President

1. It shall be the duty of the President to call to order and preside over all board and general meetings.
2. The President shall be the official spokesperson for, and the representative of their local chapter of NWSID.
3. The President must keep within the powers granted in the by-laws except in cases of emergency.
4. The President shall sign all contracts, agreements and legal documents for the local chapter of NWSID. The President's signature and/or another approved signature must appear on all chapter checks.
5. Should an officer resign, the President shall appoint a member to assume the office for the remainder of the term.
6. The President and Treasurer shall set up a workable budget each fiscal year.
7. The President will notify board members of monthly meetings and set the agenda.

#### B. President Elect

1. It shall be the duty of the President Elect to learn all the responsibilities of the Presidency before taking over the position of President the following term.
2. The President Elect shall perform board responsibilities/duties as the chapter board deems necessary.

#### C. Vice President of Marketing/Advertising

1. It shall be the duty of the Vice President of Marketing/Advertising to oversee all advertising that uses the NWSID name, initials or logo. This responsibility includes usage by the chapter and individual members.
2. The Vice President of Marketing/Advertising shall be responsible for promoting NWSID to industry and public via PR campaigns.

#### D. Vice-President Membership

1. It shall be the duty of the Vice President of Membership and his/her committee to recruit new members.
2. The Vice President of Membership is responsible for maintaining accurate membership rosters and reporting changes.
3. The Vice President of Membership is responsible for checking all applications for completeness and vetting references. The Vice President of Membership shall present completed membership applications to the board for recommendation into membership.
4. The Vice President of Membership shall have the power to bring before the board a recommendation for suspension of any member who has failed to uphold the organization's professional standard of ethics.

5. The Vice President of Membership and his/her committee are responsible for reviewing requests by design members to move up in membership category and for presenting these requests to the chapter board for approval.
6. The Vice President of Membership and his/her committee are responsible for confirming members' yearly CEU requirements.
7. The Vice President of Membership and his/her committee are responsible for working with the Treasurer to ensure that accurate renewals are sent to the membership.

E Vice-President Programs

1. It shall be the duty of the Vice President of Programs to arrange educational and informative programs for each general meeting and to facilitate and manage all related activities pertaining to general meetings.
2. It is the responsibility of the Vice President of Programs to create, send out and track invitations to NWSID programs.
3. It is the responsibility of Vice President of Programs to write thank you notes on behalf of the chapter to those who have presented and hosted the chapter meetings.

F. Secretary

1. The Secretary shall document and keep the minutes of all board and other official proceedings.
2. The Secretary shall chair the nominating committee.
3. The Secretary shall be responsible for writing thank you notes, sending cards, and other general correspondence.

G. Treasurer

1. The Treasurer is the official custodian of funds for NWSID. As custodian, the Treasurer is responsible for placing funds received by the organization with a financial institution designated by the chapter board.
2. The Treasurer is responsible for all bills and requisitions. All checks must be personally signed by the President or Treasurer or another designated board member.
3. A monthly financial report is required at each board meeting.
4. Treasurer is responsible for keeping all financial records and preparing financial related documents along with a hired bookkeeper (if used) for yearly financial statements.
5. The Puget Sound Chapter Treasurer is responsible for collecting the year-end financial statements from all NWSID Chapters to be given to the accountant for income tax preparation and filing. Each Chapter's Treasurer is responsible for presenting of the Chapter's financial statements for the year.
6. The Treasurer and President are responsible for the setup of the annual budget for the new term. This is to be presented by the end of August to the Chapter Board.

H. Professional Resource Affiliate Representative

The representative acts as a liaison between the PRA's and the chapter board and has board voting privileges as long as he or she holds a position on the board.

**ARTICLE 6: RESPONSIBILITIES OF THE CHAPTER BOARDS**

6.1 Chapter Boards shall have the power and authority over the affairs of the chapter.

- A. Chapter Boards are responsible for approval of new members.
- B. Chapter Boards are responsible for promoting NWSID to the public and trade.
- C. Chapter Boards are responsible for nominating the officers of their chapter.

6.2 Chapter Boards shall be required to handle any and all binding contracts for their chapter.

- 6.3 All Chapter Boards shall meet once a month. Any member of the chapter who fails to attend at least half of the board meetings in a six month period shall be removed from the board.
- 6.4 A majority of the Chapter Board members shall constitute a quorum.
- 6.5 Each chapter is responsible for their own newsletters and rosters.
- 6.6 Each chapter shall be responsible for their printing costs. This includes, but is not limited to applications, forms and letterhead stationery.
- 6.7 Each chapter shall keep a confidential master file of all members, oversee the printing of the roster, notify members of annual dues and inform chapter members of any changes in state legislation that may involve testing and licensing.
- 6.8 Each chapter is responsible for mailing of annual dues notices, collection and payment of dues and filing fees. Each chapter is entitled to retain 100% of their dues collected subject to the provisions of Section 6.9.
- 6.9 Any expenses incurred by the Executive Board including but not limited to Insurance, Legal and CPA fees shall be shared on a prorated basis by each Chapter and paid directly to designated recipient. This pro-ration shall be paid by the individual chapters.

