

**BY-LAWS**

**ASSOCIATION OF  
INTERIOR DESIGNERS  
OF NEW BRUNSWICK**

May 2024

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## **1 INTRODUCTION**

### **1.1 DEFINITIONS**

**ACT** means “*Interior Designers Act*”, SNB 1987, c 67, as amended by SNB 2017, c 34.

**ASSOCIATION** or **IDNB** means the Association of Interior Designers of New Brunswick, continued under section 3 of the Act.

**BOARD** means the Board of Directors of the Association.

**BY-LAWS** refers to the by-laws of the Association.

**CERTIFICATE** means the certificate bearing the name and seal of the Association identifying a Registered Member by name, and being signed by the President and Treasurer of the Association.

**CIDA** refers to the Council for Interior Design Accreditation.

**CONTINUING EDUCATION UNITS (CEUs)** refer to units of study in interior design provided by accredited sources, including the Association, to the interior designer.

**ICRS** refers to the Intern Competency Review System.

**IDC** refers to the Interior Designers of Canada, an association of member associations.

**IDCEC** refers to the Interior Design Continuing Education Council.

**INTERIOR DESIGN EDUCATION PROGRAMS** are those accredited by CIDA, recognised by NCIDQ and accepted by the Association.

**INTERIOR DESIGNER** The interior designer is an individual qualified by education, experience and examination to enhance the function and quality of interior spaces, for the purpose of improving the quality of life, increasing productivity, and protecting the health, safety and welfare of the public. (See Appendix A.)

**INTERN MEMBER** is a member qualified by education and who is in the process of logging professional experience with the aim of qualifying to become a Registered Member of the Association.

**LOG BOOK** is a form approved by the Board for the purpose of logging professional experience.

**MEMBER OF GOOD STANDING** refers to any member of the Association who has paid in full the annual fees, has not violated the rules of conduct, and fulfils his/her responsibilities of professional ethics.

**NCIDQ** refers to the National Council for Interior Design Qualification.

**PROFESSIONAL EXPERIENCE:** constitutes an account of working experience completed to fulfil the requirements to become a Registered Member of the Association.

**REGISTERED MEMBER** is a member who is qualified by education, accreditation and experience is registered under the Act and holds all rights and privileges of voting in the Association.

**REGISTRAR** refers to the position of the Association, responsible for keeping the registry of members of good standing.

## **1.2 INTERPRETATION**

Unless specifically indicated herein, words and expressions defined in the Act have the same meaning when used in these By-laws. Words importing the singular include the plural and vice-versa, and words importing a male person include a female person.

## **1.3 OBJECTIVES OF THE ASSOCIATION**

- 1.3.1 To establish, maintain and develop standards of knowledge and skill among its members.
- 1.3.2 To govern the practice of interior design in order that the public interest might be served.
- 1.3.3 To enhance public awareness of professional quality interior design and its importance to the human environment.
- 1.3.4 To advocate quality interior design education and practice throughout New Brunswick and Canada.
- 1.3.5 To initiate support and seek the expansion of quality continuing education and professional upgrading among the members of the Association.
- 1.3.6 To co-operate with and support the Interior Designers of Canada and its member and allied associations.
- 1.3.7 To establish, maintain and develop standards of professional ethics among its members. (See By-Law No. 5)
- 1.3.8 To advance the interests of the public, the Association, the profession and its members.
- 1.3.9 To furnish means and facilities by which members of the Association and students may increase their knowledge, skill and efficiency in all things related to the business or profession of an interior designer.
- 1.3.10 To hold examinations and set tests of competency appropriate to qualify for admission to membership in the Association.
- 1.3.11 To maintain discipline among members of the Association and students.

1.3.12 To supervise the practice of members of the Association and students in order that the public interest may be served and protected.

1.3.13 To seek and maintain membership in the Interior Designers of Canada and such other design organizations as the Association considers necessary or desirable.

## **2 MEMBERSHIP**

### **2.1 REGISTERED MEMBER**

#### 2.1.1 Qualifications for Registered Membership

Registered membership shall be available to applications who:

- have:
  - (a) graduated from a CIDA-accredited Interior Design Education Program with a degree or diploma, or have otherwise met the requirements of Routes 1, 6 or 7 in Appendix B, which when combined with interior design work experience meets the NCIDQ examination eligibility requirements (see Routes 1, 6 and 7 of Appendix B), or
  - (b) hold an equivalent membership in a member association of IDC and are members in good standing of that association.
- have successfully completed the NCIDQ examination and have provided verification of certification to the Association.
- have submitted a record of professional work experience in interior design to the Association, as per the application form approved by the Board.
- are permanent residents of the Province of New Brunswick.
- have paid all required fees to the Association.

#### 2.1.2 Responsibilities and Privileges of Registered Membership

The responsibilities of Registered Members include the following privileges and limitations:

Registered Members:

- are voting members and are entitled to hold office on the Executive of the Association;
- are entitled to use the designation “Interior Designer”, and may use the initials “IDNB” after their names as defined by the Interior Designers Act;

- are responsible for informing the Registrar of changes of information for their listing in the IDNB register of members;
- shall complete thirty (30) contact hours or 30 CEU credits of continuing education units in each three (3) year period preceding renewal of registration in accordance with the following and such guidelines as are established by the Board of Directors from time to time:
  - a minimum of fifteen (15) CEUs must be IDCEC approved CEUs;
  - a maximum of fifteen (15) CEUs can be non-IDCEC approved CEUs. ;
  - a minimum of eight (8) CEUs must be Health, Safety and Welfare (HSW) CEUs, which can be either IDCEC or non-IDCEC approved;
  - record-keeping of the CEUs is to be provided by IDCEC or an organisation approved by the Board from time to time;
  - shall carry professional liability insurance in the minimum amount required by the Board from time to time and submit proof of same to the Association annually.
- A registered member who is contractually engaged in full or part-time teaching or directing interior design programs in an interior design program recognized by the Board and is not engaged in the practice of Interior Design, is exempt from carrying liability insurance but shall meet all other requirements of a Registered member
- shall ensure that all technical submissions prepared or issued by him or her and filed with the authority having jurisdiction for the purpose of obtaining building permits or other approvals:
  - contain such Registered Member's signature and stamp.
  - contain the date on which it was approved; and
  - be identified as an interior design document;
  - shall, without limiting the generality of the previous clause, affix his or her stamp to working drawings issued for tender, construction, regulators, building permits, specifications or clarifications, addenda, change orders, progress claims, and final completion reports;
  - shall register a copy of the stamp (electronic or physical stamp) used by such Registered Member with the Registrar annually;
  - shall comply with the Code of Ethics set out at By-Law 5;
  - upon resignation the member will retire their stamp and delete the electronic version;

- shall pay such annual and other fees established by the Board.

