

**WISCONSIN CHAPTER OPERATIONAL PROCEDURES
RESOURCE MANUAL
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**Revised June 6, 2013
Amended June 30, 2013
Amended September 19, 2013**

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1. NOMINATING COMMITTEE
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APPENDIX "I"

NEW CHAPTER FORMATION

WISCONSIN CHAPTER ASID OPERATIONAL PROCEDURES RESOURCE MANUAL

Revised June 30, 2013 Amended June 30, 2013 Amended August 20, 2013

Chapter Operational Procedures are intended to supplement National's Policies and Bylaws. Accordingly, the reader must take this as local operational policy. Chapter Operational Procedures shall not conflict with any National Bylaw or National Policy.

Note: The term "member" in this document refers to the following membership categories: professional, professional educator, allied, allied educator, student and industry partner.

ARTICLE I INTERNAL MANAGEMENT PROCEDURES

I.I ADMINISTRATION

A. STRATEGIC MANAGEMENT

1. The Chapter shall be planned and managed based on a strategic plan and budget/work plan system.
2. A strategic planning session shall be held each year to determine the priorities, which will be addressed in the current budget/work plan. This meeting should be planned and held following Chapter elections to ensure the first reading and approval of the plan by the board is completed by June 30. The budget/work plan should be completed to ensure a second reading and approval of the plan by the board with a submission to ASID Headquarters by August 31.
3. The President-Elect shall chair this committee and be responsible for putting together the committee and planning the meetings for the strategic plan, and the budget/work plan.
4. The Chapter board shall be responsible for the management of the strategic plan.
5. In the event the Chapter is compelled to change any part of the strategic plan, and/or budget/work plan during the fiscal year, any

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and all changes must be approved by the Chapter board prior to implementation.

6. Budgets will be prepared on “zero-based” budgeting principles to implement the strategic plan and the budget/work plan.
7. It is recommended that the strategic planning team consist of 9-12 members, and should consist of a wide representation of all member segments.
8. The budget/work plan team should include the board member with financial oversight, key committee chairs or chairs-elect and at least two members from the strategic planning team. This team should also be representative of the Chapter’s members who will have responsibility to carry out the budget/work plan once approved by the board.

B. CHAPTER CORE STANDARDS

See Appendix “A” for Chapter Core Standards.

C. AMENDMENTS TO POLICIES

1. Subject to the provision of Article 1.1.d (2) below, these policies may be amended first by presentation of the amendment followed by a vote by the board at a regular board meeting provided each board member receives notice of proposed amendment(s) accompanied by pros and cons with sufficient time to allow the board to review. Any amendments to policies require only one (1) vote by the board.
2. The only portions of these policies that can be amended by the Chapter are those that are left blank in the original template.

D. CHAPTER BOARD STRUCTURE

See Chapter Bylaws.

E. CHAPTER BOARD TERM LIMITS

See Appendix “B” for Chapter Board Term Limits.

F. CHAPTER OFFICE

Not applicable.

G. CHAPTER ADMINISTRATOR

1. See Appendix “C” for Chapter Administrator Job Description and Contract.
2. Review administrator’s job description and contract annually, no later than the beginning of the fiscal year.

- H. **BOARD ORIENTATION TRAINING**
1. The Chapter shall present board orientation training no later than the beginning of each fiscal year. This training shall be presented by incoming president in accordance with the training manual prepared by the society.
 2. All incoming board members should attend this orientation training to better assist them in their duties to the Chapter. It is highly recommended of the board to include incoming Chapter leaders, including, but not limited to, committee chairs, committee members, and student Chapter presidents in board orientation training.
- I. **MEMBERSHIP MEETINGS**
1. See Article II, Section A.
- J. **CHAPTER DIRECTORY**
1. Online/pdf Chapter directory will be on the password protected “Member Only” section of the Chapter website and include listings of: Chapter website address, ASID national website address, Industry Partner membership listing, Chapter membership listing, Student membership listing, and instructions to update member information.
 2. Directory will include paid members and is updated quarterly beginning with the start of the fiscal year.
 3. The Directory should be as difficult to copy and/or print as possible.
- K. **MAILING LISTS**
1. Per National Policies: To ensure the protection of our assets, and the privacy of our members, we need to ensure that all chapters are following the same protocol when it comes to your postal mailing list or your email list. For email blast requests, please remember that the chapter itself must facilitate those on behalf of the company or IP (“sender”). For all postal mailing requests, the sender must get your approval first and then you connect them with either our mail house of choice (YGS) or the mail house of their choice. Under no circumstances should we be sharing the list beyond mail houses. Never give an IP or company a list of your members’ contact information, only give it to mail houses. It is against ASID policy for a chapter to give mailing labels to an IP or other company.
 2. Upon request, members can attain the mailing list through an approved mailing house without an added chapter expense through a mailing house as stated above.
 3. Non-members may purchase the mailing list through the Chapter’s designated third party mailing house.

