

ASID CAROLINAS POLICIES

Approved September 2006

CHAPTER CORE STANDARDS

1. The Carolinas Chapter of ASID's mission statement shall be supportive to that of the Society's.
2. Chapter Core Standards are as follows:
 - a. The chapter shall serve member needs, based on member survey feedback and other national and chapter research.
 - b. The chapter shall endorse the strategic management process and have a well-designed strategic plan, work plan and budget. Fundamental to the strategic management process is (a) identifying member needs, (b) delivering programs and services that meet the core needs of the majority of its members, (c) having adequate resources including money, volunteers, and time, (d) providing business and leadership skills to all their members.
 - c. The chapter shall be open to participation by all members-without leadership cliques.
 - d. All member categories shall be served appropriately based on expressed needs.
 - e. The chapter shall maintain or increase its membership.
 - f. The chapter shall present at least four (4) educational/training programs each fiscal year (e.g. CEU's, SBSS workshops, STEP, career day for students and other interested practitioners and industry partners, etc.).
 - g. The chapter shall address pressing legislative challenges.
 - h. The chapter board members shall attend all required training programs (e.g. Chapter Leadership Conference, meetings, etc.).
 - i. The chapter officers and administrators must be linked to National Headquarters by fax and on-line no later than September 1st of each year.
 - j. The chapter shall meet all deadlines required by National Bylaws and Policies (e.g. elections, financial reports, strategic plans, work plans, etc.)
 - k. The process used by the chapter for the development of its strategic plan shall be guided by the recommendations and procedures of the National Strategic Planning Committee, with appropriate input from national strategic planning counselors, CST and the Board.

CHAPTER BOARD TERM LIMITS

1. The positions of president, president-elect and immediate past president are a one-year term only.

2. Chapter directors are elected to two-year terms. Directors may not serve two (2) full terms consecutively; however, after serving their term, a director is eligible to serve as president-elect.
3. **STAGGERED TERMS.** All Directors, except the At-Large Director(s), shall serve staggered terms and shall be elected for one two-year term. The At-Large Director(s) shall be elected to a one-year term.

CHAPTER WORKPLAN AND BUDGET

1. The chapter's work plan and budget fiscal year shall be October 1 through September 30.
2. The chapter shall submit copies of the strategic plan, work plan and budget by June 30 of each year to the Director of Finance and Administration. Fourth quarter and first quarter dues allocations shall be retained at National Headquarters until these documents are received by the Director of Finance and Administration from the chapter.
3. Any resource allocations deviating from those specified in the strategic plan or budget must be approved by the chapter Board.

CHAPTER ACCOUNTS

1. Institutions providing accounts and other services to the chapter that bear the chapter's federal identification number shall be directed to send all statements and other official correspondence to the Board (member) with financial oversight
2. Chapter Board members with financial oversight responsibilities shall include transaction data and balances of all chapter accounts in the quarterly and annual financial reports submitted to National Headquarters in accordance with Society's Bylaws.
3. The chapter shall not establish a bank account unless the same is in the name of the chapter and is registered under the chapter's tax identification number. All of the chapter's funds, including any funds derived from chapter activities shall be deposited in such chapter account.
4. The chapter shall be responsible for preparing and filing the required Federal Tax Form 990 (and 990T if applicable) prepared by a professional tax preparer.
5. The chapter is required to carry public liability insurance coverage. Such coverage will be provided by a central policy arranged for by National Headquarters staff. The cost of the central policy will be allocated to the chapter on the basis of membership as of January 1st and will be deducted from the chapter's dues allocation.
6. Two (2) signatures shall be required on all checks drawn on the chapter account. It is recommended that the two (2) signatures be the Financial Oversight Director and the chapter President.
7. The chapters shall provide the Director of Finance and Administration with an un-audited financial statement at the end of each quarter to be prepared in accordance with the format and instructions issued by the Director of Finance and Administration. In addition, a final year-end financial report is to be provided that summarizes the entire fiscal year in accordance with the format and instructions issued by the National Director of Finance and Administration.

FUND RAISING ACTIVITIES & EVENTS

1. For all chapter events and fund raising activities, the chapter shall: submit a general description of its plans to the National Director of Finance and Administration including information about (i) the product or service, (ii) who is going to provide it, (iii) who will benefit from it, (iv) what its objective is in relation to the purpose of the Society, (v) a budget, and (vi) other relevant information.
2. The general description should be submitted well in advance of any deadline associated with the project or event to ensure adequate time to respond to any concerns raised.
3. Copies of all proposed contracts and proposals for the chapter fund raising and other chapter events must be sent to simultaneously to the National Director of Finance and Administration and to ASID's Legal Counsel.
4. ASID's Legal Counsel's review is limited to determine whether chapter contracts or events would violate any Society policy or adversely affect the Society's tax-exempt status. All other business and legal issues are left to the wisdom of the chapter Board and local legal counsel.
5. The Chapter should obtain the advice of local counsel to assist in the negotiation and preparation of chapter contracts.

COMMITTEES & TASK FORCES

1. All committees and Task forces shall take into consideration the chapter as a whole when performing their assigned task.
2. They shall be given a clear definition of purpose and/or work to be performed.
3. They shall be required to submit one (1) written summary report to the Board at the end of each year which shall include its assignment, results, financial report and any recommendations.
4. Committee Chairs shall make interim reports to the Board for its review as necessary. All reports must include the necessary information to allow the chapter Board to make decisions that are in the best interest of all the members.
5. Task forces are the support groups whose assignments are directly tied to accomplishing specific tasks of the chapter's current work plan, within the current year. They address issues not assigned to committees. Assignments are contained within a defined time period, lasting no longer than one work plan year. Task forces are disbanded at the conclusion of their assignment or at the direction of the chapter President.

