



INTERNATIONAL SOCIETY
OF ARBORICULTURE

Western Chapter ISA

Policy and Procedures Manual

Western Chapter ISA POLICIES AND PROCEDURES MANUAL

SECTION I: BOARD/OFFICERS/COMMITTEE EXPENSE GUIDELINES

A. Guidelines

Only budgeted expenses incurred by Board members, officers, and committee chairs, meeting coordinators, exam coordinators and approved committee meetings will be reimbursed unless prior approval is obtained from the Office of the Administrator or Board.

Expenses shall be submitted to the Office of the Administrator on WCISA expense request form with all appropriate receipts attached.

Expenses shall be submitted within 30 days from date of activity.

Reimbursement of expenses shall be within 30 days of receipt of expense form.

WCISA will reimburse normal expenses incurred during the conduct of Chapter business such as lodging, meals, transportation, meeting expenses, postage and shipping. Non budgeted expenses are subject to review. Over budget expenses require prior approval.

Members are encouraged to economize whenever possible. However, WCISA values the volunteer services of its members and does not expect them to suffer financial or other hardships during the conduct of Chapter business.

Given the breadth of its activities, the Western Chapter's Board of Directors has adopted a set of broad-ranging guidelines for this area of its operations. The following are underlying premises of the policy:

1. Volunteer service is voluntary, given freely without the expectation of financial reward.
2. Expenses incurred doing Chapter business shall be reimbursed so long as they are *reasonable*, within an approved budget and verified (with receipt or appropriate documentation). Expenses that are *unreasonable* include (but are not limited to):
 - a. First or business class air travel
 - b. Car rental (unless otherwise required)
 - c. Hotel suites
 - d. Alcohol
3. Definitions
 - a. Reimbursement repays outlays incurred doing the Chapter's business, usually in the form of travel, lodging, etc.

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- b. Fees and honoraria are charged to the Chapter as a payment for services rendered.
 - c. Awards recognize service and may take the form of:
 - i. Complimentary registrations (regional meetings, annual conference)
 - ii. Complimentary lodging and meals
 - iii. Vouchers for the cost of registration at future meetings
 - iv. Gifts (such as plaques or mementos)
4. For Officers, Board of Directors, Editor and General Committees, travels, lodging and other expenses associated with the Chapter's business are reimbursed, including:
 - a. Expenses associated with attending Board meetings
 - b. Expenses associated with representing the Chapter on official business
 - c. Expenses associated with the Chapter Annual Conference are not reimbursed, except:
 - i. As Chapter business necessitates, an extra night's lodging and meals
 - ii. Chapter President receives complimentary room, meals, travel and conference registration
 - iii. General Chair receives complimentary room and registration
 5. The Chapter's policy for reimbursement of expenses incurred by speakers at either the Annual Conference or Regional Meetings is detailed in a published (undated) document.
 6. The Chapter President is provided an expense account of a variable amount to use during their term of office. Limit to be set annually.
 7. The competitor representing the Western Chapter at the International Tree Climbing Championship shall have expenses reimbursed, so long as they are reasonable and within a set limit approved by the Board. The limit will vary based upon the location of the International Tree Climbing Championship. The Chapter Office shall arrange travel and lodging.
 8. An International Officer may represent the ISA at the Western Chapter Annual Conference. Such a representative receives complimentary room and *per diem* expenses. The ISA President always attends the Annual Conference of his/her home Chapter as a representative of the International.
 9. Committee Chairs have a duty to include travel and other expenses in committee budgets (subject to approval of the Chapter Board of Directors.).
 10. Discretion in applying these Guidelines is given to Officers, Committee and Conference Chairs and others with responsibility of performing service for the Chapter. However, any deviations must be compatible with the ideas listed above. Doubts regarding application of these guidelines should be discussed with the Chapter President and may be subject to approval by the Board of Directors.

B. Lodging guidelines

Members are encouraged to use medium priced hotels such as Holiday Inn, Best Western, or Embassy Suites. For groups, the Chapter office will coordinate lodging, meals, etc.

C. Airline expense guidelines

Attempt to book reservations at least 3-4 weeks in advance of flight dates. Request the least expensive fare. Request fare with restrictions/cancellations, compare cost of restrictions/cancellations fare and choose most economical.

D. Meals

WCISA will reimburse meal expenses of Board, Officers, and Committee members during attendance at Chapter functions such as board meetings, committee meetings and certification examinations when attending for bonafide chapter business. (Annual meeting meals are excluded unless otherwise stated.)

E. Automobile expenses

Use of private automobiles for Chapter business shall be reimbursed in accordance with Federal guidelines, not to exceed price of airfare unless prior approval is granted. Rate set in accordance with current IRS guideline.

SECTION II: ANNUAL MEETINGS

WCISA shall hold one (1) Annual Conference and various regional meetings, all called by the President for purposes set forth in the Articles of Incorporation, Article II.

A. Chapter Annual Conference

Upon proposal by the president-to-be and his/her conference committee, the Board of Directors shall approve the site for this Conference at least two (2) years preceding that conference. At least two (2) years in advance, the Vice President shall have selected the General Chairman, and determined a specific site and date. The site and date shall not compete with the upcoming schedule and/or location of the annual ISA Convention. The Board of Directors can empower the General Chairman to commit the WCISA to the approved site two years in advance. All contracts must be signed by the General Chair or Vice President and Executive Director.

The President, President-Elect, Vice-President and Executive Director, together with the General Chairman and the Convention subcommittees, shall plan the future conference and work through standing committees and appoint special committees as required for successful consummation of each conference.

The General Chairman shall report to the Board of Directors and to the membership in the succeeding annual business meeting.

The Board of Directors shall approve registration fee for the Chapter Conference. The fee must be kept minimal so as to fully cover necessary meeting expenses. The fee may be reduced for student registrants and is not charged for speakers and special guests.

B. WCISA Executive Director duties for annual conference:

1. Serve on the conference committee, with special areas of interest being publicity, registration, production of documents, and food service. Attend conference committee meetings when agenda items in the Executive Director's field of expertise are needed.
2. Site selection and contract negotiation.
3. Work with President and conference Chair to set menu and negotiate catering.
4. Prepare publicity for distribution and place advertising as directed by the publicity committee, including registration forms.
5. Manage Trade Show. Work with local commercial exhibitors committee: send promotional materials, follow up, and receive registrations.
6. Upon receiving input from Committee.
 - a. Prepare conference programs.
 - b. Receive registration forms and checks.
 - c. Prepare registration documents and bring or send to conference site:
 - registration envelopes
 - name tags
 - meal and event tickets, if any
 - promotional items from vendors
 - promotional materials from local chamber of commerce
 - conference program and schedule of events
 - registration list which includes a copy of each attendee's registration form and payment check or credit card voucher
7. Manage Registration. Attend conference, be available to meet and greet members, and discuss their concerns and objectives.
8. Provide an accounting of the conference's revenues and expenses to the Conference Committee within 30 days of the conclusion of the conference. Review final billing details from hotel to assure validity.
9. Arrange for sale of inventory of books, promotional items, etc.

C. Conference Committee Assignments

This Committee, consisting of a General Chair, and members of the Subcommittees, is responsible for making and handling all detailed arrangements for the Annual Meeting of the Western Chapter.

When the host city is selected (several years in advance the General Chair for that particular meeting should be appointed as soon as possible. The General Chair shall appoint Chairs and Members of the Subcommittees.

The General Chair and Committee Chairs shall acquaint themselves with the hotel site and the people in charge of the facilities of that hotel. They should contact the local Park Department, Chamber of Commerce, and Convention Bureau to solicit their assistance in any manner that will promote a good chapter meeting.

The General Chair, through the Executive Director, shall arrange for all necessary rooms and other facilities needed for use by the Conference. The Chair shall determine the costs of meals, entertainment, transportation, and other expenses of the meeting and prepare a budget for approval by the Board of Directors.

The cost of registration shall be such that the Conference is self-sustaining.

The Conference Committee as a whole shall work closely with the Program Committee. The Committees shall consist of at least the following, plus any additional ones needed:

- Decorations
- Educational exhibits
- Entertainment
- Hospitality & Prizes
- Spouse/Guest
- Program
- Transportation

The subcommittee responsibilities shall be as follows:

1. Decorations Committee

The purpose of this committee is to provide aesthetic interest to all of the convention areas. These might include registration areas, meeting rooms, luncheon and banquet areas, commercial and educational exhibit areas, corridors, and outside entrances.