L. **BLAST EMAILS**

1. Any email blast request communications for the general Chapter membership will be reviewed by the communications director. All requests need to come from a current Chapter member, have content relevant to interior design, and be in edited format. (No charge for this service to Chapter members and/or their businesses or employers.)
2. All email blast requests from industry organizations to promote their organizations' events to the general Chapter membership, as a benefit to WI ASID members, must be in edited format, be reviewed by the Communications Director and will be no charge (reciprocity agreement with IIDA WI).
3. Blast request emails, upon approval by communications director or president, will be sent out by the Chapter Administrator.

M. **WEBSITE**

1. The Chapter will maintain a website that will serve as the focus of Chapter communications.
2. Website will include link to National ASID website.
3. Website will include information as follows:
 - a. Chapter board and committee members
 - b. Chapter president's message
 - c. listing of student Chapters
 - d. Chapter vision and mission statement
 - e. summary of Chapter strategic plan
 - f. Chapter by-laws and Chapter policies
 - g. membership directory or link to national membership directory
 - h. definition of all membership categories and use of appellation
 - i. instructions to update member information
 - j. Chapter event calendar
 - k. listing of Chapter industry partners
 - l. listing of Chapter sponsors (in conjunction w/yearly sponsorship benefits)
 - m. Chapter meeting minutes
 - n. additional information as appropriate for Chapter
 - o. volunteer center (which will include a description of the position and contact information)
4. Website will include Job Bank area as follows:
 - a. Employers may post job opportunities in the Job Bank.
 - i. For members, or member's business or employer, the job opportunity will be posted on Chapter website for one (1) month at no charge and will be removed at

the end of the one month time. It may be re-posted at the member's request.

ii. For non-members, the job opportunity will be posted on Chapter website for one (1) month at a fee of \$200.00 per posting.

iii. One Chapter email blast link to job bank will be included per job posting.

5. See Article I.III, Section F.

N. PUBLIC RELATIONS

1. The Chapter shall follow ASID Graphics Standards as set forth by the society.

2. The Chapter shall use the ASID Wisconsin logo and name (standards as set forth by the society) on any and all electronic and printed materials, both internal and external.

3. Press Releases, including those regarding the Awards Gala, Chapter Awards, Board of Directors change and Public Relations are to follow Society Standards Guide for Press Releases

4. See Article I.III, Section F.

I.II CHAPTER FINANCES

A. CHAPTER WORK PLAN AND BUDGET

See Appendix "D" for policies relating to the Chapter's work plan and budget.

B. CHAPTER ACCOUNTS

See Appendix "E" for policies relating to Chapter accounts.

C. TRAVEL & RELATED EXPENSE REIMBURSEMENT

1. Chapter board members shall attend all required training programs per Chapter Core Standards (Appendix "A", Item 2i).

2. The Chapter shall budget the appropriate money to fund such travel.

3. The sum of travel reimbursement items is not to exceed the Chapter's budgeted amount for the year without prior board approval. (The goal for all travel should be to obtain the lowest reasonable price, so that members' dues are used for programs and not for travel.)

4. With board approval, other board members or committee chairs may travel to special training sessions.

5. Chapter board members are expected to attend all appropriate Chapter leadership development events and meals in conjunction with the ASID

meeting schedule. Attendees are required to stay for the full meeting agenda.

6. To receive reimbursement for travel expenses, a complete expense report, and receipts for all expenses, is required.
7. Reasonable travel-related expenses are to be covered by the Chapter's travel budget:
 - a. Economy airfare expense will be paid for by the Chapter. Members are responsible for making flight reservations. The Chapter encourages members to book travel arrangements at least eight weeks in advance of the departure date to keep costs down.
 - b. The Chapter encourages members to make all reasonable efforts to share rooms to keep costs to the Chapter as low as possible. The Chapter will pay for a double occupancy room, shared by two members (if two, or more, members are attending a conference).
 - i. If a member chooses to book a single occupancy room, the member is obligated to pay the difference.
 - ii. If a situation arises that only one male (or female) member of the Chapter is attending a required conference the Chapter will cover the entire expense of the room.
 - iii. The Chapter will not pay for room service, on-line service, faxes, movies or any incidentals that are not related to the purpose of the conference. Copies or use of business centers during travel for Chapter purposes will be covered if there are allocations in the current budget.
 - c. The Chapter will only pay for lodging for the nights required to be at the conference for the required training.
 - d. Should a member stay additional nights before or after the conference, the member is responsible for all expenses incurred (lodging, taxi, meals, parking, etc.).
 - e. The Chapter encourages members to share taxis or shuttle service when and if possible. This expense will be paid for by the Chapter.
 - f. The Chapter will pay for long term or off site airport parking if necessary. The Chapter will not cover airport short term/daily parking. The Chapter encourages members to use the most economical means of transportation to/from the airport.
 - g. Typically breakfast and lunch are covered under the total conference fee. A dollar amount will be placed towards meal

stipends based upon the strategic plan and budget prior to training conferences. Members will be reimbursed actual cost of meals up to the daily allowance based upon receipts.