## 2.2 INTERN MEMBER

### 2.2.1 Qualifications for Intern Membership

Intern membership shall be available to applicants who:

- have graduated from a CIDA-accredited Interior Design Education Program with a degree or diploma that meets the NCIDQ examination eligibility requirements;
- have graduated from an interior design program of study granting a non-CIDA-accredited degree or diploma and that meets the alternate path for examination eligibility set out in Routes 6 and 7 in Appendix B or such other program as may be approved by the Board;
- are residents of the Province of New Brunswick;
- are required to log hours of professional experience to be eligible to write NCIDQ examinations.

### 2.2.2 Responsibilities and Privileges of Intern Membership

The responsibilities of Intern Members include the following privileges and limitations:

Intern Members:

- are non-voting members and, with the exception of the office of the Secretary, are not entitled to hold office on the Executive Committee of the Association;
- can act as intern representative to the Executive Committee of the Association;
- are responsible for informing the Registrar of changes of information for their listing in the IDNB register of members;
- may not use the designation "Interior Designer", "IDNB" or any other designation denoting membership in the Association; provided that:
- an Intern Member may use the designation "Intern Interior Designer" or "Intern IDNB", provided that the word "Intern" is in the same font and size as "Interior Designer" or "IDNB", as the case may be;
- shall submit a Log Book to the Association with their annual membership fee renewal;

- shall complete twenty (20) CEUs in each three (3) year period preceding renewal of registration in accordance with the following and such guidelines as are established by the Board of Directors from time to time;
- a minimum of five (5) CEUs must be IDCEC approved CEUs;
- a maximum of fifteen (15) CEUs can be non-IDCEC approved CEUs.; a minimum of eight (8) CEUs must be Health, Safety and Welfare (HSW) CEUs, which can be either IDCEC or non-IDCEC approved;
- record-keeping of the CEUs is to be provided by IDCEC or an organisation approved by the Board from time to time.
- shall carry professional liability insurance in the minimum amount required by the Board from time to time and submit proof of same with their annual membership fee renewal;
- upon qualifying as an Intern Member, shall successfully complete all sections of the NCIDQ examination, within five (5) calendar years of eligibility to write the NCIDQ examination. Failure to do so shall result in termination of membership in the Association;
- if an Intern member has not been accepted to write and has not commenced writing the NCIDQ qualification examination within 12 months of the time when the Intern member's qualifying intern experience meets the requirements, the Intern member will be suspended as an Intern member and is not eligible for membership in the Intern Class until they have been accepted to write and have commenced writing the NCIDQ qualification examination;
- if an Intern member does not successfully complete the NCIDQ qualification examination within the time frame as prescribed above, the Intern member will be suspended as an Intern member and is not eligible for membership until they have successfully completed the NCIDQ qualification examination, at which time they will be eligible to apply to be a Registered member;
- shall comply with the Code of Ethics set out in By-Law 5;
- shall not be eligible to practise interior design in the Province of New Brunswick;
- shall pay such admission and other fees established by the Board of Directors from time to time.

## **2.3 INTERIOR DESIGN STUDENT MEMBER**

### **2.3.1 Qualifications for Interior Design Student Membership**

Interior Design Student membership shall be available to applicants who:



- are enrolled in an Interior Design Education Program that grants a CIDA-accredited degree.

### 2.3.2 Responsibilities and Privileges of Interior Design Student Membership

The responsibilities of Student members include the following privileges and limitations:

- Student members: are non-voting members;
- are responsible for informing the Registrar of changes of information for their listing in the IDNB list of student members;
- may not use the designation “Interior Designer”, “IDNB” or any other designation denoting membership in the Association;
- shall comply with the Code of Ethics set out in By-Law 5;
- shall pay such fees established by the Board of Directors for student membership from time to time.

## 2.4 INACTIVE MEMBER

### 2.4.1 Qualifications for Inactive Membership

Inactive membership shall be available to applicants who:

- are not engaged in the practice of Interior Design by reason of a maternity or paternity leave, for health reasons, a return to school as a student to upgrade or for other reason as set out in writing in an application;
- have made successful application in writing to the Registrar regarding the request to change of status from Registered or Intern to Inactive status. The Membership Applications Review Committee has the absolute discretion to grant or refuse to grant an Inactive Membership, based upon the documentation provided;
- have paid such fees as are established by the Board of Directors for Intern Membership from time to time;
- have suspended their enrolment in NCIDQ.

### 2.4.2 Responsibilities and Privileges of Inactive Members

Inactive members:

- are non-voting members and are not entitled to vote at any Annual or Special Meetings of the Association;

- are not entitled to hold elected office in the Association;
- may not use the designation “Interior Designer”, “IDNB”, or any other designation denoting membership in the Association;
- may not engage in the practice of interior design;
- may suspend the continuing education requirements as prescribed by the Board;
- shall consult with their insurance company regarding the status of their professional liability insurance policy during their inactive status and, where required for the protection of clients or the public, hold and maintain such insurance in good standing.
- an Inactive Membership, if granted by the Membership Applications Review Committee, shall be valid a period of 12 months beginning January 1st to December 31 and is not automatically renewed;
- any Member who has been granted Inactive Membership must renew their Inactive membership status annually at January 1st as part of the renewal process. The Membership Applications Review Committee has the right to request evidence to support the request for renewal for subsequent or additional year to a maximum of 5 consecutive years.

If, upon review by the Membership Applications Review Committee, a Member is disqualified from continued Inactive Membership, the Member will be notified and returned to the status of Registered or Intern status with all of the associated privileges and responsibilities, including but not limited to, the responsibility to pay the difference in the fees between the Registered or Intern and Inactive membership categories for the current membership year.

## **2.5 NON-RESIDENT REGISTERED MEMBER**

### **2.5.1 Qualifications for Non-Resident Registered membership**

Non-Resident Registered membership is available to applicants who:

- do not reside in New Brunswick;
- have:
  - (a) graduated from an interior design program of study granting a CIDA-accredited degree or diploma, or have otherwise met the requirements of Routes 1, 6 or 7 in Appendix B, which when combined with interior design work experience meets the NCIDQ examination eligibility requirements (see Routes 1, 6 and 7 of Appendix B); or

(b) hold an equivalent membership in a member association of IDC and are members in good standing of that association;

- have successfully completed the NCIDQ examination and have provided verification of certification to the Association;

#### 2.5.2 Responsibilities and Privileges of Non-Resident Registered membership

The responsibilities of Non-Resident Registered members include the following privileges and limitations:

Non-Resident Registered members:

