

Standing Orders of the Institute of Designers in Ireland

1. Objects

The Institute is established for the purposes expressed in the Declaration.

2. Rules

These Standing Orders and regulations from time to time made hereunder shall be the rules of the Institute.

3. Admission of Members

Any person desiring membership of the Institute shall apply to the Secretary at the Office in writing on the prescribed form recommended by Council.

The Secretary shall forward the application for Membership sub-Committee, nominated by Council to deal with such applications, who shall consider it at their next convenient meeting. The Council shall have full and absolute power and authority to refuse any such application for Membership; however any person whose application has been refused by Council shall be entitled to receive a statement in writing of the reasons for such a decision.

Each applicant for Membership shall, if approved by Council, be so notified by the Secretary and their name shall be published in the Institute's Newsletter, or in a manner approved by the Council. Each so selected Member shall undertake to observe the provisions of the Constitution, these Standing Orders and regulations and abide by the Institute's Code of Professional Conduct, and on paying the amount of the subscription payable in accordance with these Standing Orders for the then current calendar year, and such other fees as are mentioned, become a Member for the Institute.

Every Member shall when necessary inform the secretary in writing of any change in address or employment.

4. Qualifications for Membership

All applicants for Membership of the Institute shall be citizens of the island of Ireland or be resident in the island of Ireland.

Membership is open to all designers who have a minimum of three years in practice in one of the Institute's recognised categories of Membership and who have achieved the standard considered necessary to merit the award of Membership.

Associate Membership (previously called Licentiate) is awarded to those designers who have completed a fulltime approved third level design course but who have had less than three years' professional practice at a recognised professional level or who have not attended a fulltime third level design course, but who, on examination, are shown to have a minimum of three years' professional practice at a recognised professional level. Associate Membership may not be held for more than five active years and Associate Members may apply for full Membership after three years of professional practice.

Student membership is open to all students who have commenced the second year of a fulltime course in design and terminates on completion of course.

Others. The Council may from time to time and at its discretion create other classes of Membership or confer on suitable candidates such honours as shall be deemed necessary. Any such elected person or persons shall have no voting rights and shall not be eligible for membership of Council.

To date, these other classes of Membership have been awarded as follows:

Fellowship. The award of Fellowship is made to Members of the Institute who have made an outstanding contribution to design.

Honorary Fellowship. The award of Honorary Fellowship is made to persons who are not Members of the Institute, but who have made an outstanding contribution to design.

5. Register

A register shall be kept by the Institute containing the names and addresses of all the Members showing the category to which each belongs.

6. Retirement and exclusion of Members.

Any Member wishing to retire from the Institute shall give to the Secretary in writing three months notice, upon expiration thereof Membership shall cease. Members so retiring shall be liable for full subscription during the calendar year in which notice is given.

Should the retiring Member wish to rescind his/her notice, written confirmation must be sent to the Secretary before the expiration of notice.

An Associate Member of the Institute shall cease to be a member if after a period of 5 years from admission to the Institute he/she has not applied for full Membership or resigns in fashion noted in Standing Order above. Student Members shall retire automatically on completion of their academic career.

7. Suspension, Compulsory Resignation and Exclusion.

If in the opinion of the Council any Member is guilty of dishonourable or unprofessional conduct or of conduct prejudicially affecting the interests of the Society, he/she may be suspended from Membership for such period, not exceeding two years, as the Council may determine, or may be required to resign his/her Membership or his/her name may be struck off the Register. Any proposal that a Member shall be suspended from Membership or be required to resign his/her Membership or have his/her name struck off the Register shall be made at a meeting of the Council of which not less than 21 days notice shall be given to the Council and to the Member concerned, stating the proposal to be considered at the meeting; and no Member shall be suspended or required to resign his/her Membership or expelled by having his/her name struck off the Register except by resolution passed by not less than two-thirds of the Council present and voting at the meeting of the Council at which at least 12 Members of the Council shall vote and unless he/she shall first have had an opportunity of being heard by himself/herself or his/her agent in his/her defence, of cross-examining witnesses called against him and of calling witnesses on his/her own behalf, or, in the case of a Member who is for the time being, resident abroad, an opportunity of submitting a statement in writing of his/her defence; and if any Member who, in pursuance of the foregoing provision is called upon to resign his/her Membership fails to do so within 7 days from the date of requirement, the Council shall strike his/her name off the Register. When a Member's name is struck off the Register he/she shall thereupon cease to be a Member of the Society and to have any rights as a member.