NOMINATION & ELECTION GUIDELINES

1. NOMINATING COMMITTEE:

- A. Chapter Nominating Committee:

The chapter Nominating Committee each year shall be selected by the seated board and consist of:

- (i). Three members who have served on the Chapter Board within the last 10 years
 - (ii). One at-large chapter member
 - (iii). The Immediate Past President, who serves as a non-voting chair
- (a). Cause its list of nominees to be posted as a matter of public record and a copy of the list, as it will appear on the chapter ballot, sent to National Headquarters by no later than October 15 of each year. Completed chapter slates must be signed by all members of the Chapter Nominating Committee before submitting to National Headquarters.
- (b). shall establish the ballot for all chapter elections, utilizing a standard format developed by the National Nominating Committee for all Society elections.
- (c) Shall qualify nominees according to qualification criteria.
- B. ASID Opportunity Form, or other Board approved form, sent from National Headquarters shall be used as the basis for evaluation of potential candidates for chapter office.
- C. All nominating materials and returned ballots (whether valid or invalid) must be retained by the chapter for a period of two (2) years after the election.
- D. Chapter ballots are invalid if any one of the following occurs:
- (i). Envelopes containing the return ballots ARE NOT signed,
 - (ii). Ballots themselves are signed,
 - (iii). Ballots are mis-marked, mutilated, or marked with more than the required number of selections of any elected position.
- E. In the event that "Yes" or "No" options have not been checked off by the voter on the designated space next to each officer to be elected on the single slate, the abstention will count as a "No" vote.
- F. Ballot envelopes must be opened by a neutral third party. The envelopes and the ballots should be separated before the ballots are counted. As an option, a chapter may use a certified outside service (such as a certified public accountant) to receive and count ballots, and to provide an affidavit of results.
- G. CST members shall serve as the election advisors for the chapter nominating committee.
- H. By no later than December 1 of each year, the official chapter ballot must be mailed to all eligible members.
- I. No member of the Nominating Committee, including the chair, may be re-elected to the Nominating Committee for three (3) years upon completion of his or her term.
- J. To avoid the inevitability of a sole losing candidate, it is recommended, but not required, that candidate pools for Board members be equal to the number of vacancies plus two.
- K. The student member on the chapter Board (SRB) is responsible for representing all student chapters and student corresponding members within the chapter. One nominee from each student chapter is submitted to the chapter board who shall then vote from among the candidates to fill the position.**

2. BOARD CANDIDATE RESTRICTIONS:

- A. Officer candidate must have served on the chapter board within the past five years and/or have served as a committee chair for two of the past five years.
- B. The immediate past president shall not be eligible for election to any chapter office or board for a period of two years following completion of his term.
- C. No member shall be qualified to be elected to the office of President-elect unless such member shall have served as a member of the chapter board within the past five years.
- D. All chapter finance and personnel committees must be composed solely of chapter board members.
- E. Directors may not serve two full terms consecutively.

3. VACANCIES:

- A. Chapter President shall be filled by the President-elect, provided that the President-elect has completed all presidential training as stipulated by the Chapter Support Team. In the absence of such an individual, the vacancy shall be filled by a qualified professional member who has served in the position of President not less than two years and no more than five years prior and approved by the chapter board.
- B. Chapter President-elect or other chapter officer position shall be filled by a qualified Professional member approved by the chapter board. All vacancies in chapter officer or chapter board positions must be filled within 45 days unless approval is obtained by the Chapter Support Team.
- C. The Chapter board shall be filled by the candidate who was the next highest vote-getter in the pool of candidates for this position in the last chapter election. In the event that no such candidate is available, the vacancy shall be filled by a qualified member approved by the chapter board.

ADMINISTRATOR OF CHAPTER

(Attach administrator's job description and contract here)

See Appendix A – (This is an example, you need to fill in the actuality)

APPENDIX A ADMINISTRATOR

- 1 General Administration
 - a. Mail
 - b. Telephone
 - c. Voicemail
 - d. Email
 - e. Promotional Materials

- 2 Prospective Membership Mailing
 - a. Support Volunteer Membership Initiatives
 - b. Practitioners
 - c. IP
 - d. On Demand

- 3 Website and Newsletter management
 - a. Dissemination
 - b. Fulfill Ad Requests
 - c. Monthly Calendar of Events
 - d. Provide Editing and Proofreading Support

- 4 Chapter Correspondence
 - a. Maintain Regular Communication with HST
 - b. Broadcast Fax and Email to Member on Upcoming Events

- 5 Inventory Control

- 6 Record Keeping
 - a. Contracts, legal documents
 - b. Committee reports
 - c. Board minutes
 - d. Newsletter

- 7 Chapter Board Meetings and Chapter Events
 - a. Logistical Details and Scheduling
 - b. Support Volunteer Leadership to Secure Speakers and Program Identification
 - c. Attend
 - d. Take Minutes and or tape record

- 8 Membership Database Management
 - a. Maintain Updates and Changes
 - b. Share with HST
 - c. Membership Directory
 - d. Updates
 - e. Dissemination

- 9 Support Member Needs - as they arise

- 10 Finance & Administrative Support
 - a. Input Financial Data into QuickBooks
 - b. Cut and Get Signatures for Checks
 - c. Invoice Payments
 - d. Process Checks

APPENDIX B

DESIGN CENTER GUIDELINES

There shall be provision for a total of seven (7) "Design Communities" within the ASID Carolinas Chapter: Coastal Design Community, Southwest Design Community, Northeast Design Community, Triad Design Community, Metrolina Design Community, Foothills Design, Community and Northwest Design Community.

I Mission Statement

ASID advances the Interior Design profession through knowledge generation and sharing, advocacy of interior designer's right to practice, professional and public education and expansion of interior design markets.

II Goals of the ASID Carolinas Design Communities

- A. To provide ASID Activity on a local level.
- B. To reduce the geographical distance a member has to travel to participate in the ASID Carolinas.
- C. To increase member participation.
- D. To provide a means for member networking.
- E. To develop fellowship and camaraderie.
- F. To provide educational programs.
- G. To coordinate legislative efforts.
- H. To provide grassroots training for future ASID leaders.
- I. To expand the marketing of ASID.
- J. To provide two way communication between the ASID Carolinas Board of Directors and grassroots members.