- are non-voting members;
- are responsible for informing the Registrar of changes of information for their listing in the IDNB register of non-resident members;
- shall complete thirty (30) contact hours or 30 CEU credits of continuing education units in each three (3) year period preceding renewal of registration in accordance with the following and such guidelines as are established by the Board of Directors from time to time;
- a minimum of fifteen (15) CEUs must be IDCEC approved CEUs;
- a maximum of fifteen (15) CEUs can be non-IDCEC approved CEUs ;
- a minimum of eight (8) CEUs must be Health, Safety and Welfare (HSW) CEUs, which can be either IDCEC or non-IDCEC approved;
- record-keeping of the CEUs is to be provided by IDCEC or an organisation approved by the Board from time to time;
- shall pay such fees established by the Board of Directors for Non-Resident Membership from time to time;
- may use the designation “IDNB Non-Resident Member” after their names;
- shall carry professional liability insurance in the minimum amount required by the Board from time to time and submit proof of same with their annual membership fee renewal;
- shall comply with the Code of Ethics set out in By-Law 5;
- shall be issued a certificate of non-resident membership by the Association which shall indicate its expiration date and shall be in such form as approved by the Board from time to time;

- shall ensure that all technical submissions prepared or issued by him or her and filed with the authority having jurisdiction for the purpose of obtaining building permits or other approvals;
- contain such Registered Member's signature, stamp issued by their place of residence and a copy of the certificate of non-resident membership issued by the Association;
- contain the date on which it was approved;
- be identified as an interior design document;
- shall, without limiting the generality of the previous clause, affix his or her stamp issued by their place of residence and a copy of the certificate of non-resident membership issued by the Association to working drawings issued for tender, construction, regulators, building permits, specifications or clarifications, addenda, change orders, progress claims, and final completion reports;
- shall register a copy of the certificate of non-resident membership (electronic or physical stamp) used by such Non-Resident Registered Member with the Registrar annually;
- shall submit a resignation to the Association in written form to be addressed to the secretary of the Association at the time of resignation and return their certificate of non-resident membership and delete any electronic versions.

## **2.6 HONOURARY MEMBERS**

### **2.6.1 Qualifications for Honorary Membership**

An Honorary Member is one who:

- Through distinguished service, has directly or indirectly contributed to the greater recognition or betterment of the Association, the interior design profession, or the applied arts.
- An Honorary Member shall be appointed by the Board.

### **2.6.2 Responsibilities and Privileges of Honorary Membership**

The responsibilities of Honorary members include the following privileges and limitations:

Honorary Members:

- An Honorary Member may use the designation "Honorary Member Association of Interior Designers of New-Brunswick" or "Honorary, IDNB" or "Hon. IDNB" or "HIDNB" after the Honorary Member's name, but may not use any modification of

these designations and these designations shall be used only in direct connection with the name of the individual Honorary Member.

- An Honorary Member shall not be subject to membership fees and shall be entitled to all benefits and services of membership that are applicable.
- An Honorary Member shall not be entitled to vote at Annual or Special Meetings of the Association.

### 2.6.3 Nomination Meetings of the Association for Honorary Membership

- An Honorary Member must be nominated by a quorum as indicated by Management, Fellow Members and/or Associate Members who are not Executive of the Board and who have been Registered Members, Fellow Members or Associate Members for at least three years. The nomination shall:
  - contain a summary of the nominee's achievements and contain a statement of the nominee's importance to the profession of interior design and to the Association. The individual's nomination must receive unanimous support of all Board members.
- Honorary Membership is a lifetime appointment unless revoked by Resolution of the Board.

## 2.7 FELLOW MEMBER

### 2.7.1 Qualifications for Fellow Membership

A Fellow is one who is presently or was previously a Registered Member and who, through distinguished service, has directly or indirectly contributed to the greater recognition or betterment of the Association, the interior design profession or the applied arts.

### 2.7.2 Responsibilities and Privileges of Fellow Membership

The responsibilities of fellow members include the following privileges and limitations:

Fellow Members:

- A Fellow shall be appointed by the Board.
- A Fellow may use the designation "Fellow of Association of Interior Designers of New Brunswick" or "Fellow, IDNB" or "FIDNB" after the Fellow's name, but may not use any modification of these designations.
- These designations shall be used only in direct connection with the name of the individual Fellow.

- A Fellow shall not be entitled to vote at Annual or Special Meetings of the Association with the exception that a Fellow who has maintained membership as a Registered Member shall be entitled to vote.
- A Fellow who is also a Registered Member shall fulfill the additional requirements of the Registered Member category of membership.
- Fellow Membership is a lifetime appointment unless revoked by Resolution of the Board.
- The nomination shall:
  - be in a form prescribed by the Board.
  - contain a summary of the nominee's achievements, and
  - contain a statement of the nominee's importance to the profession of interior design and to the Association.

## **2.8 CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM**

Interior designers are required to undertake and record continuing education learning activities in a three-year cycle as defined by the Board.

### **2.8.1 Member Reporting**

- IDNB requires members to complete and submit their CEUs via the IDCEC, or other recognized organizations by the Board of Director online reporting system.
- There are no penalties if a member does not report CEUs during the first two years of the three year cycle, but they must report all hours by December 31 at the end of the three year cycle, prescribed by IDNB.
- Members are responsible for keeping their records up-to-date and maintaining all support documentation for five years.
- Confirmation of completion of CEU activity is the sole responsibility of the Member to upload electronically.

### **2.8.2 Compliance - Maintenance of Membership Status**

- Failure to comply with the Professional Development Program requirements will result in a non-compliance fee as may be determined by the Board from time to time and may result in the termination of membership.
- Failure to comply with the Professional Development Program requirements within 60 days of December 31<sup>st</sup> at the end of the three-year cycle shall result in notification to the Registrar that the name of the person be struck from the

Register, that is, this person will not be able to practice Interior Design or use the title “Interior Designer”.

- A former Interior designer will be eligible for reinstatement after satisfactory completion of the requirements of the Professional Development Program and any other administrative requirements including the payment of the non-compliance fee. A member is not in good standing and unable to practice interior design while reporting of CEUs is incomplete.

2.8.3 Following the expiration of 30 days from the three year reporting cycle, members who are non-compliant with the Professional Development Program shall be notified by the Registrar and advised that:

- The non-compliance fee as determined by the Board from time to time is due and payable within 30 days.
- They have six months from the date of the end to their non-compliant Cycle to complete the outstanding requirements, and continue to be obligated to complete the requirements of the current Cycle, as prescribed by the Board.
- Non-compliant Members are not able to change their membership status (i.e not able to transfer from Registered membership to Retired, etc.).
- Non-compliant Members cannot allow their membership to lapse and apply as a new member to avoid any non-compliance fees.
- If a Member completes their outstanding Cycle requirements prior to the date of the January Board meeting, the Board will be advised, and the Member’s name withdrawn. The member’s license and /or certificate of practice will be renewed if all other requirement for renewal have been satisfied.
- If a non-compliant member’s license and/or certificate of practice has not been renewed, he or she must return their certificate of practice and seal to IDNB until the have complied with the requirements of the Cycle and their membership has been reinstated.
- Members who fail to report their required CEUs may be subject to a non-compliance fee and given 30 days from the date of issuance of notification to submit the required CEUs and pay the fee.
- Members shall complete Professional Development Program requirements and shall make full payment of any outstanding fees prior to reinstatement.
- If the Member has failed to pay the non-compliance fee, accumulate and report the CEUs by the end of the 6 months following the end of their non-compliant cycle, they will be referred to the Disciplinary Committee for determination of

additional fees, costs and possible conditions or limitation on their membership or membership termination.

