

ASUC BY-LAWS

TITLE XXIX

INNOVATIVE DESIGN

ARTICLE I: NAME AND PURPOSE

1.1 Name and Purpose

Innovative Design (InnoD) aims to create an environment for members to learn and share ideas in different aspects of design. In doing so, this program hopes to encourage creative and inventive thinking among its members.

1.2 Mission Statement

Innovative Design shall be a student-run program dedicated to providing high quality design work to students of the University and members of the community at an affordable cost, and to provide the members of Innovative Design real-world experience in the visual design industry.

1.3 Project Selection

Innovative Design shall take on design projects submitted by student organizations, University departments, and non-University organizations. Not all submitted projects may necessarily be completed within the academic year. Innovative Design reserves the right to turn down any project request that the executive officers have determined to be beyond the program's capabilities, or that conflicts with Innovative Design's mission statement, is harmful to the interests of Innovative Design or the Constitution, By-laws or interests of the Associated Students of the University of California.

1.3 Funding

The ASUC shall provide funding each year in support of the Innovative Design program. The ASUC shall also provide office space, furniture, and equipment to support the Innovative Design program. Funds allocated to the Innovative Design that have not been spent by the end of the fiscal year are exempt from Title III, Article 5.2 of the ASUC By-Laws (Funding Roll Over). Funds that have not been spent shall carry forward to the next fiscal year in the Innovative Design Budget.

ARTICLE II: MANAGEMENT

2.1 Executive Board

The Innovative Design Executive Board shall consist of the following: President, Vice President of Communications, Vice President of Technology, Vice President of External Relations, Vice President of Internal Relations, Vice President of Marketing, Vice President of Finance, Vice President of Administration, and one Innovative Design alumnus to serve as an Advisor.

2.2 Responsibility

1. The Innovative Design Executive Board shall be responsible for the daily management of Innovative Design, including, but not limited to, the following:
 - a. Leading design teams;

- b. Finding design projects.
2. The Innovative Design Executive Board officers shall serve by semester. The summer will be considered part of the Fall semester.

2.3 President

1. The Duties of the President shall be:
- a. To serve as the Chief Administrative official for Innovative Design;
 - b. To ensure the continuity, cohesion, and productivity of the organization as a whole;
 - c. To oversee the recruitment, training, and retention of new members, in conjunction with the Vice Presidents;
 - d. To provide leadership and ensure good communication for the organization and all of its members;
 - e. To ensure the financial stability of Innovative Design;
 - f. To ensure that all equipment is in good working order;
 - g. To serve as a member and chair of the Innovative Design Senior Advisory Board;
 - h. To annually initiate the convening of the Innovative Design Senior Advisory Board;
 - i. To propose the annual Innovative Design Budget to the Innovative Design Senior Advisory Board;
 - J. To prepare mid-year reports for the ASUC Finance Officer/Committee, in conjunction with the Innovative Design Senior Advisory Board;
 - k. To prepare budget requests from the ASUC Senate, in conjunction with the Innovative Design Senior Advisory Board;
 - l. To appoint staff or volunteers to assist with administrative and other functions as s/he deems necessary.

2.4 Vice President of Communications

1. The Duties of the Vice President of Communications shall be:
- a. To reserve rooms for Innovative Design meetings and events;
 - b. To apply for funding and grants;
 - c. To communicate with school administrators.

2.5 Vice President of Technology

1. The Duties of the Vice President of Technology shall be:
- a. To Maintain the Innovative Design Web site;
 - b. To ensure all members are working with the appropriate hardware and design software.
 - c. To create a professional portfolio for Innovative Design.

2.6 Vice President of External Relations

1. The duties of the Vice President of External Relations shall be:
 - a. To communicate with other student organizations;
 - b. To serve as a liaison between the Innovative Design program and other organizations;
 - c. To find projects and assignments for design teams and members;
 - d. To set up meetings between outside organizations and the Innovative Design Executive Board.

2.7 Vice President of Internal Relations

1. The duties of the Vice President of Internal Relations shall be:
 - a. To create an archive of all classroom lesson plans;
 - b. to document Innovative Design classes and events;
 - c. To set up design workshops and other social events;
 - d. To oversee the bonding between members-to-members and members-to-officers.

