

## 5 **Policy & Procedures**

Approved December 2024

IDEC's Policy and Procedures document is composed of nine (9) integrated documents. The policies of Document 1 apply across and supersede any policy in Documents 2 through 7.

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- Document 1 – General Policies
- Document 2 – Officers and Committees of the Organization
- Document 3 – Communities Collaborative
- Document 4 – Professional Development Collaborative
- Document 5 – Scholarship Collaborative
- Document 6 – Strategic Initiatives Collaborative
- Document 7 – Teaching Collaborative
- Document 8 – Council of Fellows
- Document 9 – Journal of Interior Design

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## **DOCUMENT 1 – General Policies**

### CODE OF ETHICS

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### VOLUNTEER AND LEADERSHIP PROCEDURES AND RESPONSIBILITIES

- Appointments and Committee Composition
- Appointment Cycles
- Appointed Leader Responsibilities
- Elected Leader Responsibilities
- Board of Directors
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- Costs Associated with Required Leadership Duties
- Resignation
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### GENERAL POLICIES

- Achievement Awards Recognition
- Document Retention
- Finance and Investment Policies
- Keynote and Speaker Selection
- Membership Categories

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Whistleblower Policy  
White Papers, Position Statement, and Resolutions

5 LANGUAGE AND DEFINITIONS

**Code of Ethics** (adopted 2012)

Professional educators shall uphold the IDEC Code of Ethics to the best of their knowledge and ability, recognizing that membership in IDEC is a privilege permitting interaction and sharing of information related to the advancement and continued quality of the profession.

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Professional educators shall:

- Demonstrate competence in interior design that maintains and advances the discipline;
- Demonstrate competence and its application of knowledge in the theoretical, creative, practical, and technical aspects of interior design;
- Represent their qualifications as attained through education and experience in an honest and straightforward manner;
- Conduct themselves in a manner that invites the respect of academic constituencies, professional colleagues, and the public; and
- Uphold the mission of IDEC.

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**Volunteer and Leadership Procedures and Responsibilities**

All appointed and elected volunteer leaders are subject to the following common policies. Additional responsibilities may be contained in position-specific documents.

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**Appointments and Committee Composition**

The diversity of identity, experiences, perspective, and skillsets of IDEC members are essential for the organization’s vitality and operation. Members of IDEC should be given equal opportunity to serve and support IDEC committees, task forces, and representative appointments to other organizations. In appointing members to volunteer roles, the Board is responsible for ensuring breadth of identity, experience, perspective, and skillsets are present in elected and appointed volunteer positions across the organization. Considerations may include personal identity (not limited to racial and ethnic heritage, gender identity, sexual orientation, and additional characteristics) and professional identity (not limited to role, rank, institution type, geographic location, and relevant experience and skillsets).

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In most instances, an open call for service should be issued to enable any IDEC member to volunteer for a position. In addition, nominations for volunteer positions may be received from elected and appointed leaders. The elected or appointed leader responsible for overseeing a position will make a recommendation regarding who should be appointed to the role.

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Templates for committee and task force creation are available to guide best practices.

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Elected positions as officers of the organization shall be filled by nomination and election per the Bylaws. The nominating committee shall be responsible for ensuring candidates for these positions include the breadth of identity, experience, perspective, and skillsets outlined in this policy.

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Appointed leadership positions in the organization may be filled by nomination after a call for volunteers has been distributed to the IDEC membership.

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Unless otherwise noted, all appointed and elected volunteers and leaders must be active members of IDEC, in good standing.

Directors are responsible for maintaining a list of appointed volunteers serving within their collaborative.

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**Appointment Cycles** (even/odd)

Unless otherwise noted, all appointed positions are for a two-year term beginning in either an even or odd numbered year. Even year elections occur in years ending in an even number, with the term of service beginning the odd numbered year that follows. Odd year elections occur in years ending in an odd number, with the term of service beginning in the even numbered year that follows.

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Appointments may be renewed for a second term (totaling four years). At the creation of a new position or committee, the position shall be assigned an even or odd year to ensure the balanced rotation of volunteer transitions.

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If a committee member was appointed to complete another member's term, that individual is still eligible for two full terms once the replacement term is completed (no more than six consecutive years).

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If a volunteer resigns or is removed from their position prior to the end of the set term, a new volunteer will be appointed by the regular process to complete the term. If an elected leader resigns or is removed from their position prior to the end of the set term, a new individual will be appointed as outlined in the By-laws to complete the term. This approach supports the regular and predictable rotation of leaders and volunteers.

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**Appointed Leader Responsibilities**

Appointed leaders (service volunteers) are appointed to their roles by elected and appointed leaders of the organization. Appointed leaders share responsibility for duties of care, loyalty, obedience, and foresight. They are individually responsible

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for the execution of their distinct roles as outlined in the Policies & Procedures document.

