



INTERNATIONAL DETAILING ASSOCIATION

# How to Form a New IDA Chapter

Adopted 3/11/2016  
Revised 3/11/2016

### **IDA Mission Statement**

Promoting the success and growth of the professional detailing community.

### **IDA Vision Statement**

To be the lead advocate and premier source of information for the professional detailing community.

### **About IDA**

The International Detailing Association (IDA) is the leading industry association for professional detailing operators, suppliers and consultants to the industry. The association is dedicated to promoting the value of professional detailing services, the recognition of professional detailing as a trade, and empowering detailing industry professionals at each stage in their career.

### **General Information**

The International Detailing Association (IDA) allows for the formation of Chapters. Chapters approved by the IDA Board of Directors shall exercise all the rights and privileges set forth to each chapter of the IDA within the country or geographical area defined by the chapter application. Chapters applying for formation must meet all requirements indicated in the IDA Chapter Guidelines (enclosed in this packet) and conform to IDA Bylaws, Code of Ethics, and other standards of operation. Potential Chapter Leadership should be aware of the duties and responsibilities before accepting an office.

## Steps to Form a Chapter

1. Those interested in forming a Chapter should contact the Central Office or IDA Board of Directors to notify the Association of their intent to submit a Chapter Formation Application (info@the-ida.com).
2. Chapter Board members will need to be selected and in place at the time of the Chapter application.
  - a. All Chapter Board members must be IDA members in good standing prior to the submission of the Chapter Formation Application.
  - b. The Chapter Board must be comprised of a minimum of five (5) members, including two (2) Operator members and two (2) Supplier members.
  - c. One Chapter Board member must be identified as Chapter Board President.
  - d. One Chapter Board member must be identified as Chapter Board Vice President.
  - e. One Chapter Board member must serve as Liaison to the IDA Board (the Chapter Board President or Vice President may serve as Liaison).
  - f. All Chapter Board members must serve on an IDA Committee (see IDA Committee Volunteering document, enclosed).
  - g. Chapter Board members must review the IDA Bylaws, IDA Code of Ethics, and relevant IDA Policies & Procedures.
  - h. All Chapter Board members must review and sign the Commitment to Serve form to be submitted with the Chapter Formation Application.
3. A minimum of 15 IDA members in good standing, who are located within the boundaries of the proposed Chapter, must be interested in the formation of and participation in an IDA Chapter.
  - a. IDA New Member Applications for any number of the minimum 15 interested detailing professionals may be submitted along with the Chapter Formation Application if they are not already members of the IDA.
  - b. All members of the Chapter must apply for membership through the IDA. Once they are members in good standing of the IDA, they will be assigned to the new Chapter via the Chapter field in their member profile and the MemberClicks Chapter group.
4. The IDA Chapter Formation Application must be submitted to the IDA Central Office to include the following completed documents:
  - a. IDA Chapter Formation Application – Chapter and Board Information
  - b. Commitment to Serve form (one for each Board member)
  - c. IDA New Member Applications for interested Chapter members (if applicable)
5. The IDA Board of Directors will review and approve the Chapter Formation Application at the next IDA Board Meeting.
  - a. The motion to approve the Chapter Formation Application will be noted in the IDA Board of Directors Meeting Minutes.
  - b. Notification of approval will be sent to the full Chapter Board.
  - c. The new Chapter will be added to the IDA Member Database and the IDA website as appropriate.
6. The newly formed IDA Chapter may begin operations following their approval by the IDA Board. All activities must be in accordance with the Chapter Operations Guide.

## Chapter Operations Guide

Please keep the IDA Chapter Guidelines easily accessible to all Chapter Board members as a quick reference guide to the full operations manual below.

1. Upon formation of the Chapter, all Chapter Board members reviewed the IDA Bylaws, Code of Ethics, and relevant Policies & Procedures. All operations of the Chapter and Chapter events/activities must be in line with the aforementioned documents.
2. The Chapter Board must meet monthly, via teleconference or face-to-face, and submit the meeting minutes to the IDA Board within one week of the Chapter Board meeting.
3. The designated Chapter Liaison to the IDA Board must attend (via teleconference) an IDA Board meeting on a scheduled, quarterly basis.
  - a. If the designated Chapter Liaison to the IDA Board does not speak English, he/she must give notice in advance so that arrangements may be made for translation.
4. The Chapter must establish and submit to the IDA Board a strategic or growth plan.
5. The Chapter must submit an annual report of its activities to the IDA Board.
6. The Chapter will submit to an annual evaluation to ensure compliance with Chapter Guidelines and IDA Bylaws.
7. An orientation of the Chapter Board will be take place shortly after the formation of the Chapter. The orientation will cover relevant Policies & Procedures as well as addressing questions or concerns regarding the Chapter Guidelines and requirements.
8. Financials – All income and expenses of the Chapter must flow through the IDA. Chapters may not have separate bank accounts.
  - a. Income – Chapters may utilize 20% of the income IDA obtains through Chapter operations (20% of Chapter member dues, 20% Chapter-specific event registration fees, etc.) to fund Chapter projects, meetings, events, and projects.
  - b. All IDA financial statements as presented at IDA Board meetings will show separate income and expenses for the Chapter.
  - c. Chapters may track the funds available to them via the financial statements presented at the IDA Board meeting (at which the Chapter Liaison will be present on a quarterly basis), or by submitting a written request to the IDA Office for an update on Chapter income and expenses.
  - d. The Chapter may utilize their funds through the IDA Office in the following methods.
    - i. Supplies required and/or mileage involved in a meeting or event may be purchased by a Chapter member or Chapter Board member who may then submit a Claim for Reimbursement of Expenses to be approved by the Chapter Board and subsequently submitted for approval by the IDA Board. The IDA Office will then reimburse the individual from the Chapter funds;
    - ii. OR, Contracts, booth space, room rentals and other expenses necessary for Chapter operations may be submitted to the vendor or location with billing information for the IDA Office. The IDA Office will then pay the invoices to the vendor directly.