- h. Attendance fees for the ASID National Gala Awards ceremonies (i.e. “The Celebration”) will be paid for by the Chapter for the current president-elect as part of attending annual “Interiors” conference.
- i. Should a member decide to attend programs, tours or CEU’s not in the required training, the Chapter will not cover these expenses.
- j. Should a program or CEU relate directly to the members leadership training or a program that the member is acting on behalf of the Chapter this expense is subject for review by the board prior to attending the conference.

D. CHAPTER EXPENSES/REIMBURSEMENT

- 1. The financial director and president must sign all checks.
- 2. ASID financial accounting year is October 1st through September 30th.
- 3. Members must fill out an expense report to be reimbursed. Expense report forms are available from the financial director or Chapter website.
- 4. Members requesting reimbursement will have a check issued within 14 days of receipt of reimbursement form and supporting original documents.
- 5. . Line items over \$1,000 must have approval by president prior to committing funds.
 - a. President’s expenses over \$1,000 must have approval of president-elect prior to committing funds.
- 6. Receipts and/or invoices are required for all amounts.
- 7. Members must fill out an income report to submit income checks. Income report forms are available from the financial director or Chapter website.
- 8. Expense and income reports must be coded with the account number assigned to the item or provided a committee name or description of expense/income from the current year’s budget.
- 9. Any expense not on the current year’s budget must receive board approval before incurring the expense.
- 10. Any anticipated expense that exceeds the current budget by \$200.00 must receive approval from (board member with oversight/financial director, president and president-elect) prior to incurring the expense. Committee shall submit event budget for meeting the proposed budget in order for amount to be approved.

- a. Committees must submit an anticipated budget to financial director, president and president-elect for all events prior to incurring expenses.
- 11. All expenses and income must be submitted to the financial director no later than September 15th of the current budget year. If submitted later than that date, the Chapter reserves the right to refuse reimbursement.
- 12. No volunteer will be reimbursed for mileage incurred while performing a volunteer position unless approved by the board of directors for each occurrence.
- 13. No volunteer will be reimbursed for expenses incurred by their employees to fulfill the volunteer position.
- 14. If a volunteer feels a paid professional is needed to fulfill a volunteer position – it must be in the Chapter’s strategic plan or a board approved exception prior to performing the work or incurring any expenses.

E. FUND RAISING ACTIVITIES & EVENTS

- 1. See Appendix “F” for National policies on fund raising activities and events pertaining to the Chapter.
- 2. All fund raising activities and events including those submitted by regional groups must be accompanied by a contract and budget, approved by the board and signed by the president prior to the beginning of the fundraiser or event and support the Chapter strategic plan.
- 3. No money or human resources can be committed in the name of the Chapter without Board approval.
- 4. At a Wisconsin ASID sponsored event, the cost of event will be based upon the budget that is brought forward from the committee. If it is determined that alcoholic would like to be included in the price of registration fee, a drink ticket will be given to attending all registered guests over the age of 21. Drink tickets will be limited to (2) tickets registered guest.

F. ACCOUNTING SERVICES

- 1. The financial director is responsible for hiring a professional tax preparer to prepare annual tax documents.

G. CHAPTERS WITH EMPLOYEES/CONSULTANTS

- 1. This Chapter shall follow all applicable federal, state and local laws including, but not limited to, withholding taxes, equal opportunity employer laws, ADA regulations, etc. when engaging the services of an employee(s) or consultant(s).
- 2. All employee agreements and contracts for consultant must be submitted to ASID’s legal counsel and the director of finance and administration for review.

H. INVESTMENT OF CHAPTER FUNDS

1. Investments/checking accounts for the Chapter include a checking account, savings account, any special purpose savings accounts and an investment fund. The financial director is responsible for managing these funds.

I. CONTRACT POLICIES

1. Contracts are required for any type of fundraising project or Chapter events.
2. All contracts shall simultaneously be submitted to the Society's National Legal Counsel, the Society's Director of Finance and Administration, and the Society's insurance advisor for review. Allot three weeks for this review. The contract can only be signed by the president upon the approval of the contract by the Society's Director of Finance and Administration.

J. MISCELLANEOUS FINANCIAL POLICIES

1. Financial director sends Interior Design Coalition of Wisconsin (IDCW) their allotted monies for the year in October per the Memorandum of Understanding and Chapter Strategic Plan.
2. Financial director sends the Wisconsin ASID student Chapters their allotted monies for the year in October per the Chapter Strategic Plan.