III. Guidelines

A. Design Community Leadership

1. Design Community Chair

- Volunteer position, one year term. (A term is October 1 though September 30).
- Must be a Professional member or Allied member in the process of taking the NCIDQ.
- Shall preside over all his/her Design Community meetings.
- Must make reports to the Design Community Chair Leader.
- Is encouraged to attend ASID Carolinas Board meetings.
- Shall attend the Chapter annual training session.
- Shall submit all information concerning meeting notices, events or any Design Community mailings to the Chapter Administrator. A minimum of four weeks is suggested for submission of such notices for sufficient review, approval and processing to the Design Community.

2. Design Community Vice-Chair

- Optional, volunteer position, one year term.
- Appointed by the Design Community Chair.

- Should be a professional member or Allied member in the process of taking the NCIDQ.
- Is in charge of the Design Community Programs.
- Assists the Design Community Chair in carrying out the duties of that position.
- Assumes the responsibility of the Design Community Chair in his/her absence.

4. Design Community Finance Chair

- Recommended, volunteer position, one year term.
- Appointed by the Design Community Chair.
- Should be a professional member or Allied member in the process of taking the NCIDQ.
- Shall collect funds, keep financial records and submit a financial report & any monies to the ASID Carolinas Chapter Administrator within (5) days of each Design Community meeting or event.
- Shall submit financial reports to the ASID Carolinas Finance Chair as requested.

5. Design Community Communications Chair

- Optional, volunteer position, one year term.
- Appointed by the Design Community Chair.
- Should be a professional member or Allied member in the process of taking the NCIDQ.
- Shall take minutes of the Design Community meetings.
- Shall communicate all information concerning meeting notices, events or any Design Community mailings to the Design Community Chair for submission to the Chapter Administrator.

6. Design Community Special Project Coordinator

- Optional, volunteer position, one year term.
- Appointed by the Design Community Chair.
- Should be a professional member or Allied member in the process of taking the NCIDQ.
- Shall propose, develop and execute (with the help of a committee) a special project that falls within the ASID Carolinas Strategic Plan.
- Must submit special projects desired to the Design Community Chair for submission and approval by the ASID Carolinas Board of Directors.

B. Operating Guidelines

1. Upon assuming office, the Design Community leadership shall set a meeting schedule calendar for the year by October 15 of that calendar year. The calendar meeting schedule shall be submitted to the Design Community Chair Leader. This calendar must coordinate with the Chapter calendar holidays and furniture market dates. There shall be a minimum of four quarterly meetings per year.
2. The Chapter shall provide yearly seed money for each Design Community at the rate of \$2.00 per member, not to exceed \$250.00. The Chapter shall also fund the four (4) meeting notices per year.

3. The Vice-Chair shall plan programs, secure meeting locations and meeting sponsors. Registration for Design Community meetings shall be set by each Design Community. However, it is strongly recommended the seed money provided by the Chapter shall be budgeted for the meetings throughout the year to cover food and meeting expenses. Corporate or industry sponsors and/or donations may be solicited at or before each meeting to help defray the costs.
4. The Finance Chair nor the Design Community shall keep any cash under any circumstance or maintain a checking account on behalf of the Design Community. Within five (5) days of a Design Community meeting the Finance Chair shall submit a meeting expense report along with a request for reimbursement or a bank check in the amount of any excess funds that will be transferred to the ASID Carolinas treasury.
5. All authorized expenses shall be requested on the ASID Carolinas Reimbursement Form. Each item of expenditure shall be itemized with the corresponding appropriate account number in accordance with the chapter budget. Completed reimbursement forms along with the appropriate billings or receipts shall be sent to the Chapter Administrator's Office for processing. Each person or entity requesting reimbursement of payment shall be aware, due to the reimbursement process, that it will be a minimum of two weeks before payment is received.
6. All payments for registrations for Chapter events (with the exception of Specialty Design Awards, STEP, Showhouse and Design Community events) or other monies due to the Chapter shall be sent to the Chapter Administrator. All receipts shall be in the form of checks or credit card. At no time shall cash be sent to the Administrator's Office. Specialty Design Awards, STEP, Showhouse and Design Community events receipts shall be accumulated by the appropriate Committee and sent to the Chapter Administrator's Office.
7. All registration documents and forms for Chapter events upon direction of the President or the appropriate Board Director shall be sent out by the Chapter Administrator's Office to the ASID Carolinas members and appropriate non-members. All registrants shall return completed documents and forms directly to the Chapter Administrator's Office.

Registration for other events (Specialty Design Awards, STEP, Showhouse and Design Community Events) shall be sent out by the Chapter Administrator's and shall be returned to the appropriate committee chair where upon the respective committee chair shall tabulate and send copy of the synopsis of registrants to the Chapter Administrator.

8. The Communications Chair shall share information with other Communications Chairs that pertain to relevant Design Community activities. He/she shall also assure that all meeting notices reach the Design Community membership in a timely fashion by appropriate notification to the Chapter Administrator. The format of these notices should be consistent, attractive and reasonable and bear the clause "sponsored by the ASID Carolinas Chapter- Design Community name". This is necessary to invoke our chapter liability insurance.
9. At the last Chapter Board meeting of the year, the Design Community Chair shall submit an annual written report.

C. Continuity of Leadership

1. The Design Community Chair Leader shall present a list of possible Design Community Chairs for the next year term and submit it to the Professional Development Director, President and President Elect for consideration and approval at the June Board meeting.
2. To assume the continuance of the Design Community leadership it is suggested that the Design Community Vice-Chair would move into the position of Design Community Chair during the next term of office.

