

BY-LAW NO. 3
MEMBERSHIP BY-LAW
OF
THE ASSOCIATION OF REGISTERED INTERIOR DESIGNERS OF ONTARIO

ADOPTED MARCH 11, 2010

IN FORCE JUNE 1, 2010

THE ASSOCIATION OF REGISTERED INTERIOR DESIGNERS OF ONTARIO

BY-LAW NO. 3

MEMBERSHIP BY-LAW

1.00 DEFINITIONS

A DEFINITIONS IN THIS BY-LAW

The Definitions set out in By-law No. 1 shall apply to this By-law.

B INTERPRETATION

1. In this By-law, unless the context otherwise requires, the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and the word “persons” shall include firms, organizations and corporations.
2. This By-law shall be read subject to the provisions of the Act. If the provisions of this By-law differ from the provisions of the Act, the provisions of the Act shall govern.

2.00 CATEGORIES OF MEMBERS

1. The Association shall be comprised of the members in the categories of membership as described in this By-law.

A REGISTERED MEMBERS

1. A Registered Member is one who:
 - (a) has been accepted as a Registered Member by the Association prior to the passing of this By-law; and,
 - (b) is of good character and adheres to the Standards of Practice and Code of Ethics of the Association;

OR

 - (a) has provided satisfactory evidence of successful completion of the Association’s minimum standard for education and qualified work experience in interior design as prescribed by the Board and set out in the Association’s Membership Policy at the time of application;

- (b) has provided satisfactory evidence of successful completion of qualification examination(s) as prescribed by the Board and set out in the Association's Membership Policy; and,
 - (c) is of good character and adheres to the Standards of Practice and Code of Ethics of the Association.
- 2. A Registered Member shall be given a membership number, membership card, certificate and stamp and shall be entitled to vote at Annual or Special Meetings of the Association.
- 3. A Registered Member may use the designation "Interior Designer" and/or the letters "ARIDO" after the Registered Member's name, and shall not, in any way, modify such designations. These designations shall be used only in direct connection with the name of the individual Registered Member.
- 4. A Registered Member may be subject to Dues and shall be entitled to all benefits and services of membership that are applicable.
- 5. A Registered Member may be required to complete continuing education programs as prescribed by the Board.
- 6. A Registered Member may be required to carry and maintain in good standing liability insurance as prescribed by the Board.

B INTERN MEMBERS

- 1. An Intern Member is one who:
 - (a) is of good character and adheres to the Standards of Practice and Code of Ethics of the Association;
 - (b) has provided certified evidence of successful completion of the Association's minimum standard for education at the time of application, but has not yet completed the qualified work experience and has not yet passed all parts of the qualification examination(s) prescribed by the Board and set out in the Association's Membership Policy;
 - (c) has undertaken to participate in and complete qualified work experience prescribed by the Board and set out in the Association's Membership Policy; and,

- (d) has undertaken to pass successfully the qualification examination(s) prescribed by the Board and set out in the Association's Membership Policy.
2. An Intern Member shall fulfill the requirements set out at Sections 2.00(B)(1) (c) and (d) and as prescribed by the Board and set out in the Association's Membership Policy.
3. An Intern Member may use the designation "Intern Member of Association of Registered Interior Designers of Ontario", or "Intern, ARIDO" after the Intern Member's name, and shall not, in any way, modify such designation. These designations shall be used only in direct connection with the name of the individual Intern Member.
4. An Intern Member shall not be entitled to vote at Annual or Special Meetings of the Association.
5. An Intern Member shall be subject to Dues and shall be entitled to all benefits and services of membership that are applicable to Intern Members.
6. An Intern Member may be required to complete continuing education programs as prescribed by the Board.
7. An Intern Member may be required to hold and maintain in good standing liability insurance as prescribed by the Board.

C STUDENT MEMBERS

1. A Student Member is one who is enrolled in an interior design education program recognized by the Board.
2. A Student Member is not an Intern Member (and is not considered to be a student member as referred to in the Act). The Act and the By-laws of the Association do not apply to Student Members except as specifically provided in these By-laws.
3. A Student Member may use the designation "Student Member of Association of Registered Interior Designers of Ontario" or "Student, ARIDO" after the Student Member'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 Student Member.
4. A Student Member shall not be entitled to vote at Annual or Special Meetings of the Association.

