



**INSTITUTE OF DESTINATION ARCHITECTS AND DESIGNERS
CHAPTER HANDBOOK**

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**CONDENSED DOWNLOADABLE
OVERVIEW**

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Institute of Destination Architects and Designers Chapter Handbook**

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INTRODUCTION

The IDAD Chapter Handbook is only a guide. The contained suggestions are merely insight for consideration, not hard and fast rules. These ideas can be used to improve certain aspects of your Chapter's functions. After reviewing the information, it is up to you to evaluate and adjust the suggestions to fit your IDAD Chapter's needs.

The Chapter Handbook is a resource and a tool; you may refer to this publication for support and planning insight for successful Chapter formation. It is a repository of information from the IDAD Office, and an archive of Chapter experiences from year to year.

The IDAD International Office, Directors, and consulting Coordinators can suggest avenues for improvement. At this level, these leaders speak at Chapter formation sessions on the most pertinent concerns you may have as a new Chapter. However, the Chapter Handbook remains, in a sense, the most support you can count on after the initial organizational meeting.

IDAD is only as strong as its Chapters. The Chapter Handbook can help you strengthen any new Chapter by improving the professional nature of your standing in the field. A successful IDAD Chapter is not one with the most members, but one that supports quality programs conducted by the international office. When Chapter members are a part of a strong International Body through IDAD, they will encourage others to join local sections and your Chapter will grow.

Send an IDAD introductory letter out to professionals and students explaining IDAD and your Chapter to the individual, offering them the opportunity to join. With fund-raising for your Chapter, you still should be able to offer members a substantial discount on their Chapter membership if they take on office functions within the IDAD Chapter.

Opportunities exist for IDAD Chapter members to represent your local section on various committees within the international IDAD body.

Utilize your Regional Chapter to encourage activity among schools in your represented fields drawn from the Chapter membership's various backgrounds. This is a great way for students to become aware of other architecture/design and travel education programs.

Handle most of your correspondence by phone or fax if you have no "office" space; use copy machines, computers, phones, supplies, etc. from the membership and remember to recognize their contributions of time and resources.

Communicate on behalf of the Chapter body with members at various times—in the form of letters, requests, or suggestions. A close professional relationship with your major supporters and the international IDAD office body is important.

Designate web space for the IDAD Chapter. Site topics should include IDAD Chapter meetings, member opportunities, IDAD & Chapter publications, local IDAD activity, newsletters, etc.

Prepare an informational packet for new members and basic orientation, as well as anything else to build your particular IDAD Chapter, including Chapter archives and records. Meetings are helpful if they are scheduled at the same time each term.

Have an entertainment-based meeting plan, with a “destinations-feel” in which the newly-elected members have fun doing the needed work without over-taxing yourself and the Chapter. People will be pleased that you ask them to be involved.

CHAPTER ROLES

The Chapter always supports IDAD goals and focus; and to develop, the new Chapter must be professional, and growth-oriented. While IDAD attributes are effective attractants, the Chapter has obligations to earn the respect and confidence of fellow professionals. The Chapter leadership will obviously feel a burden of responsibility and accountability; however, do not let this produce fear of service in the Chapter membership.

Become aware of the local architectural and Destination community. Graduate students can be a great resource to an IDAD Chapter. Connect with business and industry supporters who have the same Human Health, Safety and Welfare goals which complement the greater Institute objectives .

Delegate: Chapter leaders are not the Chapter; members with roles to play in the Chapter have proactive interest in maintaining their status as Chapter members. The Leadership is there to provide oversight and track progress, and recognize, then resolve problems. Practice positive reinforcement: let members know that they are appreciated -- this feedback goes a long way.

The Chapter leadership must be diligent in its duties: schedule time each week, to be spent working on Chapter activities. Set direction: every Chapter has the potential to grow and improve. The Chapter can profit from the foresight of the collective membership. The Chapter should constantly labor toward reaching local/regional/national and international goals -- this will improve the Chapter, even if all goals are not realized.

