



ASSOCIATION OF  
UNIVERSITY  
INTERIOR DESIGNERS

# Bylaws

Revised December 2024

## Article I - Name

The name of the organization shall be known as the Association of University Interior Designers (referred to as the "Association") hereafter.

## Article II - Membership

### Eligibility

The membership of the Association shall consist of full-time employees of higher education institutions that provide management, coordination, and financial oversight of interior design scope, space planning, and FF&E procurement.

### Rights

All members are eligible to vote as a member of the Association. All members are eligible to serve as an officer or board member of the Association.

### Dues and renewals

The Board of Directors shall determine dues of the Association and payment schedule.

## Article III - Board Structure

### Board of Directors

- a. The Board of Directors of the Association shall consist of the President, President Elect, Secretary, Treasurer, and seven (7) at-large members. There shall be no more than eleven (11) members on the board at one time.
- b. The immediate Past President, not included in the eleven (11) board members, shall serve as a non-voting ex-officio member of the board, with an advisory role.

### **Election of Board Members**

- a. The President shall open a call to nominate members to develop a slate of nominees for open positions to be considered for the Board of Director positions. Nominees to provide a brief biography.
- b. Voting shall take place according to the timeline established by the Board of Directors via distribution of an electronic ballot. Results to be distributed to the membership.

### **Terms of Office**

- a. New members shall begin their term of office, January 1 of the year following the election.
- b. At-large board members shall be elected for a term of two (2) years. Members may not serve more than two consecutive terms.
- c. Treasurer and three (3) at-large members shall be elected in odd years and will serve a two-year term. The two-year term will start in an even year.
- d. Secretary and four (4) at-large members shall be elected in even years and will serve a two-year term. The two-year term will start in an odd year.
- e. President Elect
  - i. President Elect is elected in odd years and shall serve a one-year term prior to moving into the President role. The President Elect shall serve one year along with the current President. After one year, the President Elect shall serve as President for a two-year term.
- f. President
  - o The President can serve a maximum of two consecutive terms.
  - o If the sitting President intends to serve a second term, they would be voted in as President Elect and serve as both roles in the second year of their first term.
  - o If the current president does not confirm a second term, then the organization must elect a President Elect by the end of the first year of service.

### **Special Election**

- a. If any board member is unable to serve their full term, the board may conduct a special election to fill that role in the interim to serve through the end of the term.
- b. The Board can decide in the best interest of the organization if a special election should be held.



## **Article IV - Duties of the Board of Directors**

### **Duties of the Board of Directors**

- a. Acts as the governing body for the Association and shall determine its policies, bylaws and oversee the disbursement of funds and the general management of the Association.
- b. Approves the site of the annual conference.

### **Duties of the President**

- a. Acts as the executive officer of the Board of Directors.
- b. Presides at the meetings of the Association and the meetings of the Board of Directors.
- c. Appoints all committees and determines duties and responsibilities of each committee.
- d. Has signature authority and authorization of financial decisions and funds.

### **Duties of the President Elect**

- a. Observes and supports the current President while preparing for the future role.
- b. Works with the board to learn the operations of the organization including but not limited to budget and finance operations and the management of contracts.

### **Duties of the Secretary**

- a. Records and keeps minutes of all Association and Board of Director meetings.
- b. Distributes meeting minutes to all Board members within two (2) weeks following the meeting.
- c. Distributes bylaw revisions to members.

### **Duties of the Treasurer**

- a. Acts as the executive officer with management and oversight of the budget and disbursement of funds.
- b. Manages and presents budgetary information to Board of Directors and Membership.
- c. Assists in tax preparation, risk insurance and other financial decisions.
- d. Has signature authority and authorization of financial decisions and funds.

## **Article V - Meetings**

### **General**

- a. The Board of Directors shall conduct formal meetings a minimum of four times a year, once per quarter. The Board may convene for additional meetings as necessary.



- b. Voting shall follow Parliamentary Procedures.
- c. Quorum shall be achieved at six (6) or more board members.

#### **Annual Business Meeting**

- a. The Annual Business Meeting shall be held once a year and be open to all members.
- b. The meeting shall include a report from the Board of Directors and a full treasurer's report.

#### **Article VI - Amendments to Bylaws**

Amendments of the bylaws shall be recommended by the board to the Association and approved by a majority of members voting. Bylaws shall be reviewed at a minimum of once every five years.