



IIID is recommended by UNESCO as a partner organization for worldwide co-operation on matters of information design. Resolution 4.9 of the 28th General Conference of UNESCO, 1995, Paris

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# Statutes of the “International Institute for Information Design” (IIID)

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## 1. About the IIID

<b>1.1 Who we are</b>	The International Institute for Information Design (IIID) is a global network of individuals and organisations.
<b>1.2 Our aims</b>	Our aims are to stimulate the development, recognition and good practice of information design in its broadest sense. We achieve this with non-profitmaking activities in research, development and education in the field of information design.
<b>1.3 Our activities</b>	<p>We achieve our objectives through activities that may include:</p> <ul style="list-style-type: none"> <li>• Conferences</li> <li>• Courses</li> <li>• Online information</li> <li>• Design competitions and awards</li> <li>• Publications, including cooperation with publishers and journals, e.g. the Information Design Journal</li> <li>• Cooperation with other organisations with similar aims</li> <li>• Sharing information about <ul style="list-style-type: none"> <li>– best practice</li> <li>– research</li> <li>– education</li> </ul> </li> <li>• Other activities approved by the Board and General Assembly.</li> </ul>
<b>1.4 Location and Geographical reach</b>	<p>The Head Office of the IIID is in Vienna, Austria.</p> <p>Members may be located in any country.</p> <p>World Regional Representatives are IIID members who are appointed by the Board and General Assembly to promote the IIID and coordinate activities in different countries and regions.</p>
<b>1.5 Source of finance</b>	<p>We may finance our activities through</p> <ul style="list-style-type: none"> <li>• membership fees</li> <li>• donations, gifts or grants</li> <li>• income from events, courses and similar activities.</li> </ul> <p>IIID is a not-for-profit organisation.</p>

## 2. Membership

<b>2.1 Categories of membership</b>	<p>Membership is offered to individuals and organisations, with categories and fees determined by the Executive Board and the General Assembly.</p> <p>Free life membership (the IIID Laureate) is offered to individuals who have been specially honoured by the General Assembly for their lifetime contribution to information design.</p>
<b>2.2 Joining IIID</b>	<p>With the exception of Laureates, no qualifications or preconditions are required for membership of IIID other than an expression of interest in the aims of the IIID and an agreement to observe the duties of membership.</p>
<b>2.3 Ending membership</b>	<p>Membership of IIID will end when:</p> <ul style="list-style-type: none"> <li>• Members tell IIID they do not wish to renew their membership.</li> <li>• Members do not pay their subscription, after two reminders.</li> <li>• The IIID Executive Board cancels a membership because of disruptive or dishonorable behaviour. The member concerned may appeal to the General Assembly, but while the case is under review their membership rights are suspended.</li> </ul> <p>If membership ends mid-way through a subscription year, no refunds of part-year subscriptions will be payable.</p>
<b>2.4 Membership rights and benefits</b>	<p>Members are entitled to the following rights and benefits:</p> <ul style="list-style-type: none"> <li>• Using facilities and attending events as determined by the Executive Board.</li> <li>• Access to members-only areas of the IIID website.</li> <li>• Receiving IIID newsletters and selective publications free of charge.</li> <li>• Eligibility for office as Executive Board members or World Regional Representatives.</li> <li>• The right to participate and vote at the General Assembly.</li> <li>• Members may list their IIID membership in their resumés, CVs or biographical profiles. Organisational members may list their membership in corporate information and use the ‘Member of IIID’ logo.</li> </ul>
<b>2.5 Membership duties</b>	<p>Members shall:</p> <ul style="list-style-type: none"> <li>• Promote and maintain the IIID’s reputation and interests.</li> <li>• Abide by the regulations and decisions made by the IIID's officials for the purpose of achieving the IIID’s objectives.</li> <li>• Pay membership fees when requested.</li> </ul> <p>Organisational members shall nominate a representative, and a deputy, empowered to vote at the General Assembly.</p>
<b>2.6 Restrictions on members</b>	<p>No member may represent their membership as:</p> <ul style="list-style-type: none"> <li>• a professional or educational qualification.</li> <li>• a quality mark.</li> <li>• an endorsement of their activities or opinions by the IIID.</li> </ul> <p>Members are not shareholders of the IIID’s property, nor does their membership entitle them to any share of the IIID’s income.</p> <p>Membership will be forfeit if anything is done to harm the IIID, or to attempt to use it for unfair commercial advantage.</p>

## 3. The General Assembly

### 3.1 Membership of the General Assembly

The General Assembly consists of

- individual members
- representatives of the organizational members, or their deputies.

