



Policies & Procedures 2012

BOD Meeting June 2010:

Topic: Email list/Database Use - The NSHBDA maintains a mailing list for its members. This list is used to notify members of news of the Association, its members and their activities and to circulate information relevant to the profession as a whole. Personal information supplied when joining the association will be used by NSHBDA only in connection with your NSHBDA membership and will not be disclosed to any other body, except where this is necessary to operate our system, run the service, comply with the law or protect the service of others. The list is not to be used by individuals or businesses for commercial marketing or gain. If you wish information to be circulated to the members of NSHBDA please submit to a member of the executive for approval and circulation. You always have the option of removing your name from any e-mail list to not receive future communications, please send an email to info@NSHomeDesigners.com to remove.

BOD Meeting Nov 2011:

Topic: Use of Logo - **DB** reported to MG that Section 10.B.3 of bylaws states “Member use of the name and logo in promotional activities shall be governed by policy adopted by the Board.” **DJ** proposed that members in good standing have the right to use the logo plus the header “member of...” in promotional activities. **JH** suggested that we restrict use of “certified member/designation” to use by specifically certified members. Motion - **DJ** Second – **JH** Passed

Jan, 2012

Topic: Membership for Instructors - Complimentary membership while involved with the association. We will reimburse Anna MacDonald for 2011-2012
DB, JH Seconded – Passed

Topic: Home Show Booth - Any member working in the Home Show booth will be invited to bring max 2 sets of plans (11x17) to exhibit while they are in the booth.

March 20, 2012

Topic: How to Handle a Complaint or Concern received by the Association

- 1) Whoever received the complaint/concern will contact the President or Vice President to discuss next steps.
- 2) Complainant will be contacted in writing as soon as possible by President or Vice President, thanking them and telling them it will be addressed by the BOD and be treated in a confidential manner, and that someone will be back in touch with them within 30 days.
- 3) BOD will review and will determine if any breach of the Code of Ethics and take any appropriate steps.
- 4) If the concern affects a member of the BOD they will step aside on the process.

April 17, 2012

Topic: Course Reimbursement Policy

Designer members and student members of NSHBDA are able to receive a 25% rebate on course fees, for any certified courses offered outside of NSHBDA paid for and passed by the member. Upon completion and passing of the given course(s), copies of the certificate(s) and receipt(s) must be submitted to the Registrar who will forward them to the Board of Directors for approval. Once approved, the Treasurer will forward payment.