#### 2.8.4 Exemptions

Exemptions from the Continuing Professional Development reporting requirements may be granted upon application for time periods where the member is not actively practicing because of:

- parental leave;
- medical leave that has resulted in an absence from employment for an extended period;
- Non-resident Members who are registered to practice elsewhere in Canada;
- Members enrolled in full-time post-graduate study; and
- For such other reasons as the Board may approve from time to time.

#### 2.8.5 Audit

- The Registrar shall conduct a random audit at the end of every cycle. The audit will be based upon a minimum of 5% up to 25% sample of Intern members, Registered members or other categories of membership.
- The audit may involve requests from the Registrar for members to produce supporting documentation or verification of information submitted.
- Members must provide the requested supporting documentation within thirty (30) days of the date on the Registrar's audit letter.
- Members who are unable to furnish proof suitable to meet the audit requirements will be subject to a non-compliance fee established by the Board from time to time and a direction to meet the outstanding requirements within the time specified by the Registrar. If the requirements have not been met by the time specified, they will be referred to the Disciplinary Committee for further action.
- In the event that a member's membership is terminated in accordance with the by-laws they must re-apply for membership and adhere to all current membership requirements.

### **2.9 RESIGNATION FROM MEMBERSHIP**

- A Resignation shall be in writing, submitted to the Secretary, and shall take effect on the receipt by the Registrar.



- Upon receipt of a resignation, the Registrar shall remove the Member's name and registration number from the Membership roll and the Member shall immediately surrender the Member's membership card, certificate and stamp to the Registrar.
- A Member who has resigned from the Association shall not in any way hold out to the public that the Member continues to be a Member of IDNB or that the Member is in any way affiliated with IDNB.

## **2.10 TERMINATION OF MEMBERSHIP**

- When membership in the Association is terminated, for non-compliance with the Act, By-Laws and rules including all requirements of registration, renewal and continued membership in the association including payment of any fees and reporting of CEUs, the Registrar shall remove the name and registration number from the Register, and the Member shall immediately surrender the membership card, certificate and stamp to the Registrar.
- If the termination of membership is for reasons other than discipline proceedings, the Registrar shall provide written reasons for termination to the Member and, where appropriate, give the Member an opportunity to respond in writing within 10 days. A Member whose membership has been terminated shall not in any way hold out to the public that the Member continues to be a Member of IDNB or that the Member is in any way affiliated with IDNB.

(Including former members who were grandfathered)

- Former Registered members reinstating *within three years* (of resignation or termination) must:
  - Complete the Application for Reinstatement.
  - Pay any arrears of fees owing at the time of resignation or termination of membership including any non-compliance fee.
  - Remit the full current year annual Registered membership fees plus a reinstatement fee of \$100 plus HST.

## **2.11 MEMBERSHIP REINSTATEMENT**

Former Registered Members reinstating *after three years* (of resignation or termination) must:

- Complete the Application for Reinstatement.
- Meet the current minimum education, work experience and examination requirements as of the date of application for reinstatement.

- Report all continuing education activities during the time of resignation or termination and/or complete the required Interior Design Admissions Course at the time of application.
- former members wishing to reinstate their membership who do not meet this education requirement will be required to apply through the ICRS
- Pay any arrears of fees owing at the time of resignation or termination of membership including any non-compliance fees.
- Remit the full current year annual Registered membership fees plus a reinstatement fee of \$100 plus HST.

## **2.12 MANDATORY PAYMENT OF FEES**

- Membership fees are due and payable January 1st of the year for which they are applicable and the failure to pay fees shall result in the notification to the Registrar that the name of the person in default be struck from the Register.
- Unless directed otherwise by the Board, any person struck from the Register shall pay all fees including all fees in arrears and any non-compliance fees
- On payment of fees due, any person struck from the Register shall be entitled to reinstatement to the Register.

## **3 MANAGEMENT**

### **3.1 BOARD OF DIRECTORS OF THE ASSOCIATION**

The affairs of the Association shall be managed by a Board which may exercise the powers and do all the acts and things that the Association may exercise and do, subject to:

- the Act and all laws affecting the Association;
- these By-laws;
- the rules, not being inconsistent with these By-laws which are made from time to time by the Board;
- The Board shall not make any expenditure in excess of \$1 000.00 per single or related expenditures, unless such expenditure was outlined in the annual budget and approved at the annual General Meeting or has received approval of the voting members at a General Meeting.
- The President or Vice President, with one of the Secretary, Registrar or Treasurer, may execute all contracts on behalf of the Association.

### 3.1.1 Composition

The Board shall consist of no fewer than five (5) nor more than nine (9) Registered Members elected from the membership of the Association in accordance with these By-laws.

Notwithstanding the above, the Association may by By-law provide for the appointment to the Board as observers of up to three persons who are not members of the Association who will have no vote.

The Board shall include:

- constitute the Executive officers, being the President, Vice-President, Secretary, Treasurer and Registrar;
- the Interior Designers of Canada (IDC) Director, National Council for Interior Design Qualification (NCIDQ) Director, the Emerging Professionals Director, and the Continuing Education Director;

and shall all be Registered Members, with the exception of the Emerging Professionals & Continuing Education Directors who can be a non-registered member.

Elected or appointed members are expected to attend all General Meetings and all meetings of the directors, maintain their file with all pertinent information and provide an up-to-date file to the next director taking over their position.

3.1.2 Elected directors or appointed members shall be nominated, elected, appointed and hold office as follows:

- a slate of directors shall be named by the nominating committee prior to the General Meeting at which such election is to be held and each person nominated shall be identified as a nominee for a particular office;
- any Registered Member entitled to vote at the General Meeting may nominate any other member entitled to hold office as a director at any time prior to or at the General Meeting;

The Directors shall:

- resign at the Annual General Meeting when their successors are elected;
- not be remunerated for being or acting as a Director, except as approved by resolution of the members; however, Directors shall be reimbursed for expenses necessarily and reasonably incurred while engaged in the affairs of the Association.

3.1.3 The following are the qualifications for election:

- no person shall be elected to the Board unless that person meets all requirements of the Act and the by-laws of the Association relating to qualifications, nomination, appointment and election of persons to the Board, and no person shall be elected or appointed to the Board unless that person is a permanent resident of the Province of New Brunswick.
- members of the Board shall be elected by the members by a show of hands in respect of each position unless a motion is made to conduct the vote for such positions in which case a secret ballot shall be conducted for such positions.
- when serving as Executive Officers, be elected at an Annual General Meeting for the term of office assigned, outlined in these By-laws, unless otherwise prescribed;
- the Board may, by Special Resolution, remove any director before the expiration of the period of office and appoint another member in their stead. The member so appointed shall hold office during such time only as the director in whose place they are appointed would have held office if that director had not been removed;
- elected or appointed members of the Board may not be members of the Board for more than three consecutive terms but are eligible for re-election or appointment after an absence from the Board of at least two years, providing that this shall not restrict a person from serving as Past President;
- in this section, "consecutive" means that twelve months or less has occurred between the end of one term and the commencement of the next;
- all Registered members in good standing must serve a minimum of one term on the board during their membership.

