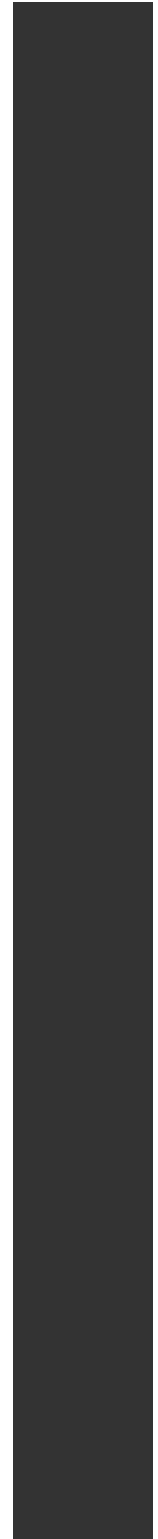




# 2007–2008 ASID Student Chapter Reference Manual

A Guide to the Workings of ASID Student Chapters

The ASID Student Advisory Council (SAC) and ASID headquarters staff have created this manual to assist all ASID members, whether student, allied, professional or Industry Partner representative, in understanding the operations of an ASID student chapter. It is also a reference tool to help those elected to serve as officers of student chapters carry out the duties of their offices. The rules, regulations, suggestions, requirements and deadlines found in this manual exist to support the growth and maintenance of a successful ASID student chapter.



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# Introduction and Resources

ASID Mission Statement

What You Need to Know About Being a Student Member

ASID Appellations and Membership Designations

Acronyms

SECTION 1

# ASID Mission Statement

ASID inspires and enriches its members and the interior design profession by providing indispensable knowledge, experiences and relationships.

## Vision Statement

ASID is where design comes to life.

## About ASID

The American Society of Interior Designers (ASID), headquartered in Washington, D.C., is the leading professional organization representing both commercial and residential interior designers, industry partners and students of interior design. With more than 38,000 members, ASID establishes a common identity for professionals and businesses in the field of interior design, while providing its members with ongoing support, education and resources. ASID promotes professionalism in interior design services and products for the work, home, learning and contract environments. The Society's Web site at [www.asid.org](http://www.asid.org) features news bulletins, membership information, reports, publications, product options and more.

ASID professional members must pass rigorous acceptance standards: They must have a combination of accredited design education and full-time work experience and pass a two-day accreditation examination administered by the National Council for Interior Design Qualification (NCIDQ).

Of the Society's 20,000 practicing interior designers, approximately 6,500 practice primarily in the commercial field with 4,000 practicing primarily as residential designers. The remaining 9,500 work in both commercial and residential design. ASID student membership currently totals more than 12,000.

ASID Industry Partners include more than 6,700 representatives from 2,800 Industry Partner companies, uniting the professional designer with manufacturers and suppliers of design-related products and services. As part of an ongoing research and education program, ASID is working with Industry Partners to examine the relationship between interior design and workplace performance.

ASID was founded in 1975 with the consolidation of the American Institute of Decorators (AID) and the National Society of Interior Designers (NSID), and now has 48 chapters throughout the United States and Canada, and more than 500 international members.

### >> HELPFUL HINTS

The information throughout this manual is a great resource for student chapters. Use the mission and vision statements of the organization as a basis for creating mission and vision statements for your own chapter. The best way to start the year on the right foot, and to assure that your goals are met, is to develop a directive for your organization — a great exercise for your first organizational meeting!

General information about the Society can be used for marketing purposes. When your chapter puts on a fundraiser, benefit or community project, tell the public about who you are and what you do. It's a big draw!

Send all questions to [memberdevelopment@asid.org](mailto:memberdevelopment@asid.org).

# What You Need to Know About Being a Student Member

Student chapter membership in ASID offers students the opportunity to prepare for rewarding careers in interior design by belonging to the leading association representing designers, industry and students. Through ASID membership, students can participate in a wide variety of learning experiences and programs that complement their academic training. Through interaction with the Society's thousands of practitioners and industry contacts, student members gain insight into the professional aspects of interior design. Through industry and professional interaction, students are introduced to new developments in the field and develop professional skills they can use throughout their interior design careers.

## >> WHO CAN JOIN?

Any student enrolled as a candidate for a degree or certificate in interior design or architecture in a minimum two-year program at a college or university that houses an ASID student chapter, and who plans on meeting the minimum 40 semester hours or 60 quarter hours in interior design and/or related classes, may become a student member. Students may join at any time during their enrollment and are not required to have completed their first year in order to be eligible. Those students not enrolled in an interior design or architecture program at an ASID student chapter's school may not, at any time, become members of an ASID student chapter.

## >> WHAT ARE THE TERMS OF MEMBERSHIP?

New and renewing students enroll and begin their program year in August. However, the membership year technically runs from January 1 through December 31, keeping in line with the membership year for other ASID membership categories.

All student members who submit applications or renewal payments after September 1 will enjoy the benefits of membership in the months immediately preceding the beginning of the membership period (September – December). These benefits include participation in chapter programs, ACCESS newsletter, ASID ICON and other member mailings from ASID. This change makes it easier for graduating students to advance their membership and ensure that their membership corresponds with the ASID regular program year.

Applications for student membership will be accepted throughout the school year, however **dues are never prorated. It is recommended that students begin the application and submission process as close to the beginning of the school year as possible, or after September 1, so that they will receive all benefits and mailings.** We ask that chapter presidents do not hold applications once they have been received. ASID headquarters will accept student applications year-round in any quantity.

Student members are responsible for updating their contact information in the "update profile" area on [www.asid.org](http://www.asid.org).

## >> WHAT IS THE APPLICATION PROCESS?

Students should apply directly through their student chapter president by completing an official ASID student chapter membership application. There is a \$45 application fee for each form submitted. Any additional dues required by the student chapter are to be kept in the student chapter fund.

Membership dues remain the same throughout the school year and are not prorated upon the month of actual application. As soon as the dues and application are received at ASID headquarters, the student becomes eligible to participate in all ASID chapter programs. In addition, he or she will be issued an ASID Student Chapter Membership card and will begin receiving both the student newsletter, ACCESS, and ASID ICON, the quarterly magazine that goes to all ASID members. Both the magazine and newsletter are mailed to each student's current mailing address. Students are responsible for contacting ASID headquarters directly to make address changes. ASID is not responsible for mailings not received due to change in address.

## ASID Appellations and Membership Designations

Under ASID bylaws, professional membership in ASID recognizes an interior designer as having completed a course of accredited education and practical work experience in interior design or a related field and rigorous national testing. These members have achieved the highest levels of accomplishment and knowledge in their field. The consumer public, other designers and affiliated professionals acknowledge the "ASID" appellation after an interior designer's name as a hallmark of professionalism.

A professional member of ASID is the only member entitled to use the appellation without stating his or her qualifying membership classification, e.g., John/Jane Doe, ASID (FASID is a fellow of the Society).

ASID members in other membership categories are permitted to use the following designations:

Allied Member (Practitioner)	John/Jane Doe, Allied Member ASID
Allied Member (Education)	John/Jane Doe, Allied Member ASID
Allied Member (International Corresponding)	John/Jane Doe, Allied Member ASID
Affiliate Member	John/Jane Doe, Affiliate Member ASID
Student Member	John/Jane Doe, Student Member ASID
Industry Partner Member	ABC Company, Industry Partner of ASID ABC Company, Industry Partner of the American Society of Interior Designers

These membership designations must be spelled out completely. No other modification or deviation is permitted.

