

Interior Designers Institute of British Columbia (IDIBC) Membership Policies and Procedures Manual

FOREWORD

This manual outlines the Interior Designers Institute of British Columbia (IDIBC) policy and procedures for the Association's Registered, Intern and Student membership categories. The following pages contain an explanation of the benefits and responsibilities of all Members based on their membership category and status. Members are encouraged to become familiar with the website for IDIBC per below.

IDIBC – www.idibc.org

The IDIBC Board of Directors has authority and final responsibility for adoption of policies as recommended by the Membership Committee.

The Policies and Procedures within this manual contain general statements of association policy. They do not include fine details of each policy, form an expression of implied contract, nor promise the policies discussed in it apply in all cases. The association reserves the right to add, revoke or modify policies as required.

Members having questions about the Policies and Procedures shall contact the IDIBC Administrator.

IDIBC MISSION STATEMENT

To promote the health, safety, and welfare of the public and support excellence in Interior Design by regulation of the Interior Design profession in British Columbia.

IDIBC VISION STATEMENT

Interior Designers in British Columbia are recognized by governments, stakeholders and the public as highly competent qualified professionals who have met rigorous education, experience and examination standards.

CODE OF ETHICS AND PROFESSIONAL CONDUCT

The By-laws of the Society provide that a member may be reprimanded, suspended, or expelled if the member has breached any of the By-laws or any provisions of the Code of Ethics and Professional Conduct.

The following Code of Ethics and Professional Conduct applies to all IDIBC members involved in the profession of Interior Design. Members may be held responsible for the failure of any person associated with the Member in the practice of Interior Design to comply with the Code of Ethics and Professional Conduct.

Members shall not instruct others to carry out on the Member's behalf, either with or without compensation, acts which if carried out by the Member, would constitute a violation of the Code of Ethics and Professional Conduct.

IDIBC members are bound by the Code of Ethics and Standards of Practice. If either are violated, the Member in question may be brought before the Complaints and/or Disciplinary Committees.

The Ethics Committee is responsible for the development and definition of the core values of IDIBC Members and examples of "day to day" ethical behavior.

Each Member of IDIBC must perform to the highest standards of professionalism. Member compliance with the Code of Ethics ensures consistency in professional relationships and distinguishes IDIBC Members from non-members. The focus of ethics in our field of practice ensures public interest is protected in terms of health and safety issues and financial matters.

Members must follow the principles established below when representing the profession and association in dealings with others, which include the following:

- The public or community
- Governing bodies
- Clients
- IDIBC members
- All professionals
- Employees
- Employers
- Manufacturers
- Suppliers

Integrity: All members must conform to the IDIBC Code of Ethics and the Constitution & By-laws of IDIBC in all professional relationships with others.

Honesty: All members must practice truthfulness and fairness in dealing with others, and refuse to engage in fraud or deceit.

Equitable: All Members must be just, impartial and fair in dealings with others.

Accountable: All Members are responsible for their own actions and conduct and are, if required, to give account of their behavior to the IDIBC Complaints and Discipline Committees.

Obligations: All Members have a duty to follow the By-laws of IDIBC, regulatory codes and laws and to protect the health and safety of the public.

Members shall notify the IDIBC Administrator, in writing, of change of address, change in scope of practice or failure to obtain professional liability insurance or request for exemption of insurance.

Members shall reply promptly to any demand for information received from the Administrator related to the professional conduct or competence of the member.

Value: All members must provide quality service that is considered fair and competitive.

Trustworthy: All members must ensure discretion and confidentiality with regard to all professional relationships with others.

By-laws: The IDIBC By-laws set forth the rules of governance for the Association. Full details on the following IDIBC By-laws are available via the web site at www.IDIBC.org

Membership profile privacy and confidentiality: A record must be kept and maintained of each Member's education, employment and examination history for management purposes. All sensitive and personalized information requires will be kept secure from unauthorized access and remain confidential. Membership profile information is maintained within a secure database and physical documents are accessed by authorized personnel only.

IDIBC reserves the right to respond to inquiries regarding pertaining to a Member's category and/or current membership status. Membership details, including contact information, will be included in the IDC Member Directory, unless the Member notifies the IDIBC Administrator in writing to advise otherwise.

It is the obligation of the Member's to keep their profile information current.

