

**BY-LAWS**

**ASSOCIATION OF REGISTERED  
INTERIOR DESIGNERS  
OF NEW BRUNSWICK**

**May 2, 2009**

## TABLE OF CONTENTS

1	INTRODUCTION .....	3
1.1	DEFINITIONS AND INTERPRETATIONS.....	3
1.2	OBJECTIVES OF THE ASSOCIATION .....	4
2	MEMBERSHIP.....	4
2.1	REGISTERED MEMBER.....	4
2.2	INTERN MEMBER.....	6
2.3	STUDENT MEMBER.....	7
2.4	INACTIVE MEMBER .....	7
2.5	NON-RESIDENT REGISTERED MEMBER .....	8
2.6	RETIRED MEMBER .....	9
3	MANAGEMENT.....	9
3.1	BOARD OF DIRECTORS .....	9
3.2	EXECUTIVE OFFICERS .....	10
3.3	DUTIES OF EXECUTIVE OFFICERS AND DIRECTORS .....	10
3.4	BOARD OF GOVERNORS .....	13
4	OPERATIONS AND PROCEDURES .....	14
4.1	DUTIES AND POWER OF THE ASSOCIATION .....	14
4.2	MEETINGS .....	14
4.3	COMMITTEES.....	16
4.4	AMENDMENT OF BY-LAWS .....	20
4.5	MEMBERSHIP FEES .....	20
4.6	TRADE AFFILIATES.....	20
5	CODE OF ETHICS.....	20
	Appendix A	Current NCIDQ Definition of Interior Design
	Appendix B	Current NCIDQ Examination Eligibility Requirements
	Appendix C	Current CIDA Accredited Interior Design Programs

## **1 INTRODUCTION**

### **1.1 DEFINITIONS AND INTERPRETATIONS**

The Act is cited as the “Association of Registered Interior Designers of New Brunswick Act”. 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.

**ACT** means “Association of Registered Interior Designers of New Brunswick Act” enacted in 1987.

**ASSOCIATION** or **ARIDNB** means the “Association of Registered Interior Designers of New Brunswick”.

**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 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.

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

**INTERIOR DESIGN EDUCATION PROGRAMS** are those accredited by CIDA, recognised by NCIDQ and accepted by the Association. (See Appendix C.)

**INTERIOR DESIGNER** The interior designer is 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 who is in the process of logging professional experience with the aim of qualifying to become a Registered Member of the Association.

**MEMBER OF GOOD STANDING** refers to any member of ARIDNB who has paid in full the annual dues, 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 of Registered membership in the Association.

**RECORD BOOK** is a form provided by the Association for the purpose of logging professional experience.

**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, typically held the Treasurer of the Association, responsible for keeping the registry of members of good standing.

## 1.2 OBJECTIVES OF THE ASSOCIATION

- To establish, maintain and develop standards of knowledge and skill among its members.
- To govern the practice of interior design in order that the public interest might be served.
- To enhance public awareness of professional quality interior design and its importance to the human environment.
- To advocate quality interior design education and practice throughout New Brunswick and Canada.
- To initiate support and seek the expansion of quality continuing education and professional upgrading among the members of the Association.
- To co-operate with and support the Interior Designers of Canada and its member and allied associations.
- To establish, maintain and develop standards of professional ethics among its members. (See 5 of these By-laws.)
- To advance the Objects set out in the Act

## 2 MEMBERSHIP

### 2.1 REGISTERED MEMBER

#### 2.1.1 Qualifications for Registered Membership

Registered membership shall be available to applicants who:

- have graduated from an interior design program of study granting a degree or diploma, which when combined with interior design work experience

meets the NCIDQ examination eligibility requirements (See Appendix B) and have successfully completed the NCIDQ examination and provide verification of certification to ARIDNB;

- have submitted a record of professional work experience in interior design to ARIDNB as per the application form to be provided by the Association;
- are permanent residents of the Province of New Brunswick;
- or hold an equivalent membership in a member association of IDC and are members in good standing of that association;
- do not hold a type or category of equivalent membership, in another organisation in a related field of applied design, having a right to grant a license.
- 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 “Registered Interior Designer”, and may use the initials “ARIDNB” after their names;
- are responsible for informing the Registrar of changes of information for their listing in the ARIDNB register of members;
- effective January 1, 2013 and thereafter shall complete fifteen (15) contact hours or 1.5 CEU credits of continuing education units in each three (3) year period preceding renewal of registration in accordance with such guidelines as are established by the Board from time to time.
- record-keeping of the CEUs is to be provided by NCIDQ or an organisation approved by the Board of Directors 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;
- shall comply to the Code of Ethics at all times. (See 5 of these By-laws.)

- shall submit a resignation from the Association in written form to be addressed to the secretary of the Association at the time of resignation.

