



Malta interior design association

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Malta interior design association

1. Aims & Objectives

1.1 The Malta Association for Interior Designers is the voluntary professional body representing the interests of Maltese Interior Designers. Its function is to promote high standards of design, to foster professionalism and to emphasise designers' responsibility to society, to the client and to each other.

- 1.2 acting as the main representative body for professional Interior Designers in Malta
- 1.3 promoting high standards of Interior Design
- 1.4 providing members with a professional code of conduct
- 1.5 providing continuing education for professional designers
- 1.6 organising design awareness initiatives for Interior Designers and the general public
- 1.7 keeping the design profession abreast of developments within the sector

2. Benefits of setting up a National Association

- 2.1 Affiliation to international design associations ECIA and IFI
- 2.2 Access to codes of professional conduct and conditions of engagement; support and advice in questions of professional practice
- 2.3 Serve to create a clear distinction between Interior Designers and Interior Decorators
- 2.4 Members will have the benefit of using the title of Interior Designer together with the organizations letters.
- 2.5 Opens doors to discussing the possibility of various issues such as a standard contract that will offer limited liability.
- 2.6 Opportunities to participate in raising the profile and creating awareness of Interior Design within Malta.
- 2.7 To form a database accessible to potential clients with the assurance of employing an Interior Designer, qualified either through education and professional practice.
- 2.8 Set up the organisation's on-line directory listing which will feature links to members' own websites it will also provide updates on activities , events and design news

3. General Policy

- 3.1 The Organisation shall be autonomous and voluntary.
- 3.2. The Organisation shall be non-profit making and any excess of funds received or generated from its activities must always be reinvested in the same Organisation.
- 3.3 The accounts of the Organisation shall be audited or reviewed and published on a yearly basis.



- 3.4 Provided its autonomy is not affected, the Organisation may collaborate with other entities on a national, regional or international basis in order to further its aims.
- 3.5 The Organisation shall not have any political or trade union affiliation and it shall not indulge in party politics.
- 3.6 All prospective Members and Associate Members of the Organisation shall have access to the statute of Organisation upon demand. Prospective Members will be required to state that they are aware of the objectives of the Organisation.

4. Name & Logo

4.1 The Association name is MIDA – Malta interior design association. The logo is as featured above.

5. Proposed supporting Bodies & Associations

- NATIONAL PROFESSIONAL BODIES

Malta Federation of Professional Associations

The Professional Centre

Sliema Road

Gzira GZR 06

Tel: (356) 21312888

Fax: (356) 21343002

Email: info@mfpa.org.mt

Website: www.mfpa.org.mt

-CONSTITUTED BODIES AND OTHER BUSINESS ASSOCIATIONS

Malta Qualifications Council

16/18 Tower Promenade, St Lucia

SLC 1019

www.mqc.gov.mt

-MALTA SOCIETY OF ARTS, MANUFACTURES AND COMMERCE

Address: Palazzo De La Salle, 219 Republic Street, Valletta VLT 03.

Tel: 21 244 339. Fax: 21 246 074

Email: infor@artsmalta.org; director@artsmalta.org

Website: www.artsmalta.org

-SCHOOLS AND INSTITUTES

Malta College of Arts, Science & Technology



Malta interior design association

University of Malta

Msida MSD 2080

MALTA

Tel: (+356) 21 333903-6

-OVERSEAS ASSOCIATIONS**IFI INTERNATIONAL FEDERATION OF INTERIOR ARCHITECTS/DESIGNERS**

140 Hill Street

5th Storey MICA Building

Singapore 179369

Tel: +65 63386974

Fax: +65 63386730

Email: info@ifiworld.org / secretary@ifiworld.org

ECIA European Council of Interior Architects

Willebroekkaai 37

1000 Brussel, Belgium

info@ecia.net

Tel: +31 20 625 3973

Email: info@ecia.net

www.ecia.net

6. List of Committee Members

Please see Annex 01 as this list is continuously growing.

7. Member Profiles

Detailed profiles on request or visit website mida.org.mt



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8. Professional Entry Requirements

- The entry requirements are based on the ECIA uniform admittance policy.