The appellation for professional members and the designations for other membership categories may be used only in conjunction with the member's name. Members may not use any form of the name of the Society or the ASID appellation in conjunction with a firm name, even where the member's name is encompassed in the name of the firm. A member may in no way imply, through advertising or other means, that employees of his or her firm are members of ASID unless that is in fact the case, and then they may be identified only by the appellations or designations consistent with their status in ASID. In addition, a member may not use the Society's official logo in any manner.

## Acronyms

ACEC	American Consulting Engineers Council	<a href="http://www.acec.org">www.acec.org</a>
ADA	Americans with Disabilities Act	<a href="http://www.ada-infonet.org">www.ada-infonet.org</a>
ADPSR	Architects, Designers and Planners for Social Responsibility	<a href="http://www.adpsr.org">www.adpsr.org</a>
AFMA	American Furniture Manufacturers Association	<a href="http://www.afmahp.org">www.afmahp.org</a>
AIA	American Institute of Architects	<a href="http://www.aia.org">www.aia.org</a>
ANSI	American National Standards Institute	<a href="http://www.ansi.org">www.ansi.org</a>
ASLA	American Society of Landscape Architects	<a href="http://www.asla.org">www.asla.org</a>
BIFMA	Business & Institutional Furniture Manufacturers Association	<a href="http://www.bifma.org">www.bifma.org</a>
BOCA	Building Officials & Code Administrators International	<a href="http://www.bocai.org">www.bocai.org</a>
BOMA	Building Owners and Managers Association	<a href="http://www.boma.org">www.boma.org</a>
CABO	Council of American Building Officials	<a href="http://www.cabo.org">www.cabo.org</a>
CEIDL	Council for Equity in Interior Design Licensing	
CIDA	Council for Interior Design Accreditation	<a href="http://www.accredit-id.org">www.accredit-id.org</a>
CLARB	Council of Landscape Architects Registration Board	<a href="http://www.clarb.org">www.clarb.org</a>
CPSC	Consumer Product Safety Commission	<a href="http://www.cpsc.gov">www.cpsc.gov</a>
CQRID	Council for Qualification of Residential Interior Designers	
EPA	U.S. Environmental Protection Agency	<a href="http://www.epa.gov">www.epa.gov</a>
HSW	Health, Safety and Welfare	
IAQ	Indoor Air Quality	
ICC	International Code Council	<a href="http://www.intlcode.org">www.intlcode.org</a>
IDC	Interior Designers of Canada	
IDCEC	Interior Design Continuing Education Council	
IDEC	Interior Design Educators Council	<a href="http://www.idec.org">www.idec.org</a>
IDEP	Interior Design Experience Program	<a href="http://www.ncidq.org">www.ncidq.org</a>
IDS	Interior Design Society (subsidiary of NHFA)	<a href="http://www.nhfa.org">www.nhfa.org</a>
IP	Industry Partners	<a href="http://www.asid.org/ip/indpart.htm">www.asid.org/ip/indpart.htm</a>
IFDA	International Furnishings and Design Association	
IFI	International Federation of Interior (Architects and Designers)	
IFMA	International Facilities Managers Association	<a href="http://www.ifma.org">www.ifma.org</a>
IWPA	International Wood Products Association	<a href="http://www.iwpa.org">www.iwpa.org</a>
IIDA	International Interior Design Association	<a href="http://www.iida.org">www.iida.org</a>
NAFTA	North American Free Trade Agreement	
NAHB	National Association of Home Builders	<a href="http://www.nahb.com">www.nahb.com</a>
NARI	National Association for the Remodeling Industry	<a href="http://www.nari.org">www.nari.org</a>
NBC	National Building Code (model code of BOCA Int'l)	<a href="http://www.iccsafe.org">www.iccsafe.org</a>
NCARB	National Council of Architectural Registration Boards	<a href="http://www.ncarb.org">www.ncarb.org</a>
NCIDQ	National Council for Interior Design Qualification	<a href="http://www.ncidq.org">www.ncidq.org</a>
NCQLP	National Council on Qualification for the Lighting Professions	<a href="http://www.ncqlp.org">www.ncqlp.org</a>
NCSBCS	National Conference of States on Building Codes and Standards	<a href="http://www.ncsbc.org">www.ncsbc.org</a>
NFPA	National Fire Prevention Association	<a href="http://www.nfpa.org">www.nfpa.org</a>

NHFA	National Home Furnishings Association	<a href="http://www.nhfa.org">www.nhfa.org</a>
NKBA	National Kitchen and Bath Association	<a href="http://www.nkba.org">www.nkba.org</a>
NLCID	National Legislative Coalition for Interior Design	
NSPE	National Society of Professional Engineers	<a href="http://www.nspe.org">www.nspe.org</a>
SBLC	Small Business Legislative Council	<a href="http://www.sblc.org">www.sblc.org</a>
STEP	Self-Testing Exercises for Pre-Professionals	<a href="http://www.asid.org">www.asid.org</a>
USGBC	U.S. Green Building Council	<a href="http://www.usgbc.org">www.usgbc.org</a>

## ASID Acronyms

SRB	Student Representative to the Board
SAC	Student Advisory Council
CST	Chapter Support Team



# Student Leadership

A Guide for Student Chapter Officers

ASID Student Chapter Leadership

President

President-elect

Secretary

Treasurer

Chair Positions

Faculty Advisor

Student Affairs Chair/Committee

Student Representative to the Board (SRB)

Student Advisory Council (SAC)

Student Chapter Professional Liaison

Student Leadership Calendar

Presidents' Fall and Spring Semester Reports

# A Guide for Student Chapter Officers

## Leadership Requirements

- Establish a strategic plan with goals and objectives.
- Be present at all ASID student chapter meetings and functions.
- Be knowledgeable about ASID policies and events. As a leader of a student chapter, officers need to spread the word about the benefits of membership and encourage all students to join ASID.
- Meet frequently with fellow officers to plan student chapter meetings and activities. The student chapter president organizes meetings at a time that is convenient to the members' schedules.
- Remember that the chapter is not a social club, but a chapter of a professional organization representing interior designers, students and Industry Partners nationwide. The professional chapter will also have a variety of programs for students to attend. Reach out beyond school to learn from practicing professionals and other student chapters.
- Familiarize yourself with all job descriptions to allow for easier communication and delegation.
- Obtain the notes and files of your predecessor. Keep your own notes to provide continuity for the president-elect. History of the chapter is important in order to prepare a successful strategic plan.

## Tips on Delegating

- Delegate leadership responsibilities.
- Establish a calendar of events with control and checkpoint dates.
- Give people the responsibility, authority and power to make decisions.
- Leave volunteers alone, but let them know where and when you can be reached for further discussion.
- Give volunteers necessary and adequate information in a timely fashion.
- Let volunteers make mistakes without reprimands.
- Reward volunteers for great results and recognize their hard work!
- Select volunteers who will support you and help implement the mission and strategic plan of the chapter.
- Agree on additional help as necessary: training, personnel, guidance, etc.
- Get feedback from volunteers by asking them to describe their understanding of what has been done and agreed upon to that point. Actively seek recommendations, questions and reactions. Remember, what was done in the past can be changed. If volunteers seem unwilling, unresponsive or unable to accept an assignment, discuss any appropriate changes.
- Send copies of correspondence to all concerned parties in a project. This assures that everyone is informed of the project's status.

## Tips for Motivating Volunteers

**Recognize volunteers.** Acknowledge and appreciate the ideas and efforts of others! Try to meet some of the basic psychological needs of each volunteer, including the desire to be accepted and understood, to receive affection and approval, to achieve, to maintain self-respect and to attain self-fulfillment. By encouraging and recognizing their good work, you are a more effective leader.