- e. The Chapter may fill out a formal request for funds from the IDA if additional money is required beyond the Chapter's allocated 20%. The Additional Funds Request form must first be submitted and approved by the Chapter Board before submission to the IDA Board for final approval.
- 9. Chapters may utilize on a monthly basis (through the IDA Office) the following resources at no charge.
  - a. GoToMeeting – to host webinars, monthly Chapter Board meetings, and more.
  - b. MemberClicks – to send out event notifications and other e-blasts to Chapter members.
  - c. SurveyMonkey – to send out surveys, ballots, and other interactive polling activities to Chapter members as necessary.
  - d. IDA Website – to post in the Events Calendar.
- 10. Chapters may request that the IDA Office set up a private Chapter group for Chapter members using MemberClicks 'Circles'.
  - a. This 'Circle' will allow Chapter members to find and communicate with each other outside of the full IDA membership.
  - b. This 'Circle' will also allow for the sharing of photos among Chapter members.
- 11. Meetings and Events – Chapters must make their own arrangements for face-to-face meetings and events.
  - a. The Chapter Board must submit plans and agendas for all Chapter events to the IDA Office for review and, as necessary, approval. (The IDA Board reserves the right to deny approval for a Chapter event if it is deemed inappropriate or in conflict with IDA Bylaws and/or IDA Code of Ethics.)
  - b. Invitations and event e-blasts must go out to Chapter members through the IDA Office (via MemberClicks). IDA will promote Chapter meetings and events via the website, eNewsletter, e-blasts, and social media in the same way we would promote IDA events.
  - c. Event plans, agendas, and promotional content/invitations must be submitted to the IDA Office at least two (2) weeks in advance of the event; more is better.
  - d. Registration for Chapter events and meetings must be set up through the IDA Office (via MemberClicks).
  - e. Participation on behalf of the IDA in affiliated industry tradeshow and regional expositions is encouraged, but must be submitted in advance to the IDA Board for review and approval.
- 12. Certification Program – The CD (Certified Detailer) exams are administered online through the IDA website. In the event that the IDA does not offer the CD exams in the correct language, the IDA Office will work with the Chapter Board to accommodate the language requirement.
- 13. Skills Validated and Recognized Trainer Programs – The Chapter must send one Certified Detailer member to the US to take and pass the Skills Validated (SV) and Recognized Trainer (RT) programs with the oversight of a current IDA CD-SV, RT. In the event that a current IDA CD-SV, RT is in-country or in the geographical boundaries of the Chapter and is available for a training session, the Chapter may arrange for the SV and RT programs to be administered locally instead of travelling to the US.
  - a. Once a Chapter member has achieved the full designation of IDA CD-SV, RT, they may then administer his/her own SV and RT trainings amongst the other Chapter members.

- i. Advertisement and registration for SV and RT events must go through the IDA Office as usual.
- b. One IDA CD-SV, RT Chapter member must meet with a current US-based IDA CD-SV, RT once every three (3) years for re-training and industry updates to then be distributed amongst the other Chapter IDA CD-SV, RTs.
- c. The Chapter will hold at least one (1) annual meeting of IDA CD-SV, RTs within the Chapter. Minutes should be kept and forwarded to the IDA Certification Committee.

**List of Forms and Information Enclosed:**

- IDA Chapter Guidelines
- IDA Bylaws
- IDA Code of Ethics
- IDA Social Media Policy
- IDA New Member Application
- IDA Chapter Formation Application: Chapter and Board Information
- IDA Chapter Board of Directors Commitment to Serve
- IDA Committee Volunteering
- Claim for Reimbursement of Expenses Form
- Additional Funds Request Form

## IDA Chapter Guidelines

- Chapter must complete and submit the IDA Chapter Formation Application to be approved by the IDA Board.
- All Chapter members must be IDA members.
- Must abide by IDA Bylaws, Policies & Procedures (i.e. Social Media), Code of Ethics, and commit to professionalism in all aspects of their Chapter existence.
- Chapters shall adopt guidelines for the structure of the chapters. These guidelines shall not be in conflict with the association bylaws.
- Chapter Board must be comprised of a minimum of five (5) members (2 Operators and 2 Suppliers are required).
- Chapter must maintain a minimum of 15 members (including Board) to retain status as an approved IDA Chapter
- Chapter Board President (or Liaison if different) must attend (via teleconference) an IDA Board meeting on a scheduled quarterly basis.
  - If Chapter Board President (or Liaison if different) does not speak English, he/she must give notice in advance so that arrangements may be made for translation.
- Chapter Board must meet monthly and submit the minutes of their monthly Chapter Board meetings to the IDA Board.
- Chapters will be asked to establish and submit to the IDA their own strategic or growth plan.
- IDA Chapters will be evaluated on an annual basis to ensure compliance with Chapter guidelines.
- Chapter Board will be invited to participate, in some way, in our IDA planning retreat at MTE.
- New Chapter Leadership will be given an orientation session on policies associated with Chapter Guidelines and the IDA.
- Chapters may utilize on a monthly basis, through IDA staff, resources such as GoToMeeting for their own webinars, and MemberClicks (the IDA website, email marketing, and member database system) for their own e-blasts, at no charge to them.
- Chapters must make their own arrangements for any face-to-face meetings of their members, with invitations and notices going out through the IDA office. All event registration must flow through the IDA office, and staff will provide registration information to the chapter.
- Chapter events (i.e. tradeshow, training events, conferences, etc.) must submit plans and agendas to the IDA Office for review and, as necessary, approval.
- IDA will promote all Chapter meetings and events via website, E-News, E-Blasts, and Social Media in same as we would promote IDA meetings.
- Participation on behalf of the IDA in affiliated industry tradeshow shall be submitted to the IDA Board for review and approval.
- All income (IDA Membership, CD & SV, along with other money associated with Chapter members) and expenses flow through IDA (no separate bank account for Chapters).

- Chapter may use 20% of the dues and event registration income of its Chapter members to fund Chapter operations/meetings/events/projects. All IDA financial statements will show separate income/expenses for Chapters.
- Chapter may fill out a formal request for funds from the IDA if additional money is needed; the Additional Fund Requests must first be approved by the Chapter Board before submission to the IDA Board for final approval. Invoices for the Chapter operations will be paid through central office.
- Each Chapter shall submit an annual report on its activities to the IDA.
- Chapter may request set up of a separate, private Chapter group in the IDA website/database.
- Chapter Board members must also serve on an IDA Committee.
- Education/Certification - CD (Certified Detailer) tests are taken online through the IDA website. In the event the IDA does not offer the CD in the correct language, IDA staff would work with Chapter to accommodate language requirement.
- Education/Certification - The chapter must send one member to the US to take and pass the SV (Skills Validated) and RT (Recognized Trainer) programs if they intend to offer IDA Educational Programs. They may then return to their Chapter country to administer his/her own SV and RT trainings. If a current IDA SV/RT is in-country and available for a training session, the Chapter may arrange for the SV and RT programs to be administered locally in place of travelling to the US.
  - One certified SV/RT Chapter member must meet with a current US-based IDA SV/RT once every three (3) years for re-training to then be distributed amongst the rest of the Chapter's SV/RTs.
  - The Chapter will hold at least one annual meeting of IDA CD-SV, RTs within the Chapter. Minutes should be kept and forwarded to the IDA Certification Committee.



**BYLAWS**  
**OF**  
**INTERNATIONAL DETAILING ASSOCIATION**  
As revised by a vote of the membership ~~03.31.12~~01.16.1503.01.16

These Bylaws shall regulate the affairs of the Corporation, subject to the provisions of the Corporation's Charter and any applicable provisions of the Oregon Nonprofit Corporation Act (ORS Chapter 65).