Interior designers who are full members of MIDA shall comply with minimum education standards as follows: Full Membership

5 years of professional education in accordance with the ECIA Charter of Education plus 1 year of professional practice in an architects or interior design office, or as a self-employed interior designer, proven by employers recommendation letter or by portfolio

or:

4 years of professional education in accordance with the ECIA Charter of Education plus 2 years of professional practice in an architects or interior design office, or as a self-employed interior designer, proven by employers recommendation letter or by portfolio

or:

3 years of professional education in accordance with the ECIA Charter of Education plus 3 years of professional practice in an architects or interior design office, or as a self-employed interior designer, proven by employers recommendation letter or by portfolio

or: As Associate Member

2 years of professional education in accordance with the ECIA Charter of Education plus 5 years of professional practice in an architects or interior design office, or as a self-employed interior designer, proven by employers recommendation letter or by portfolio..

9. Code of Conduct

Adopt Professional Codes of Conduct in line with those set by the ECIA. These can be viewed on their website www.ecia.net

9.1 Every Member shall conform to the Organisation's Code of Ethics. Any Member or members alleged to have brought, or attempted to bring disrepute on the Organisation, shall be asked to appear before the Executive Committee and if, in the opinion of the Executive Committee, the case be found proven, the Member shall be deprived of his/her membership. If the said Member fails to appear before the Executive Committee without justification he/she shall be deprived of membership.



MIDA on Ethics

9.2 ECIA members aim to set standards on the way associated interior designers pursue their profession. These agreements are laid down in the ECIA Model Code of Conduct and Professional Ethics. All associated interior architects should respect these rules. It defines how members act professionally, and how they behave to the society, to Clients and to Colleagues.

MIDA model Code of Conduct and Professional Ethics for the Interior Designer

9.3 General responsibility

9.3i Compliance to general ethics

The interior designer shall act in a way that contributes to the honor and dignity of the profession. He/she shall abide by the Codes of ethics, Conduct and laws/jurisdictions in force in Malta or any country where he provides professional services.

9.3ii Competence

The interior designer shall strive to continually improve his/her professional knowledge and skill. He/she shall accept appointments only that are within his/her competence of performance.

9.3 iii Avoiding conflicts of interest

The interior designer shall only assume or accept a position in which his personal interests will not bring him in conflict with his professional duty.

9.3 iv Responsibility to the society

The interior designer accepts a professional obligation to further the social, cultural and environmental standards of the community. He/she takes into account the consequences of his/her professional activity to the health, safety and well-being of all those who may reasonably be expected to use or enjoy the product of his/her work.

9.4 Responsibility to the Client

9.4i Commitment and loyalty

The interior designer shall act in his Client's interests within the limits of his professional duties.

9.4ii Scope of work, agreement and contract

The interior designer shall undertake professional work only if the scope of work, conditions, responsibilities, liabilities and limitations thereof, remuneration (fee) or method of calculation thereof and the duration of the contract are clearly agreed in writing.



9.4iii Remuneration

The interior designer shall when undertaking a mission see that the compensation for the work is relevant to the scope and importance of the performed work, and he will not accept any additional financial profits/commissions from third parties to or from any suppliers/contractors.

9.4iv Transparency

The interior designer shall ensure that his practice has appropriate and effective internal procedures and administration as to enable them to function efficiently and he will keep the Client informed of the progress of work undertaken on the Client's behalf and of any issues that may affect its quality or cost. Administration with regard to the project will be available for perusal by the Client upon request. He/she shall declare any connection with any contractor and/or supplier prior to awarding of any work.

9.4v Confidentiality

The interior designer shall respect at all times the confidence of those for whom he works and not without prior consent disclose those confident matters.

9.5 Responsibility to the profession

9.5i Fellowship

The interior designer shall promote an open and professional debate on all aspects of the profession. He is not to criticize unfairly or attempt to discredit a colleague or his work in public.

9.5ii Loyalty and competition

The interior designer investigates with the client/employer, before accepting a commission, if the same commission has not been granted to a colleague. If such is the case, the successor enters in consultation with the colleague and ensures that all prior fees are settled. The interior designer, who is commissioned to alter an existing building or interior, enables fraternal consultation with the original designer, before starting his work. The original designer will not oppose the commission as such.

9.5iii Collaboration and succession

The interior designer shall provide his associates and employees with a suitable working environment, compensate them fairly, and facilitate their professional development. They will see to it that they will keep up with these rules of Conduct.