#### 3.1.4 Terms of Office for Directors

- The Directors shall serve the following terms of office:
  - IDC, two (2) years;
  - NCIDQ, two (2) years;
  - Emerging Professionals, one (2) years;
  - Continuing Education, one (2) years;

#### 3.1.5 Duties of Directors

The Board may alter or revise the duties of the below director positions as it deems necessary, subject to the requirements of the Act, By-laws and the rules.

3.1.6 The Interior Designers of Canada (IDC) Director shall:

- Be responsible for facilitating interaction between IDC and IDNB;
- represent IDNB at all IDC Directors' meetings;
- submit an annual report to the Association's Annual General Meeting;
- report on the business and activities of IDC to the Executive Committee on a regular basis.

3.1.7 The National Council for Interior Design Qualification (NCIDQ) Director

- review the status of all Intern members;
- be responsible for facilitating interaction between IDC and IDNB;
- work with the Director of Emerging Professionals to verify candidates for NCIDQ;
- represent IDNB at all CIDQ Directors meetings;
- submit an annual report to the Association's Annual General Meeting; report on the business and activities of CIDQ to the Executive Committee on a regular basis.

3.1.8 The Emerging Professionals Director shall:

- assist Student and Intern members in navigating the ID profession;
- be responsible for facilitating interaction between Emerging Professionals and the Board;
- work with the NCIDQ Director on verifying candidates;
- coordinate and chair a roundtable a minimum of twice a year;
- report at the Annual General meeting.

3.1.9 The Member at Large, if appointed as observer, shall:

- attend all board meetings and serve as the liaison between the membership and the Board of Directors by being available at the annual conference for discussion of any concerns members might have.
- assist the Board of Directors with public liaison / awareness of interior design profession.
- Have such other duties and responsibilities as directed by the Board from time to time.

### 3.1.10 Resignation and Vacancies

- The resignation of any Director or Officer shall be made in writing and submitted to the Secretary of the Association.
- The vacancy created by the resignation of any Executive Officer or Director shall be filled by an appointment by the Board, during the next Board meeting.
- A vacancy in one of the board positions does not affect the ability of the Board to discharge its powers and duties, provided that number of the members of the Board remaining in office is not fewer than a quorum. Where there is a quorum, any vacancy on the Board may be filled pursuant to a vote of the Board. Without a quorum, a vacancy may only be filled by election at a General Meeting called for the purpose.

## 3.2 EXECUTIVE OFFICERS

The Executive Officers of the Association shall constitute the Executive Committee, being the President, the Vice-President, the Registrar, the Secretary and the Treasurer.

The Executive Officers of the Association shall be Registered Members, with the exception of the Secretary who can be a non-registered member.

### 3.2.1 Terms of Office for Executive Officers

The Executive Officers shall serve the following terms of office:

President, two (2) years;

Vice-President, two (2) years;

Registrar, two (2) years;

Secretary, two (2) years;

Treasurer, two (2) years.

## 3.3 DUTIES OF OFFICERS

The Board may alter or revise the duties of the below officer positions as it deems necessary, subject to the requirements of the Act.

### 3.3.1 President

The President of the Association shall:

- be the Chief Executive Officer and shall supervise the duties of the Executive Officers;

- preside at all Association general meetings, special meetings and Board meetings;
- shall collect committee reports prior to distribution at the Annual General meetings and shall prepare meeting agendas in conjunction with the Secretary;
- cast the deciding vote, in the event of a deadlock, if required at such meetings;
- supervise all of the affairs of the Association;
- be responsible to oversee the enforcement of the Association By-laws and the Act;
- be “ex officio” of all Committees, except the Nominations Committee;
- with the Secretary, execute all contracts on behalf of the Association;
- perform all other duties that may be prescribed from time to time by the Board;
- shall have previous experience on the Board and preferably be a current member of the Board at the time of their nomination;
- upon approval of the Board shall attend IDC's Annual General Meeting;
- be a signing officer for contracts or cheques of the Association.

### 3.3.2 Vice-President

The Vice-President of the Association shall

- in the absence of the President, act on his/her behalf;
- be responsible for maintaining a current set of by-laws and incorporating changes that result from motions passed during general meetings in the presence of the Secretary;
- accept applications for membership and Professional Experience record books on behalf of the Association;
- act as Chairperson of the Membership Applications Review Committee (See 4.3.2 of these By-laws);
- present applications and experience record books to the Executive Committee on behalf of applicants;
- be responsible for relaying all membership information to the Executive Committee;
- be a signing officer for contracts or cheques of the Association.

### 3.3.3 Registrar

The Registrar of the Association shall:

- maintain a Register of all members;
- permit any person to inspect the Register;
- have custody of or arrange for proper care of the Corporate Seal and all records, papers and other documents relating to the Affairs of the Association;
- cause the removal of the name of a person on the Register from a class of membership:
  - at the request of the member, upon resignation;
  - where the name of the member has been incorrectly entered;
  - where notification is received of the death of the member;
  - where the member has been suspended, for the term of the suspension; or
  - where the registration of the member has been terminated.
- upon notice from the Vice-President and the Membership Applications Review Committee of the acceptance of a new member, will issue to that new member a “Welcome Package”. Which includes, but not limited to:
  - an Official Letter of Approval;
  - set of By-Laws of the Association;
  - Standards & Conditions of Membership category;
  - and the Interior Designer Act.
- issue a seal to a person who meets the criteria for entry in the Register as a Registered Resident and/or Non-Resident member;
- the form of seal shall include information determined by the Directors from time to time;
- the Registrar shall ensure that each seal issued contains the information required by the Board. If the Directors change the information required on the seal, each member shall, upon the request of the Registrar return the seal to the Registrar for issuance of a new seal;
- the seal shall remain the property of the Association;



- represent IDNB for all IDCEC correspondences;
- prepare list of new members and/or member updates for the purpose of submitting to IDCEC, every third Thursday of each month
- The Register shall:
  - update each year/periodically, upon payment of prescribed fees
  - make corrections to the Register to reflect changes to name, address or other information on the Register to keep it current and to correct any clerical errors;
  - keep accurate record of the name, delivery and electronic address, membership class, and if applicable, the seal number of any person who qualifies for registration according to these by-laws and the Act.