**Solicit involvement.** By encouraging volunteers to help set goals, solve problems and make decisions, you will foster an environment where questions are asked freely and participation from everyone is encouraged as a team.

**Win confidence.** Communicate trust to volunteers by allowing them to discover a solution to, or result of, a problem. Convey, by actions as well as words, that they can count on your integrity, leadership and support.

**Delegate effectively.** Explain the purposes and goals for a task. Include the chapter's goals, objectives and policies. Let volunteers know how they fit into the strategic plan and how their involvement contributes. You are there to help them develop their own talents and abilities. You are, in effect, developing future leaders. Students want to know what they are getting out of volunteering!

**Offer growth and challenges.** Foster creativity and discovery. Allow for personal growth by providing opportunities for increased responsibility, task variety, guidance and education where possible. Give volunteers everything they need to succeed including praise for a good job.

**Ensure relevance.** Allow volunteers to see the interrelation between their personal contributions and the "big picture." Part of this includes volunteers furthering their understanding of themselves, their co-workers and the organization.

**Provide feedback.** Ask how the volunteer is progressing, inform them how the organization overall is progressing and how it relates to their personal goals. Direct constructive criticism to the action, not to the person.

#### >> HELPFUL HINTS

When you discuss times, dates and money, always make sure that the figures are correct. Write down the details and distribute copies to all concerned parties. Just as in a business situation, never rely on your memory.

Follow up on important telephone conversations with a letter of confirmation. This ensures that interpretations of both parties are identical.

Send copies of correspondence to all concerned parties in a project. This ensures that everyone is informed of the project's status.

## ASID Student Chapter Leadership

### Student Chapter President

#### DEFINITION

The president is responsible for running the student chapter and his or her focus is to facilitate the creation of programs of interest for the student chapter members. The ASID student chapter president served as president-elect during the previous year. He or she presides over meetings and appoints members to fill committee vacancies. The president is the direct link between the student chapter, the professional chapter, the student representative to the board (SRB), the ASID Student Advisory Council (SAC) and the member development department at ASID headquarters.

## DUTIES

- **Write a letter of introduction.** The letter should be sent after election to the professional chapter president with copies to the professional chapter president-elect, professional liaison, student affairs chair and ASID headquarters at [memberdevelopment@asid.org](mailto:memberdevelopment@asid.org).
- **Represent the student membership.** It is the job of the president to represent the student members of the chapter at all times and to attend professional chapter meetings. Try to raise money for the President-Elect to attend the ASID Chapter Leadership Conference in the summer prior to becoming the President, attend **INTERIORS: The ASID Conference on Design** in the spring, participate in the chapter Career Day, help plan The Gathering in the fall, pass on information from ASID headquarters to student members, and let members know about services available to them.
- **Run chapter meetings.** To provide continuity, try to have at least one meeting per month at a regular date and time. Plan ahead and make a calendar of events for the year to come.
- **Delegate tasks to be done.** One person can do only so much, so take advantage of volunteers and keep up a network between professionals, faculty and students.

## Student Chapter President-elect

### DEFINITION

The ASID student chapter president-elect performs the duties of the president in his or her absence. The president-elect assists the president in all duties, and is in training for the upcoming term as president. The president-elect is responsible for preparing for the coming year and creating a member communication chain. The communication chain can be done through a bulletin board, calendar and the Internet. Because the president-elect will assume the presidency in the coming year, he or she must keep up enthusiasm, recruit new members and encourage members to run for leadership positions in the upcoming year. It is strongly recommended that an underclassman be elected to this position, allowing the president-elect to develop the necessary leadership skills to take over the presidency. The president-elect should plan attend the ASID Chapter Leadership Conference, which is usually held in mid-July prior to becoming President.

E-mail your name and position to [memberdevelopment@asid.org](mailto:memberdevelopment@asid.org).

## Student Chapter Secretary

### DEFINITION

The ASID student chapter secretary keeps records of all meetings, 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. Email meeting minutes to the professional liaison, student affairs chair and Sac advisor as well as student chapter officers. The secretary should also assist with any other duties that customarily pertain to the office.

E-mail your name and position to [memberdevelopment@asid.org](mailto:memberdevelopment@asid.org).

## Student Chapter Treasurer

### **DEFINITION**

The ASID student chapter 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 should keep a journal to keep track of all transactions made during his or her term. This journal should be passed on to next year's treasurer. This position is responsible for student member dues and making out a check to ASID headquarters. All decisions to spend money are dictated by the student chapter board. If the chapter decides to have a chapter checking account, it should be set up so that all checks require two signatures: the treasurer and the president or faculty advisor.

E-mail your name and position to [memberdevelopment@asid.org](mailto:memberdevelopment@asid.org).

## Student Chapter Chair Positions

Chapters may choose to expand their board to include any of the following:

### **HOSPITALITY CHAIR**

This position is responsible for making sure that meeting rooms are set up for chapter events. Other duties may include purchasing refreshments, coordinating parties and trips, and helping to coordinate speakers.

### **PROGRAMS CHAIR**

This position is responsible for planning speakers for the coming year, coordinating special events and tours, and assisting the newsletter and Web site chair to keep information about upcoming events up to date.

### **COMPETITIONS CHAIR**

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, Student Affairs Chair, SAC advisor and the education team at ASID headquarters.

### **PUBLICITY CHAIR**

The publicity chair is responsible for posting a calendar of events and meetings, either on the Internet or in fliers and posters. The publicity chair is also responsible for keeping ASID headquarters informed of newsworthy events at his or her school.

### **MEMBERSHIP CHAIR**

This very important position is responsible for organizing a membership drive in the fall and spring. The membership chair helps coordinate and mail membership forms to ASID headquarters. The person in this position is also responsible for following up on membership renewals, providing information about advancement and producing a membership directory.

## **HISTORIAN**

The chapter historian keeps a record of all events during the year, takes pictures and writes articles on all chapter achievements. The historian works closely with the school's interior design department and is responsible for maintaining a chapter portfolio/scrapbook.

## **TRAVEL CHAIR**

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

## **FUNDRAISING CHAIR**

The fundraising chair plans events, such as raffles and sales. This position is responsible for knowing university policies regarding fundraising and should guide the student chapter accordingly.

## **NEWSLETTER CHAIR AND WEBMASTER**

The newsletter chair, an important position, is the editor, writer and producer of the student newsletter, and is responsible for informing the SRB, ASID headquarters and chapter professionals of what is going on in the student chapter.

## **Faculty Advisor**

### **DEFINITION**

Each ASID student chapter board asks a member of their school's faculty to serve as a faculty advisor for the student chapter. The faculty advisor preferably is a member of ASID and is responsible for helping students understand the goals and objectives of the Society. The faculty advisor promotes the student chapter to the school administration and introduces students to current trends in the design industry. The faculty advisor should be easily accessible, able to attend meetings and events and able to help oversee the student budget. As advisor, he or she can also inform students about The Council for Interior Design Accreditation (CIDA) and IDEC. Faculty advisors have a positive attitude about ASID and help the chapter in any way possible.

For more information, consult the Faculty Advisor Guide included on the Student Leadership Resources CD.

### **SPECIAL OFFER TO FACULTY ADVISORS**

A faculty member acting as the faculty advisor to a student chapter is eligible to receive an adjustment on his or her ASID membership dues each year. For more information, please contact the member development department at [memberdevelopment@asid.org](mailto:memberdevelopment@asid.org)

## **Student Affairs Chair/Committee**

Each professional chapter will endeavor to have a student affairs chair/committee. This committee is responsible for providing services/events for the student membership, such as Career Day, Real World Design Week, Gatherings, Leadership trainings, etc. They are also responsible for working closely with SRBs, student chapter presidents, faculty advisors and student chapter professional liaisons to promote ASID student involvement in all professional chapter activities and promote ASID student issues.

