## STANDING RULES
### SOCIETY FOR DESIGN ADMINISTRATION

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A. Objective

1. Organize and unite the membership in order to advance and promote the educational and professional standards of administrative personnel in design firms and related disciplines.

2. Provide programs to advance the knowledge and management capabilities of the membership and contribute to improvements in administrative and management methods and materials used in design firms and offices of related disciplines.

3. Provide a channel of communication among Members of the SDA.

4. Assist in the organization of new Chapters.

B. Chapter Organization

1. Each Chapter’s Bylaws and Standing Rules shall conform to the provisions of the National Bylaws and Standing Rules where applicable. Each year that National adopts new amendments; each Chapter shall review its Bylaws and Standing Rules for conformance to the National Bylaws and Standing Rules and submit an electronic copy with an electronic signature to the National Headquarters by the deadline determined by the Bylaws Committee for approval. All Chapters’ Bylaws and Standing Rules and any proposed amendments thereto must first receive the approval of the National Bylaws Committee before the Chapter can enact them.

2. Each Chapter shall elect Officers annually and shall notify the Executive Director as to the newly elected officers within 30 days.

3. Each Chapter President shall submit membership classification and dues amounts for the upcoming fiscal year to the Executive Director by November 1 of each year.

4. Each Chapter’s Fiscal Year shall be January 1 through December 31.

5. National SDA is exempt from taxes under IRS Code 501(c)(6), and all Chapters shall seek exemption under this.

6. Each Chapter shall apply for its Federal Taxpayer and/or State Employer Identification Number or such other number required to identify itself on tax returns or other governmental forms. Chapters are not authorized to use National’s Federal Identification number, and National will not be responsible for Chapter non-compliance to this regulation.

7. All Chapters shall adopt the graphic standards as approved by the Executive Committee (ExCom).

8. Each Chapter shall maintain an annually executed Chapter Affiliation Agreement.

C. Executive Committee Compliance

1. The Registered Agent for the Corporation in the State of Washington is CT Corporation, 520 Pike Street, Seattle, WA 98101.

3. Engage in all contractual actions related to an Executive Director.
4. Prepare a list of actions taken during the current term for ratification by the Board of Directors at the Annual Business Meeting.
5. Ratify by a majority vote appointments by the President to fill vacancies in the elective positions of Vice President, Secretary or Treasurer.
6. Ratify by a majority vote appointments by the President of committee Chairs.
7. Recommend to the President the establishment of other Committees, Standing or Special, as may be deemed necessary to carry on the work of SDA.
8. Financial:
   a. Approve the Annual Budget.
   b. Direct and act with respect to other financial matters of SDA.
9. Annual Meeting and Convention:
   a. Retain a Registered or Certified Parliamentarian for Annual Meeting at its discretion.
   b. Direct the program for the Annual Convention and approve final plan thereof.
10. Review recommendations of the Bylaws Committee and make recommendations to the Board.
11. Approve documents, forms, materials, brochures, etc., as proposed by Committees.
12. Duties described herein as assigned to the Executive Director may be performed by members of ExCom in the absence of or inability to perform by the Executive Director.

D. Chapter Development: Application shall be made in accordance with written procedures as follows:
   1. A letter of intent addressed to the President by the organizing chair;
   2. A list of the proposed new Chapter’s Officers and Directors.
   3. A list of proposed members in good standing with information requested’
   4. A statement that the proposed new Chapter has adopted the template Chapter Bylaws and Standing Rules provided by National until its own Bylaws are written and approved by National Bylaws Chair, and acknowledging that this shall be accomplished within six (6) months from the date the Chapter is approved;

E. Dues and Fees
   1. SDA National dues will be assessed annually and may be increased on approval by ExCom.
   2. Dues are non-refundable.
   3. Renewing members shall remit National and Chapter dues to National Headquarters prior to each member’s anniversary date. A late fee will be applied if payment is not received within 30 days of expiration. The amount of the late fee will be assessed annually and may be adjusted by recommendation of ExCom.
      a. At its discretion, National Headquarters, with approval from the Executive Committee, may accept payment of dues in installments of dues in up to five installments, with full payment being due no later than 120 days following the
renewal date. Chapter dues shall be included in the first payment. Members wishing to take advantage of an installment plan must notify the Executive Director prior to December 31.

4. All financial transactions are to be conducted in U.S. funds.

F. Board of Directors Meetings

1. The President, or in the President’s absence, the President-Elect, or in their absence, any person chosen by the Officers present, shall call the meeting(s) of the Board of Directors to order and shall act as the chairperson of the meeting.