#### 3.3.4 Secretary

The Secretary of the Association shall:

- maintain a record of the proceedings of all general and Board meetings and maintain all legal documents for the Association;
- be responsible for the preparation and distribution of minutes of meetings, notices of motion and meetings, proxy forms and other documents to the membership;
- shall collect committee reports prior to distribution at the Annual General Meetings, and shall prepare meeting agendas in conjunction with the President;
- collect and seek to compile complete information from any prospective applicant for membership, review and discuss completeness and status of applications with applicants including notifying applicants of decisions on their application and rights of appeal;
- forward completed applications for membership to the Membership Applications Review Committee for decision;
- perform such other duties as may be prescribed by the Board from time to time;
- be responsible for collection and distribution of mail, in a timely manner;
- in the absence of the Secretary from a meeting, the Board shall appoint another person to act as Secretary for that meeting.

#### 3.3.5 Treasurer

The Treasurer of the Association shall:

- receive and disburse the funds of the Association and keep a true and accurate record of the accounts;
- deposit all monies in the name of the Association in such banks as may be designated by the Executive Committee. All cheques, notes and evidences of indebtedness of the Association shall be signed by the Treasurer and co-signed by a designated member of the Executive Committee;
- prepare the Annual Report of Finance, in conjunction with the accountants of the Association and forward same to all members of the Association at least seven (7) days prior to the Annual General Meeting;
- provide a report, including internal financial statements, of the financial status of the Association for review at each Board meeting and a financial report at each General Meeting;
- close the books of the Association as of December 31st of each year;
- prepare a proposed budget together with the President for the next fiscal year for review by Directors and to be presented at the Annual General Meeting;
- be responsible for sending invoices to all members for annual fees no later than November 30th, advising that the annual membership fee will become due on the first day of January next and sending invoices to all members for special assessments if and when approved;
- be responsible for re-invoicing by registered mail all members in arrears;
- invoice and receipt all members and non-members for special assessments/events if and when approved by the Board;
- have custody of or arrange for proper care of the Corporate Seal and all records, papers and other documents relating to the Affairs of the Association.

### 3.3.6 Past President

The Past President of the Association shall:

- be the historian of the Association;
- act as chairperson of the Nominations Committee;
- assist the President in their duties as required;
- review and recommend additions or updates to the current By-laws;
- represent the Association as the Government Liaison concerning issues related to the Act or Regulations.

## **4 OPERATIONS AND PROCEDURES**

### **4.1 DUTIES AND POWER OF THE ASSOCIATION**

- The administrative office of the Association shall be at the City of Fredericton, New Brunswick.
- The Association shall have the power to acquire and hold real estate for the purpose of the Association, and to alienate, mortgage, lease or otherwise change or dispose of such real estate or any part thereof as occasion may require.
- The Association is authorized to establish out of its funds, scholarships and prizes for students of interior design at accredited schools as the Executive Committee may from time to time select, and to determine the value of scholarships or prizes, the conditions governing their award and the duration of their tenure.
- The Association is authorized to borrow money at such rates of interest and upon such terms and conditions as may be agreed upon, with full power to secure such loans by any mortgage, pledge, assignment of or charge upon.

### **4.2 MEETINGS**

#### 4.2.1 Meetings of the Board of Directors

- The Board shall hold a minimum of four (4) General Board Meetings each year one each quarter (including the Annual General Meeting). One meeting shall be held in person, three may be held by teleconference.
- The Board, at its discretion, may call Special Meetings of the general membership or of the Board as may be necessary at any time.
- Members eligible to vote at any General Meeting, Special Meeting or Annual General Meeting shall be Registered Members.

#### 4.2.2 Annual General Meeting

The Annual General Meeting shall be held once each calendar year prior to July 15 for the following purposes:

- to receive the Financial Report, Balance Sheet and Statement of Accounts for the preceding year;
- to receive reports from the past year's Executive and Committees;
- to elect the Directors, Executive Committee members and Committees for the Association for the coming year, subject to the terms of office set out in Bylaw 3.2.1, as the case may be;

- to appoint accountants and legal representation.
- Notice of the Annual General Meeting shall be given by mail or electronic mail to all members at least thirty (30) days in advance. This Notice of Meeting must include notification of any motions pending for action at the meeting and any new notices of motions submitted by the Executive Committee. Any business to be transacted shall be described in sufficient detail to permit the members to form a judgment.

#### 4.2.3 Voting Procedures

At any General or Special Meetings of the Association, not less than twenty percent (20%) of the voting membership of the Association present in person or by proxy shall constitute a Quorum. Quorum for the Board shall be two-thirds, or three out of five.

Only those members who are Registered Members may vote.

Any member of the Association is entitled to be present at a meeting of the general membership of the Association. Any other person may be admitted at the invitation of the Chairperson of the meeting or with the consent of the members attending the meeting.

#### 4.2.4 Proxy Form

Proxy forms must be made available to all voting members prior to the Annual General Meeting and Special Meetings attached to the notice of meeting. At any of these meetings, any voting member may appoint any other voting member to vote on his/her behalf by proxy. All completed and witnessed proxy forms must be in the hand of the Secretary of the Association not fewer than seven (7) days prior to the holding of the meeting.

The following is an approved form of proxy:

“I, \_\_\_\_\_, a Registered Member of the Association of Interior Designers of New Brunswick, do hereby appoint \_\_\_\_\_ or, failing him/her, \_\_\_\_\_, as my proxy to vote for me and on my behalf be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Witness

#### 4.2.5 Procedures

If not otherwise provided for in the Act, these By-laws, or the rules, the Parliamentary Procedure governing all meetings of the Association shall be the latest edition of “Roberts’ Rules of Order”.

### 4.3 COMMITTEES

Committees shall be established and members appointed by the Executive Committee. Committees shall be chaired by Registered or Intern Members in good standing.

Committees may be either a standing committees or appointed from time to time on an *ad hoc* basis.

#### 4.3.1 Standing Committees

The following Standing Committees may be deemed necessary by the Board of Directors, and may be formed to address specific issues or programs of the Association:

- Practice Act Committee;
- Public Relations Committee;
- Continuing Education Committee;
- Membership Applications Review Committee; and
- Membership Qualifications Review Board

#### 4.3.2 Membership Committees

The Membership Applications Review Committee must be in place at all times. The Vice-President acts as Chairperson of the committee, and is responsible for reviewing, then submitting all applications for membership to the Executive Committee.

The Membership Qualifications Review Board shall be comprised of three persons appointed by the Executive Committee to review the applications for membership submitted by the Vice-President. These persons shall be Registered Members or Retired Members of the Association.

### 4.4 AMENDMENT OF BY-LAWS

These By-Laws may be amended by resolution approved by three-quarters (3/4) of the members present at any meeting of the Association. Editorial, numbering and consequential changes to the By-laws may be made by the Board.

Notice, in writing, to amend any by-law shall be delivered to the Secretary of the Association in such time as to enable the Secretary to send fourteen (14) days in advance, by electronic or regular mail to all voting members, notice of such proposed amendment.

#### **4.5 MEMBERSHIP FEES**

The Association shall review the membership fees for each category of membership at the Annual General Meeting.

Fees shall be invoiced by the Treasurer as prescribed in 3.3.5 of these By-laws.