## Student Representative to the Board (SRB)

### DEFINITION

The SRB represents all the student chapters within the territory of a professional ASID chapter. Every ASID chapter is mandated in the Society bylaws to have one SRB serve as a voting member on the chapter board. The SRB is selected by the professional chapter president. Each school is asked to nominate one student member from their chapter to the professional chapter, and one person is selected from these nominations. The SRB's term is the same as that of the chapter board. The SRB must submit four reports per year to the chapter and to the student advisory council on the status of each student chapter for which he or she is responsible.

### DUTIES

- Attend all professional chapter board meetings and chapter leadership training.
- Visit all schools in his or her chapter at least once during the school year if possible.
- Write a report after each professional board meeting on information that would be of interest to the student chapters and send it promptly to each student chapter president.
- Report at each professional chapter board meeting on the student members' concerns and activities. You are the link for the students.
- Work with the professional chapter to coordinate Career Day events for the students and help spread the word by e-mail.
- Maintain communication with all the links: professional chapter president, student affairs chair, student chapter presidents, faculty advisors, education chair and professional liaisons.
- Receive fall and spring semester reports from student chapter presidents and convey information to SAC advisor.
- Act professionally and responsibly as an active board member. Your work affects the future of design students and the chapter makes decisions based on your input. This will help you grow professionally.
- Write articles for the professional and student newsletters.
- Update student chapter officer names, addresses and phone numbers. Any changes you receive must be passed along to ASID headquarters.
- Promote Real World Design Week to student chapters.

## Student Advisory Council (SAC)

### WHAT DOES IT DO FOR STUDENTS?

The SAC strengthens the training and responsibility of the student representatives to the boards (SRBs) and promotes closer relationships between the SRBs, student chapter presidents and the professional chapters.

### THE SAC IS COMPRISED OF

- Two student members (or recent graduates)
- ASID educator members
- ASID professional members
- ASID headquarters staff

## WHAT IS THE FOCUS OF THE SAC?

- Encouraging chapters and the Society to help students through events, such as the NeoCon™ Career Exchanges and chapter career days
- Encouraging students to participate in industry events
- Increasing the value of technology to students
- Opening more opportunities that describe career options
- Encourage students to participate in chapter management meetings and **INTERIORS: The ASID Conference on Design** programs
- Informing the SRBs about the transition from student membership to allied practitioner membership
- Communicating with SRBs and student chapter presidents via e-mail, mentoring and advising them of key issues

## Student Chapter Professional Liaison

### DEFINITION

Each ASID student chapter should have a liaison assigned by the professional chapter president. He or she should have an interest in student affairs and be an active member of ASID. The liaison is the primary communication link between the professionals and the students. A liaison should only represent one school. He or she should act as a mentor and advisor to the students in developing their strategic plan, fundraisers, tours, trips and other activities. He or she must attend student meetings, as well as professional meetings, to keep the information chain working.

### DUTIES

- Announcing student activities at professional chapter meetings
- Announcing professional activities at student chapter meetings
- Acting as a contact to other professionals, Industry Partner members and ASID headquarters
- Being a guest speaker at student meetings when asked
- Acting as a member of the executive board of the student chapter
- Helping the student chapter set goals and share ideas
- Helping out with chapter Career Days and with student/professional mentoring programs organized by each chapter

## Student Leadership Calendar

### AUGUST

- Attend The Gathering organized by the professional chapter.
- Participate in strategic planning and send copies of the strategic plan to SRB and SAC advisor.

### SEPTEMBER

- Recruit new members and publicize the benefits of membership.

## NOVEMBER

- Send fall semester report to SRB and SAC Advisor.

## DECEMBER

- Provide graduating seniors with advancement information.
- Attend chapter holiday events.

## JANUARY

- Recruit new members and publicize the benefits of membership again.
- Begin to promote Real World Design Week to student members.

## MARCH

- Attend **INTERIORS: The ASID Conference on Design** for special educational sessions designed for students.
- Attend Student Career Day.
- Send spring semester report to SRB and SAC advisor.
- Provide professional chapter with a candidate for SRB.
- Elect new officers by March 30.

## APRIL

- Send list of new officers to SAC Advisor, Student Affairs Chair and ASID headquarters by April 15.

## MAY

- Transfer materials and knowledge from outgoing to incoming officers.
- Provide graduating seniors with advancement information.

## SUMMER

- Help new leaders prepare for strategic planning process.
- Conduct membership survey via e-mail.

# Student Chapter Presidents' Fall Semester Report

## Instructions

Email or Send the completed report to your SRB, SAC Advisor by November 15th, 2007. Let your SRB, SAC advisor and ASID headquarters know of any address or phone number changes at any time during the year.

## Information

- School name
- ASID school number
- Your name
- Your address

- Phone number
- Fax number
- E-mail
- Additional contact information

## Report

Have you written an introductory letter to your SRB, professional chapter president, professional liaison and faculty advisor?

Have you received the new membership applications from ASID headquarters?

Have you prepared your chapter budget and strategic plan for 2007 – 2008 and sent copies of each to your SRB and SAC advisor?

Have you held the chapter's first meeting?

Have you asked to be put on the professional chapter's mailing list?

Have you been in contact with your faculty advisor and professional liaison?

How many of your student chapter's members attended the last professional chapter meeting?

How many interior design students attend your school?

How many are student members of ASID?

Has your chapter held a membership drive? How successful was it?

Have the officers of your chapter attended a meeting with the professional board? Where was it held and how many attended?

Has your chapter held any fundraisers this year? What were they and would you do it again?

What special events has your chapter found successful and why?

Have you sent all of your chapter's membership applications to ASID headquarters?

Have your chapter's members been receiving their *ACCESS* newsletters, membership cards and *ASID ICON* magazines?

Have you given December graduates their allied membership advancement applications?

Have you posted information about scholarships and competitions for student members?

Include a list of events and meeting dates that are scheduled for this year. All of the items and questions above should be answered no later than Nov. 15, 2007.

## Student Chapter Presidents' Spring Semester Report

### Instructions

Email or Send the completed report to your SRB, SAC Advisor by March 14th, 2008. Let your SRB, SAC advisor and ASID headquarters know of any address or phone number changes at any time during the year.

## Information

- School name
- ASID university/school number
- Your name
- School Web site

## Report

Has a “hand-over” meeting been planned for your current student chapter board to pass on its responsibilities to next year’s board?

Have you attended your professional chapter’s Career Day?

How many people attended the Career Day and what did your members learn?

Has your SRB attended a student chapter meeting at your school?

Have you passed out forms for allied membership advancement to all May and August graduates?

What was the most successful event that your chapter planned this year?

How many student members do you have in your chapter to date?

What are some things you would do differently if you were president again next year?

What would you suggest as changes in the chapter manual or in these reports for next year? How could the communication chain be improved between the SRB and chapter president?

Include any additional comments and questions.

Remember to provide SAC Advisor, Student Affairs Chair and ASID headquarters with your summer address. Have a great summer!





# Chapter Structure

- ASID Student Chapter Structure
- Tips and Suggestions for Organizing a Chapter Program
- Student Chapter Meetings Procedures
- Effective Meeting Management
- Essentials of Good Meeting Minutes
- ASID Student Leadership Removal Policy
- Student Information Help Chain

# ASID Student Chapter Structure

## Goals of the Student Chapter

All student chapters should have programs directed toward the interests of their members. Although the number of programs depends on the chapter's resources, speakers, design centers and contacts in the school area, student chapters with strong leadership and good planning provide their members with many opportunities to broaden their knowledge in interior design. A school's student chapter liaison and faculty advisor can also advise on speakers and local resources.