ASID Carolinas, Design Community Guidelines
Adopted, January 2006

APPENDIX C

ASID CAROLINAS CHAPTER AWARDS – DESIGN & RECOGNITION

I. MISSION

To evaluate of all Awards to determine how effectively each award supports the Mission of the Carolinas Chapter of ASID

II. GOALS

To recognized excellence within the chapter the design ability

To recognize outstanding individuals for their contributions in their communities in regards to ASID's mission statement

To recognize outstanding individuals for their life long contributions to the chapter.

III. GUIDELINES for DESIGN AWARDS

1. Duties of the CAROLINAS CHAPTER DESIGN AWARDS Chair:

- Initiate a Call for Entries
- Newsletter Article
- Mail Binders or inserts for submissions
- Confidential Lists
- Arrange for Judges from ASID chapter in another state with similar background
- Mail binders to Judges
- Write the script for the Presentation
- Arrange for the Presentation
- Procure certificates, calligraphy, etc.
- Act as Master of Ceremonies

2. Duties of the CAROLINAS CHAPTER RECOGNITION AWARDS Chair:

- Solicit Nominations
- Assist in Documentation of Candidates
- Create a committee that votes on the candidates that were selected for the different awards and vote on the winner.
- Notify Committee members of their duties and responsibilities
- Send recommendations to Committee
- Compile Presentation Information on Honorees
- Notify Presenters as needed
- Procure Obelisk or other Awards
- Act as Master of Ceremonies or recruit one

Awards Chair has the discretion in all manners involving eligibility, category entry, etc.

The Awards and Competition Chair should be a two year commitment. An Assistant Chairman should work under the Chairman and assume the duties of the Chairman the following year

3. THE COMPETITION BINDER INFORMATION

- a. The date by which the binder must be received
- b. Where the binder is to be sent
- c. Design Specialty Category Page
- d. Concept Statement
- e. Project Submittal Itself including a minimum of two* interior photographs. They must be full color, 8X10 prints (For single space or Showhouse – one print is all that is necessary) High resolution disks of these prints, labeled with Designer's name and sealed in a plain envelope are required for the presentation.
- f. A floor plan(s), reduced but legible is required. Must fit on 8 ½"x11" or 1"x17" (folded)
- g. Elevations, details, color or fabric swatches are encouraged but not required.
- h. Photographs, elevations, floor plans, and details inserted into clear, plastic sleeves
- i. Concealed Identification Form. To ensure confidentiality, place identification forms in the plain white envelope that is provided in the notebook. Include your labeled disk, seal and place it in back pocket of notebook.

4. RULES OF THE COMPETITION

a. CONCEPT

The design competition recognizes projects by members of the Carolinas Chapter of ASID that represent excellence in interior design by successfully addressing client objectives and demonstrating creativity and skillful problem solving in the following categories.

b. ELIGIBILITY

Participants must be **ASID members** in good standing, actively engaged in the practice of interior design. Awards will be presented to individuals not firms. This is a Design Award for individuals, if more than one designer participated on the project; they must members of ASID and the proportion of each one's contribution listed.

c. ENTRIES

Each entry, except for the Showhouse category must represent a permanent installation **completed no earlier than three years** prior to "award year."

Showhouse category – each entry must represent an installation completed no earlier than one year prior to the "award year".

The Designer may submit several different projects in the same category with a submittal entry fee for each project.

The Designer may only submit his or her project into one category. A single project may not be submitted into different categories.

d. AWARDS

There are 2 awards - the HONOR award and the MERIT award.

The **Merit Award** is given to a project that exemplifies excellence in meeting the criteria. The **Honor Award** is reserved for a project that is outstanding in **every** way. It stands out in all criteria, aesthetically and functionally.

No awards will be given in categories where the entries have not produced an outstanding project. Each project is judged against the design criteria, not each other.

e. DESIGN CRITIREA

- Success in meeting the client needs (aesthetic & functional) as stated in Concept.
- Creative response to client's stated needs/objectives
- Use of space planning to achieve functional objectives
- Scale and proportion
- Color Composition
- Effective use of light
- The relationship of the materials, and their textures and patterns
- Effective use of budget
- Attention to detail

f. JUDGES

Professional ASID members of another chapter, preferably in the Southeast region, will judge the projects. Questions involving eligibility, category entry, etc. that are not directly addressed will remain the discretion of the Awards Chair.

g. ADDITIONAL NOTES

Once received, your binder will be numbered and all of the photographs, disks and information pages will be so marked with the binder number.

The Awards committee will return your submissions as soon as possible after the Awards Presentation Weekend. We make every possible effort to insure the safety of your submission, but we cannot be held liable for loss or damage.

No names or addresses of the project, client or design firm may appear in the concept statement. No names or addresses of the project, client or design firm may appear in the photographs or the printed material.

5. COPIES OF BINDER PAGES

A. Page #1

Specialty Category Page

Place in first window sleeve of the binder. Check only one category.

Residential

- Residence under 3,500 sq ft**
- Residence over 3,500 sq ft**
- Multi-unit Residence** (condo, townhouse, apartment)
- Model Home**
- Designer Show House**
- Showroom**
- Vacation/Secondary Home**

Contract

- Corporate under 7,000 sq ft** (Offices, Financial Institutions)
- Corporate over 7,000 sq ft** (Offices, Financial Institutions)
- Health Care under 7,000 sq ft** (Medical Offices, Care Facilities)
- Health Care over 7,000 sq ft** (Hospitals, Nursing Homes)
- Hospitality** (Hotels, Inns, Restaurants, Resorts)
- Institutional** (Museums, Libraries, Schools, Day Care Centers)
- Retail** (Stores, Malls)

Either

- Furniture or special cabinetry** (Custom designs)
- Singular Space** (part of a larger residence such as a kitchen, bath or living room or part of a contract space such as a conference room)
- Transportation** (Trains, Planes, Boats etc.)
- Historic Renovation**
- Adaptive Reuse**

Design Concept Instructions:

Please type your design concept in 500 words or less and insert it into a clear page protector. If you would like use bullet or outline form, this might be easier for the judges to review. Please address the topics indicated below: Do not use letterhead.