All categories for membership for annual fees must be invoiced by November 1<sup>st</sup> prior to the upcoming new year.

Fees for all membership categories must be paid in full by January 1<sup>st</sup> prior to the upcoming new year. Cheques will be made payable to “The Association of Interior Designers of New Brunswick”.

#### **4.6 TRADE AFFILIATES**

Trade Affiliates may be individuals, companies or associations engaged in the manufacturing, supply or marketing of furnishings, materials, services or processes used in the practice of interior design by registered interior designers. In the case of a company or association, one designated representative shall be considered the Trade Affiliate.

Trade Affiliates do not attend meetings of the Association, unless by invitation of the Executive Committee. Trade Affiliates are invited to participate in Continuing Education events, special community events and social events that involve the participation of IDNB members.

A list of the current Trade Affiliates is prepared and published by the Secretary of the Association and is distributed to all its members annually.

#### **5.0 CODE OF ETHICS**

This Code of Ethics serves not only as a guide to professional interior designers in dealing with complex business relationships but also as an assurance for their clients. All members of the Association will undertake as a condition of their membership to abide by this Code of Ethics.

The Code of Ethics for the Association is divided into two parts:

- “Rules of Conduct” are the enforceable ethical standards of the Association;
- “Ethical Conduct and Responsibilities to the Public” recommends behaviour beyond that called for in the Rules of Conduct. It is intended as a philosophical recommendation for the professional conduct of members of the Interior Designers of New Brunswick.

Rules of Conduct:

- A member will not make misleading, deceptive or false statements about professional qualifications, experience or performance.
- A member will not supplant a fellow designer who is already engaged on a project and will not knowingly accept any professional assignment on which another designer has been working, except with the agreement of the other designer, or unless satisfied that the former agreement has been properly terminated.
- A member will not permit his/her name to be used in conjunction with a design or project in which he/she was not directly involved.
- A member will disclose in writing to his/her employer or client prior to any engagement as a practising member of the Association of Interior Designers of New Brunswick any financial interest that he/she may have that could affect his/her impartiality in specifying goods and services.
- A member will be required to state the method of compensation being received for design services to his/her client.
- A member will not receive any financial or other reward in addition to his/her professional form or remuneration.
- A member will not knowingly plagiarize the design of another designer.
- A member will treat his/her fellow designers with respect.
- A member will not disclose confidential information imparted to client or employer or release information concerning his/her said client, employer or business organization unless given prior consent.
- A member, in the case of a dispute not involving him/her directly during his/her engagement on a project, will take an independent position in total fairness to the parties in dispute.
- A member will, in competition with other designers, seek his/her engagement only through knowledge, skill, and by understanding and observing highest professional ethics.
- Notice of contravention of the above ethical standards must be made in writing. A member found in contravention of this Code of Ethics will submit to the ruling of the Executive Committee of the Association of Registered Interior Designers of New Brunswick, as determined by the Board.

### Ethical Conduct and Responsibilities to the Public:

To be a professional involves the acceptance of responsibilities to the public. The Association's Rules of Conduct are minimum levels of acceptable conduct and are mandatory and enforceable. Ethical conduct requires unwavering commitment to honourable behaviour, even at the sacrifice of personal advantage.

- A member will at all times give his/her professional best to be a worthy member of the Association.
- A member will practise his/her profession by offering knowledge, skill and understanding in the solving of environmental, people and space related problems to individuals, the public and other professions.
- A member may take out advertising space in any media to advertise his/her professional services providing it is within the framework of the Code of Ethics and under the following conditions:
  - when advertising in any media, must not mention any fees, nor take credit for work not solely his/hers without giving credit to other participating parties;
  - by using a temporary project sign where work is being carried out;
  - by using a letter or brochure to a potential client;
  - by using an announcement for the introduction or completion of a project.
  - A Registered Member may use the designation "IDNB" on business cards and stationery, temporary project signs, building plaques, professional documents, office identification signs, building directories and similar professional notices, and on social media in compliance with these By-laws.
  - Members will not discriminate against any business associate, employee or applicant because of race, religion, sex, national origin, age, handicap or sexual orientation.
  - Members should conduct themselves in a professional manner to inspire the confidence, respect and trust of their clients and of the public.

## **6.0 DISCIPLINE**

### **6.1 DISCIPLINE COMMITTEE**

The Discipline Committee shall be comprised of three persons appointed by the Executive Committee. The Discipline Committee shall be chaired by a member of the Executive Committee. The other persons shall be Registered Members of the



Association. The Committee shall respond to any written complaint received by the President alleging that any member has:

- violated the Act or a by-law of this Association; or
- been guilty of professional misconduct, including negligence in his/her professional duty; incompetence or unprofessional conduct; or
- been convicted of a violation of a criminal statute of Canada, its provinces or any other jurisdiction; or
- been issued membership by reason of misrepresentation by such person.

“Professional misconduct” includes:

- contravention of any provision of the Act, By-laws or Code of Ethics;
- knowingly contravening or authorizing, permitting, counseling, assisting in any contravention of any federal, provincial or municipal law, regulation or by-law relating to the construction, enlargement or alteration of buildings;
- authorizing, permitting, counselling, assisting in any contravention of the Act, By-laws or Code of Ethics of the Association or any conduct that constitutes professional misconduct;
- charging a fee or accepting a deposit for interior design services not performed;
- undertaking to provide interior design services at a fee that is not fully disclosed, fair or reasonable;
- knowingly submitting false or misleading, account or charge for interior design services rendered to a client;
- knowingly signing or issuing a false or misleading certificate, report or document;
- failure of a member to provide to the Discipline Committee upon request, any design, document or record relating to an investigation or a proceeding in respect of the professional conduct, incompetence or incapacity of a member;
- becoming bankrupt or failure of a member to notify the Executive Committee of the receipt of a petition to declare the member bankrupt, or the making of a general assignment for the benefit of the creditors, if the professional responsibilities of the member have not been discharged;
- making a false or malicious statement or publication that injures the professional reputation, prospects or the practice of interior design of another company or member;

- copying or claiming ownership of the design or work of another person without the consent or agreement of the other person;
- doing or failing to do anything while engaged in the practice of interior design that shows a deliberate or reckless disregard for the rights and safety of others;
- failing to perform interior design services with reasonable skill and judgment expected of an interior designer;
- making use of goods or services offered by manufacturers, suppliers or contractors that are accompanied by an obligation that is detrimental to the best interest of the client;
- disclosing confidential information received from a client or employer except as authorized by law or with the consent of the client or employer;
- disclosing confidential information received as a member of the Board or a committee or as a representative of the Association;
- soliciting or accepting any work when the member knows or has a reason to believe that another member has been engaged or employed for the same purpose by the same client;
- withdrawing services except for good cause and upon reasonable notice;
- providing interior design services without an expressed written or oral contract;
- failing to carry out the terms of a contract to provide interior design services;
- conduct or an act relevant to the practice of interior design that, having regard to all the circumstances, would reasonably be regarded by members of the Association as unprofessional;
- requesting or accepting a “specifier’s fee” or inducement (monetary or otherwise) for the express specification of a good or service.