**ARTICLE I: OFFICES AND REGISTERED AGENT**

**Section 1.01. Registered Office**

The Corporation shall designate and continuously maintain a registered office in the State of Oregon.

**Section 1.02. Principal Office**

The principal office of the Corporation shall be that which is designated as such in its Charter.

**Section 1.03. Other Offices**

The Corporation may also have other offices within and without the State of Oregon at such places as the Board of Directors may from time to time determine.

**Section 1.04. Registered Agent**

The Corporation shall designate and continuously maintain a registered agent in the State of Oregon at its registered office.

**ARTICLE II: PURPOSES**

**Section 2.01. Purposes**

This Corporation has the purpose of engaging in lawful activity. The purposes of the Corporation shall be concurrent with the meaning of Section 501(c)(6) of the Internal Revenue

Code of 1986, as amended (or any correspondent provision of any future United States Internal Revenue Law).

**Section 2.02. Powers**

The Corporation shall have the powers provided for nonprofit corporations by the Oregon Nonprofit Corporation Act (as amended), specifically under ORS §§ 65.077-65.081, and may conduct any lawful business.

**Section 2.03. Mission Statement**

The Board of Directors shall adopt and publish the mission statement of the Association and may, from time to time, revise it.

**ARTICLE III: MEMBERS**

**Section 3.01. Classification of Members**

The Corporation shall have two (2) classes of members: Regular Voting Members and Non-Voting Members. The designation of such classes, the qualifications of the members of such classes, annual dues, and the rights and responsibilities of the members of such classes shall be as stated herein or as established by the Board of Directors.

**a. Regular Voting Member** There shall be two (2) sub classifications within the Regular Voting Member classification, namely:

i. **Operator Member**

Any person, corporation, partnership or other entity which operates a mobile, freestanding or detail establishment in conjunction with another business. There shall be only one (1) regular voting member per such person, corporation, partnership or other entity.

ii. **~~Non-Operator~~Supplier Member**

Any person, corporation, partnership or other entity which manufactures and/or offers for sale detail equipment, supplies and/or services to or for the use of a detail

establishment. There shall be only one (1) regular voting member per such vendor person, corporation, partnership or other entity.

**b. Non-Voting Member**

i. **Honorary Member**

The Board of Directors may elect as an Honorary Member any person, corporation, partnership or other entity which has made an exceptional contribution to the car care or detail industry and/or to the International Detailing Association.

ii. **Associate Member**

The Board of Directors may provide, from time to time, for the inclusion in the Association of individuals who are employees of Regular Voting Members.

iii. **Institutional Member**

Schools or institutions that offer a professional detailing/automotive restoration course to the public.

iv. **Student Member**

A student currently enrolled in a professional detailing/automotive restoration course at an accredited community college, university or similar institution.

**Section 3.02. Election of Members**

Any person or entity eligible for membership in accordance with these Bylaws may apply for membership by written or electronic application on such forms as may be prescribed by the Board of Directors from time to time and by payment of applicable dues and fees. Election to membership shall be in accordance with procedures established by the Board of Directors.

**Section 3.03. Voting Rights**

Occasionally, matters shall be submitted to the Regular Membership for the purpose of ratification by vote. When a vote is so called, the Regular Membership shall be provided a reasonable and clearly delineated voting period, upon the close of which, the collected votes that carry the majority shall be considered representative of the decision of the full voting membership. In all matters, each Regular Member shall be entitled to one (1) vote. Honorary,  
Page 3 of 19

Associate, Institutional, and Student Members are not entitled to voting rights. In no event shall one member have more than one vote.

**Section 3.04. Benefits**

All members shall be entitled to the benefits of membership in the International Detailing Association, as prescribed by the Board of Directors. All rights, privileges and benefits shall cease upon termination of membership.

**Section 3.05. Resignation**

Any member may resign from the International Detailing Association by written or electronic notice delivered to the principal office of the Corporation, in person or by mail, but resignation shall not relieve the member of his, her or its obligations previously incurred for services, supplies, dues or assessments.

**Section 3.06. Discipline**

Members are required to sign an agreement to abide by the following International Detailing Association Commitments:

- a) Conform to International Detailing Association Bylaws, rules, regulations, and subsequent changes thereof;
- b) ~~Sign and a~~Agree to abide by the Code of Ethics;
- c) Display the Code of Ethics at each place of business;
- d) Report any breach of ethics to the Ethics Committee; and
- e) Understand that membership and renewal fees are nonrefundable;

**3.07. Good Cause Discipline**

The Board of Directors is authorized, by an affirmative vote of two-thirds (2/3) of voting Directors, to discipline any member for good cause. The extent of such discipline is at the discretion of the Board of Directors, and may take one of the following forms: censure, reprimand, fine, suspension, or expulsion. "Good Cause," as used in this Section, means:

- a) Any conduct that brings the Association into public disrepute;

- b) Any willful failure or refusal to abide the Commitments outlined in Section 3.06, including the Bylaws and Code of Ethics;
- c) Any felony conviction or any crime involving moral turpitude;
- d) Any conduct that causes any member to come into public dispute;
- e) Any conduct unbecoming of a professional person resulting in severe embarrassment, either personally or in the business community, to any other member;
- f) Any personal or professional misconduct or breach of the Code of Ethics so serious in nature as to render continued presence of that member of the Association to be personally or professionally obnoxious or detrimental to the other members of the Association; and
- g) Any willful failure or refusal to pay any just debt which is validly due and owing by such member.

### **3.08 Definitions of Disciplines**

- a) **Suspension:** All voting and other rights of the member are terminated during the suspension period. However, a suspended member shall not be relieved of any liability for payment of dues or assessments levied during the suspension period.
- b) **Expulsion:** Membership is immediately and conclusively terminated. However, said member shall not be relieved of any liability for payment of dues or assessments accrued prior to the hearing on the charge against the member.
- c) **Censure/Reprimand:** Written disapproval of an activity and request that the member immediately cease and desist from such activity. Additionally, the member may be asked to provide a written apology to those impacted by his or her actions.
- d) **Fine:** The member may be asked to pay, to the Association, a fine that is commensurate with the misconduct; or to pay appropriate restitution to those individuals or entities impacted by the misconduct.

### **3.09 Procedure for Good Cause Discipline**

The Ethics Committee shall review all violations of the Good Cause provisions of Section 3.07. Any and all alleged violations of the Good Cause provisions of Section 3.07 shall be addressed, in writing, to the Chairperson of the Ethics Committee (unless that Chairperson is the alleged violator, in which case the written allegation shall be addressed to the President). The

Chairperson of the Ethics Committee shall, immediately upon its receipt, forward a copy of the allegation to the President, [and Executive Director](#).