A useful way Chapter leadership can evaluate your new IDAD Chapter is to compare it to other associations. Common standards of excellence serve not only as examples, but also provide specific goals which may produce improvement of all aspects in your Chapter. Identify traits, which can be applied to your new Chapter which will help expand and improve the organization, and IDAD profession. Weaknesses will keep your Chapter from achieving excellence. Promote the uniqueness of the profession and the advantage in defining the field and pursuing leading roles in the design, research and development practice.

Plan for both the long- and short-terms, from finances to bylaws. Do not perform planning for the future of the entire Chapter; rather, set a timetable for the plan to be completed and reviewed by members. All goals should demonstrate that IDAD Chapters are committed to the long-term success of the profession.

Since many IDAD Chapters may rely upon events for sources of revenue, however, meetings and socials are not planning goals; they are methods for realization of Chapter objectives. Some examples are as follows:

- Roundtable with professionals**
- Joint meetings with other associations**
- Lecture series**
- Presentations**
- Demonstrations**
- Project tours**
- Workshops**
- Seminars**
- Tours**
- Film series**
- Career support**
- Newspaper**
- Competitions**
- Materials e-store**

FUNDRAISING

Everyone in the Chapter should constantly be on the lookout for potential donors. Keep fund-raising goals in mind as you come in contact with corporate executives, professionals, and associations.

Chapters need to develop a marketing plan to inform potential donors about your Chapter and your programs. In this way, fund raising becomes a very positive and valuable informational outreach. Be true to your statements: the Chapter's reputation could be damaged and future chances for funding could be limited once your credibility is tarnished.

The following information on foundations is included to assist Chapters in approaching foundations for the purpose of fundraising in the form of grants and other aid. From cultivating relationships with people in a position to help local Chapters, to submitting proposals for grants, these suggestions are intended to serve as a guide, but are not hard and fast rules.

CULTIVATING FOUNDATION RELATIONSHIPS

Don't appear to be asking leading questions.

Like people, every foundation is different, with preferred styles of approach. Don't let lack of assurance of this keep you from calling.

Small, family foundations: the donor himself may speak with you. Variations will be apparent between each call...be ready to respond to these.

Remain relaxed and confident, regardless of how sharp or alert the questioning may be as the discussion proceeds.

Remember, repeated calls many times still go unanswered.

Persistence is the key to winning funding.

If you cannot get through with a call, send an E-mail. If this isn't possible, send a letter. If your letter is not responded to, send your letter of inquiry, anyway.

Accomplish all of the above without being "pushy."

Making the initial contact:

- **make it clear that you have read the guidelines, but you need clarification as to whether your project would fit their program**
- **you are not making a solicitation by telephone**
- **research shows this will promote name recognition**
- **it tests the compatibility between you and the funder**
- **it permits you to gauge their reaction on an informal level before you actually submit**
- **remember, this may be the contact person for future calls and letters**
- **state up-front why you are calling: "My name is _____, we share many purposes and goals with your foundation. I am endeavoring to clarify some points with you concerning our mutual "fit" with a Chapter Project that I am initiating. [insert a customized concern about a program-specific item which needs clarification] After clarification, inquire if you can submit a proposal. Request an appointment, as you would enjoy a face-to-face conversation about the potentials you are seeing in this relationship. (this is interpersonal development, enhancing your name recognition and recall of this conversation; few funders are willing to have a meeting without at least having an initial proposal on the table, but it is worth inquiring about this—in fact, it is recommended by all sources available to us that you should inquire about a potential meeting each time you speak with a potential funder)**
- **offer an on-site visit at one of the project locations**
- **don't forget to continue to communicate once you have submitted your proposal—you don't want to get lost in the shuffle**
- **if the proposal is considered for an award, sources say there could be a lot of interaction between you and the foundation; some foundations will have a program officer follow up, offering guidance regarding the proposal submission; once the award is made, many will require updates and progress reports**