Immediate Past President	one year
Honorary Secretary	two years
Honorary Treasurer	two years

The ***Honorary Treasurer*** shall ensure that there are safe and efficient arrangements for the receipt of money paid to the Institute and the issue of monies by the Institute. He/she shall be responsible for providing Statements of Accounts which shall be audited and submitted to the Annual General Meeting.

The Honorary Secretary shall be responsible for the books, records and documents of the Institute and under the control of the Council and Committees shall ensure that all the correspondence of the Institute and of the Council and Committees is properly conducted and that their records are kept of their proceedings by the secretariat and shall ensure that the applications for admission and the recommendations accompanying the same are in the form prescribed, and that all the prescribed notices are duly sent to the Members of the Institute and of the Council and Committees.

Executive Officer: the Council shall appoint an Executive Officer who shall hold office during its pleasure and who shall receive such remuneration as Council may from time to time determine. The Executive Officer shall attend meetings and keep records of proceedings, and carry out such duties as Council may from time to time determine.

10. The Council

The Council shall consist of the following person (being Members) whose services shall be honorary:

The President, the President-Elect, the Immediate Past President, the Honorary Secretary and the Honorary Treasurer for the time being.

Two representatives from each of the Institute's Specialist Sections.

Up to four co-opted Members who will be appointed at the discretion of the Council to fill any major deficiencies which may be apparent in the composition of Council.

11. Management and Control

The management of the Institute shall be vested in the Council which shall have general control of all business of the Institute and general authority to exercise all powers of the Institute except only such as under the Standing Orders are expressly directed to be exercised by the Institute in general meeting.

The Council may from time to time invest in the name of the Institute any monies not immediately required for the purpose of the Institute in any stocks, funds or securities in which Trustees are by law for the time authorised to invest and may from time to time vary such investments.

The Council may appoint and remove Trustees for any purposes of the Institute and such Trustees shall have such powers and indemnities and perform such duties and be subject to such regulations as the Council shall determine.

The Institute may co-operate with other bodies, whether in Ireland or elsewhere, having similar aims and objects, in such manner as the Council may determine.

12. Vacancies on Council

The Council may appoint any of its Members to fill casual vacancies among the Officers of the Institute by any person so appointed shall retire at the close of the next succeeding Annual General Meeting or any adjournment thereof but shall be eligible for re-election. The Council may appoint any member of the Institute as a Member of the Council to fill casual vacancies among the elected Members. Any Member so elected shall retire at the close of the next succeeding Annual General Meeting or any adjournment thereof and shall be eligible for re-election.

13. Retirement and removal of Officers or Members of Council

An Officer or Member of the Council shall vacate his/her office if:

- At any time he/she ceases to hold office in right of which he/she became a Member of Council or he/she ceases to be a Member of the Institute.
- He/she becomes bankrupt or of unsound mind.
- He/she resigns his/her office by notice in writing to the Institute

- He/she is removed from office by a resolution passed by the majority of Members at the Annual General Meeting or an Extraordinary General Meeting

In addition an Officer or member of Council shall be liable for suspension from Council if, without furnishing an acceptable explanation, he/she fails to attend any three consecutive meetings of Council.

14. Election of Officers and Elected Members of Council

If thought appropriate and for the guidance of Members, Council representatives shall seek from their own sections a list of up to 8 names of Members who they consider would best contribute to the aims of the Institute.

Council shall undertake to secure the agreement of the candidates for election and shall circulate the full list to all Members together with the blank nomination paper. This list shall be a guide only and shall not preclude the nomination by the general Membership of Members whose names do not appear.