- **Project Description**
- **Client's Objectives/Needs**
- **Challenges/Obstacles**
- **Opportunities**
- **Design Solutions & Applications**
- **Budget Parameters and how they were addressed**
- **Evaluation & Measurement of Success**
- **Designer's direct responsibility:** Your personal role in the project phases (e.g., space planning, specifying materials and finishes, designing furnishings and equipment, etc.) Please note without giving names if other professionals were involved

Additional information that is helpful:

Any noteworthy technical features

ADA, environmental issues, health or safety features (note codes where applicable)

Approximate budget comparison (low, moderate, high-end)

Approximate time scale (rush, normal, long term)

In addition to your concept, please include a one or two sentence description of each photo selected and why you chose it to showcase your project. (Again, this aids the judges in details to examine as well as helping the Awards Committee present an accurate description of your slides.)

C. Page #3

Concealed Identification Form

The membership number for all designers is required. If more than one Consultant has been used, please identify.

The items required are:

Specialty Category:

Project Name & Address:

All designers working on the project and their role:

Name:

Membership #:

Address:

Firm Name:

One certificate will be printed for each award. Additional certificates can be printed for a charge of \$25.00. These certificates will list the ASID designer's name as the winner, but with recognition to additional participating consultants or firms. Any questions should be addressed to the Awards Chairperson.

Concealed Identification Form – Consultants (if applicable):

Architect

Lighting Designer

Landscape Architect

Photographer(s):

Other Consultant:

Property:

Publication: These projects are subject to publication. The designer must have the **client's permission in writing**. If the client does not want the project published please acknowledge below.

6. TYPICAL TIMELINE

MIDDLE OF FEBRUARY - find out date, location and theme. This information must be established early in the year for proper planning. Traditionally the Awards GALA is the end of September. Establish an entry deadline for June.

FIRST OF MARCH - Do article or ad about the Awards Gala for newsletter and put on website. Put a "Call to Entry" in the newsletter. Make sure you have clarified the deadlines to receive a binders as well as the deadline for entry.

FIRST OF APRIL - Have Chapter Administrative Office Mail "Call to Entry" forms to all designers or do e-blast. It is imperative that you double check and approve all information on these "Call to Entry" mail outs. Contact Judges. Your judges will need at least two weeks. You will also need time to prepare the script as well as the PowerPoint presentation.

FIRST OF MAY - Designers should send you request forms and money. As of 2006, entry fee is \$40.00. When all entries are in, send money to treasurer. Send out numbered binders with correct submission information in them. Keep list of all designers and their numbered binders.

MIDDLE OF MAY - Designers should send back binders to you with entries; make a list of corresponding binder numbers to concealed information envelopes.

MIDDLE OF JUNE - Send the binders and judging sheets to judges

JULY - Receive binders back from judges. Order Awards certificates from National Office. Prepare PowerPoint presentation and script. Allow plenty of time for this. This is very important! One sentence is needed for each photograph, usually taken from their design statement, or hopefully, their photo synopsis.

Have certificates calligraphy done and frame

AUGUST - Return all submissions, but not binders to their designers. Give binders to Administrator for use next year.

SEPTEMBER - Work with administrator for projector, stage set-ups, etc. Act as master of ceremonies for presentation.

Write year end report for Directors submittal to Board. Pass down notebook to either incoming Committee chair or board member.

IV. GUIDELINES for RECOGNITION AWARDS

1. CONCEPT

The Carolinas Chapter ASID awards are designed to recognize and honor individuals and/or groups who have made outstanding contributions of professional significance providing chapter-wide impact.

2. ELIGIBILITY

Candidate may be individuals or groups who are Industry Partners, ASID members in good standing, or non-members. Some categories have additional restrictions.

3. CRITERIA

The awards are based on the nominee's outstanding cumulative service or a specific action that provides a significant impact on the chapter as a whole.

4. NOMINATIONS

Nominations may be submitted by the membership at large. The member submitting the nomination must provide written documentation. Three additional members must provide supporting letters of recommendation. The Dora Gray Award will need supporting photographs in addition to the three letters of recommendation. Each corresponding Chair will be asked for submission in their areas. The current board will also be asked for submissions as well.

5. JUDGING

The judging committee shall consist of the following:

- a. Current Competition Chairman
- b. One Current Board Member, appointed by the chapter president
- c. Three Professional Members, selected by the Awards Chairman, two of whom have been past award winners or a past Chapter President

This committee will review all nominations and vote to determine each year's winners. The committee reserves the right not to give awards in categories where the submissions have not produced an outstanding nominee.

A. INDIVIDUAL AWARDS

1. EDUCATION AWARD

“Will recognize and honor an individual, organization or school who has made an outstanding contribution in Design Education of major or long term significance providing chapter-wide impact. The award may be given to an individual or organization based upon a specific action or cumulative service.”

This award is designed to recognize a significant professional contribution to interior design education in the chapter. This award should recognize a person (s), educator, school, industry, or organization that has performed long term acts of outstanding professional significance, preferably with chapter-wide impact. The candidate(s) is to be nominated in writing with detailed documentation of their specific action or their cumulative service by one member with two to three supporting members adding their recommendations. The candidates may be ASID members or non-members and/or groups or organizations. This will probably not be awarded yearly. The process of nomination and documentation may also continue through more than one year.

2. MEDIA AWARD

“Will recognize and honor an individual, organization, publication, or business which has made an outstanding contribution of the professional significance providing chapter-wide impact through the Media to promote the Profession of Interior Design and ASID. The award may be given to an individual or organization based upon a Specific Action Cumulative Service.”