After the proposal is sent, cultivating the funder:

- communicate by phone or E-mail
- inquire two weeks after sending proposal to foundation, as to confirm that it was received: "This is _____ at _____, an applicant for funding. I would like to confirm the receipt of our proposal and offer again to meet with your foundation, and/or provide any additional information as needed. If desired, I would be happy to arrange a site meeting with all those interested in seeing first-hand the potentials offered by our proposal."
- if no response to this offer in two weeks, we recommend the following contact: "This is _____; our proposal is currently being reviewed by your foundation. I am calling to inquire about the process and timing of your review of our proposal, so I can determine whether to send you up-dated information. Also, I want to inquire about when it would be appropriate to schedule a meeting at your office or, if you prefer, a site visit."
- call periodically hereafter to check on the status of your proposal; if you have no response in the timeframe provided you by the foundation, we recommend the following: "This is _____ I felt it important to call to determine if there has been a change in schedule concerning the review of our proposal, or if additional information is required. Also, feel free to contact me if any questions should arise or you wish to meet to discuss the potentials of our proposal."
- any calls made after this point, use "small-talk" and repeat the questions asked previously, and remember giving is a highly personal activity, and the better your rapport with the donor, the more likely funding will be.
- send written up-dates, newsletters, bulletins, brochures or other frequently-issued information to the foundations during this waiting period; it is not necessary to customize these materials, but we do recommend the following note: "Thanks for your consideration and helpful conversations. I wanted to update you during this time, and hope this [newsletter] provides informative reading.
_____(Your Name)"

Website or other internet coverage of your activities:

- consider a site or internet resource that the foundation can use to make electronic inquiries on you and your vitae and past projects and successes
- also consider the possibility of selected E-mail communications, especially if they have communicated with you this way initially (phone calls are always preferable)

PROPOSAL GUIDE

**LETTER OF INTENT:
2-3 pages**

version

A letter form writing, not a concise
if your proposal.

COVER LETTER

1 page

Indicate size of request, and state why you are approaching the funder, describe the project, and offer to set up a meeting to provide additional info. Refer to prior support & explain past successes. Show how your proposal and project framework furthers the grantmaker's mission, goals and focus. The letter should reflect the agency's overall image. Avoid words and acronyms that are generally not known. Humanize the proposal and use real-life examples.

PROPOSAL

**informal, initial
3-5 pages
final proposal
10-15 pages
12 pt. Type**

single-spaced recycled paper, unbleached if possible; use regular mail service, send at least two weeks before deadline, if possible

PROPOSAL OUTLINE

EXECUTIVE SUMMARY & QUALIFICATIONS

1 page max.

Umbrella statement of purpose, mission and abstract of entire proposal. Emphasize your fit within the project, your credibility, and ability to meet proposal "needs" within 12-15 months.

PROBLEM STATEMENT & NEEDS ASSESSMENT

2 pages max.

Why is it necessary, specific problem proposal addresses, evidence of need from third party. This section must be made relevant and compelling.

DESCRIPTION OF PROPOSAL GOALS & OBJECTIVES

2 pages max.

Objectives stated, nuts & bolts of the proposal, methods. What other organizations, if any, will be involved, staffing/administration, how will the proposal be implemented & disseminated, duration & timeframe, concisely

going

explain specific activities involved and methodology. Minimum of one goal for each problem, description of benefits/benefiting population, explanation of tangible results expected, define long-term strategies &/or on-benefits.

EVALUATION & PERFORMANCE
2 pages max.

Determine plan for meeting expectations and justify how measurements will be made to determine your activities' effectiveness, explain plans for modifying your process and methodology if found to be necessary during the execution of proposal.

BUDGET
1 page max.