- a) If the Chairperson of the Ethics Committee is the alleged violator, then the President shall immediately appoint a new temporary Chairperson from the Board of Directors to hear, along with the other two members of the Committee, the alleged violation.
- b) If a member of the Ethics Committee is the alleged violator, then the President shall immediately appoint a new temporary member to hear, with the Chairperson and the other member of the Committee, the alleged violation.
- c) The Ethics Committee shall abide by and be bound by the Bylaws of the Association and all rules and regulations that reference the manner of conducting their investigation. A copy of such rules and regulations shall be made available to each Committee member and to the alleged violator.
- d) The result of the Committee's investigation of the alleged violation and the alleged violator shall be submitted to the President, in writing, no later than 10 days after the completion of their investigation. If the alleged violator is the President, then the result shall be submitted, as aforesaid, to the Vice President [of Operators](#).
- e) Upon receipt of the Committee's investigation report, the President, or Vice President [of Operators](#), as the case may be, shall immediately call a meeting of the Board of Directors. The meeting shall require a quorum and shall be conducted in accordance with the Association's document "Ethics Rules and Regulations", a complete and up-to-date copy of which shall be provided to each Director and the alleged violator. The Board of Director's vote shall be final and binding. The member in question shall receive written notice of the Board's vote and dispensation of discipline within 10 days.

**Section 3.10. Proceeding Challenging an Expulsion, Suspension or Termination, Reinstatement**

Upon written or electronic request of an expelled member delivered in person or by mail to the Executive Director (Secretary of the Corporation) at the principal office of the Corporation, the Board of Directors may, by an affirmative vote of two-thirds (2/3) of members voting, reinstate such former member upon such terms as the Board of Directors deems appropriate.

**Section 3.11. Transfer of Membership**

Membership in the [a](#)ssociation is not transferable or assignable

## ARTICLEIV: BOARD OF DIRECTORS

### Section 4.01. General Powers

All the business and affairs of the corporation shall be managed by the Board of Directors. The Board of Directors shall exercise all corporate powers and conduct, manage and control the affairs and properties of the corporation. As necessary and advisable, the Board of Directors may delegate its powers to the Executive Committee between meetings of the Board.

### Section 4.02. Election

In ~~November-October~~ of each year, the Nominating Committee shall solicit nominations from the membership to replace those Directors whose terms are expiring and are not eligible to serve another term. The Nominating Committee will then assemble a slate of candidates in the following month. The slate shall be presented to the Regular (voting) Members of the Association for ratification in accordance with Section 3.03. This shall be done in accordance with the provisions of the Charter and procedures which, from time-to-time, shall be adopted by the Board of Directors.

### Section 4.03. Composition

The Board of Directors shall be comprised of no more than twelve (12) voting members, six (6) Directors from classification described in Section 3.01(a)(i) and six (6) Directors from classifications described in Section 3.01(a)(ii), plus the Immediate Past President.

### Section 4.05. Terms of Office

The Board shall be elected from the membership and shall serve three (3)-year staggered terms. Directors shall assume office on January 1. Board members may be re-elected for no more than two (2) consecutive three (3)-year terms.

### Section 4.06. Vacancies

In the event of a vacancy due to incapacity, resignation or expulsion of a director, the Board of Directors shall elect by a two-thirds (2/3) vote of the Directors then in office, a successor from the same classification; such successor shall hold office for the remainder of the term of the Director replaced.

**Section 4.07. Meetings**

Regular meetings of the Board of Directors shall be held at such times and places and upon such notice as are fixed from time to time by resolution of the Board of Directors. Special meetings may be held at any time upon call of the President or any six (6) members of the Board, upon two (2) days' notice to each Director, which notice shall set forth the time, place and purpose of the meeting.

**Section 4.08. Action Without Meeting**

The Board of Directors may take such action required or permitted by the Bylaws and the Oregon Nonprofit Corporation Act without a formal meeting upon consent of all directors and in compliance with ORS § 65.341.

**Section 4.09. Quorum**

The majority of the members of the Board of Directors then in office shall constitute a quorum for the transaction of business by the Board of Directors.

**Section 4.10. Manner of Acting**

The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

**Section 4.11. Failure to Attend Meetings**

Any director failing to attend eighty (80) percent% of the meetings of the Board of Directors may, at the discretion of the majority of the Board of Directors, be replaced as provided in Section 5.06 of these Bylaws.

**Section 4.12. Voting Rights**

Each director shall be entitled to one (1) vote on matters submitted to the Board of Directors. With all directors and officers present, in the case of a vote upon any matter of business requiring a majority vote for passage, the decisive vote may be cast by the President and he or she shall thus be allowed two (2) votes in such instances.



**Section 4.13. Attendance by Telephone**

Directors and officers may participate, with the discretion of the Board of Directors, in any meeting of the Board of Directors through the use of a conference telephone or similar communications device by means of which all persons participating in the meeting can hear each other. Such participation in a meeting shall constitute presence in person at a meeting.

**Section 4.14. Compensation**

Members of the Board of Directors shall not receive any compensation for their services as members of the Board of Directors but, by resolution of the Board of Directors, may be reimbursed for expenses incurred as members of the Board of Directors in the conduct of their duties.

**Section 4.15. Resignation**

A director may resign at any time by delivery of written or electronic notice to the Board of Directors or the President. A resignation is effective when the notice is delivered to all Directors or the President unless the notice specifies a later effective date. If a resignation is made effective at a later date, the Board of Directors may fill the pending vacancy before the effective date if the Board provides that the successor does not take office until the effective date.

**ARTICLE V: OFFICERS**

**Section 5.01. Required Officers**

The Officers of the Corporation shall be a President, Operator Vice-President, ~~Non-Operator~~Supplier Vice-President and Treasurer. The office of Corporate Secretary shall be served by the Executive Director at the will of the Board. The Board of Directors may also appoint other officers as it deems appropriate. Officers whose authority and duties are not described in these Bylaws shall have the authority and perform the duties prescribed, from time to time, by the Board of Directors. Officers must be members of the Board of Directors.

### **Section 5.02. Election**

Annually, the Nominating Committee shall assemble and present a slate of Officers to the Board of Directors for ratification by the Board ~~of Directors~~.

### **Section 5.03. Terms of Office**

The President, Vice-Presidents and Treasurer shall each serve for a term of one (1) year ~~of until their successors are elected and qualified~~. Officers may be re-elected. All officers shall assume office on January 1 of the calendar year ~~of~~ designated by their election, unless provided elsewhere in these Bylaws.

### **Section 5.04. Powers and Duties of the President**

Only Regular Members [as defined in § 3.01 a. i.] who have served as members of the Board of Directors shall be eligible to serve as President. The President shall be the principal elective officer of the ~~association~~ Association and subject to the direction and control of the Board of Directors. The President shall have full jurisdiction over all officers and employees of the ~~association~~ Association in all matters. He or she shall preside at all meetings of the membership, the Board of Directors and the Executive Committee. The President shall preside over all affairs of the ~~association~~ Association, shall chair the meetings of the Board and shall be charged with the duty of helping to form and carry out the policies adopted by the Board of Directors.

