



## STUDENT INTERIOR DESIGN CLUB "SIDC"

**Statement of Purpose:** As the Student Interior Design Club, our purpose is to serve as a resource for students and members in the interior design field. Our intentions are to further enhance member engagement and connections to not only interior design, but to all facets of design. Members will be encouraged to participate in activities, guest speakers, trips and other design events.

**Mission:** Our goal is to get members involved with professional organizations, such as IIDA or ASID, to develop skills involving communication, problem solving and decision-making skills. Through teamwork and contribution to the community, members will gain networking experience and introductions to all aspects of design.

### **Officers:**

President:	Lauren Moore
Vice President	Kenzie Robinson
Treasurer	Emily Reynolds
Secretary/Publicist:	Sydnee Moye
Senior Representative:	Kasia Penyock
Junior Representative:	Kaelyn Pettengill
Sophomore Representative:	Krista Murphy

## **Roles**

**President** – The club president plans, organizes and carries out responsibilities pertaining to leadership. The president is to make certain each club meeting is well planned and organized and that each member is heard. The president is to perform club administration, meeting regularly with the faculty advisor to discuss agenda points and current club issues. The president is the liaison with the university and is responsible to follow procedures set by the university. To train and educate the club is also the presidents' responsibility, making certain club officers understand and carry out their responsibilities throughout the year. Additional duties include those of educating the newly-elected president, ensuring all other officers do the same for newly-elected person(s) in their positions, and ensuring retention and engagement of new and current club members.

**Vice President/Treasurer** – The SIDC vice president will be prepared to administer the club in the absence of the president. The vice president will plan programs and education; work with the president to plan annual goal-setting for officers to discuss. Additional duties include the training of the newly-elected vice president. In addition to vice president duties, treasurer duties will also be completed. Treasurer is to control the club's budget, funds raised and collected. Treasurer must record all expenditures and income. For meetings, the treasurer will prepare a financial report and inform the club of financial strengths and weaknesses. This officer is responsible for club finances and maintaining the club's account while assisting the president with any task.

**Secretary/Publicist** – Every SIDC secretary/publicist is to maintain all the records, files and details that are important for the operation of SIDC. The secretary/publicist is to distribute these notes to members and as required by the university. When the secretary is to take club and board meeting minutes, they are to make sure the attendance is taken at every meeting. A record of attendance will be accounted for through: the number of members present, names of those absent, list of guest attending (PSGA member, other affiliations, etc.), committee reports, announcements, any motions or decisions acted upon by membership and any dues collected. The secretary is to also send thank you/congratulatory notes on behalf of the club. Additional duties include the training of newly elected secretary/publicist.

**Representatives** – Each class will have an SIDC representative. All representatives will become familiar with the positions and responsibilities of the club and will report on club activities to classmates and encourage involvement. They are to be present during all meetings and are encouraged to voice their opinions and concerns on any subject matter.

Representatives are also encouraged to attend all special events, community events and retreats.

**Club Members** – Automatic club members are all students within the interior design program. They will act as observing members and are permitted to attend any meetings and events.

## **Elections**

Students enrolled in the Park University Interior Design Program are automatically members of the SIDC club and only those enrolled in the Interior Design program are eligible to be board officers. Elections are to be held once a year, at the end of the given school year. Nominations will be made through anonymous ballots, no less than one month prior to the end of the school year. All nominee parties shall be notified via email. All elected officers and the interior design department student body will be notified via email.

Freshman representatives will be selected in the fall by the elected SIDC board. Freshman will be contacted via email and if interested in the position will need to submit their schedule and a brief statement about themselves and their interest in the position for review by the board. The candidate selected will be notified via email.

In the case of board member resignation: If the position is an executive member of the board, the next senior-level executive board member can choose to assume the position and/or to hold new elections for available positions. For Class Representative positions, new elections will be held. Any new or special elections need to be held no more than two weeks from the date of resignation.

## **Membership**

SIDC membership is an open membership and is connected to the Park University Interior Design major. Each member shall be removed or accounted for by the SIDC president, vice president and secretary. In regard to being removed as a member from SIDC: a member is only removed once they have graduated or are no longer a student at Park University with an interior design major.

## **Finances**

There are no dues associated with this group. All other finances will be controlled by the treasurer and, if relevant, will be discussed at meetings.

## **Meetings**

Meetings are encouraged to be held monthly and/or bimonthly. Bimonthly meetings would be to discuss club events and other urgent announcements. Monthly meetings are to celebrate the club, upcoming events, fundraising ideas and other relevant information. Officers and advisors will meet either weekly or monthly to monitor the club's success. Officers and students will be notified via email about when the meetings will be held. All club decisions will be made by SIDC officers, with majority vote, quorum is set at 45%.

## **Amendments to the Constitution and Bylaws**

All amendments will be presented to the Park University Interior Design student body, at which point will be voted on by students, officers and representatives and will be determined by a majority vote. Amendments will be incorporated by the student officers.

## **Ratification**

Majority vote by the student officers; motion will be heard and voted on by student officers.

## **Advisor**

Amy Hersch – Interim Head of the Interior Design Department

## **Affiliations**

International Interior Design Association (IIDA) and American Society for Interior Design (ASID) Students are encouraged to join a professional organization for local events and networking.