Show income and expenses in columnar form, clearly delineate costs to be met by funder. Indicate other committed funding sources, if any. Delineate salary costs and general expenses for proposal with explanatory notes. Give total estimated costs and indicate any monies already budgeted for the proposal other than the funders' grant support requested. List long-term funding plans, if applicable or indicate start-up and ending dates.

1. list project costs to be incurred at the time of proposal's implementation
2. include no miscellaneous or contingency categories
3. list all donated services and volunteers
4. list all indirect and consultant costs
5. explain any unusual line items

ORGANIZATIONAL OVERVIEW
1 page max.

History and governing structure of proposal's affiliated organization(s).

Explain the organizational primary activities and clients served. Explain affiliations with other bodies. Indicate your and your organization's major sources of funding and indicate what your budget was for the past two years.

CONCLUSION
2 paragraphs max.
APPENDICES

Summary of the proposal's points

Brochures
Newsletters
Audited annual reports
Verification of tax exempt status
Certificate of incorporation
By-Laws
Listing of Officers & Directors
General Budget
Special Budgets
List of Clients served
List of other current funding sources
Letters of endorsement (2-3)
Copies of Proposal (1-8)
Enviro-conscious (front/back

copies)

CALLS/CONTACTS/CULTIVATING

You will speak most frequently with support staff who function as important people in foundations. Some foundations have no staff. You will not often get to speak with vice presidents and presidents of foundations. People who review requests for funding are often referred to by the foundations as grantmakers.

CHECK E-MAIL STRATEGY

Arrange and schedule multiple checks per day of your e-mail messages.

DIRECT CONTACT STRATEGY

If you do not currently have cellular phone service, buy pre-paid phone as the most economical choice, as you must maintain without delay and postponement, the ability to converse one-on-one with grantmakers, who frequently call to clarify points in your proposal. They do not need to be frustrated by your existing availability through departmental phone lines.

INFORMATIONAL FOLDER STRATEGY

Prepare a concise compact "black book" of facts on each foundation to which proposals are submitted, as well as your key points and objectives outline to be kept on your person, as you need to be prepared to answer detailed

questions which will occur during the time following proposal submission and acceptance. You have many foundations to remain familiar with and do not need to be caught off-guard by an unexpected phone call by a grantmaker.

FOUNDATION TYPES

Non-Profit

The Internal Revenue Service defines Non-Profit as an organization legally established in one or more states, which is organized and operated exclusively for scientific, public or educational purposes, among other charitable endeavors.

Private Foundation

A non-governmental, non-profit organization with funds whose programs are maintained by individual, family or corporate revenues, managed by trustees or directors.

Corporate Foundation

A form of private foundation whose assets are derived primarily from for-profit businesses, but which maintains independence as an organization from the benefactor.

Corporate Grantmaker

A corporate giving program established and distributed by a for-profit business organization whose annual grant totals are directly related to company profits and are not subject to rules governing non-profit organizations.

Corporate Venture

A joint effort or a cooperative partnership which may link with grant-seekers and share in funding responsibilities or contribute information or technical resources.

Operating Foundation

A private foundation whose primary purpose is to conduct research or other programs established by its charter. It may make grants, but most funds are used for its own programs.

Community Foundation

An endowed body whose sources of revenue are specific to a community or region. Most are classified as public charities, which permits the maximum tax-deductible contribution from the general public.

Community Fund

An organized community program which makes frequent appeals for contributions that are not retained in an endowment, but all funds are used to support on-going operations. May also be referred to as Federated Giving Programs.

Independent Foundation

A private foundation: term also describes family foundations, general purpose foundations, special purpose foundations, and public charity.

Grassroots Fund

Money raised from a local or broad group of individuals. Fund-raising activities include membership drives, benefits and a range of other methodologies.