A candidate receiving three or more nominations shall go forward to the Ballot Page for election by postal vote. The results of such elections shall be announced at the Annual General Meeting and shall be published in the Institute's publication immediately following.

15. Proceedings of the Council

The Council shall meet not less than four times in every year and at intervals of not more than four months between meetings. The President, or failing him/her, the President Elect, or person appointed by Council shall require the Secretary to convene such meetings.

Any three or more Members of the Council may at any time require the Secretary to convene a special meeting of the Council. Not less than seven days notice in writing of meetings of the Council shall be given to every Member of Council. It shall not be necessary to give notice of a meeting of the Council to any Member thereof for the time being absent from Ireland. The quorum necessary for the transaction of business of the Council shall be seven. A meeting of Council for which a quorum is present shall be competent to exercise all powers and discretions for the time being exercisable by the Council.

Subject to the provision of these Standing Orders questions arising at any meeting of the Council shall be determined by majority vote. Every full Member of Council present shall have one vote. In the case of an equality of votes the Chairman of the meeting shall have a casting vote. The President shall take the chair at any meeting of the Council at which he/she is present. If the President be not present, the President-Elect shall take the chair and if he/she not be present the Members present shall choose one of their number to act as chairman.

Except as otherwise provided by these Standing Orders the Council shall determine its own procedure. The Council may delegate any of its powers to committees consisting of a Member or Members of its body or of the Institute as it thinks fit and providing always that an Officer of the Institute be a Member or an ex officio Member of such committee, and may revoke or vary any such delegation. Any such committee shall in the exercise of the powers so delegated conform to any regulations imposed on it by the Council.

All acts done by the Council or by any committee or by any person acting as Member of the Council or of a committee notwithstanding that it be afterwards discovered that there was some defect in the appointment of any Member of the Council or such committee or person acting as aforesaid or that they or any of them had vacated office, shall be as valid as if every such person had been duly appointed and had continued to be a Member of the Council or a Member of such committee.

16. Meetings of the Institute

The Institute shall in each year hold a general meeting as an Annual General Meeting, in addition to any other meetings in that year, and not more than seventeen months shall elapse between the date of one Annual General Meeting and the next. The Annual General Meeting shall be held at such time and place in Ireland as the Council shall determine but shall normally be held before 1 May in the year following that in which Council took office. At least fourteen days notice before the date fixed for the Annual General Meeting, the Secretary shall give in writing notice to every Member of the Society of the date, time and place of the meeting and of the business to be transacted.

The Annual General Meeting shall consider the Council's Annual Report, receive accounts and appoint Auditors, hear the results of the election for Officers and Council Members and dispose of any such

business placed before it. A General Meeting may be called at any time on the requisition of one-third of the Members of the Institute or at the discretion of the Council.

No resolution other than a resolution relative to the transaction of the ordinary business of an Annual General Meeting shall be submitted to an Annual or Extraordinary General Meeting unless notice thereof shall have been given in the notice calling the meeting.

No business shall be transacted at any General Meeting unless a quorum of Members is present when the meeting is called to order. A quorum for the purpose of this Standing Order shall be 9 Members who will be entitled to vote thereat. The President, or failing him/her, the President-Elect shall preside as chairman at every general meeting but if neither the President nor the President-Elect be present within fifteen minutes after the time appointed for such meeting and willing to act as chairman, the Members present shall choose a Member of the Council, or if no such Member be present or if all the Members of Council present decline take the chair, they shall choose someone of their number to act as chairman of the meeting. The chairman of the meeting may, with consent of any meeting at which a quorum is present, and if so directed by the meeting, adjourn the meeting from time to time and from place to place, but no business shall be transacted at the meeting from which the adjournment took place. It shall not be necessary to give notice of any adjournment of the business to be transacted at any adjourned meeting