I.III JOB DESCRIPTIONS

A. GENERAL RESPONSIBILITIES FOR ALL CHAPTER BOARD OF DIRECTORS POSITIONS

Serves as a voting member of the Chapter Board of Directors (EXCEPT President)

1. Supports the mission, policies and programs of the Society and Chapter as adopted by the Society and Chapter Boards of Directors
2. Submits Board reports to the President by the prescribed time and venue as set forth by the President.
3. Ensures that all Chapter communications are conducted in accordance with ASID brand identity and standards
4. Orients successor
5. Attendance at all Board meetings is required. Removal from the Board will occur after missing more than two Board meetings per fiscal year. President will present the Board member with written request of immediate resignation. Nominating Committee will follow national guidelines for replacement of Board member.

B. PRESIDENT

1. Basic functions are to: Serve as chief elected officer, representing the entire membership and best interests of the Chapter; exercise personal leadership in the motivation of other officers, board members, committee members, and staff; implement approved strategic plan for the Chapter during term of office; facilitate the Chapter board in understanding its role and responsibilities; act as spokesperson and inspirational leader and takes an important part in monitoring and evaluating Chapter performance and effectiveness.
2. Duties, Responsibilities, and Authority: within the limits of the Bylaws and Policies, the Chapter President has the responsibility and authority to accomplish the duties set forth:
 - a. Presides at and attends all meetings of the Chapter board of Directors.
 - b. Reviews the organizational structure of the Chapter for effectiveness annually.
 - c. Keeps the Chapter board and officers fully informed on the conditions and operations of the Chapter.
 - d. Works with the Chapter board in seeing that the strategic plan is implemented to further the goals and objectives of the Society and Chapter.
 - e. Oversees Chapter committees and task forces, outlining their purpose and duties in the context of their Chapter's strategic plan.
 - f. Supports and defends policies and programs adopted by the national and Chapter boards of Directors.
 - g. Promotes interest and active participation in the Chapter on the part of the Society, the Chapter board, and the Chapter to members by means of letters, publications or speeches.
 - h. Presents an annual report at the Chapter annual meeting.
 - i. Acts as spokesperson for the Chapter to the media, legislative bodies, and related organizations.
 - j. In cooperation with the board member with financial oversight responsibility, operates within an annual budget. Sees that the finances of the Chapter are audited annually and reported to National on a timely basis.
 - k. Conveys the importance of the strategic planning process to the board and promotes an open-minded approach in critiquing the Chapter's strengths and weaknesses related to the Chapter's ability to deliver services to all of its members.
 - l. Presents the Presidential Citation award:
 - i. Chapter President determines award recipient(s).

- ii. Criteria are outstanding performance to the Chapter during that President's term.
 - iii. Award is a certificate supplied by ASID HQ with the following information added: name of the award, recipient, date, and President's signature.
 - iv. Award shall be suitably framed.
 - v. Award shall be given at the Chapter's Annual Meeting, approximately at the end of the President's term.
3. Relationships:
 - a. Responsible to the Chapter board, and through the board, to the membership for seeing that the programs and policies of the Chapter reflect the needs and aspirations of the membership and the mission of the Society.

C. PRESIDENT-ELECT

1. Basic functions are: Assume the responsibilities of the chapter president in his/her absence; Assist the chapter president in carrying out the functions of that office and perform specific duties delegated by the chapter president; facilitate the chapter board in understanding its role and responsibilities. This position shall be used as orientation for the future chapter presidency.
2. Duties, Responsibilities, and Authority: Within the limits of the Bylaws and Policies, the chapter President-elect has the responsibility and authority to accomplish the duties set forth:
 - a. Assumes the duties of the chapter President in his/her absence.
 - b. Performs duties assigned by the chapter President, which may include serving as chairperson of one, or more, of the chapter's committees or task forces.
 - c. Assists the chapter President in the performance of his/her duties.
 - d. Attends the chapter's annual meeting and special meetings as requested by the chapter President.
 - e. Represents the chapter with other associations or organizations as requested by the chapter President.
 - f. Chairs the chapter's strategic planning committee and is responsible to ensure that the strategic planning process proceeds in an effective manner.
 - g. Participates in training necessary for orientation as the chapter's future President.