INTERIOR DESIGNER / IDIBC MEMBER - CAREER PATH

Step 1: Register in a recognized Interior Design program, completing a bachelor's degree in Interior Design (CIDA accreditation required as of January 2017) or equivalent as determined by the CIDQ Alternative Review Program (ARP). For further information, please go to:

<http://www.idcanada.org/english/for-the-public/education.html>

Step 2: Apply to be a **student member** of IDIBC.

Step 3: Upon graduation with an accredited degree in Interior Design, apply for **Intern member** status in IDIBC

Step 4: Within 5 years of becoming an Intern Member of IDIBC, members are required to apply for and obtain confirmation of eligibility to write the NCIDQ, and commence writing of the NCIDQ exams.

Step 5: Upon successful completion of required experience, educational and examination requirements, Intern Member may then apply for **Registered Member** status.

ADMISSION REQUIREMENTS FOR NEW MEMBERS

Student Membership Category

- Student Member's IDIBC admission fees are waived for the duration of Interior Design education
- Student to complete the 'Application for Student Membership' form, noting current Post-Secondary Education and date of expected completion.
- Submit unofficial transcripts or other proof of enrollment, such as a receipt of current educational enrolment.
- Upon graduation, free student membership is extended to December 31st of the same year.
- Graduates may apply for intern membership (if eligible) prior to January the year following graduation.
- CEU tracking is not a requirement in this category.

Intern Membership Category

- Complete the "Application for Membership" form.
- Provide payment of IDIBC Application Fee.
- Provide 1 original, transcript indicating that completion of a minimum 4 year Bachelor Degree from a recognized Interior Design Program or equivalent as determined by the CIDQ Alternative Review Program (ARP). (*Note: CIDA accredited education is required as of January 1, 2017*). Transcripts to be sent directly to IDIBC in a sealed envelope, or by FAX / Email directly from school administrator.

- Obtain signature from a sponsoring Member. *(Note: a sponsor is defined as a current IDIBC Registered Member (Practicing or Educator) or an Architect AIBC who is familiar with your Interior Design work).*
- Once accepted, you will be required to comply with the following:
 - Provide proof of Errors and Omissions Insurance coverage or a completed and approved waiver
 - Provide payment of Intern Membership dues
 - Obtain an IDCEC number and begin tracking continuing education units (CEU's).

Registered Membership Category

- Complete the "Application for Membership" form.
- Provide payment of IDIBC Application Fee.
- Provide 1 original sealed transcript showing successful completion of a 4 year CIDA Accredited Bachelor Degree from a recognized Interior Design program or equivalent as determined by the CIDQ Alternative Review Program (ARP). *(Note: Transcript may also be sent via email or via fax directly from school).*
- Proof of NCIDQ certificate completion - provide NCIDQ certification number and expiry date *(Membership must be current and in good standing).*
- Obtain signature from a sponsoring Member. *(Note: a sponsor is defined as a current IDIBC Registered Member (Practicing or Educator) or an Architect AIBC who is familiar with your Interior Design work).*
- Once accepted, you will be required to comply with the following:
 - Provide proof of Errors and Omissions Insurance coverage or a completed and approved waiver
 - Provide payment of Registered Membership dues
 - Obtain an IDCEC number and begin tracking continuing education units (CEU's).

Note: As of January 1, 2019, New Registered Members will be required to have completed the BC Building Code Introductory Level course as part of their admission to IDIBC.

For list of approved courses, go to: www.idibc.org/professional-resources/membership/categories/

Equivalencies will be considered by IDIBC, but it is the applicant's responsibility to prove that the proposed course is equivalent to one of the courses above, and provide appropriate documentation. The Building Code Courses listed are eligible for CEU's.

Alternate Pathways

Non-Compliant Education: Individuals who do not have a CIDA accredited degree in Interior Design from an approved institution may still apply for membership in IDIBC. Applications will be reviewed on a case by case basis. Please fill out an intern or registered membership application and contact the IDIBC office for further information.

For further information on CIDQ's Alternative Review Program, go to: <https://www.cidq.org/alternative-review-program>

MAINTAINING MEMBERSHIP IN GOOD STANDING

Intern Member Requirements

The Intern Member is of good character and adheres to the Standards of Practice and Code of Ethics set forth by the IDIBC.

The member has undertaken to successfully complete the NCIDQ examinations and have completed the British Columbia Building Code Introductory Level course within 5-years of becoming an Intern Member of IDIBC.

Note: As of January 1, 2019, New Registered Members will be required to have completed the BC Building Code Introductory Level course as part of their admission to IDIBC.