17. Votes

Save as in these Standing Orders otherwise provided at every general meeting, each full Member shall have one vote whether on a show of hands or on a poll but no full Member shall be entitled to vote at a general meeting unless all monies due and payable to the Institute by him/her have been paid. A vote taken at a general meeting shall be by show of hands unless a poll be demanded by the chairman of the meeting or by three or more Members present and entitled to vote. Unless a poll be so demanded and the demand be not withdrawn a declaration by the chairman of the meeting that a resolution has on a show of hands been carried or lost or carried or not carried by a particular majority and an entry to that effect in the minute book of the Institute shall be conclusive evidence of the act without proof of the number or proportion of the votes recorded in favour or against the resolution. No objection shall be made to the validity of any vote except at the meeting or poll at which such vote shall be tendered and

every vote not disallowed at such meeting or poll shall be deemed valid. The chairman of the meeting shall be the sole and absolute judge of the validity of every vote tendered at any meeting or poll. If a poll be duly demanded it shall be taken in such a manner as the chairman of the meeting shall direct and the result of a poll shall be deemed to be the resolution of the meeting at which the poll was demanded. In the case of an equality of votes, the chairman of the meeting shall have a casting vote. No poll shall be demanded on the election of a chairman of the meeting or on a question of adjournment. On a poll votes may be given personally or by a proxy. A proxy must be a Member. The instrument appointing a proxy shall be in writing under the hand of the appointer or of his attorney duly authorised in writing. The instrument appointing a proxy and the power of attorney or other authority under which it is signed, or a notarily certified or office copy of such power and authority shall be deposited at the office not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote and in default the instrument of proxy shall be treated as void. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the death or insanity of the appointer or revocation of the proxy or of the authority under which the proxy was executed provided that no intimation in writing of such death, insanity or revocation shall have been received by the Secretary at the Office of the Institute before the commencement of the meeting at which the proxy is used. The Council may seek a postal vote to be taken on any question affecting the interest of the Institute other than a question which under these Standing orders can only be determined by a resolution passed at a general meeting. The Council shall determine the date for the return of such voting papers, and shall appoint scrutineers to open the envelopes containing the votes and to count the votes and to report the result in writing to the Council. Any question so decided shall have the same effect as if the decision had been a resolution duly carried at a general meeting of the Institute properly called to consider same.

18. The Seal

The Council shall provide for the safe custody, preservation and use of the Seal and until otherwise provided by the Council the Seal shall not be affixed to any instrument except by the express wish and authority of a resolution of the Council and in the presence of a person or persons whom the Council may

appoint for the purpose, and such person or persons shall sign every instrument to which the Seal is affixed in their presence.

19. The Insignia

The Council shall provide for the safe custody, preservation and use of the insignia and until otherwise provided by the Council the Insignia shall be worn only by the President of the Society and only on such occasions as appropriate for decorations to be worn.

20. Accounts

The Council shall cause proper books of account to be kept. The books of account shall be kept at the Office or at such other place as the Council may determine and shall be open to inspection by Members at all times during business hours. The Council shall at least once a year cause to be prepared and presented to the Institute at the Annual General Meeting an income and expenditure account and balance sheet and such other accounts and reports as may be required by law. Every balance sheet shall be signed by the President, the Honorary Secretary and the Honorary Treasurer. The Council shall send to every Member entitled to receive one a copy of its Annual report which will report on the general state of the Institute and will include the Auditors Reports.

21. Auditors

The Auditors of the Institute shall be appointed at the Annual General Meeting.

22. Minutes

The Council shall make provision for the recording in a minute book all proceedings of the Institute, of Council, of any section and of any sub – committees. Any such minutes, if purporting to be signed by the chairman of the meeting in respect of which the minutes were made or by the chairman of the next succeeding meeting shall be conclusive evidence without any further proof of the facts therein stated.

23. Notices

A notice shall be deemed to be duly served on a Member if and when posted in a prepaid envelope addressed to their registered address and such notice shall be deemed to have been served on the third day following the posting of such envelope.

The accidental omission to give notice of a meeting or a failure of notice of a meeting to reach a Member shall not invalidate the proceedings or the decisions of such meeting.