In keeping with the purposes of the Western Chapter, materials used for decoration should be limited to trees, shrubs, flowers, or parts of plant material.

The Chairman of this committee shall appoint the other members of the committee as soon as possible. Together, they shall visit the convention site, become familiar with all of the areas to be used for the meeting, and plan for decorations.

As a guideline for procedure, the Decoration Committee shall:

- a. Arrange with a nearby wholesale nursery to supply container plants. Preference should be given to members of the Western Chapter.
- b. Arrange for timely delivery, placement, and return of plants.
- c. Consider the use of flowers or flower materials in the podium areas of the meeting

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- room(s) and the group dining rooms.
- d. Consider table decorations for luncheon or banquet meetings with emphasis on head tables.
 - e. Cooperate with the Executive Director and Chairs of the Entertainment and Educational Exhibit Committees for possible need and use of decorations in those areas.
 - f. Provide for any needed care of plant material during use.
 - g. Submit a written report of the committee activities to the General Chairman, Convention Committee, after the Annual Conference. This report shall include the Chairman's comments and recommendations for the improvement of future planning and programming for the incoming Committee.

2. Educational Exhibits Committee

The purpose of this Committee is to establish and display educational material for the benefit of members at the Annual meeting. The Committee shall be responsible for encouraging educational and nonprofit institutional organizations to participate in the activities of the Chapter. It is important that the purpose of the Western Chapter of the ISA is to provide and distribute technical and practical information to its members. The Educational Exhibits are a means to accomplish this purpose. The Chairman may appoint members to his/her Committee as he/she wishes to accomplish this goal.

As a guideline for procedure, the Educational Exhibits Subcommittee shall:

- a. Determine the spaces available for nonprofit and educational exhibits or displays.
- b. Solicit the participation of those educational and nonprofit groups.
- c. Determine the needs (power, space, equipment) of those involved.
- d. Working with the Executive Director, provide the materials requested.
- e. The Chairman of this Committee should be on hand during the initial period of setting up of the displays in order to assist the institutions participating.
- f. Submit a written report of this committee's activities to the General Chairman, Convention Committee, after the Annual Conference. This report shall include the Chairman's comments and recommendations for the improvement of future planning and programming for the incoming Subcommittee.

3. Entertainment Committee

The purpose of this Committee is to provide the types of entertainment that will help particular functions of the Annual Meeting. The Chairman of this Committee shall appoint other members to this Committee as soon as possible and begin making plans for the next Annual Meeting.

As a guideline for Procedure, the Entertainment Subcommittee shall:

- a. Schedule a meeting of this committee for general discussion of the use of entertainment during the Annual meeting, giving special attention to the theme of the Convention, the availability of local amateur groups, local professional agencies, and information that can be obtained from the local Convention Bureau.
- b. Discuss the use of entertainment with various Committee Chairs - Program,

Hospitality, Youth, etc., and the General Conference.

- c. Review the results of these discussions and prepare a report for the General Conference Chair and the Annual Conference Committee. The report shall include a brief description, including cost, date, and time, for each proposed unit of entertainment.
- d. Upon approval by the General Conference Chair and the Annual Conference Committee, make arrangements to obtain the required entertainment for the annual meeting.
- e. Submit progress reports to the General Conference Chair and the Annual Conference Committee as required.
- f. Submit a written report of the Committee activities to the General Conference Chair and the Annual Conference Committee, following the Annual Conference. This report shall include the Committee Chair's comments and recommendations for the improvement of future planning and programming for the incoming Committee.

4. Hospitality & Prizes Committee

The purpose of this committee is to make those attending the Annual Western Chapter meeting feel welcome from the time of their arrival until their departure. The purpose of the Prizes Subcommittee is to provide the various prizes that may be required during the Annual Meeting. The Chair of this committee shall appoint the other members to this committee as soon as possible and begin making plans for the forthcoming meeting.

As a guideline for procedure, the Hospitality & Prizes Committee shall:

- a. Arrange for some local members to be on hand to greet incoming attendees as they arrive at the hotel and during registration.
- b. Set up and staff a Hospitality table during the entire meeting.
- c. Coordinate with the Committees on Transportation, Spouses Program, and Youth Program in assisting with the needs of attending members and guests.
- d. Contact the local Chamber of Commerce, Convention Bureau, and others who might provide supplies of maps, brochures, or other information of local interest for out-of-town guests.
- e. Contact the Chairmen of the other Committees and Subcommittees and discuss any need for prizes which they might have:
 - Program (drawing for attendance).
 - Membership (contest for new members).
 - Commercial Exhibits (for donations and publicity).
 - Conference Chairman (coordination).
 - Review the result of these discussions and prepare a report for the General Conference Chair and the Annual Conference Committee. The report will include the proposed number and use of prizes, the cost, and the consideration that was given to donations.
 - Upon approval by the General Chairman, Convention Committee, make arrangements to obtain the prizes and finalize the procedure for prize distribution. This will be completed prior to the Annual Meeting and by a date set by the General Conference Chair.

- Submit progress reports to the General Conference Chair and the Annual Conference Committee, as required.
- f. Submit a written report of the Committee activities to the General Conference Chair and the Annual Conference Committee, after the Annual Conference. This report shall include the Committee Chair's comments and recommendations for the improvement of future planning and programming for the incoming Committee.

5. Spouse/Guest Program Committee

The purpose of this committee is to plan a program for the spouses during the Annual Meeting which will be integrated with, and not conflict with, the general program.

As a guideline for procedure, the Spouse/Guest Program Committee shall:

- a. Explore and schedule tours, points of local interest, and any other programs that might be of interest to the spouses in attendance at the annual program.
- b. Coordinate any scheduled events with the Program and Transportation Committee Chairs.
- c. Cooperate with the Executive Director, General Conference Chair and the Secretary-Treasurer in covering the cost of scheduled events.
- d. Coordinate with Youth Program Chair in order that the two programs do not conflict.
- e. Submit a written report of the Committee activities to the General Conference Chair and the Annual Conference Committee, after the Annual Conference. This report shall include the Committee Chair's comments and recommendations for the improvement of future planning and programming for the incoming Committee.

6. Program Committee

The purpose of this committee is to plan, obtain, and schedule the speakers for the Western Chapter's Annual Meeting. This is one of the most important of the conference committees in that this gathering offers the opportunity for the presentations of latest information, broadening of experience, and sharing of knowledge for and by its members.

The Committee Chair is normally appointed by the General Conference Chair, after due consultation with the President. In order to achieve an informative, interesting, and educational meeting, he is assisted by as many Committee members as he (and the General Conference Committee) deems necessary.

As a guideline for procedure, the committee shall:

- a. Seek the input of the Arbor Day and Beautification, Arboreta, Commercial Municipal, Utility and Consulting Arborist Committees in order that items of interest to all members shall be incorporated to present a well-rounded program
- b. When seeking speakers, consider using nearby educational institutions, arboreta, municipalities, and private companies who have interest in the arboricultural and horticultural fields.
- c. Provide limited expenses for speakers other than members to the cost of registration and organized meals (luncheon or dinner) on the day of the speaker's presentation. Chapter members, who normally attend the Annual Meeting, should also be solicited