INTERNATIONAL FUNDING SOURCES

United States

- **American Fundraising Institute**
- **Community of Science - Funding Opportunities**
- **FEDIX - Federal Opportunities**
- **IRIS - Illinois Researcher Information Service**
- **Awards - Database**
- **SPIN - Sponsored Programs Information Network**

United Nations

- **Funders Online - Funding Directory**
- **UNESCO - United Nations Educational, Scientific & Cultural Organization**

Canada

- **Canadian Centre for Philanthropy**

Europe

- **European Foundations Centre**
- **Scottish Council for Voluntary Organizations**
- **German Charities Institute**

Australia

- **Australian Charities**

Asia

- **Japan Foundation Center**

Africa

- **South African Institute of Fundraising**

CHAPTER BYLAWS

Chapter bylaws should be the same as this section of the Chapter Handbook, which includes the model format. A poorly written set of bylaws can hurt a Chapter, yet, bylaws should not be left undone. Bylaws are the place to spell out all Chapter missions and objectives as this sets the definite course of action for the Chapter and alleviates most questions about what the chapter may do.

Bylaws outline needs and goals of your Chapter, being a membership-driven organization, Chapter bylaws must be specific about voting and quorum requirements. Bylaws always have provisions for amendments. Please review the model Chapter bylaws (below) and the IDAD Bylaws.

**CHAPTER BYLAWS OF INSTITUTE OF DESTINATION ARCHITECTS
AND DESIGNERS**

ARTICLE ONE: NAME, OBJECTIVES AND JURISDICTION

The name of this Chapter shall be **THE INSTITUTE OF DESTINATION ARCHITECTS AND DESIGNERS CHAPTER AT Sample Location (IDAD/S.L.)**

This Body shall be referred to as a Chapter of The Institute of Destination Architects and Designers (IDAD). The purpose of this Chapter shall be to develop an understanding of IDAD objectives and to promote the goals of IDAD within the territory of this Chapter. To foster unity between members of this Chapter and IDAD professional, and facilitate understanding of the future of Destination Design and Coastal practice. This Chapter is organized in accordance with the respective bylaws of IDAD.

Affairs of this Chapter shall be conducted by a governing Board called the Chapter Board of Directors. Delegates, representing this Chapter, shall act for and in behalf of the same in all matters that may properly come before the Chapter. Any delegate shall be a member of the Chapter and active in its Board of Directors.

1.1 Name

.....1.1.1 The name of this organization is the _____chapter of the international professional body, Institute of Destination Architects and Designers (IDAD).

.....1.1.2 Grant Organization. In these Bylaws, the above Chapter and the governing Board of this Chapter are subject to the Board of Directors of IDAD, the Governing Board of the Institute of Destination Architects and Designers.

1.2 Objectives and Powers

.....1.2.1 This Chapter shall forward the profession of destination design and coastal architecture and promote IDAD and its objectives within the territory of this Chapter.

.....1.2.2 This Chapter powers shall be as provided by law and the bylaws of IDAD and its Board of Directors and goals or objectives.

.....1.2.3 This Chapter is a non-profit type unincorporated association under the provisions of the Institute of Destination Architects and Designers, and is chartered by the Institute subject to local law.

.....1.2.4 This Chapter shall represent IDAD when requested in the territory herein described the Chapter shall act for IDAD as arranged or otherwise prescribed by The Institute.

.....1.2.5 The affairs of this Chapter shall be conducted

by the Chapter governing Board or the IDAD Board of Directors within the territory awarded by the Institute. The jurisdiction will include:_____.

.....1.2.6 The delegates representing this Chapter shall act for and in its behalf in all matters that may come before IDAD.

.....1.2.7 The Chapter Secretary shall furnish IDAD with such reports as may be required from time to time. The Secretary shall, at least annually, furnish the Secretary of IDAD with the names and addresses, phone numbers, e-mails, web-sites, etc. of all members of the Chapter as well as all resignations or defaults.

.....1.2.8 Dues to IDAD and Chapter fees, shall be paid by members of this Chapter and/or assessments levied by IDAD in the amounts and at the times required by it for its support or recognition.

