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**20 Years of Art & Design  
1998–2018**

Virginia Commonwealth University  
School of the Arts in Qatar

P +974 4402 0555

F +974 4402 1425

PO Box 8095, Doha, Qatar

[www.qatar.vcu.edu](http://www.qatar.vcu.edu)

## **APPENDIX E**

# **IDES ADVISORY BOARD LIST AND BYLAWS**

**COUNCIL FOR INTERIOR DESIGN ACCREDITATION**

**March 23-26, 2018**

**DEPARTMENT OF INTERIOR DESIGN  
VIRGINIA COMMONWEALTH UNIVERSITY—QATAR**

# **ADVISORY BOARD BYLAWS**

## **DEPARTMENT OF INTERIOR DESIGN**

VIRGINIA COMMONWEALTH UNIVERSITY-QATAR

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### **ARTICLE I—NAME**

The name of this organization shall be VCUQatar Interior Design (ID) Advisory Board. It shall be located at Virginia Commonwealth University in Qatar, PO Box 8095, Doha, Qatar.

### **ARTICLE II—MISSION STATEMENT**

The VCUQatar Interior Design Advisory Board, in compliance with VCUQatar strategic developments, shall strive to enhance the quality of the interior design program through a combination of off-campus and on-campus activities. These activities shall serve to increase awareness of the interior design program throughout the region; provide additional funding and donation sources; connect students with internships, service and job opportunities; support program development and accreditation activities; and provide opportunities for students and faculty to network with the art, architecture and design community.

### **ARTICLE III—BOARD STRUCTURE**

#### **3.1 Membership Composition**

- 3.1.1 The board shall be comprised of 12 to 15 voting members from three different groups.
- 3.1.2 Four to six members shall be practitioners of interior design, interior architecture or a related industry with different areas of expertise within their professions: e.g., residential, hospitality, healthcare, retail, commercial applications, sustainability, furniture design, project management, etc.
- 3.1.3. Two to four members shall be alumni of the VCUQatar ID program with current relevant experience working in the industry in Doha.
- 3.1.4. Two to four members shall be representatives of Qatari institutions directly/indirectly involved with major architecture, interior design, and art projects: e.g., Qatar Foundation Capital Projects, The Public Work Authority 'Ashgal' Building Affairs Department, Qatar Museum Authority QMA, etc.
- 3.1.5. The Chair of the Department of Interior Design shall be a permanent member to serve on the board as a liaison between the board and the Interior Design department faculty to facilitate communication between the two entities. This is a non-voting position.

### **3.2 Term of Membership**

- 3.2.1 Interior design practitioners and those in related fields shall serve on the board for a period of two years. Terms are to be arranged so that each year at least two members from each category will rotate off and at least two will come onto the board.
- 3.2.3 Terms for all member categories shall commence on January 1<sup>st</sup> and end December 31<sup>st</sup>.

### **3.3 Selection for Membership/Officers**

- 3.3.1 The board, in consultation with the Department Chair, shall select new members to the board. This shall be done through a nomination and voting process by the advisory board members.
- 3.3.2 The board shall elect three officers: Chair, Vice-Chair, and Scribe.

### **4.1 Leadership of the Advisory Board**

- 4.1.1 Leadership of the Advisory Board will be performed by the Board Chair.
- 4.1.2 The Chair-Elect will be selected by the last meeting of the Advisory Board each spring. The Past-Chair is not eligible to be the Chair-Elect.
- 4.1.3 Should the Chair-Elect be unable to serve, a new Chair-Elect will be elected by the Advisory Board. If the Chair is unable to serve, the Chair-Elect may assume the office of Chair and a new Chair-Elect will be elected by the Advisory Board..

## **ARTICLE IV—DUTIES OF OFFICERS**

- 4.1. The Chair shall call meetings, set the agenda, preside at meetings, appoint chairpersons of standing and special committees, and perform other duties specified in these bylaws.
- 4.2. The Vice Chair shall be responsible for a three-year term, the first as Vice President and the second as President. It is desirable for this person to continue on the board for an additional year as Past President to ensure continuity. The Vice President shall also be responsible for duties assigned by the President.
- 4.3. The Scribe shall record and disseminate minutes of board meetings, conduct correspondence as needed. At the end of each year, the Scribe shall retrieve any committee records from outgoing Officers and Committee Chairs, and reissue to incoming Officers and Committee Chairs. Each binder shall include 3 years of records. The retired information shall be forwarded to the Interior Design Department Chair.

#### **ARTICLE V—MEETINGS**

- 5.1. The board shall meet a minimum of two times a year with additional full and committee meetings as required. The board shall set the date for those meetings.
- 5.2. The required minimum quorum for conducting board meetings will be 2/3 of the board membership.

#### **ARTICLE VI—AMENDMENTS**

- 6.1 Amendments to these bylaws may be initiated either by the Advisory Board members, the Interior Design Department, or the Interior Design Steering Committee, if any.
- 6.2 Approval of such amendments shall require a two-thirds majority vote of the board and a two-thirds majority vote of the Interior Design Department faculty.

#### **ARTICLE VII—ADOPTION**

- 7.1 Adoption of these Bylaws, after revision of the first draft, was conducted by vote of the majority of Advisory Board members during the second meeting, November 26, 2015.