2. The chairperson, or the chairperson’s designee, shall establish rules of the meeting that will freely facilitate debate and decision-making.

3. The chairperson will indicate who may speak when, and when a vote will be taken.

4. The Secretary shall act as the Secretary of all meetings of the Board of Directors, but in the Secretary’s absence, the presiding Officer may appoint any other person to act as the Secretary of the meeting.

G. Expenses and Budgets

1. Expenses may be reimbursed for the Executive Committee, National Committee Chairs and for Committee Members for travel to pre-approved meetings based on budgets, availability of funds and accomplishment of the Corporation’s goals at the time they are to be incurred.

2. The National Treasurer or Executive Director must authorize non-budgeted expenditures in excess of $200 and all travel expenses before they are incurred.

3. Reimbursable travel expenses may include coach airfare, ground transportation, parking, and double-occupancy hotel accommodations.

H. Liaison with Affiliated Organizations

Contact with National Affiliated organizations shall be made only by the SDA National President or Executive Director, unless the SDA National President authorizes contact in writing by another individual for a stated purpose.

I. Campaign Guidelines

1. Nomination Procedures:
   a. Nominating Petitions and Verification: The Nominating Committee shall notify all members that nominations are being accepted for the offices of President-Elect, Vice President, Secretary and Treasurer. Nominations shall be submitted to the Nominating Committee Chair. Petitions shall include: SDA Nomination Form, Current Photograph, and signatures of the Nominee and Chapter President (if applicable).

   b. The Nominating Committee shall verify the petition nominating a member for office. When satisfied that the signers are qualified and that all requested information and relevant provisions of the Bylaws have been complied with, it shall give notice of nomination to the President and National Headquarters, which will announce the name of each nominee and office for which nominated.
2. Campaign Procedures and Rules: Each candidate shall follow the procedures stated in the Bylaws for qualifying as a candidate and the procedures set forth in these rules for campaigning:

   a. Qualification of candidates, by name and office, shall be submitted to the Nominating Committee at least 60 days prior to the Annual Meeting. Qualified candidates will be announced in an SDA printed or electronic publication preceding the Annual Meeting.

   b. Only biographical information, statement of philosophy, and photos as submitted to the Nominating Committee on Nomination Forms will be used for publication in an SDA printed or electronic publication and will be edited to meet space requirements.

   c. Campaign publicity of any type concerning a candidate for office shall not be mailed or emailed to any SDA Chapter or member prior to the Annual Business Meeting, with the exception of Chapter Newsletters, and shall not be posted or distributed at the convention site.

      A candidate nominated from the floor may distribute a one-page resume outlining his/her qualifications. The resume shall be delivered to the Executive Director at least one hour prior to the Annual Business Meeting.

   d. Candidates may not make campaign speeches prior to the convention.

   e. Candidates or their supporters may not hold parties on behalf of a candidate at the convention.

   f. Each candidate shall have an opportunity to speak before the assembly prior to the voting at the convention.

   g. The vote tally will not be published and will be destroyed when directed by the presiding officer.

J. Committees

Each Committee shall maintain a written Chair position description and operating procedures.

1. Annual Convention Committee:

   a. May plan and assist with the Annual Convention in cooperation with the President and Executive Director.

1.1 Annual Meeting Subcommittees:

   a) Minutes Approval Subcommittee:
      i. Attend the Annual Business Meeting for the sole purpose of taking notes.
      ii. Review the Annual Business Meeting minutes provided by the Secretary.
      iii. Make correction(s), if necessary, or submit a report stating that the minutes are approved.

   b) Tellers Subcommittee:
      i. Collect ballots in containers provided for that purpose and not picked up by hand.
      ii. Count votes in a prearranged area.
      iii. The Chair of the Committee shall give the Tellers Report, and the Presiding Officer shall announce the results.
      iv. The Chair of the Committee shall assure the ballots are destroyed.
c) **Resolutions Subcommittee:**
   i. Receive, consider and evaluate all resolutions and other forms of recognition referred to it.
   ii. Committee may originate resolutions.

2. **Awards Committee:**
   a. Oversee and coordinate submittals and selection of winners for any National awards presented.
   b. Review and improve criteria for awards
   c. Recommend addition or deletion of awards categories
   d. Coordinate the Awards Ceremony with the Convention Committee.