Appointed leaders are expected to:

- 5       • Attend onboarding sessions at the beginning of their term
- Attend committee, task force, and other relevant meetings as scheduled
- Communicate with elected and appointed leaders of IDEC and IDEC members
- 10       • Report activities from assigned committees and initiatives to the Director responsible for their efforts

**Elected Leader Responsibilities**

15       Elected leaders (officers of the organization) are elected by the IDEC membership to lead the governance of the organization. As such, elected leaders are responsible for duties of care, loyalty, obedience, and foresight. They are individually responsible for the execution of their distinct roles as outlined in the By-laws and Policies & Procedures document.

20       Elected leaders are expected to:

- Attend onboarding sessions at the beginning of their term and support ongoing onboarding of new leaders and volunteers throughout their term
- Attend Board of Director meetings as scheduled (virtual and in-person)
- Attend Collaborative meetings as scheduled
- 25       • Communicate with elected and appointed leaders of IDEC, IDEC members, and outside constituencies
- Attend the IDEC annual conference
- Maintain awareness and knowledge of committee and initiative activities within assigned responsibilities
- 30       • Report activities and proposals from assigned committees and initiatives to the Board
- Provide visioning and strategic guidance related to assigned responsibilities
- Maintain accurate records of work related to assigned responsibilities using IDEC’s online shared folders
- 35       • Maintain accurate records of appointed leaders and volunteers related to their assigned responsibilities

**Board of Directors** (approved 4.11.2019)

40       The Board of Directors is responsible for determining policy, advancing and protecting the mission of IDEC, and strategically planning to achieve the vision of

the organization. The Board meets face-to-face at least twice annually to conduct the business of IDEC. One meeting is in conjunction with the annual conference; a second meeting is generally in the summer, and other times as necessary, usually via video conference.

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The IDEC Board of Directors is composed of the elected offices of Past President, President, President-elect, Secretary-Treasurer, and elected Directors. The Executive Director also serves on the Board as a non-voting member.

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Each member of the Board of Directors receives and is asked to affirm the following statement of roles and responsibilities in each year of their service to the Board:

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- Abide by the Mission, Bylaws and policies of IDEC, including the Code of Ethics.
- Be an advocate of the Mission, Core Values, and Vision.
- Actively foster a clear understanding of the organization, its direction, and its leadership decisions among the membership; promote and facilitate open lines of communication.
- Maintain the confidentiality of information so designated by IDEC and release its content only with the express authorization of IDEC or as required by law.
- Be well-informed regarding current and emerging issues within the profession and IDEC.
- Prepare for, attend, and engage in thoughtful, objective participation in all Board and other meetings and work groups as assigned.
- Publicize the value and work of IDEC; broaden interest in the Interior Design Educator's Council by using opportunities to explain its mission and services to relevant audiences.
- Be loyal to the organization, its staff, and other volunteer leaders.
- Be tolerant of differences of opinion but recognize that after IDEC Board discussion on an issue has concluded and a decision reached, Board members must speak with one voice.
- Support Board actions publicly.
- Actively participate and maintain participation in the meetings and activities of IDEC.
- Complete tasks assigned to one's responsibility and positively engage with others in their completion as appropriate.
- Serve IDEC by representing it during official activities and not engaging in self-promotion during official events.
- Be cognizant of, and seek to understand, the special interest, legal, and other factors that may affect IDEC policy and position.

- Participate in the development of policy and issues positions in the context of fulfilling the Mission.

5 The Board includes two standing committees: an Executive Committee and a Finance Committee. The Board may establish ad hoc committees as needed.

The committee and initiatives reporting to Board members may change with time.

10 **Conflicts of Interest and Confidential Information** (approved 4.11.2019)  
As a member (“Member”) of either the Board of Directors of the Interior Design Educators Council, Inc. (“IDEC”) or one of IDEC’s volunteer leaders and in recognition of the Member’s leadership position within IDEC, the receipt of confidential information while associated with IDEC and other good and valuable  
15 consideration, the Member agrees as follows:

20 **Section 1. Conflicts of Interest.** Each member of IDEC’s Board and committees shall strive to avoid any conflict between his or her own respective individual interests and the interests of IDEC in each action taken on behalf of IDEC.

If any such person (a) stands to derive personal gain or benefit from a transaction with IDEC or (b) has any direct or indirect interest in or relationship with any individual or organization that:

- 25 (i) may be seen as competing with the interests or concerns of IDEC;  
or  
(ii) proposes to render or employ services, personal or otherwise, to IDEC or to employ any members of its board, committee, or staff;  
or  
30 (iii) proposes to enter into any financial transaction with IDEC

35 Such person shall give immediate notice of such interest or relationship to the Board of Directors of IDEC and shall refrain from voting or otherwise attempting to affect any decision for IDEC to participate or not to participate in such transaction and the manner or terms of such participation. Once the Board of Directors is notified of a potential or actual conflict of interest the Board of Directors may determine that the person may continue his or her IDEC duties or activities, subject to appropriate limitations with regard to the conflict matter.

