The Ohio State University Student Chapter
of the
American Society of Interior Designers (ASID)

Adopted 1999; Revised 2009

**ARTICLE I: NAME
Section 1:**

The name of the recognized organization shall be The Ohio State University Student Chapter of the American Society of Interior Designers, which is a student organization of The Ohio State University.

In this Constitution and Bylaws, the above named chapter is referred to as this Chapter; the American Society of Interior Designers as the Society; the affiliated ASID Chapter as the ASID Chapter; and the Education and Human Ecology (division, school, college) as the school.

**ARTICLE II: OBJECTIVES
Section 1:**

The objectives of this Chapter shall be:
**A.** To foster an appreciation and understanding of the ideas and
objectives of the Society and to promote and forward them
within the territory of this Chapter.

**B.** To foster and promote fellowship, cooperation, and a spirit of
unity between students and professionals through
communication and programming between members of this
Chapter and the ASID regional, state, and national levels.

**C.** To emphasize and promote professional rather than social
aspects of student activities on campus.

**D.** To enlarge the student’s understanding of the present and
future scope of interior design practice.

**E.** To facilitate the preparation of students to assume the
responsibility of Allied and Professional Membership in the
Society.

**F.** To represent the students collectively in all extracurricular
matters relative to faculty, professional and other campus organizations.

**ARTICLE III: AFFILIATIONS**

The Ohio State University Student Chapter of American Society of Interior Designers is able to be affiliated with the national professional ASID organization, if the requirements for accreditation are met.

**Section 1: ESTABISHMENT**

This Chapter is a non-profit, unincorporated membership association organized and existing since 1999. Only one ASID Student Chapter shall be at the School or branch of the School.

**Section 2: REQUIREMENTS**

A minimum of five (5) matriculated students shall be required to form and to maintain this Chapter.

**Section 3: OPERATION**

This Chapter shall operate under a constitution, the provisions of which shall be subject to approval by the Executive Board.

**Section 4: NON-ENDORSEMENT**

Establishment of this Chapter at the School or branch thereof shall in no way imply or be taken to mean that the Society has approved or accredited the interior design program offered at the School or branch thereof and the School shall not in any manner, inclusive of the material published in its brochure or other literature state or imply that the Society has, in any way, endorsed, accredited or otherwise approved its interior design program.

**ARTICLE IV: MEMBERSHIP
Section 1:STUDENTS**

Any student interested in a career in interior design or architecture may become a student member. This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

**Section 2: VOTING PRIVILEGES**

Students who have joined the group are eligible to vote on issues that come before membership meetings. Those members present will undertake no activities that have not received a simple majority vote.

**ARTICLE V: GOVERNMENT
Section 1: ADMINISTRATION**

The activities of this Chapter shall be administered by a President, Vice President (President Elect), Secretary, Treasurer, Membership Chairperson, and Programs Chairperson, who together shall constitute the Executive Committee. The Chapter may choose to expand their board to include any of the following: Hospitality Chair; Competitions Chair; Resource Chair; Publicity Chair; Historian; Travel Chair; Fundraising Chair; and Newsletter Chair and Webmaster.

**Section 2: Officers’ Terms and Duties**

The officers shall be a President, a Vice President (President Elect), a Secretary, a Treasurer, a Membership Chairperson, and a Programs Chairperson, whose duties in both this Chapter and Executive Committee shall be those customary to those office and as herein further defined. No one person may serve simultaneously in more than one office. The Chapter may choose to expand their board to include any of the following: Hospitality Chair; Competitions Chair; Resource Chair; Publicity Chair; Historian; Travel Chair; Fundraising Chair; and Newsletter Chair and Webmaster.

**A. The President**, as executive head of this Chapter, shall also act as spokesman of this Chapter and its representative at meetings with other organizations and committees unless some other member is delegated by the President, Executive committee, or this Chapter to so act. The President is the direct link between the student chapter, the professional chapter, the student representative to the board (SRB), the Student Advisory Council (SAC) and the education department at ASID headquarters. The President is elected by expressing interest to the faculty advisor and by campaigning, if necessary, and then elected by members of the organization.

**B. The President Elect (Vice President)** performs the duties of the
President in the event of absence. The president-elect assists the president in all duties. The Vice President is elected by expressing interest to the faculty advisor and by campaigning, if necessary, and then elected by members of the organization.

**C. The Secretary** shall keep records of all actions by this Chapter,
maintains the membership roll, and issues notices of time and date
for all meetings. The minutes from the previous meeting should be
read and approved during each meeting. The secretary should also
assist with any other duties that customarily pertain to the office. The Secretary is elected by expressing interest to the faculty advisor and by campaigning, if necessary, and then elected by members of the organization.