Further persons without the right to vote can be invited by the Board to attend the meeting where it is relevant to certain points of the agenda.

### 3.2 Functions of the General Assembly

The General Assembly is the voice of the membership. Its role is:

- To elect the IIID Board.
- To supervise the functioning of the IIID by scrutinizing and approving the annual report as presented by the Board, including the annual accounts.
- To review and endorse the Board's annual budget plan.
- To delegate tasks to the Board, and to endorse decisions made by the Board.
- To vote on any matters which are proposed as motions by the Board or proposed and seconded by members of the General Assembly.
- To approve amendments to the IIID statutes, including rules of procedure for the conduct of the General Assembly. A three-quarters majority of votes cast is required.
- To confirm the appointment of the sworn accountant ("Abschlussprüfer") according to §5 of the Austrian "Vereinsgesetz".

### 3.3 Frequency and timing

The General Assembly will convene at least once every two years on the President's initiative.

The time, venue, agenda and proposals to be discussed and decided upon must be announced two months in advance.

The General Assembly may be a physical meeting or it may be held online using appropriate software and rules of procedure approved by the General Assembly.

All persons entitled to participate in the General Assembly can submit proposals further to those on the agenda. These must be brought to the President's attention in writing at least 14 days before the date of the assembly. Proposals submitted late may nevertheless be discussed at the General Assembly if no objections are raised.

A General Assembly maybe called within a period of 6 weeks, if one tenth of the members require so in writing, stating their reasons.

### 3.4 Quorum

At least 8 members must be present or online at the General Assembly.

### 3.5 Voting

Each delegate has one vote only.

Most decisions are made with a simple majority. The exception is that decisions about a change to these statutes, or about dissolution of the IIID require a three-quarters majority of the votes cast.

Voting about general matters will take place following discussion, by show of hands (or the online equivalent). Secret balloting will be used where votes concern individuals (for example, appointments or disciplinary matters).

## 4. The IIID Executive Board

<b>4.1 Functions of the Executive Board</b>	<p>The Executive Board devises the Institute's goals, and the organisation of resources and measures needed to carry out the Institute's objectives.</p> <p>The Executive Board is accountable to the General Assembly for the delivery of the Institute's objectives and the proper use of resources.</p>
<b>4.2 Membership of the Executive Board</b>	<p>The Executive Board is composed of</p> <ul style="list-style-type: none"> <li>• President</li> <li>• Vice President Finance &amp; Administration</li> <li>• Vice President Communications</li> <li>• Vice President Education &amp; Research</li> <li>• Vice President Events</li> <li>• Vice President Documentation / Archive</li> <li>• President Elect</li> <li>• Immediate Past President</li> </ul> <p>Additional Board Members may be elected to look after special activity areas. The number of such Board Members is not subject to limitation and depends solely on the number of activity areas to be developed.</p>
<b>4.3 Advisers to the Executive Board</b>	<p>Advisers to the Executive Board are non-voting attendees of Board meetings, appointed by the Executive Board to advise on specialist matters.</p>
<b>4.4 Election of Executive Board members</b>	<p>Executive Board members are elected by the General Assembly. Their term of office ends with the third General Assembly following the one that elected them.</p> <p>Re-election of an Executive Board member is possible.</p>
<b>4.5 Election of the President</b>	<p>The General Assembly elects the President. Following his or her election, the individual joins the Executive Board as President Elect until such time as the incumbent President's terms of office ends.</p> <p>The President will normally serve until the third General Assembly following his or her taking up the role of President. The Executive Board and General Assembly may re-elect the President for further term(s).</p> <p>Following the President's term of office, the Immediate Past President remains a member of the Executive Board until the next President takes office.</p>
<b>4.6 Co-opted Executive Board members</b>	<p>If the Executive Board needs to be extended to look after new special activity areas, new Executive Board members may be co-opted onto the Executive Board between General Assemblies by the President. Co-opted Board members need to be confirmed by election at the next General Assembly.</p>
<b>4.7 Non-contributing Executive Board members</b>	<p>The Executive Board may drop any Executive Board member who does not contribute any activity over a period of one year or more, and/or is absent from two or more consecutive Board meetings without apology.</p>
<b>4.8 The President</b>	<p>The President's duties include:</p> <ul style="list-style-type: none"> <li>• To lead and support other Executive Board members in ensuring the IIID delivers its objectives.</li> <li>• To represent the association in public and in correspondence with other organisations.</li> </ul>