5. A Student Member may be subject to administration fees as set out in the Association's Membership Policy and shall be entitled to all benefits and services of membership that are applicable to Student Members.

D INACTIVE MEMBERS

1. An Inactive Member is one who:
 - (a) is a Registered or Intern Member in good standing in the Association at the time of the application;
 - (b) is not engaged in the practice of Interior Design by reason of a maternity or paternity leave, a return to school as a student to upgrade skills as related to design or the running of a business, a debilitating illness or injury, or other reason approved by the Registrar; and,
 - (c) has made an application in writing to the Registrar regarding the change of status from Registered or Intern to Inactive status.
2. The Registrar has the absolute discretion to grant or refuse to grant an Inactive Membership.
3. An Inactive Membership, if granted by the Registrar, shall be valid until December 31st of the current year.
4. Any Member who has been granted Inactive Membership must renew their Inactive membership status annually at January 1st as part of the renewal process. The Registrar has the right to request evidence from a medical practitioner or educational institution to grant inactive status for more than one year.
5. If, upon review by the Registrar, a Member is disqualified from continued Inactive Membership, the Member will be notified and returned to the status of Registered or Intern status with all of the associated privileges and responsibilities, including but not limited to, the responsibility to pay the difference in the cost of the Dues between the Registered or Intern and Inactive classifications for the current membership year.
6. During a term of Inactive Membership, an Inactive Member shall:
 - (a) not engage in the practice of interior design;
 - (b) pay the Dues as prescribed by the Board for the Inactive Membership category;
 - (c) not use any Association designation;

- (d) not be entitled to vote at Annual or Special Meetings of the Association;
- (e) not be eligible to hold elected office in the Association;
- (f) not be required to complete continuing education as prescribed by the Board; and,
- (g) 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.

E EDUCATOR MEMBER

1. An Educator Member is one who:
 - (a) is of good character and adheres to the Standards of Practice and Code of Ethics of the Association; and,
 - (b) is not engaged in the practice of Interior Design, but who is contractually engaged in full or part-time teaching or directing interior design programs in an interior design program recognized by the Board within the province of Ontario.
2. An Educator Member may use the designation “Educator, ARIDO” or “Educator Member of the Association of Registered Interior Designers of Ontario” after their name, but in so doing may not in any way modify such designations. These designations shall be used only in direct connection with the name of the individual Educator Member.
3. An Educator Member shall not be entitled to vote at Annual or Special Meetings of the Association. However, if an Educator Member meets the qualification requirements of the Association’s Registered Member category, or was previously a Registered Member, then the Educator Member shall be entitled to vote at Annual or Special Meetings of the Association.
4. An Educator Member shall be subject to Dues and shall be entitled to all other benefits and services of membership that are applicable.
5. An Educator Member may be required to complete continuing education programs as prescribed by the Board.

F RETIRED AND LIFE MEMBERS

1. A Retired Member is one who has been a Registered Member of the Association, but has retired from the practice of Interior Design.
2. A Life Member is one who has been a Member in good standing of the Association for over 30 years and has permanently retired from the practice of Interior Design. A Life Member shall be appointed by the Registrar.
3. A Retired Member may use the designation "Retired Member of Association of Registered Interior Designers of Ontario" or "Retired Member, ARIDO" 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.
4. A Life Member may use the designation "Life Member of Association of Registered Interior Designers of Ontario" or "Life Member, ARIDO" after the Life 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 Life Member.
5. A Retired Member shall be subject to Dues and shall be entitled to all benefits and services of membership that are applicable.
6. A Life Member shall not be subject to Dues but shall be entitled to all other benefits and services of membership that are applicable.
7. A Retired Member and Life Member shall not be entitled to vote at Annual or Special Meetings of the Association.