This award is designed to recognize a significant professional contribution by a member (s) of the media promote the profession of Interior Design. This award should recognize an individual or individuals or organization, publication or industry for actively working to promote with the media the professionalism of Interior Design and especially ASID. The candidate (s) is to be nominated by an ASID or IP member with two to three supporting members adding their recommendations. The nomination must be in writing with detailed documentation of the specific action or the cumulative service. The candidates may be ASID or IP members or nonmembers and/or groups or organizations. This award will probably not be awarded yearly. The process of documentation may continue through more than one year also.

3. INDUSTRY PARTNER AWARD

“Will recognize and honor an individual Industry Partner or Company who has made an outstanding contribution of professional significance providing Chapter-wide impact through the promotion of the Profession of Interior Design, particularly ASID. The award may be given to the individual or to the organization based upon a specific action or cumulative service.”

This award is designed to recognize the significant professional contribution by a member (s) or Company of the Industry Partners which promotes the profession of Interior Design and especially ASID. The candidate(s) is to be nominated in writing with detailed documentation of their specific action or their cumulative service by one ASID or IP member with three supporting members adding their recommendations. It is preferable that the back-up recommendations come from both ASID and IP members. The candidate(s) must be an Industry Partner in good standing. This award should be awarded yearly, but may not be possible. The process of documentation may continue through more than one year also.

4. CAROLINAS CHAPTER AWARD

“Will recognize and Honor a member or non-member who had made an outstanding contribution of significance to the community, over a period of years, especially on a volunteer basis. In addition, this honoree has demonstrated a positive and public reflection of the Profession of Interior Design and especially ASID to the community at large. The award may be given to an individual or organization based upon a Specific Action or Cumulative Service. “Concept

The Designer of Distinction Award recognizes an ASID professional member who) exemplifies a commitment to the profession as demonstrated by a significant, high quality) body of work representing excellence in interior design.

Eligibility

Each This award should recognize outstanding Volunteer Service to the Community over a period of years or a specific action of significant chapter-wide impact. In addition, the nominee should show attention to social concerns within the interior design profession and express creative, innovative concepts that have advanced the profession.) Service to the Carolinas Chapter should also be taken into consideration. It is also to recognize the relationship between the community as a whole and the volunteer as an ambassador for ASID or IP. Current Chapter Presidents are ineligible to receive this award. The candidate (s) is to be nominated in writing with detailed documentation of their cumulative service to the community by one ASID or IP member with three supporting members adding their recommendations. The candidate may be ASID or IP members or non-members and/or groups or organizations. This award will probably not be awarded yearly. The process of documentation may continue through more than one year also.

5. DORA GRAY DISTINGUISHED DESIGNER AWARD

“Will recognize and honor ASID Carolinas designer who had made continuous outstanding contributions toward achieving ASID’s goal of excellence. This award is based on the designer’s professional achievements demonstrating their creative and innovative concepts. “

This Award is based on the National ASID Designer of Distinction Award. It is the most **important award that the chapter can convey on one of its members**. This award is based on the candidate’s professional achievements as exemplified by their design work over their career. The designer’s work must have been widely published and/or have received Design Awards. The candidate must also be active in their community and in the chapter. Most of all, this individual must demonstrate ASID’s goals of Excellence. To be eligible, the designer must have been a professional member in good standing for at least ten years. The candidate is to be nominated in writing with detailed documentation of their awards and cumulative service to the community and the chapter. The nomination is to be written by one ASID member with three supporting members adding their recommendations.

B. ADDITIONAL AWARDS

C. PRESIDENTIAL AWARD

a. CONCEPT

This is a special award which is given at the discretion of the president to an individual that has performed a task or service of particular significance to the entire chapter. This Award is only presented

b. **ELIGIBILITY**

Presidential Awards are awarded solely at the discretion of the Chapter president.

c. **CRITERIA**

It is suggested that these citations be given with the greatest discretion of the president. One may be given by the seated president depending solely upon the meritorious service of the potential recipient.

PRESIDENTIAL CITATIONS

CONCEPT

Presidential Citations shall be awarded only to those persons who have been recognized by the Chapter President as having performed an exceptional task or assignment which has benefited the chapter.

ELIGIBILITY

Presidential Citations are awarded solely at the discretion of the Chapter president. Often they are used to recognize those individuals who went over and above in helping the president to fulfill their agenda. This award should not be awarded to persons who have only completed their assignment task (i.e. committee chairs, task force chairs, etc.) unless said performance exemplified outstanding service and commitment beyond the call of duty.

CRITERIA

It is suggested that these citations be given with the greatest discretion of the president. One or more may be given by the seated president depending solely upon the meritorious service of the potential recipient.

Chapter Medalist Award

Concept

The ASID Chapter Medalist Award is the highest award bestowed by ASID on professional - members at the chapter level in recognition of outstanding service and significant contributions to their chapter, the Society and the profession as a whole. Medalist - awards may be granted to ASID professional members who fulfill the criteria established by - the ASID Examiners Committee. Receipt of a medalist award does not preclude future - fellowship. -
The medal is granted on the basis of fulfilling all of the three following criteria: -

A. Outstanding and significant service to the chapter and the profession of interior design. These contributions may be a combination of, but not limited to -

- . serving as a chapter officer -
- . serving on a chapter board -
- . chairing numerous committees -
- . a genuine commitment to advancing the goals of the strategic plan of the chapter -
- . significantly contributing to chapter projects such as community service, trade shows - and show houses -

B. Significant local, regional or national contributions to the interior design profession. These contributions may be a combination of, but not limited to -

- . the advancement of favorable legislation -
- . educational and research contributions -
- . leadership roles in related organizations such as NCIDQ, FIDER, etc. -
- . participation in government task forces, review committees and/or licensing boards -

C. Outstanding, significant and continued contributions that have enriched the human experience in one or more of the following design-related fields: -

- . community involvement and leadership -
- . historic preservation -
- . research of lasting significance -
- . design innovation -
- . environmental and/or sustainable design -
- . universal design -
- . authoring books and/or articles that advance the interior design field -
- . providing education in an innovative manner -

Eligibility)

To be considered, Chapter Medalist award nominees must meet the following eligibility requirements and criteria :)

.. Be current ASID professional members in good standing. Current chapter presidents,) fellows or members of the current ASID National Examiners Committee are) ineligible.)