### **Section 5.05. Powers and Duties of the Vice-Presidents**

There shall be two (2) Vice-Presidents.

a. Operator Vice-President Only regular ~~operator~~ Operator members who have served as members of the Board of Directors shall be eligible to serve as Operator Vice-President. The Operator Vice-President shall, in the absence or incapacity of the President, have and exercise all the powers and duties of the President.

b. Non-OperatorSupplier Vice-President Only Regular ~~Vendor-Supplier~~ members who have served as members of the Board of Directors shall be eligible to serve as ~~Non-Operator-Supplier~~ Vice-President. The ~~Non-OperatorSupplier~~ Vice-President shall

perform duties assigned to him by the President, the Board of Directors and/or the membership. The ~~Non-Operator~~Supplier Vice-President shall, in the absence or incapacity of both the President and Operator Vice-President, have and exercise all the powers and duties of the President.

**Section 5.05. Powers and Duties of the Treasurer**

Only Regular Members who have served as members of the Board of Directors shall be eligible to serve as Treasurer. The Treasurer shall supervise the handling of ~~association~~Association finances, carry out the fiscal policies adopted by the Board of Directors, regularly report to the Board of Directors the financial condition of the ~~association~~Association, and supervise the preparation of a complete financial report to be provided to the members during the annual meeting. He or she shall perform such other duties pertaining to his or her office as may be assigned by the President or the Board of Directors.

**Section 5.06. Powers and Duties of the Secretary**

The office of Secretary shall be served by the Executive Director at the will of the Board. The Secretary shall take and keep minutes of the meetings of the Board of Directors, certify the Bylaws, resolutions of the members, the Board of Directors and Committees, and other documents as true and correct copies thereof, and perform such other duties pertaining to his or her office as may be assigned by the President or the Board of Directors.

**Section 5.07. Vacancies**

In the event of a vacancy due to incapacity, resignation or expulsion of a ~~director~~Director, the Board of Directors shall appoint a successor from within the Board and the same classification; such successor shall hold office for the remainder of the term of the Director replaced.

**Section 5.08. Removal**

Any officer elected or appointed by the Board of Directors, after reasonable notice and hearing, may be removed by same whenever in its judgment the best interests of the corporation are best served by such an action.

### **Section 5.09. Resignation**

An officer may resign at any time by delivery of written or electronic notice to the Board of Directors or the President. A resignation is effective when the notice is delivered unless the notice specifies a later effective date. If a resignation is made effective at a later date, the Board of Directors may fill the pending vacancy before the effective date if the Board provides that the successor does not take office until the effective date.

## **ARTICLE VI: COMMITTEES**

### **Section 6.01. General Provisions**

The ~~officers-Officers~~ and ~~directors-Directors~~ of the Association shall have, for the expeditious handling of the business of the ~~association~~Association, special committees to assist them. The Executive Committee, Nominating Committee and Ethics Committee shall be the standing committees of the corporation.

### **Section 6.02. Executive Committee**

The members of the Executive Committee shall be the President, Operator Vice-President, ~~Non-OperatorSupplier~~ Vice-President, Treasurer, ~~and~~ Immediate Past-President, ~~and Executive Director (without vote)~~, ~~and Legal Counsel (without vote)~~

- a. ~~Powers~~ The Executive Committee shall have all the power of the Board of Directors when the Board is not in session, but it may not change, modify or annul any previous action taken by the Board of Directors. In no case shall the Executive Committee be empowered to amend the Bylaws. All meetings of the Executive Committee shall be reported in writing to the Board of Directors at the next regular meeting and be subject to Board review and approval.

### **Section 6.03. Nominating Committee**

The members of the Nominating Committee shall be ~~the immediate Past President of the Association~~, the ~~current~~ President, ~~current~~ Operator Vice-President, ~~current Vendor Supplier~~

Vice-President, Immediate Past President, ~~and one additional~~ Operator member and one additional ~~one additional Vendor-Supplier~~ member of the Board of Directors appointed by the President with the advice and consent of the Board of Directors. If the immediate Past President shall fail, be unavailable or be unwilling to serve on the Committee, the President shall ask the next immediate past president or his/her predecessor(s) to serve in the place of said Immediate Past President.

#### **Section 6.04. Ethics Committee**

- a) The Board of Directors shall, immediately following its election, appoint an Ethics Committee Chair, who shall be one of the Directors. The membership shall be properly notified of the appointment, including the Chair's preferred mailing address, within one week.
- b) The Ethics Chair shall act as an Ombudsman, and shall attempt to diffuse, before the necessity for filing of a written complaint, any issues that members may have. To that end, any potential issues can and should be referred to the Ethics Chair for consideration, which shall include recommendations that are congruent with the Bylaws of the Association. If resolution cannot be quickly and satisfactorily achieved, the Ethics Chair shall recommend the filing of a written complaint and refrain from further discussion with the parties involved.
- c) The Ethics Chair shall head a committee of 2-four (4) non-partisan, active members appointed by the President on an as-needed basis. However, only two (2) current Board members (including the Committee Chair) are ~~not~~ eligible for the Committee body.
- d) The Ethics Committee shall be activated, and committee body selected, in the event of receipt of any written allegation of violation of Membership Commitments outlined in Section 3.06. It will then follow procedures outlined in Section 3.09, as well as the document "Ethics Rules and Regulations."
- e) The Ethics Committee shall take an oath of privacy such that its members shall promise to refrain from all discussion of the alleged violator, the proceedings, and its findings, outside of the Committee's official hearing.

#### **Section 6.05. Bylaws Committee**

The Bylaws Committee shall serve at the call of the Board and be composed of Legal Counsel ~~(without vote)~~ and three (3) members or past members of the Board of Directors, appointed by the President with the advice and consent of the Board of Directors, one of whom shall be

designated chairman. The Committee shall be responsible for the preparation of proposed amendments to the Bylaws, in accordance with these Bylaws. Legal Counsel will be consulted on changes as deemed necessary.

**Section 6.06. Investment Finance Committee**

This Committee shall serve at the call of the Board, and its members of the Investment Committee shall be the President, ~~the immediate past President, the Operator Vice-President, the Non-Operator/Supplier Vice-President, the Treasurer, and the Immediate Past President, and Legal Counsel and the Executive Director~~ (without vote), ~~or a~~ An Investment Counselor, shall be consulted as deemed necessary. The Investment Finance Committee shall be responsible for establishing, implementing, monitoring, and supervising PDA's IDA's budgeting, financial oversight, investment policies, procedures and operational decisions.