- h. Appoints committees and task forces for the fiscal year of his/her presidency.
- i. Supports the mission of the society, the policies and programs of the society and chapter as adopted by national and chapter boards of Directors.
- j. Responsible for preparation of the chapter's annual work plan and budget, and its presentation to the chapter board for its review and approval.
- k. Performs actions of Chapter secretary.
Chapter Secretary responsibilities:
 - i. Records minutes at every Board meeting.
 - ii. Post approved Board meeting minutes for online access for distribution.
- l. Oversees committee responsible for Design Competition and Awards Gala:
Design Competition Policies:
 - i. An ASID member must make submissions (professional or allied or student) or a design team headed by an ASID designer. In the case of a team, the role of each participating member must be clearly stated.
 - ii. Submission kits will be made available to members
 - iii. Entrants may submit up to five (5) projects. A given project or areas thereof may only be submitted in one category. A project cannot be split and entered in more than one category.
 - iv. Projects that have received previous publicity are eligible.
 - v. Awards will be given only to Wisconsin Chapter ASID members.
 - vi. Chapter President-elect to secure an outside ASID Chapter to judge Wisconsin Chapter entries.
 Design Awards Gala Policies:
 - i. Occurs only when included in budget/strategic plan.
 - ii. Fees are non-refundable.
 - iii. Fees should cover costs so that the event meets the financial objectives of the current strategic plan.
 - iv. Students should receive a price break on party fee.
 - v. Committee must present a financial report on the Gala's expenses/income at every board meeting prior to event for board's review.

- m. Oversees ASID’s committee chair responsible for Strut Committee. Follows the ASID/IIDA joint agreement/memorandum.
- n. Represents the chapter as liaison for all legislation matters, per national policy.
- o. Oversees ASID required position of “Foundation Liaison”.

D. PROFESSIONAL DEVELOPMENT DIRECTOR

- 1. Basic responsibilities are to exercise professional development function for the chapter.
- 2. Duties, Responsibilities, and Authority: within the limits of the Bylaws and Policies, the Professional Development Director has the responsibility and authority to accomplish the duties set forth:
 - a. Oversees committees and task forces responsible for planning and executing the professional development and program functions of the chapter including some or all of the following: CEUs, roundtables and forums, STEP, conferences and events, other internal and external programs. (See Article II, sections A and C)
 - b. Ensures that all chapter programs are conducted in response to assessed member information and education needs
 - c. Ensures that all chapter professional development programs are conducted in accordance with ASID’s organizational messages and strategic direction.
 - d. Ensures that all chapter professional development programs are directed towards appropriate audiences and member segments (i.e. practitioners, students, industry partners, consumers of interior design, professionals representing other industries, stakeholders.)
 - e. Ensures that a minimum of .5 CEU’s are provided by the programs on an annual basis.
- 3. Relationships: Responsible to the chapter board, committees and task forces under the chapter professional development and program umbrella.

E. FINANCIAL DIRECTOR

- 1. Basic functions are to: receive and deposit all chapter funds, in the name of the Chapter, in a bank or trust company selected and approved by the Board of Directors. 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.

2. Preparation needed for effective service:
 - a. Receives financial training guided by ASID headquarters. It is mandated that this individual attend financial training when offered by the ASID director of finance and administration prior to taking office.
 - b. Reviews and refers to ASID Financial Director's Manual
 - c. Receives briefing on chapter systems from previous Financial Director and chapter Administrator
3. Planning
 - a. It is recommended the Financial Director serve on the chapter strategic planning committee.
 - b. The Financial Director serves on the chapter budget/work plan team and works with the President-elect to develop the budget for the following term based on funding needs for the strategic plan. The budget/work plan is to be approved by the chapter's Board before the close of the fiscal year.
4. Activities
 - a. Receives and deposits all chapter funds in the name of the chapter, in a bank approved by the chapter board of Directors.
 - b. Makes authorized disbursements by check after proper approval by the president or chapter board of Directors.
 - c. Oversees all of the chapter's checking, savings, special purpose savings and investment accounts. Only the board of Directors can approve the opening and closing of any and all financial accounts.
 - d. Serves as signatory on accounts
 - e. Is responsible for payment of all documented committee expenditures
 - f. Oversees the activities of the sponsorship committee.
 - g. Oversees chapter's tackette sales as handled by the Chapter Administrator.
5. Reporting
 - a. Provides the chapter board with a monthly written report on the chapter's income and expenses, bank balances and financial wellbeing.
 - b. Prepares an annual financial statement for the chapter membership
 - c. Keeps close communication with other officers, especially the chapter President, as to the financial status of the chapter

- d. Prepares or reviews the quarterly chapter financial report, which is required by the Society's guidelines to be submitted to the Society's Director of Finance and Administration. 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
- e. Responsible for arranging the preparation and submittal of all tax returns (990, 990T and any state returns) by February 15 of each year. Chapters are required to use a paid tax professional for returns.
- f. The Financial Director is responsible for supplying a written report of all financial activities to the board at each board meeting.
- g. Copies of all bank/investment statements will be supplied by the Financial Director to the President as they are received, or at each board meeting
- h. The Financial Director is responsible for supplying reports to ASID HST
- i. The Financial Director will supply copies of the approved budget to all board members and team leaders. The budget will list account numbers for each teams' use.