For list of approved courses, go to: www.idibc.org/professional-resources/membership/categories/

Equivalencies will be considered by IDIBC, but it is the applicant's responsibility to prove that the proposed course is equivalent to one of the courses above, and provide appropriate documentation. The Building Code Courses listed are eligible for CEU's.

The member is responsible to complete the required Professional Development Continuing Education Units (IDCEC- CEU's) acquiring no less than 20 credits within the current three-year cycle. Current cycle dates start January 1, 2019 and ends December 31, 2021. Refer to CEU Policies and Procedures guide for further detail.

Maintains adequate professional liability insurance (recommended minimum \$500,000 annually), as prescribed by the Board.

Remittance of annual Intern membership dues by no later than January 15th for the membership period January – December. Provide Proof of insurance (or approved waiver) with membership dues.

NOTE: Membership as an Intern may continue beyond Intern's NCIDQ deadline date, however the Intern IDIBC annual dues for those enrolled as an Intern for more than five years will equal that of a Registered Member. Furthermore, the IDCEC CEU's will equal that of a Registered Member and Professional Liability Insurance must be obtained at the minimum requirement for Registered Members.

Registered Member Requirements

The Registered Member is of good character and adheres to the Standards of Practice and Code of Ethics set forth by the IDIBC.

The Registered Member is responsible to complete the required Professional Development education units (IDCEC- CEU's) acquiring no less than 30 credits within the current three-year cycle. Current cycle dates are January 1, 2019 and ends December 31, 2021. Refer to CEU Policies and Procedures guide for further detail.

The Member must maintain adequate Errors and Omissions (E&O) / Professional Liability Insurance (recommended minimum \$1,000,000 annually) or have received written release of E&O insurance from IDIBC.

Remittance of annual Registered Membership dues by no later than January 15th for the membership period January – December. Proof of insurance (or approved waiver) is required with annual renewal.

RIGHTS AND PRIVILEGES

General Information

All Members of the Association are entitled to attend Annual and Special Meetings, serve on committees, and receive communications from the Association.

RIGHTS AND PRIVILEGES - CATEGORY SPECIFIC INFORMATION

Intern member

An Intern Member may use the designation "Intern Member of Interior Designers Institute of British Columbia", or "Intern, IDIBC" after the Intern Member's name. The designation shall not be modified in any way. This designation shall be used in direct connection with the name of the individual Intern Member only.

Intern Members receive all applicable Association communication and are eligible to receive discounted fees for seminars and events hosted by the Association.

An Intern Member *is not* entitled to vote at Annual or Special Meetings of the Association.

Based on an assessment at the time of admission, Interns are provided with their NCIDQ exam eligibility date and an NCIDQ exam writing deadline date (5 years following membership acceptance date). Note that membership as an Intern Member may continue beyond Intern's required NCIDQ deadline date, *however* the IDIBC annual dues, CEU and insurance requirements for those enrolled as an Intern Member for more than five years will equal that of a Registered Member

Upon completion of all required experience, education and the NCIDQ examination (all three parts) the Intern member must apply to the Association for Registered Membership and meet the criteria set out

under that category. Note that previous membership as an Intern Member, does not assure membership as a Registered Member.

Registered member

A Registered Member may use the designation "Registered Interior Designer", "RID" and/or the letters "IDIBC" after the Registered Member's name, and shall not modify these designations in any way. The designations shall be used only in direct connection with the name of the individual Registered Member.

A Registered Member receives all applicable association communication and are eligible to receive discounted fees for seminars and events hosted by the association.

A Registered Member has access to contract documents (electronic format) – to be requested from the IDIBC office administrator. (Note: release of contract documents pending)

A Registered Member has access to the IDIBC logo (electronic format). A completed application form and waiver form to be requested from the IDIBC office administrator. (Note: release of IDIBC Logo is pending)

A Registered Member in good standing shall be given access to obtain a stamp (Note: release of stamps pending).

A Registered Member in good standing shall be entitled to vote at Annual or Special Meetings of the Association.

A Registered Member in good standing is eligible to hold an elected office in the association subject to voting at the AGM.