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- as speakers.
- d. Coordinate the program, with the General Conference Chair and all of the conference committees.
 - e. Complete the program in time to be printed in the issue of the *Western Arborist* just prior to the annual conference. This and any other announcements through the magazine may stimulate attendance at the Convention.
 - f. Obtain a brief biographical sketch of each speaker for the use of the moderator in introducing the speaker. Prompt speakers to provide helpful handouts (transcript, outline, PowerPoint frames, diagrams, worksheets, etc.) in time to include in registration packets.
 - g. Submit a written report of the Committee activities to the General Conference Chair and the Annual Conference Committee after the Annual Conference. This report shall include the Committee Chair's comments and recommendations for the improvement of future planning and programming for the incoming Committee
 - h. Contact the Chamber of Commerce and Convention Bureau for possible assistance at registration.
 - i. Maintain an accurate count of all tickets sold, at all times, in order to coordinate for meals and other events.
 - j. Maintain the registration desk throughout the Annual Conference as needed.
 - k. Cooperate with the Administration and/or the Secretary-Treasurer in the handling of any monies.
 - l. Prepare special identification for speakers and exhibitors.
 - m. Submit a written report of the Committee activities to the General Conference Chair and the Annual Conference Committee after the Annual Conference. This report shall include the Committee Chair's comments and recommendations for the improvement of future planning and programming for the incoming Committee.
7. Transportation Committee
- The purpose of this committee is to provide transportation of people before, during and after the Annual Conference. This committee shall coordinate its efforts with the other committees dealing with activities outside the central site.
- As a guideline for procedure, the Transportation Committee shall:
- a. Determine the needs of the Entertainment, Program, Spouse/Guest, and Youth Committees for transportation to and from the various events away from the central site.
 - b. Explore the cost for such transportation.
 - c. After consultation with the General Conference Chair, arrange for the necessary agreements and schedules for the above events, including personnel for adequate supervision and control.
 - d. Submit a written report of the Committee activities to the General Conference Chair and the Annual Conference Committee after the Annual Conference. This report shall include the Committee Chair's comments and recommendations for the improvement of future planning and programming for the incoming Committee.
8. Youth Program Committee

The purpose of this committee is to arrange and schedule activities and events for the dependents and young guests of those in attendance at the Annual Conference.

As a guideline for procedure, the Youth Program Committee shall:

- a. Determine the activities available to interest young persons (ages five to fifteen years, approximately) at or near the site of the meeting.
- b. After consulting with the General Chairman, Convention Committee, this Subcommittee should make arrangements and schedule those events most appropriate.
- c. The scheduled events should then be coordinated with the Program, Transportation Committee Chairs.
- d. This committee shall assure proper supervision and control of these events by personnel of its selection.
- e. Submit a written report of the Committee activities to the General Conference Chair and the Annual Conference Committee after the Annual Conference. This report shall include the Committee Chair's comments and recommendations for the improvement of future planning and programming for the incoming Committee.

SECTION III: WESTERN ARBORIST MAGAZINE

A. Western Arborist Magazine Guidelines

There are four issues per year: spring, summer, fall and winter. Deadlines for each issue are Feb.1 (spring), May 1 (summer), August 1 (fall) and Nov 1 (winter)

B. Editor's responsibilities

The Editor shall be appointed annually by President and approved by the Board of Directors with the primary responsibility to compile and edit materials submitted to the Western Arborist Magazine, solicited from other sources or gathered from various publications, websites, etc. It shall be his/her responsibility to produce four (4) magazines a year. The Editor shall work with Board of Directors on setting advertising space prices in the magazine, consistent with the expenses. The board of directors can appoint an ad hoc committee in order to make recommendations regarding advertising rates, printing contractors or other logistics, including a stipend for the editor. Although the magazine is a member service, it should be fiscally responsible and cost-effective. The Editor shall have no vote on the Board of Directors.

The Editor is responsible for:

- Determining content of magazine, emphasis, special features, etc.
- Soliciting, searching for and selecting articles on various topics in arboriculture and related fields.
- Reviewing other publications, newsletters, news releases, etc., for potential material.
- Maintaining a liaison with other publications, editors, organizations, etc.
- Editing articles for spelling and grammar, typos and appropriate style.
- Getting author's approval when making substantive revisions.
- Working with Executive Director to develop a magazine layout, format, look, etc.
- Receiving and publishing committee reports.
- Getting permission to reprint copy righted material approval.

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- Submitting completed articles in standard format to Executive Director.
 - Obtain images for articles.
 - Selecting an image for the magazine cover.
 - Provide guidance to the Graphic artist on layout issues.
 - Proofing a final draft of the magazine.
 - Proofing the ‘blue line.’
 - Writing editor’s column.
 - Submitting periodic reports to the Board as requested.

C. Executive Director’s Responsibilities

- Format articles, add photos, place advertisements, develop table of contents, add filler, clip art, etc.
- Advise editor on technical issues, special concerns, provide feed-back.
- Proof text, edit photos.
- Overall quality and artistic merit.
- Track costs, look for ways to reduce costs and improve quality and reliability.
- Ensure that members receive four magazines a year and in a timely manner
- Write an Executive Director’s column.
- Ensure that the President’s Message is received by deadline.
- Solicit advertisements.
- Look for potential copy material and submit to Editor.
- Provide information on Certified Arborist/Tree Worker Exam dates.
- Provide regional conference dates and announcements, promotional literature and photos.
- Submit Chapter events dates, announcements, news, etc. to editor.
- Submit final proofed ‘blue line’ to printers.
- Ensure printing and mailing of magazine.
- Ensure timely distribution of magazine.

D. Advertisements/Press Release

Information about new products can appear in the Western Arborist as press releases as long as they are newsworthy and of potential value to WC members as determined by the editor. Non-profit agencies that have items to “sell” may be given preference, limited to one time per year per company/agency association. For-profit company items will be evaluated to a greater degree. Each decision will be made on an individual basis by the editor and executive director. Additional news releases will be charged regular advertising rates unless otherwise directed by board. Meeting announcements from other arboricultural related non-profit organizations, and other affiliated groups, can be published free of charge as determined by the Editor and Executive Director.

E. Advertisement Rates and Procedures

All advertisements will be camera ready. Advertisers will be charged additional costs, cost +15%, if advertising copy and/or graphics are not camera ready or if ads are designed by Western Chapter staff.

SECTION IV: MEMBERSHIP ACTIVITIES*Western Chapter ISA Bylaws Revision 2006***A. Membership Definitions and Types****1. Definitions**

- a. Active Membership
 - i. Throughout this and related documents, the expression "Active Member" shall refer to any current Active, Sustaining, Honorary Life or Chapter Only member of WCISA.
 - ii. The expression "Active Membership" shall refer to all current Active, Sustaining, Honorary or Honorary Life and Chapter Only members of WCISA.
- b. General Membership: Throughout this and related documents, the expression "General Membership" shall refer to all current Active, Sustaining, Honorary Life, Student and Chapter members of WCISA.
- c. Current Member: Throughout this and related documents, the expression "current member" shall refer to a member who has properly applied, been approved and paid all assessed dues for membership and not currently under membership suspension or termination as determined by the Board (see Article V, Section C).

2. Membership Types

- a. Active
 - i. Active members shall be persons actively directly involved in the field of arboriculture and/or other closely related fields or otherwise interested in the field of arboriculture.
 - ii. Active members shall be entitled to all benefits, rights and privileges offered to the Active membership.
 - iii. Active members shall each be entitled to one vote on issues before the Active Membership, to serve on committees and to seek election to the Executive Committee.
- b. Sustaining
 - i. Sustaining members shall be individuals or organizations that elect to provide a substantial contribution to the organization via dues payment as per a minimum contribution set by the Board.
 - ii. Sustaining dues contribution shall entitle the individual or one (1) member (only) of a contributing organization to all benefits, rights and privileges offered to the Active membership plus any specific additional benefits which may be attributed to this category by the Board.
- c. Chapter Honorary Life:
 - i. All Chapter Honorary Life members shall be entitled to all benefits, rights and privileges offered to the Active membership and shall also be exempt from the requirement to pay dues (see Article IV, Section C).
 - ii. Chapter Honorary Life membership shall be granted to all WCISA Past-presidents and WCISA member ISA Past-presidents effective with the

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- beginning of the subsequent membership year after expiration of their (first) term of office as President.
 - iii. All WCISA member recipients of ISA Honorary Life Membership shall receive Honorary Life membership status in the WCISA.
 - d. Chapter Only: Chapter Only members are those that elect not to maintain membership in the ISA. Chapter Only members shall be entitled to all benefits, rights and privileges offered to the Active membership.
 - e. Student
 - i. All Student members are those that both apply for Student membership and maintain full-time student status in an accredited secondary school, college, university or other institution, enrolled in or majoring in courses in horticulture, arboriculture or other closely related areas of study.
 - ii. Student members shall be entitled to all benefits, rights and privileges offered to the Active membership as well as a reduced dues payment as determined by the Board, except that Student members shall not be entitled to submit nominations, vote in elections or other issues before the membership or to serve on appointed committees or the Executive Committee.

