

IASC

Interior Architecture Student Council

Mission Statement

The mission of the Interior Architecture Student Council (IASC) is to facilitate communication and interaction between students, programs, faculty, and administration. Through open communication and teamwork, members of IASC will strive to be a visible and productive group as well as responsible leaders. IASC members will initiate or assume responsibility for projects that will benefit both the Department of Interior Architecture and Product Design (IAPD), and the College of Architecture, Planning and Design and will collaborate effectively in the planning and execution of such projects.

CONSTITUTION

INTERIOR ARCHITECTURE STUDENT COUNCIL

“Interior Architecture is a professional field linking architecture, art, interior design and product design for the purpose of human use. This culture encompasses all design principles to create spaces that are functional and efficient as well as aesthetic. Interior Architecture is inspired humanism that is both powerful and practical.”

The role of the Interior Architecture Student Council (referred to henceforth as **IASC**) shall be to:

- A. Act as a liaison between the student body and departmental faculty.
- B. Aid, when possible, in the development and implementation of Department-wide events, such as Open House, Family Weekend, DeCANstructing Hunger, etc.
- C. Act as intermediaries between students, faculty, and the Dean’s Student Advisory Council (DSAC) in regard to problems, grievances, or other interests/concerns.
- D. Act as student ambassadors on behalf of the IAPD Department .
- E. Act as facilitators for communication and interaction among students in all departments within the College of Architecture, Planning and Design.
- F. Help to conceive of and implement programs that will enhance the educational experience of the Department of Interior Architecture and Product Design.
- G. When possible, aid in the development and execution of physical improvements to the IAPD Department.
- H. Encourage fellow students to expand their worldly view, provide for the common good, and look toward the future of things.

STANDING RULES

INTERIOR ARCHITECTURE STUDENT COUNCIL

Article 1. MEETINGS

Section 1. Meetings shall be held at a regular time at a minimum of twice per month, excluding holidays and summer months. If necessary, additional meetings can be called by the President.

Section 2. Meetings shall be run by the President. In the absence of the President, the Vice President shall run the meeting.

Section 3. The Secretary shall record the names of those in attendance and take minutes at each meeting. The Secretary shall also notify members in advance of upcoming meetings and special events.

Section 4. All meetings are open to any enrolled student within the Department of Interior Architecture and Product Design.

Article 2. MEETINGS/ATTENDANCE

Section 1. Notice of absence by an officer must be given in writing or email to the Secretary prior to the meeting. All other officers should be made aware of this condition and steps should be taken to cover or reschedule the missing officer's duties prior to the meeting.

A. After the third unexcused absence within a single semester, the student's position shall be reviewed and put to a vote. At that time, a new officer can be elected for that position.

Section 2. Any student enrolled within the Department of Interior Architecture and Product Design is an eligible member. Any student involvement is voluntary.

Section 3. In order to be eligible to run for office, a future candidate must have demonstrated an interest in IASC by attending meetings and/or sponsored events/activities (as evidenced by attendance records) to be eligible to run for any office.

Section 4. Students who are not enrolled or otherwise associated with the IAPD department may attend any and all meetings. They will not, however, have voting rights.

Section 5. See Addendum A: Meeting Format.

Article 3. VOTING

Section 1. A simple majority vote of students in attendance at any given meeting shall be required to pass a motion.

Section 2. A quorum of two-thirds of the enrolled student population within the IAPD department shall be required to pass a motion pertaining to changes in the **Constitution** or **Standing Rules**.

Section 3. The President shall not vote except in the case of a tie.

Article 4. OFFICER ELECTIONS

Section 1. Candidates for positions of office shall meet the eligibility requirements as outlined in Article 2, Section 3.

Section 2. Officers shall be elected to a two-semester term beginning in the fall, enabling the students away on internship or foreign study during the spring semester to run for office.

Section 3. New officers shall be elected every academic year, taking place in the first meeting held at the beginning of the fall semester.

- A. The officers from the previous academic year shall run the elections. In the event of a conflict of interest, the faculty advisor shall run the election.
- B. Nominations shall be taken from the floor. Candidates are allowed to nominate themselves. Those nominated are also allowed to decline nomination. Only those present at the meeting may be nominated.
- C. Voting and counting shall be in accordance with the rules and requirements issued by SGA.
- D. Election shall be by plurality vote.
- E. Votes shall be cast on paper ballots, and collected and counted by the faculty advisor.

Section 4. The Technology Officer shall be appointed every academic year by collective consensus of the officers and two members of the faculty. This appointment shall be made no later than mid September.

- A. To be eligible to apply for Technology Officer, candidates must have a modicum of knowledge in computing technology, supplemented by a good work ethic, a willingness to help, and an understanding of departmental equipment.