40 Minutes of appropriate meetings should reflect that such disclosure was made and that such person abstained from voting and absented him or

herself from the final review and vote on the matter. However, such person should not be prevented from briefly stating his or her position on the matter or from answering pertinent questions from board or committee members or from staff if that person's knowledge on the matter may be helpful in reaching a decision.

IDEC strongly encourages each member of its Board and committees to consider all personal and professional affiliations in light of their leadership positions within IDEC.

**Section 2. Statements, Actions, and Affiliations.** No member of IDEC's Board of Directors or committees shall issue a report, make a public announcement or publicly advocate a position in the name of IDEC without the express approval of the Executive Committee or the Board of Directors.

Member agrees to refrain from statements and actions that are in conflict, or that may be perceived to be in conflict, with IDEC's policies and positions unless the individual clearly states that his or her statement or action does not reflect an official position or policy of IDEC and that he or she has no authority to speak for IDEC.

All members of IDEC's Board and committees shall consider all statements, actions, and affiliations in light of their leadership positions within IDEC because such statements, actions, and affiliations may affect IDEC's public perception and credibility.

**Section 3. Confidential Information.** Except for necessary disclosures made in the ordinary course of the performance of Member's services to IDEC and except as is otherwise expressly authorized by IDEC in writing, Member agrees and promises that Member will not, during the term of his or her service on the Board of Directors or committee or at any time thereafter, directly or indirectly disclose or use, on Member's own behalf or on behalf of any third party, whether as an agent, officer, director, principal, consultant, or partner, confidential information of IDEC; provided, however, that this Section 3 shall not preclude Member from use or disclosure of information known generally to the public (provided that Member was not, without IDEC's consent, directly or indirectly responsible for such information becoming known generally to the public) or from disclosure required by law or court order.

**Section 4. Remedies.** Member acknowledges that any breach of Member's obligations under Section 3 of this Agreement would cause irreparable



5 damage to IDEC, that such damage would be incapable of precise measurement, and that no adequate remedy at law would exist for such breach. Therefore, Member agrees that, in the event or threat of a breach of Section 3 of this Agreement by Member, IDEC shall, in addition to all other remedies available, be entitled to injunctive relief. Additionally, Member agrees that IDEC shall be entitled to recover from Member IDEC's costs and expenses, including reasonable attorneys' fees, incurred in successfully enforcing this Agreement.

10 **Section 5. Severability.** Should any clause, portion, or section of this Agreement be unenforceable or invalid for any reason, such unenforceability or invalidity shall not affect the enforceability or validity of the remainder of this Agreement. Should any particular covenant in this Agreement be held  
15 unreasonable or unenforceable for any reason, including, without limitation, the time period or scope of activity covered by such covenant such covenant shall be given effect and enforced to whatever extent would be reasonable and enforceable.

20 **Section 6. Governing Law.** This Agreement shall be construed in accordance with and governed by Indiana law.

**Costs Associated with Required Leadership Duties** (approved 4.11.2019; revised 2024)

25 Appointed and elected leaders will pay the same event registration and membership costs as those paid by other members of IDEC.

30 IDEC supports its elected leaders by covering or reimbursing specific expenses that would be incurred in addition to attendance at other regular IDEC activities. For the Board of Directors, this includes (1) coverage of travel, lodging and meal costs for attending the summer board meeting, and (2) additional nights lodging and meals required to attend board meetings prior to the annual conference. No travel costs are covered for traveling to the annual conference.

35 When travel is reimbursed, transportation will be reimbursed at economy class rates for airfare and at standard government rates for mileage reimbursement. Lodging costs are covered by the bookings made through the IDEC staff and will be at the conference hotel venues. Board members will cover other costs associated with attending the annual conference in the same manner as required by other  
40 members of IDEC.

**Resignation**

5 An officer, committee member, or volunteer may resign their respective role with 30-days' notice by providing written notice to the president, executive director, director, or committee chair. The executive director, director, or committee chair will report the resignation to the IDEC Board and recommend a candidate to complete the remainder of the position's term.

**Removal**

10 An appointed committee member or volunteer may be removed from a position and assigned responsibilities by the IDEC Board upon the recommendation of the Director or Officer overseeing the member/volunteer. A recommendation for removal shall be based on failure to perform expected duties, actions detrimental to IDEC's mission and values, a violation of the IDEC code of ethics, and/or failure to  
15 comply with duties of care, loyalty, obedience, and foresight. Except in cases of immediate and profound impact upon IDEC (including risk to the organization and its members), members should be provided guidance and an opportunity to correct deficiencies within a reasonable time.

20 A committee member or volunteer removed from a position or assigned responsibility shall not be eligible for any IDEC role for 24 months.