B. Dues Structure and Requirements

1. Dues Schedule

- a. Active, Sustaining, Chapter Only and Student members: All Active, Sustaining, Chapter Only and Student members shall pay annual dues at rates determined by the Board and approved by the Active Membership.
 - i. Sustaining Members: Sustaining members shall be an inflated dues rate determined by the voluntary contribution of the member (or organization), but with a minimum rate as determined by the Board
 - ii. Student Members: Student members shall be a reduced dues rate as determined by the Board.
 - iii. Honorary Life and Past-presidents: Honorary Life and WCISA Past-presidents shall receive lifetime Active membership free of any dues payments.

2. Dues Payment Terms and Requirements

- a. Term of membership: The membership year shall be 12 months from date of processing (effective 1/1/2016 and subject to approval).
- b. Remittance
 - i. Active Members: (ISA & WCISA members) shall remit WCISA dues payments through the ISA Administrative Office.
 - ii. Sustaining members: shall remit excess dues contributions over the established Active Membership dues directly to the WCISA Administrative Office.
 - iii. Chapter Only members: shall remit all dues payments directly to the WCISA Administrative Office.
- c. Terms
 - i. Initial application dues:

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1. The first year's dues shall be submitted in full with the initial membership application.
 2. Active membership applications (ISA & WCISA) and dues shall be submitted to the ISA Administration Office.
 3. Chapter Only and Sustaining membership applications (WCISA only) and dues shall be submitted to the WCISA Administration Office.
- ii. Annual Dues
1. Dues payments shall be submitted to and received by the WCISA or ISA office, as specified, within 30 days of invoicing.
 2. Delinquency:
 - a. Any and all required dues payments not submitted and received by the WCISA or ISA office as specified by April 1st of each Membership Year shall be considered delinquent and shall result in automatic suspension of all membership rights, benefits and privileges.
 - b. Payment in full of all required dues prior to May 1st of the same year shall automatically result in immediate restoration of all entitled membership rights, benefits and privileges.
 - c. All such delinquent dues not submitted and received by May 1st of the same year shall result in automatic termination of membership and all accompanying membership rights, benefits and privileges. After May 1st of the same year, payment in full of all required dues along with a request for a hearing by the Board, or a Board-appointed temporary Membership Hearing Committee, shall be required for consideration of restoration of membership and membership rights, benefits and privileges. Approval for membership restoration shall require a simple majority vote of a Quorum of the Board.
 3. Refunds: All dues payments received are not refundable.
- C. **Student & Senior Discount Policy** *Adopted by the Western Chapter ISA Board of Directors on November 20, 2009*
1. Regional Conferences
 - a. A discount will be offered to all student and senior members on Regional Conferences.
 - i. Students must be valid WCISA student members (see membership policies for requirements).
 - ii. Seniors must be current WCISA professional or life members who are at least 62 years old. Current employment is not taken into account. Proof of age must be shown before registration can be processed. Valid proof can be a driver's license, birth certificate, or other government issued ID.
 2. Membership
 - a. Student

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- i. See excerpt from Bylaws above.
 - b. Senior
 - i. No membership discount is offered to seniors.

SECTION V CERTIFICATION COMMITTEE

The President shall appoint committee chair with Board approval.

The Certification Committee (CC) shall oversee Chapter funding of certification programs and activities, including those required to participate and act as liaison to the ISA Certification Board. The Executive Director shall assist the CC by performing administrative tasks per the request of the CC. This includes, but is not limited to administrative and clerical tasks required in connection with applications, examinations, notification of results and pass lists, maintaining of current mailing list of certified arborists and tree workers and assisting in the implementation of the WCISA Certification Program.

The CC shall convene at least twice annually and in person at least once annually. Additional meetings are called by the CC Chair, with the approval of the Executive Director and/or President. The meeting may convene as a body, via telephone, electronic mail or U.S. Postal Service periodically as necessary, throughout the year.

The CC is comprised of seven individuals from throughout the Chapter. Members include: a general chair, one person each from Arizona, Hawaii, Nevada, and three from California-northern, central and southern. The geographic structure is intended to provide regional constituency representation, however, the CC deals with matters of the entire chapter and members are expected to seek what is good for the Chapter membership putting that perspective above their special regional needs. Decisions are made by consensus; with all members voting when matters cannot be otherwise settled. A quorum is met when five members are present and the majority carries the vote.

A. Emeritus Group

In recognition of their exceptional service, membership in this group is bestowed upon certain past members of the CC because of their devotion to the process of Arborist Certification and to the Western Chapter of the International Society of Arboriculture. This distinguished group has helped blaze the trail of professionalism for practicing arborists. Having served the Committee through the years of deliberation, they are recognized as counselors in the continuing certification process. The incoming CC Chair bestows membership. Members receive all correspondence of the CC and are called upon, as necessary, to provide insight and support. Their input on any certification matter is welcomed and should be channeled through the chair. The Emeritus Group is not part of CC, rather, they are a supplementary support group.

B. Exam Coordinators

Representatives within each region are designated to coordinate exams. The coordinator is responsible for scheduling and arranging facilities for certification exams. They work closely with the CC member from their region and coordinate with the proctor to receive,

distribute and return exams and communicate with persons taking the exam. Coordinators are organized by region.

C. Proctors

1. The number of proctors in each chapter will be limited.
2. Every attempt should be made to cover each geographic region within the chapter.
3. Each proctor applicant must file an application and Confidentiality Agreement with ISA for approval.
4. Only ISA approved proctors can administer or handle the exam.
5. A proctor must be an individual who is:
 - a. A high school, junior college or university educator or researcher in an arboriculturally related field, with formal college course work in tree identification and problem diagnosis or;
 - b. A Certified Arborist who has formal college course work in tree identification and problem diagnosis or;
 - c. An individual whom the ISA Certification Board has approved based on background and experience.
6. Perceptions of conflicts of interest and restraint of trade would disqualify a proctor from administering a test.

D. Judges

Judges evaluate the practical component of the Certified Tree Worker Exam. A minimum of two judges are required for the work demonstration portion of the practical exam. Judges will individually score the CTW candidate and average their scores to develop the final score. Judges are appointed by the WCISA and are not required to be ISA Proctors. Judges must be CTW or CA unless otherwise approved and must successfully complete a training session to ensure that they are appropriately knowledgeable and proficient in the conduct of this exam.

E. Exam Monitors

Exam Monitors assist in the conduct and administration of both the ISA Arborist Certification Exam and WC ISA Tree Worker Exam. The role of a monitor is to perform all duties assigned by the Proctor, such as room set-up and security, registration of exam applicants, and clean-up. Where Spanish-speaking candidates are expected, it is recommended that monitors who are fluent in Spanish be procured. Exam Monitors are appointed by the WCISA and are not required to be ISA Proctors.

F. Role of the WC ISA Executive Director

The Executive Director and staff of the WC ISA shall support the Certification program as appropriate. At a minimum, the ED and staff shall provide services including, but not limited to, the following:

1. Interact with Proctors, Exam Coordinators, CC members and others on certification issues

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2. Receive calls from Exam Applicants, Certified Arborists and Certified Tree Workers
 3. Provide registration applications, and confirmation for exams
 4. Review all applications for accuracy, completeness and compliance with program requirements
 5. Appropriately process all Certified Tree Worker applications
 6. Establish and maintain accurate records for each Chapter Certified Tree Worker
 7. Maintain supplies and materials required for exam process
 8. Score and/or confirm scores of all CTW exams
 9. Provide notification of exam results to candidates
 10. Provide certification packages to successful candidates
 11. Provide appropriate exam information to the Western Arborist and other related publications
 12. Respond to and authorize/designate requests for CEU credits
 13. Coordinate and assist implementation of certification programs, seminars and activities

G. Equipment

The CC will take all reasonable action to assure a uniform certification process. To that end, the CC will procure and maintain a set of appropriate equipment and materials within each Region for the express purpose of conducting exams. Each set of equipment and materials will be managed by the Regional CC representative or their designee. All items are to be clearly marked as the property of WCISA. The following is a list of materials required for each exam.