9.5iv Originality

The interior designer acknowledges the part colleagues or employees may have had in the design. They shall not accept instructions from his client which knowingly involve plagiarism, nor shall he consciously act in any manner involving plagiarism.

9.6 Publicity

9.6i Fairness



The interior designer is free to communicate or promote his work and his expertise and experience. Any advertising or publicity material must contain only truthful factual statements. It shall be fair to clients and other designers, and in accordance with the dignity of the profession.

9.6ii Originality

The interior designer shall only promote professional works or activities as designed by them or/ their collaborators. He shall not tolerate that his name is connected with the realization of a design that has been changed in such a way that it is no longer essentially the original work of the interior designer.

9.6iii Competition

A member may only take part in or serve on the jury of competitions when these are held in compliance with national and international rules as approved by the ECIA or the IFI. No member will partake in “paid award” competition.

9.7 Compliance and sanctions

All matters concerning non-observance of this Code of Conduct and Professional Ethics shall be considered by the national organizations Board and/or Committee of Ethics, who may issue a caution or a disciplinary comment or may bar the individual from membership. A complaint against an interior architect can be brought forward by a colleague, a client of the defendant, or by somebody who has an other professional relationship with the defendant.

10. Committee

STRUCTURE AND MEMBERSHIP

- 10.1 All persons are eligible to become Members of the Organisation with full voting rights.
- 10.2 The Affairs of the Organisation, in all matters not in these rules reserved for the Organisation in General Meeting, shall be managed by the Executive Committee of the Organisation. Provided that the Executive Committee shall have, as its primary function but not limited to, the management and allocation of the proceeds of all fund raising activities.
- 10.3 The Executive Committee shall consist of 5 Members of the Organisation who shall be elected every two years at a General Meeting of The Organisation. At the expiration of the two year period the Executive Committee shall go out of office, however Members of the Executive Committee are eligible for re-election. The board is limited to one person as associate member.
- 10.4 A new member who wishes to form part of the Executive Committee should be a fully subscribed Member of the Organisation for at least six (6) months, otherwise said person can be



co-opted and then becomes a full voting Member of the Executive Committee at such a date as the Executive Committee sees fit.

- 10.5 In order that a vote can be taken during a meeting of the Executive Committee, a minimum of three Members must be present and vote.
- 10.6 In the event of the resignation (or termination from post for other reasons) of an Executive Committee Member, the Executive Committee will co-opt other member/s to take his/her place. The other official Members of the Executive Committee will pass a vote as to who will be co-opted during a committee meeting. Any Member so appointed shall retain his office only until the next General Meeting, but he shall then be eligible for re-election.
- 10.7 Any Member not attending the Executive Committee meetings for three (3) consecutive times without a very valid reason will automatically have to step down. This will guarantee the continuity of the work of the Executive Committee.
- 10.8 The elected members of the Executive Committee will elect a Chairperson, a Secretary and a Treasurer from amongst them.
- 10.9 The Executive Committee shall be elected to office for a period of two years by secret ballot, electing those Members obtaining the highest number of votes.
- 10.10 No person who is not a Member of the Organisation shall be eligible to hold office as a Member of the Executive Committee.
- 10.11 Nominations for the Executive Committee must be submitted on the appropriate official forms fourteen (14) days prior to the General Meeting. In the absence of prior nominations reaching the Executive Committee on the appropriate date, the outgoing Executive Committee may invite nominations from the floor on the day of the Annual General Meeting.

11. POWERS OF THE EXECUTIVE COMMITTEE

- 11.1 The business of the Organisation shall be managed by the Executive Committee which may pay all such expenses, preliminary and incidental to the promotion, formation, establishment and registration of the Organisation as they deem fit.
- 11.2. Legal representation of the Organisation shall vest in the Chairperson, the Secretary and the Treasurer.
- 11.3. No regulation made by the Organisation in a General Meeting shall invalidate any prior act of the Executive Committee which would have been valid if such regulation had not been made.



- 11.4. The Members for the time being of the Executive Committee may act notwithstanding any vacancy in their constitution.
- 11.5 The Executive Committee is authorised to consult and seek the advice of any Associate Member of the Organisation with the aim of improving the welfare or condition of both its members and the Organisation itself.
- 11.6 The Executive Committee is authorised to appoint an External Advisory Committees to support it in its role.

