



Policy & Procedures Manual



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Illinois Arborist Association (IAA) – Chapter of the International Society of Arboriculture

Policies & Procedures Manual

Section 1

Governance

1.1 Name and Purpose

NAME - The name of this organization shall be the "Illinois Arborist Association, Chapter of the International Society of Arboriculture," hereinafter referred to as IAA. The parent organization will hereinafter be abbreviated ISA.

PURPOSE - Foster interest, establish standards, exchange professional ideas and pursue scientific research in arboriculture.

1.2 By-Laws and Amendments

1.3 Board of Directors

OFFICERS. The officers of this organization shall be President, President-Elect, Vice President and Executive Director and Treasurer.

DIRECTORS. The Chapter shall elect nine (9) Directors from the active members, consisting of two (2) Municipal, two (2) Commercial, one (1) Research & Education, one (1) Utility, one (1) Program, one (1) Industry and one (1) ISA Representative to the ISA Council of Representatives herein referred to as ISA Representative. The President and the Chapter Directors shall appoint (1) Treasurer.

1.3.1 Duties (Care, Loyalty, and Obedience)

1. **Duty of Care:** Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will.
2. **Duty of Loyalty:** Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit corporation; *not in the best interest of the individual board member* (or any other individual or for-profit entity).
3. **Duty of Obedience:** Ensure that the nonprofit obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated corporate purposes/mission.

1.3.2. Conflict of Interest

Policy Purpose

The purpose of the conflict-of-interest policy is to protect this tax-exempt organization's interest when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer, individual staff member, committee member or a member of the Board of Directors of the organization. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable organizations. It is in the interest of the organization, individual staff, committees, and Board members to strengthen trust and confidence in each other, to expedite resolution of problems, to mitigate the effect and to minimize organizational and individual stress that can be caused by a conflict of interest.

Definition

A conflict of interest can be defined as a situation in which an individual has a private, personal, business, or other organizational interest sufficient to influence, or appear to influence, the objective exercise of his or her official duties as an IAA representative.

Statement of Policy

No "interested party" shall use his or her position, or the knowledge gained thereof, in such a manner that a conflict between the interest of the IAA or any of its affiliates and his or her personal interest arises. Affiliates of the IAA include its Board Members, Committee Members, Volunteers, Staff, and the ISA Liaison.

1. Each "interested party" has a duty to place the interest of the IAA foremost in any dealings with the IAA and any of its affiliates and has a continuing responsibility to comply with the requirements of this policy.
2. Therefore, it is the policy of the IAA that its representatives, including the Board of Directors, committee, and staff, should not engage in any business or professional activity, with persons or organizations, where that activity might result in personal benefit, or may not be in the best interests of IAA; therefore, resulting in a conflict of interest.

Activities Raising Conflict Concerns

It is not possible to define all circumstances in which a conflict of interest may arise. Conflicts of interest include, but are not limited to:

1. An interest in a proposed transaction with IAA or one of its affiliates in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction, or hold a position as trustee, director, or officer in any such organization.
2. Acceptance of any gift, entertainment, services, loans, or promises of future benefits from any person or organization that might be of benefit, because of the person's connection with IAA (this does not apply to gifts and/or similar

entertainment of nominal value, less than \$100, or common courtesies usually associated with accepted business practice);

3. Compensation in the form of fees, royalties, commissions, or salaries if payment is affected directly or indirectly by the person's work with the IAA (excluding employment with IAA);
4. Dealing preferentially with suppliers, vendors or other members where personal gain accrues to the individual.
5. Personal beliefs if they prevent others from carrying out their job responsibilities; if board members, committee members, or staff members use IAA's non-profit's time and facilities for furthering them; or if the person attempts to convince others of their personal beliefs after they have been asked to stop.
6. Abuse of their board, committee, or staff position by using the IAA staff, services, equipment, materials, or property for their personal gain.
7. Using or disclosing confidential information learned because of position within IAA.
8. A duality of interests involving advantage to the interests of another non-profit organization or business entity, which has or may seek to have dealings with IAA.
9. An engagement in any outside business, professional or other activities that would directly or indirectly adversely affect the IAA.

Procedures

In connection with any actual or possible conflicts of interest, an "interested party" must disclose the existence of his or her interest and must be given the opportunity to disclose all material facts to the directors, members of committees with board delegated powers, or the executive director, who is considering a proposed transaction, agreement, or arrangement.

1. An "interested party" may make a presentation at the appropriate meeting. After disclosure of a possible conflict of interest and all material facts, and after any discussion with the "interested party", he/she may be asked to leave the board or committee meeting while the determination of the conflict of interest is discussed, assessed and if appropriate, voted upon. The remaining board or committee members shall decide if a conflict of interest exists. Depending on the significance of the conflict, the "interested party" may or may not participate in the discussion and voting process based on the findings or request of the appropriate governing body.

2. If the board, committee, or Executive Director has reasonable cause to believe that an “interested party” has failed to disclose actual or possible conflicts of interest, it shall inform the individual of the basis for such belief and afford the individual and opportunity to explain the alleged failure to disclose.
3. If, after hearing the response of the individual and making such further investigation as may be warranted in the circumstances, the board or committee determines that the “interested party” has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate or corrective action.

Records of Proceedings

Minutes of meetings should reflect and document when an “interested party” made disclosure and did not vote absenting themselves from the discussion of the issue. With staff, it shall be documented that an “interested party” made disclosure and absented himself/herself from the discussion and decision of an issue.

Disclosure Requirement

Annually, the Board of Directors and IAA staff shall disclose, any direct or indirect relationships, financial or with other organizations, that may during their service to IAA, be involved with IAA or affiliates of the IAA.

1. During the year, should a situation arise in which an “interested party” may stand to derive a personal gain or benefit from a transaction with IAA, or should have a direct or indirect interest in, or relationship with, any individual or organization, such individual shall give notice of such interest or relationship and shall, therefore, refrain from voting or attempting to affect any decision for IAA to participate, or not participate, in the transaction.
2. If a conflict of interest exists for the Board, it shall be disclosed to the entire Board. If a conflict of interest exists at staff level, it shall be disclosed to the Executive Director and the Board of Directors. The “interested party” is required to answer any questions regarding the particular conflict, or any particular issue which may arise regarding a specific issue or vote during a meeting, in order for appropriate resolution of the matter.
1. The chairperson of any IAA activity should make committee members aware of the IAA Policy.
3. This policy will be included in the IAA Corporate Policy and Procedures and will be distributed annually to all committee members at the time they receive their annual charges and will be added to the IAA Board Manual.

Illinois Arborist Association Conflict of Interest Form

By signing below, I hereby acknowledge that I have read the IAA Conflict of Interest Policy. I further disclose the following activities, situations, or positions held with other organizations, which currently qualifies as a potential area of personal conflict (state none if none exists):

Should any situation, issue, or activity of any kind arise which may be a conflict of interest with my duty or loyalty to IAA's best interests, I will immediately notify you for a determination of how this should be handled.

Signature: _____

Date: _____

IAA Role or Position: _____

1.3.3. Code of Conduct

The Illinois Arborist Association has adopted the following Code of Conduct that all Board members agree to adhere to by signing below:

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board Directors. No member of the Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as a Board member with the Illinois Arborist Association. Any new Board member will be advised of the Board Member Code of Conduct, the Conflict-of-Interest Agreement and the Anti-trust policy, which they will all sign as a new board member and be reminded of during board orientation.

1. **Board Director Loyalty** – In order to satisfy the requirements of this policy, the Board of Directors shall conduct themselves with un-conflicted loyalty to the interests of the Association and the membership. The accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Board member acting as a consumer of the organization's services.
2. **Standards of Conduct** – Board members are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. Board members shall exercise the degree of care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances. Board members should always represent the organization in a positive and supportive manner at all times and in all places. Board members should show respect and courteous conduct in all board and committee meetings.
3. **Board Attendance** – A Board Director will be deemed to have resigned if they fail to attend:
 1. At least four (4) board meetings in a one-year term of office and each year following their induction.
 2. E-voting participation is mandatory unless specified dates are submitted prior.

- 4 **Conflict of Interest** – Board members must avoid conflict of interest with respect to their fiduciary duty.
 - a. **Board Director Relationships** – When the Board considers an issue about which a Board Director has a potential conflict of interest, that member will announce the conflict (please refer to the conflict-of-interest policy).
 - b. **Personal and Business Relationships** – Board Directors will not allow personal or business relationships with the ED or other Board members to supersede, or in any other way, interfere with the business of the Association.
- 5 **Individual Authority** – Board Directors may not attempt to exercise individual authority over matters delegated to the Executive Director.
- 6 **Confidentiality** – Board members are reminded that confidential finances, personnel, and other matters concerning the organization, (donors, staff or clients/consumers) may be included in Board materials or discussed from time to time. Board members should not disclose such confidential information to anyone.
- 7 **Electronic Communication** – Board Directors will be expected to maintain an accessible email account and be able to communicate electronically. Board Director shall notify the Board if they will be out of email communication for a week or more.
- 8 **Meeting Preparedness** – Board Directors will be properly prepared for Board meetings and be ready to discuss the issues and business on the agenda and having read all background material relevant to the topics at hand.
- 9 **Authority of Decisions** – Board members will respect the legitimacy and authority of the final determination of the Board on any matter.

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of the Illinois Arborist Association, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board member and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as a Board Member, pursuant to the requirements and processes provided in the organization's governing documents.

Date: _____

Signature: _____

1.3.4 Nominating and Voting Guidelines

This document lays out policies and procedures governing the IAA election of officers and directors. It was the intent of the founding directors that elections be conducted fairly, efficiently, and with dignity and decorum. These policies and procedures are designed to meet those goals.

If any part of this document is in conflict with the Bylaws, the Bylaws supersede it. The Board of Directors has the power to interpret this document.

2. Nomination Committee

The Nominating Committee is comprised of the immediate Past President as chairperson and two members of the Chapter as appointed by the President. Specific duties include recruiting nominees through the IAA newsletter, e-blasts, personal correspondence, e-mail, and telephone contacts. Brief biographies (in third person) of each nominee should be obtained along with a statement of why the nominee would like to serve in the selected position. The committee shall identify vacancies in the board and shall present a slate of candidates to the board for consideration at least 60 days prior to the annual conference. The committee and the Executive Director shall confirm that all nominees are members of both the ISA and IAA as required in the bylaws. Once the slate is confirmed by the board, the Executive Director prepares the e-ballot and ISA sends it to all ISA/IAA members with a return deadline set for approximately two to three weeks prior to the annual conference.

The President shall contact the newly elected Directors and invite them to our next board meeting. The President shall also contact all members that did not get elected and thank them for their time and interest and invite them to serve on any of our committees.