1. Caution tape for marking the practice demonstration stations and excluding by-standers
2. Flagging or bells for marking stations
3. Tool bag for WCISA equipment
4. At least 1 judge will be required to provide at least 1 complete set of climbing equipment (arborist grade climbing rope appropriately sized for the subject tree, appropriate sized climbing saddle for the designated judge, safety lanyard, appropriate number of carabiners, protective headgear, proper climbing clothing) for each subject tree to be used in the event that an aerial rescue is required.

SECTION VI BOOK ORDERS

A. Pricing and Profits

1. Profits from book orders shall be reviewed annually.
2. The Board upon recommendation of the Executive Director shall set prices.
3. Materials published by the ISA, which are sold to the WCISA at discount, shall be sold to members at the ISA price unless otherwise authorized by the Board.
4. Materials published by the WCISA shall be sold to members at prices set by the Board annually.
5. Shipping and handling charges are set by the Executive Director. Large orders may require higher shipping and handling charges to be determined on an order-by-order basis.

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6. All applicable state taxes shall be charged to each order.

B. Order Turnaround Time

1. Unless back ordered, orders should be completed and shipped within 7 days after receipt of payment.
2. Size of inventory shall be kept as small as practical.

C. Payment Policy

1. Payment for book orders shall be received prior to shipping checks, money orders; VISA, MasterCard and American Express are accepted forms of payment. Purchase orders from governmental agencies are also accepted orders will be completed upon receipt of the purchase order.
2. Credit card/debit card orders will be encouraged due to instant capture and deposit of funds in the WCISA bank account.

SECTION VII OFFICERS AND DIRECTORS

A. Election

1. Directors shall maintain continuity of the Chapter by normally serving a term of four years, with one Director elected one year.
2. Chapter Representative on the ISA Council of Representatives is nominated by the Chapter and is voted on by the Western Chapter membership. Term of office is three years unless completing an unexpired term.
3. Nomination of office holders shall be through a Nominating Committee appointed and chaired by the immediate Past President, with the duty of contacting members and of presenting at least one nominee for each office. The Executive Director shall separately mail one ballot to each eligible member with a return envelope.
4. Elections, except for the office of President and Past President, shall be by majority ballot Vote of active, sustaining, honorary life and chapter only members. Returned ballots shall be counted by the Executive Director and a committee of three (3) members. The results of the election shall be reported to the membership at the annual business meeting. Unless otherwise called for, all officers shall serve until June 30th. The President-elect shall succeed to President.
5. Notification of Election Returns - The Chapter Executive Director shall certify and forward names and addresses of incoming officers and directors to the ISA Executive Director within thirty (30) days after the WCISA Annual Meeting.

B. New Board Member Orientation

Prior to their first official Board meeting, new Board members will receive orientation materials electronically that includes:

1. Current Roster
2. Chapter Bylaws
3. Policy Manual

4. Calendar for Upcoming Year
5. Minutes from prior year

C. Conflict of Interest Policy *(Adopted by Western Chapter ISA Board of Directors on November 10, 2010)*
Policy Statement

Each member of the board of Western Chapter, International Society of Arboriculture has a duty of loyalty to Western Chapter, International Society of Arboriculture. In furtherance of this duty, it is the policy of Western Chapter, International Society of Arboriculture that board members may not use their position as board members for personal, family, or professional gain. Directors may not obtain for themselves, their relatives, or their friends a financial or material interest of any kind from their connection with Western Chapter, International Society of Arboriculture. Each board member has a duty to give undivided allegiance to Western Chapter, International Society of Arboriculture when making decisions affecting Western Chapter, International Society of Arboriculture and in any transactions, dealings, or situations involving Western Chapter, International Society of Arboriculture. In furtherance of these obligations, Western Chapter, International Society of Arboriculture has adopted this Conflict-of-Interest Policy and Procedures applicable to its board members.

1. Categories of Conflicts of Interest
 - a. *Conflict-of-Interest Transactions*: A conflict of interest with respect to a transaction effected or proposed to be effected by the organization means the interest a board member has respecting such transaction, if;
 - b. The board member knows that he or she or a related person is a party to the transaction or has a beneficial financial or personal interest in or is so closely linked to the transaction and it is of such financial or personal significance to the board member or a related person that the interest would reasonably be expected to exert an influence on the board member's judgment if he or she were called upon to vote on the transaction; or
 - c. The board member knows that any of the following persons is either a party to the transaction or has a financial or personal interest in or is so closely linked to the transaction and it is of such financial or personal significance to the person that the interest would reasonably be expected to exert an influence on the board member's judgment if he or she were called upon to vote on the transaction:
 - d. An entity of which the board member is a director, officer, partner, equity owner, agent, or employee;
 - e. A person that controls, is controlled by, or is under common control with, one or more of the entities described in subsection (a); or An individual who is a partner, principal, employer, employee, personal friend, business associate, or a significant creditor or debtor of the board member.

For purposes of this Policy, a "related person" of a board member means 1) the spouse of the board member, or a parent or sibling thereof, or a child, grandchild, sibling, or parent of the board member, or the spouse of any thereof, or an individual having the same home as the board member, or a trust or estate of which an individual specified in this paragraph is a substantial beneficiary, or 2) a trust, estate, incompetent, conservatee, or minor of which the

board member is a fiduciary.

Examples of situations in which conflicts of interest may arise include, but are not limited to, the following:

- Transactions with persons and organizations supplying goods and commercial services to Western Chapter, International Society of Arboriculture
- Transactions with persons and organizations from which Western Chapter, International Society of Arboriculture leases property and equipment
- Transactions with persons and organizations with whom Western Chapter, International Society of Arboriculture is dealing or planning to deal in connection with the gift, purchase, or sale of real estate, securities, or other property
- Transactions with persons representing competing or collaborating organizations
- Transactions with donors and others supporting Western Chapter, International Society of Arboriculture
- Transactions with persons representing agencies, organizations, and associations that affect the operations of Western Chapter, International Society of Arboriculture
- Transactions with organizations or individuals receiving grants from Western Chapter, International Society of Arboriculture

2. Conflict-of-Interest Relationships

Western Chapter, International Society of Arboriculture recognizes that conflicts of interest may arise not only in the context of a transaction but also in situations where a board member's personal interests, or the interests of a related person, personal friend, business associate, an entity in which a member holds an equity interest, employer, employee, or a significant creditor or debtor of the board member, could reasonably be expected to exert an influence on the board member's judgment regarding general Western Chapter, International Society of Arboriculture matters and/or impair his or her ability to act in Western Chapter, International Society of Arboriculture's best interests.

It is important to note that a "conflict of interest" exists if a decision could be influenced (i.e., perceived conflict of interest) — it is not necessary that influence actually take place

3. Structural Conflicts of Interest

Participation as a member of other related organization is not a conflict of interest as it is acknowledged that board members will participate in the broader related arena. Potential conflicts of interest will be reviewed on a case by case basis.

4. Procedures for Identifying and Addressing Conflicts of Interest

The following procedures shall be followed when a conflict of interest arises with respect to any board member:

- a. The board member must promptly make full disclosure of the conflict of interest to the qualified directors of the board. The board member must disclose (a) the existence and nature of the board member's conflict of interest and (b) all facts known to him or her regarding the subject matter of the transaction or situation that

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- an ordinarily prudent person would reasonably believe to be material to a judgment about whether or not to proceed with the transaction or how to deal with the situation.
- b. For purposes of this policy, a “qualified board member” means any board member who does not have either (a) a conflict of interest with respect to the transaction or situation, or (b) a familial, financial, professional, or employment relationship with a second board member who does have a conflict of interest with respect to the transaction or situation, which relationship would, in the circumstances, reasonably be expected to exert an influence on the first board member’s judgment when voting on the transaction or situation.
 - c. The qualified board members will discuss the conflict of interest and, depending on the nature of the conflict of interest, vote on either (a) whether or not to continue the transaction at issue or (b) measures to address the situation at issue. Directors subject to a conflict of interest shall not be permitted to be present or to participate in the deliberations or vote of the qualified board members with respect to such conflict of interest. Recusal of the board member shall require such board member to physically remove himself or herself from a meeting, conference call, e-mail, listserv, or any other electric communications.
 - d. The conflict of interest transaction or situation shall be approved only upon the affirmative vote of a majority of those qualified board members on the board or on a duly empowered committee of the board (who voted on the transaction after required disclosure to them); provided, that action by a committee is effective only if (a) all committee members are qualified board members, and (b) committee members are either all the qualified board members on the board or are appointed by the affirmative vote of a majority of the qualified board members on the board. A majority of all the qualified board members on the board, or on the committee, constitutes a quorum for purposes of the vote described above.
 - e. When a conflict exists, resolution of the matter may include (a) approving or disapproving any transaction or situation at issue; (b) requiring the board member to remove himself or herself from positions in which the conflict of interest exists until there is no longer a conflict; or (c) requiring the board member to discontinue, reduce, or modify his or her participation in the board, committees, or task forces where the conflict exists.

