

**Department of Interior Design and Fashion Studies  
College of Health and Human Sciences  
Kansas State University**

**Interior Design Professional Advisory Board Bylaws**

**ARTICLE I: NAME**

The name of the organization shall be the Interior Design Professional Advisory Board (Board).

**ARTICLE II: PURPOSE**

The purpose of the Interior Design Professional Advisory Board is to help the Interior Design (ID) Program and Interior Design and Fashion Studies (IDFS) Department to strengthen its teaching, scholarship and outreach activities, improve its facilities, and expand its base of support among alumni and the design professions. Board members actively participate in advancing the Interior Design Program's progress toward accomplishment of its mission and the development of partnerships to enhance the program's effectiveness. Specifically, Board members shall:

1. **Provide advice** from the perspective of the design professions and related professional and business enterprises.
2. **Provide a connection** between our faculty and students and the various business and professional entities we serve.
3. **Provide leadership** in the form of engagement, service, and fundraising.

**ARTICLE III: MEMBERSHIP**

**SECTION I – Board Composition**

The Board shall be composed of invited professionals from industries associated with a wide range of design and design related businesses. Each professional board member holds one vote. The department head (or his/her) designee shall serve as an ex-officio member of the board with voting privileges. The Interior Design Faculty participate in the board meetings but do not hold voting privileges.

**SECTION II – Nominations**

Extension of invitations for membership to the board may only be made by the IDFS Department Head or his/her designee. Current Board members, faculty of the Interior Design Program, or the Dean of the College of Health and Human Sciences may propose individuals to be considered for nomination to the Board.

**SECTION III – Size of Board and Term of Office**

1. There will be a limit of 20 members of the Interior Design Professional Advisory Board.
2. ID Advisory Board members are asked to serve a minimum of a three-year term of service. Board members may serve indefinitely.

## SECTION IV – Responsibilities

The responsibilities of the Interior Design Professional Advisory Board are to:

1. Help increase the ID Program's outreach to professionals and those in design profession-related industries thus strengthening relationships with entities external to the university.
2. Help attract prominent professionals to the campus as guest lecturers.
3. Help identify areas of competitive advantage for Kansas State Interior Design graduates.
4. Help identify contemporary issues in the design professions to which students should be exposed.
5. Promote the image of the Interior Design Program, the Interior Design and Fashion Studies Department, the College of Health and Human Sciences, and Kansas State University.
6. Participate in fundraising activities directed by the College of Health and Human Science's Development Officer or her/his designee.

## SECTION V – Membership Discontinuance

Members shall serve until they resign; or are removed by the IDFS Department Head. The IDFS Department Head has the right to remove Interior Design Professional Advisory Board members at her/his sole discretion.

## ARTICLE IV: MEETINGS

### SECTION I – Time and Location

1. The Board will meet at least once annually. The IDFS Department Head or her/his designee can call additional meetings.
2. Electronic meetings (phone teleconference, e-mail, video conference, etc.) can be scheduled by the IDFS Department Head or her/his designee whenever the need arises.

### SECTION II – Procedures

1. All meetings shall be conducted according to Roberts Rules of Order.
2. A simple majority of the members of the Board will constitute a quorum.
3. Except as otherwise specifically provided herein, a majority of those present and voting at a meeting at which a quorum is present shall decide all questions.

## ARTICLE V: COMMITTEES

The IDFS Department Head or her/his designee can appoint Board members to *ad hoc* committees as necessary to address specific matters to bring before the Board.

## ARTICLE VI: DISCLAIMER OF LIABILITY

The Interior Design Professional Advisory Board does, by this article, for itself and on behalf of its individual members, disclaim any and all liability for any losses, claims, demands, or actions arising or resulting from the recommendations or advice made or given in good faith to the Department of Interior Design and Fashion Studies of the College of Health and Human Sciences at Kansas State University pursuant to activities anticipated herein. It is intended that the Department of Interior Design and Fashion Studies exercise independent judgment and

evaluate for itself the usefulness of the advice and recommendations given by the Interior Design Professional Advisory Board.

**ARTICLE VII: ADOPTION OF BYLAWS**

These Bylaws were unanimously adopted by the Interior Design Professional Advisory Board through an electronic mail vote on December 21, 2010 and amended on April 21, 2020.

**ARTICLE VIII: INTERPRETATION AND AMENDMENT OF BYLAWS**

**SECTION I – Interpretation**

All questions of construction and interpretation of these Bylaws shall be resolved by the Board in consultation with the Interior Design Program faculty and IDFS Department Head. The Board’s decision shall be final and binding.

**SECTION II – Amendments**

These Bylaws may be amended or repealed, in whole or in part, by the Board. Revisions to the Bylaws can be proposed by any Board member or any member of the Interior Design Program faculty. Proposed revisions must be distributed in writing to all members of the Board and Interior Design Program faculty in a reasonable time so that action on the proposal can be taken at the next meeting.