G NON-RESIDENT STATUS

1. Non-Resident status may be obtained by Registered Members and Intern Members who reside outside the Province of Ontario and do not practice interior design within the Province of Ontario.
2. Members having Non-Resident status may use the designations prescribed for their particular membership category, to be followed by "Non-Resident" or "Non-Res.", but may not use any modification of these designations. These designations shall be used only in direct connection with the name of the individual member with Non-Resident status.
3. Members having Non-Resident status shall be subject to Dues and shall be entitled to all benefits and services of membership that are applicable.

4. Registered Members having Non-Resident status shall be entitled to vote at Annual or Special Meetings of the Association. Intern Members having Non-Resident status shall not be entitled to vote at Annual or Special Meetings of the Association.
5. Members having Non-Resident status shall consult with their professional liability insurance company regarding the status of their insurance policy during their Non-Resident status and, where required for the protection of clients and the public, hold and maintain such insurance in good standing.

H HONOURARY MEMBERS

1. An Honourary Member is one 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.
2. An Honourary Member shall be appointed by the Board in consultation with the Board of Governors.
3. An Honourary Member may use the designation "Honourary Member Association of Registered Interior Designers of Ontario" or "Honourary, ARIDO" or "Hon. ARIDO" or "HARIDO" after the Honourary Member's name, but may not use any modification of these designations and these designations shall be used only in direct connection with the name of the individual Honourary Member.
4. An Honourary Member shall not be subject to Dues and shall be entitled to all benefits and services of membership that are applicable.
5. An Honourary Member shall not be entitled to vote at Annual or Special Meetings of the Association.

G FELLOWS

1. 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.
2. A Fellow shall be appointed by the Board in consultation with the Board of Governors.
3. A Fellow may use the designation "Fellow of Association of Registered Interior Designers of Ontario" or "Fellow, ARIDO" or "FARIDO" 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.

4. A Fellow shall not be entitled to vote at Annual or Special Meetings of the Association with the exception that a Fellow who has maintained membership as a Registered Member shall be entitled to vote.
5. A Fellow shall be subject to Dues with the exception that a Fellow who is also a Life Member shall not be subject to Dues. Fellows shall be entitled to all benefits and services of membership that are applicable.
6. A Fellow who is also a Registered Member shall fulfill the additional requirements of the Registered Member category of membership.

J OTHER CATEGORIES OF MEMBERSHIP

1. The Board may propose by-laws from time to time, to establish and prescribe such other categories of membership as are necessary for the purposes of the Association and in the public interest.

K FOREIGN AND OUT-OF-PROVINCE APPLICANTS

1. Applicants qualified and in good standing in jurisdictions other than Ontario may be granted Registered Member or other status on such terms and conditions in accordance with inter-provincial agreements and applicable provincial legislation as the Registrar, Membership Committee or Board may determine.

3.00 MEMBERSHIP

A APPLICATION FOR MEMBERSHIP

1. Any person who wishes to be admitted to membership in the Association shall complete an application in the form provided by the Association and submit the application together with supporting documents to the Registrar.
2. The Registrar shall review applications which are submitted in accordance with this By-law and, following such review, may either approve the application or declare an intention to refuse the application.
3. Where the Registrar approves an application, the Registrar may impose such terms and conditions as in the Registrar's opinion are reasonable and/ or appropriate in the circumstances.

4. Where the Registrar has doubts, on reasonable grounds, about whether the applicant fulfils the membership requirements or proposes to add terms and conditions on the applicant as a condition of membership, or proposes to refuse the application, the Registrar shall refer the application to a panel of the Membership Committee for a hearing in a format (in writing or in person) which is fitting to the circumstances giving rise to the hearing.
5. A hearing shall be held within 60 days of the panel conducting the hearing being composed.
6. If the Registrar refers an application to a panel of the Membership Committee for a hearing, the Registrar shall give the Applicant notice of the referral together with reasons for the referral.
7. Panels of the Membership Committee shall be made up of three Registered Members, two of which shall constitute a quorum. No Member of the Membership Committee shall participate in a hearing if the Member has a professional or personal relationship with the applicant.