**No one should ever be approached with an automatic assumption that they will be invited to serve on the board, but rather only that their name is being considered by the committee. If the committee approves, their name will go out to the general membership for vote.*

3. Election Process Overview

1. Board candidates are nominated by invitation from the nomination committee, by their peers or by themselves using the *Nomination Application*. This application will be sent out in early January.
2. Nominating Committee chaired by the Past President reviews candidates and recommends final election slate. If more candidates are needed the Past President and the committee reach out to members that have been highly involved in the associations events and invite them to participate.
3. IAA Board of Directors approves the final election slate.

4. Election Process Overview (continued)

4. The IAA Executive Director creates the electronic ballot and ISA distributes it to our members.

5. Membership votes.
6. The IAA President contacts all candidates with the final results.
7. Winners are introduced and start their term at the IAA Annual Conference.

5. Annual Election Schedule

The following is the rough schedule for the election cycle.

- **January 2:** Begin sending out nomination applications in each monthly e-blast and newsletter until slate is filled.
- **June:** End call for nominations; all nominations must be received by this date. All submitted candidates are reviewed by the Nominations Committee and the Executive Director to confirm they meet the requirements.
- **June:** Board approves final slate of candidates during summer board meeting to present to membership for voting.
- **August:** Election announced. Voting open.
- **August – September:** Voting period.
- **October:** End of voting; e-ballots are counted.
- **October:** The IAA President notifies all the candidates of the final election results.
- **Annual Conference:** Newly elected Directors start their term and are introduced at the IAA Annual Conference & Trade Show.

6. Nomination Procedures

Nominating Committee: The Nominating Committee shall consist of the immediate past president as chairperson and two members of the Chapter as appointed by the president.

Members: Any member who meets the leadership expectations above may nominate themselves for election to the Board of Directors by following the procedure below.

Sitting Directors: Any director whose seat is coming up for election may nominate themselves for reelection by following the procedure below. Directors in elected seats currently serving on the Board whose seats are not coming up for election may not nominate themselves for election to a different seat.

Procedure: Any member who meets the leadership expectations above may request that a nomination package be emailed to them at any time during the nomination period. The request should be sent by email to the Executive Director of the IAA. The package will be emailed within three business days.

The nomination package will include:

- Constitution & Bylaws
- The Nominations Application
- Election P & P Manual
- IAA Annual Report from most recent year

Candidates should print, sign, and fax or email back the nomination application with a photo of themselves on or before the nomination deadline, June XX, XXXX.

All nominees are required to certify:

1. That they meet the leadership expectations to serve as a Director.
2. That they have read the Bylaws of the IAA and agree to be bound by its terms.
3. That they acknowledge the responsibilities and expectations of a Director.
4. That they have read the IAA Election Policies and Procedures Manual.
5. That they are a current ISA and IAA member in good standing.

Note that all governing documents and past annual reports are available from the IAA website:

<http://illinoisarborist.org/about-us/chapter-information/>

7. Candidates' Biographies/Statement

Each candidate will have the opportunity of providing a biography/statement and a photo that will be included in the IAA e-ballot and e-mailed to members as part of the election materials.

Please write your bio in third person. Writing in third person is writing from a third-person point of view, or outsider looking in, and uses pronouns like he, she, it or they. While first person comes across more personal, third person gives you the opportunity to use your full name and provides flexibility and objectivity.

Example: John Doe has been a utility arborist for 30 years. John has also served on many committees.

The biographies/statements may be no more than 400 words long. Any biographies/statement longer than 400 words will be returned to the candidate and the candidate will be asked to provide a shorter one. If no biography/statement of 400 words or less is provided before the close of nominations, the election materials will state that no biography/statement was provided.

Candidates are advised to maintain a professional tone focus to their biographies/statements on their personal philosophy, priorities, and goals for the organization (e.g., 3/4 of statement). It is acceptable for candidates to provide some background on themselves (e.g., 1/4 of statement).

Candidates must send their biographies/statements to the Executive Director via email to april@illinoisarborist.org or before the close of nominations, June XX, XXXX.

Tips for writing your bio:

Start with an introduction: Who are you? Begin with background info. Try to include some qualities that separate you from your opposition. Keep it positive and perhaps touch on some issues that are of concern to voters.

Describe your experience: What experiences in your personal, professional, and political life have helped shape you and made you the person you are today? Discuss your education, job titles, community and civic work, awards, and other offices you have held.

Add personal detail: A little bit about you goes a long way. Voters want to know about you, but maybe not every detail of your life.

What is it that you want to accomplish during your time in office? End on a strong note – a strong statement about your purpose for running and what you hope to accomplish in the office you seek. Be inspirational, be specific in what issues you hope to tackle.

No candidate's biography/statement will be edited for any reason. However, the Executive Director reserves the right to require edits or revisions if it is deemed that a candidate's biography/statement contains inaccuracies, false statements, or inappropriate language or content.

8. Nomination Deadline

Candidates must return their signed nomination application via fax or email and candidate statement via email by close of business on June XX, XXXX.

9. Nomination Procedures

Withdrawal: Candidates who wish to withdraw from the election before the election materials are emailed to members should notify the Executive Director of the IAA promptly.

Candidate Confirmation: Nominations that are confirmed and verified by the Executive Director are eligible to become candidates. Candidates are selected for the final slate by the immediate past president and his nomination committee. The Nomination Committee, convened on an ad hoc basis, will review the candidate statements, conduct interviews as needed, and will put forward a final slate of candidates. The Past President shall recommend the final slate of candidates, and that slate must be ratified by the IAA Board of Directors.

Election Materials: Prior to the commencement of voting in August, election materials will be sent to all IAA members who are eligible to vote. Voting members must be a current ISA and IAA member in good standing. The materials will include the candidates' biographies/statements and a photo and a web link to a unique online voting ballot. The ballot will indicate the number of open seats and will list the names of candidates in alphabetical order, with equal prominence given to each.

Voting Procedure: IAA directors are elected by "approval voting", in which members are entitled to vote for as many or as few candidates on the ballot as they like, including all or none, regardless of the number of seats open for election. The candidates receiving the most votes will be elected.

Each member should mark his or her online ballot and submit it prior to the voting deadline, in October. The online ballot will prevent members from repeat voting.

Election Verification: After voting closes end of business in October, the IAA Executive Director will review the results provided from ISA and inform the IAA President of the winners.

Election Results: The results of the election will be announced to the membership during the first day of the Annual Conference. All candidates on the Ballot will be notified by the IAA President via phone whether they were elected as soon as possible after the results have been finalized.

10. Withdrawal or Disqualification

Withdrawal Procedure: Candidates who want to withdraw from the election after the election materials have been emailed to members should notify the Executive Director immediately. In the event the candidate wishes to withdraw after the election has commenced, contact the Executive Director immediately.

Disqualification: Candidates may be disqualified for their participation in the board election if any information provided during the nomination process is determined, by the IAA Board, to be inaccurate or fraudulent.

Effect of Withdrawal or Disqualification: If any candidate withdraws or is disqualified from the election before the ballots have been counted, votes for the candidate will not be counted. If a winning candidate withdraws or is disqualified after the ballots have been counted and before he or she has taken his or her seat, the non-winning candidate receiving the next highest number of votes will be elected. If no non-winning candidate is available, the IAA Board of Directors shall have the power to elect someone to that seat until the next election.

Illinois Arborist Association

Call for Nominations XXXX-XXXX

Illinois Arborist Association is looking for dependable people to run for the Board of Directors. All nominees must be an active member of the Illinois Arborist Association and the International Society of Arboriculture.

If you are interested, please take a moment to read the responsibilities and submit the form attached.

Vice President

The Vice President shall assist the President, and, in the event of the absence disability of both the President and the President-Elect, shall perform his/her duties. He/She shall serve as chairperson of the Chapter Membership Committee. This is a four-year term consisting of Vice President, President Elect, President, and Past President. The Vice President will moderate open sessions during the annual conference.

Commercial Director

The Commercial Director shall become familiar with prevailing problems of the commercial arborists in the Chapter area and lend support to the development of solutions to these problems.

Help secure speaker for the commercial track of the annual conference. Moderate the commercial track at the annual conference. Provide articles that would be of interest to your constituents for the Illinois Trees newsletter. This is a **two-year** term beginning at the Annual Meeting.

Industrial Director

The Industrial Director shall work with the program committee to ensure that there are vendors to attend and support the IAA Annual conference, and to help secure sponsorship for all annual IAA events. This is a **two-year** term beginning at the Annual Meeting.

ISA CoR Rep

Represents the Illinois Arborist Association on the Council of Representative. This individual is required to attend two ISA Council meetings annually – (the annual conference and winter meeting). They provide reports at board meetings on ISA international activities and solicits Board input as needed, regarding decisions facing the ISA CoR. This is a **three-year** term beginning at the Annual Meeting.

Municipal Director

The Municipal Director shall become familiar with the prevailing problems encountered in municipal arboriculture/urban forestry in the Chapter area and lend its support to the development of solutions to these problems. A monthly luncheon for education and social contacts with the Chicago-area urban foresters (NEMF) and Moline area urban foresters (NWMF) should be continued. Assistance and promotion of other area gathering should be offered. Help secure speaker for the municipal track of the Annual Meeting. Moderate the municipal track at the Annual Meeting. Provide articles that would be of interest to your constituents for the Illinois Trees newsletter. This is a **two-year** term beginning at the Annual Meeting.

Program Director

The Program Director develops a suitable educational program for the Summer Conference and the Annual Meeting. They shall promote and advance the education of the IAA Members and professionals and others interested in arboriculture and urban forestry. They will develop, promote, and hold continuing education events as needed. They will be responsive and responsible to the membership needs. This is a **three-year** term beginning at the Annual Meeting.

Research Chair

The Research Director shall seek ways and means to initiate and further scientific investigation of the various problems of arboriculture and/or allied supporting disciplines and shall prepare publications and compile information of interest and value. They will help secure speakers for the General Session of the Annual Meeting. They will prepare an educational exhibit for the Annual Meeting. This is a **two-year** term beginning at the Annual Meeting.

Utility Chair

The Utility Director shall become familiar with the prevailing problems encountered by public utility arborists in the Chapter area and lend its support to the development of solutions to these problems. They shall Provide one article per year for the Illinois Trees newsletter. They will help secure speakers for the utility track of the Annual Meeting as well as moderate the utility track at

the Annual Meeting. They will assist in obtaining utility and utility contractor sponsorship for IAA events. This is a **two-year** term beginning at the Annual Meeting.

Meeting Attendance

When elected, new Board members will attend a Day and a half orientation and strategic planning session with the Board of Directors. The Board meets bi-monthly, and all dates are established at the first board meeting of the year. Board members are expected to attend most primary member events (e.g., major meetings and Annual Meeting) and as many secondary events (e.g., ITCC, Golf Outing, Seminars) as feasible.