## 2.2 INTERN MEMBER

### 2.2.1 Qualifications for Intern Membership

Intern membership shall be available to applicants who:

- have graduated from an interior design program of study granting a degree or diploma that meets the NCIDQ examination eligibility requirements;
- 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 are not entitled to hold office on the Executive Committee of the Association;
- are responsible for informing the Registrar of changes of information for their listing in the ARIDNB register of members;
- may not use the designation “Registered Interior Designer”, “ARIDNB” or any other designation denoting membership in the Association;
- shall provide a work experience log book to be submitted with their annual membership
- fee renewal;
- upon qualifying for Intern membership in ARIDNB, shall successfully complete all sections of the NCIDQ examination, within three (3) calendar years of eligibility to write the NCIDQ exam. Failure to do so shall result in termination of membership;
- who do not successfully complete the NCIDQ examination within the time prescribed above, cease to be members of the Association and may apply for reinstatement after a period of one (1) calendar year following the date on which membership was terminated. As a condition of reinstatement,

Intern members must undertake to write the NCIDQ examination during the next two (2) consecutive sittings of that examination;

- shall comply to the Code of Ethics at all times. (See 5 of these By-laws.)
- shall pay an admission fee established by the Board to the Association upon completion of all requirements for registration under the Act and By-laws.

## 2.3 STUDENT MEMBER

### 2.3.1 Qualifications for Student Membership

Student membership shall be available to applicants who are enrolled in an interior design program of study granting a degree or diploma that meets the NCIDQ examination eligibility requirements.

### 2.3.2 Responsibilities and Privileges of 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 ARIDNB list of student members;
- may not use the designation “Registered Interior Designer”, “ARIDNB” or any other designation denoting membership in the Association;
- shall comply to the Code of Ethics at all times. (See 5 of these By-laws.)
- shall pay such fees established by the Board for student membership

## 2.4 INACTIVE MEMBER

Inactive members,

- are non-voting members;
- may not use the designation “Registered Interior Designer”, “ARIDNB”, or any other designation denoting membership in the Association after their names;
- may be readmitted to the Association within three (3) years of resignation or retirement from the Association, and must pay a penalty (percentage of

annual fees as determined by the Board of Directors) to be entitled for readmission;

- who are NCIDQ certified and are requesting readmission after three (3) years, may regain Registered membership status after paying a penalty (percentage of annual fees as determined by the Board of Directors), and the current annual membership fee;
- who were "registered" as experienced persons under the Act or who are non-NCIDQ certified founding members, and are requesting readmission after three (3) years, shall pay a penalty for readmission (percentage of annual fees as determined by the Board of Directors), and the current annual membership fee, and as a further condition of reinstatement, they must undertake to write the NCIDQ examination during the calendar year after reinstatement. If they do not successfully complete the examination, membership status will not be awarded.

## 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 graduated from an interior design program of study granting a degree or diploma which when combined with interior design work experience meets the NCIDQ examination eligibility requirements (See Appendix B) and have successfully completed the NCIDQ examination and provide verification of certification to ARIDNB;
- hold an equivalent membership in a member association of IDC and are members in good standing of that association;
- do not hold a type or category of equivalent membership, in another organisation in a related field of applied design, having a right to grant a license.
- have paid such fees as are established by the Board for Non-Resident Membership.

### 2.5.2 Responsibilities and Privileges of Non-Resident 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 ARIDNB register of Non-Resident Members;
- may use the designation “ARIDNB Non-Resident Registered Member” after their names.
- shall complete Continuing Education units of study each calendar year in compliance with the number of units as determined by the Board of Directors;
- shall carry professional liability insurance in the minimum amount determined by the Board from time to time and submit proof with their annual membership
- fee renewal;
- shall comply to the Code of Ethics at all times. (See 5 of these By-laws.)

## 2.6 RETIRED MEMBER

### 2.6.1 Qualifications for Retired Membership

Retired membership is available to those who were Registered Members in good standing with the Association prior to retirement and are fully retired from the practice of interior design.

### 2.6.2 Responsibilities and Privileges of Retired Membership

Retired members are non-voting members, who do not pay membership fees to ARIDNB. They are responsible for informing the Registrar of changes of information for their listing in the ARIDNB register of retired members.

## 3 MANAGEMENT

### 3.1 BOARD OF DIRECTORS

The affairs of the Association shall be managed by a Board of Directors, who 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;
- rules, not being inconsistent with these By-laws which are made from time to time by the Association in general meetings.

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

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

The Board shall include the Executive Officers of the Association, the Past-President, the IDC Director and the Chairpersons of Standing Committees. (See 4.3 of these By-laws.)

The Directors shall,

- be elected by the members at the Annual General Meeting;
- when serving as Executive Officers, be elected at each Annual General Meeting for the term of office assigned (See 3.2.1 of these By-laws.)
- 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.