B MEMBERSHIP APPLICATION HEARING

1. In addition to the procedures set out in this Section, the Membership Committee may establish its own procedures for a hearing.
2. The Registrar and the Applicant are parties to the proceedings before the Membership Committee pursuant to this Section.
3. When holding a hearing, the panel of the Membership Committee:
 - (a) shall request submissions in writing from the parties;
 - (b) shall give the parties an opportunity to inspect any material that the panel will consider; and,
 - (c) may give the parties the right to appear before the Committee at the hearing, with witnesses and counsel, to give evidence and to make representations.
4. The Registrar shall cause a record of proceedings of the Committee to be kept, and a party may, on written request, obtain a transcript of proceedings at their own expense.
5. Where a panel of the Membership Committee commences a hearing and a member becomes unable to act, the remaining members, if they constitute a quorum, may complete the hearing despite the absence of the withdrawing member.

6. All hearings of applications conducted by a panel of the Membership Committee shall be conducted in private except where the Applicant whose application is being considered requests that it be open to the public.
7. If a panel of the Membership Committee obtains legal advice with respect to a hearing, it shall make the nature of the advice known to the parties. The parties may make submissions with respect to the advice.

C DECISION OF THE MEMBERSHIP COMMITTEE

1. A Member of a panel of the Membership Committee shall not participate in a decision of the Committee following a hearing unless the panel Member was present throughout the hearing and reviewed all material submitted by the parties and, if the hearing was conducted in person, heard the evidence and argument of the parties.
2. An application for membership may be refused if the applicant, in the opinion of a panel of the Membership Committee:
 - (a) is not of good character;
 - (b) does not adhere to the Standards of Practice or the Code of Ethics of the Association; or,
 - (c) has not complied with the requirements prescribed by Section 2.00 for the category of membership for which application has been made.
3. The decision of a panel of the Membership Committee shall be final and binding on all parties.
4. Upon completion of the hearing, a panel of the Membership Committee may:
 - (a) refuse the application;
 - (b) approve the application with such terms and conditions as in the opinion of the Committee are reasonable and/or appropriate in the circumstances; or,
 - (c) approve the application without terms and conditions.
5. A panel of the Membership Committee shall render its decision within 30 days of the completion of the hearing.

6. A decision of a panel of the Membership Committee shall come into effect 15 days after notice of the decision has been given to the parties.
7. Where a decision is appealed by one or more of the parties, the decision shall not come into effect until the final disposition of any appeal.
8. A party to proceedings before the Membership Committee may appeal the decision of the Membership Committee by providing a written submission with the reasons for the appeal to the Executive Committee. The appellant shall file a written submission within 15 days from the decision of the Membership Committee. The respondent shall have a further 15 days to file a written response. The appellant shall have a further 10 days for a final response. The Executive Committee shall consider the matter within 30 days from receipt of the final submission and shall provide its decision to the parties in writing.
9. Any member of the Executive Committee who participated in any Membership Committee proceedings with regard to the decision being appealed cannot participate in the appeal to the Executive Committee.

D PRIVILEGES OF MEMBERSHIP

1. All Members of the Association are entitled to attend Annual and Special Meetings, serve on committees, receive communications from the Association and receive such information as the Board may direct from time to time.
2. Only Registered Members are eligible to hold elected office in the Association.
3. Only Registered Members are eligible to vote at Annual and Special Meetings except as set out in Sections 2.00(E)(3) and 2.00(G)(4) of this By-law.

E RESTRICTIONS ON THE USE OF TITLE

1. The privileges of membership, including the right to use any form of designation to indicate membership in the Association, shall be read and interpreted in accordance with the Act and may not be conveyed by legal or any other transfer of titles or by inheritance.
2. Membership in or with the Association shall not be considered in effect until persons have met the Association's requirements for membership and have paid the Fees and Dues required by the By-laws.

3. Restrictions in the use of the title may be imposed as a result of disciplinary proceedings.

F FEES AND DUES

1. Dues of Members shall be prescribed by the Board and published annually.
2. Dues may be adjusted annually based on the Cost of Living Index at the discretion of the Board. Any amendment to dues by the Board in excess of the Cost of Living Index shall be subject to ratification at an Annual General or Special General Meeting of Members.