Leadership Expectations

As the governing body of the IAA, the Board of Directors has a great deal of responsibility. Beyond the commitment to be prepared for and attend meetings, and be engaged in the work of the organization, Directors understand that:

- Board members must be qualified, informed, and experienced representatives that exemplify the highest standards of professional ethics, volunteerism, and commitment to the association and its related profession.
- Board members are expected to take an active role in all member activities and attend as many major meetings as feasible.
- Board members are expected to fulfill their liaison assignments.
- Board members are expected to engage, participate, and contribute to discussions and debates.
- Board members should volunteer for special assignments and task forces as needed.
- Board members should be *strategic thinkers* and look at the "big picture" of the IAA's vision, mission, and strategic initiatives, free of "private agendas."
- Board members must focus on the mission of the IAA and strive to keep it relevant and meaningful.
- Board members provide financial oversight, and ultimately have fiduciary responsibility over the organization.
- Board member must ensure legal and ethical integrity and maintain accountability.
- Board members should ensure the IAA has adequate resources to fulfill its mission.
- Board members determine, monitor, and strengthen the organization's programs and services.
- Board members oversee, evaluate, and direct the Executive Director.

Questions?

If you have any questions regarding board service, contact the Nominating Committee Chair, your info here: xxx-xxx-xxxx, your inquiry will be confidential.

Nomination Application for the Illinois Arborist Association's Board of Directors

All nominees must complete this form and **e-mail or online** it to the April Toney by June XX, XXXX. **One-page (single-sided) page is permitted per question if you need additional space.** All information will be confidential and reviewed only by the committee. Please provide a photo of yourself as well.

E-Mail to: april@illinoisarborist.org

Phone: 877-617-8887

FAX: 262-857-6677

The Nominating Committee will meet in the spring and announce its candidates for officer and director positions after the summer board meeting. If no additional nominees are received via petition by June XX, XXXX, the nominees will be elected for the ballot. The elected candidate will be introduced at the IAA Annual Conference that takes place at the Holiday Inn in Tinley Park on Month XX, XXXX

I. NOMINEE IDENTIFICATION

Name _____

Title _____

Organization _____

Address _____

City/State/Zip _____

Phone (_____) _____ Fax (_____) _____ E-mail _____

Position you are interested in serving in: _____

Nominee statement of why they would like to serve in the selected position:

Nominee Biography (please write the bio in 3rd person i.e., John Doe has been an arborist for XX years and one of his goals is to promote the arboriculture profession to high school students):

**Feel free to use a separate sheet of paper if needed.*

I have reviewed the IAA bylaws and Nominating Committee comments regarding service on the Board of Directors board. I agree to the purpose, mission and goals of the IAA and understand the requirements and protocol of Board service. If nominated and elected, I shall fulfill the expectations of the IAA Board Members to my best ability. I (and/or my employer) will support the time, travel, and minimal travel expenses to fulfill the expectations of IAA Board Members.

Nominee's Signature _____ Date _____

Submit this document and a photo by e-mail or online by June XX,

to: April Toney

april@illinoisarborist.org

FAX: 262-857-6677

1.4 Committees

1.1.4 Standing Committees/Ad-hoc Committees.

STANDING COMMITTEES.

- 1. Executive Committee.** The Executive Committee shall be composed of the Chapter officers and the ISA Representative and immediate past president as ex-officio members.
- 2. Nominating Committee.** The Nominating Committee shall consist of the immediate Past President as chairperson and two members of the Chapter as appointed by the president.
- 3. Membership Committee.** The Membership Committee shall consist of the Vice President of the Chapter who shall act as chairperson. Other members of the committee shall be appointed by the president.
- 4. Program Committee.** The Program Committee shall consist of the Program Director and additional members who shall be appointed by the Program Director. The Program Committee shall develop a suitable program for the annual convention.
- 5. Finance Committee.** The Finance Committee shall consist of the Treasurer as appointed by the president and the Chapter officers and the ISA Council of Representatives Director and immediate past president as ex-officio members.
- 6. Awards Committee.** The Awards Committee shall consist of the Vice President of the chapter who shall act as chairperson. The Awards Committee shall be responsible for the selection of appropriate candidates for presentation of Chapter awards. Five award categories shall be established, the Award of Merit, the Honorary Life Membership, the Gold Leaf Award, the Special Recognition Award and the

William Bolt Jr. Volunteer of the Year Award. The Committee may recommend additional award categories which shall be established with the approval of two-thirds vote of the Board of Directors at any duly authorized meeting.

The Award of Merit shall be the highest honor bestowed by the Chapter to recognize outstanding service in advancing the principles, ideas, and practices of arboriculture. The Award shall be granted to only active and senior members of the Chapter that made material contributions to arboriculture, either through work in the organization, research, field practice, or promotion. The Award shall be limited to not more than one individual annually. The recipient of this award shall also be granted a life membership in the Chapter.

The Honorary Life Membership award shall be granted only to active and senior members of the Chapter who have substantially contributed to the progress of arboriculture and have given unselfishly of their efforts in supporting and promoting the objectives of the Chapter and the International Society of Arboriculture. The award shall be limited to not more than one individual annually.

The Gold Leaf Award may be given to more than one individual or organization annually. It was originally intended to recognize outstanding Arbor Day programs or projects, but now has been expanded to include outstanding contributions to environmental protection and conservation.

The Special Recognition Award was initiated to honor those individuals whose efforts in support of urban forestry and arboriculture are worthy of special consideration.

The Volunteer of the Year Award was created in loving memory of William Bolt Jr. to recognize the selfless dedication and time donated by the volunteers who show a loyal commitment to our organization.

The Awards Committee is responsible for recommending candidates for awards to the Board of Directors three months prior to the annual meeting. Approval of candidates for award categories shall require a two-thirds vote of the Board of Directors voting. Voting may be completed by mail ballot or e-ballot sent by the Executive Director or at a regular Board of Directors meeting.

7. Workforce Development Committee

Committee Purpose

“Promoting opportunities in tree care and connecting the arboriculture industry with the work force”

Primary Tasks & Goals

- Promoting careers in tree care

- Exposing the spectrum of opportunities in arboriculture
- Engaging with the future of arboriculture

1.4.2 Conflict of Interest - repeat

1.4.3 Volunteer Code of Conduct

Member and Volunteer Code of Conduct Policy

The Illinois Arborist Association (IAA) values the dedication and contributions of our volunteers. To ensure a positive and respectful environment for everyone involved, we have established this Volunteer Code of Conduct as a guideline for acceptable behavior and standards. By volunteering with us, you agree to adhere to the following principles:

1. **Respect and Inclusivity:** Treat all individuals with dignity and respect, regardless of race, ethnicity, religion, gender, sexual orientation, age, ability, or any other characteristic. Embrace diversity and create an inclusive atmosphere where everyone feels valued and welcomed.
2. **Professionalism:** Conduct yourself in a professional manner at all times. Uphold high standards of integrity, honesty, and accountability. Represent the IAA positively in your interactions with fellow volunteers, staff, participants, and the community.
3. **Collaboration and Teamwork:** Work collaboratively and cooperatively with others. Value the perspectives and contributions of your fellow volunteers. Foster a supportive environment that encourages teamwork and effective communication.
4. **Confidentiality:** Respect and maintain the confidentiality of sensitive information related to the organization, volunteers, participants, donors, and any proprietary or private matters. Do not disclose confidential information without proper authorization.
5. **Safety and Well-being:** Prioritize the safety and well-being of yourself and others. Follow safety guidelines, procedures, and instructions provided by the organization. Report any concerns regarding safety hazards, risks, or incidents promptly to the appropriate authority.
6. **Adherence to Policies and Procedures:** Familiarize yourself with and comply with all organizational policies, procedures, and guidelines relevant to your volunteer role. Seek clarification if you have questions or uncertainties about any policies.
7. **Conflict Resolution:** Handle conflicts or disagreements constructively and respectfully. If conflicts arise, seek resolution through appropriate channels, such as discussing concerns with a designated authority.
8. **Professional Development:** Take advantage of learning opportunities and training provided by the organization to enhance your skills, knowledge, and effectiveness as a volunteer.
9. **Commitment and Reliability:** Fulfill your volunteer commitments punctually and reliably. If unable to fulfill your obligations, notify the appropriate person in advance as much as possible.
10. **Compliance with Laws and Regulations:** Abide by all applicable laws, regulations, and ethical standards while representing the IAA as a volunteer.

By volunteering with the IAA, you acknowledge that failure to comply with this Code of Conduct may result in the termination of your volunteer role.

Thank you for your commitment to upholding these principles and contributing positively to our mission and community.

1.5 IAA Council of Representative

1.6 Staff and Volunteer Relationship and Roles

1.7 Awards

Awards Committee. The Awards Committee shall consist of the Vice President of the chapter who shall act as chairperson. The Awards Committee shall be responsible for the selection of appropriate candidates for presentation of Chapter awards. Five award categories shall be established, the Award of Merit, the Honorary Life Membership, the Gold Leaf Award, the Special Recognition Award, and the William Bolt Jr. Volunteer of the Year Award. The Committee may recommend additional award categories which shall be established with the approval of two-thirds vote of the Board of Directors at any duly authorized meeting.

The Awards Committee is responsible for recommending candidates for awards to the Board of Directors three months prior to the annual meeting. Approval of candidates for award categories shall require a two-thirds vote of the Board of Directors voting. Voting may be completed by e-vote sent by the Executive Director or at a regular Board of Directors meeting.

The chair shall:

- Set committee goals for the year.
- Review award applications on a regular basis to ensure their relevance.
- Assist with the announcements and presentation of the awards during the Annual Conference.

Nomination Process:

IAA staff will send out a notice soliciting award nominations to the general membership in January, March, and June.

All submissions received will be reviewed and compiled by the Awards Chair. Subsequently, these submissions will be presented to the IAA Board of Directors for evaluation and approval during the board meeting held in conjunction with the IAA Summer Conference which is typically held in July.

Prior to the July board meeting, the Awards Chair will send a report that will include the details of each nominee, the rationale behind their nomination, and the specific

award category for which they are being nominated. If an award category is not chosen, the chair will make a recommendation.

All outgoing Board Members receive a “Board of Director Award”, and the Past President receives the Past President’s Award. All outgoing Board Members applicable employers receive a Certificate of Appreciation for providing their employees time for their active participation with IAA.

Once the awards are approved by the IAA Board of Directors, the Executive Director assumes the responsibility of initiating the production process and ensuring that the awards are created in time for their distribution during the IAA Annual Conference Awards Ceremony.

The Awards program presents excellent opportunity for those who earn their livelihood in the arboricultural profession to be recognized for their accomplishments. Please take a moment to nominate a deserving individual, project and/or program for an award in the field of arboriculture. Awards will be presented at the IAA Annual Conference held at the Tinley Park Convention Center in Tinley Park on XX-XX-XXXX.