CHAIRPERSON

- 11.7 The Chairperson will preside at all Executive Committee meetings and General Meetings of the Organisation. The Chairperson and the Deputy Chairperson shall undertake such functions in respect of the Organisation as the Executive Committee may determine from time to time.
- 11.8 The Executive Committee will also elect from among its members a Deputy Chairperson and may determine for what period he/she is to hold office. The Deputy Chairperson will preside on the Executive Committee with full powers in the absence of the Chairperson.
- 11.9 Provided that in the absence of both the Chairperson and the Deputy, and provided a quorum is available, the Executive Committee will have the power to appoint a substitute/s to conduct the meetings.
- 11.10 The Executive Committee may remove any Deputy Chairperson in which case he/she shall remain a Member of the Committee.
- 11.11 No remuneration (except by way of reimbursement of out of pocket expenses, if any) shall be paid to any member of the Executive Committee in respect of their office.

SECRETARY

- 11.12 The Secretary shall be elected at the General Meeting. The Secretary will be responsible for all the secretarial and administrative work of the Executive Committee.
- 11.13 The Executive Committee may elect from among its members an Assistant Secretary to assist the Secretary as necessary. Any Secretary so appointed by the Executive Committee may also be removed by them, in which case however he/she shall remain a member of the Executive Committee.
- 11.14 The Secretary and his/her assistant shall undertake such functions in respect of the Organisation as the Executive Committee may determine from time to time.



11.15 No remuneration (except by way of reimbursement of out of pocket expenses, if any) shall be paid to any member of the Executive Committee in respect of their office.

TREASURER

11.16 The Treasurer shall be elected at the General Meeting. The Treasurer will be responsible for all the Financial and Accounting work of the Executive Committee.

11.17 The Executive Committee may elect from among its members an Assistant Treasurer to assist the Treasurer. Any Assistant Treasurer so appointed by the Executive Committee may also be removed by them, in which case however he/she shall remain a member of the Executive Committee.

11.18 The Treasurer and his/her Assistant shall undertake such functions in respect of the Organisation as the Executive Committee determines from time to time.

11.19 No remuneration (except by way of reimbursement of out of pocket expenses, if any) shall be paid to the Treasurer or his /her assistant in respect of their office.

DISQUALIFICATION OF MEMBERS OF THE EXECUTIVE COMMITTEE

11.20 The office of an Official Member of the Committee shall be vacated:

- (a) If he/she ceases to be a member of the Organisation.
- (b) If by notice in writing to the Organisation, he/she resigns his/her office.
- (c) If he/she is removed from office by a resolution duly passed pursuant to Clause 11.21 of this Statute.

SUSPENSION

11.21 The Organisation may by a resolution taken at an Extraordinary General Meeting remove any Member of the Executive Committee before the expiration of his/her period of office if he/she is guilty of repetitive disruption of meetings, hinders the function of the Organisation or breaks the confidentiality and trust of other Members.

11.22 The Organisation may by the same or another resolution appoint another Member in his/her stead; but any person so appointed shall retain his/her office so long only as the Member in whose place he/she is appointed would have held the same if he/she had not been removed.



12. PROCEEDINGS OF THE EXECUTIVE COMMITTEE

Subject as hereinafter provided, the Executive Committee may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. The Executive Committee shall meet at least once every two (2) months.

- 12.1 The quorum necessary for the transaction of the business of the Executive Committee shall be two (2) provided that if no quorum is present within half an hour from the time appointed for the meeting, the meeting shall be adjourned to another day within one week. If at such adjourned meeting no quorum is present within half an hour from the time appointed for the meeting, provided two (2) members are present, the meeting shall proceed accordingly.
- 12.2 Matters decided at any meeting of the Executive Committee shall be decided by a simple majority of votes. In case of an equality of votes, the Chairperson of the meeting shall ask for a re-vote. In the event of an equality of votes on the revote, the Chairperson of the meeting shall have a casting vote.
- 12.3 On the request of the Chairperson or his/her Deputy the Secretary shall, at any time, summon a meeting of the Executive Committee by notice (stating the time and place of such meeting) served upon the several members of the Executive Committee giving a notice of at least five working days. Any accidental failure to give such notice to any member of the Committee entitled thereto shall not invalidate any of the proceedings of such meeting so long as a quorum is present there at.
- 12.4 A meeting of the Executive Committee at which a quorum is present shall be competent to exercise all the authorities, powers and discretion by or under the regulations of the Organisation for the time being vested in the Executive Committee generally.
- 12.5 The Executive Committee may delegate any of its powers to sub committees consisting of such member or members of the Executive Committee or of such other persons as it thinks fit, and any sub committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Executive Committee.
- 12.6 The Executive Committee shall cause proper minutes to be made of all appointments of officers made by the Executive Committee and of the proceedings of all meetings of the Organisation and of the Executive Committee and of sub committees of the Executive Committee.
- 12.7 All business transacted at such meetings, and any such minutes of any meeting, if purporting to be signed by the Chairperson and Secretary of such meeting, or by the Chairperson and Secretary of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.