In addition to the procedures described above, board members have an obligation to address any perceived conflict of interest of other board members if they are aware of such conflicts with respect to matters pertaining to Western Chapter, International Society of Arboriculture.

SECTION VIII ACCOUNTING/BOOKKEEPING

A. Frequency of reporting

1. The Executive Director shall compile and report all fiscal and accounting activities to the Treasurer on a monthly basis. These activities shall be compiled and reported by the use of the QuickBooks accounting software package. The Treasurer shall make this

information available to the Auditor on an as needed basis.

2. The Treasurer shall provide to the Officers and Board the recent quarterly summaries of selected fiscal and accounting activities one month prior to the Board meeting.

B. Executive Directors Expenses

1. Approval process. The Executive Director shall be responsible, by contractual agreement, to conduct such activities necessary to the business of the Western Chapter. These activities may include payment of Officer/Board expenses, office telephone expenses, vendors, regional meeting expenses, office supplies, and printing, postage and shipping costs. Additional projected expenses shall be submitted to the Treasurer on a case by case basis for Board approval.
2. The Board shall review all administrative expenditures on a quarterly basis.

C. Operational Policies and Procedures

1. The Board of Directors through the Finance Committee formulates financial policies, delegates administration of the financial policies to the Executive Director and reviews operations and activities.
2. The Executive Director has management responsibility, including financial management.
3. Professional financial service providers shall be engaged, including banking, accountant, and insurance services.
4. The Executive Director in charge of finance and administration, with over-sight from the Treasurer, will maintain a current and accurate log of the chart of accounts and accounting classes.
5. These policies and procedures will be reviewed periodically by the Finance Committee.
6. Western Chapter ISA's fiscal year is from July 1 to June 30.

D. Bank Accounts

1. The Finance Committee and Board must approve establishment and closing of all bank accounts and the purchase or sale of all investments.
2. All operational funds must be maintained in federally insured (FDIC) accounts.
3. All pass-through funds shall be maintained in federally insured (FDIC) accounts, when possible.
4. All funds shall be maintained in interest-bearing accounts, when possible.
5. Authorized signers on Western Chapter ISA accounts include the Executive Director and Treasurer.

E. Mail

1. The mail is checked daily.

F. Cash Receipts & Checks

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1. If the money is payments by members for various types of revenue (publications, videos, conference registration, member dues, etc), the checks are forwarded to the administrative office for data entry. The funds are entered (by various departments) into the WCISA operations database.
 2. Checks for deposit will be endorsed with a stamp(s) as follows:
WCISA for Deposit Only
Account Number
 3. All checks will be deposited weekly of the receipt of the check, within reason.
 4. Non sufficient Funds (NSF) Checks - Occasionally WCISA receives checks returned by the bank because of NSF. The Executive Director will develop and maintain procedures for processing NSF checks.
 - a. Attempts will be made to contact the customer by phone and resolve this matter in person. If contact cannot be made then a letter will be written. Send the original check back to the customer with the letter. Keep a copy of the letter, check and Advice Adjustment Notice in the Bad Debt folder which the Executive Director keeps.
 - b. When a replacement payment is received the Executive Director will enter a journal entry in Quickbooks to offset Bad Debt.

G. Online Receipts

1. Notifications of any fees received via an internet service (i.e. PayPal) are sent from the internet service to the Executive Director via email.
2. The Executive Director reviews these transactions.
3. All fees will be transferred to Western Chapter ISA on the 15th and last day of each month for deposit and recording in Quickbooks.

H. Cash Disbursements

1. Check Authorization
 - a. All invoices and expense requires are forwarded to the Executive Director who will review invoices for mathematical accuracy, validity, conformity to the budget, and entering of information into the QuickBooks system.
 - b. Invoices will be date stamped to indicate the date received.
 - c. Bills are received through the mail and electronically, via email, and are paid twice monthly, on or around the 1st and 15th of each month, or more often as needed. The Executive Director reviews and approves all bills and expenses.
 - d. Prior to mailing any checks for accounts payable, the Executive Director reviews and initials all invoices. A printed check stub is attached to the invoice, to ensure that duplicate payments are not made.
 - e. Once approved, the appropriate staff member generates the checks, which are in turn signed by the Executive Director.
2. Checks

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- a. The Executive Director will be responsible for all blank checks.
 - b. All checks will be signed by the Executive Director or designated members of the Board of Directors.
 - c. WCISA will keep unused check supplies safeguarded in a safe place. Individuals responsible for preparing checks will request the approximate number needed, and return all unused checks at the end of each day. Signed checks that have not been mailed, or distributed, will be put in a safe place at the end of each day.
 - d. Voided checks will have "VOID" written boldly in ink on the face and have the signature portion of the check torn out. Voided checks will be kept on file. Voided checks will be recorded into QuickBooks to account for the check numbers.
 - e. In the event that it is necessary to issue a duplicate check, a stop payment will be ordered at the bank of the original check.
 - f. Discounts - It is the policy of WCISA to take advantage of vendor discounts and record the net expense in the financial records.
 - g. Under no event will:
 - i. Invoices be paid unless approved by an authorized signer;
 - ii. Blank checks (checks without a date or payee designated) be signed in advance;
 - iii. Checks be made out to "cash" or "bearer", etc. (except for "petty cash");
 - iv. Checks be prepared on verbal authorization, unless approved by the Executive Director;
 - v. Deposits be split between accounts;
 - vi. Deposits be made "less cash."
3. Bank Reconciliations
- a. Bank statements will be received, opened and initialed by the Executive Director.
 - b. The administrative staff will reconcile the bank statement(s) monthly.
 - c. The Executive Director shall review and initial the reconciliation of the bank accounts monthly.
 - d. The Treasurer and Finance Chair will receive monthly reconciliation reports for all bank accounts.
 - e. Write-off of Old Checks - every attempt will be made to contact the payees of outstanding checks that have failed to clear the bank. After a check has been outstanding in excess of one year, the Executive Director will re-issue a check with documentation to the payee as to the purpose of the re-issuance. A corresponding stop payment will be placed on the original check.

I. Purchasing

1. WCISA's policy is to require bids for the following expenditures:
 - a. Printing
 - i. Three bids are required for all printing expenditures exceeding \$5,000.
 - b. Professional Services
 - i. Professional services, including CPA firms and law firms, will be evaluated periodically, and requests for proposals will be prepared and sent to qualified firms in the same field.

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- c. Other
 - i. All other expenses exceeding \$10,000.
 - 2. The decision to approve a vendor will be made jointly by the Executive Director and the Treasurer, Finance Chair or Chapter President. Reuse of an existing vendor for the same product is acceptable, thus not requiring three bids, unless a significant cost difference has occurred.
 - 3. WCISA will enter into contracts with other parties through the normal course of business. All contracts with financial implications are to be delivered to the Executive Director upon execution. The Executive Director will maintain signed contracts and agreements, other than memorandums of understanding (MOU's) or memorandums of collaboration (MOC's), in its files.
 - 4. All unbudgeted purchases over \$500 must be approved in advance by the Treasurer.
 - 5. The Executive Director is responsible for knowing if the item ordered is within the budget.

J. Personnel Related Policies and Procedures

- 1. Consultants
 - a. Consideration will be made of internal capabilities to accomplish services before contracting for them.
 - b. The Board of Directors will approve audit and other significant contracts.
 - c. The Program Manager will prepare 1099 returns for consultants at year-end.

