

# Constitution and By-Laws of the International Interior Design Association at Indiana University Campus Center

## IIDA Constitution

This constitution is established to clarify the organization's purpose, outline its basic structure, provide a cornerstone for building an effective organization, and to allow members to have a better understanding of the organization's purpose and mission and how the organization functions. This constitution shall be enforced in conjunction with the parameters as detailed in the International Interior Design Association (IIDA) Campus Center handbook and the IIDA International Bylaws.

## Article I: Name

- Section 1** The name of the organization shall be International Interior Design Association at Indiana University Campus Center, abbreviated as IIDA at IU.
- Section 2** The organization is an affiliate of the International Interior Design Association and also an affiliate of the International Interior Design Association Indiana Chapter.

## Article II: Purpose

- Section 1** The purpose of the organization shall be to:
- 2.1** To carry out such programs and activities to promote and enhance the following goals and objectives of the International Interior Design Association (IIDA) at Indiana University Campus Center
- 2.1.1** To expose students to the professional scopes of interior design
    - .1** To inform students of the professional aspects of the interior design industry
    - .2** To attend meetings and events put on by the professional chapter at the International and Indiana level
  - 2.1.2** To raise awareness and advocate for the interior design profession
    - .1** To promote and support the profession of interior design and interior design practice acts to legislature
    - .2** To educate non-interior-design peers about the importance of the profession and practice acts
  - 2.1.3** To provide students opportunities in leadership and teamwork
    - .1** To abide by the statement of one year terms for all members and officer positions
    - .2** To hold officer elections for a fair decision on who holds office positions
    - .3** To hold event chair positions
  - 2.1.4** To provide students with social and networking opportunities
    - .1** To host meetings/events that students of all levels can attend and interact with one another
    - .2** To host meetings/events where students can network and interact with professionals in the interior design industry
- Section 2** To support such policies adopted by the international and state chapter of the International Interior Design Association (IIDA)

## Article III: Membership

- Section 1** Members must meet the requirements adopted by the International Interior Design Association at Indiana University Campus Center (IIDA)
- 3.1** Members must be able to prove the following
- 3.1.1** Member must be currently enrolled at an Indiana University Student
  - 3.1.2** Member must provide one of the following: current copy of class schedule generated officially by the school, photocopy of current school ID, copy of

transcript, professor's printed name and signature with confirmation of enrollment

**Section 2** There shall be zero tolerance of member discrimination:

**3.3.1** *"A student organization is eligible for registration if it does not deny membership based on race, color, religion, gender, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression."*

**Section 4** Membership is contingent on the payment of annual dues.

## **Article IV: Dues**

**Section 1** The amount paid in dues per year is determined by advisors, the President and the Treasurer based upon estimated fees determined by the budget and is subject to change between, but not during, academic years.

**Section 2** Dues are collected yearly and are for that school year.

**Section 3** Dues can be paid at any point throughout the year. Other than the kickoff meeting, members must pay dues in order to participate in any meetings or events hosted by IIDA.

**Section 4** Dues are only to be collected by the President and Treasurer.

## **Article V: Officers**

**Section 1** The chairs of the organization shall be President, Vice President, Secretary, Treasurer, Marketing/Communication Chair, Sophomore Representative (if applicable), and Freshman Representative.

**Section 2** Officer eligibility is determined by the meeting required qualifications such as:

**4.1** Officers must currently be enrolled as a Indiana University Student

**4.2** Officers must be current member of the organization

**4.3** Officers must be in good academic and behavioral standing with Indiana University and the Department of Design

**4.4** Officers must be approved by the organization's faculty advisor

**4.5** Officers must receive majority vote against any opponents in their office elections

## **Article VI: Meetings**

**Section 1** Regular meetings of this organization shall be held monthly at minimum.

**Section 2** A special meeting may be called by the President, Vice President, or Treasurer when necessary, and shall be called by him/her upon the written request of any regular or associated member. Notice of the special meeting shall be given to the organization electronically at least 48 hours in advance.

**Section 3** An officer meeting may be called by the President, Vice President, or Treasurer, or Faculty Advisor/Sponsor when necessary. Notice of the officer meeting shall be given to the organization officers electronically at least 48 hours in advance. A simple majority of the elected members of the Campus Center Officers shall constitute a quorum for the transaction of business at any meeting of officers.

**Section 4** Meetings can be held on or off of the Indiana University campus.

**Section 5** Meetings may be held in conjunction with other organizations when necessary on special occasions.

**Section 6** Meetings may be held in conjunction with the IIDA Indiana Chapter meetings or events.

## **Article VII: Voting**

**Section 1** Voting for officer elections will occur during one of the organization's regular meetings towards the end of the academic year.

**6.1** Voting may be done electronically, online or with physical ballots

**6.2** Voting period may be extended beyond the duration of a regular meeting if the Officers find it necessary.

**6.3** Only active IIDA student members of the Indiana University Campus Center are eligible to vote in officer elections.

- Section 2** Officers will vote at officer meetings for decisions such as  
**6.4** Dates, locations and times for organization occasions such as  
**6.4.1** Meetings  
**6.4.2** Social Activities and events  
**6.4.3** Fundraising events  
**6.4.4** Travel

**Section 3** A veto by the organization faculty advisor/sponsor can override votes on the basis of the representation of the university if the advisor has reason to believe that any ethic, moral, legal, professional practices have been violated and harm the image of Indiana University, the Eskenazi School or the International Interior Design Association.

## **Article VIII: Relationships**

**Section 1** The IIDA Campus Center will be affiliated with the Indiana Chapter and the International Interior Design Association.

## **Article IV: Advisor**

- Section 1** Organization shall have a minimum of one full-time Indiana University faculty/staff member advisor  
**9.1** Organization advisor shall be a professor within the Eskenazi School of Art, Architecture, and Design.  
**9.2** All changes to faculty/staff advisors must be made within ten business days on and a new university policy agreement must be submitted
- Section 2** Organization shall seek a voluntary faculty/staff advisor as selected by officers  
**9.3** If more than one faculty/staff volunteers for the position, then officers can vote on whether to have multiple advisors or to only have one advisor  
**9.4** If officers choose to have only one advisor and more than one faculty/staff volunteers for the position then the officers shall vote to elect the advisor with a majority vote
- Section 3** The faculty advisor shall be responsible in ensuring that the campus center and campus center leaders remain in communication with the local chapter and IIDA Headquarters. They will act as a liaison between the campus center and the university to ensure that the campus center is adhering to all university rules and procedures.
- Section 4** In the case of a request for the removal or termination of the faculty advisor, a written letter submitted to the officers or a written request from an officer shall be submitted to the officers preceded by a two-thirds majority vote cast by officers and active IIDA Campus Center members.

## **Article X: Statement of University Compliance**

**Section 1** This organization shall comply with all Indiana University regulations and local, state, and federal laws.

## **Article XI: Anti-Hazing Policy**

**Section 1** Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

## **Article XII: Personal Gain Clause**

**Section 1** This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

## **Article XIII: Amendments**

**Section 1** An amendment to the Constitution can be passed by a two-thirds majority vote motioned by the organization officers

**Section 2** The process for making these amendments are such as

**11.2.1** A written request by a member, officer, or advisor submitted to the officers

**11.2.2** Officers must consult IIDA Headquarters about amendment

**11.2.3** Amendments are passed after a two-thirds majority vote has been motioned by the officers, provided a quorum is present.

**11.2.4** Amendments must be added to the constitution within 10 days of officer vote