

BY LAWS / INTERNAL REGULATIONS

Article 1. MEMBERSHIP

1.1 All individual Interior Architects / Interior Designers who are full members of the Effective Member organization, shall comply with minimum education standards as follows:

- 5 years of professional education in accordance with the European Charter of Interior Architecture Training (latest version) plus 1 year of professional practice in an interior architects or architects office, or as a self-employed interior architect, proven by employers recommendation letter and/or by portfolio

or

- 4 years of professional education in accordance with the European Charter of Interior Architecture Training (latest version) plus 2 years of professional practice in an interior architects or architects office, or as a self-employed interior architect, proven by employers recommendation letter or by portfolio

or

- in case of insufficient education, 1,5 year of professional practice is needed as a substitute for every year missed education, proven by employers recommendation letter or by portfolio and checked by an admission committee of the national organization.

1.2 Observer members are future effective member who do not meet the criteria but who can demonstrate that they are taking all practicable steps to become so. The GA can limit the duration of the observer membership upon admission. Every year the GA reviews the status of the observer member in relation to the progress that has been made towards meeting the criteria. Observer members have no right to vote and they pay a reduced fee as defined by the GA on the recommendation of the Board of Directors.

Observer status is restricted to applicant members only. It is not granted to bodies which clearly have no reasonable prospect of being able to meet the criteria for membership in the foreseeable future.

1.3 Honorary members are nominated by the General Assembly on the recommendation of the Board of Directors. It concerns individuals only. They have no right to vote and do not pay any membership fee.

Article 2. GENERAL ASSEMBLY

2.1 Observers may attend meetings of the GA except during discussion on their admission. They may not vote and may speak only if invited to do so by the President. Guests and other invitees may attend meetings of the GA and join in discussions on the invitation of the President, but have no rights to vote.

2.2 In the event of plenary discussions of a confidential nature, guests and other invitees may be asked by the President to leave the room.

2.3 The floor will be open to all members of the GA on a basis of equality of length of speeches per member organization. Longer speeches may be permitted in case of discussions based on a prepared paper submitted to the meeting.

2.4 The agenda for the yearly GA shall at least include:

- the Minutes of the last GA meeting
- financial matters; budget for the new period and report of the past period.
- the fixing of date for the next GA meeting

2.5 At the GA the accounts for the preceding year up to 31 December and the budget for the following year must be submitted for approval.

2.6 Minutes of the meetings will be presented to, and if necessary adjusted and then approved by the next GA.

Article 3. BOARD OF DIRECTORS

3.1 President, Secretary General and Treasurer will be elected in function.

3.2 Candidates for election in the Board of Directors must be proposed by the board of the Effective Members in writing to the Secretary General at least 2 weeks prior to the GA at which the election is to take place, accompanied by written consent and a Curriculum Vitae of the candidate. The Board of Directors will determine the procedural arrangements during the meeting at which the elections are to take place. Following statements by the various candidates, the election, first of the President, Secretary General and the Treasurer will take place separately and in this order.

3.3 The term of office of the new board members will commence at the close of the GA at which the election takes place.

3.4 The Secretary General will keep up a list with the terms of the individual board members, their reelection and the termination of their term.

3.5 The Secretary General is responsible for making the minutes of meetings of the Board and the GA.

3.6 The treasurer is responsible for handling of the financial matters; budget and report.

3.7 The treasurer makes every year in relation to the budget a proposal for the member fee.

3.8 The agenda's for the meetings of the Board and the GA will be made under responsibility of the Secretary General. The agenda will be circulated at least 1 month prior to each meeting.

3.9 Board members will receive a compensation for their expenses:

- travel expensive for attended regular meetings as per the lowest price in public transport
- hotel expensive for the time of staying for attending regular meetings for a maximum price and duration in consultation with the treasurer
- travel and hotel expensive for trips on request of NO or the Board of Directors on the same terms as for regular meetings

3.10 The President when chairing the Board of Directors, has a casting vote.

Article 4. WORKING GROUPS

4.1 The GA or the Board of directors can decide to install a working group for a special task.

4.2 Members of a working group can be members of NO's and representatives of organizations special informed or concerned in the theme of the task.

4.3 A working group is in function for the time that the task lasts or until discontinued by the Board.

Article 5. LANGUAGES

5.1 The working language for the board meetings and the meeting of the General Assembly is English.