**Section 6.07. Advisory Committee**

~~The Advisory Committee shall serve at the call of the Board and be comprised of four (4) Past Presidents willing and able to serve upon such Committee. The Past Presidents must include at least one (1) Operator Past President, and one (1) Supplier Past President, and at least one (1) past Vendor Vice-President. If there shall be less than five ~~four~~ (5) available members to serve on the committee, the President may appoint a sufficient number of regular members of the association to bring to five ~~four~~ (5) the number of committee members. The Committee, by majority vote, shall elect a chair. The Committee shall be available at all times to the President and Board of Directors when called upon to advise on policies affecting the association and the industry.~~

**Section 6.07. Founder's Club**

- a. Membership in the Founders Club includes Lifetime Membership in the IDA for a one-time fee.
- b. Each Founders Club member will have one vote each year on the IDA Hall of Fame. Only current IDA Board Members, Past Presidents and Founders Club members will have voting rights on the Hall of Fame.
- c. The members of the Founders Club will each year be presented with a list of worthy scholarship/endowment recipients from which to choose as an endowment fund recipient. This group alone will vote on who will receive funds from the Founders Endowment. The endowment will be used to contribute to the IDA's efforts to further detailing education and training within our industry. Its funds may be dispersed only for the purpose of funding these scholarships, and only with a vote of the Founders Club membership. These are dedicated funds set aside only for this purpose and may not be accessed for day to day operations of the IDA by either the Board or IDA Staff.

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d. The Founders Club may only expand to a number equal to 5% of the total membership.

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#### **Section 6.08. Additional Committees**

The President shall, with the advice and consent of the Board of Directors, appoint additional or special committees, the composition of which may or may not be limited to the members of the Board of Directors. The duties of any such committee shall be determined by the Board of Directors.

### **ARTICLE VII: AFFILIATE ASSOCIATIONS**

#### **Section 7.01. General Provisions**

The corporation may, through its Board of Directors, recognize and establish branches and chapters, or affiliate detail associations in the United States and in foreign countries under such guidelines and procedures as adopted from time to time by the Board of Directors.

#### **Section 7.02. Purpose**

Recognition of affiliated associations is limited to those foreign country, regional, state or local detail associations, the purpose or operation of which is not in conflict with the purpose of the International Detailing Association nor its Bylaws as determined by the Board of Directors.

### **ARTICLE VIII: MEETINGS**

#### **Section 8.01. Annual Meeting**

At least one (1) meeting of the Association membership shall be held annually at such place as designated by the Board of Directors upon written or electronic notice to the membership as provided for in these Bylaws.

#### **Section 8.02. Quorum**

A quorum at any meeting of the Association membership shall consist of ten percent (10%) of the Regular Members in person.

**Section 9.03. Proxy Votes**

No proxy votes shall be permitted during meetings of the Association membership.

**Section 9.04. Special Meetings**

Special meetings of the Association membership may be held upon call of the President, by a majority of the Executive Committee, by a majority of the members of the Board of Directors, or by a petition signed and dated by at least ten percent (10%) of the regular members of the Association and delivered to the Corporation's secretary.

**Section 9.05. Notice**

Notice of the annual and special meetings of the ~~association~~ Association membership shall be given by written or electronic notice delivered at least thirty (30) days and not more than sixty (60) days before the proposed time of said meeting and shall include a description of any matter needing approval by the members.

**Section 9.06. Manner of Action**

The act of a majority of the members having voting rights present at a meeting at which a quorum is present shall be the act of the members, unless the act of a greater number is required by statute, the Charter, or these Bylaws.

**ARTICLE IX: GENERAL PROVISIONS**

**Section 9.01. Proprietary Information**

All information gathered, as well as minutes taken of meetings, shall remain the sole property of the Association and shall be considered private unless specifically authorized for other use by the Board of Directors.

**Section 9.02. Management of Funds**



All current funds of the Association shall be deposited in the name of the [association](#) [Association](#) to the account(s) of the Association authorized by the Board of Directors. Such funds, when deposited, shall only be withdrawn in accordance with procedures established by the Board of Directors.

**Section 9.03. Bond**

Anyone authorized to handle funds and property of the Association should be bonded in an amount prescribed by the Board of Directors by a corporate surety.

**Section 9.04. Acceptance of Gifts**

No officer, member of the Board of Directors, or employee of this Association shall accept any contribution, gift, payment in any form, or employment which may be considered a conflict of interest without first consulting with and receiving approval by the Board of Directors.

**Section 9.05. Protection of Intellectual Property**

The IDA has effectuated certain legal registrations and protections insuring its exclusive right to use certain names, symbols, trademarks, trade names, service marks, and/or copyrights. In order to protect its continuing exclusive right to use these intellectual properties and to preserve the integrity of them, the IDA shall periodically publish and disseminate to its members a statement of the importance of the IDA's retention of the exclusive use and control over its intellectual properties and a statement that, although the members' membership in the IDA entitles them to limited reference and license to and use of such names, symbols, trademarks, trade names, service marks, and/or copyrights in the operation of their respective businesses, this permitted use shall terminate immediately upon the termination and/or lapse of their membership or as otherwise notified by the IDA.

**Section 9.06. Publicity**

The proceedings of all meetings of the Association including, but not limited to, its Board of Directors, committees, task forces, etc., shall be private. The release of information related to any meeting to any newspaper, trade journal, magazine, etc. shall be in accordance with policy established by the Board of Directors.

**Section 9.07. Expense Reimbursement**

The expenses of officers, members of the Board of Directors, or Association staff, incurred in the execution of their duties, may be reimbursed in accordance with policies and procedures approved by the Board of Directors.

## ARTICLE X: INDEMNIFICATION

### Section 10.01. General Provisions

All directors and members of the governing bodies and committees shall be immune from suit arising from the conduct of the affairs of the ~~association~~ Association to the fullest extent permitted by law. The International Detailing Association shall indemnify and hold harmless each person who is now or shall hereafter serve as a director, officer or employee of the ~~association~~ Association from and against any and all claims and liabilities whether the same are settled or proceed to judgment, to which such person shall have become subject, by reason of his or her having heretofore or been a director, officer of employee of the ~~association~~ Association, or by reason of any action alleged to have heretofore or hereafter been taken or omitted by him or her as such director, officer or employee, and shall reimburse each such person for all legal and other expenses (including the cost of settlement), reasonably incurred by him or her in connection with any such claim, liability, suit action or proceedings provided, however that no such person shall be indemnified against costs and expenses incurred in connection with any claim, liability or threat or prospect thereof, based upon or arising out of his or her willful, wanton or gross negligence in discharging his duties as such director, officer or employee. The determination of all questions as to the existence of gross negligence or willful conduct, and as to the reasonableness of such costs and expenses may be made and shall be final and conclusive if made by the Board of Directors, acting at a meeting at which a quorum is unaffected by self-interest (notwithstanding that other members of the quorum present, but not voting, may be so affected). The rights accruing to any person under the provisions of this section shall not exclude any other right to which such person may be lawfully entitled, nor shall anything herein contained restrict the right of the ~~association~~ Association to indemnify or reimburse such persons in any case even though not specifically provided for herein.