Section 5. IASC officers shall not hold office during periods of absence from campus due to internship or foreign study. However, such persons are eligible to run for an office to be held upon their return from internship or foreign study.

Section 6. It is possible for officers to be re-elected, or re-appointed.

Section 7. Vacancies on the executive board shall be filled by a separate nomination and elections process to be held at the time of office vacancy. Any enrolled IAPD student is eligible to be nominated and run for the vacant office.

A. Exception: In the event that the President's office becomes vacant, the current Vice President shall assume this office. In turn, there will be a new election to fill the now-vacant Vice President's position.

Section 8. It is possible for students to hold office for only one semester, prior to taking an internship or studying abroad. However, it is preferred that all officers commit to a one-year term.

Article 5. MEMBERSHIP QUALIFICATIONS

Section 1. Any student enrolled within the Department of Interior Architecture and Product Design is an eligible member. Any student involvement is voluntary.

Section 2. No membership dues shall be required to be considered a member of IASC.

Article 6. OFFICER RESPONSIBILITIES

Section 1. Officers are expected to attend all IASC meetings.

Section 2. See Addendum B: IASC Officer Descriptions.

Article 7. LIAISONS

Section 1. Each College student organization shall be represented on DSAC. At least one member from IASC will act as a liaison to this organization.

- A. Liaison(s) from IASC or a designated substitute are required to attend regularly scheduled DSAC meetings and give updates on what IASC is doing.
- B. DSAC Attendance requirements:
 - 1. If an organization's liaisons have more than two unexcused absences per semester, then the funds for that organization can be reduced or eliminated for the following fiscal year.
- C. Liaisons do not have voting rights within DSAC.

Section 2. Each year of the IAPD curriculum shall be represented on IASC. At least one member from each year will act as a liaison for their class. This will be an elected position that will take place during officer elections in the fall.

Article 8. ALLOCATIONS

Section 1. Budget allocations

- A. Funding for activities or projects undertaken by IASC (i.e.: Open House) shall be requested through the Student Governing Association (SGA), in concert with the approval of DSAC.
- B. IASC maintains a separate checking account wherein funds are placed as they become available. It is necessary to distinguish the amount of “free” (or unrestricted use funds) funds from those that are conditional (may only be used for certain purposes, as defined by SGA).

Section 2. Funding Process

- A. IASC funding schedule follows the rules and regulations as outlined by SGA for both submittals of budget requests and protocol for dispersal of funds.

Article 9. TECHNOLOGY GROUP (previously, “Plot Club”)

Section 1. The IAPD Technology Group exists as its own entity, distinct from, but linked with, the context of IASC, and shall be treated as a separate organization. Its operation, however, is jointly governed by the executive body of IASC and the IAPD faculty.

Section 2. Please see Addendum C: Technology Officer and Technology Group.

Last edited: Spring 2004
Brian G. Pelcak, Secretary

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Addendum A: Meeting format

- 1.) Meeting is called to order by president.
- 2.) An attendance sheet is passed around for all to sign-in.
- 3.) The minutes from the previous meeting will be reviewed and approved, or discussed and revised.
- 4.) Each officer should then reprise their activities since the last meeting in a verbal “mini-report.”
- 5.) The DSAC representative will offer a summary of issues that the group is currently discussing.
- 6.) Address business:
 - Old business: Items that were to be acted upon from the last meeting; as well as picking up any discussion that might have been tabled (see past minutes).
 - New business: New items that appear on the meeting’s agenda to discuss, or which require delegation of action.
- 7.) Any further discussion\questions\suggestions from the floor.
- 8.) Motion to adjourn meeting. **Next meeting date, time and location will be announced.** Attendance sheet is collected.
- 9.) Adjourn.

NOTES:

- All officers will be e-mailed minutes, pending their completion by the secretary. It is suggested that the officers read through these minutes.
- Photocopies of minutes will either appear in each studio as a posting OR be posted in a central location for anyone to read.
- Each officer will maintain a notebook in an organized fashion in which to keep ANY and ALL documents, etc. that pertains to their work within the council.
- Officers are expected to complete their requested or volunteered tasks and are further expected to uphold the ideals of the Department of Interior Architecture and Product Design.
- All officer’s notebooks and any supplementary documentation concerning IASC will be submitted and kept in an orderly fashion in the IAPD administrative office, care of Judy Roland during semester breaks.
- Officers should call an executive meeting when needed to discuss agenda topics, goals, duties, etc.

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Addendum B: Officer Descriptions

PRESIDENT: Shall be responsible for any and all operations of the council. This includes (but is not limited to) the following duties: Maintaining the master calendar of events for the council; checking the council mailbox; setting meeting times and dates; making sure that all officers are accountable for their own duties; leading regular meetings of the council body as well as the executive body; attending meetings/presentations in accordance with SGA regulations; coordinating all officers' actions with the needs of any undertaken activity; etc. Most importantly, this officer shall lead by example and represent the IAPD department in a positive manner. *A fifth year student is recommended for this position*, due to the level of exposure and experience within the department. However, any and all interested parties are invited to apply.