10.1 Award Categories

11. Award of Merit

The *Award of Merit* is the highest honor bestowed by the Chapter. It is given in recognition of outstanding service in advancing the principles, ideals, and practices of arboriculture. The award is granted only to active or senior members of the Chapter that have made material contributions to arboriculture, either through work in the organization, research, field practice, or promotion. The award is limited to one individual annually.

12. Honorary Life Membership

The *Honorary Life Membership Award* is granted only to active or senior members of the Chapter, who have substantially contributed to the progress of arboriculture, and who have given unselfishly to their efforts in supporting and promoting the objectives of the Chapter and the International Society of Arboriculture. The award is limited to one individual annually.

13. Gold Leaf Award

The *Gold Leaf Award* may be given to more than one individual or organization annually. It was originally intended to recognize outstanding Arbor Day programs or projects, but now has been expanded to include outstanding contributions to environmental protection and conservation.

14. Special Recognition Award

The *Special Recognition Award* was initiated to honor those individuals whose efforts in support of urban forestry and arboriculture are worthy of special consideration.

The William Bolt Jr. Volunteer of The Year Award

The *Volunteer of the Year Award* was created in loving memory of William Bolt Jr. to recognize the selfless dedication and time donated by the volunteers who show a loyal commitment to our organization.

2024 IAA Award Nomination Form

Deadline: July 8, 2024

This form will be provided online.

1. Nominee (Individual or group):

2. Reason for nomination (attach 8 ½ X 11 sheet if necessary):

3. Award Category (if left blank, the awards committee will determine appropriate category): _____

4. Nominated by: _____

Address: _____

Telephone Number: _____

2.1 Member Code of Conduct

Member and Volunteer Code of Conduct Policy

The Illinois Arborist Association (IAA) values the dedication and contributions of our volunteers. To ensure a positive and respectful environment for everyone involved, we have established this Volunteer Code of Conduct as a guideline for acceptable behavior and standards. By volunteering with us, you agree to adhere to the following principles:

11. **Respect and Inclusivity:** Treat all individuals with dignity and respect, regardless of race, ethnicity, religion, gender, sexual orientation, age, ability, or any other characteristic. Embrace diversity and create an inclusive atmosphere where everyone feels valued and welcomed.
12. **Professionalism:** Conduct yourself in a professional manner at all times. Uphold high standards of integrity, honesty, and accountability. Represent the IAA positively in your interactions with fellow volunteers, staff, participants, and the community.
13. **Collaboration and Teamwork:** Work collaboratively and cooperatively with others. Value the perspectives and contributions of your fellow volunteers. Foster a supportive environment that encourages teamwork and effective communication.
14. **Confidentiality:** Respect and maintain the confidentiality of sensitive information related to the organization, volunteers, participants, donors, and any proprietary or private matters. Do not disclose confidential information without proper authorization.
15. **Safety and Well-being:** Prioritize the safety and well-being of yourself and others. Follow safety guidelines, procedures, and instructions provided by the organization. Report any concerns regarding safety hazards, risks, or incidents promptly to the appropriate authority.
16. **Adherence to Policies and Procedures:** Familiarize yourself with and comply with all organizational policies, procedures, and guidelines relevant to your volunteer role. Seek clarification if you have questions or uncertainties about any policies.
17. **Conflict Resolution:** Handle conflicts or disagreements constructively and respectfully. If conflicts arise, seek resolution through appropriate channels, such as discussing concerns with a designated authority.
18. **Professional Development:** Take advantage of learning opportunities and training provided by the organization to enhance your skills, knowledge, and effectiveness as a volunteer.
19. **Commitment and Reliability:** Fulfill your volunteer commitments punctually and reliably. If unable to fulfill your obligations, notify the appropriate person in advance as much as possible.
20. **Compliance with Laws and Regulations:** Abide by all applicable laws, regulations, and ethical standards while representing the IAA as a volunteer.

By volunteering with the IAA, you acknowledge that failure to comply with this Code of Conduct may result in the termination of your volunteer role.

Thank you for your commitment to upholding these principles and contributing positively to our mission and community.

2.2 Diversity, Equity, and Inclusion

Diversity, Equity, and Inclusion Policy

The Illinois Arborist Association (IAA) is committed to fostering a diverse, equitable, and inclusive environment for all individuals engaged with our organization. We recognize the intrinsic value of diversity and understand that promoting equity and inclusion enhances our mission and strengthens our community. Therefore, we strive to:

1. **Embrace Diversity:** Celebrate and embrace diversity in all its forms, including but not limited to race, ethnicity, gender, age, sexual orientation, disability, religion, socio-

economic status, and cultural background. Value the unique perspectives, experiences, and talents that everyone brings to our association.

2. **Promote Equity:** Ensure fairness and justice in all aspects of our association's operations, including recruitment, selection, promotion, and engagement. Identify and address systemic barriers and inequities that may prevent equal access and opportunities for all members.
3. **Foster Inclusion:** Cultivate an inclusive environment where all individuals feel welcome, respected, and valued. Create spaces for open dialogue, collaboration, and engagement that empower diverse voices and perspectives.
4. **Accountability and Transparency:** Hold ourselves accountable for upholding diversity, equity, and inclusion within our association's policies, practices, and decision-making processes. Provide transparency in our efforts to promote diversity, equity, and inclusion, regularly communicating progress, challenges, and goals to our members.
5. **Non-Discrimination:** Prohibit discrimination, harassment, or any form of unfair treatment based on race, ethnicity, gender, sexual orientation, disability, religion, or any other characteristic protected by law or our guiding principles.
6. **Continuous Improvement:** Regularly assess and evaluate our DEI efforts, seeking feedback from our members and stakeholders to continually improve our practices. Adapt and evolve our strategies to address the changing needs and dynamics of our diverse community.

By aligning with this Diversity, Equity, and Inclusion Policy, our association aims to create a welcoming and supportive environment where every individual feels valued, respected, and empowered.

2.3 Equal Employment Opportunity and Anti-Harassment Policy

The Illinois Arborist Association is committed to providing equal employment opportunities and maintaining a work environment that is free from discrimination and harassment. This policy applies to all board members, staff, volunteers, and individuals associated with the Illinois Arborist Association.

Equal Employment Opportunity:

The Illinois Arborist Association is an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, marital status, disability, or any other legally protected status. Employment decisions are made based on qualifications, skills, and job performance.

Anti-Harassment Policy:

The Illinois Arborist Association strictly prohibits any form of harassment in the workplace. Harassment includes any unwelcome verbal, physical, or visual conduct based on an individual's protected status, including but not limited to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or any other protected characteristic.

Types of Harassment:

Harassment can take various forms, including, but not limited to:

1. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct of a sexual nature.
2. **Verbal Harassment:** Derogatory comments, slurs, jokes, or offensive language related to an individual's protected characteristics.
3. **Visual Harassment:** Offensive posters, cartoons, or materials that create an uncomfortable or hostile work environment.
4. **Physical Harassment:** Unwanted physical contact, such as touching, patting, or brushing against an individual's body.
5. **Retaliation:** Any adverse action taken against an individual for reporting harassment or participating in an investigation.

Reporting Procedures:

If you experience or witness any form of harassment, you are encouraged to report it promptly. You can report harassment to the President, Executive Director, or a board member, or a designated point of contact within the organization.

All reports will be treated confidentially to the extent possible. Reports will be investigated promptly, thoroughly, and impartially.

Non-Retaliation:

The Illinois Arborist Association strictly prohibits retaliation against any individual for making a good-faith report of harassment, participating in an investigation, or assisting others in reporting harassment. Retaliation is a violation of this policy and will be subject to appropriate disciplinary action.

Consequences of Violating Policy:

Violations of this policy may result in disciplinary actions, up to and including termination of employment, removal from volunteer positions, or other appropriate

sanctions, as determined by the Illinois Arborist Association Board of Directors. The severity of the action will depend on the nature and severity of the violation.

Conclusion:

The Illinois Arborist Association is committed to fostering a workplace that values diversity, promotes inclusion, and respects the dignity of all individuals. This policy reflects our commitment to maintaining a harassment-free and discrimination-free environment for everyone associated with our organization.

Acknowledgement and Agreement:

By signing below, I acknowledge that I have received, read, and understand the Illinois Arborist Association Equal Employment Opportunity and Anti-Harassment Policy. I agree to comply with this policy and understand my obligation to report any violations of the policy promptly.

I further acknowledge that I have had the opportunity to ask questions and seek clarification regarding any aspect of this policy. I understand that failure to comply with this policy may result in disciplinary actions as outlined in the policy.

Member/Volunteer Name: _____

Signature: _____

Date: _____

2.4 Member classes and fees

The membership of this Chapter shall consist of Active, Senior, Student, Honorary, Honorary Life, Affiliate Chapter and Associate members.

1. Active Membership shall be restricted to active members of ISA. Active members of the Chapter shall maintain membership in ISA and shall pay annual dues to the Chapter. They shall have voting power on all matters coming before the Chapter. They shall be eligible to hold any elective or appointive office. They shall receive without charge one copy of the Chapter newsletter and one copy of the Proceedings of the Annual Meeting, if printed.
2. Senior Membership shall be restricted to senior members of ISA. They shall pay annual dues to the Chapter and have all privileges of active members.

3. Student Membership shall be restricted to student members of ISA. They shall pay Chapter dues as designated by the Executive Committee.
4. ISA Honorary and Honorary Life Membership shall be recognized by the Chapter. Honorary and Honorary Life members of ISA who are Chapter members shall have all the privileges of active Chapter members for life without payment of dues.
5. Affiliate Chapter Membership is available to an individual wishing to affiliate with the Chapter without becoming a member of ISA. Affiliate members shall pay dues to the Chapter. They shall have no voting privileges or right to hold office. They receive without charge one copy of the Chapter newsletter and one copy of the Proceedings of the Annual Meeting, if printed.
6. Associate Membership shall be limited to sole proprietorships, companies, partnerships, or corporations engaged in arboricultural work and the manufacture and/or distribution of equipment and supplies for arboricultural work. Associate members are entitled to five (5) affiliate members whose names shall be provided to the executive director at the time of application. Changes in names of members may be made at time of annual dues billing. Additional members may be added at the same dues amount as is paid for affiliate membership. This membership category is limited to one membership per firm.

Associate members shall pay annual dues to the Chapter as is determined by The Executive Committee. They shall have no voting privileges or right to hold office. They receive one copy of the Chapter newsletter and one copy of the Proceedings of the Annual Meeting, if printed, for each person in this membership category. They shall be entitled to individual member rates for all Illinois Arborist Association events and programs.