2.8 Vice President of Marketing

1. The duties of the Vice President of marketing shall be:
 - a. To market and promote Innovative Design and all events;
 - b. To create any form of visual advertising to promote events to students;
 - c. To find innovative ways to advertise Innovative Design to outside organizations.

2.9 Vice President of Finance

1. The Duties of the Vice President of Finance shall be:
 - a. To handle membership fees;
 - b. To determine and maintain the Innovative Design Budget;
 - c. To process reimbursements and fund requests;
 - d. To collect payment for the completion of design projects.

2.10 Vice President of Administration

1. The Duties of the Vice President of Administration shall be:
 - a. To handle membership and email lists;
 - b. To take minutes of all Innovative Design meetings;
 - c. To send emails to members and officers;

- d. To update a calendar with events and design projects.

2.11 Removal of Executive Officers

If any Executive Officer is unable to complete the duties of his or her office due to failure to comply with group policy, the following procedure shall occur:

1. The President or another on the Executive Board, when the question is removal of an Executive Officer, shall call a meeting of the Executive Board, giving each person, including the Executive Officer in question, at least forty-eight (48) hours notice.
2. At this meeting, the complaints against the Executive Officer in question shall be detailed, and the Executive Officer in question shall be allowed to address the complaints.
3. The Executive Board shall vote by secret ballot. The Executive Officer in question shall be removed by a two-thirds (2/3) vote, unless such vote is reversed by a two-thirds (2/3) vote of the Senior Advisory Board.

ARTICLE III: DESIGN TEAMS

3.1 Function of Design Teams

Innovative Design shall include design teams to execute requested design projects. Each design team will be led by at least one Executive Officer. Innovative Design Teams shall be open to any registered UC Berkeley student, and shall be chosen through an application process determined by the Executive Board.

ARTICLE IV: SENIOR ADVISORY BOARD

4.1 Purpose

1. The Senior Advisory Board shall be responsible for reviewing the activities and programs, and long-term planning for Innovative Design.
2. The Board shall set policies and standards as necessary for the operation of Innovative Design, including the use and transportation of equipment, scheduling of events, and personnel.
3. To resolve conflicts between one or more Executive Officers or members of Innovative Design.

4.2 Composition

The Innovative Design Senior Advisory Board shall be composed of the following members:

1. The President;
2. Six (6) Innovative Design alumni;
3. A seventh (7th) alumnus to serve as backup
 - a. In the event of the President being involved in the dispute, this alumnus will temporarily sit on the Senior Advisory Board and his or her term will end the minute the dispute is resolved and all necessary documents have been written and distributed to the relevant parties as decided by the Board.
 - b. In the event that one (1) of the six (6) alumni serving on the Board is unable to fulfill his or her duties or chooses to vacate his or her seat on the Board, this alumnus will immediately assume

the vacant position and aid the Board in selecting a new alumni who will then assume the duties as the backup alumnus for the Board.

4. The ASUC Finance Officer or other representative appointed by the Senate at their discretion.

4.3 Budget Responsibility

1. The Senior Advisory Board shall, in conjunction with the Innovative Design Executive Board (President), prepare budget requests for the ASUC Senate.
2. The Senior Advisory Board shall approve the annual Innovative Design Budget, and any revisions thereto.
3. The Senior Advisory Board shall from time to time review the Innovative Design Budget to ensure that budgetary goals are met and shortages accounted for.

4.4 Meetings

The Senior Advisory Board shall meet at least monthly during the Academic Year, September through December, and February through May, at a time set by the Board. The President may call a Special Meeting of the Board after forty-eight (48) hours notice to all members.

ARTICLE V: DISSOLUTION

5.1 Procedure

1. All unspent ASUC funds shall remain the property of ASUC, all Graduate Assembly funds shall remain the property of the Graduate Assembly. Remaining privately-obtained funds may be donated to another nonprofit organization.
2. All other unspent funds shall be decided by majority vote in the final meeting.
3. Dissolution may be proposed at an official group meeting and requires a two-thirds (2/3) majority vote of Executive Officers and two-thirds (2/3) majority vote of the Senior Advisory Board.