The Cost of Living Index means an annual cost-of-living adjustment for inflation or deflation and measured by an index of movements in prices as indicated by the Consumer Price Index or such other index established by the Board from time to time.

3. Dues shall be payable in advance upon invoicing.
4. Persons who are admitted to any category of membership after March 31st shall be required to pay only that portion of the annual Dues chargeable for the remainder of the fiscal year, pro-rated on a quarterly basis.
5. Dues or costs for any membership services or affiliations with organizations other than ARIDO, which are included as part of the annual membership Dues, shall become part of those Dues, and the membership Dues shall not be considered paid until the full invoiced amount has been received by ARIDO.
6. The Board may set application Fees on admission or reinstatement for any category of membership.
7. The Registrar may, on request from an applicant, waive, reduce or defer, all or a portion of the applicant's annual membership Dues in accordance with ARIDO's Membership Policy. The standing and privileges of an applicant or Member may not be affected where membership Dues or other Fees are so waived, reduced or deferred.
8. Once paid Dues are non-refundable.

G RESIGNATION FROM MEMBERSHIP

1. A Resignation shall be in writing, submitted to the Registrar, and shall take effect on the receipt by the Registrar.

2. Upon receipt of a resignation, the Registrar shall remove the Member's name and registration number from the Membership roll and the Member shall immediately surrender the Member's membership card, certificate and stamp to the Registrar.
3. 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 ARIDO or that the Member is in any way affiliated with ARIDO.

H TERMINATION OF MEMBERSHIP

1. When membership in the Association is terminated, the Registrar shall remove the name and registration number from the Membership roll, and the Member shall immediately surrender the membership card, certificate and stamp to the Registrar.
2. If the termination of membership is for reasons other than discipline proceedings, the Registrar may provide written reasons for termination to the Member and, where appropriate, give the Member an opportunity to respond in writing within 10 days.
3. 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 ARIDO or that the Member is in any way affiliated with ARIDO.

I NON-PAYMENT OF DUES

1. Any Member whose Dues remain unpaid by a date set by the Board by resolution each year shall be notified in writing.
2. 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.
3. 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.

J REINSTATEMENT OF MEMBERSHIP

1. The Registrar shall have the power to reinstate former members of the Association in accordance with the Membership Policy. The Board may prescribe a reinstatement fee to be paid by an applicant for reinstatement as a condition of reinstatement.

2. Reinstatement shall be subject to the current qualifications for membership in the respective category.
3. An application for reinstatement shall be submitted in writing to the Registrar.
4. Where the Registrar proposes to refuse an application for reinstatement, the Registrar shall refer the application to a panel of the Membership Committee for a hearing in a format (in writing or in person) which is fitting to the circumstances giving rise to the hearing.
5. A panel of the Membership Committee shall hold a hearing and make a determination in accordance with the procedures and powers set out in Sections 3.00 (B) and (C).

K NOTICE OF CHANGE OF STATUS

1. Any Member who intends to change the Member's classification of membership must advise the Registrar in writing in advance.
2. On receipt of notice from a Member who intends to change the Member's classification of membership, the Registrar shall determine whether a reclassification is necessary and whether the Member is qualified to meet the criteria of the class of membership requested.
3. Where the Registrar proposes to refuse a Member's application for reclassification, the Registrar shall refer the application to a panel of the Membership Committee for a hearing in a format (in writing or in person) which is fitting to the circumstances giving rise to the hearing.
4. A panel of the Membership Committee shall hold a hearing and make a determination in accordance with the procedures and powers set out in Sections 3.00 (B) and (C).
5. On a change of classification, the Dues owed by the Member may be adjusted; however, there shall be no refund of Dues previously paid.

L LIABILITY INSURANCE

1. The Board may, by resolution from time to time, establish minimum mandatory levels of liability insurance to be held by Members of the Association.

M PROFESSIONAL DEVELOPMENT

1. The Board may, by resolution from time to time, establish minimum mandatory professional development requirements to be met by Members of the Association and set out in a Professional Development Policy.

N PRACTICE REVIEW

1. The Board may, by resolution from time to time, establish, based on the Association's Standards of Practice, a practice review procedure to select Members for review randomly or by such other selection method as the Board may determine.