## Strategic Planning

A student chapter's strategic plan defines what goals and objectives the chapter's membership wants to accomplish during the year. It is a "living document" that changes with the needs of the membership. It is prepared each year in the spring or summer, and chapters are encouraged to begin implementation in September. Please refer to the Strategic Planning Guide for ASID Student Chapters to assist in planning for the upcoming year.

## Student Chapter Officers

Student chapter officers are elected by their peers. These positions include president, president-elect, secretary and treasurer. Other officers can be added at the discretion of the individual chapter. (See pages 11 – 12.)

## Elections

Elections should be held by March 30 of each year to elect president-elect, treasurer and secretary for the upcoming year. Each candidate must be a current student chapter member who will be in school for the duration of the upcoming school year. All student chapter members who have paid the current year's dues are eligible to vote.

Election results are to be returned on the form found in this manual to SRB, SAC advisor and ASID headquarters by April 15. Holding elections in March allows time for the outgoing officers to inform the new officers of their duties and responsibilities for the upcoming school year.

## Term Limits and Responsibilities

Only those individuals who will be in school for the upcoming year are eligible to run for office. A chapter office may be held by the same person for no more than two consecutive years. The outgoing leadership continues to run the student chapter until the new leadership takes office the following September.

# Tips and Suggestions for Organizing a Chapter Program

## Speakers

Speakers can provide useful information, as well as contacts, to student chapter members and can be a major enticement for members to attend meetings. Contact your chapter's professional liaison, student affairs chair or education chair for suggestions for speakers. A number of professional designers and Industry Partner representatives are usually available to speak to student chapters.

Prospective speakers should be contacted as far in advance as possible, ideally two to three months. When making contact, suggest a topic that will be of interest to the membership, but encourage the speaker to educate the audience on a specialty area or something of interest to him or her.

## Tips for Success

Send a written confirmation to the speaker with the date, time, topic, directions to the meeting site, your telephone number and expenses that the student chapter will cover.

Telephone the speaker a few days prior to the event for additional confirmation.

Organize a folder with the names, addresses, phone numbers and business cards of all the guest speakers throughout the year. Keep records of all correspondence.

Be on site when the speaker arrives. Introduce yourself and ask for any additional information for your formal introduction of him or her to the audience.

Always follow up the engagement with a prompt thank-you note to the speaker!

## Suggested Programs for Student Chapters

Each student chapter should develop programs to enhance its membership's education. Officers should encourage students to become involved. Officers (especially the president) should show their support by attending all programs offered and by publicizing these events to the membership. Such programs offer networking and professional interaction with designers in the field.

### **SUGGESTED PROGRAM IDEAS**

- Joint professional/student seminars, workshops or CEUs
- Internship, work-study or mentoring programs
- Spend a day with a designer
- Portfolio and resume review workshops
- Student project displays and competitions
- Design competitions
- Show houses
- Fundraising events
- Community service projects
- CEU courses on universal design or indoor air quality
- Sponsor a CEU as a fundraiser and invite professionals to attend

ASID professional chapters encourage student members to attend professional meetings and serve on various committees.

## Student Chapter Meetings Procedures

### Who Should Attend

Student chapter meetings offer members an opportunity to discuss membership issues, plan events and listen to guest speakers. Officers must attend every student chapter meeting, while all other members should attempt to attend all meetings. The faculty advisor and professional liaison should attend all student meetings, as well. It is suggested that chapters occasionally open meetings to the general design student body in order to promote membership.

### When and Where

If possible, meetings should follow a regular schedule, e.g., the first Wednesday of each month. A schedule should be distributed to all student chapter members and also announced through postings, faculty announcements or a phone tree. Always announce the time and place of the upcoming student chapter meetings or events at the close of each meeting.

Meetings should be held at a location that is easily accessible to all student chapter members. If the location is unfamiliar to members, a map should be provided along with the announcement.

Remember to always include a name and phone number on announcements so that members know who to contact with questions.

### Suggested General Procedures

- President calls the meeting to order
- Secretary reads the minutes from the previous meeting
- Treasurer gives a financial report
- President-elect reports on the progress of ongoing programs
- Discussion of old business
- Introduction of new business
- Question period is opened to members
- Announce meeting program
- Introduce guest speaker
- Limited question/answer session
- Announce time and place of next meeting
- President adjourns meeting

### Tips for Success

- Attend professional chapter meetings if possible to observe good examples of how to run student chapter meetings.
- Hold meetings at interesting locations and at flexible times to increase meeting attendance.
- Plan regular board meetings with officers to discuss chapter activities and upcoming events.

- Distribute surveys to members in order to pinpoint their interests for programs.
- Communicate with members through announcements, newsletters, phone calls, e-mail, etc. Organize a phone tree to get the word out to all the membership about an upcoming event. Have faculty make announcements in class or post announcements in their classrooms.
- Attend The Gathering conducted by the professional chapter for chapter leaders, faculty advisors, professional liaisons and professional chapter officers.
- Attend **INTERIORS: The ASID Conference on Design** and career exchange events if possible.

## Effective Meeting Management

### Preliminary Guidelines

- When planning a meeting, remember your goals, as well as your members' interests, needs and expectations.
- Decide with your members the results you expect from this meeting. This could determine whether or not a meeting policy needs to be established.
- Review the most appropriate format and what kinds of activities will best serve your goals, i.e., brainstorming versus structured discussion.
- Determine how much time each issue requires.
- Determine what kind of advance notice and communication the meeting requires, and when to initiate the process.
- Determine the best site for the meeting—hotel, conference room, office or home—and who should select the site and make arrangements.
- Decide what materials you require—agendas, handouts, audio/visual aids, etc.
- Determine what outside contributors, speakers or facilitators you want at each meeting and how to get them.

### Leading the Meeting

- Review agreed-upon goals to direct the meeting.
- Prepare to assess meeting progress mid-stream, either to remind participants about the schedule or to revise the meeting direction.
- Be ready to delegate further or create new roles if necessary.
- Acknowledge conflict or anxiety. Discuss these issues constructively and frankly.
- Foster free expression and encourage more reserved members to talk.
- Foster participant responsibility and encourage feedback about your own performance as leader.
- Remember to always be positive.

### Handling Meeting Problems

- Latecomers: Discourage them by always starting on time, but put extra handouts on seats by the door.
- Lengthy speakers: Politely let speakers know how much time they have remaining. Remind them when they have five minutes left to speak. Sit near the speaker so that your cut-off can be tactful.
- Member apathy: Brainstorm for solutions. Break into small discussion groups to identify problems.

- Have larger groups focus on the roots of problems. Use a survey for anonymous responses.
- Unprepared participants: Distribute agendas in advance, spell out each person's assignments, set a good example, discuss problems openly, solicit suggestions from others and foster group acceptance of those requirements.
- Lapses in meeting arrangements: Visit the site in advance, review facilities and audio/visual aids. Put one person in charge of the arrangements. Try to anticipate requirements, arrive early enough to rectify any misunderstandings, and inform everyone in advance of arrangements and set-up.

## Essentials of Good Meeting Minutes

Minutes are essential because they

- Are the only record of committee business and become a part of the chapter history
- Are used as a reference by the chair and committee chair
- Are invaluable as sources of information and continuity in the future
- Keep the president and others who receive copies informed of all committee activities

Accurate minutes should include

- The committee's name
- Date, time and place of meeting
- Names of committee members, present or absent, and any guests
- Whether or not the minutes of the previous meeting were approved or the reading dispensed with
- A record of the meeting that includes: ideas and main points, not a word-for-word discussion; any decisions or actions taken, often by consensus; any relevant announcements or correspondence. Any motions should reflect the name of the member who introduced the motion, the fact that it was seconded, any amendments to the motion, a statement indicating whether the motion was carried or defeated, and time of adjournment.