SUMMARY:

Only Registered Members in good standing are eligible to:

1. hold elected office in the Association
2. vote at Annual and Special Meetings
3. use IDIBC Logo (Note: release of Electronic Logo is pending)
4. have profiles in IDIBC website's RID Search registry
5. submit entry for awards of excellence.
6. use the designation registered interior designer (RID)
7. use IDIBC provided short and long form contracts

MEMBERSHIP SUB-CATEGORIES AND CORRESPONDING REQUIREMENTS, RIGHTS AND PRIVILEGES

Retired Member

A Retired Member is one who has been a Registered Member of the Association, but has retired from the practice of Interior Design.

A Retired Member may use the designation "Retired Member of Association of Registered Interior Designers of British Columbia" or "Retired Member, IDIBC" after the Retired Member's name, but may not use any modification of these designations. These designations shall be used only in direct connection with the individual name of the Retired Member.

A Retired Member is encouraged to contact their Insurer to confirm appropriate levels of E&O insurance.

A Retired Member shall be subject to Dues and shall be entitled to all benefits and services of membership.

A Retired Member shall receive all applicable association communication and is eligible to discounted fees for seminars and events hosted by the association.

A Retired Member and Life Member shall not be entitled to vote at Annual or Special Meetings of the Association.

Registered Member, Fellow/Retired Member, Fellow

A Fellow is one who is presently or was previously a Registered Member and who, through distinguished service, has directly or indirectly contributed to the greater recognition or betterment of the Association, the interior design profession or the applied arts.

A Fellow shall be appointed by the Board in consultation with the Board of Governors.

A Fellow may use the designation "Fellow of Association of Registered Interior Designers of British Columbia" or "Fellow, IDIBC" or "FIDIBC" after the Fellow's name, but may not use any modification of these designations. These designations shall be used only in direct connection with the name of the individual Fellow.

A fellow who has retained Registered Member status is entitled to vote at Annual or Special Meetings of the Association.

A Fellow shall have the option of not paying dues.

Fellows shall be entitled to all benefits and services of membership that are applicable.

A Fellow who is also a Registered Member shall fulfill the additional requirements of the Registered Member category of membership.

NOTE: The Board may propose to establish and prescribe other Membership categories as deemed necessary by the Association.

MEMBERSHIP STATUS

Active status

An Active Member is one who is in good standing in the Association.

Inactive status

A member who wishes to apply for inactive status, must complete an application available from the IDIBC office or website. Inactive Members must be Registered or Intern Member in good standing in the Association at the time of the application. Inactive members must not be engaged in the practice of interior design due to any of the following reasons:

- currently seeking employment,
- employment is not related to the field of interior design in any capacity (including sales or educator)
- maternity or paternity leave,
- has a debilitating illness or injury
- caregiver leave
- sabbatical
- a return to school as a student

Inactive status is only valid until Dec 31st of the current year. Renewal of Inactive status must be in the form of written request submitted to the Administrator by Jan 15th of each year.

During a term of Inactive Membership, an Inactive Member shall:

1. not engage in the practice of interior design in any capacity.
2. pay the Dues as prescribed by the Board for the Inactive Membership category.
3. not use any Association designation (such as RID, or Intern).
4. not be entitled to vote at Annual or Special Meetings of the Association.
5. not be eligible to hold elected office in the Association.
6. not use IDIBC contract documents or Logo
7. not use stamps for drawings or contracts as issued by IDIBC (if applicable)
8. not be required to complete continuing education units for the 1st year of Inactive Status*
9. consult with their insurance company regarding the status of their professional liability insurance policy during their inactive status and, where required for the protection of clients or the public, hold and maintain such insurance in good standing.

* Members are exempt from completing CEU's for the period of 1 year only. If the term of inactive membership is extended beyond 1 year, CEU's will be required beginning January 2018. The number of CEU's required is equal to that of the category in which you were last a member but would be prorated to not include the 1st year of inactive status. In the case of debilitating illness or injury, special consideration may be granted by the Board upon request. CEU's are important in order to help you remain current in the field of Interior Design while not actively working.

Inactive Members – requesting return to Previous Status

An Inactive Member may return to previous Member status if the request is received within 5 years from date of retirement or inactive status. Please contact the IDIBC office for re-admission. Fees, insurance and CEU requirements will be pro-rated as required.

Non-Resident Status

IDIBC does not have a Non-resident status. Interior Designers who reside outside the Province of British Columbia but practice in the province, are encouraged to obtain an active membership from IDIBC. Non-practicing, non-residents can apply for inactive status, if they plan to return to the province of British Columbia within 5 years.

