



POLICIES AND PROCEDURES MANUAL

**Western Chapter International Society Of Arboriculture
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Preface

This manual is a living document and can (and will be updated) as required by board decision making authority.

ORGANIZATIONAL (GOVERNANCE)

Section 1: Officers

The Officers of the WCISA shall include the President, President Elect, Vice President, all Directors, Chapter ISA Component Council Representative, Immediate Past-president, Secretary, Treasurer, and Editor.

Subsection 1: Officer Positions

A. President

1. The President shall preside over all WCISA Board of Directors Meetings, the Annual Meeting and Annual Conference and any other Business or General Membership Meetings deemed appropriate by the Board, ensure compliance with the Bylaws, and assist and guide individual Officers and the Board of Directors in the performance of their duties.
2. The President shall provide an annual Mission Statement upon assumption of office to serve as a theme for the year's activities and goals.
3. The office of President shall be held for a term of one year.

B. President Elect

1. The President Elect shall assist the President in presiding over all WCISA Board of Director Meetings, the Annual Meeting and Annual Conference and any other Business or General Membership Meetings, ensure compliance with the Constitution and Bylaws, and assist and guide individual Officers and the Board in the performance of their duties.
2. In the absence of the President, the President Elect shall preside over WCISA Business and General Membership Meetings and ensure compliance with the Bylaws.
3. The President Elect is a Member of the Board and is entitled to one vote on issues before the Board.
4. The office of President Elect shall be held for a term of one year.
5. Should the office of President become vacant during the annual term, the President Elect shall assume that office and all its duties.

C. Vice President

1. The Vice President shall assist the President in presiding over all WCISA Board of Director Meetings, the Annual Meeting and Annual Conference and any other Business or General Membership Meetings, ensure compliance with the Bylaws, and assist and guide individual Officers and the Board of Directors in the performance of their duties.
2. In the absence of the President and the President Elect, the Vice President shall preside over WCISA Business and General Membership Meetings and ensure compliance with the Bylaws.
3. The Vice President is a Member of the Board and is entitled to one vote on issues before the Board.
4. The office of Vice President shall be held for a term of one year.
5. Should the President Elect be required to assume the office of or duties of the President, the Vice President shall assume the duties of the President Elect for the duration of the term.

D. Directors

1. The Directors shall assist the President in conducting all WCISA Board of Director Meetings and other business of the WCISA, the Annual Meeting and Annual Conference and any other Business or General Membership Meetings, ensure compliance with the Bylaws, and assist and guide individual Officers and the Board of Directors in the performance of their duties.
2. The Directors are Members of the Board of Directors and are entitled to one vote each on issues before the Board.
3. The Board of Directors shall include four (4) Director offices. Director offices shall each be held for a period of four (4) years, with each position expiring on an annually rotating basis (one Director position expiring each year).

E. Chapter Representative to the ISA Component Council

1. The Chapter Representative to the ISA Component Council shall perform the duties of the ISA component Member (representative) as defined in the ISA Bylaws and report to the WCISA Board of Directors on the issues and activities of the ISA. The Chapter Representative shall communicate WCISA issues and activities to the ISA Board and staff as directed by the Board.
2. The Chapter ISA Component Council Member (Representative) is a Member of the Chapter WCISA Board and is entitled to one vote on issues before the Board.
3. The office of Chapter ISA Council Member (Representative) shall be held for a period of two (2) years. Council Member can hold office for no more than 2 consecutive terms.

F. Immediate Past-president

1. The Immediate Past-president shall assist the President in presiding over all WCISA Board of Director Meetings, the Annual Meeting and Annual Conference and any other Business or General Membership Meetings, ensure compliance with the Bylaws, and assist and guide individual Officers and the Board of Directors in the performance of their duties.
2. In the absence of the President, the President Elect and the Vice President, the Immediate Past-president shall preside over WCISA business and General Membership meetings and ensure compliance with the Bylaws.
3. The Immediate Past-president is a Member of the Board and is entitled to one vote on issues before the Board.
4. The office of Immediate Past-president shall be held for a term of one year.

G. Secretary

1. The Secretary shall permanently record the minutes of each meeting of the Board of Directors.
2. The Secretary is a non-voting officer. (Article IV, 6.04)
3. The office of Secretary shall be appointed by the President and held for a term of one year. An individual may serve more than one term at the discretion of the incoming president. (Article IV, 6.04).
4. The offices of Secretary and Treasurer may be combined into a single office of Secretary-Treasurer, at the discretion of the incoming President, and subject to approval by the Board.

