

Design Studies Forum

A College Art Association Affiliated Society

BY-LAWS

I. Mission

Design Studies Forum (DSF), an association of design studies educators, design professionals, and students, is an affiliated society of the College Art Association. DSF's primary goal is to nurture and encourage the study of design criticism, history, and theory by fostering discussion and interaction amongst educators, professionals and students from all subfields of design. DSF pursues this goal by sponsoring sessions at the annual conferences of the College Art Association, by maintaining an electronic mailing list that publicizes design-related events and opportunities, and by promoting scholarly discourse through the activities of its publications committee.

II. Membership

The membership of DSF shall consist of those persons who have registered their interest with the officers of the group prior to the annual meeting. Membership is free of charge at this time; however, this provision is subject to revision by majority vote.

III. Meetings

- A. DSF shall hold an annual business meeting during the time of, and in the same city as, the College Art Association's annual meeting.
- B. DSF members will be alerted to the time and location of the annual meeting via electronic mail at least one week prior to the starting date of the CAA annual conference.

IV. Voting

All voting on matters pertaining to the by-laws will take place at the annual meeting. Each DSF member shall be entitled to one vote. DSF members absent from the meeting may vote only via a delegated proxy who is present at the meeting. Proxy designations must be submitted in writing (email is acceptable) and presented to the secretary prior to the beginning of the meeting.

V. Officers

Officers shall consist of, but not be limited to, the following:

- A. A President, who may serve for a term of two years, at which time she/he may run again for the position, ad infinitum.
- B. A Vice President, who may serve for a term of two years, at which time she/he may run again for the position, ad infinitum.
- C. A Secretary, who may serve for a term of two years, at which time she/he may run again for the position, ad infinitum.

VI. Officers' Duties

The officers are expected to organize and attend the annual business meeting, coordinate DSF's conference sessions, run DSF's listserv and website, and perform other similar tasks in fulfillment of DSF's mission. Administrative duties shall be assigned by the President with reference to the individual officers' skills and preferences. A suggested division of duties is as follows:

- A. President: liaise with CAA; coordinate committee activities and reports; run the listserv; coordinate the DSF-sponsored full-length session (including writing and distributing the call for session proposals, selecting jurors, and overseeing the panel submission process).

- B. Vice President: assist in coordinating committee activities and reports; coordinate the DSF-sponsored special session (including writing and distributing the call for session proposals, selecting jurors, and overseeing the panel submission process).
- C. Secretary: assist in running the business meeting (in particular the handling of procedural matters and points of order); write and distribute minutes from the business meeting; design and update the website.

VII. Committees

- A. The President shall have the power to appoint members to standing committees.
- B. Members or groups of members may form additional committees with the approval of the President and the voting membership.

VIII. By-laws

These by-laws and subsequent amendments shall become effective as soon as they have been adopted by a majority vote of DSF members present (in person or by proxy) at the annual business meeting.