

2007 – 2008 ASID Student Chapter Election Guide



Elections will take place before March 30 each year and the results will be sent to ASID headquarters.

I. Eligibility and Guidelines for Student Leadership

- A. Candidates should be current student chapter members who are enrolled in school for the duration of the upcoming term of office.
- B. All student leaders must have paid their student dues and be current ASID student chapter members for the year of their term of office.
- C. Student leaders must be present at all ASID student chapter meetings.
- D. Student leaders should be familiar with ASID policies and events.
- E. Student leaders should meet regularly to plan student chapter meetings and activities.
- F. Student leaders should be involved with the ASID professional chapter, take advantage of the variety of programs offered, and learn from practicing professionals.

II. Officer Positions

A. Typical officer positions

- | | |
|--------------------------------------|--------------|
| 1. President | 3. Secretary |
| 2. President-elect or vice president | 4. Treasurer |

B. Optional chapter positions

These positions are not required for all chapters and should be tailored to an individual chapter's needs. Examples include

- | | |
|-----------------------------|---|
| 1. Freshman representative | 6. Newsletter chair |
| 2. Sophomore representative | 7. Recruitment chair |
| 3. Junior representative | 8. Activities chair |
| 4. Senior representative | 9. Advancement to Allied Membership chair |
| 5. Fundraising chair | 10. Historian |

III. Things to Consider

- A. Select officers of different class levels so there is continuity from year to year.
- B. Remember that the student chapter is not a club, but is affiliated with a professional society representing interior designers nationwide.

IV. General Election Rules and Guidelines

- A. Each member votes only once per election.
- B. Each vote is to be kept confidential.
- C. The faculty advisor or other unbiased official should tally the votes and promptly announce the results.
- D. The newly elected president should promptly introduce himself or herself and other newly elected board officers via a letter to Natasha Lee, member development and student programs specialist, at ASID headquarters.

V. Steps for General Election

- A. Announce and publicize each position and begin taking nominations.
- B. Hold elections at a time convenient to your school schedule, no later than March 30.
- C. Complete and send the *Student Officers Address Directory* (also located in the “Forms” section of the *Student Chapter Manual*), via mail or fax, to
 - ASID **Member Development** Department
608 Massachusetts Ave., NE, Washington, DC 20002-6006
Fax: (202) 546-3240
E-mail: memberdevelopment@asid.org
 - Student Representative to the Board (SRB)
 - Student Advisory Council (SAC) Advisor
 - Faculty Advisor or Student Affairs Chair
- D. Training for newly elected officers will take place from April through August 2008. Terms of office for newly elected officers will be from Sept. 1, 2008, through Aug. 31, 2009.

2007 – 2008 ASID Student Officers Address Directory



School Name

Remember, student chapter elections should take place before March 30 each year and the results should be sent to ASID headquarters, attention of Natasha Lee, member development and student programs specialist.

PRESIDENT

Name:
Address:
City: State: Zip:
Phone: Fax: E-mail:

PRESIDENT-ELECT

Name:
Address:
City: State: Zip:
Phone: Fax: E-mail:

TREASURER

Name:
Address:
City: State: Zip:
Phone: Fax: E-mail:

SECRETARY

Name:
Address:
City: State: Zip:
Phone: Fax: E-mail:

FACULTY ADVISOR (IF APPLICABLE)

Name:
Address:
City: State: Zip:
Phone: Fax: E-mail:

ASID STUDENT CHAPTER LIAISON

Name:
Address:
City: State: Zip:
Phone: Fax: E-mail:

STUDENT REPRESENTATIVE TO THE BOARD (SRB)

The person named below has been selected by your professional chapter to represent your student chapter at the professional chapter's board meetings.

Name:
Address:
City: State: Zip:
Phone: Fax: E-mail:

PLEASE RETURN THIS
COMPLETED FORM TO

ASID
Member Development Department
608 Massachusetts Ave., NE
Washington, DC 20002-6006

T: (202) 546-3480
F: (202) 546-3240
E: memberdevelopment@asid.org