Illinois Arborist Association (IAA) – Chapter of the International Society of Arboriculture
Policies & Procedures Manual
Section 3
Certification

3.1 Certification Liaison

Duties:

- Follow ISA set procedures for chapter certification liaison as outlined in “Certification Liaison Manual”.
- Assign CEUs to any and all education sessions in the state of IL that has appropriate assignable content.
- Provide full service CEU assignment, sign-up sheets delivery and collection and mailing for IAA assigned CEUs.
- Provide reports to the IAA board on liaison activity.
- Attend the annual Liaison meeting held by the ISA.
- Report illegal use of any certification credentials (logos, inferences, wording, etc).
- Assign CEUs for CTSP credits for all IAA events

- Train successor for 2 months after they assume office. Be available after that time for additional questions as necessary.

Requirements:

- Must be a certified arborist
- Available for a 3 year term
- Have and be able to use the ISA website for CEU assignment
- Must be an IAA member and an ISA member

Time Commitment:

- Up to 40 hours per year for regular in state(IL) and IAA administrative work
- 2 Full days each fall for the annual Certification Liaison meeting
- IAA Certification Liaison shall serve no more than two (2) consecutive three year terms

3.2 Chapter Proctors

3.3 CEU's

3.4 ISA Certification Board

3.5 Certified Arborist for Hire Policy

Illinois Arborist Association (IAA) – Chapter of the International Society of Arboriculture

Policies & Procedures Manual

Section 4

Education and Training

4.1 Advanced Training

4.2 CEU Policy

IAA Policy for assigning Continuing Education Units for the Arborist Certification Program.

The Illinois Arborist Association (IAA) is committed to providing opportunities for certified arborists to earn Continuing Education Units (CEUs) in a fair and transparent manner. This policy outlines the guidelines for assigning CEUs for non-chapter training events and conferences/workshops.

1. CEU Fees: IAA will charge a fee of \$10 per CEU code for non-chapter training events. The maximum fee for conferences is \$135.

Requirements for entities requesting CEUs for their educational sessions:

Submission of Event Agenda: For CEUs to be awarded, organizations conducting non-chapter training events, conferences, or workshops must submit the event agenda to IAA at least five business days prior to the event. The agenda should include the following information:

- Date and time of each talk or presentation
- A detailed description of each talk or presentation
- Address of the location
- Speaker Name(s)
- E-mail contact to send the CEU sheets to.

CEU Codes for Talks: CEU codes cannot be used for the same talks or presentations that are repeated on different dates during the same year. A separate CEU code would be required for each distinct date.

Invoice and CEU Code Issuance: IAA will send an invoice to the submitting organization along with the corresponding CEU sign-in sheets at least 48 hours in advance of the event, provided that the event meets the CEU criteria outlined in this policy.

Evaluation and Award of CEUs: IAA will evaluate the submitted agenda to ensure it complies with the ISA CEU guidelines. Upon successful evaluation, IAA will issue CEU codes based on the total number of talks or presentations within the event that directly relate to trees and/or tree care. The number of CEUs awarded will be calculated as follows: 1 CEU for every hour presentation, no talk less than 30 minutes will be considered for Credit i.e., 15-minute talks will not be worth .25 CEUs unless the time is included in a longer talk.

CEU Recordkeeping: Organizations applying for CEU codes must keep records or the sign-in sheets from the event for 3 years. They must also send the Signed CEU sheets immediately following their event directly to ISA, in addition to the Illinois Chapter to ensure that all attendees receive their CEUs to stay certified.

This CEU policy will be subject to periodic review and updates as necessary to ensure its continued effectiveness.

This Continuing Education Unit Policy for Arborist Certification is designed to ensure that CEUs are awarded fairly and consistently to certified arborists attending non-chapter training events, conferences, and workshops. IAA is committed to maintaining high standards for continuing education in the field of arboriculture.

4.3 Publications

4.4 Project development

Illinois Arborist Association (IAA) – Chapter of the International Society of Arboriculture
Policies & Procedures Manual
Section 5
Approved on 12/11/23

IAA Tree Climbing Championship

5.1 **Purpose:** Develop, plan, organize, and provide the operational support needed for the IAA Annual TCC, including the selection, and directing of committee members.

5.2 **Committee:**

Committee Structure

The Tree Climbing Championship Committee - composition of the committee will have aim to have coverage of the following industry segments: utility, municipal, commercial, landscape/nursery, advertisers/suppliers, and students. Geographic regions should also be considered. There will be a minimum of 5 members PLUS the Committee Chair.

- Chair: Appointed by the President with guidance from the committee
- Secretary: will take notes at all full committee meetings, normally a paid staff member
- Member: Any member of the IAA Chapter in good standing.

No more than 1/3 of the committee will turnover within a 12-month period; term limits may be extended to accommodate any period of unusually high turnover.

Responsibilities

Committee:

1. Through the direction of the Committee Chair, the TCC Committee will work to provide a competitive and educational event for working arborists to demonstrate and exchange new climbing techniques, increase the interaction between various firms and members in the industry, and provide positive public exposure for the profession.
2. Ensure events are run safely and according to industry best practices.
3. Members should stay up to date and informed on tree climbing regulations and practices including but not limited to ANSI, OSHA or other applicable national or local authorities.
4. The Chair, Committee, and Board of Directors shall refer latest ISA official documentation (Including “How to conduct a chapter tree climbing competition”) and current ISA international rules to be used as a guideline for procedure purposes in running chapter TCC events.

Committee Chair:

1. The Committee Chair and the Board of Directors work together to select the site for the event. Works through the Executive Director to secure written permissions and all required permits and contracts, and make sure insurance requirements are met.
2. Recruit committee members to serve on TCC Committee. The Chair shall schedule committee meetings as necessary. Chair will set meeting agendas and facilitate committee meetings
3. Oversees any sub-committees, appoints sub-committee chairs, and works with sub-committee chairs to recruit and place new committee members

4. The Chair and the executive director shall ensure all related equipment and inventory is maintained.
5. The Chair is responsible for selecting the competition trees ensuring that they are pruned prior to the event.
6. The Chair is responsible for setting up the events prior to the competition day as well as making sure the park is ready for the competition.
7. The chair is responsible for coordinating post event clean-up.
8. Works with IAA staff for event and event shirt purchases, and event publicity.
9. Works with Executive Director to maintain and updates a complete TCC sponsor, exhibitor, and volunteer contact lists
10. Recruit volunteers to help with set up and coordinating climbing competition.
11. Coordinate prizes and awards for competition winners.
12. The Chair shall ensure a liaison attends all Chapter board meetings, submits reports on progress to the BOD, submits information to the website manager and the newsletter editor for publication.
13. The Committee chair shall be knowledgeable about the latest tree climbing regulations, equipment, and techniques.
14. Acts as the liaison to the International Tree climbing championship committee and shall keep the BOD informed on all current and pertinent related information.
15. Works closely with IAA staff to establish a work plan, develop a budget and monitor and assess progress.
16. Train successor for 2 months after they assume role. Be available after that time for additional questions as necessary.

Secretary

1. Provides written notes summarizing all meetings and conference calls
2. Distributes meeting minutes after meetings
3. Works with Chair to set meeting agenda and distribute appropriate documents prior to all meetings
4. Coordinate all meeting logistics

Members

1. Actively participate in meetings and requests for review or feedback. Must comply with attendance policy outlined below.
2. Perform assigned tasks in a timely manner.
3. Expected to publicly support positions and projects adopted by the committee.

IAA Staff

1. Sign necessary agreements with park.
2. Obtain necessary insurance (event and accident).
3. Order t-shirts - one color for competitors and a different color for officials. Climber shirts to have "Climber" under the IAA logo on the front of the shirt.
4. Order award plaques and prizes.
5. Notify membership of event and registration details on website, in the Newsletter and additional e-blasts. Suppliers are sent exhibit & sponsor information.
6. Provide list of area hotels.
7. Arrange for food or food trucks to be on site for volunteers to purchase. IAA may provide complimentary water and lunches.
8. Bring all inventory plus approximately 10 cases of water, coolers, and ice for the weekend.

9. Bring computer and printer for scoring.

Committee Policies

- Committee members shall disclose any potential conflict of interests. Chairs are required to sign an ISA conflict of interest statement.
- The committee will meet between five and ten times per year. One meeting will be held face-to-face and the rest of the meetings will hold via conference call.
- The committee may, at its discretion with majority vote, replace committee members who do not actively participate. Non-participation in three consecutive meetings/conference calls shall lead to replacement unless prior arrangements for absence have been approved by the Chair.
- Terms of office shall be staggered and are effective at the close of the IAA annual conference.

5.3 Tree Climbing Championship Policy

1. To compete in an Illinois Arborist Association Tree Climbing Championship, the competitor must be a current Illinois Arborist Association member in good standing.
2. To be a Women's and Men's Division Champion, a competitor must compete in all 5 preliminary events with the skills needed to represent the Illinois Arborist Association at the annual International Tree Climbing Championship. This evaluation will be done by the Head Judging Staff and Head Technicians, with approval from the Illinois Arborist Association Tree Climbing Championship Chair(s). In addition, the Women's and Men's Division Champions shall meet or exceed the minimum score required as noted in the ITCC Rule Book.
3. "Out of state" competitors will be allowed to compete if we have space open after the registration deadline. All interested "out of state" competitors will be placed on a waitlist and notified after the registration deadline (approximately 3 weeks prior to the competition). "Out of state" competitors cannot win 1st place and represent the Illinois Chapter in the ITCC.
4. Depending on skill level and experience, the Women's and Men's Division Champions shall volunteer their time at an IAA Chapter sponsored event within one (1) calendar year of the competition. Examples:
 - a. Host of the Climber's Corner at the winter conference
 - b. Share experiences at the Climber's Corner at winter conference.
 - c. Share experiences at an IAA Tree Climbers Social
 - d. Mandatory appearances at the winter conference, face time at the registration desk, conference moderator, or guest speaker.
 - e. Gear demonstrations
 - f. Day of service – volunteer during the day.
5. The Illinois Arborist Association will pay the entry fee for the Women's and Men's Division Champions to compete at the International Society of Arboriculture. Should a Women's or Men's Division Champion fail to show-up at ITCC they are registered for, they shall reimburse the Illinois Arborist Association the entry fee.
6. A spending cap for the International Competition expenses to be \$1500 for each competitor, male and female. This will cover travel to and from the competition host city and lodging for a five-day period. Champions will be responsible to book their own travel and IAA will reimburse travel fees when all receipts are turned into the IAA office. Receipts shall be turned in within 60 days.
7. Champions shall notify the IAA office two weeks prior to the ISA competitor deadline if they cannot attend the ITCC.
8. If a competitor learns that they cannot make it to the ITCC to represent the IAA, the runner up will have the opportunity to take their place.

9. International competitions that are out of the United States and require additional travel expenses shall have Illinois Arborist Association Board of Directors approval.