H. Treasurer

1. The Treasurer shall oversee all funds and accounts that make up the WCISA treasury. With the assistance of the Executive Director, the Treasurer shall be responsible for the recording and reporting of the status of all such accounts to and as directed by the Board.
2. Accurate and complete accounting shall be provided at least quarterly to the Board and annually to the Active Membership via publication or other means as directed by the Board. With the assistance of the Executive Director, the Treasurer shall oversee the maintenance of records and filing of all documents and returns required by law.
3. The Treasurer shall coordinate periodic reviews and annual audits of all accounting records and reports of the WCISA by an outside, private accounting entity, as approved by the Board.
4. The Treasurer is a non-voting officer. (Article IV, 6.04)
5. The office of Treasurer is appointed by the President and shall be held for a term of one year. An individual may serve more than one term at the discretion of the incoming president. (Article IV, 6.04)
6. The offices of Treasurer and Secretary may be combined into a single office of Secretary-Treasurer, at the discretion of the incoming President and subject to approval by the Board.

I. Editor

1. The Editor shall oversee, with the assistance of the Executive Director, the compilation of material, editing, and publication of the official organization publication (currently the *Western Arborist* magazine).
2. The Editor is contracted by the Board and shall not have a vote on issues before the Board.
3. The Editor shall be selected and contracted by the Board for a set term. (See Article VIII, 8.04)

Section 2: Nomination, Election, and Appointment

Subsection 1: Election

A. Nomination

1. The Nominations committee shall seek nominations of the Active Membership for the offices of: Vice President, all Directors, and the Chapter Representative to the ISA Component Council. Nominations will be accepted throughout the year and closing for the year on November 30 of each year, through published requests, mailings and/or any other means which may be directed by the Board.
2. To be considered valid, nominations must be in writing, authorized by the nominee (verbally) and received in the office of the Executive Director no later than November 30th of each year. After November 30th, nominations may be submitted by both the Nominations Committee and the Board as necessary to fulfill a required minimum of one nominee per expiring elected office.
3. All valid nominations shall be reviewed by the Nominations Committee, and a recommended ballot slate submitted to the Board by the first quarterly Board of Directors meeting of the year. The recommended ballot slate shall be reviewed and approved by the Board for inclusion in a ballot of the Active Membership.
4. Write-in nominations will be accepted on election ballots, but validation, counting and recording shall be subject to certification by the Executive Director as to Membership status and the willingness of the nominee to serve.

B. Elections

1. Nomination of office holders shall be through the Nominations Committee chaired by a Past-president and having representation from each state, with the duty of contacting Members and of presenting at least one nominee for each office.
2. Elections, except for the office of President, President Elect, and Immediate Past-president, shall be by majority ballot Vote of active, sustaining, honorary life, and chapter-only members. Elections are held electronically with ballots mailed upon request. 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.
3. 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.

C. Balloting

1. Ballots shall be announced and made available by February 15th of the same year, directly to each Active Member via email or other electronic media. For Members without email, First-Class Mail shall be used.
2. To be considered valid, all completed ballots shall be submitted to the Executive Director no later than March 1st of the same year.
3. The Balloting Committee shall review, count, and record each valid ballot received and report and certify the results in writing to the Board no later than March 15th of the same year. Electronic methods of counting shall be acceptable.
4. The Balloting Committee consists of the Immediate Past-president and chair of Nominations Committee.
5. Special Ballots shall be distributed, counted, and reported as for a regular annual election with deadlines for mailing, return, counting and reporting of ballots according to the same procedures as a regular election.

Subsection 2: Appointments

1. Immediately upon assumption of office, the President shall appoint replacements for any vacancies, whether through attrition or otherwise, for the offices of Secretary, Treasurer, and Chairs for each Administrative Committee.
2. All such appointments shall be subject to approval by the Board, as indicated by a majority of a Quorum.

Subsection 3: Assumption of Office

1. All positions of the Board shall assume office at the beginning of the fiscal year.
2. Swearing-in shall be performed by a Past-president selected by and in a fashion approved by the Board. Swearing-in of office shall typically take place during the Annual Meeting and Annual Conference.
3. Appointments and Offices appointed or otherwise assumed mid-term shall be sworn-in as soon as practicable by the current President or other Board Member selected by and in a fashion approved by the Board.

Subsection 4: Removal from Office

In the event of misconduct of a Board Member, consideration for removal of office may be proposed via the procedures described below.

A. Action of the Board

1. Any member of the Board of Directors may be recommended for removal by the Board of Directors upon a majority vote.
2. Upon a majority vote of the Board, the Executive Director shall publish a written ballot vote for membership. This ballot shall include the reasons for the recommendation of removal.
3. Ballots shall be counted and published in accordance with California Corporations Law.
4. A majority vote of participating Membership favoring removal shall result in immediate removal from office.

B. Action of the Membership

1. Any member of the Board of Directors may be considered for removal from office by the Membership upon a majority vote of the membership in accordance with member voting procedures.
2. If the Membership calls a meeting in accordance with WCISA bylaws, the vote shall take place, and results shall be published at the Special Meeting
3. If the Membership requests a written ballot vote, such request shall be made by 5% of the Membership. This ballot shall include the reasons for the request of removal.
4. A majority vote of participating Membership favoring removal shall result in immediate removal from office.