F. COMMUNICATIONS DIRECTOR

- 1. Basic responsibilities are to exercise communications function for the chapter.
- 2. Duties, Responsibilities, and Authority: within the limits of the Bylaws and Policies, the Communications Director has the responsibility and authority to accomplish the duties set forth:
 - a. Oversees committees and task forces responsible for planning and executing communications functions of the chapter including the following: Website, Public relations/media outreach, Directories, Other internal and external communications
 - b. Ensures that all chapter communications are conducted in accordance with ASID's organizational messages and strategic direction.
 - c. Ensures that all chapter communications are directed towards appropriate audiences and member segments (i.e. practitioners, students, industry partners, consumers of interior design, professionals representing other industries, stakeholders.)

- d. Works with communications staff at ASID headquarters as needed to develop communications and strategies.
3. Relationships: Responsible to the chapter board, committees and task forces under the chapter communications umbrella.

G. MEMBERSHIP DIRECTOR

1. Basic responsibilities are to exercise membership function for the chapter.
2. Duties, Responsibilities, and Authority: within the limits of the Bylaws and Policies, the Membership Director has the responsibility and authority to accomplish the duties set forth below:
 - a. Oversees committees and task forces responsible for planning and executing the membership development and retention functions of the chapter.
 - b. Oversees activities of chapter Administrator.
 - i. Questions and comments regarding Administrator or duties should be directed to the Membership Director.
 - ii. Reviews Administrators' contract annually.
 - c. Coordinates and maintains job descriptions for board members and committees.
 - d. Maintains record of current chapter bylaws and policies.
3. Emerging Professional Affairs Chair (Mandated Chair Position)
 - a. The Emerging Professional Affairs Chair is a required chapter leadership position to be filled by someone other than the Membership Director.
 - b. The person's name who will serve in this chair position must be submitted to ASID along with the 4th quarter financial report.
 - c. This Chair'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. Duties and Responsibilities: Within the limits of the Bylaws and Policies, the Emerging Professional Affairs Chair 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. Receives Society leadership training for Emerging Professional Affairs Chairs
 - iv. Works with the ASID Student and Emerging Professional Programs Department as needed regarding strategies to engage emerging professionals on a chapter level and promotion of national emerging professional programs
 - v. Works with the SRB to promote student advancement to Allied membership
 - vi. Provides outreach to advancing student members and Allied members new to the chapter and promote upcoming events
 - vii. Encourages the integration of emerging professionals into the chapter leadership structure
 - viii. Encourages the participation of emerging professionals in annual chapter events such as Career Day
 - ix. Fosters the self-organization of emerging professional peer groups on a chapter level
 - x. Ensures that the chapter provides programming to meet the specific needs of emerging professionals such as career development training and networking events
4. Acts as chapter co-liaison to the Society's Real World Design Week each fall.
5. Oversees member awards committee.
- Crystal Star Award:
- i. Highest Chapter award.
 - ii. Eligibility includes professional member who performed exemplary service to the Chapter over many years, having potential local and state significance.
 - iii. Nomination must be made by at least 2 professional members. Contributions and resume of the member being nominated must be thoroughly documented.
 - iv. The nomination will be reviewed by the President and President-Elect, for board approval.
 - v. Award shall be a 3 dimensional crystal object, engraved with the name of the award, recipient, and the date. Object to be chosen by the chapter awards committee members.
 - vi. Cost of award needs board approval.
- ASID National Chapter and Member Awards

- i. See ASID National website “Awards & Competitions” page for list of awards and nomination requirements.
- ii. Review on annual basis – chapter and member eligibility.

Volunteer of the Year Award:

- i. Each board member may recommend 1 volunteer from one of their committees who has proven to have made significant contribution in the past year
 - ii. Letter of recommendation will be presented to the board
 - iii. The nomination will be reviewed by the President and President Elect, for board approval
 - e. Ensures that all Chapter membership initiatives are conducted in accordance with ASID’s organizational messages and strategic direction.
 - f. Ensures that all Chapter membership initiatives are directed towards appropriate audiences and member segments (i.e. practitioners, students, industry partners, consumers of interior design, professionals representing other industries, stakeholders.)
6. Membership Director Relationships: Responsible to the chapter board, committees and task forces under the chapter membership development program umbrella.

H. AT-LARGE DIRECTOR

- 1. Basic responsibilities: This chapter board position is to focus on an area of particular importance to the chapter. In the case of the Wisconsin Chapter, the At-Large Director will oversee the areas of legislation, community service, the Student Affairs Committee, and Sustainability Advocacy Committee. If it is deemed by the president that there is another area of specific interest to the chapter, it should fall under the responsibility of the At-Large Director.
- 2. The consistent responsibility for all chapter board members-at large, regardless of the position’s focus determined by the chapter, will be to work with the chapter committee responsible for ethical issues.
- 3. Duties, Responsibilities, and Authority:
 - a. Oversees ethics/appellations chairperson.
 - i. Complaints regarding ethics of a member or misuse of an ASID appellation shall be turned over to the Ethics/Appellations chairperson.