.....1.2.9 Delinquency of Chapter member or of this Chapter due to failure to paid the required annual dues and/or assessments to IDAD at the time required shall be in default for the unpaid sum.

.....1.2.10 Termination for unpaid dues and/or assessments of members and student members and Chapters who have not paid the entire amount as required in dues; shall be said to be in default of the unpaid amount if not paid by the time prescribed by IDAD. In general, the entire amount of required dues (90) days past due shall be in default and his/her/Chapter membership shall be terminated by the Board of Directors or Founding Director of IDAD.

.....1.2.11 The Chapter may be sub-divided into one or more sections, as determined by the Chapter and the IDAD Executive Office, such approval will be given, provided fifteen (15) Members reside within any designated section area.

.....1.2.11 In the event of the disbandment of the Chapter, property and funds shall become the property and funds of the Institute of Destination Architects and Designers. The Chapter shall indemnify its Directors and Officers in all matters and to the full extent. The Institute shall not be held responsible by members, registrants, or other sources in the event of dissolution or Board Action for the formal removal of their credentials or other professional and business issues of liability, responsibility or indebtedness by the chapter and its members or others.

.....1.2.12 No Chapter member shall issue any public statement on behalf of the Chapter or the Institute, or purporting to have the approval of the Chapter and the Institute, except as authorized by the Institute. The Chapter shall not issue any statement to the public contrary to a policy of IDAD, or purporting to have the approval of IDAD, without first obtaining written consent from the founding directors of the Institute except in the case of a direct quotation from the officially-adopted and published statement of the policy or other official document of the Institute.

ARTICLE TWO: OPERATION AND GOVERNMENT

Dues for Active and Supporting Members alike shall be Twenty-Five Dollars and are payable immediately upon submission of application; Membership in the Chapter shall be open to all interested in destination design and coastal architecture, and who meet the stipulation of IDAD and the member category to which they have applied. The Chapter shall in no way discriminate against any person because of race, religion, sex, color or national or ethnic origin, in the conduct of any of the Institute's activities (including, but not limited to, the selection or hiring of employees and contractors and the selection of those admitted to the Institute's programs and activities).

Members of this Chapter shall pay annual dues levied in the amounts and at the times required, including IDAD dues of the amount required under their member rank and status.

Delinquency of fees or dues by those who have not paid the entire amount of the required sum, shall be in default for the unpaid amount, and shall be subject to the Chapter actions including termination.

The Chapter may collect and administer funds as may be necessary for its operations and accomplishment of its purpose; may receive and administer gifts and bequests made for the purpose of furthering such objectives.

Any proposal for dues amendments or assessment for special purposes shall be submitted in writing to IDAD; before Chapter vote on same; no funds of the Chapter shall inappropriately go to the benefit of any person whomsoever.

ARTICLE THREE: ELECTIONS AND OFFICERS

A Full Official Member shall have the right to vote on all matters requiring a ballot of the Chapter membership; and shall be eligible for all offices and committees; Chapter elections; on the levying of dues and special assessments; on amendments to the Constitution as approved by IDAD.

ARTICLE FOUR: CHAPTER RULES

No member of a Chapter who is not in good standing with IDAD may use the seal or initial of IDAD on website, stationery, signs, or other representations tending to identify him/her as a Member of the Institute. A Chapter member must also be an IDAD member to identify his affiliation with IDAD, evidence of violation of this requirement is sufficient to justify disciplinary action by the Chapter and may jeopardize the individual's future affiliation with IDAD.

ARTICLE FIVE: AMENDMENTS

Amendments to this constitution may be made at any regularly scheduled meeting of the Chapter. A majority vote of those members present and voting will be required for the passage of any amendments to this constitution.