K. Fixed Assets and Insurance Policies and Procedures

- 1. Equipment
 - a. Equipment shall be defined as all items (purchased or donated) with a unit cost of \$500 or more and with a useful life of more than one year.
 - b. All equipment will be entered into the accounting system as a fixed asset and depreciated over its useful life. An entry must be made whenever equipment that has not been fully depreciated is disposed of or acquired.
 - c. The Executive Director will maintain an inventory log of equipment, which shall list a description of the item, date of purchase or acquisition, price or fair market value of the item, and its location.
 - d. A depreciation schedule shall be prepared for all equipment for the annual financial statements.
- 2. Leases
 - a. The Executive Director will review all leases for equipment.
 - b. All leases, clearly delineating terms and conditions, will be approved and signed by the Executive Director.
 - c. The Executive Director will keep a copy of each lease on file.
- 3. Insurance
 - a. Reasonable, adequate coverage will be maintained to safeguard the assets of the

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- corporation. Such coverage will include Property and Liability, Directors & Officers, and other insurance deemed necessary.
- b. The Executive Director will carefully review insurance policies before renewal.
 - c. The Executive Director will maintain insurance policies in insurance files.
 - d. WCISA will periodically have an independent insurance consultant/agent review the organization's insurance policies to ensure coverage and limitations adequately meet the needs of the organization, members, and employees.

K. General Accounting Policies and Procedures

1. Accounting
 - a. WCISA will use the accrual basis of accounting that recognizes revenues when they have been earned and expenses when they have been incurred. Revenues that have not been earned will be included with deferred revenues on the financial statements and recorded as revenue when earned.
2. Books of Original Entry
 - a. WCISA will utilize an accounting data base for accounting for all funds.
 - b. Adequate documentation will be maintained to support all general journal entries.
 - c. At the end of each quarter, the Program Manager will prepare a Balance Sheet, a Profit & Loss Report, a Budget versus Actual Report, and an Aging Accounts Receivable/Accounts Payable Report that will be reviewed by the Executive Director, the Audit Committee, and the full Board. An independent accountant will also review these reports.
 - d. California ReLeaf will maintain its accounting records on the accrual basis in a manner that facilitates the preparation of reviewed financial statements conforming to generally accepted accounting principles.
3. Budgets
 - a. The Executive Director and the Program Manager will prepare the annual budget. As needed, the Executive Director will consult an accountant to review the organization's annual budget.
 - b. The Executive Director may allocate funds between budget line items providing such adjustments do not affect the overall revenue and expenses contained within the adopted budget. The Board of Directors will be briefed as to any and all such changes at regular meetings.
 - c. The Executive Director may expend a maximum of \$500.00 for unbudgeted items without prior approval of the Audit Committee.
 - d. The Executive Director will insure that budgets are on file.
4. Accounts Receivables
 - a. Documentation will be maintained for all accounts receivable.
 - b. Accounts receivable will be recorded in the accounting data base. Every effort will be made to collect accounts receivable on a timely basis.
 - c. Invoices for services will be sent immediately following completion of the service.

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- d. Thirty days after the date of the original invoice, a statement of the unpaid invoices will be mailed to customers accompanied by copies of outstanding invoices.
 - e. Ninety (90) days after the date of the original invoice, an employee will contact the customer via telephone and attempt to collect the amount due. A record will be kept of telephone contacts.
 - f. If 120 days have elapsed without payment, the account will be turned over to the organization's Finance Department.
 - g. After 180 days, if the invoice is determined to be uncollectible, write-off procedures will be initiated. If the debt exceeds \$1,000, the account will be handled by the organization's attorney. If the debt is deemed collectable, continued efforts will be made up to 365 day at which time write-off procedures are initiated.
 - h. It is the policy of the organization to ensure that all available means of collecting accounts receivable have been exhausted before write-off procedures are initiated.
5. Inventory
- a. Inventories maintained by WCISA include supplies (paper, envelopes, pens, etc.) which are expensed as purchased. Other inventories include videos, publications, and apparel. Videos include all videos, CDs , DVDs and associated workbooks which are sold to WCISA or non-ISA members. Publications include both books published by or carried by WCISA and past issues of WCISA's trade magazine (Western Arborist). Apparel includes WCISA logo clothing. Costs are recorded to the WCISA database specific to the publication or item.
 - b. A credit is made to Accounts Payable or Cash and a Debit is made to Inventory. All costs of books, videos and other items in inventory are expensed through Cost of Goods sold and a credit to Inventory.
 - c. A physical inventory count is performed annually. This information is used to calculate inventory turns and to manage the inventory (determine required purchases).
 - d. WCISA will, on a case by case basis, give away inventoried merchandise to committee chairs, visiting members, and others as long as the transaction is properly documented and appropriate adjustments are made to inventory. Items given away will reduce inventory at the item's cost and will be charged to the appropriate expense account

L. Board Related Policies and Procedures

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1. Financial Statement Preparation/Review
 - a. It is the policy of WCISA to prepare and distribute quarterly financial statements that will include the Balance Sheet (Statement of Financial Position), the Income Statement, and Budget any Supplemental Statements. These statements will be prepared and distributed within 25 working days after the close of the quarter. The statements will be distributed to the Finance Committee.
 2. CPA Firms/Reviewed Financial Statements
 - a. Selection of Firm - WCISA will contract with a CPA firm selected by the Finance Committee to review the organization.
 - b. The Engagement Letter - The WCISA Finance Committee will review the draft of the CPA engagement letter before it is signed, and prior to the commencement of the audit, to ensure it covers matters important to management.
 - c. The Management Letter - The Finance Committee will discuss the CPA management letter with representatives of the auditing firm and to direct staff as to the appropriate action required to correct deficiencies addressed.
 - d. Distribution of the management letter to individuals or firms other than the Board of Directors is left to the discretion of the Executive Director, or the Chair of the Finance Committee.
 - e. Review - It is the policy of WCISA to distribute the reviewed financial statements to the Board of Directors and to organizations entitled to receive a copy because of contractual agreement. The decision to publish the statements or otherwise make them available to the membership will be made by the Board at its meeting following the issuance of the statements.
 - f. The authority to distribute the statements to other individuals or firms requesting them will be left to the discretion of the Executive Director.
 3. Internal Revenue Service (IRS) Forms
 - a. **Form 990:** It is the policy of WCISA to allow public access to IRS Form 990. An electronic copy of the form will be placed on the WCISA website. Form 990 will not be mailed under any circumstance without the approval of Executive Director or the President.
 - b. **Form 1099:** It is the policy of the organization to complete IRS Form 1099 for all individuals and vendors receiving \$600 or more from the organization as stipulated by IRS regulations.

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4. California Sales Tax
 - a. WCISA is registered with California's State Board of Equalization. WCISA is required to remit sales tax imposed on WCISA's receipts from sales of tangible personal property for use or consumption by a user in California.
 - b. The Executive Director will prepare and remit appropriate reports to the State Board of Equalization on a quarterly basis.
 - c. The sales tax paid will be based on information produced from the WCISA database. Calculation of use tax will be based on:
 - i. invoices paid by WCISA for tangible personal property for use or consumption by WCISA, where sales tax was not charge, and
 - ii. "Comped" items from inventory given to members for use in California. The Executive Director will maintain processes for identifying use tax transactions and evaluating the amount of tax to be charged.

M. Access to Records by Members

1. It is the policy of WCISA to allow members to inspect the following records of the organization:
 - a. IRS Form 990
 - b. Original applications for tax-exempt status
 - c. Compiled and Reviewed financial statements
2. Other Audits
 - a. ISA will engage an outside firm to conduct an internal Policy and Procedure audit on an annual basis. Results of these audits will be reported to the Finance Committee and to the full Board of Directors.
3. Minutes of Meetings
 - a. The Secretary of the Board will prepare accurate minutes of all meetings of the Board of Directors and committees.
 - b. The Executive Director will maintain a database of note all motions in the minutes and items relating to finance and take appropriate action.

SECTION IX WESTERN CHAPTER TREE CLIMBING CHAMPIONSHIP – TCC

This committee (consisting of a Tree Climbing Championship Chair, WCISA Executive Director, and area coordinators) schedules, organizes and conducts Annual Tree Climbing Championships (Tree Climbing Championships). Regional Tree Climbing Championships (apart from Annual event) must be approved by Tree Climbing Championship Chair and WCISA Board.