- b. Oversees chapter legislative committee initiatives and activities:
 - i. Oversees legislative chairperson's activities as ex official board member of the Interior Design Coalition of Wisconsin (IDCW).
 - ii. Reviews the IDCW Memorandum of Understanding and brings to board for approval bi-annually.
 - iii. Insures that the chapter communicates with and supports legislative coalition in accordance with ASID bylaws.
 - iv. Communicates with legislative staff at ASID headquarters concerning chapter's legislative activities
- c. Oversees chapter community service committee initiatives and activities in accordance with policies below:
 - i. Projects for consideration must be non-profit or not for profit, with no available funds for interior design services.
 - ii. In lieu of a contract, the community service chair is to send a letter to the client organization citing the volunteer designers' responsibilities, and client's responsibilities.
 - iii. The community service committee will work on at least one project per year. Additional projects will be considered, time and resources permitting.
 - iv. Board approval required, each fiscal year, for all community service projects. Past approval of project(s) does not presuppose future approval.
 - v. Volunteer designers/design teams are not to receive any type of compensation. This includes reimbursement for overhead.
 - vi. Interior suppliers, preferably Industry Partner members, are to be approached to give greater than standard discounts, or to make outright donations.
 - vii. If there are donor plaques associated with the project, the WI Chapter ASID is to be listed, based on the representative dollar volume of the services provided. Supplier donations are also to be listed based on dollar contributions.
 - viii. The chapter will make available to the client a wall plaque or certificate to be hung in a prominent location. Suggestion for wording: "Interior Design by the Wisconsin Chapter of the American Society of

- Interior Designers”. Chapter community service budgeted funds will only be used for this purpose.
- d. Oversees review of chapter community outreach activities annually in accordance with Strategic planning initiatives.
 - e. Oversees chapter student affairs committee initiatives and activities including, but not limited to the following:

Responsibilities of the chapter to student chapter(s):

 - i. Each chapter wherein a student chapter exists shall hold one (1) professional Student Career Day each year.
 - ii. Chapters shall send professional member representatives, board members, if possible, to each of the student chapters in the state at the start of the fall semester to promote ASID membership benefits in the title of the Student Gathering.
 - iii. Chapters should encourage student participation on appropriate local chapter committees.
 - iv. Acts as chapter co-liaison to the Society’s Real World Design Week each fall.
 - v. Organize and conduct Student Leadership training for the incoming student chapter boards prior to the start of the fall semester.
 - vi. Work with local Student Chapters to assign an allied, professional or industry partner member to be a Student Chapter Liaison to each student chapter.
 - f. Ensures that all chapter legislative, community service and student affairs initiatives are conducted in accordance with ASID’s organizational messages and strategic direction.
 - g. Oversees the annual Student Scholarship fundraising event, and coordinates the annual Student Scholarship.
 - h. Oversees the Sustainability Advocacy Committee
 - i. Oversees the Sustainability Advocacy Committee's initiatives and activities, including but not limited to working with Board and Professional Development Director to implement Best Practices at meetings and programs, maintaining the sustainability section of the website, and creating public awareness.

I. STUDENT REPRESENTATIVE TO THE BOARD (SRB)

1. 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, elected by the board to such position for a single one-year term, from among qualified candidates nominated by student chapter presidents. In order to qualify for such board position, the nominee must be a member of a student chapter operating in the chapter's geographic area and be in his or her next to last year of study at the time of nomination.
2. The Student Representative to the chapter board (SRB) is responsible for representing all student chapters and independent student members within the chapter. One nominee is submitted from each Student chapter to the chapter board. The chapter board shall select the student representative from that pool in the spring of each year for the term to begin in the following school year. As required by the ASID bylaws, students must be in their next to last year of study at the time of nomination. The SRB shall be selected by March 30 of each year to begin serving on the board October 1.
 3. The SRB is responsible for representing all student chapters and independent student members within the chapter and:
 - a. Serves as a communication link between the Student Affairs Committee (SAC) Chair and student membership at large
 - b. Focuses on implementing the programs of SAC when necessary to facilitate participation in career and professional development opportunities for student members
 4. The SRB or SRB elect is not allowed to apply for Chapter Scholarships.

L.IV COMMITTEES AND TASK FORCES

1. See Appendix "G" for committee and task force responsibilities.
2. All committee and task forces submit strategic plan specifics and budget to the board member with oversight for review and approval prior to beginning work and starting any contract review process.

A. COMMITTEE CHAIRS

1. Committees needed by the chapter are determined by the strategic plan and chapter policies.
2. Committee chairs are appointed by the board member they report to, and reviewed by the chapter President.
3. Length of term is reviewed on an annual basis by reporting board member, one year or two years if a co-chair.
4. Is required to be a professional, allied, educator or industry partner member.
5. List of responsibilities varies by current strategic plan.