ARTICLE SIX: LIMITATIONS ON CHAPTER

No action of this Chapter or any Officer or Director shall contravene any act or

policy of IDAD directly, or indirectly nullify the bylaws of IDAD; nor shall anyone representing the Chapter, make endorsements or recommendations of any enterprise operated for profit, or a political party/candidate, nor support any advertisements in publications of the Chapter from a firm, corporation, or association dealing with the same, except as specifically permitted by IDAD. This Chapter may, as needed, make awards to members bestowed on behalf of the Chapter by concurring vote. Each award shall be in the form of a medal or certificate, and language shall be included to insure understanding that the Chapter, not IDAD, considered and made such award; i.e. interest in the Chapter organization; work to enhance networking between IDAD, practitioners, students, and service to the interests of members. Standing Committees may operate indefinitely and perform functions which may be needed by the Chapter indefinitely. Ad Hoc Committees often serve specific short-term objectives and are disbanded after objectives are met.

ARTICLE SEVEN: PUBLICATIONS

The Chapter may prepare distribute, publish, print, or sell any document, information or other literature concerning any matter allowed in the bylaws that will tend to promote the objectives of IDAD and the Chapter.

ARTICLE EIGHT: RECORDS

Correspondence and the Minute Books (except the confidential matters relating to membership applications), the Treasurer's books of account, and the Secretary's records of this Chapter, shall be open to inspection by IDAD Directors or any Institute or Chapter member in good standing.

ARTICLE NINE: CHAPTER LEADERS

Chapter Presidents

Are the administrative heads of IDAD Chapters. Presidents with the Chapter executive committee perform financial obligations, the Chapter President should approve all annual budgets and be one of at least two people who must sign each bank account check; the other must include the Treasurer(s) to provide for financial responsibility.

Vice Presidents

Should be as involved as the President but act as a complement to the President and the Chapter. Often positions are filled by the V.P. as required to help the Chapter with time-consuming responsibilities. He/She should be informed so that if the President were not available, the Vice President could assume the Chapter leadership.

Secretary

Keeps the records of the Chapter; this includes all correspondence leaving the Chapter, maintenance of membership registered, copies of Chapter documents,

filing records, writing and distributing meeting minutes; a record of all correspondence should be on file, serves as the archivist/historian.

Treasurer

Entrusted with the receipt and disbursement of Chapter funds. Receives the membership information; processes the same.

Membership Director

Performs concerns and priorities of the board; seeks to know some of the more active and influential professionals in the Region to build Chapter membership.

IDAD Liaison-Delegate (IDAD/Chapter to IDAD)

Representation of your local IDAD Board, Chapter, Executive Committee, Chapter membership acts in an advisory capacity in matters dealing with the professional community. Develops communication between other organizations and IDAD/Chapter.

Student Advisor

Because IDAD also has student membership in the organization, a strong relationship with related professional programs and administration of such universities may be critical to Chapter success. Students can make an important contribution to the Chapter.

Student Members

Under-graduate or post-graduate students in a school of Architecture, Design, Management or Science, located within the territory of a Chapter may be admitted by the Board of Directors of this Chapter as a Student Member. Student Members shall be terminated by resignation, completion of academic studies, or by permanent engagement in a field other than Destination Design and Coastal Architecture. While in good standing, a Student Member may speak at any meeting of the Chapter, and may make any motions, vote or hold any office that is concerned exclusively with Student affairs.

ARTICLE TEN: STUDENT ORGANIZATIONS

The Chapter may sponsor a Student Chapter(s) authorized by the Institute, architectural, design and management student organizations, in conjunction with educational programs within the Chapter's territorial boundaries. The name of the Student Chapter shall be, "_____ Student Chapter of the Institute of Destination Architects and Designers." A Student Chapter Coordinator shall be appointed by the Chapter to coordinate activities of each Student Chapter. The Constitution and By-laws of each Student Chapter shall be subject to approval of the Chapter and the educational institution concerned. Upon recommendation of the Institute, the Chapter may revoke the charter of any Student Chapter if its continuance is not in the best interest of the Chapter and the Institute (IDAD).