## **ARTICLE 7: NOMINATIONS AND ELECTIONS**

The Chapter Board nomination committees shall consist of five active members; the Chairperson will be the Chapter Board Secretary. This nominating committee will be appointed in February by the Chapter President.

- 7.1 Nomination Process:
- A. All nominees must be members in good standing
  - B. Additional nominations may be made from the floor.
  - C. Nominees will be presented at the general meeting in April.
- 7.2 Voting Procedure and Newly Elected Chapter Board Officers:
- A. Design members in good standing are the only eligible voters.
  - B. Voting will take place during the month of May.
  - C. Voting shall be cast through a secret ballot. A plurality vote will decide the elections.
  - D. New officers will be installed in July and will assume their duties immediately.

## **ARTICLE 8: AMENDMENTS TO THE BY-LAWS**

Amendments to the By-Laws may be proposed by any member in good standing.

- 8.1 Proposed amendments must be presented to the Executive Board in writing.
- 8.2 The Executive Board shall rule upon the merits of the proposed amendment and if approved by a 2/3 majority of the Executive Board, the proposed amendment will be presented to the Chapter Boards for discussion.
- 8.3 The Executive Board shall then email or mail the proposed amendment to every Chapter Board President who will send it on to their members in good standing for a vote. The membership shall be given a 30 day period on which to vote and return their ballots.
- 8.4 The proposed amendment must receive a 2/3 majority vote of all members in good standing for inclusion in the By-Laws.

## **ARTICLE 9: NOT FOR PROFIT ORGANIZATION**

The Northwest Society of Interior Designers is not organized for profit or to engage in an activity ordinarily carried on for profit. No part of the Society's net earnings will be used to benefit any shareholder, individual or member.

**ARTICLE 10: DISSOLUTION**

10.1 Dissolution of the organization as a whole can be recommended by the Executive Board with approval of 2/3 of all members in good standing.

10.2 An individual chapter may petition the Executive Board with a request for dissolution. Approval by 2/3 of all members of the chapter in question will be required after Executive Board approves the request.

10.3 Upon Chapter dissolution, all Chapter assets will be liquidated, all debts paid and all remaining funds divided equally and deposited into the scholarship accounts of community colleges and universities offering interior design degrees, in the cities in which the chapters were located.

**ARTICLE 11: USE OF SOCIETY INITIALS**

11.1 A Professional, Associate, Apprentice, PRA or Student member in good standing may use the Society's initials directly following his or her name on a business card, business letterhead, signature and in other ways including advertising that specifically identify the member by name and status.

11.2 Membership status must be clearly identified. Professional Members may use NWSID or NWSID Professional Member. Associate Members must use NWSID Associate Member. Apprentice Members must use NWSID Apprentice Member. Student Members must use NWSID Student Member. Members at Large may not use Society initials. PRA Members must use NWSID PRA Member. Each chapter is responsible for providing a template to be used by members for the use of the initials. The template will include the font style as well as the required verbiage for the initials.

11.3 If the member fails to abide by these rules, a letter of warning will be sent. Continued failure to comply with these rules shall result in the immediate loss of membership in NWSID. In extreme cases, legal action will be taken.

**ARTICLE 12: EXPELLING MEMBERS**

12.1 The Chapter Board with Executive Board approval is the only body empowered to expel members.

12.2 Dropping membership in NWSID shall be automatic under the following circumstances.

- A. Dues more than 60 days in arrears.
- B. Failure to participate in NWSID functions as outlined in the membership section of the By-laws.
- C. Behavior deemed by Chapter Board to be unethical. The member in question may request a hearing.
- D. Failure to meet yearly continuing education unit requirements (5 contact hours per year).

**ARTICLE 13: REINSTATEMENT OF MEMBERS**

13.1 Members who have been dropped from the Chapter for failure to participate in NWSID functions, failure to pay dues or for the misuse of NWSID initials, may be reinstated with Chapter Board approval. The member must meet the conditions set forth by the current by-laws. A reinstatement fee of \$50.00 will apply.

13.2 Members who dropped their membership may reapply for membership in NWSID. They must apply as new members. They will have forfeited their status due to the choice in dropping their NWSID membership. This includes any member regardless of their prior length of membership or status. A reinstatement fee of \$50.00 will apply.