6. Report all information to assigned board Director for presentation to board.
7. Encouraged to attend board meetings, but not required.
8. All committees will work within the current strategic plan and budget/work plan.
9. Committees must get prior approval from the board to deviate from the approved budget and strategic plan. Please see Financial Director's section for more information.

B. TASK FORCE CHAIRS

1. Task force Chairs are appointed by chapter president.
2. Is required to be a professional, allied, educator, or IP member.
3. Shall propose, develop, and execute a special project that falls within the chapter's strategic plan.
4. Special projects need board approval.
5. Report to appropriate board Director.

ARTICLE II EDUCATION AND PROFESSIONAL DEVELOPMENT

A. CEUs AND PROGRAMS

1. A minimum of 5 professional development events shall be offered each fiscal year. STEP programs organized and executed by the chapter qualify as one of the four offerings as do events in which the chapter partners with the society to execute an educational program and/or event.
2. Selection of CEU offerings should take into consideration courses accepted by the various states where licensing/registration require courses to maintain designer's license and topics of interest, which will encourage attendance.
3. Program offerings should reflect member information and educational needs assessed through survey, focus group or other needs gathering vehicles.
4. Programs should reflect the strategic direction and emphasis of the society as a whole.
5. The chapter leadership will work with the Committee Chair to set the meeting schedule for the year, avoiding holidays. There will be a minimum of (5) board meetings (including annual meeting) per fiscal year.
6. The President and the Committee Chair will choose the programs and locations for the year.
7. Locations of meetings will be in the following areas Madison, North Central Wisconsin, the Fox Valley and Milwaukee.

8. Meeting fees should cover costs so that the program meets financial objectives of the current strategic plan.
9. Meeting fees are non-refundable except in extreme cases (death in the family, etc).
10. Reservations for an event will only be accepted with non-refundable payment (check, or PayPal) by the deadline date or event capacity.
11. Members are allowed to attend the board meeting without a fee.
12. For the benefit of members, fees for all programs/events should be higher for non-members, and students should receive a price break. This includes all chapter events: holiday party, design awards gala, programs and CEUs.
13. Program fees for partnering organizations may be the same as member prices if event budget allows.
14. Programs are not to be a sales pitch for a vendor. Programs should be educational. Vendors, preferably industry partner members, may host an educational program at their facility. In conjunction with the chapter sponsorship program, sponsors at a select level will be allowed five (5) minutes for a presentation on behalf of their product/business at a program or meeting as determined by the President and Professional Development Director.
15. Vendors, preferably industry partner members, who sponsor meetings shall be listed on program invitation and thanked verbally by the President or Program Chair during the meeting.
16. Chapter is required to conduct an annual meeting, where volunteer efforts are recognized for the year.
17. Chapter is required to have one board training meeting per year. This is for all new board/committee members to learn about the upcoming year's strategic plan and pass on previous year's information. The outgoing and incoming Presidents organize this event.
18. Professional Development Director, Committee Chair & President will have discretion to decide the number of non-fee paying guests at each event.
19. Board members are exempt from paying registration fees for chapter events.

B. STUDENT AFFAIRS

1. The chapter should place the Student chapters on their mailing list so that they might receive notices of meetings and activities, and students should be invited to attend all general membership meetings.
2. Students are encouraged to attend all chapter events. If possible, a reduced rate should be charged for students.

3. The chapter should encourage student participation on appropriate committees or task forces.
 4. The chapter shall maintain a list of schools and faculty.
- C. **NCIDQ/ STEP.**
1. The STEP program is currently under review. The board is to look at the ability for the Chapter to host future NCIDQ educational training sessions when they become available through national.

ARTICLE III NOMINATION AND ELECTION GUIDELINES

- A. **NOMINATING COMMITTEE**
See Appendix “H” for national policies on nominations committee.
- B. **BOARD CANDIDATE RESTRICTIONS**
See Appendix “H” for national policies on candidate restrictions.
- C. **VACANCIES**
See Appendix “H” for national policies on filling chapter board vacancies.

ARTICLE IV LEGISLATIVE ACTIVITIES/LICENSING

- A. **CHAPTER BOARD REPRESENTATION TO STATE COALITIONS**
1. Only ASID members may represent the Wisconsin Chapter of ASID in dealing with matters addressed by the Interior Design Coalition of Wisconsin.
 2. The chapter shall adhere to National Policies Article IV - REGISTRATION, LICENSING, LEGISLATIVE ACTION.
- B. **REPORTING OF LEGISLATIVE ACTIVITIES TO THE CHAPTER BOARD**
1. All reports made to the chapter board, by chapter legislative representative, are to be copied to the Director of Government/Public Affairs at ASID Headquarters.

ARTICLE V NEW CHAPTER FORMATION

See Appendix “I” for guidelines on New Chapter Formation.

END OF DOCUMENT