Illinois Arborist Association (IAA) – Chapter of the International Society of Arboriculture
Standard Operating Procedure for Inspecting Tree Climbing Gear
Approved on X/XX/XXXX

SOP for Gear Inspection

Purpose: The purpose of this SOP is to ensure that all tree climbing gear is inspected, by a competent arborist, and replaced on a regular basis, or as needed, to ensure the safety of climbers and to prevent equipment failure.

Scope: This SOP applies to all the IAA TCC committee members or IAA Instructors who use the IAA tree climbing gear for the Annual Tree Climbing Championship or training purposes.

Responsibilities:

- The committee, or Instructor is responsible for inspecting the IAA gear before each use and reporting any issues, in writing and pictures of the defect, to the Executive Director.
- The Executive Director is responsible for ensuring that all gear is inspected and replaced as needed, and for maintaining records of all inspections and replacements.

Inspection Procedures:

- Before **and after** each use, the committee, or Instructor shall inspect all gear for signs of wear and tear, including cuts, abrasions, and discoloration on software, and unsafe hardware components.
- The committee, or Instructor shall check all stitching and webbing for signs of fraying, loose threads, or other damage.
- The committee, or Instructor shall inspect all metal components, including carabiners, snaps, pulleys/blocks for signs of rust, corrosion, or other damage.
- The committee or Instructor shall check all ropes for signs of wear, including fraying, cuts, abrasions, discoloration, properly stitched splices and sewn eyes, increase or decrease in diameter.
- The committee, or Instructor shall inspect the harnesses for signs of wear and tear, including fraying, cuts, abrasions, stitching and hardware, and check the date on the tags located inside or on the harness. If a harness is due for retirement, let the Executive Director know, in writing, that it needs replacement. IAA staff will discard it and replace it.
- The committee, or Instructor shall inspect the helmets for any cracks or other signs of wear or damage, including suspension points and chin straps.

Replacement Procedures:

- If any gear shows signs of wear or damage during the inspection, it shall not be used, **and must be removed from service immediately and replaced as soon as possible.**

- The committee or Instructor shall report any damaged gear, in writing, to the Executive Director.
- The Executive Director shall maintain records of all gear replacements, including the date of replacement and reason for replacement.
- All replaced gear shall be properly disposed of or destroyed to prevent accidental use.

Training:

- All committee members and Instructors shall be trained on the inspection and replacement procedures outlined in this SOP.
- New committee members or Instructors shall receive training on this SOP before using any IAA gear.
- This training shall be performed by existing committee members or current instructors.

Documentation:

- The Executive Director shall maintain records of all gear inspections and replacements.
- Records shall include the date of inspection or replacement, the name of the inspector, and the reason for replacement.
- The Executive Director will maintain records of everyone who has been trained to do the gear inspection.

By following this SOP for inspecting and replacing IAA PPE and tree climbing gear, the organization can ensure the safety of its climbers and members and help prevent equipment failure.

Illinois Arborist Association (IAA) – Chapter of the International Society of Arboriculture

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Section 6

Conference & Events

6.1 Annual Conference

6.2 Summer Conference

6.3 Golf Outing

6.3.1 Purpose: The IAA Annual Golf Outing is organized to promote camaraderie, networking, and fundraising opportunities among the members, employees, sponsors, and invited guests of the Illinois Arborist Association. This policy outlines the procedures and guidelines for organizing and conducting the golf outing.

6.3.2 **Committee:**

Committee Structure

The Golf Committee –composition of the committee will have aim to have coverage of the following industry segments: utility, municipal, commercial, landscape/nursery, advertisers/suppliers, and students. There will be a minimum of 5 members PLUS the Committee Chair.

- Chair: Appointed by the President
- Secretary: will take notes at all full committee meetings, normally a paid staff member.
- Member: Any member of the IAA Chapter in good standing.

No more than 1/3 of the committee will turnover within a 12-month period; term limits may be extended to accommodate any period of unusually high turnover.

6.3.3 Responsibilities

Committee:

- **Date and Location:** The golf outing will be held annually on a Friday in August. The golf committee, with approval from the executive director, will select a golf course located in the Northern part of the state, taking into consideration factors such as location, price, and amenities.

Committee and Staff:

- **Golf Course Booking:** The committee will secure the chosen golf course by contacting the course management and negotiating the terms of the event. A contract ensuring that the golf outing includes 18 holes of golf with carts, lunch, and dinner for all participants will be signed by the Executive Director. The Executive Director provide the deposit.
- **Sponsorship and Advertising:** The committee will actively reach out to potential sponsors and donors to secure sponsorships and raffle prizes for the event. The sponsorship page on the website will be updated with available sponsorship opportunities, including Hole in One, Hole, Beer Cart, and Lunch sponsorships. The IAA staff will also advertise the golf outing through various channels, such as social media, newsletters, and flyers, to increase awareness and attract participants.
- **Post Outing Newsletter Article:** The committee will provide a newsletter article and photos to the newsletter editor, recognizing all sponsors and contest winners.

IAA Staff:

- **Website and Communication:** The IAA Staff will update the organization's website calendar to reflect the date and time of the golf outing. Additionally, a dedicated webpage will be created with all the relevant information, including date, time, location, registration details, sponsorship opportunities, contests, and game play.
- **Secure Hole-in-One Insurance:** The office staff will secure Hole-in-One insurance approximately 2-3 months prior to the outing.
- **Contests and Prizes:** The office staff will purchase awards and prizes for various contests during the event, such as Longest Putt, Shortest Drive, Closest to the Pin, Longest Drive (men and women), and Lowest Score. Four like gifts will be purchased for the low score winners. The winners of these contests will be recognized during the event.
- **Raffle and Gift Baskets:** The office will start purchasing items for the raffle well in advance. Raffle items will be organized into gift baskets, and the budget for raffle items will be determined based on the hole sponsorship funds. The office will purchase baskets and fill them with various items.
- **Participant Registration:** The office staff will manage participant registrations and maintain a sign-in sheet for the event. The office will communicate with registered teams one week before the event to confirm their participation and remind them of the start time.
- **Sponsorship Recognition:** Approximately two weeks before the event, the office will order sponsorship signs to be displayed on the golf course during the event, acknowledging the sponsors' support. The office staff will also design a handout for the event that recognizes all contests, game play, sponsors, and committee members.

- **Event Management:** During the golf outing, the organizing committee and office team will work together to ensure a smooth and successful event. Responsibilities will include setting up registration tables, managing participant flow, coordinating contests, running the raffle, taking photos, recognizing the sponsors during the raffle and dinner, and addressing any logistical issues that may arise.

6.4 Day of Service

6.5 Career Days

6.6 TreeBiz Socials

6.7 Other

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Section 7
TREE Fund

TREE Fund Liaison

Goal:

Provides the link between the IAA Chapter and the TREE Fund by representing the chapter on the TREE Fund Liaison committee. Helps the Chapter to raise funds for the TREE Fund.

Duties:

1. Establish regular, proactive communication with the Chapter Officers and members regarding the TREE Fund activities and issues.
2. Establish regular, proactive communication with the TREE Fund Board regarding Fund related opportunities and issues within the Chapter.
3. Ensure time is scheduled on the IAA board agenda for Fund Liaison to present information about current Fund activities.
4. Encourage strategic alliances with other stakeholder groups in order to achieve financial sustainability.
5. Assist the Chapter in reaching its goal in the Chapter Challenge program by involving the Chapter membership in fund-raising projects such as Tour des Trees, golf tournaments, Wine tasting/events, Gala Auction etc.
6. Encourage past TREE Fund grant recipients to participate in Chapter educational programs to help communicate research results and the value of Fund-sponsored projects.
7. Be an advocate for the TREE Fund and arboricultural research and technology transfer in general.
8. Review Liaison responsibilities and recommend changes to the Board of Directors.
9. Participate in the TREE Fund Board of Directors' meetings when convenient.
10. Coordinate/solicit/locate Gala Auction Package and silent auction item to be auctioned at the ISA annual conference.
11. Sell raffle tickets at the Annual Conference.
12. Coordinate or compose TREE Fund Report article for the IAA newsletter.
13. Compose an Annual Summary Report for presentation to membership at the Annual Meeting.

14. Attend the Board of Directors (BOD) meetings and provide updates/reports.
15. Assist chapter Tour des Trees riders as needed.
16. Promote TREE FUND within the chapter general membership.
17. Train successor for 2 months after they assume office. Be available after that time for additional questions as necessary.

18. Requirements:

19. Must be a IAA member.
20. Should be an advocate for tree research; loves making the “sale.”
21. Must be willing to solicit donations and lead by example by giving.
22. Should be willing/able to attend IAA BOD meetings (six per year) and the TREE Fund Liaison meeting (one per year)
23. Some experience/knowledge of Chapter administration helpful but not mandatory.
24. Must possess energy /desire to work on long-range projects.

Time Commitment:

- Appointed by IAA BOD for a three-year term. Can only be appointed to two terms consecutively (six years).
- Requires about 4 to 8 hours a month over a 12-month period. It is cyclic, more time in certain months and less in others.

Team Members:

- Reports to the IAA Board of Directors and the TREE Fund Board of Directors.
- Reports to the TREE Fund Liaison Chairperson.

7.1 Funds

7.2 Scholarship

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Section 8
Administration

8.1 Fiscal

8.2 Investment Policy

Policy approved on 2/22/2019

Policy Purpose

The ongoing operation of IAA requires sound financial management. The primary purpose of the reserve is to ensure that IAA has adequate funds available in the event of an unanticipated catastrophic event or business situation that reduces cash flow and threatens the financial viability

of the IAA. A secondary purpose of the reserve is to support special projects in the event strategic initiatives surface outside of the annual budgeting process. This means that should a strategic initiative surface during the course of the year, a process to fund such an initiative will be brought before the finance committee. An initiative is defined as a chance for IAA to invest in an action that will benefit IAA and is in line with the IAA mission.

Definition of Reserves

Reserves are defined as the accumulated net surpluses of the IAA. Within the definition of reserves, IAA will target cash and/or investment funds for the following purposes:

- Operations during a short-term downturn (reduction in net revenue)
- Strategic initiative investment opportunities
- Capital expenditures—unexpected or beyond the normal budget process

Funding Requirements

IAA shall have a target of maintaining reserves at (40%) of annual budgeted expenses. In the event the goal of 40% of Budgeted Expenses for Reserves is not achieved and reserves are less than 40% of the average Budgeted Expenses for Reserves, the Treasurer shall notify the Board of a variance and impel the Finance Committee to review the issue and, in conjunction with IAA Board, provide their recommendations for corrective action.

Investment Types and Authorization

IAA will maintain the following three investment accounts:

Short-term account:

The goal of this account is to allow the effective management of cash flows for operations, while still making the most of the interest potential of the funds. As appropriate, extra funds will be moved into an investment account to earn a higher rate of return than that of the general checking. However, when IAA enters high cash-out periods, money will be available to move back into operating checking accounts. The Executive Director and/or Treasurer will have the discretion to move funds as they deem appropriate.