	<ul style="list-style-type: none"> <li>• To sign contracts or agreements on behalf of the IIID (this authority may be delegated).</li> <li>• To supervise adherence to the rules of procedure.</li> <li>• To call an Executive Board meeting at least once a year.</li> <li>• To call a General Assembly at least once every two years.</li> <li>• To chair the meetings of the Executive Board and the General Assembly.</li> </ul>
<b>4.9 Vice-President Finance &amp; Administration</b>	<p>The Vice-President Finance &amp; Administration is responsible for the proper conduct of financial affairs, including:</p> <ul style="list-style-type: none"> <li>• To keep up-to-date records of the IIID's membership.</li> <li>• To manage the bank account and act as a signatory for payments.</li> <li>• To manage bookkeeping and any tax matters in cooperation with the accountant.</li> <li>• To supervising administrative staff, if employed.</li> <li>• To report on financial matters to the Board and the General Assembly.</li> </ul>
<b>4.10 Vice President Communications</b>	<p>The Vice President Communications is responsible for</p> <ul style="list-style-type: none"> <li>• supervising the content of IIID public communications</li> <li>• coordination of input from WRRs</li> </ul>
<b>4.11 Vice President Education &amp; Research</b>	<p>The Vice President Education &amp; Research is responsible for:</p> <ul style="list-style-type: none"> <li>• liaising with educational institutions who teach and research information design</li> <li>• keep relevant records up-to-date.</li> </ul>
<b>4.12 Vice President Events</b>	<p>The Vice President Events is responsible for:</p> <ul style="list-style-type: none"> <li>• the programme of IIID events</li> <li>• liaising with partner institutions who host them.</li> </ul>
<b>4.13 Vice-President Documentation / Archive</b>	<p>The Vice-President Documentation / Archive is responsible for:</p> <ul style="list-style-type: none"> <li>• recording the IIID's affairs</li> <li>• maintaining the IIID archives.</li> </ul>
<b>4.14 Meetings of the Board</b>	<p>The Executive Board must meet, physically or online, at least once a year.</p>
<b>4.15 Quorum</b>	<p>The Executive Board reaches a quorum when at least half of the Executive Board members are present.</p>
<b>4.16 Decision making</b>	<p>The Executive Board makes decisions through consensus. If the Executive Board fails to reach a decision, the matter will be referred to the General Assembly.</p>
<b>4.17 Financial matters</b>	<p>Executive Board members are not paid for their contribution to the IIID Executive Board.</p> <p>They may claim reasonable expenses, approved in advance by two members of the Executive Board, which would normally include the President and the Vice President Finance &amp; Administration.</p> <p>If IIID suffers any loss because of the activities of a member of the Executive Board, that member will only have the same liability for the loss as any other member of IIID, unless the loss is because they acted negligently or defaulted deliberately</p> <p>Members of the Executive Board will be entitled to financial compensation from the assets of IIID for any reasonable liabilities that they incur because they are members of the Executive Board.</p>

## 5. Other matters

### 5.1 Disputes

An internal tribunal will mediate in disputes between members according to Austrian Association Law 2002. The following procedure applies:

One party to the dispute must nominate an arbitrator in writing to the Executive Board. Within seven days the Executive Board requests the other party to respond by nominating their arbitrator within 14 days. The two arbitrators elect a third IIID member as chairperson within another 14 days. In case they do not reach a decision concerning the chairperson, a decision is made by lot. The arbitrators and the chairperson have to be IIID members, but must not belong to any body that is the subject of the dispute.

After a hearing of both sides to the dispute with all tribunal members in attendance the tribunal takes decisions by majority vote.

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### 5.2 Dissolution of the Institute

If the IIID is dissolved (either because of a vote by the General Assembly or by action of a public authority) its remaining assets must be transferred to another not-for-profit organization with similar objectives.

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