### 3.2 EXECUTIVE OFFICERS

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

The Executive Officers of the Association shall be Registered members.

#### 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;
- Secretary, two (2) years;
- Treasurer, two (2) years.

### 3.3 DUTIES OF EXECUTIVE OFFICERS AND DIRECTORS

#### 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 general meetings and Board meetings;
- cast the deciding vote, in the event of a deadlock, if required at such meetings;
- supervise the affairs of the Association;
- 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.

### 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;
- accept applications for membership and Professional Experience record books on behalf of the Association;
- act as Chairperson of the Membership 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.

### 3.3.3 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;
- 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;
- develop and maintain administrative forms and procedures;
- upon notice from the Vice-President of the acceptance of a new member, will issue to that new member a set of By-Laws of the Association and a certificate of membership where applicable.

In the absence of the Secretary from a meeting, the Board shall appoint another person to act as Secretary for that meeting.

#### 3.3.4 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 and shall 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;
- invoice members for annual dues, as prescribed in 4.5 of these By-laws, no later than December 1st of each year for the following year's dues;
- prepare list of members in good standing as of January 31st of each year, for the purpose of submitting this record to IDC, and for the update of the ARIDNB membership listing;
- be the Registrar of the Association (unless otherwise designated by the Board) and shall maintain a register of all members;

#### 3.3.5 Past President

The Past President of the Association shall,

- be the historian of the Association;
- act as chairperson of the Nominations Committee.;
- act as chairperson of the Board of Governors, as described in 3.4 of these By-laws.

#### 3.3.6 IDC Director

The IDC Director of the Association shall,

- be responsible for facilitating interaction between IDC and ARIDNB;
- act on behalf of ARIDNB 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.

#### 3.3.7 Resignation and Vacancies

The resignation of any Director or Officer shall be made in writing and submitted to the Secretary of the Association.

Vacant offices of the Executive Officers shall be filled by appointment of the Executive Committee.

### 3.4 BOARD OF GOVERNORS

The Board of Governors shall be comprised of all Past Presidents and all Founding Members whose membership in the Association is in good standing and who have maintained an active role in the affairs of the Association. (The Founding Members are those persons identified in the Act as the first Board of Directors of the Association). If any member of the Board of Governors is elected to be an Officer or Director of the Association, he/she shall resign from the Board of Governors.

The Board of Governors shall elect its Chairperson from within that body.

The Board of Governors shall act as a senior advisory board to the Officers and Directors of the Association as a whole, but shall have no authority to make or amend by-laws or assume the direction of the Association. It shall assume special duties or tasks as directed by the Board.

The Board of Governors shall hold a minimum of one meeting each year, at such time the Board of Governors deems appropriate to allow submission of a report to the Annual

General Meeting. The quorum necessary to transact business is 1/3 of the current members of the Board of Governors.

## **4 OPERATIONS AND PROCEDURES**

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

The head 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 Meetings each year (including the Annual General Meeting), one each quarter. Two meetings are to be held in person, two may be held by teleconference.

The Board, at its discretion, may call Special Meetings of the general membership 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 Registered 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

#### 4.2.5 Procedures

If not otherwise provided for in the Act or these By-laws, 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 members in good standing.

##### 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 :

- Special Program Committee
- Public Relations Committee
- National / International Issues Committee
- Education Committee
- Continuing Education Committee

##### 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.

A Qualifications Appeal Board may be appointed at the discretion of the Executive Committee.

##### 4.3.3 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, counseling, 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 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;
- 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.

#### 4.3.4 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; or
- be served on the member in question and the complainant by “Registered 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.

#### 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 3.3.4 of these By-laws.

All categories for membership for annual dues must be invoiced by December 1st prior to the upcoming new year.

Fees for Registered Interior Designers category may be paid in full or in four (4) equal parts. Full payment or initial payment and four (4) post-dated cheques (dated February 28, April 30, June 30 and September 30) must be received prior to February 28. Cheques will be made payable to "The Association of Registered Interior Designers of New Brunswick". Fees for all other categories are to be paid in full prior to February 28.

#### 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 ARIDNB 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 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 Association of Registered 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 Registered 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.

#### 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 unswerving 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 Association identification, ARIDNB on business cards and stationery, temporary project signs, building plaques, professional documents, office identification signs, building directories and similar professional notices.
- 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.

## APPENDIX A

### DEFINITION OF INTERIOR DESIGN

Source: National Council for Interior Design Qualification [www.ncidq.org](http://www.ncidq.org) (22 April 2008)

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 life, health, 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 life-cycle 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, 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" means features of buildings or spaces that enable use by people regardless of their level of ability.

"Building Shell" means 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" mean 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" means 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" means 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" means 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" means 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" means 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" means 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" means 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" means a ceiling design that illustrates a ceiling as if it was projected downward and may include lighting and other elements.

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

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

"Sustainability" means 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.