Mid-term/Long term account

The primary goals of this account are to set aside money for use in an emergency, or for funding extraordinary projects, and to set aside money as a long-term asset, to ensure the continuing stability of IAA. An additional goal of this account is to earn a higher rate of return than the Short-term account. If access to the funds is the result of an emergency or is time-critical, the Executive Director and/or the Treasurer shall obtain authorization to access the account by a majority vote of the Executive Committee. If access to the funds is the result of funding an extraordinary project, a proposal will be made to the Board, along with a request for the funds from this account. The Board must approve the motion with a majority vote.

All movement of funds shall be in accordance with IAA's normal check-signing procedures. Signers on the accounts are limited to the Executive Director, IAA President, IAA President Elect, and Treasurer.

Investment Vehicles

Short-term account:

The Executive Director will manage the funds in the IAA checking and short-term investment accounts. The accounts will be maintained to ensure appropriate funds are available for daily operations, while earning the most income possible. All investments will be short-term and conservative in nature.

Mid-and long-term accounts:

The longer-term accounts will be relatively conservative and will be limited to low risk investments. The Treasurer shall determine the allocation of the funds between various investment vehicles under the supervision of the Finance Committee.

Investment Income

The interest earned in each account will automatically be reinvested into the same account.

8.3 Budget Process

8.4 Grants

Grant Management Policy

The following grant management policy applies specifically to grants received by the Illinois Arborist Association (IAA).

1. Purpose

A grant is the award of funds by a Federal or State agency or by a private entity for the sole purpose of accomplishing a specific project, which is deemed to have merit by the grantor. The activities of the grant will be carried out in accordance with the approved proposal and ensuring grant agreement. Generally, the grant will detail how the funds are to be expended as well as what time frame the grant award covers.

General grant requirements that apply to all grants are listed first under each section. Federal grant requirements are more defined and complex and are listed second. When a 2 CFR is referenced, the requirements listed are required by all federal grants. Individual grant requirements may be more restrictive. Often additional requirements are referred to as “special provisions.” If requirements for 2 CFR are not followed, federal funding may be suspended, withheld until compliance is obtained, or terminated per 2 CFR 200.338-342.

2. Guidelines for General and Federal Grants

A. IAA Executive Director (IAA E.D.)

The IAA Executive Director is the organization’s designated grant manager and the individual responsible for completing the proper paperwork for any grant IAA is seeking. The IAA E.D. will be the primary contact for information regarding the grant. The IAA E.D. is to provide a written summary of the grant they are interested in applying for to the IAA Board of Directors. The summary should include the grantor, potential award amount, matching requirements and a summary of the grant proposal. Once approval is received from the Board of Directors, the IAA E.D. can proceed with the application process.

B. Finance Manager

IAA Executive Director (IAA E.D.) will also act as the finance manager of the grant. The IAA E.D. will consult with the IAA Finance Committee and Treasurer as it relates to the financial impact of the grant on the organization. The IAA E.D. will receive requests for expenditure payments, requests for reimbursements, the final closure documentation and any other relevant documents for the grant.

3. Procedures

A. Solicitation of Grant Funds and Grant Applications

General and Federal Requirements

1. Before applying for any grant being considered, the benefit the grant will provide IAA should be compared to the costs and requirements. IAA E.D. shall assess the following.
 - a. Determine if the grant contributes to the overall mission and goals of the IAA.
 - b. Consideration should be given to the staff time involved in the administration of the grant.

- c. Can all grant requirements be met, including completing the grant requirements during the grant period, matching requirements, reporting requirements, audit requirements, or other provisions.
 - d. Does the grant require information or statistics that IAA currently does not have or cannot track or will be time consuming or difficult to obtain.
2. The IAA is the Grantee. All grant applications must have the approval of the Executive Director and the IAA Board of Directors, and if matching funds are required beyond what is provided in the operating budget, the IAA Finance Committee, prior to submitting any grant application.
3. The IAA E.D. shall report accurate and factual data on all applications that are consistent with the IAA reports and records.
4. The IAA E.D. shall sign all grant applications, and any associated contracts and agreements on behalf of the IAA.

B. Matching, Shared and/or Extended Funds

General Grants

1. If the IAA seeks a grant that requires the IAA to match, share, or extend funding of a program, the IAA E.D. will coordinate with necessary parties to discuss the fiscal requirements. If the Board of Directors approved the project or program through the Budget, or the Grant Application process, then the project or program is considered to have the required approval.

Federal Grants

2. Certain Federal Entities may require the IAA to be bonded per the requirements of 2 CFR 200.304.

C. Notification of Grants Award for General and Federal Grants

General and Federal Grants

Upon receiving grant approval from the Grantor, the IAA E.D. will establish a project number for the grant and set up the project in the accounting software with the necessary detailed information.

D. Receipt of Grant Funds

IAA accounting is on a cash basis. Grant revenue is recorded when payment is received.

General Grants

1. Granting agencies should be notified to send all funds and financial data inquiries, to the attention of the IAA E.D. Once received the Accounting Manager will notify the Grant Manger that the funds have been received.
2. All methods of payment should be made payable to the "Illinois Arborist Association" and not to individuals or employees.
 - a. Checks - IAA E.D. will deposit the funds in the appropriate account in the accounting software upon receipt for grant records.

- b. Wire/ACH Transmissions (Preferred Methods) - The IAA E.D. will provide the grantor with the appropriate banking information needed to initiate such electronic transmissions. The IAA E.D. will scan a copy of the online banking details into the accounting software upon receipt for the grant records.

Federal Grants

3. Program Income - program income is generally defined as income related to the grant operations. 2 CFR 200.307 defines program income and what it can be used for. Generally, program income cannot be used as part of cost sharing or grant matching funds unless prior approval is obtained. It can be added used to reduce the grant costs or included as part of the grant income. See your grant agreement for reference to program income received after the period of performance/grant period.

E. Expenditures

IAA accounting is on a cash basis. Grant expenditures will be recorded when the expense is incurred.

General Grants

1. A reimbursable grant is one where you receive the funds only after you've incurred the costs for the program. This means IAA will pay for the project initially, then the grantor pays IAA back the funds that have been spent. In the case of reimbursable grants, IAA will record the expenses as they occur, then record reimbursement funds after they are received.
2. Costs must be allocable and necessary for the grant. Expenditures must strictly adhere to the conditions and requirements of IAA financial policies, and the Accounts Payable Process assuring all required paperwork is attached when entering the invoice using the assigned project number. Federal Grants
3. See the federal grant purchasing policy for guidance on purchasing methods and policies.
4. 2 CFR 200.305 states that payment methods must minimize the time elapsing between the receipt of federal funds and the payment of grant expenditures. Therefore, careful consideration should be given to the timing of expenditures and receipts from federal grants. If advance grant payments are received, IAA will ensure that all requirements in 2 CFR 200.305 are met, including: 1) the payment is maintained in an eligible banking institution in an interest-bearing account and 2) interest earned does not exceed \$500 per year.
5. All expenditures from grant proceeds shall be made in accordance with the covenants and requirements of the grant and follow 2 CFR Subpart E - Cost Principles. If federal funds are used for wages, the expenditures must meet the Davis-Bacon Act requirements. Cost Principles in summary:

- a. Costs must align with our normal accounting policies.
 - b. Indirect costs (i.e. facility costs and administration costs) should follow the specification in the grant agreement.
 - c. General provisions for certain items are identified, such as advertising, audit costs, entertainment costs.
6. The IAA will follow the requirement of 2 CFR 200.430(i) standards of documentation of personnel expenses, as well as requirements in specific grants. Records for wages charge to grants must:
 - a. Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.
 - b. Reasonably reflect the total activity for which the employee is compensated.
 - c. Comply with the established accounting and financial policies and practices of the IAA.
 - d. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect cost activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.
7. Per 2 CFR § 200.309 Period of performance, a non-Federal entity may charge to the Federal award only allowable costs incurred during the period of performance and any costs incurred before the Federal award that were authorized by the Federal awarding agency or pass-through entity.
8. Per 2 CFR 200.306, cost sharing and matching calculations and documentation requirements are highly specific and reference to OMB circulars should be conducted for guidance. Non-cash contributions from other entities may be used for matching under certain conditions and with grantor approval.
9. Recipients are required to report deviations from budget, project scope or objective, or timeline and request prior approvals from Federal awarding agencies for budget and program plan revisions, in accordance with section 2 CFR 200.308. Change in key personnel may also be required to be reported.

F. Records - Financial Management System, Access, Format, and Retention

General and Federal Grants - Though this section references federal requirements, the IAA will comply with federal requirements for all grants.

1. Financial Management System. It is the responsibility of the IAA to ensure that the financial management/accounting system maintains records and supports all the requirements of 2 CFR 200.302 to ensure that accurate grant reports can be completed. If the reports cannot be

completed using the financial accounting system, manual methods such as spreadsheets may be used, but they must be reconciled to the accounting system.

2. Grant reports should be consistent with the IAA's method of accounting, which is cash basis, for expenditure and cash for receipts.
3. Record Retention.
 - a. All grant financial records, supporting documentation and all other records pertinent to the grant shall be retained by IAA for a period of three (3) years following the submission of the final report to the grantor, or for such longer period as may be required in the grant. Examples of records include, the RFP, proposal, notice of grant award, grant agreement, financial and performance reports, receipts, procurement documentation, site visit reports, and correspondence. Per 2 CFR 200.333, exceptions which may increase the requirement include: litigation, audit, property acquisitions, or when indirect cost rates are negotiated with the grantor.
 - b. Per 2 CFR 200.334, the federal awarding agency may request to obtain certain records if they have long-term retention value. Or they may request that we retain any of the records that are continuously needed for joint use.
4. Format. Per 2 CFR 200.335, the preferred method of collection, transmittal, and storage of federal records is in a machine-readable format vs. on paper. If requested, the grantor will accept paper submittals. If stored electronically, there is no need to create or retain paper copies.
5. Access.
 - a. Per 2 CFR 200.336, the federal awarding agency, Inspectors General, the Comptroller General of the United States, the pass-through entities, or other representatives, must have the right to access the records pertinent to the Federal award. This includes timely and reasonable access, as long as the records are the victim of a crime.
 - b. Per 2 CFR 200.337, Federal Governments may not impose restrictions on public access to grant records, unless the information is exempt from the Freedom of Information Act. Protected Personally Identifiable Information will be restricted. Grant records submitted to the federal government will be subject to the Freedom of Information Act.