Institute of Designers in Ireland

The Institute of Designers in Ireland was formed as the Society for Designers in Ireland in 1972 in recognition of the need to unite in a single professional association designers of different disciplines practising in Ireland. The Institute's members, in private practice or salaried employment, are drawn from the various fields of design in Ireland ranging from the design of consumer and capital products, interiors and exhibitions; textiles and fashion; all aspects of visual communication including theatre, film and television design, new media, to the education and management of design.

The objects of the Institute are to secure and maintain a defined and recognised design profession, to maintain standards of professional practice, conduct and integrity for the benefit of the community and to promote higher standards of design and a greater understanding of the role of design in industry and commerce. The Institute is also concerned to further the education of persons intending to become designers, to assist in the development of suitable educational facilities, and to improve and raise the technical and general knowledge of persons already engaged in the profession.

The members of the Institute, conscious of the increasing importance of design as a factor affecting the well-being and happiness of the community, and recognising the contribution which good design can make to the economic development of Ireland, are convinced that designers have a special responsibility to assist in the creation of an environment conducive to the attainment of better design in all spheres.

The Institute is the only professional member society in Ireland of the International Council of Graphic Design Associations (Icograda), the International Council of Societies of Industrial Design (ICSID) and the International Federation of Interior Designers (IFI). Membership of these international bodies gives the Institute links with over 10,000 designers in more than 40 countries.

The Institute is also the only official Irish representative of the Bureau of European Designers Associations (BEDA) which was founded in 1969 to ensure permanent liaison between the professional societies of designers within the EU countries and to act as a liaison committee between them and the authorities of the community.

What the IDI does

The Institute is managed by an annually elected Council which may appoint Committees or individuals to undertake specific tasks. The various aspects of the Institute's work include arranging seminars, lectures, exhibitions, social events, and the annual student designer day; matters affecting the training of designers in Ireland, and matters relating to the professional practice of design; the entry criteria/ standard required to gain admission to the professional body; design competitions and publications; finances in relation to both the level of annual subscriptions and to ensuring a sound financial base from which to work.

How the IDI is organised

The Constitution of the IDI provides for the management of the Institute by a Council, elected annually by and from the membership, comprising the Officers of the Institute and two representatives of each of the 6 specialist sections. The Officers of the Institute are the President, the President-Elect, the Immediate Past President, the Honorary Secretary and the Honorary Treasurer.

The IDI is financed by subscriptions from its members.

Membership of the IDI

There are three classes of members.

Membership (MIDI) is awarded to designers, design managers and design educators, citizens of Ireland or resident in Ireland, who have a minimum of three years in practice in one of the Institute's recognised categories and who have satisfied the Council as to their professional ability.

Associate Membership (previously called Licentiate) is awarded to those graduates of fulltime third level design courses who have less than three years' in one of the recognised categories or to designers who have not attended a fulltime third level design course, but are shown to have a minimum of three years' professional practice at a recognised professional level. Associate Membership may not be held for more than five active years and Associate Members may apply for full Membership after three years of professional practice.

Student membership is open to all students who have commenced the second year of a full-time course in design and terminates on completion of course.

Declaration

We, the designers in Ireland.

Conscious of the increasing importance of design as a factor affecting the well-being and happiness of the community.

Convinced that designers have a special responsibility to further the social and aesthetic standards of society.

Desirous of raising standards of design in all those areas to which design considerations apply.

Recognising the contribution which good design can make to the economic development of Ireland.

Wishing to place before government and the general public the views of designers on matters relating to their profession.

Concerned to further the education of persons intending to become designers and to assist in the development of suitable educational facilities.

Believing that the establishment of a recognised design profession will benefit industry, commerce and the general public.

Have determined

To associate ourselves in a professional body to be called The Institute of Designers in Ireland, to establish a code of practice for members and to regulate and control for the benefit of the community all matter of professional practice and conduct.