13. Annual Subscription

- 13.1. (a) Applications for membership shall not be considered unless accompanied by the subscription fee.
- (b) The subscription fee shall be payable yearly in advance and shall fall due as determined by the Executive Committee;
- (c) If the subscription falls due and a Member has not yet paid the previous year's subscription, he/she shall not be entitled to vote in the next General Meeting;
- (d) Any Member who resigns or forfeits his membership shall on rejoining be liable to pay a readmission fee equivalent to one year's subscription.
- 13.2 The funds of the Organisation shall also be collected from voluntary contributions, donations or grants by Members, benefactors, the State, any other institution, and from fundraising activities.
- 13.3 The funds of the Organisation shall be deposited in bank accounts of a reputable local bank in the name of the Organisation and the authorised joint signatories for operating such accounts shall be the Chairperson, the Secretary and the Treasurer. The signature of the Treasurer and one other signature of the Chairperson or Secretary will suffice.
- 13.4. The Treasurer shall keep such proper books of accounts as will enable him/her to present at every General Meeting of the Organisation, or at any other time if required (on reasonable notice to him/her) by the Executive Committee, an accurate report and statement concerning the finances of the Organisation.

Annual membership fee is 40 Euro for full members, 40 Euro for associate members and 15 Euro for student & graduate members.

14. GENERAL MEETINGS

- 14.1 An Annual General Meeting of the Organisation shall be held every year. Notice of the day and time of the Annual General Meeting shall be given to each member at least fifteen (15) working days before such day.
- 14.2 Other meetings of the Organisation may be summoned by the Executive Committee, and shall be so summoned immediately upon a request in writing signed by at least ten per cent of the Members.
- 14.3 At any meeting of the Organisation every member of the Organisation shall be entitled to be present, and every Member shall be entitled to one (1) vote upon every matter raised. In the case of equality of voting, the Chairperson of the meeting (who shall be the outgoing



Chairperson of the Executive Committee) shall have a second or casting vote. The Secretary shall take minutes of the proceedings at all General Meetings of the Organisation.

- 14.4 The Secretary shall present the Annual Report of the Organisation to the Annual General Meeting.
- 14.5 The quorum for the Annual or any Meeting shall be ten per cent (10%) of the general membership. In the absence of such quorum, the Meeting shall be held, with the same agenda, thirty minutes later and all decisions taken shall be binding on the Organisation as a whole.
- 14.6 The auditors or reviewers of accounts shall be nominated and elected by the members attending and having a right to vote at General Meetings. No auditor or reviewer of accounts who has held office on the Executive Committee during the past twelve (12) months will be eligible for nomination. No auditor or reviewer of accounts shall run for office on the Executive Committee during the coming twelve (12) months.

15. DISSOLUTION CLAUSE

11.1 If at any time the Organisation shall pass in General Meeting by a majority comprising seventy five per cent (75%) of all the registered Members present and entitled to vote a resolution of its intention to dissolve, the Executive Committee shall take immediate steps to settle any debts, and dispose of the monies and property remaining as determined by the General Meeting; and thereupon the Organisation shall for all purposes be dissolved.

11.2 Upon winding up the organisations any remaining assets should be applied in favour of another organisation/s with similar aims. For further information please refer to: **the Voluntary Organisations Act (Act XXII of 2007 and The Second Schedule of the Civil Code (Act XIII of 2007).**

16. ALTERATION OF STATUTE

16.1 This Statute may be revoked, added to or altered by a vote of at least fifty one per cent of all the registered Members of the Organisation who are entitled to vote at a General Meeting of the Organisation of which notice has been duly given specifying the intention to propose the revocation, addition or alteration, together with full particulars thereof.

Contact Details:

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