G. Reporting and Closeout

General Grants

1. It is the IAA E.D.'s responsibility to ensure the IAA follows the administration and reporting requirements for grants received. The IAA E.D. is responsible for compliance with laws, regulations, and grant provisions in implementing the grant. Reporting requirements may be as

frequently as monthly, but no less than once a year. Grant reporting requirements will vary by grant. They may include expenditure information and performance-based information. Monitoring of the activities for compliance is required per 2 CFR 200.328. The

Federal Grants

2. If IAA obtains real property with a federal grant, annual reporting of the status may be required by 2 CFR 200.329.
3. Per 200.343, the subrecipient has 30 days after the period of performance to submit reports and 1 year to close out the grant, if the grant award is over \$25,000.
4. The IAA E.D will be responsible for renewing the SAM account and reporting any disclosures per 2 CFR 200.113.

H. Auditing and Accounting

Federal Grants

1. IAA will be required to engage a qualified auditor to prepare an annual audit and to perform a single audit per the requirements of 2 CFR 200.500-521. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part. If audit findings are found, the IAA E.D. will be responsible for preparing a Corrective Action Plan to identify how the findings will be corrected. This Corrective Action Plan may take participation from other individuals within the organization.
2. Any grant that is audited by the grantor with findings will be followed up on by the IAA E.D. Repeated findings may jeopardize the status of grant funding and limit the ability to apply for grants. Therefore, it is important to carefully follow all grant guidelines as applicable.

I. Subrecipients

Federal Grants

If we act as a pass-through entity and provide subawards to other entities/individuals, we must meet the requirements of 2 CFR 200.331 and 200.343.

1. 200.331 Requirement for pass-through entities
 - a. Include the audit responsibilities in the award that they must have single audit according to 2 CFR 200.500-521.
 - b. Provide the subaward information regarding the CFDA # of the grant.
 - c. Provide an indirect cost rate, if applicable.
 - d. Perform a risk assessment for subrecipient monitoring.
 - e. Verify compliance to audit requirements, which include monitoring and single audit findings.
 - f. Report the subaward in accordance with FFATA (Federal Funding Accountability and Transparency Act).

2. 200.243 Closeout

The subrecipient has 30 days after the period of performance to submit report and 1 year to closeout the grant, if the grant award is over \$25,000.

8.5 Disposal of records

Policy Title: Disposal of records

Policy Duration: Continuous

Policy Purpose: The purpose of this policy is to establish a schedule of the disposal of Chapter records or files.

Procedure: It shall be the policy of the Illinois Arborist Association to retain and dispose of records or files as follows:

- All bank statements, tax records, employee records, and contracts shall be retained for 7 complete years.
- All class files which contain: CEU records, registration records, evaluations, and other class related records shall be retained for 3 complete years.
- All paid invoices and sales receipts shall be retained for 7 complete years.
- Electronic files to be held for 10 years and then deleted from all local and cloud-based storage devices or services, or any other storage device or service that does not currently exist but may exist in the future and made permanently unavailable upon deletion.
- Waivers to be held for 7 years.
- Event registration forms held for 1 year.

Records to be destroyed shall be shredded in-house or by a shredding service.

Attest:

_____ Date, _____

8.6 Whistleblower

Policy Purpose

This policy establishes the standards and procedures to ensure that handling of accounting and audit related complaints complies with the Illinois Arborist Associations (IAA) Finance Committee's objectives. Whistleblower procedures should be updated and consistent with the Sarbanes-Oxley Act of 2002 (Section 301.4, concerning procedures for making complaints about accounting and auditing) and provided directly to the IAA Finance Committee. The procedures facilitate access for employees and related parties to reach the IAA Finance Committee.

Scope

The policy applies to all IAA Management and the IAA office.

Responsibilities

1. The IAA Finance Committee shall receive, retain, investigate, and act upon complaints and concerns of employees regarding questionable accounting, internal accounting controls, and auditing matters, including those regarding the circumvention or attempted circumvention of internal accounting controls or that would otherwise constitute a violation of the organization's accounting policies (an "Accounting Allegation").
2. At the discretion of the IAA Finance Committee, responsibility of the IAA Finance Committee created by these procedures may be delegated to any members of the IAA Finance Committee or to a subcommittee of the IAA Finance Committee.

Procedures for Receiving Accounting Allegations

Any Accounting Allegation that is made directly to management, whether openly, confidentially, or anonymously shall be promptly reported to the IAA Finance Committee. Each Accounting Allegation forwarded to the IAA Finance Committee whether openly, confidentially or anonymously, shall be reviewed. The IAA Finance Committee, who may, at their own discretion, consult with any member of management or any employee whom they believe would have appropriate expertise or information. The IAA Finance Committee shall determine who should investigate the accounting allegation, taking into account the considerations set forth in Section 5.0 below.

If the IAA Finance Committee determines that management should investigate the Accounting Allegation, it will notify in writing, the General Legal Counsel for the organization of which the allegation originated. Management shall thereafter promptly investigate the Accounting Allegation and shall report the results of its investigation, in writing, to the IAA Finance Committee. Management shall be free in its discretion to engage outside auditors, counsel, or other experts to assist in the investigation and in the analysis of the results.

1. Should the IAA Finance Committee determine that it should investigate the Accounting Allegation, it shall promptly determine what professional assistance, if any, it needs in order to conduct the investigation. The IAA Finance Committee shall be free in its discretion to engage outside auditors, counsel, or other experts to assist in the investigation and in the analysis of results.

Considerations to Investigate an Accounting Allegation.

In determining whether management or the IAA Finance Committee should investigate an Accounting Allegation, the IAA Finance Committee shall consider any other factors that are appropriate under the circumstances, the following:

1. Who is the alleged wrongdoer? If an executive officer, senior financial officer, director, or other high-management official is alleged in wrongdoing.

2. How serious is the alleged wrongdoing? The more serious the alleged wrongdoing, the more appropriate it is that the IAA Finance Committee should undertake the investigation. If the alleged wrongdoing would constitute a crime involving the integrity of the financial statements of the organization.
3. How credible is the allegation of wrongdoing? The more credible the allegation, the more appropriate it is that the IAA Finance Committee should undertake the investigation. In assessing the credibility, the IAA Finance Committee should consider all facts surrounding the allegation, including, but not limited to, whether similar allegations have been made in the press or by an analyst.

Protection of Whistleblowers

Consistent with the policies of the organization, the IAA Finance Committee shall not retaliate, and shall not tolerate any retaliation by management or any other person or group, directly or indirectly, against anyone who, in good faith, makes and Accounting Allegation or provides assistance to the IAA Finance Committee, management, or any other person or group, including any governmental, regulatory, or law enforcement body, investigating the Accounting Allegation. The IAA Finance Committee shall not reveal the identity of any person who makes a good faith Accounting Allegation and who asks that his/her identity as the person who made such Accounting Allegation remain confidential and shall not make any effort, or tolerate any effort made by any other person, to ascertain the identity of any person who makes a good faith Accounting Allegation anonymously.

Records

The IAA Finance Committee shall retain for a period of seven (7) years all records relating to any Accounting Allegation and to the investigation of any such Accounting Allegation.

Procedures for Making Complaints

In addition to any other avenue available to an employee, any employee may report to the IAA Finance Committee openly, confidentially, or anonymously any Accounting Allegation. Accounting Allegations can be made orally or in writing to the Treasurer of the IAA Finance Committee.

8.7 Privacy

8.8 Expense Reimbursement Policy/Form

Illinois Arborist Association (IAA) – Chapter of the International Society of Arboriculture

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Section 8.9 Logo Use

Approved on X/XX/XXXX

Logo Use and Guidelines

Purpose: As a non-profit member association, it is important to have a clear and comprehensive logo use policy to protect the integrity of the association's brand and to ensure that members and partners use the logo in a manner that aligns with the Illinois Arborist Association's (IAA) mission and values.

1. **Ownership of the Logo:** The Illinois Arborist Association's (IAA) logo is the exclusive property of the association, and all rights to the logo are reserved. No member, partner, or other third party may use the logo without prior written consent from the association.
2. **Authorized Use:** The IAA permits the use of its logo only by its members, partners, and other approved third parties in connection with activities that align with the association's mission and values. Such activities may include, but are not limited to, fundraising events, educational programs, and publications.
3. **Prohibited Use:** The IAA strictly prohibits the use of its logo in any manner that is misleading, defamatory, or violates any law or regulation. The IAA also prohibits the use of its logo in any way that implies endorsement, sponsorship, or affiliation with any product, service, or organization that is not approved by the association.
4. **Approval Process:** Any member or partner seeking to use the IAA logo must obtain prior written approval from the association. The IAA reserves the right to deny approval to any member or partner who does not comply with the terms of this policy or whose activities are inconsistent with the association's mission and values.
5. **Logo Usage Guidelines:** All members and partners who are granted permission to use the IAA logo must comply with the association's logo usage guidelines, which may include rules regarding size, color, placement, and other factors. The IAA may update the logo usage guidelines from time to time, and all members and partners must comply with the current guidelines.
6. **Revocation of Approval:** The IAA reserves the right to revoke its approval for any member or partner to use the association's logo at any time, for any reason, including but not limited to violations of this policy, changes in the member or partner's activities, or changes in the association's mission or values.
7. **Liability:** The IAA assumes no liability for any use of its logo by members, partners, or other third parties that is not in compliance with this policy or that violates any law or regulation.

To obtain the IAA official logo, submit a request on the IAA website through the Contact Us page.

<https://illinoisarborist.org/contact/>

By following this logo use policy, the Illinois Arborist Association can ensure that its logo is used in a manner that reflects its mission and values, while protecting its intellectual property rights and reputation.

IAA Logo Usage Guidelines

Size and Placement: Use the logo in the correct size and placement as specified in the guidelines. The logo should be clearly visible and not distorted or stretched in any way.

1. **Color:** Use the logo in the correct color as specified in the guidelines. Do not alter the colors of the logo in any way. If the logo is used in black and white, ensure that it is clearly distinguishable. The colors are as follows:

	Green	Gray
R	65	35
G	176	31
B	73	32

2. **Background:** Use the logo on a clear background, or on a background that complements the logo colors. Do not place the logo on a busy background that distracts from the logo itself.
3. **Proportions:** Do not alter the proportions of the logo. The logo should maintain its original design and proportionality.
4. **Typography:** Do not change the typography used in the logo. If the logo includes text, use the correct font and size.
5. **Distortion:** Do not distort the logo in any way. The logo should always be presented in its original form.
6. **Endorsement:** Do not use the logo in a way that suggests endorsement or sponsorship by the organization unless specifically authorized.
7. **Consistency:** Use the logo consistently across all materials and platforms. The logo should be recognizable and consistent in its use.
8. **Unauthorized Use:** Do not use the logo in a way that implies ownership or affiliation with the organization without permission.

By following these logo use guidelines, The IAA can ensure that their logo is being used effectively and consistently across all mediums, while maintaining its integrity and recognition.