## **6.2 DISCIPLINE COMMITTEE PROCEDURE**

The Discipline Committee may establish its own procedures, not inconsistent with the Act which include the following format:

Upon receipt of a written complaint, the entire Discipline Committee shall consider the matter on a preliminary basis and shall:

- decide that no further action be taken, because the complaint is deemed frivolous; or
- direct that the complaint be dealt with.
- in dealing with a complaint, the Discipline Committee shall:

- notify the member in writing of the nature and substance of the complaint made against him/her;
  - forward to the member a copy of the complaint;
  - give the member an opportunity to inspect and receive copies of any material the Committee will consider;
  - give the member the right to appear before the Committee, with witnesses and legal counsel, to answer the complaint.
- upon considering the complaint and having afforded the member an opportunity to answer the complaint, the Discipline Committee may:
    - dismiss the complaint and decide that no further action be taken; or
    - determine the member to have been guilty of professional misconduct, or other incompetence and levy such penalties or sanctions against the member as are appropriate.
  - The decision of the Discipline Committee and its reasons shall:
    - be made in writing; and
    - be served on the member in question and the complainant by ordinary mail.
  - Where it has found a member guilty of professional misconduct, or other incompetence, the Discipline Committee may discipline, expel or order such penalties or sanctions against the member as the Committee deems reasonable and appropriate including:
    - reprimand the member;
    - ordering the name of the member to be removed from the register of the Association;
    - suspend the member for a period not to exceed two (2) years;
    - permit the member to maintain his/her membership upon such terms and conditions as the Discipline Committee may deem appropriate.

## APPENDIX A

### DEFINITION OF INTERIOR DESIGN

Source: National Council for Interior Design Qualification [www.ncidq.org](http://www.ncidq.org) (05 April 2018)

Interior design is a multi-faceted profession in which creative and technical solutions are applied within a structure to achieve a built interior environment. These solutions are functional, enhance the quality of life and culture of the occupants and are aesthetically attractive. Designs are created in response to and coordinated with the building shell and acknowledge the physical location and social context of the project. Designs must adhere to code and regulatory requirements, and encourage the principles of environmental sustainability. The interior design process follows a systematic and coordinated methodology, including research, analysis and integration of knowledge into the creative process, whereby the needs and resources of the client are satisfied to produce an interior space that fulfills the project goals.

Interior design includes a scope of services performed by a professional design practitioner, qualified by means of education, experience and examination, to protect and enhance the health, life safety and welfare of the public. These services may include any or all of the following tasks:

Research and analysis of the client's goals and requirements; and development of documents, drawings and diagrams that outline those needs.

Formulation of preliminary space plans and two and three dimensional design concept studies and sketches that integrate the client's program needs and are based on knowledge of the principles of interior design and theories of human behavior.

Confirmation that preliminary space plans and design concepts are safe, functional, aesthetically appropriate, and meet all public health, safety and welfare requirements, including code, accessibility, environmental and sustainability guidelines.

Selection of colors, materials and finishes to appropriately convey the design concept and to meet socio-psychological, functional, maintenance, lifecycle performance, environmental, and safety requirements.

Selection and specification of furniture, fixtures, equipment and millwork, including layout drawings and detailed product description; and provision of contract documentation to facilitate pricing, procurement and installation of furniture.

Provision of project management services, including preparation of project budgets and schedules.

Preparation of construction documents, consisting of plans, elevations, details and specifications, to illustrate non-structural and/or non-seismic partition layouts; power and communications locations; reflected ceiling plans and lighting designs; materials and finishes; and furniture layouts.

Preparation of construction documents to adhere to regional building and fire codes, municipal codes, and any other jurisdictional statutes, regulations and guidelines applicable to the interior space.

Coordination and collaboration with other allied design professionals who may be retained to provide consulting services, including but not limited to architects; structural, mechanical and electrical engineers, and various specialty consultants.

Confirmation that construction documents for non-structural and/or non-seismic construction are signed and sealed by the responsible interior designer, as applicable to jurisdictional requirements for filing with code enforcement officials.

Administration of contract documents, bids and negotiations as the client's agent.

Observation and reporting on the implementation of projects while in progress and upon completion, as a representative of and on behalf of the client; and conducting post-occupancy evaluation reports.

## **GLOSSARY OF TERMS**

**Accessibility** - features of buildings or spaces that enable use by people regardless of their level of ability.

**Building Shell** - the architecture of the existing building, including the framework, the perimeter/exterior walls, the building core and columns, and other structural, load-bearing elements of the building.

**Construction Documents** - the detailed working drawings that define the work to be constructed. This may include partition plans, power and communications plans, reflected ceiling plans, material and finishes plans, and furniture layout plans, as well as elevations, sections and details, along with the drawings of associated consultants.

**Contract Documents** - the set of documents that form a part of the legal contract for services between two or more parties. These typically include detailed instructions to the contractor, tender forms, construction documents and specifications.

**Contract Administration** - the set of services which may include developing and monitoring schedules and construction costs; ensuring construction is completed in conformance with contracts and design intent; liaison with contractors and consultants throughout the course of construction; reviewing shop drawings and submissions from the contractor; observing and commenting on construction progress; monitoring move-in and furniture installation; and conducting required post-occupancy evaluations.

**Environmental** - the aggregate of the physical conditions of the interior environment that affects the health and safety of the occupants, including air quality and circulation, temperature control, ergonomic layout, physical circulation plan and related matters.

Maintenance - the ability of a product or material to be kept to its proper condition, and the work required to sustain that condition over the life of that material.

Non-Structural or Non-Seismic - interior elements or components that are not load-bearing or do not assist in the seismic design and do not require design computations for a building's structure. It excludes the structural frame supporting a building. Common non-structural elements or components include, but are not limited to, ceiling and partition systems. These elements employ normal and typical bracing conventions and are not part of the structural integrity of the building.

Partition - a wall which does not support a vertical load of a structure other than its own weight, but may support loads attached to it such as cabinetry, shelving or grab bars, and does not extend further than from the floor of an interior area of a structure designed for human habitation or occupancy, to the underside of the deck of that structure.

Programming - the scope of work which includes, but is not limited to, conducting research; identifying and analyzing the needs and goals of the client and/or occupant(s) of the space; evaluating existing documentation and conditions; assessing project resources and limitations; identifying life, safety and code requirements; and developing project schedules and budgets.

Reflected Ceiling Plan - a ceiling design that illustrates a ceiling as if it was projected downward and may include lighting and other elements.

Space Planning - the analysis and design of spatial and occupancy requirements, including, but not limited to, space layouts and final planning.

Specifications - the detailed written description of construction, workmanship and materials of the work to be undertaken.

Sustainability - the use of resources in such a way that they are not depleted; a method of practice or use of materials that is capable of being continued with minimal long-term effect on the environment.