.. Have demonstrated significant chapter involvement for 10 years or more as an allied) or professional member.)

.. Members who have relocated to another chapter are eligible for a chapter medalist) award, provided that the submitting chapter board supplies relevant material to) substantiate the candidates' total of 10 years involvement within the respective) chapters. The submitting chapter should also contact the previous chapter (only if the) ASID MEDALIST AWARD – NATIONAL AWARD

CONCEPT

The Medalist Award is the highest Chapter award bestowed by the Society. It is conferred upon those Professional Members who are elected to Medalist status in accordance with the guidelines adopted by the National Board of Directors of the Society.

ELIGIBILITY

Nominees must have been Professional Members of the Society for at least 10 years. Current Chapter Presidents are ineligible to receive an award.

CRITERIA

Outstanding and significant service to their Chapter and the Profession. Exemplary service to their chapter and conspicuous contributors to the Profession having potential local and/or regional and/or national significance.

Contributors on the Chapter level of such importance that they have significantly enhanced the Chapter and the Profession.

Significant participation in the Chapter activities and outstanding contributions which have enriched the human experience in one or more of the following areas as they relate to the field of interior design: design, literature, education, urban affairs, community affairs, historic preservation, research, innovation, and environmental design.

NOMINATIONS

Nominations will be made by the Chapter Board of Directors by a majority vote and duly recorded. If a nominee is a member of a chapter board, a vote may be taken confidentially via telephone.

JUDGING

All nominations will be reviewed by the National Examiners Committee, and those which meet the award criteria will be presented to the Executive committee for approval. In the event that the nominee is a member of the National Examiners of the Executive Committee, please alert the Communications Manager at the National Headquarters.

SEE AWARDS BOOKLET FOTR NATIOAL AWARDS

CAROLINAS CHAPTER AWARD TIMELINE

- | | |
|----------------|---|
| FIRST OF OCT - | Send out e-blast to entire membership. Personally by phone, mail, or e-mail Contact Association chairs, Committee chairs, and the current board to nominate candidates. Please have them solicit the membership in their areas to pass along possible nominees. Anyone can nominate a candidate. |
| END OCT - | Work with Chapter President to select a committee (see guidelines). Notify the committee in writing. They have a lot of work to do. |
| FIRST OF NOV - | Begin compiling the recommendations from the Associations, chapter officers, etc. Work with members submitting nominees to help gather documentation. Assign individuals on your committee to assist each member nominating a candidate. Enlist help from the Chapter Administrative office. Keep ongoing records for future possibilities. |
| END OF JAN - | Provide copies of all documentation to committee members. |
| END OF FEB - | Either set up a conference call or calls the committee individually to judge. |

- FIRST OF MARCH Contact member (or members' partner or spouse) submitting nomination to help provide current photo, projects, etc. for presentation. Remember to encourage the confidentiality of this member.
- FIRST OF JUNE Work with President to have presidential certificates calligraphy and framed. Order obelisks and have engraved.
- END OF JUNE Notify presenters, usually the previous years' winner or outgoing board members or current president.
- FIRST OF SEPTEMBER Submit your bills to chapter treasurer
Do a major review of year. Make notes for incoming chair. Write report for director to submit to the board.

APPENDIX D

OTTO ZENKE COMPETITION

I. MISSION

II. GOALS

III. GUIDELINES

COMPETITION REQUIREMENTS

This competition is open to all institutions within the Carolinas Chapter geographic area, which have a student ASID chapter or have independent ASID student members. The student participant must have completed the first year of the Interior Design program.

COMPETITION AWARDS

First Place: \$750.00, and Plaque, plus \$750.00 to the Institution's Interior Design Program

Second Place: \$500.00 and Plaque

Third Place: \$250.00 and a Plaque

2 Honorable Mentions: Plaque

JUDGING

The panel of judges will include five ASID professional practitioners who are active in fields of Architecture and Interior Design.

The judges and their qualifications/profiles will be released to the participants with the results of the competition.

EVALUATION

A point system has been developed based on the grading form used by ASID to grade its STEP© Practicum's. (This system is similar to the grading system used for the NCIDQ Exam.) See the enclosed "Project Evaluation Form for Self-Grading".

QUESTIONS

Submit all questions regarding this competition in writing to Competition Chair. All questions will be answered in writing, and all answers will be distributed to all participating schools.

PRESENTATION REQUIREMENTS

Submit no more than four presentation boards, size 24" x 36". Presentation to include:

- **Rendered Floorplan** (1/8" scale) Including Furniture Layout, Furniture Schedule, Design Concept Statement (No more than 250 words). Render areas of floorplan as necessary to illustrate decorative flooring concepts. Include all room names. Tag furniture on plan to coordinate with furniture schedule (see example).
- **Reflected Ceiling Plan** (1/8" scale), Lighting Fixture Schedule, Photos/Diagrams/etc. of Decorative Lighting Fixtures. Tag lighting fixtures on plan and coordinate with lighting schedule (see example).
- **Elevations:** Provide a minimum of two rendered elevations (1/2" scale) of focal points of your design. One elevation must be of the Grill Room. The other elevation must show a minimum of 20'-0" width of Wall space.
- Provide **Samples** of Wall & Floor Finishes, Fabrics, Photos/Diagrams/etc. of Furniture, Artwork (anything pertinent to the design).

- Include notes and labels as appropriate for clarity. Indicate appropriate symbols to coordinate with all titles.

Each Presentation Board Must Have the Student's Name and School Printed on the Back. DO NOT Put Any Identifying Information on the Front of the Boards—Boards with identifying information will not be judged.