VICE PRESIDENT: Shall be responsible for running any meetings or fulfilling any obligations of the president in the event that the president is absent. Individuals in this position will be responsible for composing and providing meeting itineraries prior to each council meeting and will also seek to assist all officers in performing their duties. Persons holding this office should be able to effectively multitask and be willing to devote the efforts necessary to enact any council activities. Further duties: Addressing the necessary paperwork to the Office of Student Activities and Services for the annual registration process; Attending meetings/presentations with the president as needed. No year-level recommendation; position is open to any and all interested parties.

SECRETARY: Shall be responsible for recording all discussions and information that take place during regular Council meetings, as well as during any executive meetings of the officers. Meeting minutes shall be maintained in an organized and consistent format, with past meeting minutes retained in a location for archival purposes. Further responsibilities include: Copying and distributing any relevant material to other officers, or departmental students; maintaining the council's email account; sending reminders to the student body regarding meeting dates and times; Recording attendance at meetings. No year-level recommendation; position is open to any and all interested parties.

TREASURER: Shall be responsible for maintaining the organization's financial documents in a well-organized and detailed manner. Individuals in this position will have signing privileges in both the Council and Plot Club accounts, and is expected to keep these accounts balanced and operating 'in the black.' Further, this officer will be in contact with the Student Governing Association in accordance with new fee allocation regulations in order to document and request any available monies from the University. *A third year student is recommended for this position*, due to the annual trip to Dallas, TX. However, any and all interested parties are invited to apply.

EVENTS COORDINATOR: Shall seek to propose, organize and direct the operation of any relevant activities that may take place within the IAPD Department. Some of these activities may include: Wine and Cheese; DeCANstructing hunger; Open House; social gatherings; and philanthropy. Individuals in this position should have good organizational and interpersonal skills, and be willing to put forth any necessary effort(s). No year-level recommendation; position is open to any and all interested parties.

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Addendum C: Technology Officer and IAPD Technology Group

The Interior Architecture Plot Club [hereafter “Tech Group”] began in the spring of 2002 as a way to support, both physically and financially, the department-owned technology available for student use. As fiscal crises were (and still are) ever present, it became necessary to enact certain policies and people to be able to proactively support and maintain student plotting and technology privileges. Therefore, an additional officer was added to the IASC executive body: Technology officer (please see description below), and a plot club fee was introduced.

INTENT:

The Interior Architecture Technology Group exists to serve the constituent students of the Department of Interior Architecture and Product Design. It is charged with the task of organizing and arranging the purchase and maintenance of department printing/plotting technology and their ancillary materials (paper, ink, etc.). Any fees collected shall go directly toward these goals only; *any funds collected shall only be spent on technology-related items for the full benefit of all departmental students.*

The Technology Officer shall be designated the director of operations of the technology group and will become responsible for its activities. This individual shall act as a liaison between the students, faculty, and the Interior Architecture Student Council regarding technology needs and affairs. The detailed operations of this position will largely be left up to the individual to decide, however it is expected that whomever takes this role will always act upon the best interests of his/her fellow students and conduct their actions in a reasonable and organized manner. Accountability will be maintained for ALL actions undertaken by this appointed official.

It is recommended that the technology officer select up to two representatives from each of the departmental design studios to assist in plot club tasks. It is the responsibility of the technology officer to provide any training to these persons. It is also recommended that, when possible, the technology officer along with these representatives develop long-term goals for the future of departmental technology in accordance with its programs/curriculum.

Any and all reference manuals and materials are to be kept in a centralized location for permanent storage and future reference by IAPD Tech Group personnel and faculty.

APPOINTMENT:

The position of Technology Officer shall be an appointed position. Upon successful election of the IASC executive body in the early fall semester, the body of officers shall take recommendations for the position of technology officer, based primarily upon input from previous studio technology representatives. The executive body will then meet with no less than two IAPD faculty representatives, and this group shall collectively choose one person from the pool of candidates, based upon the areas of technical knowledge, willingness for the position, and strength of character; a majority consensus of this group must be reached for the appointment to be official. This process shall be completed by September 15th annually.

TECHNOLOGY OFFICER: Charged with the task of overseeing the equipment available within the department for student use. Duties include: Maintaining plotter/printer paper and ink supplies; organizing any technical support for equipment; setting up and installation of software on departmental machines for use by visiting international students; fielding any related questions by classmates; working with the IASC treasurer regarding purchases and deposits for supplies. Further, an established working knowledge of department technology and computing is suggested. *A fifth year student is recommended for this position*, due to the level of exposure and experience needed within the department. However, any and all interested parties are invited to apply.