A. Objectives

1. The objective of the Tree Climbing Championship committee is to:
 - a. plan and facilitate the WCISA's Tree Climbing Championship
 - b. determine dates and locations for Tree Climbing Championships

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- c. promote WCISA and the tree industry to the General Public
 - d. sustain member interest in ISA and the Western Chapter
 - e. provide the opportunity to share information and knowledge among treeworkers, arborists, urban foresters and other allied professionals provide field training

B. Responsibilities

1. The local area committee should be made of at least 3 persons to ensure division of responsibilities for the Tree Climbing Championship on a local level.
2. The role of the Tree Climbing Championship Chair is to:
 - a. act as a coordinator with the International Tree Climbing Championship Committee and local area representatives to facilitate the event for the Western Chapter.
 - b. schedule Tree Climbing Championship date (in conjunction with Annual Conference)
 - c. serve on Annual Conference committee
 - d. recruit area representatives to serve on committee in co-ordination with Annual Conference Chair
 - e. obtain date, location, rules and entry forms for International Competition
 - f. submit date, location and budget information from area representative to Board for approval
 - g. work with Executive Director on entry forms, registration, exhibits, awards, etc
 - h. work with local committee on locations, catering, judges, raffles, etc
 - i. work with International committee on rule changes, etc
 - j. set up computerized score keeping system
 - k. assist local committee with set up, tear down and all aspects of event
3. WCISA Executive Director Duties
 - a. update and print entry forms
 - b. mail entry forms and information to all current WCISA members, certified treeworkers and arborists
 - c. receive all registrations and fees
 - d. update and print score sheets, rules, programs
 - e. prepare contestant and exhibit packages
 - f. provide location with event insurance
 - g. assist with computerized score keeping system
 - h. order awards
 - i. make arrangements for Champion's travel to International Competition
4. Local (area) representative duties
 - a. prepare detailed budget with firm date and location of event for Tree Climbing Championship Chair (to be approved by the WCISA Board)
 - b. set up location
 - c. negotiate catering
 - d. promote locally

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- e. contact potential judges for events
 - f. contact potential exhibitors
 - g. assist in set up and tear down functions at location

C. Elements of the Tree Climbing Championship

The Annual Tree Climbing Championship will be scheduled in conjunction with the Annual Conference and may include other Field Day classes, workshops or programs. All rules are governed by the current International Society of Arboriculture Guidelines for Arborists Tree Climbing Championships.

1. Events

- a. **SPEED CLIMBS** - This event is a test of the climber's timing and coordination with the Secured Footlock and Body Thrust methods of climbing.
- b. **WORK CLIMB** - The Work Climb is designed to test the climber's agility, physical moves and poise while safely working in a tree.
- c. **THROWLINE** - The climber uses the Throwline technique every day to install the heavier climbing rope into the tree. This event is a test of accuracy.
- d. **AERIAL RESCUE** - This is a simulated one-contestant rescue event. It is designed to test the climber's ability to reach an injured treeworker, check vital signs and bring the injured worker down safely, quickly and efficiently.
- e. **MASTERS CHALLENGE** - The top five competitors in the five listed events will compete in the Master's Challenge. The Master's Challenge consists of a traditional Work Climb event. The winner of this event will be declared Chapter Champion. The Chapter Champion will be sent to the International Competition to represent the Western Chapter.

2. Optional events:

- a. **PALM TREE CLIMB** - A test of speed and agility to a height of 40 feet.
- b. **PLANT IDENTIFICATION** - This event is a test of the competitor's knowledge of common tree species and is open to spectators as well.
- c. **SAW EVENTS**
 - i. **Crosscut** - a two man log sawing competition.
 - ii. **Chainsaws** - a speed test of operator's handling of a small, medium, large and "souped up" modified chainsaws.
- d. **BEST OVERALL TEAM AWARD** - Best Team award will go to the predetermined group of no more than four competitors from one company or agency with the highest overall score. The scoring system will take the highest score for each team in each event (excluding optional events). The team with the best overall score will be awarded the perpetual award.

3. Materials and Equipment

The highest standards of safety must be adhered to during the Tree Climbing Championship. The following equipment is available for use in the Annual Tree Climbing Championship with the approval of the Tree Climbing Championship Chair.

- a. Trunk 1

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- i. Box 1:
 - (1) 5 large bells
 - (2) 1 small bell
 - (3) 7 various length/size ropes
 - (4) 1 ball twine
 - (5) Event signs, including Aerial Rescue, Work Climb, Throwline, Secured Footlock, Body Thrust, and Optional Events
 - ii. Box 2:
 - (1) 6 locking snaps
 - (2) 2 large steel figure 8's
 - (3) 2 locking steel carabiners
 - (4) 2 aluminum figure 8's
 - (5) 2 locking aluminum figure 8's
 - (6) 1 bolt & rope (weigh station)
 - iii. Loose:
 - (1) 1 120 ft. length of 1/2" arborplex
 - (2) 1 blue adjustable sling
 - (3) 1 16 ft. length 3/4" rope
 - (4) 3 small sections of 1/2" line
 - (5) 2 heavy duty pulleys
 - (6) 1 wooden block with hook
 - (7) 1 metal block with closed hook
 - (8) 1 9mm prusik loop
 - (9) 1 roll caution tape
 - (10) 1 roll duct tape
 - (11) 1 roll tree ribbon
 - (12) ISA Tree Climbing Championship
 - iv. Manuals
- b. Trunk 2
- i. Loose:
 - (1) 1 30 ft. throwline
 - (2) 1 40 ft. throwline
 - (3) 1 50 ft. throwline
 - (4) 5 120 ft. lengths 1/2" arborflex
 - (5) 2 various length yellow rope
 - ii. Other
 - (1) 1 6 ft. Hexagon pole with ash head

4. Catering

Bar-be-que is the tradition for Tree Climbing Championships. Providing lunch for contestants and spectators encourages people to mingle and to assure that people stay for afternoon activities. It also allows for traffic through the exhibits. Arrangements for catered food should be made by the local committee. This can be done by the Annual Conference Chair, the Tree Climbing Championship Chair, or by the local Tree Climbing Championship coordinator. Most bar-be-que outfits don't provide refreshments, therefore it may be good to

contact local Boys Scouts or other youth groups for drink sale promotions.

5. Mailers/Publicity

Entry forms and waivers need to be updated each year. The updated information should be sent to the Administrator for printing and mailing to WCISA members as well as current certified treeworkers and arborists. Registration information should be prepared no less than 3 months prior to the event. The entry forms and Tree Climbing Championship information should also be sent (by the co-coordinator) to the Chapter Editor for publication in the Western Arborist. Announcements should also be sent to allied organizations and publications.

6. Registration

Registration is handled by the WCISA Administrative Office. Registration fees are set by committee for competitors. This fee includes lunch. Each contestant MUST sign a waiver before being entered into the competition. The Administrator prepares packets for each contestant. The packets contain: draw numbers, program of events, tickets for lunch and schedule for each contestant. A listing of each event and ample score sheets need to be prepared for the judges.

7. Accounting and Finance

The WCISA office prepares a financial report for the Tree Climbing Championship Chair and the WCISA Board. The financial report should include all income and expenses pertaining to the Tree Climbing Championship. Receipts must be included for all reimbursements of expenses.

8. Awards

Awards are standard from year to year.

- a. Silver belt buckle for Champion.
- b. Plaques or other medallions may be used
- c. The expenses for the Champion to attend the International Tree Climbing Championship should include: airfare, hotel accommodations, conference registration and International Tree Climbing Championship entry fees

9. Commercial Exhibits

Commercial exhibitors are invited to display and demonstrate their merchandise at the Annual Tree Climbing Championship Tree Climbing Championship. The exhibits may be handled along with the Annual Conference exhibits or as a separate function. Exhibitors should be encouraged to donate merchandise for the raffle, and/or toward Overall Champion prize.

10. Event Setup

The events are to be set up the day before the actual Tree Climbing Championship. Competitors are not allowed into the event area after set up is completed.

11. Computerized Score Keeping

The program configures a time schedule for each competitor and a judge's log for each event. This facilitates a smooth finish of all events. It is important that all score sheets get turned into the scorekeeper as they are completed. The program will compile all scores and tabulate the winners in each individual event and the Overall Champion.

12. Event Rules

The rules of the International Society of Arboriculture Tree Climbing Championships (current issue) are an integral part of these policies.