AWARD NOTIFICATION AND CEREMONY

The awards will be presented at the ASID Spring Chapter Meeting. The projects will also be on display at this meeting. This meeting traditionally has a "Student Connection" focus

RETURN OF PROJECTS

Each school should have a representative at the ASID 2005 Spring Chapter Meeting to collect the projects for their school.

ASID will not be responsible for returning the projects to the students/schools after the competition. Any projects not collected at the Spring Chapter Meeting will be disposed of.

If, for some reason, a school cannot provide a representative to the meeting to collect the projects, a request for return must be issued to chair at least one week before the meeting. At that time, the student/school representative must issue a "call tag" from UPS for pick-up of the projects. The student/school will be responsible for return shipping charges. No exceptions will be made.

AREAS of Concern

1. OTTO ZENKE SCHOLARSHIP FUNDS

There is no policy in place at this time

2. SHOWHOUSE

We are using the old Guidelines at this time. A task force to be formed to revise this.

APPENDIX E

FINANCIAL POLICIES

1. Reimbursable Expenses: Expenditures listed in the Work Plan and Budget is typically considered reimbursable expenses. In order to receive reimbursement, a completed reimbursement form must be submitted to the chapter office with receipts (or copies) attached. (See example)
2.
 - a. In addition to attaching receipts, it is important to include the proper account code for the expenditure. This information should be available from the committee chair or Finance Director.
 - b. The reimbursement form needs to be signed by the committee chair or appropriate director if submitted by chair.
 - c. Mileage, when reimbursed, is compensated at the government mileage rate minus the IRS volunteer mileage rate. These rates are set by the government and the chapter adjusts annually as needed. Effective for 2006 the reimbursement rate is 33.5/mile. (Members may choose to claim a deduction for the volunteer mileage rate on their individual taxes)
 - d. Reimbursement forms MUST be submitted no later than 60 days after the occurrence. After that time, the chapter cannot guarantee that expenses can be reimbursed.
 - e. Checks are cut approximately every two weeks.
 - f. Special Circumstances:
 - i. Board Meetings: Board members and persons required* to attend board meetings shall be reimbursed for mileage traveling to and from the meeting. *Required attendance includes but is not limited to the chapter administrator, recording secretary and persons whose presence is requested by the president or other director for purposes of making a presentation to the board.
 - ii. If travel time to/from a required meeting is in excess of 3 hours, one night's accommodation can be authorized at the president's discretion.
 - iii. Travel and overnight stays: When the work plan and budget authorize overnight travel, the rate for reimbursement shall be determined by the rate negotiated by the chapter administrator for the group that is traveling. An individual member may choose to stay in the accommodation of their choice, but will only be reimbursed at the negotiated rate.
3. Chapter Receipts: All payments for registrations for chapter events* or other monies due to the chapter shall be sent to the chapter administrator. All receipts shall be in the form of checks or credit card. At no time shall cash be sent to the administrator's office. *Exceptions to this include Specialty Design Awards, STEP, Showhouse Deposits and Design Community events. These monies are sent to the respective chair then forwarded to the Chapter Administrator for deposit.

REPORT on OTTO ZENKE SCHOLARSHIP FUNDS

As I have been able to piece together from talking with a couple of members of the chapter with good historical memories, what follows is a brief history of the scholarship fund, along with some initial recommendations for the future of the fund. I have either spoken with or emailed Richard Stutts, Emmy Knott-Williams, Rita Reynolds, Angela Bradfield, Ed Starr and Danny Shelley.

History:

Sometime during the 60's or 70's, Otto Zenke donated what were to become seed monies for a scholarship fund. It actually seems that there may have just been funds donated to help the organization of the NC chapter of AID (predecessor to ASID)

At this time, that is the extent of the information about the initial monies and source.

Then, the story continues in/around 1995. During Sharon Koenig's presidency, the idea of establishing an actual scholarship fund with awards being determined by the amount of interest available off the account. It appears that it was decided at this time to honor the memory of Otto Zenke and his contribution to the field of interior design.

This "fund" was established when the Merrill Lynch accounts were opened in 1997 during Rita Reynolds' term. At that time, \$35,000 was placed in a restricted account that was to earn 6 ½-7% interest – or about \$2200-\$2500 annually. *This is where the initial scholarship amounts came from.

We currently award \$750 to the winning entry and \$750 to their school. There is a \$500 second place award and I think a \$250 honorable mention award.

There is currently in excess of \$45,000 in this account. We currently earn only about 2-3% interest and are in the process of setting up rotating CD's to improve our interest situation. During fiscal year 05-06 we have earned about \$1000 in interest. There is also our annual contribution of 2% of funds in operating account on Sept 30. This is essentially an increase in principal.

Recommendations:

Develop a statement of intent regarding these funds – i.e. what awards are to be given annually and are there any additional ways that these funds can be used. And clearly spell out any restrictions on the use of the funds.

- Personally, I think we might want to consider using a portion of the funds for things like an annual CEU, funding of professional awards or similar. Sending a potential leader or student leader to CLC or Interiors
- To my knowledge, there are not any existing restrictions on this fund, except that it be used for scholarship.

If our intent is to increase the amounts of the Otto Zenke awards and/or increase the number of awards or types of awards, then:

- We need to develop guidelines for increases and an outline of the types of authorized expenditures that can be made. (A task force made up of finance director, SRB, and membership?) For instance, we need to clarify if we are funding the committee and awards ceremony from our operating budget or the scholarship fund.
- After further reflection, I am not uncomfortable with the current amount of the Otto Zenke scholarship awards, if we add other components or services. If it is the Board's decision to solely fund the student competition, then I would recommend increasing the amount for fiscal year 06-07 to \$3000.

Using those guidelines, develop an investment strategy to fund those guidelines. Currently we are making a minimal amount. This is an account that would lend itself nicely to revolving CD's to generate a higher level of interest, while maintaining the principal since the funds are drawn out at specific times of the year. This action has been authorized by the Board and is in the process of being implemented. The investment strategy does however, need to be regularly reviewed and updated.