### Section 10.02. Insurance

The International Detailing Association may purchase and maintain insurance on behalf of the ~~association~~ Association and any person who is or was serving the ~~association~~ Association as a

director, officer, director, committee member, employee or staff person, against liability asserted against or incurred by the ~~association~~ Association or such person arising from his status as a director, officer, director, committee member, employee or staff person.

## ARTICLE XI: AMENDMENTS

### Section 11.01. General Provisions.

The Charter and Bylaws may be repealed, amended, revised or supplemented after preparation of the proposed changes by the Bylaws Committee and approval by the Board of Directors in accord with the Oregon Nonprofit Corporation Act, and specifically ORS §§ 65.461-464 or the successive provisions and upon either:

- a. Two-thirds (2/3) favorable vote of the Regular Members in good standing and entitled to vote at any regular or special meeting where a quorum is present; or
- b. By a favorable majority vote by U.S. or electronic mail of the Regular Members voting within thirty (30) calendar days following the ~~deposit in a United States Post Office of written or~~ electronic notice to regular members, sent to their last known email addresses, of proposed changes and an invitation to vote thereon.



## CODE OF ETHICS

### I. My Commitment to Professionalism:

- A. To strive to operate with the highest standards while providing quality detail services through the use of professional car care products, equipment, and techniques;
- B. To endeavor to maintain a professional, trustworthy, and well-trained personnel; and,
- C. To continuously pursue service improvement by seeking out continuing training and education.

### II. My Commitment to the Customer:

- A. To recommend to the customer only those services needed to properly recondition the vehicle to the customer's specification;
- B. To treat all customers fairly throughout the service event;
- C. To exercise all reasonable care for the customer's vehicle and personal property while in my custody; and,
- D. To endeavor to meet or exceed the customer's expectations.

### III. My Commitment to Compliance:

- A. To adhere to all local, state, and federal regulations governing the operation of a professional detailing business;
- B. To obtain and maintain all licenses and permits required by law;
- C. To meet and exceed all applicable regulations that ensure the safety of personnel; and,
- D. To obtain all necessary and appropriate insurance coverage.

### IV. My Commitment to the Industry:

- A. To contribute to the elevation of standards within the detailing industry;
- B. To actively support, contribute to, participate with, and uphold the standards of the International Detailing Association; and,
- C. To uphold the integrity of all members of the International Detailing Association.

### V. My Commitment to the Environment:

- A. To continually strive to reduce waste as well as the consumption of natural resources;
- B. To minimize the use of hazardous and dangerous chemicals whenever possible; and,
- C. To adhere to the tenets of the Clean Water Act by preventing non-compliant discharge of wastewater and contaminants.

Following is the Social Media Policy as adopted by and for the International Detailing Association.

1. Whether you identify yourself as an IDA member or not, you still represent detailers when you post on an IDA social media site. You create perceptions about IDA, about your expertise, and about your reputation. Acknowledge and correct mistakes when they happen, and always be polite and respectful, especially when you disagree with someone.
2. Guard against antitrust risks. Do not communicate via association-sponsored social networking to make an anticompetitive agreement (such as price fixing or market allocation), share competitively-sensitive information, or disparage vendors, suppliers, or other members.
3. Do not alter the IDA logo, mission statement or policies in any way.
4. Please stay within your area of expertise when posting or responding to posts.
5. Do not share confidential or proprietary information about IDA, IDA staff, or members.
6. Never use copyrighted text or images without permission.
7. Always get consent from a member, colleague, or third party before sharing a comment, post, picture, or video about them.
8. All posts must be brand-neutral.
9. Do not post pornographic or other offensive materials.
10. We use social media platforms to engage and inform members and the public about our mission and our activities on behalf of IDA. We should also use social media as listening posts to better understand what our members and other audiences want, need and are saying about us and issues affecting our members, our activities, and our profession.

# BECOME A MEMBER

## IMPROVE YOUR BUSINESS

FIND OUT HOW  
BY JOINING THE IDA



### IDA MEMBERSHIP APPLICATION 2017

Please fill out form completely and return with check payable to IDA or join via our website at [www.the-ida.com](http://www.the-ida.com).

COMPANY NAME: \_\_\_\_\_

CONTACT NAME & TITLE: \_\_\_\_\_

PRINCIPAL/OWNER (if different than contact name): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_

ZIP/POSTAL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL (please print exactly as it must be typed): \_\_\_\_\_

COMPANY WEBSITE: \_\_\_\_\_

**MEMBERSHIP DUES 2017** – Prorated Schedule for **Operators / Suppliers** (in USD):

January-March \$110 / \$350    April-June \$82.50 / \$233.50    July-September 30<sup>th</sup> \$55 / \$175

Contact the IDA office for information on our special student and institutional memberships.

**MEMBERSHIP TYPE:**

**DETAIL BUSINESS OPERATOR:** Fixed Location \_\_\_\_\_ Mobile \_\_\_\_\_  
Car Wash \_\_\_\_\_ Auto Dealer \_\_\_\_\_ Other (please explain) \_\_\_\_\_  
Check additional services you provide: Paint Touchup \_\_\_\_\_ Paintless Dent Repair \_\_\_\_\_  
Interior Repair \_\_\_\_\_ Windshield Chip Repair \_\_\_\_\_ Other (please explain) \_\_\_\_\_

**SUPPLIER** (Company - manufacturers, suppliers, distributors, consultants - up to two contacts per company\*):  
Manufacturer \_\_\_\_\_ Supplier \_\_\_\_\_ Distributor \_\_\_\_\_ Consultant \_\_\_\_\_  
Other (please explain) \_\_\_\_\_  
\*CONTACT 2 NAME & TITLE: \_\_\_\_\_  
(second contact for Suppliers only)  
CONTACT 2 PHONE & EMAIL: \_\_\_\_\_

*I have read and agree to abide by the IDA Code of Ethics shown on the reverse as they apply to my segment of the industry. Signed \_\_\_\_\_ Date \_\_\_\_\_*

Payment Type: \_\_\_ AMEX \_\_\_ VISA \_\_\_ MC    Credit Card # \_\_\_\_\_  
Cardholder \_\_\_\_\_ Expiration Date \_\_\_\_\_ Signature \_\_\_\_\_  
3 Digit Security Code \_\_\_\_\_ Billing Address \_\_\_\_\_

**IDA Chapter Formation Application  
Chapter and Board Information**

All Chapter Board members listed below have read and understood the IDA Chapter Formation Guidelines, the How to Form a New Chapter guide, the IDA Bylaws and Code of Ethics, and relevant IDA Policies & Procedures. They have agreed to commit to professionalism in all aspects of their Chapter existence. All Board members listed below have read and signed the Commitment to Serve form, enclosed with this application.