Now that I've got them, what do I do with them?

Recording minutes for a committee meeting can be easy if you follow these tips and remember to keep minutes brief but complete.

- Type the minutes and distribute them within one week of the meeting.
- Distribute copies to the president and the committee chair.

## ASID Student Leadership Removal Policy

Purpose

To encourage the active participation of all elected student chapter officers with a goal of providing responsible leadership to all student members.

## Grounds for Removal from Office

- Ethical issues
- Misuse of chapter funds
- Two unexcused absences. An unexcused absence is defined as not notifying the president of absence and not mailing in a report for the meeting in question.

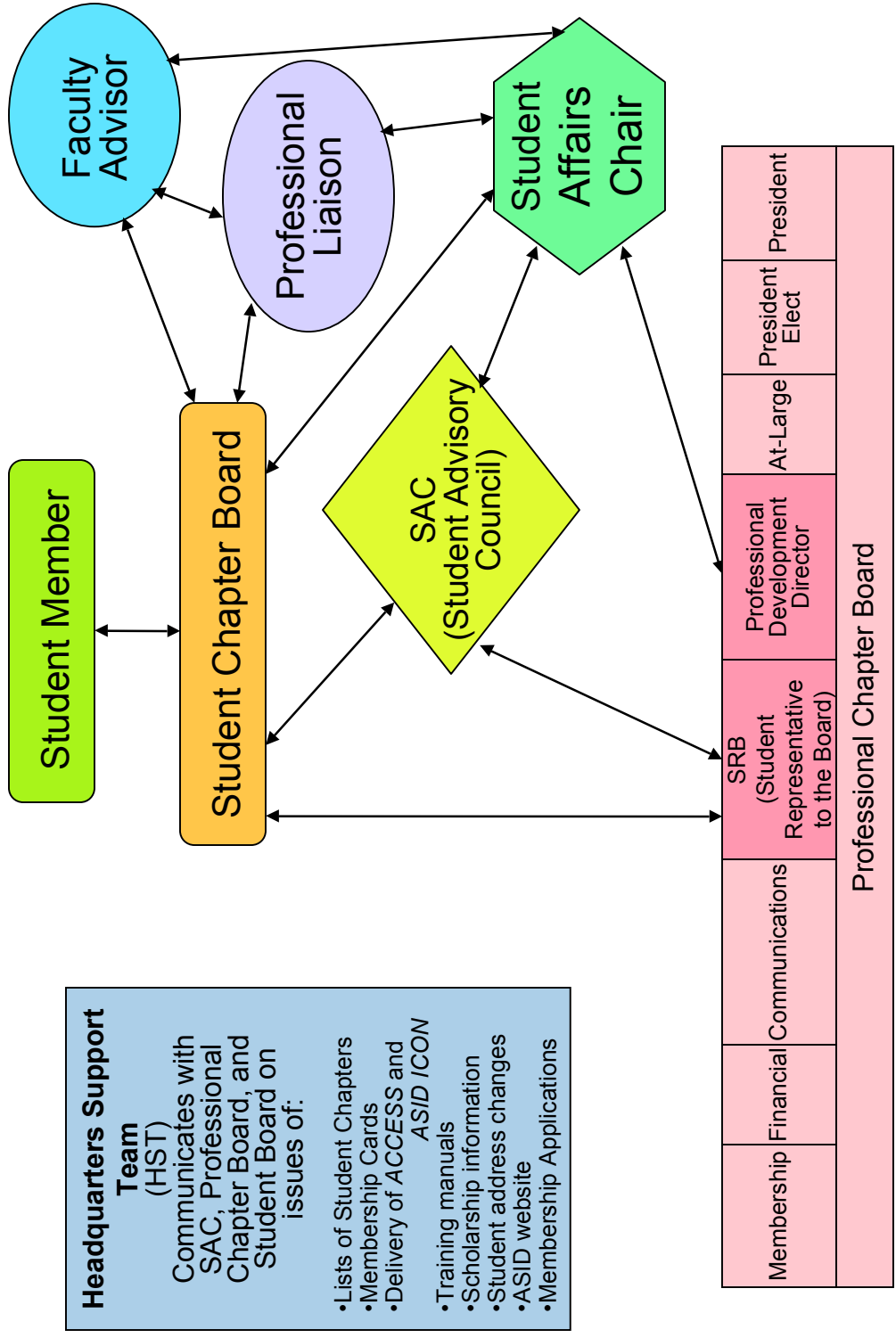
## Implementation of Removal

The student chapter president or, in some cases, the student chapter board is responsible for implementing the removal of an officer.

## How it Works

- If an officer is not performing adequately, the student chapter president (or appropriate officer) will send a formal written warning to the officer in question.
- If there is little or no improvement in the behavior, the president will give the officer a second written warning and a reasonable deadline to explain and correct the situation. The president should send copies of this warning to the president-elect, the faculty advisor, the chapter's student advisory council advisor and the student chapter liaison.
- If the behavior is not corrected, the president will send formal notification to the officer in question, the president-elect, the faculty advisor, the chapter's SAC advisor and the professional liaison.
- At this time, a decision will be made by a majority vote of the board members of the student chapter as to whether the board member in question is to be removed. The faculty advisor should be present at this meeting to provide guidance, but does not have a vote and should not make or influence the final decision.
- After a final vote for removal, a formal letter should be sent to the officer to be removed, the faculty advisor, the chapter's SAC advisor, the professional liaison, the education team at ASID headquarters and the student representative to the board.

# ASID Student Information Help Chart





# The Gathering and Career Day

The Gathering  
Career Day Information  
Career Day Guide

SECTION 4

# The Gathering

## What is The Gathering?

The Gathering is a program organized by your ASID professional chapter. You are not responsible for putting this program together, but it is a good idea to take part in the planning or to assist your chapter liaison with some of the details. The Gathering is an informal meeting between the professional chapter leadership and the student chapter leadership from all of the student chapters in the region or state.

## When should The Gathering be held?

The Gathering is best held in the fall, when student chapters are just beginning to organize. If your professional chapter has not contacted you with details of The Gathering by Oct. 15, contact the chapter president or student affairs chair.

## What is the purpose of The Gathering?

The purpose of The Gathering is to open a dialogue between all of the attendees and to provide leadership training for the student board members.

This is a valuable forum for finalizing your student chapter's strategic plan. Professional chapter leadership has gone through extensive strategic planning training and is a great resource for refining your plan. There will also be other student chapter leaders attending The Gathering with whom to discuss ideas and possible teaming opportunities.

## Where will The Gathering be held?

The format is a relatively informal get together and should take place at a professional venue where everyone will be able to talk and move about freely.

## Who should attend?

- Professional chapter president
- Professional chapter president-elect
- Additional professional chapter board members
- Student representative to the board (SRB)
- Student affairs chair
- Student chapter president
- Student chapter president-elect
- Professional liaison
- Faculty advisor
- Additional student board members (i.e., treasurer and secretary)

# Career Day Information

Career Day introduces students to the wide variety of career opportunities and options open to interior designers. ASID professional chapters are mandated by ASID policy to sponsor a Career Day every year for the chapter's affiliated schools. It can last from one to two days. Each student chapter should encourage its members to attend since this event provides many benefits for student members, some of which include

- Professional and student interaction and networking
- Exposure to students from surrounding schools
- Career options and alternatives
- Educational seminars and workshops lead by experienced professionals

Each Career Day is coordinated by the professional chapter's student affairs chair with help from members, the SRB and students. It should be scheduled for a time convenient to all students and professionals and can be held at a design center, showroom, college campus or hotel.