**D. The Treasurer** receives and deposits all Chapter funds in the name of the Chapter to the student chapter bank account. The Treasurer
prepares the chapter budget and makes financial reports to the
chapter members. The treasurer will keep a journal to keep track of
all transactions made during the term of office. The journal should be
passed on to next year’s treasurer in the spring. They should assist the
new treasurer with necessary transition papers at the bank. All decisions to spend money are
dictated by the student chapter board. Any checks issued require two
signatures: the treasurer and the faculty advisor. The Treasurer is elected by expressing interest to the faculty advisor and by campaigning, if necessary, and then elected by members of the organization.

**E. The Membership Chair** is responsible for organizing the membership Drive in the fall and spring. The Membership chair helps coordinate recruitment events, follows up on membership renewals, provides information about advancement, and
produces a membership directory.

**F. The Program Chair** is responsible for planning speakers for the
Coming year, coordinates special events and tours, and assists the
Newsletter and web site chair to keep information about upcoming events up to date.

The Chapter may choose to fill some or all of the following positions:

**G. The Hospitality Chair** is responsible for making sure that meeting
rooms are set up for the chapter events. Other duties may include
purchasing refreshments, coordinating parties and trips, and helping
to coordinate speakers.

**H. The Competitions Chair** keeps all student members up to date on current contests, scholarships and opportunities within the design
community. This position requires time for research, as well as
keeping in contact with the professional liaison, faculty advisor and
the education team.

**I. The Resource Chair** is responsible for coordinating volunteers to help
The Interior Design resource library, and requires contacting companies for new catalogues, samples and updates. It requires coordination with the Interior Design Lab Supervisor hired by the school.

**J. The Publicity Chair** is responsible for posting a calendar of
events and meetings, on the website and the
 as well as via email and in posters and flyers.

**K. The Historian** keeps a record of all events during the year,
takes pictures and files articles on all chapter achievements
and is responsible for maintaining the chapter portfolio/
scrapbook.

**L. The Travel Chair** organizes trips, helps plan travel budgets,
transportation and lodging, and generally assists in providing
successful learning opportunities for student members.

**M. The Fundraising Chair** plans events for the singular
purpose of raising money for chapter programs. This position
is responsible for knowing university policies regarding
fundraising and should advise the executive board and
Chapter accordingly.

**N. The Newsletter/Webmaster Chair** is the editor, writer and
producer of the student newsletter and information for the website as directed by the Executive Board. This chair is responsible for informing local professionals about what is going on in the student chapter.

**Section 3: TERM OF OFFICE**

Each elected position will run from the calendar year of June to June

**Section 4: REMOVAL FROM OFFICE**

Any elected official not carrying out the spirit of their office will be removed by a majority vote of the Executive Board if, after consultation with the Advisor and the individual delinquent in carrying out the function of their office, the person continues to fail to act.

**ARTICLE VI: ELECTIONS
Section 1:**

Election of officers shall be held at the April meeting of this Chapter. Nominations may be made from the floor at this meeting. Voting for each office will take place singly. Newly elected officers shall serve in an “officer-elect” capacity until assuming office at the end of the spring quarter.

**Section 2:**

Vacancies in elective office shall be filled by election at the next regular meeting with nominations from the floor. Election shall be by majority vote of eligible members present, provided a quorum is present.

**ARTICLE VII: MEETINGS
Section 1: REGULAR MEETINGS**

A regular meeting of general members shall be held at least once during each month of the academic year, preferably on a consistent time and day of each month. Special meetings may be called by the Executive Committee at any time either at its own discretion or at the written request of twenty (20) days notice shall be given for any general meeting of this Chapter, except as otherwise noted. Meetings with guest speakers will occur at the convenience of the guest when it is not possible to have them speak at a scheduled meeting. Robert’s Rules of Order shall govern the conduct of all meetings.

**Section 2: DECISIONS**

Every decision at a meeting of the general membership and of the Executive Board shall be by a majority vote unless otherwise required by these Bylaws.

**ARTICLE VIII: COMMITTEES
Section 1:**

Committees can be formed at the discretion of this Chapter. The duties of these committees shall be defined by the President at the time of appointment. Appointments, including the Chairperson of each committee, shall be for a term of one year or the length of time deemed necessary by the Executive Board.

**Section 2:**

Method of selecting and removing advisor(s).

**Section 3:**

Duties and responsibilities of advisor(s).

**ARTICLE IX: GENERAL PROVISIONS
Section 1: LIMITATION OF CHAPTER ACTIONS**

No action of this Chapter, the Executive Committee, any committee of this Chapter, or any officer shall directly or indirectly nullify or contravene any act or policy of the Society.

**Section 2: PERSONAL IDENTIFICATION WITH THE SOCIETY**

No members of this Chapter may use the seal, logo, or initials of the Society on cards, stationery, and signs or in any other manner to identify them as any other than a student chapter member.

A student chapter member wishing to identify affiliation with the Society may use the term “Student Chapter Member ASID” but never “ASID Member” without the qualifying word “Student” included.

Recorded evidence of violations of the above is sufficient to justify disciplinary action, as well as jeopardize the individual’s future with the Society.