3. **Bylaws Committee:**
   a. Submit, in accordance with Bylaws Article XVII, Amendments to the Bylaws of SDA.
   b. Consider, edit and/or correlate proposed Amendments as they may originate and as they are referred to, with proposers of the Amendment identified in the notice.
   c. Receive and examine Bylaws, which are presented by Chapters for conformance with National Bylaws and advise Chapter in writing of non-conformance and suggest wording that will conform to National Bylaws.
   d. Maintain a signed copy of the current Bylaws and Standing Rules, and distribute copies to ExCom and National Headquarters for their files.
   e. Direct chapter to provide a signed copy of the Bylaws of each Chapter, and provide a signed copy for the files of National Headquarters.

4. **Certification Committee:** Committee responsibilities shall be as required to administer the Society’s Certification program (CDFA) in concert with ExCom.

5. **Education Services Committee (ESC):**
   a. May assist the Annual Convention Committee with identifying, qualifying, and screening potential program speakers.
   b. Provide educational resources to National committees and Chapters for their development of SDA programs, materials or publications.
   c. Provide material for the ESC portion of the National Website.
   d. Oversee the activities of each Professional Emphasis Group (PEG), Online Resources (White Papers, forums), Program Planning Guide and Speakers Bureau.
   e. Assist Certification Committee with development of content for written exam.

6. **Finance Committee:**
   a. Prepare the Budget.
   b. Obtain ExCom approval of the Budget.
   c. Provide each Officer and Committee Chair with an estimated Budget.
d. Make pertinent recommendations as to the financial operation of SDA.

7. **Membership Committee:**
   a. Promote the membership growth within existing Chapters and Members-at-Large.
   b. Promote networking among Chapters to assist in developing membership growth, and cooperation in giving and attending educational seminars.
   c. Coordinate membership packet contents with National Headquarters.

8. **Nominating Committee:** The Chair shall be the Immediate Past President. A member of this committee shall have been an active member in good standing through each of the preceding three (3) years and shall have attended at least one (1) convention prior to appointment. If a member of the Nominating Committee stands for election, she/he shall step down and shall not be replaced by an alternate.
   a. Submit to National Headquarters for posting and distribution to all members at least three months prior to elections the nominating schedule, procedures and forms.
   b. Actively seek, determine eligibility and name at least one (1) candidate for each elective office.
   c. Furnish information to the candidates on the officer’s responsibilities.
   d. Obtain permission of the candidates to place their names on the slate.
   e. Submit a slate in writing to the Board of Directors thirty (30) days prior to the Annual Meeting.
   f. Include a short biography of each candidate.
   g. Open nominations from the floor at the Annual Business Meeting.

9. **Past Presidents’ Council:**
   a. Perform duties as the President or Board may designate.
   b. Oversee the PPC Development Grant.

10. **Other Committees:** (Standing or Special) shall be appointed by the President, as ExCom shall from time to time deem necessary, to carry on the work of SDA.

**K. Amendments**

1. Proposed changes to Standing Rules may be submitted by any member to the Bylaws Committee, provided the proposed amendment shall have been submitted forty-five (45) days prior to Annual Meeting, or such proposed changes may be offered on the floor of the Annual Meeting without prior notice, provided permission is granted by the assembly. A two-thirds (2/3) vote will be required for approval.

2. Changes in Standing Rules may also be made by a two-thirds (2/3) vote of the Board at any time between Annual Meetings, without prior notice.

**ORIGINAL STANDING RULES ADOPTED:** May 17, 1975

*Standing Rules Amendments Adopted:*
May 21, 1975
May 5, 1976
June 8, 1977
May 24, 1978
June 9, 1982
May 25, 1983
May 9, 1984
June 12, 1985
June 9, 1986
June 22, 1987
May 16, 1988
Feb. 16, 1989
May 8, 1989
May 21, 1990
May 17, 1981
May 20, 1991
June 20, 1992
June 19, 1993
May 14, 1994
May 6, 1995
May 11, 1996
May 8, 1999
May 6, 2000
May 19, 2001
May 11, 2002
October 9, 2002
June 12, 2004
May 20, 2005
June 10, 2006
May 5, 2007
May 17, 2008 (per electronic voting concluded April 22, 2008)
September 24, 2009 (per phone conference Board of Directors meeting 9-24-09)
December 10, 2009 (per phone conference Board of Directors meeting 12-10-09)
April 16, 2010 (per phone conference Board of Directors meeting 4-16-10)
February 1, 2011 (per online voting 1-31-11)
May 03, 2012
May 8, 2015
May 14, 2016
May 12, 2018 Seratim