Chapter Country (or Geographical Area): \_\_\_\_\_

Chapter Board member who will serve as Liaison to the IDA Board: \_\_\_\_\_

Board Member #1 (Chapter President):

Full Name: \_\_\_\_\_ Member Type: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Board Member #2 (Chapter Vice President):

Full Name: \_\_\_\_\_ Member Type: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Board Member #3:

Full Name: \_\_\_\_\_ Member Type: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Board Member #4:

Full Name: \_\_\_\_\_ Member Type: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Board Member #5:

Full Name: \_\_\_\_\_ Member Type: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

If the Chapter will have more than five (5) Board members, please submit additional Board members on a separate page.

**For IDA Office use only:**

Date Received: \_\_\_\_\_ Date of Board Meeting for Review: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Notification Sent: \_\_\_\_\_



**International Detailing Association  
\_\_\_\_\_ Chapter Board of Directors  
Commitment to Serve 2017**

**RECOGNIZING THE IMPORTANT RESPONSIBILITY I AM UNDERTAKING IN SERVING AS A \_\_\_\_\_ CHAPTER BOARD MEMBER OF THE INTERNATIONAL DETAILING ASSOCIATION (IDA), I HEREBY PERSONALLY PLEDGE TO CARRY OUT IN A TRUSTWORTHY AND DILIGENT MANNER ALL THE DUTIES AND OBLIGATIONS INHERENT IN MY ROLE AS A CHAPTER DIRECTOR.**

**MY ROLE**

I acknowledge that my primary role as a member of the \_\_\_\_\_ Chapter Board of Directors is to contribute to the development and mission of the greater IDA and its chapters, and to participate in governing the implementation of that mission.

My secondary role is to fulfill the functions of office delineated in the organization's bylaws. The implementation of this role is expressly limited to those activities and functions not directly or indirectly delegated to staff, committees and task forces.

**MY DUTIES**

As a Chapter Director, I pledge to willingly carry out the following duties with integrity, due care, and enthusiasm:

1. To establish as a high priority my attendance at all meetings of the \_\_\_\_\_ Chapter Board, and IDA Committees on which I serve.
2. To come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and any background support material relevant to the meeting.
3. To represent the organization in a positive and professional manner at all times and in all places. To serve as an ambassador for IDA with staff, in all Chapter relations, and with other association members.
4. To observe the parliamentary procedures outlined in Roberts Rules of Order and exhibit mutually respectful conduct in all meetings I attend.
5. To avoid conflicts of interest between my position as a \_\_\_\_\_ Chapter Board member and my personal and professional life. If such a conflict does arise, I will declare that conflict before the Chapter Board, will refrain from participating in the discussion and will refrain from voting on any such matters in which I have a conflict of interest.
6. To be conscious of and avoid any conversations that could be construed as potential anti-trust violations.
7. To maintain strict confidentiality of all business discussed at meetings of the Chapter or full IDA Board of Directors, disclosing to others only such information either Board authorizes as appropriate for membership or public dissemination.
8. To support in a positive manner all actions taken by the Chapter or full IDA Board of Directors even when I am in a minority position on such actions.
9. To make every attempt to attend and assist at any IDA Meetings and Events.
10. To actively recruit members to serve on the IDA Committees which I chair, hold meetings on a regularly scheduled basis, and make progress reports to the Board of Directors.
11. To refrain from implementing strategies or taking actions that have not been (1) reviewed and approved by the Chapter Board of Directors or (2) expressly delegated for action to the Committee within Chapter Board prescribed guidelines.
12. To evaluate IDA and Chapter programs and services on an annual basis.
13. To approve and monitor budget and allocate resources.

If, for any reason, I find myself unable to carry out the above duties as best as I can, or am unable to attend 80% of the scheduled \_\_\_\_\_ Chapter Board meetings, I agree to discuss with the Chapter President my future obligations in serving on the IDA \_\_\_\_\_ Chapter Board of Directors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





<p style="text-align: center;"><b>International Detailing Association</b> <b>Committee Volunteering</b></p>
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**COMMITTEES**

Make a difference for your business, your profession, and your professional association. Volunteer to serve on one of the IDA Committees or Task Forces. Join the Committee that best fits your skills and expertise by going to [www.the-ida.com/committees](http://www.the-ida.com/committees) and selecting the 'Volunteer To Serve On An IDA Committee' link at the bottom of the page. *All Chapter Board members are required volunteer on an IDA Committee.*

**CERTIFICATION**

The IDA Certification Committee governs the IDA Certification Program, sets guidelines for innovative certification exam data, develops and oversees implementation of new certification phases and has general oversight, with IDA Board interaction, of all certification programs.

**MARKETING & COMMUNICATIONS**

The IDA Marketing & Communications Committee oversees all communications with the IDA membership and the general public. The Committee develops procedures and ensures production of content for the IDA E-News, Website and all forms of social media. This Committee also develops and administers advertising programs for IDA's media outlets.

**TRADESHOW & EDUCATION**

The IDA Tradeshow/Education Committee facilitates IDA participation in industry-related trade shows and determines the level of participation in each. The Committee also coordinates IDA University at the various tradeshows and training facilities, as well as development of webinars and other educational programs.

**BUSINESS DEVELOPMENT TASKFORCE**

The IDA Business Development Task Force facilitates efforts to provide our members with the tools needed to better grow and develop our businesses. The goal of the task force is provide resources and material for all levels of detailing businesses from how to start your business, to creating an exit strategy. We believe this can be achieved by pooling experience from all types of detailing businesses, and compiling them into one place.

To volunteer, go to [www.the-ida.com/committees](http://www.the-ida.com/committees) and click on 'Volunteer To Serve On An IDA Committee'.



International Detailing Association
Additional Funds Request

Chapter Name: \_\_\_\_\_

Name of Chapter member requesting the funds:
\_\_\_\_\_

Address:
\_\_\_\_\_
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Amount of Funds Requested (USD): \_\_\_\_\_ Date Request Submitted: \_\_\_\_\_

Please describe the event, activity, or project for which additional funds are needed. Include the title, date, and location of the event, or the timeline of the project. Also include the amount of funds being allocated to each stage of the project or to each event expense (example: catering, venue, speakers, audio visual, etc.). Use an additional sheet of paper if necessary: \_\_\_\_\_

Multiple horizontal lines for providing details about the event or project.

Data Needed for Bank Transfer (Wire)
SWIFT code of your bank:
Bank name:
Bank routing no.:
Your account no.:
OR Request Check Payment
Make check out to:
Mail check to (name and address):

IDA Office
2345 Rice St, Ste 220
St. Paul, MN 55113
USA
Email: info@the-ida.com
Fax: 651-317-8048

For Chapter Board and IDA Office use only:
Date Received by Chapter Board:
Date Approved by Chapter Board:
Date Received by IDA Office:
Date Approved by IDA Board:
Amount of Funds Approved:
Date Funds Transferred: