Thank you for your interest in the Coalition Guide by the International Interior Design Association. Your interest and participation in state interior design legislative coalitions shows your dedication and commitment to the interior design profession and legislative issues that can affect the built environment. We recognize that only under one united collective voice can interior designer coalitions prosper in the legislative arena. We encourage not only IIDA members to use this guide, but also those design professionals associated with other organizations or not associated with any.

We understand that coalition building and advocacy can be a slow, cumbersome process. The purpose of this guide is to help IIDA members and coalition members understand the coalition-building process and to provide information to assist in that process. This guide is intended to be a basic guide, and in no way contains everything one needs to know to start a coalition. Our genuine hope is that this guide will help illustrate and clarify some of the coalition-building process.

IIDA supports the mission of state coalitions in promoting, elevating, and advocating for the interior design profession. Furthermore, IIDA understands the importance of collaboration between IIDA Headquarters, IIDA Chapters, and the state coalitions for this common goal.

Thank you,

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Director of Advocacy, Public Policy and Legislative Affairs
International Interior Design Association
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INTRODUCTION

Background

The International Interior Design Association (IIDA) recognizes and supports the adoption of legislation that allows a qualified interior design professional to establish the title of “Registered/Licensed/Certified Interior Designer.” Registration/licensure/certification elevates the profession in establishing and maintaining standards to protect the health, safety, and well-being of the general public. IIDA firmly believes that legal recognition — achieved through registration, licensure, and certification — brings uniformity to the profession, defines responsibility, and encourages excellence in the interior design industry.

Interior designers who are trained and qualified to work in a code-impacted environment, in some states, are the only major participants in the construction industry that are not licensed. This restricts interior designers in those states from practicing to their fullest abilities including independently stamping and submitting drawings for building permits required by the building code.

Voluntary licensing provides those interior designers qualified by education, experience, and examination with the ability to stamp and seal drawings as well as the right to bid on state contracts and advance their careers through professional partnership opportunities. Further, it requires that licensed designers maintain continuing education — critical in this fast-advancing field — and it does this without affecting other existing areas of interior design practice.

Purpose

The purpose of this guide is to assist new and re-forming coalitions build a successful organization. It is intended to help IIDA chapters and members form a coalition with the goals of building public support, passing legislation, and advocating on behalf of the interior design profession.

Overview

This guide lays out the fundamentals for establishing an effective state legislative coalition. It by no means includes everything one must know to start a coalition, but it provides a framework for understanding the steps to forming a coalition. It includes basic background information on coalitions, helpful tips, and an overview of the process.
CHAPTER 1
Understanding State Legislative Coalitions

1.1 Defining Legislative Coalitions

A legislative coalition is an alliance of individuals and organizations created to achieve a common political goal such as passing legislation, stopping legislation, or advocating. Specifically in the interior design industry, it usually refers to the International Interior Design Association (IIDA), the American Society of Interior Designers (ASID), and independent designers working together to promote interior design, advocate for title and/or practice acts, and monitor legislative issues that may affect the industry.

1.2 Legislative Coalitions Matter

• Coalitions promote and advocate on behalf of the state’s interior design industry.
• Coalitions create a unified front for the interior design industry.
• Coalitions expand the reach of an individual or a single organization.
• Coalitions increase the ability to collect information.
• Coalitions allow for the sharing of resources.
• Coalitions broaden the network of participants.
• Coalitions foster new leaders.
• Coalitions strengthen the impact of the advocacy.
• Coalitions advance the public perception of the interior design industry.
• Coalitions generate a lasting base for change.
• Coalitions fortify the political position of the interior design industry.
• Coalitions help members understand the impact of the interior design profession.

1.3 Characteristics of Successful Coalitions

Clear Objective
A successful coalition has a coherent goal that is formalized and well-known to the members. Focus on the goal and avoid areas of staunch disagreement.

Respect
Perhaps most importantly, members of successful coalitions have mutual respect for each other. They respect the members and their positions, ideas, differences, and strengths. They understand that the foundation of respect is mutual understanding.

Trust and Cooperation
Members that expect and believe that others in the coalition are honest, open, and fair tend to be far more successful.

Compromise and Negotiate
Successful coalitions have members who understand they must work together and sacrifice lesser issues in order to win on bigger priorities. Member organizations and individuals must be flexible and willing to compromise and negotiate with each other, legislators, and other organizations. Moreover, the same groups and individuals should not be compromising every time; everyone must come to an understanding and reach a consensus.

Equitable Benefit
All parties in the coalition, whether they are organizations or individuals, need to feel that the resources of the coalition are divided in a fair and reasonable manner. Additionally, all members of the coalition need to feel as if they benefit.
Clear Understanding
Members of a successful coalition have a clear understanding of the purpose of the coalition, the roles and responsibilities of the individuals in the coalition, and the expectations of the coalition and individuals.

Tangible Results
Successful coalitions achieve their goals and can demonstrate those achievements to its members and the public. It proves to the members that the coalition’s work is meaningful and worth the effort.

Strong Leadership
Strong leadership can come in the form of a single individual who champions the cause, or it can be from the entire board.

Agree to Disagree
In a large and diverse organization, disagreements will happen. Occasionally, the best option will be to agree to disagree then move on to a topic of universal acceptance.

1.4 Defining Vision and Mission Statements
A vision statement defines what your coalition aims to accomplish. It is an aspirational statement. The vision statement guides the organization’s short-term and long-term goals, objectives, and specific actions. The vision statement articulates the purpose of the coalition to the members and the public. If the vision statement is not explicitly written down and shared, it will create issues further down the line as factions disagree over what the overarching goal is. The shared vision should be agreed upon by the founding members of the coalition in a democratic way. It should not be created by a single individual or entity and forced upon the rest of the coalition.

When creating a vision statement for your coalition, ask:
• What are the values or beliefs that drive us to create the coalition?
• What do we ultimately hope to accomplish as a result of our efforts?

In contrast, mission statements define what your organization is and who it involves. The mission statement articulates the purpose of the coalition.

When formulating your coalition’s mission statement, ask:
• How do we plan to work toward this broad vision?
• For whom does the organization exist?

Examples: Mission Statements
• The mission of IDC - Oregon is to establish licensure for commercial interior design professionals, whose work impacts the health, safety, and welfare of the public in the state of Oregon.
• IDLNY is an industry coalition dedicated to advance, promote, and monitor the right to practice interior design in the State of New York.
CHAPTER 2
Building Relationships - Steps To Creating A Successful Coalition

2.1 Identifying, Defining, and Contacting Stakeholders

Stakeholders are those individuals, organizations, or companies that have a compelling interest in the vision and mission of the coalition. This includes IIDA, ASID, and non-associated designers. Stakeholders may also include interior design student associations, interior design programs, students, educators, and industry manufacturer representatives. Not every stakeholder will have the same level of participation nor should they all be expected to participate in the same manner or level. In a diverse coalition, stakeholder participation can and should vary.

Brainstorm which organizations, companies, and individuals are important in your state—the answer will not be the same for every state. Ensure that these stakeholders will share in the common vision and goals of the coalition.

Below are three types of stakeholders:

**Core Stakeholders**
Core stakeholders are the nucleus of the coalition. They should—and will—invest large amounts of time and energy to the cause. Additionally, they are highly interested in the outcomes of the coalition. These stakeholders are instrumental in developing structure, i.e. they will build the coalition. These stakeholders will regularly attend all meetings and will likely hold leadership positions.

**Secondary Stakeholders**
Secondary stakeholders are individuals or organizations that are directly affected by the coalition but have less time and resources to dedicate to the coalition. They are less likely to be in leadership positions but may lead small projects and initiatives. These stakeholders attend meetings less frequently. They may be involved in developing the organization or may enter the process at a later time.

**Advisory Stakeholders**
Advisory stakeholders have very specialized knowledge, clout, or access to resources. They are kept abreast of what is happening but do not regularly attend meetings. They would be called upon for very specific projects.

After identifying possible stakeholders, reach out to them through an in-person meeting, phone call, or email. When talking to potential members, be sure to inform them of the principles or mission of the coalition. Ask them to participate. It may be helpful to create a form letter that has all the information you would like to share. Be sure to follow up with a phone call to make the outreach more personal. By recruiting an individual or organization with high visibility and influence, it will lend credibility and strength to your coalition. In order to have a successful coalition, all the stakeholders should be invited to participate in a meaningful way.

2.2 Developing Organizational Relationships

Organizational relationships are cooperative, collaborative relationships between two organizations with the shared goal of increasing efficiency and impact. When referring to organizational relationships in the context of this report, the term describes the relationship between the coalition and another organization.

Define how the coalition will relate to other organizations. This relationship is not the same as the relationship in the coalition. When creating a relationship, ensure that the roles and responsibilities are well-defined and well-known. Each organization has different strengths, resources, and interests. The roles and responsibilities should reflect these different characteristics. For additional information, please see section 5.3.
Open communication is the key to any successful relationship, organizational or otherwise. Each member of the relationship must be willing to communicate openly and honestly with one another. Organizations should raise concerns as they arise in a positive manner to avoid potential larger conflict in the future. During meetings, ensure that all relevant parties are at the table.

An organizational relationship at its core is a relationship between people. Therefore, it is wise to build a personal relationship with those in the organization. Know the individuals in addition to the organization.

2.3 Creating Bylaws

Bylaws are the formal rules of the coalition. They are important because they define how an organization will operate. They spell out the organization’s official name and purpose, membership requirements, officers’ titles and responsibilities, and process of elections and meetings. Bylaws help frame the purpose of the organization and how the coalition should run day-to-day. They also serve as a guide when replacing nonperforming officers and amending bylaws as the organization develops and changes.

Writing the bylaws in a formal document will ensure the organization runs smoothly, answers difficult questions, helps define and clarify the mission, and saves time if there is a protocol for decision-making, elections, memberships, etc.

Bylaws should typically be written by the key stakeholders or the executive committee. Determine who will approve the bylaws. It is suggested that the bylaws be distributed to and approved by active members. Coalition bylaws typically include the following articles and subsections:

1. Organization Name
2. Purpose/Mission/Vision
3. Membership
   a. Eligibility
   b. Membership Dues (amounts, payment, due date)
   c. Member Categories (practicing designer, student, sponsor, organization, etc.)
   d. Voting Rights
   e. Suspension and Expulsion
4. Board of Directors/Executive Committee
   a. General Powers
   b. Number, Tenure, and Qualifications
   c. Number of Regular Meetings; Special Meetings (when, where, how many, who can call meetings/ special meetings)
   d. Vacancies
   e. Quorum
   f. Removal
   g. Indemnification
   h. Absences
5. Officers
   a. Offices and Description/Responsibilities
   b. Eligibility and Election
   c. Term
   d. Removal
2.4 Membership Recruitment and Outreach

Coalition members are the backbone and strength of your organization. They bring their skills, resources, and commitment — all vital to the success of the coalition. A coalition of 40 people is not nearly as impactful as a coalition of 400.

The most effective way to involve individuals in the coalition is through personal invitation. This can be done by encouraging current coalition members to invite people from their personal networks through one-on-one meetings, phone calls, emails, or letters. The coalition can provide materials that will assist existing members with extending this invitation.

Often, those being recruited will not be well-versed on your coalition, why interior designers want legislation, or what impact the individual can have. The coalition can host events to help members master their elevator speech or write letters to their legislator. As membership grows, be sure that the group is as diverse as it can be. For example, does your membership include: young and experienced designers, students, designers from different regions of the state, designers who specialize in different types of design, interior design educators, non-interior designers, independent designers, and designers that work for large firms?

Members are more likely to stay engaged and involved if they feel their actions are influencing the coalition and they have the ability to influence coalition processes and decisions. Including members in the decision-making process will help retain membership. Additionally, the board should actively work to make the general membership feel valued and supported. Getting members involved in committees will also improve member attendance.

2.5 Forming the Coalition

Once the core group of stakeholders has coalesced, the stakeholders need to formalize the organization. Typically, the organization needs to file articles of incorporation with their state’s secretary of state office or other state agency. The organization needs to apply for 501(c)6 status from the IRS, which can take up to a year or more.

For more detailed information regarding registering your coalition and filing for tax status, please contact Emily Kluczynski, Director of Advocacy, Public Policy, and Legislative Affairs, at ekluczynski@iida.org.
3.1 Developing a Framework

A framework is the essential supporting structure of the coalition. A framework explains who is in charge of specific activities and how those activities will get done. It includes the board of directors, any executive committee or staff, and all the committees. The framework should be consistent and permanent unless the vast majority of the coalition votes for change. The board of directors is in charge of the overall direction of the coalition and the final decision makers. The committees steer individual sections of the overall coalition. Bylaws formalize the framework. A framework sets the structure of the coalition but the board of directors determines how the coalition accomplishes its goals, makes its decisions, and executes its plans. Please see Figure 1 below for an illustrated example framework.

Figure 1

Coalition Board of Directors

- President
- President-Elect
- Vice President
- Secretary
- Treasurer

- of Advocacy
- of Membership
- of Public Relations
- of Communications
- of Budget
3.2 Coalition Board Development

The board of directors of a coalition serves a similar purpose as an IIDA chapter board. Both entities oversee the planning efforts and make the organization’s final decisions. Stakeholders elect the board of directors through a democratic process. The board of directors must include representatives from each major organization involved in the coalition. Board members need to be impartial, fair, and objective when reviewing projects and making decisions. The board of directors should include a president, secretary, and treasurer. Many boards include a president-elect. (For sample board position descriptions please see Appendix D on page 37.) Oftentimes, the committee chairs are members of the board. The board should be coordinated, inclusive, and outcome-oriented. The coalition needs to decide how often the board is rotated out (usually yearly or biyearly). A written code of conduct should be drafted, which dictates acceptable and unacceptable behavior with redress options for coalition members.

Committees are divided into two general types: standing committees and subcommittees or work groups. Standing committees are those committees that will have a purpose for the life of the coalition. Subcommittees or work groups are task-oriented and disband after the goal has been accomplished. Committees require oversight. This can be done through clear documentation of all committee activities including keeping agendas, meeting minutes, and attendance. Committees, like the coalition itself, need to have clear decision-making procedures that are universal across all the committees. The committee chairs coordinate and facilitate committee meetings. They also report recommendations and decisions back to the board and general membership. The coalition needs to create a mechanism for committees to report to the board, whether written summaries to the board or presentations to the general membership about committee activities. Committees, like the coalition, need to be inclusive. Committees are a way to include and capitalize on stakeholders with a specific skill set.

3.3 Coalition Management

Proper management of the coalition is essential to its success. In most coalitions, the staffing and management of the coalition will likely be by volunteers. Consider this when divvying up management responsibilities. The coalition needs to have a clear understanding of each manager’s role, responsibilities, and deadlines without overloading members. Remember that most coalition members will also likely work full time and have personal responsibilities.

The volunteer coalition members are responsible for coordination, communication, and implementation. For example, if the coalition creates a newsletter, the staff will be responsible for creating, writing, and distributing the newsletter. Staffing provides support for the board. Members of the coalition plan, direct, supervise, and evaluate daily operations. They implement the organizational plans, policies, and procedures as determined by the board.

3.3.1 Managing Meetings

Meetings are an effective tool for conveying messages and making decisions in the coalition — as a whole — but only if the meetings are meaningful, action-focused, and concise. Meetings can build trust among members and foster effective partnerships and collaborations as members interact with one another.

In order to have successful meetings, time needs to be spent preparing and organizing them. Have one of the board members, typically the secretary, create an agenda. Be as specific as possible, including times for each agenda item and introductions at the beginning. Binders are a great way to keep all the information organized and readily available. Be sure to have all the information you may need on hand. This includes information on what happened between meetings, contacts, information on upcoming events, etc. Have presentations or handouts ready before meetings start. Successful meetings usually have a facilitator (this can be the president or another individual). The facilitator should keep the meeting to the agenda, help minimize conflict, assign responsibility, and discuss the next steps.

General meetings should be held throughout the year, ideally quarterly or bimonthly. If the coalition has active legislation pending, meetings should occur more frequently, every other week, or monthly. Committee meetings can happen on a more regular basis, such as once a month. Schedule meetings when most members are available, ideally not during the beginning or the end of the week. Schedule meetings as far in advance as possible to ensure the highest number of members will attend. If feasible, schedule the meetings in a neutral, central location. In geographically large states, the option to teleconference may be necessary.
During the meetings be sure to introduce participants, which is especially important for new coalitions. Keep the meeting moving; avoid dwelling too long on any particular issue, especially if it is contentious and there are many points to cover. If necessary, set ground rules. Keep all conversation relevant to the issue at hand. Let everyone have a voice but insist on a conclusion and action for issues. Allow disagreement but not fighting. Keep the meeting positive and always end on an optimistic note. Keep a record of the meeting and ensure the secretary is taking detailed minutes that will be available to coalition members afterward.

### 3.4 Developing a Strategic Plan

A strategic plan is a three to five-year plan of action to accomplish the goals of the coalition. A strategic plan should include the following components:

1. **Introduction and Background of the Plan**
2. **Coalition Vision and Mission Statements**
3. **Goals and Objectives**
4. **Priorities**
5. **Implementation Tasks**
6. **Sustainability**

The background section should focus on defining the current situation in your state. What legislation currently exists? What legislation has been introduced? When was it introduced? Has the political climate changed? Be sure to include potential challenges. Also include why interior design legislation is important.

The next section should include the pre-determined vision and mission of the coalition. This should have been previously decided and inserted into the plan with an additional description. In essence, the vision and mission are what the coalition is trying to address. See section 2.2 for additional information.

**Examples: Goals**

- Increase communication with new state legislators during the first year.
- Pass title legislation in the state legislature in year five.

The goals and objectives section of the plan provide a map to possible solutions and results. A goal should include specific problems and solutions that have a reasonable chance of accomplishment. The goals should be measurable and have a defined timeline.

**Examples: Implementation Task**

- We will take a year to build relationships and recruit volunteers to help the cause.
- We plan to introduce a bill in two years.

The implementation task component should discuss who accomplishes the goal and how. It should include who is assigned to each task, when it will be done, and how long it will take. The implementation task is the meat of the plan. It allows everyone to get a feel of what needs to be done, what it is expected of members, and grounds lofty goals. The goal has a specific task, a leader, and a timeline. The goals should capitalize on the strengths and resources of the stakeholders.
3.5 Evaluating Advocacy and Legislative Initiatives

How do you know which strategies and actions to take? Using standard criteria will help in the decision-making process.

- How much influence will the activity have on legislators?
- How much of the coalition’s resources (people, time, money, etc.) will be required to execute the activity?
  Will it take resources away from other activities?
- Are there any potentially negative consequences of the action?
- Would the activity have a bigger impact at a different time?
  (e.g. immediately before a committee vote, after the next election)
- Does this activity utilize the strengths of the coalition and its members more than other activities?

3.6 Assessing Performance

Assessment and evaluation of strategies and tactics are an important step in any advocacy work. It allows your organization to decide what works, what can be improved, and what can be changed for greater success. Unfortunately, the legislative process is a slow one. It can take years to get enough momentum and support to pass a bill. A bill may be introduced several times before it passes. If passing a bill takes years, how can you measure success?

Success is accomplishing or reaching those incremental goals. In order to evaluate effectively, you will need information and data from your advocacy plan. Be sure to keep all documents that pertain to advocacy. This includes any handouts, any planning checklists, invoices, relevant correspondence, and meeting notes. Additionally, immediately after an activity, such as testifying before a committee or legislative event, conduct short, meaningful interviews with stakeholders and leaders. Ask them what their impressions were, what they thought could be improved, and what worked and should be done again.

Using the documents and interviews, be prepared to answer:

1. What was the financial cost? Did it justify the benefit gained?
   a. Could the same activity be conducted with less funds?
   b. Would increasing the activity budget increase the success?
2. Was participation as high as expected?
   a. If not, could the event have been publicized more or differently?
   b. Why did leaders think attendance was low?
3. What problems were mentioned in most of the interviews?
   a. How can they be addressed in the future?
4. How did the activity change future goals?
5. What knowledge or skills were learned?

For additional information and assistance with evaluating advocacy plans, please contact Emily Kluczynski, Director of Advocacy, Public Policy, and Legislative Affairs, at ekluczynski@iida.org
Overcoming Barriers to Building a Successful Coalition

Unfortunately, no matter how well-organized and vibrant a group may be, problems will arise. Fortunately, you can anticipate some problems.

**Competition Among Groups**
Perhaps one of the most relevant problems is competition among groups or organizations. If the organizations have a history of friction or disharmony, it can be a great hindrance to the productivity of the coalition. Additionally, if there is tension between organizations the coalition can work on forming personal relationships between individuals. During the initial stages of the coalition, relationship-building activities can be a part of meetings and events.

**Inability to Agree on Specifics**
While the overall vision may be clear to the participants, the specifics may cause disagreement and conflict. The coalition can develop mechanisms for discussion and decision-making through clear governance and meeting structure. Relationship-building activities can help individuals understand each other and alleviate some of the inability to agree.

**Poor Organizational Capacity**
Organizing the coalition will take a lot of time. The bylaws and governance structure will help provide organization to the coalition activities. Establishing a strong governance structure and dedicating adequate time at the beginning will prevent problems down the road.

**Cost of Participating Versus Benefit Gained**
One of the biggest barriers to any organization is the cost of participating versus the benefit gained by participating. Coalition members will typically have full-time employment plus personal commitments. Coalition members will have to donate copious amounts of time and members must feel the time expended will be worth it. The coalition can address these concerns by ensuring that the meetings are concise and productive. Publicizing accomplishments and recognizing members will give participants a sense of the benefit from joining the coalition.
CHAPTER 4
Legislative Action Plan

4.1 Organizing the Legislative Action Committee

The Legislative Action Committee is the committee dedicated to creating strategies to impact legislation. The people on this committee should understand, or be willing to learn, the legislative process. They should be enthusiastic and passionate about enacting change and involving others. This committee will be in charge of organizing letter writing campaigns, Capital Days, and the like. Creativity is a huge asset on this committee.

4.2 Mapping a Strategic Advocacy Plan

A strategic advocacy plan is the blueprint of how the coalition will create change and foster an environment for legislative action. It is the roadmap for implementing all the ideas to achieve the coalition’s goals.

Define the Issue
The first step in creating a strategic plan is to define the issue. This should already be clear in the vision and mission statements.

Set Goals & Objectives
The goals and objectives in your advocacy plan should include specific activities and have a timeline.

Identify Target Audience
Identify the target audience of the strategic plan. Are you trying to reach new legislators who know very little about interior design legislation? Are you trying to reach out to legislators in leadership positions? Are the initial activities to raise awareness in the interior design industry?

Build Support
Once you know what you want to achieve and who the target audience will be, the committee will need to build support. Depending on the goals, this can be from IIDA or ASID chapters, other interior designers, the general public, or legislators.

Develop Messaging
A message needs to be clear, concise, and memorable. The message should hit all the major points you want to address.

Select Strategies to Get the Message Out
Once you have the previous steps determined, the committee needs to select strategies to publicize the message. Are there newsletters the coalition can contribute to? Will the coalition use social media? Will the coalition use form letters for members to send to their legislators? Will the coalition host an open house or forum?

Draft Implementation Plan
After determining messaging, the committee will draft an implementation plan using the previous seven steps. This includes who is doing what activities, when they need to be accomplished, and how they will be accomplished. The implementation plan should be approved by the board.

Track, Monitor, Evaluate
The legislative action committee will take the lead in implementing the advocacy plan. However, the committee should reach out to the general membership for assistance. Additionally, the committee should track the activities and keep a record of what was successful, what needs to be improved, and all other details. These records should be monitored and tailored as needed. Furthermore, the committee or other members should evaluate the plan periodically. For example, if the plan relied heavily on members contacting legislators and the members were unable to, then the plan should be altered to make this goal attainable.

Raise Funds
See section 4.3 for more information on fundraising.
4.3 Fundraising

All of this great advocacy work comes at a price. Hiring a lobbyist, throwing events, and printing materials are all costs that the coalition will have to bear. The coalition will need a business banking account separate from any coalition stakeholders, individuals, or partner organizations accounts. The coalition may be eligible for funds from IIDA through the local chapter. The local IIDA chapter should apply for a legislative grant. Please see advocacy.iida.org for more information on the grant program.

However, the coalition should not solely rely on IIDA and ASID chapters to donate funds. The coalition needs to raise funds to support their advocacy. Member fees are one source of revenue. Additionally, the coalition can hold events to raise funds. The more creative and engaging, the better the turnout will be. The coalition may also be able to solicit sponsorships through members’ industry connections.

4.4 Lobbying and Legislative Advocacy

4.4.1 Definition of Lobbying

The definition of lobbying varies state by state, but in general, lobbying is an attempt to influence or persuade government action, especially legislation. A lobbyist is specifically defined in most states but not all. In general, it’s defined as a person who receives compensation for lobbying. However, most states have listed exceptions.

4.4.2 Selecting a Lobbyist

The first question you need to ask is: Does our coalition need a lobbyist? Unless you or a member of the coalition has the time, experience, and contacts to manage the legislation completely through this session and possibly the next, then yes, you need a lobbyist.

Your lobbyist should:

• Be someone who has no conflicts of interest. Your lobbyist should not represent anyone that would oppose your legislation.
• Be someone who is experienced, qualified, and professional. Your lobbyist should be registered with the state, have relationships with legislators, and reflect well on your coalition. This person will be the face of your coalition to the state legislators.
• Possess superior written and oral communication skills.
• Have a track record of success, including an impeccable record with state lobbying laws.
• Have a good reputation. A bad reputation could put your coalition at a disadvantage before the session even starts.
• Have some grassroots experience.
• Preferably be someone who knows interior design and/or occupational licensing, but not mandatory.

Selecting a lobbyist should be a time intensive prospect. To begin your search, ask around. See who in your coalition knows anyone. Obtain a copy of your state’s list of registered lobbyists. This list usually shows a lobbyist’s client list so you can also verify there are no conflicts of interest.

The cost of a lobbyist will vary by state. However, lobbyists can charge $200+ an hour. Most lobbyists work on a retainer. Retainers cost a minimum of $10,000 annually, with the average range between $20,000 to $50,000+, and depend on the scope of work you expect the lobbyist to do, the state you’re in, and how long you hire before the legislative session. If you wait until the very last second, the cost will increase.
Once you have narrowed down the list to a few candidates, interview them. Questions might include the following:

- How many total clients do you have? A general rule of thumb is a single lobbyist can serve 12 clients, depending on their needs.
- What do you know about the interior design industry and occupational licensing?
- What is your policy regarding conflicts of interest, both direct and indirect?
- What are your expectations of us?

After deciding upon a lobbyist or a lobbying firm, the coalition will need to sign a contract with them. A sample RFP for a lobbyist is in the appendix. As a rule, the lobbyist contract usually contains the following:

- Starting and Ending Dates
- Base Fee
- Allowable Expenses Over Base Fee
- Fees for Additional Services
- Conflicts of Interests
- Scope of Work Description
- Out Clause
- Payment Schedule

The lobbyist will need you to outline your coalition’s expectations, how you measure success, and your specific issues. You should inform the lobbyist whom the point of contact will be at your coalition and how often they should be communicating. Let your lobbyist know if you define a success as only the bill passing, or if there will be other benchmarks of success.

Some coalitions choose to have a lobbyist to monitor legislation even if the coalition has no legislation pending. The lobbyist monitors all current bills to see if any will have an impact on the interior design industry. Careful monitoring can prevent problems and issues before they occur.

Please see Appendix C for a sample request for proposal for lobbyist.
Please see Appendix G for a sample strategic planning outline and worksheet.
5.1 Defining Chapter Advocacy

IIDA chapters are encouraged to promote advocacy in everything they do. Traditionally, advocacy refers to gaining public support for or recommendation of a particular cause or policy. A large part of advocacy is gaining support from those who affect public policy, such as lawmakers. In addition to influencing policymakers, it is vital for IIDA members to talk about interior design and what they do to anyone and everyone—friends, colleagues, clients, and the general public. IIDA strongly believes that this is the only way public perception of interior design will change. The difference between interior design and interior decorating is one that everyone has a hard time understanding. Advocacy is the answer to elevating this conversation.

An IIDA Chapter is a regional organizational body that is able to educate its members and board on the importance of advocacy and how to speak about what interior designers do. In addition to advocacy, IIDA chapters provide resources for knowledge sharing, professional education, expansion of interior design markets, and student events that support the future of interior design.

IIDA encourages all chapters and members to get directly involved in their state’s coalition (if applicable) to become deeply entrenched in the legislative process and initiatives of their respective state. IIDA believes the state coalition is the body that should be handling and advancing any legislative initiatives of the interior design profession on behalf of all interior designers of the state.

5.2 Clarifying Coalition Functions

Everyone involved in the coalition needs to have a clear understanding of the function and role of the coalition. It is best to have these written and available to all existing and potential members.

Examples of functions of a coalition:

- **Create Political Will**
The coalition should be the leader in creating and sustaining the political will and ensures the organization stays the course through the period of time necessary to implement the ideal legislation. This could be five, 10, or 15+ years.

- **Share a Common Goal**
The coalition should have a shared vision that is publicly known and reiterated to advocate for interior design title and practice acts.

- **Advocate and Raise Awareness**
One of the primary functions of the coalition should be to advocate and raise awareness—and not just to legislators. While advocating to legislators is important in passing a bill, one cannot overlook the importance of advocating to other interior designers in IIDA, ASID, or independent designers. Coalitions should also advocate to related organizations or professions and with the public. This can be done through informational resources, events, or social media. Raising awareness needs to be a conscious, well-thought out plan of communication.

- **Participate in Planning**
The coalition needs to be responsible for leading the efforts in advocacy and legislative planning.

- **Lead Responsibility for Implementation**
The coalition needs to be the primary leader of implementation of the Legislative Action Plan (See Chapter 4) and actively work to keep all parties engaged, involved, and motivated.

- **Share Accountability**
The coalition needs to share accountability since it is the leader in the legislative efforts. This includes both wins and setbacks. Praise effective actions and activities by participants when the coalition achieves a win. Accept responsibility for their role in setbacks and evaluate how calls to action could have been done differently.
Align Efforts
An effective coalition has many factions and participants. It is one of the functions of the coalition to ensure that everyone is working together and not against each other.

Allocate Resources
The coalition is in possession of a variety of resources from money, to clout, to people’s time. It is the duty of the coalition to allocate resources effectively to achieve the greatest good.

5.3 Coalitions and Chapters

IIDA chapters and coalitions have very different missions, legal structures, mandates, and guidelines. IIDA supports the mission of a state coalition in efforts to pass legislation. However, the support is not unilateral or unconditional. Chapters are strongly urged to consider creating a memorandum of understanding, or a letter of agreement, with the coalitions. The document will outline the roles, responsibilities, obligations, financial arrangements, expectations, and behaviors that should characterize an optimal relationship between the two organizations. The relationship should be one of mutual support, benefit, and have clarity of scope of work and service.

The IIDA chapter vice president of advocacy is typically the liaison to the state coalitions, often also holding a coalition board position. The vice president is responsible for communicating between the chapter and the coalition, ensures that the chapter board has a full understanding of the coalition’s activities and goals, and seeks chapter support for coalition activities. Likewise, the vice president can present the chapter’s viewpoint to the coalition and help guide the coalition’s direction. Clear communication ensures that the two organizations agree on the current goals and strategies, and that the chapter board is aware of the coalition’s activities ahead of time.

Coalition-based goals and support can take a lot of forms, financial, and otherwise. It can include providing the coalition space in the chapter newsletter, free advertising to members, handing out coalition material at meetings and events, e-blasts, and booths at trade shows and other events. Additionally, the chapter can recruit volunteers for the coalition. Chapters can provide significant financial support to their state coalitions as a line item donation in the chapter budget or as a percentage of proceeds from certain chapter events, particularly advocacy-related events.

5.4 Effective Coalition Communication

Coalition communication can be broken down into two categories: internal and external. Internal coalition communication is communication among various members of the organization, whether from the president of the coalition to all the members, IIDA chapter to coalition, or individual member to individual member. External communication is communication to those not involved with the coalition. This can include the general public, legislators, or unaffiliated organizations.

5.4.1 Internal Communication

During coalition meetings, events, and functions, encourage coalition members to actively participate and share their ideas and feedback. When members do share their viewpoints, acknowledge their contribution to the meeting. Never belittle someone on a public stage. Keep discussions positive. Young people tend to be less likely to share in a large group setting. Try using small groups that report back to the group if the coalition is brainstorming to encourage more discussion. Additionally, allowing time before or after meetings for the members to talk amongst themselves encourages informal communication and builds trust.

We all do not communicate in the same way, which can lead to misunderstanding tension, and possibly conflict. When addressing others about issues, actively listen. If you are not 100 percent clear on what a person is saying, ask to clarify or ask questions that directly relate to the person’s question. Even if we are actively listening and clearly articulating our views, sometimes we will still disagree with one another. The best method, then, is to agree to disagree. If this is the case, focus on what the parties do agree on.

As a coalition, build channels for effective communication. Make the leaders’ email addresses available to the members for those who prefer written communication. Periodically have roundtable discussions, particularly in committee meetings. This gives everyone a voice. If people are dedicating their time and energy to a volunteer coalition, they
want to know that what they think matters to those in charge. Additional channels of communication include newsletters and email blasts. Send emails or newsletters out bimonthly or quarterly to keep the general membership informed of the coalition and the leaderships' decisions. The coalition can and should invite the chapter(s) to write a column in their newsletter or e-blast. This demonstrates cooperativeness between the organizations and reaches different audiences. The chapter can also invite coalition leadership to write in their newsletter or emails.

5.4.2 External Communication

When discussing the coalitions with non-coalition members, whether they are legislators or the general public, begin with the basics: Who am I? What do interior designers do? Why is there a coalition? This quick introduction, often called an elevator speech, can be created ahead of time and be applied to whatever situation you are in. Take the time to prepare yourself for possible questions that may arise. They could include: What's the difference between decorators and designers? Why does the coalition want legislation?

The best way to interact with legislators and their staff is face to face. This can be informally at their fundraisers and events or formally at an arranged meeting at their office. Be sure to prepare what you will say and how you will answer their questions. Stay on topic.

5.5 Overcoming Problems

The following is adapted from Planning for Change: A Coalition Building Technical Assistance System, Coalition Building Basics, Sheila Sherow, JoAnn Weinberger, August 2002.

Problem:
Floundering meetings or plans (They can be characterized by trouble starting, a lack of follow through, and meeting tangents).

Solution:
Use a thoughtful agenda to keep meetings focused and politely remind members to stay on track. If a discussion veers off topic, gently end the discussion and steer the meeting back to the agenda. When the committee or board assigns tasks, assign them with timelines so everyone is aware of how long a particular task will take.

Problem:
Coalition members who prohibit others from discussing their area of “expertise,” exclude others through technical jargon, or reject other people’s ideas.

Solution:
As a group, agree that all members have a legitimate voice and that no one party is the sole expert. Have one of the experts present the initial information but let others weigh in on the topic.

Problem:
Coalition members who dominate conversations, monopolize meetings, and appear disinterested in any topic not directly related to them.

Solution:
Maintain a balance of participation. Structure discussions and, if it becomes a serious issue, set time limits for speaking.

Problem:
Coalition members that are quiet and rarely participate

Solution:
Call on specific members who are usually quiet and ask for their opinion or their experience related to the issue at hand. Break the large group into smaller groups where many people feel more comfortable talking.

Problem:
Turf issues

Solution:
Depending on the severity of the issue, several strategies can be employed. Holding the meeting at a neutral location can minimize possessiveness over the meeting. Allocate time for all to speak and keep the discussion focused on issues and tasks, rather than personality clashes. If things are tense, you can always assign seating to keep the meeting from feeling divisive. If necessary, implement conflict resolution strategies.
## 5.6 Conflict Resolution

There are six common sources of conflict:

**Poor Communication**  
Poor communication is a lack of communication, inadequate information, or different methods and styles of communication.

**Different Values**  
When working with a large group of individuals and organizations, values will not always intersect. If individuals do not accept or understand value differences, conflict may arise.

**Differing Interests**  
Much in the same way values do not always align, nor do the interests of involved parties.

**Scarcity Resources**  
Resources within the coalition are limited: limited time, limited energy, limited funds and limited capital. Competition for these resources can produce conflict.

**Personality Clashes**  
Not everyone has a compatible personality. We all have unique ways to approach work, solve problems, and communicate. If there is a lack of understanding and acceptance, conflict will arise.

**Poor Performance**  
When an individual is not performing to the group-decided standards, conflict will also inevitably arise.

In order to address and resolve conflict, the causes of the conflict need to be clearly articulated to all individuals involved. Openly acknowledge that the perceptions of the problem will vary and this is a genuine attempt at resolution. Develop clear, concise reasons for why the conflict needs to be resolved and communicate how you want the conflict resolved, but be open-minded to other people’s suggestions. Address the issue face-to-face. If necessary, arrange a meeting between involved individuals. When discussing the conflict, address the specific behavior and actions involved. Resist the temptation to name call or bring up issues from the past. If things are too heated, take a break and let everyone calm down before resuming the discussion.

## Conclusion

Building a coalition is a very time intensive project. However, it can also be a very rewarding opportunity that benefits interior designers in your state, the industry as a whole, and the end-user. This guide is intended to give coalitions the tools to be proactive and to help coalition stakeholders understand the complex process of coalition building. If you have questions as you use the guide, please do not hesitate to contact IIDA headquarters.
Appendix A: How Our Laws Are Made

This graphic shows how a bill becomes a law in the U.S. Congress. States all have similar processes, but vary state to state.
Appendix B: Sample Support Letter to Legislator

January 30, 2015

[Name]
[Title]
[Street Address]
[City, State, Zip Code]

Dear Member of the House Business and Labor Committee OR Senate Business and Labor Committee:

As a professional interior designer in [YOUR STATE] and a member of the International Interior Design Association (IIDA), I urge you to support HB 126, which will appear in your committee very shortly. This non-mandatory licensing bill allows for interior designers to practice in an expanded scope of work that meets the standards of the state for specified licensed space through a combination of education, experience, and examination. Without a clear understanding of important regulations, an unqualified designer might inadvertently violate codes or even create life threatening hazards. This is why it’s important to support House Bill 126.

The National Council for Interior Design Qualification (NCIDQ), which this bill supports, is an important national exam that qualified interior designers must take in order to register with the state in 26 states across the nation. I would welcome the opportunity to be able to work across state lines on projects that require such an exam in the state of Utah. I would also be thrilled to work on projects in Utah that require those qualified to work in code-impacted environments to be licensed. This provides accountability for those designers whose drawings will be used for the interior space.

The difference between qualified and unqualified interior designers impacts everyone. While many in the general public believe interior designers only select curtains, paint, and upholstery, they are mistaken. Interior Design goes beyond interior decorating. Interior designers are often responsible for making informed decisions not only about style, but also about the health, safety, and well-being of people occupying the building they’re designing.

A qualified interior designer understands the relevant safety codes and practices necessary to design a safe, effective space. When designing a hospital for example, a qualified interior designer knows which type of products and finishes are flame retardant, antibacterial, and anti-microbial; which products will withstand harsh cleansers and strict sanitary protocols; and which colors and types of lighting will aid recovery, enhance healing, or help a surgeon focus while operating. When designing a residential or commercial space, a qualified interior designer will address similar issues, such as product maintenance, air quality, environmental sustainability, and aging in place.
Professional interior designers are qualified by education, experience, and examination to enhance the safety, function, and quality of interior spaces. They're trained to choose products that meet the functional needs of the end-user while understanding how those materials and systems behave in a fire, how they affect air quality, ergonomic issues, and other factors. Interior designers must make sure a space satisfies accessibility and safety requirements and applicable codes while being functional and aesthetically pleasing.

Remember, HB 126 does not require interior designers to obtain a license unless they want to work in some of the areas that currently require a registered architect. What it does, in fact, is allow interior designers who desire to expand their scope of practice to meet the standards of the state for the specified licensed space through a combination of education, experience, and examination. This expanded scope for a licensed interior designer is limited to specific types of interior spaces of already existing buildings and does not involve changing beams, columns and bearing walls. It also increases the number and type of professionals that can compete for these projects. In this bill, residential spaces remain unregulated and the term “interior designer” is not being regulated.

Thank you again for your commitment to protecting the consumers of the state of Utah and please contact me at [insert email or phone number] with any questions you might have.

Sincerely,

[Name]
[Address]
April 21, 2014

[Name]
[Title]
[Street Address]
[City, State, Zip Code]

RE: [AB 2192] [Insert Name] – OPPOSE

Dear Member of the House Business and Labor Committee OR Senate Business and Labor Committee:

On behalf of the Interior Design Coalition of California (IDCC), we are reaching out to you in opposition to Assembly Bill 2192 (Melendez). IDCC represents both the International Interior Design Association and the American Society of Interior Designers, who collectively have over ten thousand members in the state of California. Our coalition opposes this legislation, as it will inhibit our members’ ability to conduct business in the state of California.

AB 2192 authorizes local building departments to allow architects to self-certify building plans for residences and certain commercial improvements. Specifically, under this process, an architect would develop a qualifying set of drawings, have it reviewed by another architect, and then receive a building permit in the same day with no substantive review by the local building department.

This bill would have a negative impact on the growth of interior design businesses, raise prices to consumers, and provide no advancement to citizen welfare.

The proposed legislation would have the effect of eliminating existing exemptions that allow non-licensed architects, designers and engineers to design and submit building plans for nonstructural and non-seismic construction permits. These exemptions allow qualified individuals to design interior spaces within existing commercial or residential buildings or structures that may require nonstructural or non-seismic construction.

If enacted, AB 2192 would give architects a perceived advantage over other design professionals that currently are able to offer a full scope of services, effectively putting them out of business.

Allowing an independent group of architects to create and implement a self-certification process for building permits, controlled by architects yet excluding all other qualified design professionals, will eliminate the thriving design-build profession and will essentially create an architect dominated monopoly. A monopoly in the construction and building industry will, as all monopolies do, eliminate jobs, raise prices to consumers and retard the economic recovery in the building industry.

Some groups have advanced the idea that AB 2192 will streamline the permitting process for the general public. Further, claims that there are excessive delays in the state in obtaining building permits have been made. Nothing could be further from the truth. According to our research, submissions in some large counties are typically processed in under a week unless major “corrections” are required to the documents submitted.

No other state allows architects to self-certify building plans.
To our knowledge no states have authorized a self-certification process and Wisconsin is the only state currently considering a similar proposal. Rather, similar programs have been tried in a few municipalities and each one contains more safeguards than AB 2192.

For example, self-certification programs exist in New York City, Chicago, and Phoenix. New York City’s program makes the certifying architect liable for problems resulting from flawed plans. No such liability provisions are proposed in AB 2192.

AB 2192 is unnecessary.

Building departments are already free to contract out self-certification services to private entities in the state under certain conditions. Over the last five to seven years, there has been a growing trend in utilizing plan checking services to review drawings when needed or required.

AB 2192 is not a suitable addition to the Health and Safety Code as it has not been shown to increase building safety, it will limit access and take work away from qualified individuals to practice their profession, and it will hinder the growing market causing a decrease in payrolls that small business owners have finally been able to escalate post-recession.

For the reasons outlined above, IDCC respectfully opposes AB 2192 (Melendez) and urges your “NO” vote in committee. If you have any questions, please contact our representatives at Capitol Advisors Group at (916) 557-9745. Thank you for your time and consideration.

Sincerely,

Name
Title

cc: Assembly Member (Insert Name)
Members, Assembly Local Government Committee
(Insert Name), Chief Consultant, Assembly Local Government Committee
(Insert Name), Consultant, Assembly Republican Caucus
(Insert Name), Capitol Advisors Group
(Insert Name), Capitol Advisors Group
Appendix D: Sample Request for Proposal for Lobbyist

Request for Proposal
Massachusetts Interior Design Coalition

July 13, 2011

The Massachusetts Interior Design Coalition (MIDC) is a non-profit group of professional Interior Designers who reside and work in Massachusetts. The mission is to advance practice opportunities and to foster legal recognition of the profession in MA. The Coalition now Requests Proposals for:

- Registration as MIDC Lobbyist with the State of Massachusetts beginning September 1, 2011 and ending July 31, 2012.
- In-person interview(s) with Coalition leadership during the month of August, to answer questions and provide clarity of goals;
- Propose the applicant’s most effective possible plan of Legislative activity to foster passage of the MIDC Senate Bill 93, registration of interior design, and Senate Bill 1634, recognizing interior designers to bid on state contracts, through the MA Senate and MA House during the upcoming Legislative Session. This written Plan shall include detailed, organized activities to be performed by members of the Coalition as well as the selected Lobbyist’s personal activities – all to foster passage of the Bill through the both chambers and signed by the Governor by the end of Session July 31, 2012.

**Deadline for written submission: Proposals should be no later than August 10, 2011.**

Proposals shall be sent electronically to:

Name
Position/Title
email@email.edu

For questions or to schedule an in-person meeting please contact:

Contact 1: Name, Position/title at email@email.edu. Office Phone Number Cell Phone Number

Contact 2: Name, Position/Title at email@email.com. Office Phone Number Cell Phone Number
**Required Qualifications:**

- Professional resume should be included in proposal;
- Solid history of successful legal work and lobbying in Massachusetts over a period of time;
- Proof of Lobbyists’ credentials, demonstrating connectedness with Legislative leadership, respect within the MA Legislative realm, and professionalism required. Lobbyist shall demonstrate a clear, solid grasp of MIDC members’ needs, goals and qualifications, as well as the challenges posed by other groups both inside and outside of MA;
- Proposals should include adequate history of Lobbyist’s current and past clients, areas of specialty (if any), methods of communication with clients, successes and failings of work on behalf of these clients.
- A list of professional references, both client and peer, all of which the coalition can contact.
CCVID, Council for Certified Virginia Interior Designers
By-Laws

MISSION STATEMENT
The Council for Certified Virginia Interior Designers (CCVID) is an educational, legislative, and public policy coalition that represents Certified Interior Designers in the Commonwealth of Virginia. We are committed to maintaining and growing the integrity of our profession by providing a unified voice as it pertains to legislation impacting the interior design profession. CCVID is committed to educating our members, the public, and elected officials in regards to the impact of interior design on the health, safety, and welfare of the public.

ARTICLE I: ORGANIZATION
1.01 The name of the organization shall be Council for Certified Virginia Interior Designers; the official acronym shall be CCVID.

ARTICLE II: MEMBERSHIP
2.01 Any person of the interior design profession is eligible to become a member of CCVID, subject to the provisions of these bylaws and other qualifications that may be established by the Board of Directors. Membership in CCVID or participation in any of CCVID’s programs or activities shall not be denied on the basis of race, national origin, religion, age, sex, or handicapped condition.

Membership Categories
2.02 CCVID shall have categories of members. The Board of Directors shall determine the designation of such classes, the qualifications for membership in each, and the annual dues:
1. Certified Member is a Virginia Certified Interior Designer in good standing.
2. Emerging Member is an interior designer actively pursuing Interior Design Certification.
3. Student Member is an Individual currently enrolled in a CIDA, Council for Interior Design, accredited interior design program.
4. Affiliate Member is an individual who is not a Certified Interior Designer or working towards certification, yet is interested in supporting the profession of interior design.
5. Industry Member is an individual who is a supplier or vendor.

Voting Rights
2.03 The Corporation shall have members. Members shall not have the right to vote.
Duration of Membership and Registration

2.04 Membership in CCVID may terminate by voluntary withdrawal or otherwise in pursuance of these bylaws. All rights, privileges, and interest of a member in or to CCVID shall cease on the Suspension and Expulsion.

Suspension or Expulsion

2.05 Any membership may be suspended or terminated for cause. Sufficient cause for such suspension or termination of membership shall be violation of the bylaws or any lawful rule or practice duly adopted by CCVID, or any conduct prejudicial to the interests of CCVID. The Board of Directors shall activate the process and present its findings and opinions to the Board of Directors for action. Suspension or expulsion shall be by two thirds vote of the Board of Directors present, provided that a statement of the charges shall have been mailed or delivered to the member at least twenty (20) days before final action is taken thereon. This statement shall be accompanied by a notice of the time and place of the meeting of the Board of Directors at which time the charges shall be considered and the member shall have the opportunity to appear in person and/or to be represented by counsel to present any defense to such charges before action is taken thereon.

Members who fail to pay their dues within thirty (30) days from the time the same become due shall be notified by the Secretary, and, if payment is not made within the next succeeding (30) days shall, without further notice and without hearing, be dropped from the rolls and thereupon forfeit all rights and privileges of membership; provided that the Board of Directors may, by rule, prescribe procedures for extending the time for payment of dues and continuation of membership privileges upon request of a member and for good cause shown.

Members shall not use the initials "C.C.V.I.D." after their name in such a manner as to imply some level of professional qualification. Members who do may be subject to suspension or expulsion.

Reinstatement

2.06 Upon written request by a former expelled member and filed with the Secretary, the Board of Directors may, by the affirmative vote of two-thirds of the Board, reinstate such former member to membership on such terms as the Board of Directors may deem appropriate.

Transfer of Membership

2.07 Membership in CCVID shall not be transferable or assignable.

ARTICLE III: MEETINGS OF MEMBERS

Annual Meeting

3.01 An Annual Meeting of the members shall be held in conjunction with the first meeting of the newly elected Board of Directors.

Special Meeting

3.02 Special meetings of the members may be called by the President, a majority of the Board of Directors.

Notice of Meetings

3.03 Written or printed notice stating the place, day, and hour of any meeting of members shall be delivered via email, to each member. In case of a special meeting or when required by statute or
these bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice.

**Action Without a Meeting by Directors**

3.04 Any action required by law to be taken at a meeting of the Board of Directors may be taken without a meeting, if consent in writing, setting forth the action so taken, shall be signed by all of the directors. Such consent shall have the same force and effect as a unanimous vote, and may be stated as such in any articles or document filed with the Secretary of State under this Act.

**Telephone Meetings**

3.05 Members of CCVID, members of the Board of Directors of CCVID, or members of any committee designated by such board may participate in and hold a meeting of such members, board, or committee by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation in a meeting pursuant to this shall constitute presence in person at such meeting, except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

**ARTICLE IV: BOARD OF DIRECTORS**

**General Powers**

4.01 The Board of Directors shall manage the affairs of CCVID.

**Eligibility**

4.02 Certified Members in good standing shall be eligible for election to the Board of Directors and positions of Officers and Committee Chairpersons.

**Number, Tenure, and Qualifications**

4.03 There shall be Directors representing the interior designers certified in the Commonwealth of Virginia. The board shall represent within its members the ASID-Virginia Chapter, ASID-Metro Chapter, IIDA-Virginia/West Virginia Chapter and IIDA Mid-Atlantic Chapter and Certified Interior Designers not affiliated with ASID or IIDA. All Directors will be Certified Interior Designers and members of CCVID.

Directors shall, upon appointment, immediately enter upon the performance of their duties and shall continue in office until their successors are appointed.

**Special Meetings**

4.04 Special meetings of the Board of Directors may be called by or at the request of the President or any Directors.

**Notice**

4.05 Notice of any special meeting of the Board of Directors shall be given at least two (2) days previously thereto by written notice delivered by email to each Director at his address as shown by the records of CCVID.

**Quorum**

4.06 A majority of the Board of Directors shall constitute a quorum at any meeting of the board. Any less number may adjourn from time to time until a quorum is present. Directors present by proxy
may be counted toward a quorum.

Voting
4.07 The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Removal of Directors
4.08 The Board of Directors may remove any Director, elected or appointed, by a majority vote whenever in their judgment the best interests of CCVID will be served.

Vacancies
4.09 The Nominating Committee shall provide a nominee to fill any vacancies occurring on the Board of Directors for the approval of the Board. In filling such vacancy, the President shall adhere to the guidelines governing the Nominating Committee’s nomination process for Board candidates. A Director elected to fill a vacancy shall be elected for the un-expired term of his or her predecessor in office.

Compensation
4.10 Directors as such shall not receive any stated salaries for their services, but by resolution of the Board of Directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained shall be construed to preclude any Director from serving CCVID in any other capacity and receiving compensation therefore.

Proxies
4.11 A Director may vote in person or by proxy executed in writing by the Director. No proxy shall be valid after three months from the date of its execution. Each proxy shall be revocable unless expressly provided therein to be irrevocable, and unless otherwise made irrevocable by law.

Indemnification
4.12 The Board of Directors may authorize CCVID to indemnify any present or former Director or Officer of CCVID against all expenses or costs actually and necessarily incurred by the Director or Officer in connection with the defense of any action, suit, or proceeding to which he or she is made a party by reason of being or having been a Director or Officer. The indemnification herein provided also shall cover expenditures incurred in good faith in anticipation of, or in preparation for threatened or proposed litigation as well as settlement of any action, suit, or proceeding, whether formally instituted or not. No indemnification may be authorized for any officer or Director adjudicated to be liable for negligence or misconduct in the performance of his or her duties. The indemnification herein provided shall not be deemed exclusive of any other rights to which a Director or officer may be entitled under any Bylaw, agreement, vote of shareholder, or otherwise.

ARTICLE V: OFFICERS
Officers
5.01 The Officers of CCVID shall be a President, Vice President for Legislative Affairs, and Vice President for Membership Services, and Secretary/Treasurer. The Board of Directors may elect or appoint such officers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board of Directors.
Eligibility
5.02(a) Only CCVID members-in-good-standing shall be appointed or elected.

5.02(b) Persons are not eligible for the office of president unless they are a CCVID Certified Members in good standing.

Election and Term of Office
5.03 The Officers of CCVID shall be elected for a two (2) year term by Board vote. Each Officer shall hold office until his successor is installed for the next fiscal year.

President
5.04 The duties of the President shall include, but not be limited to, the following:
1. In general, supervise and control all of the business and affairs of CCVID and such other duties as may be prescribed by the Board of Directors from time to time.
2. Call and preside at all meetings of the members, of the Board of Directors.
3. May sign CCVID official business documents as well as financial transactions.
4. Appoint committee chairmen and serve as an ex-officio member of most committees unless otherwise specified in the bylaws.
5. Appoint committee members upon receipt of nominations by each chairman of standing or special committees.
6. Prepare agenda for annual meeting, Board of Directors meetings, and any special called meetings.
7. Act as and/or designate a CCVID spokesperson.
8. Perform other duties as assigned by the Board of Directors.

Vice President for Legislative Affairs
5.05 The duties of the Vice President for Legislative Affairs shall include, but not be limited to, the following:
1. Serve as Chairman of the Legislative Affairs Committee and coordinate the activities of the committee as outlined in the Committee Section.
2. Perform other duties as assigned by the Board of Directors.
3. Study and recommend policy to the board concerning legislative government relations’ matters affecting the sector.
4. Study and inform membership on issues concerning national, state, and local legislation affecting the profession or CCVID and submit information to the CCVID website for legislative updates.
5. Study, inform membership, and generate grass roots support for or opposition to specific legislation.
6. Study and recommend a program aimed at encouraging members to inform their employees, friends, family, or the public on key legislative issues.
7. Confer with and/or appoint CCVID members to speak with legislators on legislative matters affecting the organization or its area of operations.
8. Encourage CCVID members to arrange visits with legislators to become better acquainted and to discuss problems affecting the profession.
9. Prepare and submit to the legislature written statements on matters affecting CCVID or the profession.
10. Recommend and arrange for programs on legislative matters to be included at CCVID, professional conventions, and so on.
11. Study and arrange for inter organizational cooperation efforts on certain mutually important legislative matters.
12. Study, evaluate, and make recommendations concerning trends that might have future legislative impact on CCVID.
13. Study and inform the membership on administrative actions or rulings and court decision affecting the profession.
14. Study and make recommendations regarding changes in administrative procedures affecting the profession.
15. Perform other duties as assigned by the President or the Board.

**Vice President for Membership Services**

5.06 The duties of Vice President for Membership Services shall include, but not be limited to, the following:

1. Be responsible for the programs and activities of the following committees:
   a. Special Projects Committee
   b. Membership Development and Recruitment Committee
   c. Nominating Committee
2. Perform other duties as assigned by the Board of Directors.

**Secretary (Secretary | Treasurer)**

5.07 The duties of the Secretary/Treasurer shall include, but not be limited to, the following:

1. Prepare a draft of minutes of meetings including all proceedings
2. Record exact wording of all resolutions adopted or rejected.
3. Prepare minutes of the meetings from the draft.
4. Perform other duties as assigned by the Board of Directors.
5. Disburse CCVID funds as authorized by the President or other constituted authority and maintain strict accountability over them.
6. Invoice all members annually. Collect dues and assessments from members.
7. Comply with reporting requirements required by state and federal laws and regulations.
8. Prepare quarterly financial reports.

**ARTICLE VI: COMMITTEES**

**Committee of Directors**

6.01 The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees consistent with the approved strategic plan (action items).

**Committee Coordinator**

6.02 The President may delegate his responsibility of selecting committee chairs and coordinating approved committee activities to the President-Elect.

**Committee Chairs and Selection**

6.03 Each committee shall consist of a chair, appointed as described in 6.02. The chair shall appoint a sub-chair, if appropriate and additional members to serve on said committee from the CCVID membership.

**Regional Committee Chairs**
6.04 Regional Committee Chairs will be appointed by the CCVID board to represent the CCVID members that are certified in Virginia and live and/or work in the following regions:

- Capitol
- Hampton Roads
- Southwest Virginia
- Northern Virginia
- Central Virginia
- Shenandoah Valley

These representatives are to be the informational source for the members in their region. Their terms will be for two years. Regional Committee Chairs are welcome to attend CCVID board meetings, but attendance is not mandatory. They are to be Certified Interior Designers, with exception of the Industry Member, and may serve as Directors at the same time.

Communications Committee

6.05 The duties of the Communications Committee shall include, but not be limited to, the following:

1. Management of CCVID website.
2. Management of information to be used in CCVID Communications.

Membership Development and Recruitment Committee

6.06 The duties of the membership development and recruitment committee shall include, but not be limited to, the following:

1. Set up regional recruitment programs for membership.
2. Study and recommend policy relating to building membership in CCVID.
3. Study and recommend a long-range plan of membership goals and required activities.
4. Examine applications for membership and make recommendations to the board.
5. As necessary, reexamine the qualifications of members for continuance of membership. Review periodically, and make recommendations on methods of selling or increasing memberships, including general approach; specific approach by mail; personal solicitation; publishing a digest of activities being conducted and their value to members and non-members; providing for positions on committees and other participation by members.

6. Insure involvement of college and university faculty and students.
7. Perform other duties as assigned by the President or the Board.

Nominating Committee

6.07 The duties of the Nominating Committee will be made up of a representative of each region appointed by the President. This Committee will operate under the supervision of the Vice President of Membership Services.

1. The duties of the Nominating Committee shall include, but not be limited to, the following:
2. Solicit nominees for Officers and Directors.
3. Prepare and submit to the Board for election, the slate of Officers and Directors. The committee will follow the following guidelines while preparing the slate:
4. All nominees for the Board must be members of CCVID.
Legislative Affairs Committee
6.08 The duties of the Legislative Affairs Committee shall include, but not be limited to, the following:
1. Study and recommend policy to the board concerning legislative government relations’ matters affecting the sector.
2. Study and inform membership concerning national, state, and local legislation affecting the profession or CCVID.
3. Arrange for research and preparation of testimony for presentation before legislative fact-finding committees.
4. Select and arrange for training of organization members to serve as witnesses before legislative fact-finding committees.
5. Study, inform membership, and generate grass-roots support for or opposition to specific legislation.
6. Study and recommend a program aimed at encouraging members to inform their employees, friends, family, or the public on key legislative issues.
7. Confer with legislators on legislative matters affecting the organization or its area of operations.

Student and Faculty Committees
6.09 The duties of the Student and Faculty Committees shall include, but not be limited to, the following:
1. Encourage and educate students and educators about CCVID.
2. Serve as a resource for students entering the interior design practice.
3. Coordinate any student activities held by CCVID.
4. Educate Student and Faculty on ways to support legislative efforts by CCVID.
5. Perform other duties as assigned by the Board of Directors.

ARTICLE VII: CONTRACTS, CHECKS, DEPOSITS AND FUNDS
Contracts
7.01 The President may authorize any Officer or Officers, agent or agents of CCVID in addition to the Officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of CCVID. Such authority may be general or confined to specific instances.

Checks and Drafts
7.02 All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of CCVID shall be signed by the board President or Treasurer.

Deposits
7.03 All funds of CCVID shall be deposited from time to time to the credit of CCVID in such banks, trust companies, or other depositories as the Board of Directors may select.

Gifts
7.04 The Board of Directors may accept on behalf of CCVID any contribution, gift, or devise for the general purposes or for any special purpose of CCVID.

ARTICLE VIII: BOOKS AND RECORDS
8.01 CCVID shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors, and committees having any of the
authority of the Board of Directors, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. Any member or his agent or attorney may inspect all books and records of CCVID for any proper purpose at any reasonable time.

ARTICLE IX: FISCAL YEAR
9.01 The fiscal year of CCVID shall be determined by resolution of the Board of Directors at its discretion and in accordance with IRS regulations.

ARTICLE X: DUES
10.01 The Board of Directors may determine from time to time the annual dues payable by members of each class.

Payment of Dues
10.02 Membership, as well as dues from such membership shall become due and payable annually on a month decided by the Board. The Board, by resolution, may prorate the dues of a new member should they join for a partial year.

Default and Termination of Membership
Refer to Section 2.05.

ARTICLE XI: AMENDMENTS TO BYLAWS
11.01 These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a majority of the Directors present at any regular meeting or at any special meeting, if at least ten (10) days written notice is given of an intention to alter, amend, or repeal these bylaws or to adopt new bylaws at such meeting.
IDLNY is an industry coalition dedicated to advance, promote, and monitor the right to practice Interior Design in the State of New York. The Board of Directors (hereafter referred to as Board) may change the principal location from one location to another as they deem most beneficial to achieve the aims and purposes of IDLNY. The Board may at any time establish a branch or subordinate offices at any place where IDLNY is qualified to conduct its activities.

ARTICLE IV
Membership

4.1 The corporation shall have no members.

ARTICLE V
Coalition

5.1 IDLNY is a coalition of organizations representing professional associations, educational institutions, students, individual interior designers and industry professionals.

5.2 The organizations that compose the coalition are ASID New York Upstate/Canada East Chapter, ASID New York Metro Chapter, IIDA New York and The Decorators Club, Inc.

ARTICLE VI
Board of Directors

6.1 General Powers of Board: The business and affairs of the corporation shall be conducted under the direction of, and the control and disposal of the corporation’s properties and funds shall be vested in, its board of directors, except as otherwise provided in the State of New York Nonprofit Corporation Act, the corporation’s articles of incorporation or these bylaws.

6.2 Number and Qualifications for Directors: The Board of Directors, including the officers, shall consist of no less than 12 and no more than 18 directors.

6.3 Composition of the Board: The board will consist of no less than one representative from each of the coalition members, as well as no less than one representative from each of the following categories: industry, educational institutions, students and emerging professionals. The board will also have one “Ambassadorial” position, which will be non-voting.

6.4 Election and Term of Office: The members of the Board of Directors shall be elected by the Directors at the annual meeting of the Board. Each director, so elected, shall serve a term of three years. The first Board elected after the adoption of these By-laws shall be divided into three equal groups and shall serve terms of one, two and three years respectively. This is to allow two-thirds of the Board to remain in place at every election to provide continuity.
BY-LAWS
OF
INTERIOR DESIGNERS FOR LEGISLATION IN NEW YORK
A Not-for-Profit Corporation

ARTICLE I

1.1 The name of this Corporation (organization) shall be: INTERIOR DESIGNERS FOR LEGISLATION IN NEW YORK (IDLNY)

ARTICLE II
Aim and Purposes

2.1 The aims and purposes of this Corporation, IDLNY, are:

a) to advance, promote and protect the right to practice Interior Design in the State of New York;

b) to foster the general business welfare of all persons engaged in the practice of interior design, as well as all persons engaged in the interior design industry;

c) to supply legislative bodies and other governmental agencies of either the Federal government, New York State government, or the government of any political subdivision of New York State with information and assistance in matters concerning any legislation affecting interior designers;

d) to make known to interior designers the effect of existing legislation, regulations and administration determinations affecting the interior designers;

e) to further the professionalization of interior designers, in working with government bodies to insure adoption of legislation, regulations and administrative determinations that will be in the best interest of interior designers and the general public;

f) to take such other action consistent with the foregoing as this Corporation determines to be in the best interest of its members.

ARTICLE III
Offices

IDLNY is an industry coalition dedicated to advance, promote, and monitor the right to practice Interior Design in the State of New York. IDLNY’s efforts are focused on making CERTIFIED INTERIOR DESIGNERS the GOLD STANDARD of the profession. IDLNY strives to inform and educate the New York legislative and regulatory bodies, interior designers and consumers about the issues confronting the interior design profession. IDLNY also continually monitors legislation that could affect the practice of interior design and serves as a representative coalition for this process. Coalition members are: The IIDA New York Chapter, The Decorators Club, Inc, ASID NY Metro Chapter, ASID Upstate/Canada East Chapter.

Find more information at http://www.idlny.com/index.html and follow us on:
3.1 The principal office is located in Albany, New York. The Board of Directors (hereafter referred to as Board) may change the principal location from one location to another as they deem most beneficial to achieve the aims and purposes of IDLNY. The Board may at any time establish a branch or subordinate offices at any place where IDLNY is qualified to conduct its activities.

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except in the case of each committee Co-chair who will only vote in the absence of the committee Chair. Voting by proxy shall not be permitted.

6.15 **Telephone Meeting:** Any one or more directors may participate in a meeting of the Board of Directors by means of a conference telephone or similar telecommunications device, which allows all persons participating in the meeting to hear each other. Participation by telephone shall be equivalent to presence in person at the meeting for purposes of determining if a quorum is present.

**ARTICLE VII**

**Officers**

7.1 **Officers:** The officers of the Corporation shall minimally consist of a President, a President-elect, a Past President, a Secretary, and a Treasurer. The Corporation shall have such other assistant officers as the Board of Directors may deem necessary, and such officers shall have the authority prescribed by the Board. One person shall not hold two offices with the exception of Secretary-Treasurer, which may be filled by the same person.

7.2 **Election of Officers:** The officers of the Corporation shall be elected by the directors at the annual meeting of the Board of Directors.

7.3 **Term of Office:** The officers of the Corporation shall be installed at the annual meeting at which they are elected and shall hold office for a term of one year. Past presidents are available for re-election after their term as Past President has concluded. Secretary and Treasurer positions can be repeated annually.

7.4 **Resignation:** Any officer may resign at any time by giving written notice to the Board of Directors. Such resignation shall take effect at the time specified in the notice, or if no time is specified, then immediately.

7.5 **Removal:** Any officer may be removed from such office, with or without cause, by a majority vote of the directors at any regular or special meeting of the Board called expressly for that purpose.

7.6 **Vacancies:** A vacancy in any office shall be filled by the Board of Directors for the unexpired term.

7.7 **President:** The President shall preside over all meetings. The President may appoint, subject to the approval of the Board, Standing Committees, Ad Hoc committees, and their respective chairs. The President shall sign all instruments which first shall have been approved by the Board and shall sign all such certificates of membership and all contracts, except in such cases where the signing and execution thereof shall be expressly delegated by the Board or by these By-Laws or by statute to some other officer or agent of the Corporation. The President shall serve as the official representative of the Corporation. The President shall serve as the official representative of IDLNY in its contracts with governmental, civic, business and professional organizations.

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Find more information at [http://www.idlny.com/index.html](http://www.idlny.com/index.html) and follow us on:
7.8 **Secretary:** The secretary shall oversee the keeping of a full and complete record of the proceedings of the Board and of the meetings of the members, he/she shall keep a seal of IDLNY and shall affix same to such papers and instruments as may be required in the regular course of business; he/she shall conduct the correspondence of IDLNY under the direction of the Board; and he/she shall discharge other such duties as pertain to the office or as prescribed by the Board.

7.9 **Treasurer:** It shall be the duty of the Treasurer to oversee the charge of all funds, securities, and vouchers of IDLNY and to present a financial report to the Board of Directors at each meeting.

7.10 **Insurance:** IDLNY may purchase and maintain insurance on behalf of its officers, directors, employees and other agents against any liability asserted against or incurred by any officer, director, employee or agent in such capacity or arising out of the officer’s, director’s, employee’s or agent’s status as such.

**ARTICLE VIII**

**Committees**

8.1 The President, subject to the approval of the Board, shall appoint such committees, and their Chairpersons as necessary. Each committee shall be under the direction of the officer as specified by the policy and procedures of IDLNY.

8.2 **Steering Committee:** Ongoing oversight of the affairs of the Coalition may be conducted, between meetings of the Board of Directors by a Steering Committee. The Steering Committee, as set forth by a resolution of the Board, shall consist of one representative of each Coalition Partner, the President, the President - elect, the Past President, and the Treasurer.

8.3 The following committees; Legislation, Events, Education and Communication are required to meet at least once a month outside of the regular board meetings, to further the work of each committee.

**ARTICLE IX**

**Use of IDLNY Funds**

9.1 IDLNY is a not-for-profit 501 (C) (6) corporation and does not contemplate pecuniary gain or profit to the board members thereof. The board members shall not at any time have the right to any share of the assets which IDLNY at any time receives or be entitled to any distribution of any portion of the assets thereof. Any and all assets which IDLNY shall from time to time own shall be used solely for the purposes of advancing the purposes and interests of IDLNY and for no other purpose whatsoever.

**ARTICLE X**

**Fiscal Year**

10.1 **Fiscal Year:** The fiscal year of the Corporation shall be the calendar year.
ARTICLE XI

Indemnification

11.1 Unless otherwise prohibited by law, the Corporation may indemnify any director or officer or any former director or officer, and may by resolution of the Board of Directors indemnify any employee, against any and all expenses and liabilities incurred by him or her in connection with any claim, action, suit, or proceeding to which he or she is made a party by reason of being a director, officer, or employee. However, there shall be no indemnification in relation to matters as to which he or she shall be adjudged to be guilty of a criminal offense or liable to the Corporation for damages arising out of his or her own gross negligence in the performance of a duty to the Corporation.

Amounts paid in indemnification of expenses and liabilities may include, but shall not be limited to, counsel fees and other fees; costs and disbursements; and judgments, fines, and penalties against, and amounts paid in settlement by, such director, officer, or employee. The Corporation may advance expenses or, where appropriate, may itself undertake the defense of any director, officer, or employee. However, such director, officer, or employee shall repay such expenses if it should be ultimately determined that he or she is not entitled to indemnification under this Article.

The Board of Directors may also authorize the purchase of insurance on behalf of any director, officer, employee, or other agent against any liability incurred by him which arises out of such person's status as a director, officer, employee, or agent, whether or not the Corporation would have the power to indemnify the person against that liability under law.

ARTICLE XII

Construction and Definitions

12.1 The general provisions, rules of construction definitions in the New York Not-For-Profit Corporation Law shall govern the construction of these By-Laws

ARTICLE XIII

Amendments to Bylaws

13.1 These Bylaws may be amended or new Bylaws adopted upon the affirmative vote of two-thirds of the directors at any regular or special meeting of the Board. The notice of the meeting shall set forth a summary of the proposed amendments.

- End -
BYLAWS OF THE
INTERIOR DESIGN COLLABORATIVE – OREGON
A 501(c)(6) Non-Profit Corporation

1. GENERAL PROVISIONS

1.1. Name
1.1.1. The name of the non-profit Corporation shall be: Interior Design Collaborative – Oregon; hereinafter referred to as “IDC-Oregon” and “Corporation”.

1.2. Office & Agent
1.2.1. The principal office for the transaction of activities and affairs of the Corporation shall be located in the City of Portland, County of Multnomah. The Board of Directors (hereinafter referred to as "Board" or "Directors") may change the location of the principal office or establish other offices within the State of Oregon as the affairs of the IDC-Oregon may require.

1.3. Purpose
1.3.1. IDC-Oregon is the collective voice of interior designers in Oregon, organized to ensure the ability to practice professionally in a favorable business environment and to effectively communicate concerns of the interior design community to the public and government agencies about the interior design industry and its role in protecting public health, safety and welfare.
1.3.2. The objectives and purposes for which this Corporation is formed are as follows: to promote the general welfare of all persons engaged in the business of interior design; to supply Government agencies with information and assistance in matters concerning the interior design industry and to publicize legislation and administrative orders affecting the interior design industry; to represent the industry in working with Government, and local, state, federal, and consumer groups; and to acquire, preserve and disseminate valuable professional information.

1.4. Limitations
1.4.1. IDC-Oregon shall observe all local, state and federal laws which apply to a nonprofit organization as defined in Section 501(c)(6) of the Internal Revenue Code and State Law for Oregon Chapter 65 Nonprofit Corporations.
(http://www.oregonlaws.org/ors/chapter/65)

2. MEMBERS & MEMBERSHIP

2.1. Members
2.1.1. The Corporation shall have no members.

3. DIRECTORS & OFFICERS

3.1. Board of Directors
3.1.1. The Board of Directors shall consist of not less than six (6) and not more than eighteen (18) members including the required Officers.
3.1.1.1. Required Officers: Two (2) Co-Chairs, Secretary, Treasurer
3.1.1.2. Directors: Each year the current Board shall determine the Directors needed for the next term to manage the affairs of the Corporation. The number of Directors shall be not less than (2) and not more than fourteen (14).
3.1.2. All Directors shall serve a (1) year term, commencing the first day of
BYLAWS OF THE
INTERIOR DESIGN COLLABORATIVE – OREGON
A 501(c)(6) Non-Profit Corporation

ARTICLE I
Aim and Purposes

3.1.1. The name of this Corporation (organization) shall be:

Interiors for Legislation in New York (IDLNY)

3.1.2. The aims and purposes of this Corporation, IDLNY, are:

a) to advance, promote and protect the right to practice Interior Design in the State of New York;

b) to foster the general business welfare of all persons engaged in the practice of interior design, as well as the work environment for interior designers and the general public;

c) to supply legislative bodies and other governmental agencies of either the Federal government, New York State government, or the government of any political subdivision of New York State with information and assistance in matters concerning any legislation affecting interior designers;

d) to make known to interior designers the effect of existing legislation, regulations and administration determinations affecting the interior designers;

e) to further the professionalization of interior designers, in working with government bodies to insure adoption of legislation, regulations and administrative determinations that will be in the best interest of all persons engaged in the interior design industry;

f) to take such other action consistent with the foregoing as this Corporation determines to be in the best interest of its members.

3.1.3. Directors and Officers, other than the appointed Co-Chairs, shall be elected by a majority vote of the current Board at a regular or special meeting in June.

3.1.4. In the event of a vacancy, the Board may elect an individual to fill the vacancy for the unexpired portion of the term.

3.1.5. A Director may resign at any time by delivering written notice to the Board of Directors.

3.1.6. A Director may be removed with or without cause by the vote of two-thirds of the Directors then in office.

ARTICLE II
Offices

3.2. Meetings and Action of Board

3.2.1. The Board shall meet monthly to handle the business of the Corporation, either in person or by conference call, at a date, time, and place mutually agreed upon. Directors participating via conference call are considered present at the meeting. Minutes of such meetings shall be recorded and filed with the records of the Corporation.

3.2.2. Special meetings of the Board may be called by, or at the request of, either Co-Chair or any three (3) Directors. The person or persons authorized to call special meetings of the Board may fix any place within the State of Oregon. Minutes of such meetings shall be recorded and filed with the records of the Corporation.

3.2.3. Any action that the Board is required or permitted to take may be taken without a meeting if all members of the Board consent in writing (or email) to the action.

3.2.4. All Directors and Officers are voting members of the Board. A simple majority of Directors in office is considered a quorum at any meeting of the Board.

3.2.5. If a quorum is present at a meeting, an action of the Board requires a simple majority vote of Directors present.

3.2.6. Voting may also occur via email with the same majority requirements as voting at meetings. Action taken shall be verified and made a part of the minutes of the next session of the Board of Directors.

ARTICLE III
Officers

3.3. Officers

3.3.1. The Officers of IDC-Oregon shall consist of:

3.3.1.1. Co-Chairs: shall be responsible for supervising the affairs of the Corporation.

3.3.1.2. Secretary: shall be responsible for preparing minutes of Board meetings and for authenticating records of the Corporation.

3.3.1.3. Treasurer: shall be responsible for managing the finance of the Corporation.

3.3.2. Each Officer shall turn over all documents and property of the Corporation to his/her successor at the time he/she is succeeded, or to such other person as may be designated by the Board.

3.4. Indemnification

3.4.1. No member, officer or director of this Corporation shall be personally liable for its debts or other liabilities, and the private property of such individuals shall be forever and wholly exempt from any debts or liabilities of every kind and character of this corporation.
BYLAWS OF THE
INTERIOR DESIGN COLLABORATIVE – OREGON
A 501(c)(6) Non-Profit Corporation

4. AMENDMENT OF BYLAWS
4.1. These Bylaws may be amended or altered by an affirmative two-thirds (2/3) vote of the Board of Directors at any regular or special meeting, providing that written notice for the meeting is given at least five (5) days in advance and includes a copy or summary of the amendment.

4.2. Voting may also occur via electronic ballot provided that all Directors are emailed notice and provided at least five (5) days to vote. Amendments affirmed shall be verified and made a part of the minutes of the next session of the Board of Directors.

5. DISSOLUTION
5.1. Dissolution must be approved by a vote of a majority of the Directors in office at the time the transaction is approved. The corporation shall provide five (5) days notice of any meeting of the Board and such notice must state that the purpose of the meeting is to consider dissolution of the corporation and contain a copy or summary of the plan of dissolution.

5.2. In the event of dissolution, all assets shall be assigned by the Board to qualifying nonprofit organizations in accordance with Section 501(c)(6) of the Internal Revenue Code.

6. RECORDS AND REPORTS
6.1. The Corporation shall keep as permanent records minutes of all meetings of its Board of Directors, and a record of all corporate action taken by the Directors without a meeting.

6.2. The Corporation shall maintain appropriate accounting records.

6.3. All records shall be in written form, or in another form capable of conversion into written form within a reasonable time.
Appendix F: Strategic Planning Outline and Worksheet

**Action Step 1:** Determining Your Key Issues

Issue #1

Issue #2

Issue #3

**Action Step 2:** Determining Your Most Important Goal

**Action Step 3:** Name Your Key Audiences

1

2

3

4

5

**Action Step 4:** What are Your Key Messages

1

2

3

**Action Step 5:** Use these Key Messages to Develop a List of Standard Talking Points Relevant to Your Coalition

**Action Step 6:** Strategies to Get the Message Out

1 Social Media
2 Write an Op-Ed Piece for Industry Newsletter or Local Paper
3 Write Letters to the Editor
4 Host an Event for Interior Designers and Industry Reps
5 Encourage Members to Write Their Representatives and Senators
6 Other:
7 Other:
**Action Step 7: Determining Your Network**

1. Interior Designers
2. IIDA
3. ASID
4. Industry
5. Other:
6. Other:
7. Other:

**Action Step 8: Strengthening Relationships**

*Write down ideas to strengthen relationships with members in your network*

1. 
2. 
3. 
4. 

**Action Step 9: Building a Timeline of Activities**

<table>
<thead>
<tr>
<th>Activity Step</th>
<th>Activity Status</th>
<th>Approximate Cost</th>
<th>Person(s) Responsible</th>
<th>Date</th>
</tr>
</thead>
</table>
January 5, 2011

IIDA Oregon
PO Box 28249
Portland, OR 97228

Dear (insert name)

IDC-Oregon works towards a mutual goal: Interior Design licensure. IDC-Oregon must reach out to IIDA Members to educate them, garner support, and solicit volunteers and donations. We respectfully submit the following proposal.

Membership:
1. We request that all IIDA Oregon board members become IDC-Oregon members, provided it does not create a conflict of interest for an individual through business or personal beliefs.
2. We request a time slot of 5-10 minutes at each Chapter Forum, Membership social, and other such events to inform the Members of our progress. IDC-Oregon will provide a volunteer to give the presentation. We also request a place on the annual Student Day agenda.

Communication:
1. We request top billing on weekly Membership communications as we feel this effort should be IIDA Oregon’s top priority. IDC-Oregon shall submit information to the IIDA Oregon Newsletter Chair. IIDA Oregon shall notify us of any deadlines.
2. We request a letter of support from the Chapter. This letter should be addressed to the IDC-Oregon President. Additionally, we request this letter be publicy located on the IIDA-OR website under Advocacy.
3. We request IIDA include mention of support for IDC-Oregon’s efforts in all press releases and communications relating to educating the public about professional Interior Designers.

Appendix G: Sample Agreement Between Coalition and Chapter
Sponsorship:
1. We request donations to IDC-Oregon as outlined in the grant application to IIDA for the lobbyist expenses.
2. We request additional sponsorship as the Chapter deems appropriate for its budget. Please see the enclosed sponsorship benefits.
   a. Capitol Day requires transportation and lunches. We estimate these costs to be $1000.
   b. Our Fundraiser will require donations to cover food and beverage. Our budget is $1,000.
   c. Town hall meetings require donations to cover food and beverage at $200 each. We will be scheduling meetings in Eugene and Salem in March.

Representation:
1. We request IIDA procure two additional volunteers to serve as liaisons to the IDC-Oregon board. There are three seats available, with 1 vote between the three liaisons.

In return, IDC-Oregon will issue regular reports to the IIDA Board and provide sponsorship benefits as outlined in our sponsorship/donation document. We will also provide any financial documents IIDA requires to show how your donations and sponsorships are being used as well as for any tax reporting requirements you may have.

We look forward to our continued partnership. We appreciate the support you have shown us thus far and will strive to meet and exceed your expectations.

Sincerely,

Name
Title
Interior Design Collaborative - Oregon
Coalitions Cited

Council for Certified Virginia Interior Designers (CCVID)
http://www.ccvid.org/

Interior Designers for Legislation in New York (IDLNY)
http://www.idlny.org/index.html

Interior Design Collaborative – Oregon (IDC – Oregon)
http://idc-oregon.org/

Massachusetts Interior Design Coalition (MIDC)
http://midc.wildapricot.org/

References


National Institute on Money in State Politics
http://www.followthemoney.org

Novick, Tom, and Michael O’Loughlin. To Be (A Coalition) or Not To Be (A Coalition).
http://www.countyhealthrankings.org/sites/default/files/ToBeOrNotToBeCoalition.pdf

https://www.ndi.org/node/13709


http://www.mikewirthart.com/projects/how-our-laws-are-made