Constitution

Name

The Institute of Designers in Ireland

Objects

- (a) To serve the interests of the Community by associating in a single professional institute designers practising in Ireland
- (b) To secure a defined and recognised design profession for the benefit of industry, commerce and the general public
- (c) To maintain standards of professional practice by means of examination of qualifications and by electing members of the Institute who are considered to have reached the requisite standards
- (d) To establish a code of practice for members of the Institute and to regulate and control for the benefit of the community all matters of professional practice and conduct.
- (e) To promote higher standards of design in all those spheres to which design considerations apply and to promote a greater understanding of the role of design in industry and commerce.
- (f) To provide a forum where matters of importance concerning design and designers may be discussed.
- (g) To further the education of persons intending to become members of the design profession and to improve and raise the technical and general knowledge of persons already engaged in the profession.
- (h) To place before Government and the general public the views of the members of the Institute on matters relating to the profession.
- (i) To establish and maintain contacts with other bodies whose aims are similar to those of the Institute.

- (j) In pursuance of the foregoing objectives to run exhibitions, seminars and lectures, to publish lists of members, periodicals and books, to maintain a library and premises and to do such other things as are conducive to the attainment of the Institute's objectives including the receiving of grants, donations, presentations and such like.

Membership

The members of the Institute shall be; the persons forming the Institute. Such other persons meeting the qualifications for membership set out below.

Qualifications for Membership

All applicants for full membership of the Institute shall :

Be citizens of Ireland or be resident in Ireland;

Be proposed by a member of the Institute; satisfy the Council as to their professional ability as practising designers, design managers or design educators;

Make application in the prescribed form.

Membership Examiners

The Council of the Institute will appoint membership examiners to recommend membership examiners to recommend whether, on the basis of experience and work submitted, membership should be granted to applicants.

Classes of Membership

There will be three classes of members:

Members

Designers, design managers or design educators meeting the qualifications set out above.

Associate Members

Designers who have less than three years professional experience and/or whose work has not, in the membership examiners reached the standard required for full membership.

Associate Membership may not be held for more than five active years and Associate Members may apply for full Membership after three years of professional practice.

Student Members

Students attending courses in design recognised by the Institute.

Subscriptions

Subscriptions and fees will be determined initially by the first Annual General Meeting of the Institute and thereafter by the Council.

Management

The Institute will be managed by a Council comprised at the Annual General Meeting comprising;

The officers of the Institute;

Two representatives from each of the specialist sections;

The chairman of any regional branches established;

The Council shall have power to co-opt up to four additional members during their term of office.

Conduct of Council

The Council may meet at places and times of its own choosing and determine its own procedures and standing orders. It may establish sub-committees and regional groups and appoint from among the membership individuals to carry out such duties and functions as may be delegated to them. The Council may appoint such other officers and paid officials as it deems necessary.

Officers of the Institute

The officers of the Institute will consist of the President, the President-Elect, the Immediate Past President, the Honourary Secretary and the Honourary Treasurer. The President Elect, Honourary Secretary and Honourary Treasurer will be elected at the Annual General Meeting.

Specialist Sections

The membership will be categorised in a number of sections e.g. Product Design; Fashion and Textile Design; Exhibition and Interior Design; Visual Communication and New Media; Film Theatre and Television Design; Education and Management.

The number and scope of the sections will be determined by the Council and may be altered according to circumstances.

Members will be admitted to the Institute in one category and may apply for registration in additional categories subject to their qualifications and experience.

Each section will have two representatives on the Council and will appoint a Committee for the direction of its business.

Annual General Meeting

The Annual General Meeting of the Institute will be held each year and not normally later than May 1st, at least 14 days notice being given to members each of whom shall have one vote. The AGM will:

Consider the Council's Annual Report.

Receive accounts and appoint auditors

Elect officers and Council members

Dispose of such other business placed before it

A general meeting may be called at any time on the requisition of one-third of the members of the Institute or at the discretion of the Council.

Standing Orders

The Council may make and alter standing orders to regulate the procedure of the Annual General Meeting, Council meetings, meetings of Sub-Committees and the duties of the officers. No standing order or regulation may be adopted which is inconsistent with the provisions of the Constitution.

Alterations

The Constitution may be altered only by a resolution of a General Meeting of the Institute at which two-thirds of the votes cast of those present and eligible to vote, are in favour of the resolutions.