Below, you will find a copy of the Career Day Guide, which also goes to the professional chapters. Review the guide so that your chapter is better equipped to help when the Career Day planning begins, and you will be better able to make suggestions, take part in the set up and in the program design. Let your student chapter liaison know that you are ready to help make this year's Career Day the best ever!

## Career Day Guide

### **HOW TO PLAN YOUR PROFESSIONAL CHAPTER'S NEXT STUDENT CAREER DAY**

ASID requires each professional chapter to conduct an annual Career Day for its affiliated student chapters. The chapter's Student Affairs chair is responsible for implementing Career Day in cooperation with the student chapter presidents.

### Advantages of Career Day

- Exposes students to career alternatives open to interior designers
- Exposes students to aspects of professionalism within the field of design
- Allows for interaction between students and ASID professionals
- Promotes ASID goals and ideals
- Provides an opportunity for students from surrounding schools to meet

### Scheduling

Career Day may take place anytime during the school year convenient for both the professional and student chapters. During the planning stage, all student chapter presidents and faculty advisors should coordinate schedules. The following should be considered in selecting a date:

- A date when all schools within the chapter area are in session should be selected.

- Schools should have been in session long enough to have held at least one student chapter meeting at which the Career Day can be publicized.
- The date should not conflict with holiday and semester breaks or exam schedules.
- A successful Career Day early in the school year gives students and professionals an incentive to work together to create viable and dynamic student programs for the remainder of the year.
- The date could be planned to coincide with another event or function that students would be attending, such as markets, regional meetings, etc.

## Location

After selecting the date, the next task is to find a space that can accommodate the event. A design center or showroom is an excellent location, not only because it can generally accommodate a large number of people, but also because it is an “interest generator.” In addition, since this is an ASID-sponsored event, showrooms and design centers are often willing to absorb some of the expense of the event in the name of promotion.

## Budget

In addition to a possible charge for space rental, other costs may include

- Table and chair rental
- Room set up
- Refreshments
- Mailing costs
- Audio/visual equipment rental
- Purchase and duplication cost of handouts
- Clean up
- Personnel charges
- Door prizes
- Gifts to speakers
- Possible speaker fee

In setting a registration fee for Career Day, assume that the lowest possible cost to students is best. All registration fees should be collected prior to the event. Financial assistance from the professional chapter is encouraged either through direct chapter contributions or through assistance in obtaining donations. Often, assistance or donations can be obtained through other trade businesses as a form of advertising.

## Example Agenda

10:30 – 11 a.m.	Registration
11 a.m. – noon	Films
Noon – 1:30 p.m.	Lunch with keynote speaker
1:30 – 2 p.m.	Roundtable #1
2 – 2:10 p.m.	Break
2:10 – 2:40 p.m.	Roundtable #2
2:40 – 2:50 p.m.	Break
2:50 – 3:20 p.m.	Roundtable #3

3:20 – 3:30 p.m.	Break
3:30 – 4 p.m.	Roundtable #4
4 – 5 p.m.	Refreshments

## Registration

It is best if students register upon arrival and are allowed to get acquainted with others early as an icebreaker. The half hour scheduled is for verification of registration and distribution of name badges and registration packets. Students are welcomed and the procedures for the day are announced. The registration packet could include

- Agenda
- NCIDQ bibliography
- Handout from the sponsoring showroom(s)
- ASID brochures (IDEC Career Guide, STEP Information, etc.)
- Biography of each speaker
- Note paper

## Food Service

Some arrangements should be made for lunch. Alternatives may include

- Box lunch
- Cold buffet
- Sit-down lunch
- Lunch break on an individual basis if facilities allow
- Wine and cheese

Cost for the meal should be included in the registration fee.

## Suggested Roundtable Topics

### **JOB OPTIONS**

- Artists/craftsmen: ceramists, painters, sculptors, weavers
- Communicators: draftsmen, freelance writers, home furnishing editors, interior photographers, radio and television commentators, renderers, trade publication writers and editors
- Designers: colorists, contract designers, display specialists, floor covering designers, furniture designers, hotel designers, hospital and health care designers, lighting designers, residential interior designers, restaurant designers, set designers, space planners, textile designers, wall covering designers
- Educators: art instructor, crafts instructor, curriculum developer, design instructor, researcher, textile instructor
- In-house designers: corporation, educational institution, government, hospital, museum, retail chain
- Manufacturers: consumer education manager, executive staff member, owner, product designer, sales representative, showroom manager, staff writer
- Real estate sales

- Retailers: buyer, display manager, home fashion coordinator, merchandise manager, sales manager, special events director

### SUBJECTS OF SPECIAL INTEREST TO STUDENTS

- Panel discussion with representatives from residential and commercial fields of design
- Discussion by showroom representatives on the use of the showroom, setting up accounts, general showroom etiquette, etc.
- Panel discussion on preparing a portfolio, presentation graphics, etc., and interview skills
- Panel discussion by experts in the fields of lighting, energy and historic preservation
- Discussion on The Council for Interior Design Accreditation(CIDA)
- Discussion on the NCIDQ exam and benefits of passing exam

### FILMS AND SLIDE SHOWS

- “How to Get a Job,” with Tom Schwenk, available from the ASID education team.
- “Breakfast With Beverly,” interview with ASID past president Rozalyn Cama, FASID, available from the ASID education team

## Checklist for Using Audio/Visual Equipment

Check on the availability of audio/visual equipment through the showroom or design center. If not available, the professional chapter might be able to provide the equipment. If necessary, rent the equipment from a reputable dealer. Advantages are twofold: a rental company will deliver and pick up the equipment, and payment arrangements can be made prior to the event. Rental equipment is usually up to date and well maintained, and extra bulbs and manuals for use accompany the items. It would be wise to have one or two people responsible for procuring, setting up, testing and operating the equipment. These people also can be responsible for locating light switches, dimmers and safety exits, and for having on hand additional extension cords, preferably with grounding attachments. A good deal of time can be lost while trying to operate the seemingly inoperable.

## Publicity

- **Advance Notice:** The agenda and a registration form should be mailed to all student members well in advance of the event. Student addresses are mailed to your chapter president and administrator every month as part of the roster. Request the student’s name, school, address and phone number on the registration form. A notice should also be sent directly to the student chapter presidents and faculty advisors for posting on bulletin boards and announcements at student chapter meetings.
- **Media Coverage:** Prior to the event, local papers may be approached to give advance publicity. The keynote speaker might merit some publicity or press coverage on the day of the event.
- **Newsletter:** Articles and photographs, both before and after the event, should appear in the chapter newsletter.
- **Promotional Flyers:** Manufacturers participating in the Career Day may be willing to provide publicity and promotional flyers.

## Career Day Surveys

Much of the information presented is compiled from Career Day surveys completed by professional chapters and students. According to surveys, Career Day formats differ, with each being successful in its own way. Many of the following ideas can work for any chapter.

The following information is taken directly from the surveys:

- **How long should the event be?** (asked only of students)  
One day is an adequate amount of time according to 69 percent of respondents.
- **What admission/registration fee is considered fair by students?** (asked only of students)  
Prices up to \$20 are generally not considered too high.
- **What is the average fee generally charged by professional chapters?**  
The average price of those surveyed is approximately \$13. Of those surveyed, 18 percent did not charge any fee. Generally, those who charged more than \$35 were holding two-day events. Many chapters charged reduced rates to ASID student members and charged other students more in an effort to raise money and encourage student chapter membership. Price breaks were often given to pre-registered students. “At-the-door” prices were usually higher.
- **How much is allocated for student Career Day in the professional chapter budget?** (asked only of professionals)  
This answer varied from \$0 to \$16,000 with \$500 being the most common allocation. Many professional chapters “break even” on the event through admission fees and industry donations, and therefore do not include this event in their annual budget. Some chapters receive seed money and some are reimbursed.