Elected officers of IDEC may be removed following procedures outlined in the by-laws.  
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**GENERAL POLICIES**

**Achievement Awards Recognition**

5 As a general practice, IDEC will provide award recipients with printed certificates of recognition and acknowledgement across IDEC communications. Cash awards will only be provided if the award is supported by an external sponsor.

10 **Document Retention** (approved 4.11.2019)

To eliminate accidental or innocent destruction, the IDEC has the following document retention policy:

<b>Length of Retention</b>	<b>Document/Records/Items of Importance</b>
Permanent Records	Articles of Incorporation Audit records Bylaws Canceled check for important payments Chart of accounts Charter Copyrights Correspondence on legal and other important matters Depreciation schedules Employee benefits records --Life of the Employee General Ledgers Insurance records, current accident reports, claims, policies, etc. Minutes of Board of Directors and general membership meetings Record of actions by members or Directors without a meeting Record of actions by committees of the Board of Directors IRS Determination Letter / Sales records Trademark registrations Year-end financial statements Tax returns and worksheets Position Papers Grant Reports Funded Proposals

<p>7 Years</p>	<p>Accident reports and claims (settled)                  Accounts payable ledgers and schedules                  Accounts receivable ledgers and schedules                  Bank statements                  Canceled checks                  Contracts, leases and agreements                  Deposit and general ledger books                  Employment tax reports                  Expired contracts and leases                  Expense analysis and expense distribution schedules                  Expense reports                  General journals                  Invoices to members and vendors                  Payroll records and summaries                  Policy statements                  1099 and 1042 Reports</p>
<p>3 Years</p>	<p>Bank reconciliations                  Duplicate bank deposit slips                  Employment applications                  Expired insurance policies                  General correspondence                  Individual personnel files While active + 3 years                  Internal audit reports                  Inventory records                  Membership applications                  Employment applications                  Terminated employee records</p>
<p>1 Year</p>	<p>Purchase orders                  Job announcements and advertisements                  Budget records</p>

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The Interior Design Educators Council (IDEC) shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper, electronic files (including emails), and voice mail records regardless of where the document is stored, including network servers, desktop or laptop computers, handheld computers, and other wireless devices with text messaging capabilities. Any employee of IDEC, or any

other person who is in possession of records belonging to IDEC, who is uncertain as to what records to retain or destroy, when to do so, or how to destroy them, should seek assistance prior to taking any action.

5 In accordance with 18 U.S.C. §1519 (Destruction, alteration, or falsification of records in Federal investigations and bankruptcy) and the Sarbanes Oxley Act, IDEC shall not knowingly destroy a document with the intent to obstruct or influence an “investigation or proper administration of any matter within the jurisdiction of any department, agency of the United States...or in relation to or contemplation of such matter or case”. If an official investigation is under way or even suspected, document purging must stop to avoid criminal obstruction. The retention periods described herein are guidelines. There are circumstances under which a record or document may have to be maintained longer than the guidelines. This will be a decision made by the Executive Director.

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### Finance and Investment Policies

IDEC’s financial matters shall be overseen by the Secretary-Treasurer in consultation with the Finance Committee and the Executive Director.

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#### Reserve & Investment Policy

As a not-for-profit member association, IDEC’s primary duty is to provide services to its members. To do so, IDEC requires both Operating Funds (defined as those funds expected to be spent in the normal course of business during the current budget cycle) and Reserve Funds.

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**Operating Funds:** IDEC shall maintain cash accounts as required for day-to-day business of the organization. The executive director and Secretary-Treasurer shall have oversight of the Operating Fund accounts.

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#### Reserve Philosophy

Goal: To achieve and maintain total organizational reserves at a minimum of 50% of the previous year’s audited total expense.

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Purpose: The purpose of the reserves is to protect against unforeseen economic emergencies and ensure long-term viability of the organization. The target reserve balance is an amount equal to 50% of the previous year’s audited total expense.

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#### Short-Term Reserve:

The purpose of the Short-Term Reserve is to protect against unforeseen economic emergencies. The target balance is an amount

equal to 10% of the previous year’s audited total expense. The Short-Term Reserve must be fully funded before any excess is to be transferred to the Long-Term Reserve.

5                    **Long-Term Reserve:**

The purpose of the Long-Term Reserve is to provide financial support for special opportunities for the organization to help fulfill its mission without impacting regular operations. The target balance is an amount equal to 40% of the previous year’s audited total expense. The Long-Term Reserve will be funded annually from any excess of the Short-Term Reserve over its target balance or through the actions of the Board of Directors.

10                    **Excess Reserve:**

Excess Reserve funds are defined as those in excess of the target reserve balance. Only excess reserves should be used for capital expenditures. The IDEC Board of Directors shall not approve capital expenditures when the reserves balance is below the target reserve balance without a specific, actionable plan to replenish the reserves balance within three years.

15                    **Growing Reserve Balances**

When the reserve balance falls below the target balance, efforts should be made during the annual budget process to contribute to reserves. The reserve fund may require contributions if the organization’s annual budget increases, if market conditions reduce the fund balance, or due to withdrawals from the reserve. If the reserve balance is below the target balance, reserve normalization should be budgeted as a recurring annual budget expense line item in an amount equal to not less than 5% of the annual budgeted revenue prior to determining the net excess/deficit for the year. Investment return shall not be an accepted strategy for rebuilding the reserve balance when the balance is less than the target.

25                    The reserve balance will also be funded annually with the amount of revenue in excess of expense from the prior year’s activity. Revenue in excess of expense should be transferred to reserve accounts, not maintained in operating accounts.

30                    **Authority**

The Board of Directors is authorized by IDEC’s Bylaws to manage the affairs of the corporation and has delegated the day-to-day authority for investments to the Finance Committee. The Board shall receive reports, at

least annually, on the status of these funds, key transactions, etc. The Finance Committee, by a vote of the majority, may delegate the day-to-day management of investments to a FINRA Registered Representative whose performance shall be assessed annually. The Board of Directors may amend the Reserve Objectives and Guidelines at any time.

### **Investment Philosophy**

Based upon the above, this policy reflects a conservative investment philosophy, particularly in comparison to investment policies for commercial organizations or not-for-profit institutions with an endowment or long-term investment requirement. The Board of Directors may amend the Investment Objectives and Guidelines at any time.

### **Investment Objectives and Guidelines**

Preservation of capital is the highest objective for both operating funds and reserve funds. To the extent possible, investments shall be diversified to minimize the risk of losses, unless circumstances indicate that it is clearly prudent not to do so.

**Operating & Short-Term Reserve Funds.** The primary investment objective for this/these fund(s) (after preservation of capital) is liquidity to meet the day-to-day operating needs of the organization. 100% of the Operating Fund and Short-Term Reserve should be invested in cash equivalents.

#### Permitted Investments

1. Interest bearing checking accounts in federally insured banks or savings and loans, not to exceed federally insured amounts except for brief periods of time during periods of higher than usual cash flow.
2. Money market funds that are readily available invested in government backed securities.
3. Certificates of deposit in federally insured banks or savings and loans, not to exceed federally insured amounts, with maturity dates sufficient to meet the cash flow requirements of the organization.
4. Corporate bonds rated investment grade or better by at least one of the major rating agencies, with an average maturity that coincides with the philosophy of the Short-Term Reserve policy. For investments in mutual funds, the portfolio-as-a-whole will be considered as criteria for a permitted investment as opposed to each individual security within the fund.

**Long-Term Reserve Funds.** The primary objective for Long-Term Reserve funds is optimal return on investment balanced with liquidity and based upon the philosophies outlined above.

Permitted Investments

1. Cash equivalents consisting of Treasury bills, money market funds, and certificates of deposit in federally insured banks or savings and loans.
2. Fixed income securities consisting of US Government and agency securities, with the expectation that those funds invested in fixed income securities will perform at or better than the Merrill Lynch one- to three-year U.S. Treasury Index.
3. Corporate Bonds rated Investment Grade or better by at least one of the major rating agencies.
4. Equity investments in the form of mutual funds comprising the following asset classes:
  - a. US Large Capitalization Stocks
  - b. Small/Mid Cap Stocks
  - c. International Stocks (with limited or no exposure to Emerging Markets.)
5. The equity investments will be limited to a target not to exceed 35% of the Long-Term Reserve Fund.

**Prohibited Investments**

Commodities and futures contracts, private placements, options, limited partnerships, real estate properties, short selling or margin transactions.

**Conflicts Policy**

To maintain the credibility of the investment portfolio, no funds shall be invested in or through any institution or organization affiliated with an officer of IDEC or any member of the Board of Directors, including banks, savings and loans, or investment manager.

**Investment Performance Review**

The Board of Directors shall be provided with quarterly financial reports and with an annual report at the close of the fiscal year detailing investments, rate of return, and maturity dates. The Finance Committee shall review all investment and operating funds at least annually and at the close of each Fiscal Year.



**Tax Status**

The tax status of IDEC shall be 501(c)(6) Non-Profit Professional Societies according to the Internal Revenue Service.

5 **Tax Policies**

The Executive Director shall ensure that tax payments and other government ordered payments or filings are filed in a timely and accurate manner.

10 The Executive Director shall sign and certify that the IRS Form 990 is accurate and complete. The Finance Committee shall review and approve the IRS Form 990 annual tax filing prior to submission. The Secretary-Treasurer will sign the Form 990, and the Board of Directors shall receive a copy of the IRS form 990 within 30 days of its submission.

15 Consistent with the requirements of 6104(d) of the Internal Revenue Code and the regulations there under, electronic copies of the organization's Form 990 shall be made available, upon request, in a timely manner, and without charge, to any individuals who request it.

20 **Signing Contracts Policy**

The Executive Director of the Interior Design Educators Council, Inc. is permitted to sign contracts on behalf of IDEC for amounts not to exceed \$10,000 without the prior consent of the Board of Directors. These contracts must relate to the needs and activities of IDEC that fall under the duties of the Executive Director and be beneficial to the organization. The Executive Director must notify both the President and the Secretary-Treasurer within 48 hours of signing the contract.

**Fiscal Period**

30 The fiscal period of the Interior Design Educators Council Inc. shall be October 1 through September 30 of each year.

**Budget**

35 In advance of the fiscal period, the Board of Directors shall adopt an annual operating budget covering activities of IDEC. The Secretary-Treasurer shall furnish the membership with a financial report at the annual meeting and any other times as the Board may direct.

**Financial Audit/Review**

40 The accounts of IDEC shall be audited or reviewed every year by a Certified Public Accountant who shall report to the Board of Directors.

### Keynote and Speakers Selection

Keynote presentations and similar sessions at IDEC conferences, symposia, and other events are among the most prominent moments in the organization’s annual calendar. Keynote presentations are one of the rare events that enable an individual to speak directly to the entire membership of IDEC. These sessions provide singular opportunities for IDEC members and event attendees to learn directly from individuals about topics of broad relevance to interior design education and scholarship.

Keynote and similar speakers are invited at the discretion of the President, in consultation with the Board of Directors. Invitations should consider the prominence, timeliness, relevance, and quality of the proposed speaker’s scholarship, professional practice, or societal contribution. While a keynote speaker may address challenging and evocative ideas relevant to interior design education and scholarship, a keynote speaker may not present ideas or work that contradicts IDEC’s mission or values.

Current members of IDEC, and those who have been members within the last 5 years, may not be invited as a keynote or similar speaker.

### Membership Categories

A member of IDEC acknowledges their membership (at any level) in the Interior Design Educators Council comes with both benefits and responsibilities. A member in good standing is defined as one who fulfills their financial obligation to IDEC by timely and complete payment of dues, conference fees, and applicable fees associated with additional member services (e.g., pre-conference workshops, IDEC products). Membership is defined by the organization’s by-laws.

### Professional Membership

Professional Membership shall be open to those educators who hold a full-time appointment, equivalent, and/or sustained engagement in Interior Design education. Those professional members who are promoted into administrative positions or have retired and then reentered a full-time position in academia or practice will maintain professional membership status.

#### Benefits

- Vote on all issues
- Serve as an elected or volunteer leader, including service on organizational committees, task forces, or in other volunteer capacities
- Nominate candidates for any IDEC award or honor
- Attend all meetings and functions of IDEC
- Receive IDEC publications and communication

- Access “members only” section of the website
- Be identified on the membership list as Professional Members and use the appellation “IDEC”

5           **Associate Membership**

Associate Membership shall be open to those educators who hold a part-time or adjunct position in Interior Design education and those interested in Interior Design education who do not meet the qualification of other membership categories.

10           **Benefits**

- Attend all meetings and functions of IDEC
- Receive IDEC publications and communication
- Access “members only” section of the website
- Serve on committees, task forces, or in other volunteer capacities
- Be identified on the membership list as Associate Member and use the appellation “IDEC Associate”

15           **Student Membership**

20           Student Membership shall be open to individuals who are engaged in interior design studies and are not concurrently full-time educators. Eligibility shall be verified by the applicant’s department head or equivalent.

25           **Benefits**

- Attend all meetings and functions of IDEC
- Receive IDEC publications and communication
- Access “members only” section of the website
- Serve on committees, task forces, or in other volunteer capacities
- Be identified on the membership list as Student Member

30           **Industry Affiliate Membership**

Industry Affiliate Membership shall be open to industry allies interested in Interior Design education and the activities of IDEC.

35           **Benefits:**

- Attend all meetings and functions of IDEC
- Receive IDEC publications and communication
- Access “members only” section of the website
- Serve on committees, task forces, or in other volunteer capacities
- Be identified on the membership lists as Industry Affiliate Member

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**Honorary Membership**

Honorary Membership is an invitational category designed to recognize significant contributions to Interior Design education by individuals not eligible to be professional members.

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**Benefits**

- Attend all meetings and functions of IDEC
- Receive IDEC publications and communication
- Access “members only” section of the website
- Serve on committees, task forces, or in other volunteer capacities
- Be identified on the membership lists as Honorary Member

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**Retired Membership**

Retired Membership shall be open to members who are officially retired from their educational institution or design-related practice and no longer engaged in part-time or full-time academic or professional design work.

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**Benefits**

- Attend all meetings and functions of IDEC
- Receive IDEC publications and communication
- Access “members only” section of the website
- Serve on committees, task forces, or in other volunteer capacities
- Be identified on the membership lists as Retired Member and use the appellation 'IDEC retired'

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**Motions for a Membership Vote**

IDEC has continued its core of grassroots involvement through its extensive array of opportunities for volunteers to be integral to the activities, shaping, and leadership at various levels of the IDEC organization, including Collaboratives, Committees, and Task Forces.

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Due to the wide array of activities and implications of various actions, to submit a motion for an IDEC Membership Vote, the initiator of the motion should take the following steps:

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1. Identify the Collaborative or Committee the motion most closely aligns with; bringing the motion to that entity. Some motions may defy alliance with any particular existing group, when that is the case, the motion should be sent to the Secretary-Treasurer who will either put the motion forward to the Board of Directors or inform the member of the appropriate Collaborative, Committee, or Task Force to consider the motion.

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2. That entity will examine the implications of the motion on the existing initiatives and priorities of IDEC and will make a recommendation to the Board of Directors for adoption or denial of the motion moving forward to the entire membership for a vote.
3. The Secretary-Treasurer will put the motion and related information brought forward by the entity on the next available Board of Directors meeting agenda.

The motion must include:

1. A clear and succinct statement of the “issue” to be addressed.
2. A rationale of why this is an important issue for the membership of IDEC.
3. Impact of the motion on IDEC if passed.
4. Name and contact information of the person submitting the motion.
5. Name and contact information of the person seconding the motion.

#### **Whistleblower Policy** (approved 4.11.2019)

The Interior Design Educators Council is committed to preventing reprisals against employees and members who report activity undertaken by other IDEC employees or members in connection with: (i) the performance of official IDEC activity that may be in violation of any state or federal law or related regulation; or (ii) IDEC’s corporate accounting practices, internal controls, or audit (collectively referred to as “Protected Disclosure”).

#### **Reporting Responsibilities**

Each officer, director, volunteer, and employee of IDEC has an obligation to report in accordance with this Whistleblower Policy the following:

- Questionable or improper accounting or auditing matters
- Any improper activities including, but not limited to, corruption, malfeasance, bribery, theft of IDEC property, fraudulent claims, fraud, coercion, conversion, misuse of IDEC property, or willful omission to perform duty; or
- An order or directive to violate or assist in violating a law, rule, regulation, or IDEC Bylaw or Policy. (Hereinafter collectively referred to as “Concerns”)

All reported concerns will be forwarded to the President. The President shall be responsible for assigning an investigation and making appropriate recommendations to the Board of Directors with respect to all reported Concerns. Reports and copies of protected disclosures shall be retained by IDEC in accordance with its record retention policy.

#### **No Retaliation**

This policy is intended to encourage and enable officers, directors, volunteers, and employees to raise concerns within the organization without fear of retaliation. No

officer, director, volunteer, or employee who, in good faith, reports a concern shall be subject to retaliation, or in the case of an employee, adverse employment consequences. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment. No volunteer or employee shall directly or indirectly use or attempt to use the official authority or influence of their position for the purpose of interfering with the right of an employee or member to make a protected disclosure to IDEC leadership.

**Confidentiality**

Reports of concerns and investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline up to and including dismissal from the volunteer position or termination of employment.

*For purposes of this Whistleblower Policy only, employees of IDEC’s management company who provide services directly to or on behalf of the IDEC shall be considered employees of IDEC.*

**Reporting Concerns**

An employee should first discuss her/his concerns with their immediate supervisor unless the employee is uncomfortable speaking to her/his supervisor or the supervisor is the subject of the concern, then the employee should report her/his concerns directly to the Executive Director. If the Executive Director is the subject of the concern, the employee should report directly to the President and if the President is the subject of the concern, the employee should go directly to the President-elect. If the Concern is given verbally, it should then be put in writing and promptly forwarded to the appropriate person as stated above for review and investigation. Concerns may also be submitted anonymously. Such anonymous concerns should be in writing by the recipient of the complaint and sent directly to the appropriate person as stated above. Officers, directors, and other volunteers should submit their concerns in writing directly to the President, or to the Executive Director if the concern is about the President.

The President and Executive Director shall address all concerns. The President and Executive Director will notify the sender and acknowledge receipt of the concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns.

All reports will be promptly investigated as assigned by the President or President-elect and appropriate corrective action will be recommended to the Board of

Directors, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow up with the complainant for complete closure of the concern.

- 5 The President, President-elect, or Executive Director has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

**Acting in Good Faith**

- 10 Anyone reporting a concern regarding a violation or suspected violation under this Whistleblower Policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation has occurred. Any allegations that prove not to be substantiated and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false will  
15 be viewed as a serious disciplinary offense and may result in discipline up to and including dismissal from the volunteer position or termination of employment.

**White paper, Position Statement, and Resolutions**

- 20 An IDEC White Paper is an authoritative report that helps inform an issue or solve a problem. White papers are used to educate members and to help members and the IDEC Board make decisions about relevant issues. The IDEC Board can request white papers be developed to inform policy or decision-making with expert opinions or relevant research. The white paper is not developed as a position on a topic or issue, however, an IDEC  
25 resolution, which is a position, may be one of the outcomes of a white paper. A resolution is a policy and is accompanied by a position statement that provides intellectual support for the policy.

**Process**

- 30 1. The request for an IDEC white paper can come from the Board, a Collaborative, a committee, a task force, or individual members. Such a request must be submitted to the IDEC Board of Directors as a written request with the purpose, rationale, and potential outcomes fully discussed. The Board will consider the relevancy of the request and the resources involved before determining how to  
35 respond to the request. If the Board agrees an official IDEC White Paper should be developed, a Task Force will be appointed. The purpose, nature, and potential outcomes of the white paper will be stated in the call.
- 40 2. Once the white paper is completed by the task force, it will be reviewed by three reviewers for technical accuracy and scholarly value. At least one of these reviewers must be a sitting member of the IDEC Board of Directors at the time the white paper was proposed. One reviewer must include an IDEC member-at-large, and the third can be drawn from the IDEC membership or be another

- informed person. Two of the three reviewers must agree that it is ready for IDEC member review or needs minor or major revision by the Task Force. If minor or major revision is required, the Task Force will complete the revision and return it to the reviewers who will make the final judgment on its readiness for dissemination to the members.
- 5
3. Once the white paper is ready for dissemination, it will be shared with the IDEC membership with appropriate announcements made to the members regarding its availability, the intended use of the white paper, and their role in review and comment.
- 10
4. The white paper manuscript will be available for review and comment by members for 60 days. Members may respond in different ways (e.g., email to IDEC Board, public comment, opposing paper). If there are formal suggestions for revision, these suggestions will be referred to the task force and the three reviewers for consideration. If significant revision occurs to the white paper, it may need to be made available for review and comment by members for an additional 60-day period.
- 15
5. After the comment period and revisions, the final white paper will be submitted to the IDEC Board of Directors for their acceptance. If accepted, the white paper will be housed indefinitely on the IDEC website. If not accepted by the IDEC Board, the white paper can be returned to the task force for revision or redevelopment or deferred from any IDEC action. If not accepted, the task force will be thanked for their efforts and disbanded. Task Force members may continue to develop the white paper draft into a written work; however, the document will not be an IDEC White Paper.
- 20
6. If appropriate, once a white paper is accepted, the IDEC Board can develop a resolution about the issue based on the white paper findings. The resolution is generally less than 100 words and is a statement of IDEC policy. A position statement must accompany the resolution and is an essay that supports the resolution or policy. It is generally less than 500 words and is written by the IDEC Board members. The position paper includes the purpose, rationale, and summary of documentation that supports the Board's decision. The resolution and position statement must be approved by the Board.
- 25
7. Alternatively, a resolution and its position statement can be generated by individual members, work groups, or the Board. Resolutions and position statements generated by groups other than the Board will follow the same procedure outlined in the next steps.
- 30
8. Once a resolution and its position statement are approved by the Board, they will be available for review and comment by members for 60 days and follow the above procedures as the white paper.
- 35
9. Once ready for vote, the resolution/statement will be disseminated to the membership for approval. Once approved by a majority of the membership, the resolution becomes IDEC policy.
- 40



Descriptions and Protocol	White Paper	Position Statement	Resolution
<b>SIZE</b>			
Full paper	X		
500 words or less		X	
100 words or less			X
<b>PERSPECTIVE</b>			
Balanced	X		
Biased / Supports one position		X	X
<b>ORIGIN OF REQUEST</b>			
Member	X	X	X
Collaborative, Committee, or Task Force	X	X	X
Board of Directors	X	X	X
Authors			
Task Force	X		
Board of Directors		X	X
<b>REVIEWERS</b>			
Three (1 IDEC member, 1 BOD Member, 1 IDEC member or non-member)	X		
All BOD members		X	X
<b>MEMBERSHIP REVIEW / COMMENT</b>			
60 days	X	X	X
60 Days (post major review)	X	X	X
<b>FINAL ACCEPTANCE / ADOPTION</b>			
Board of Directors	X		
Member vote		X	X

**Language and Definitions**

TERM	DEFINITION
Appointed leaders	Includes members appointed to service roles within the organization; Varying from committee chair, committee member, initiative leader, reviewer, etc.
Elected leaders	Includes Officers and Directors
Collaborative	Multiple committees and initiatives organized by shared focus or purpose
Committees	Standing committees, ad hoc committees
Task forces	Working groups appointed by the president for a finite task
Initiatives	Efforts that do not require a committee; may be led by one or two individuals (e.g., grant review)