Resigned Status

A Resignation shall be in writing, submitted to the Administrator, and shall take effect upon receipt by the Administrator. The Member's name and registration number is removed from the Membership roll and the Member shall immediately cease all use of any designations associated with IDIBC including, Registered Interior Designer or RID on all written and verbal communication.

A Member who has resigned from the Association shall not in any way hold out to the public that the Member continues to be a Member of IDIBC or that the Member is in any way affiliated with IDIBC. They must also return the stamp (if issued) and refrain from use of IDIBC's contract documents.

Terminated Status

Termination of membership can occur as a result of the following:

- Non-payment of Dues
- Non-compliance with proof of insurance
- Non-compliance with Ethics and/or Standards of Practice (Discipline)
- Non-compliance of Professional Development reporting – (at the discretion of the board and disciplinary committee).

TERMINATION OF MEMBERSHIP

When membership in the Association is terminated, the Administrator shall remove the name from the Membership roll, and the Member shall immediately cease all use of any designation associated with IDIBC including Registered Interior Designer or RID on all written and verbal communication.

A Member whose membership has been terminated shall not in any way hold out to the public that the Member continues to be a Member of the association or that the Member is in any way affiliated with the association.

NON-PAYMENT OF DUES

Any Member who's Dues remain unpaid by a date set by the Board by resolution each year shall be notified in writing.

The notice shall refer to this Section and advise that if Dues remain unpaid 30 days after the date of the letter, membership shall be terminated without further notice.

There shall be a penalty for late payment of Dues, set by the Board, which shall be outlined in the written notice, and Dues shall not be considered paid in full until receipt of the total amount owing.

NON-COMPLIANCE WITH ETHICS AND/OR STANDARDS OF PRACTICE (DISCIPLINE)

If the Discipline Committee finds that a Member has committed an act of professional misconduct, it may make an order to direct the Administrator to revoke the Member's "In Good Standing" classification.

NON-COMPLIANCE TO NCIDQ EXAMINATION AND BRITISH COLUMBIA BUILDING CODE COURSE - WRITING DEADLINE

Intern members have 5 years from date of admission to the IDIBC to successfully complete all parts of the NCIDQ examination and the BC Building Code Course.

Upon successful completion of the NCIDQ exam and BC Building Code Course, they may apply for Registered Member status. If the intern member fails to complete the NCIDQ/Code requirements in the timeframe allowed, they will be given the option to continue their Intern status. However, the Intern IDIBC annual dues will equal that of a Registered Member. Furthermore, the professional development and insurance requirement will equal that of a Registered Member, but the rights and privileges will remain as per the Intern Membership category. Failure to notify the association of intention to continue under these conditions may result in termination of membership.

REINSTATEMENT OF MEMBERSHIP (lapsed membership, terminated or resignation)

A written request must be submitted to the administrator. Please see below for other requirements based on membership category.

Intern Member

An Intern members reinstating within 1 year (of lapse, termination or resignation) must:

- Submit a letter requesting reinstatement including detailed reasons for request.
- Adhere to association's determination of NCIDQ and BC Building Code examination writing deadline.
- Remit the current annual Intern member dues, plus applicable reinstatement fee.

Intern members reinstating after 1 year (since termination or resignation) must:

- Apply anew and are treated as a new Intern applicant under the current standards.

Registered Member

Registered Members reinstating within 1 year (of lapse, termination or resignation) must:

- Submit a letter requesting reinstatement including detailed reasons for request.
- Remit full payment of all outstanding dues for current year, plus \$100 reinstatement fee.

Registered members reinstating after 1 year

- Apply anew, and will be treated as a new Registered member applicant. Applicants must comply with current education, experience and examination requirements.

DUES AND FEES

Dues of Members shall be prescribed by the Board and published annually. Dues shall be payable in advance of membership, upon receipt of invoice.

Once paid, Dues are non-refundable and non-transferable

MEMBERSHIP DUES PER ORDINARY RESOLUTION / 2016 AGM:

	2019
Registered	\$431.00
Intern (year 1 – 5)	\$240.00
Intern (year 6 and beyond)	\$431.00
Student (Sept – August)	<i>waived</i>
Educator	\$431.00
Inactive Registered	\$79.00
Inactive Intern	\$56.00
Retired	\$0

Note:

1. GST extra.
2. Fellows may opt to waive Membership dues.
3. Students in their graduation year carry their membership through to January of the next year when they would apply as Interns.
4. IDC Dues are NOT included in the amounts listed above.