## Possible Career Day Topics

- Interviewing skills
- Design firm tours
- Tour of a recently completed project site/facility
- Job search, resume and portfolio tips
- Roundtable discussions and focus groups
- Panel discussions
- Design critiques/portfolio reviews
- Mock interviews
- Design specialties seminars
- Bus tours
- CEUs with professionals
- Information about internship opportunities
- NCIDQ/STEP
- What you can do with a design degree
- Design competitions
- Graduate school information
- Environmental issues
- Networking dinner with professionals
- ASID professional membership and the advantages of joining
- Panel of recently hired new graduates
- Interior photography/publishing
- Product shows/expositions
- Interior design legislation

- Showroom tours
- Marketing yourself and self-esteem training
- Color
- Computer-aided design (CAD)
- Working with a client
- What employers are looking for
- Universal accessibility
- Sustainable design

## Other Tips

- When organizing the Career Day, send flyers for students to post around campus.
- To save money on reproducing registration forms, send a given number to all student chapters and attach a note to copy as needed.
- Include students when forming a planning committee for the Career Day. Consider inviting freshman, sophomore, junior and senior representatives, as well as the student chapter president.
- If a CEU is included as part of the Career Day event, carefully choose a topic that applies to both professionals and students. Offering CEU credit for both professionals and students is a great way to “pack the house.”
- When sending out Career Day mailings, include a flyer about a workshop or seminar, unrelated to the Career Day, that students can attend for a fee. This could serve as a fundraiser for the actual Career Day event.
- Include a pre-addressed envelope in which students may return registration forms.
- Preceding the Career Day, contact volunteers in writing to inform them of the agenda and their responsibilities.
- Request that volunteers bring photos, portfolios, drawings and documentation to show students the scope of their work.
- When critiquing student portfolios and resumes, try to give constructive criticism, focusing on the student’s work, not on the program in which they are enrolled.
- Provide volunteers with a list of typical questions they can expect from students.
- Prepare thank-you notes for all participants preceding the event so they are ready to be mailed immediately following the event.
- Prepare evaluation forms to be distributed to students at the conclusion of the event. Feedback is a valuable resource for future Career Days.
- While no set guidelines exist, planning student career days seems to be most effective when both professionals and students are involved.
- Budget enough money to fund the regional SAC buddy as a speaker.
- Approach the event with an open mind. Career Day is fun for both professionals and students!

These guidelines are intended to facilitate the implementation of Career Day. Chapters may find it necessary to modify the agenda and general format to best suit the needs of the students within a given chapter.



# Ethics

ASID Code of Ethics and Professional Conduct

SECTION 5

# ASID Code of Ethics and Professional Conduct

## 1.0 Preamble

Members of the American Society of Interior Designers are required to conduct their professional practice in a manner that will inspire the respect of clients, suppliers of goods and services to the profession and fellow professional designers, as well as the general public. It is the individual responsibility of every member of the Society to uphold this code and bylaws of the Society.

## 2.0 Responsibility to the Public

- 2.1 Members shall comply with all existing laws, regulations and codes governing business procedures and the practice of interior design as established by the state or other jurisdiction in which they practice.
- 2.2 Members shall not seal or sign drawings, specifications or other interior design documents except where the member or the member's firm has prepared, supervised or professionally reviewed and approved such documents, as allowed by relevant state law.
- 2.3 Members shall at all times consider the health, safety and welfare of the public in spaces they design. Members agree, whenever possible, to notify property managers, landlords and/or public officials of conditions within a built environment that endanger the health, safety and/or welfare of occupants.
- 2.4 Members shall not engage in any form of false or misleading advertising or promotional activities and shall not imply through advertising or other means that staff members or employees of their firm are qualified interior designers unless such be the fact.
- 2.5 Members shall neither offer, nor make any payments or gifts to any public official, nor take any other action, with the intent of unduly influencing the official's judgement in connection with an existing or prospective project in which the members are interested.
- 2.6 Members shall not assist or abet improper or illegal conduct of anyone in connection with a project.

## 3.0 Responsibility to the Client

- 3.1 Members' contracts with a client shall clearly set forth the scope and nature of the project involved, the services to be performed and the method of compensation for those services.
- 3.2 Members may offer professional services to a client for any form of legal compensation.
- 3.3 Members shall not undertake any professional responsibility unless they are, by training and experience, competent to adequately perform the work required.
- 3.4 Members shall fully disclose to a client all compensation that the member shall receive in connection with the project and shall not accept any form of undisclosed compensation from any person or firm with whom the member deals in connection with the project.
- 3.5 Members shall not divulge any confidential information about the client or the client's project, or utilize photographs or specifications of the project, without the express permission of the client, with an exception for those specifications or drawings over which the designer retains proprietary rights.
- 3.6 Members shall be candid and truthful in all their professional communications.

- 3.7 Members shall act with fiscal responsibility in the best interest of their clients and shall maintain sound business relationships with suppliers, industry and trades to insure the best service possible to the public.

## 4.0 Responsibility to Other Interior Designers and Colleagues

- 4.1 Members shall not interfere with the performance of another interior designer's contractual or professional relationship with a client.
- 4.2 Members shall not initiate, or participate in, any discussion or activity that might result in an unjust injury to another interior designer's reputation or business relationships.
- 4.3 Members may, when requested and it does not present a conflict of interest, render a second opinion to a client, or serve as an expert witness in a judicial or arbitration proceeding.
- 4.4 Members shall not endorse the application for ASID membership and/or certification, registration or licensing of an individual known to be unqualified with respect to education, training, experience or character, nor shall a member knowingly misrepresent the experience, professional expertise or moral character of that individual.
- 4.5 Members shall only take credit for work that has actually been created by that member or the member's firm, and under the member's supervision.
- 4.6 Members should respect the confidentiality of sensitive information obtained in the course of the professional activities.

## 5.0 Responsibility to the Profession

- 5.1 Members agree to maintain standards of professional and personal conduct that will reflect in a responsible manner on the Society and the profession.
- 5.2 Members shall seek to continually upgrade their professional knowledge and competency with respect to the interior design profession.
- 5.3 Members agree, whenever possible, to encourage and contribute to the sharing of knowledge and information between interior designers and other allied professional disciplines, industry and the public.

## 6.0 Responsibility to the Employer

- 6.1 Members leaving an employer's service shall not take drawings, designs, data, client lists or other materials relating to work performed in the employer's service except with permission of the employer.
- 6.2 A member shall not unreasonably withhold permission from departing employees to take copies of material relating to their work while an employee of the member's firm, which are not proprietary and confidential in nature.
- 6.3 Members shall not divulge any confidential information obtained during the course of their employment about the client or the client's project or utilize photographs or specifications of the project, without the express permission of both client and employer.

## 7.0 Enforcement

- 7.1 The Society shall follow standard procedures for the enforcement of this code as approved by the Society's board of directors.
- 7.2 Members having a reasonable belief, based upon substantial information, that another member has acted in violation of this code, shall report such information in accordance with accepted procedures.
- 7.3 Any deviation from this code, or any action taken by a member that is detrimental to the Society and the profession as a whole shall be deemed unprofessional conduct subject to discipline by the Society's board of directors