C. Removal of Officer Position

1. The Board may remove an officer appointed by the Board or its Directors upon a majority vote of the Board at a properly noticed meeting of the Board for any or no reason.

Subsection 5: Midterm Vacancies of the Board of Directors

- A. Treasurer, Secretary, Director, Chapter Representative to the ISA Component Council:** Should any of the offices of Treasurer, Secretary, Director, Chapter Representative to the ISA Component Council, or Editor be vacated during their usual term of office, the President shall appoint a replacement subject to approval by the Board, as indicated by a majority vote of a Quorum.
- B. Immediate Past-president:** If unable to serve or the office is vacated midterm, the office of Immediate Past-president will first be offered by the Board to the most recent Past-president. If that individual is unable or unwilling to serve, the office shall remain vacant.
- C. Administrative Committee Chairs:** If individuals are unable to serve or the position of chair of an Administrative Committee is vacated midterm, the President shall appoint a replacement subject to approval by the Board, as indicated by a majority vote of a Quorum. Any co-chair position may remain vacant.

Section 3: OFFICER AND DIRECTOR GENERAL GUIDELINES

Subsection 1: New Board Member Orientation

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

- Current roster
- Chapter Bylaws
- Policy Manual
- Calendar for the upcoming year
- Minutes from the previous year

Subsection 2: Board/Officers/Committee Expense Guidelines

A. General Guidelines

All attending Members of the Board shall be reimbursed for actual and reasonable travel, meals, lodging and other reasonable and related expenses for such meetings, subject to approval by the Board.

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 the underlying premises of the policy:

1. Volunteer service is voluntary, given freely without the expectation of financial reward.
2. Expenses incurred while 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):
 - First or business class air travel
 - Luxury car rental (unless otherwise required)
 - Hotel suites
 - Alcohol
3. Definitions
 - Reimbursement repays outlays incurred doing the Chapter's business, usually in the form of travel, lodging, etc.
 - Awards recognize service and may take the form of:
 - Complimentary registrations (regional meetings, annual conference)
 - Complimentary lodging and meals
 - Vouchers for the cost of registration at future meetings
 - 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:
 - Expenses associated with attending Board meetings
 - Expenses associated with representing the Chapter on official business
 - Expenses associated with the Chapter Annual Conference are not reimbursed, except:
 - Chapter President receives complimentary room, meals, travel and conference registration
 - General Chair receives complimentary room and registration

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5. The Chapter's policy for reimbursement of expenses incurred by speakers at either the Annual Conference or Regional Meetings is communicated via speaker engagement.
 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.

Officers, Committee Chairs, and others may exercise discretion in applying these Guidelines, provided deviations align with the stated principles. Uncertain cases should be discussed with the Chapter President and may require Board approval.

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 chapter business.

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 guidelines.

Section 4: Board Administration Guidelines: Agenda Development, Meeting Description, etc.

Subsection 1: Regular Meetings of the Board of Directors

A. Minutes

1. Minutes of all regular meetings of the Board of Directors shall be permanently recorded by the Secretary. (Article V, 5.15)
2. The Secretary shall file with the Executive Director a draft copy of the minutes of each meeting for forwarding and review by each Member of the Board of Directors, within ten (10) days subsequent to each respective meeting.
3. Minutes shall be reviewed, amended as necessary and approved at the next regular meeting of the Board of Directors, and subsequently filed with the Executive Director for permanent storage.

Section 5: Conflict Resolution Policy

This Policy is designed to assist in the resolution of conflicts between individuals affiliated with WCISA, including Directors, volunteers, and other leaders. WCISA is committed to creating and maintaining an environment characterized by constructive, productive, and supportive relationships. Such relationships are often subject to contrasting styles of understanding and acting, and to different points of view. All persons involved with WCISA have an obligation to communicate openly and respectfully with one another and to provide reasons for decisions or actions.

Early identification and resolution: WCISA emphasizes the importance of addressing conflicts early to prevent them from escalating and encourages the parties to try to resolve the conflict themselves, prior to reporting to Leadership for assistance.

Subsection 1: Reporting

Should a material conflict arise that is unable to be resolved between the parties themselves, WCISA encourages a party affected to report the conflict to WCISA's Executive Director or Board President by email or written letter. The Executive Director and/or Board President will review the report and determine if intervention is necessary.

Subsection 2: Mediation and Resolution

Should intervention be necessary, WCISA will determine an appropriate third-party mediator to assist with the resolution of the conflict. The mediator, as a designee of the Board, can create procedures specific to the conflict, including but not limited to:

- Supervising discussion between the conflicting parties related to the conflict
- Identifying points of agreement and disagreement
- Developing a plan for peaceful communication
- Creating a follow-up schedule for accountability and resolution

Subsection 3: Retaliation

WCISA will protect persons involved from retaliation as stated in 'Complaints, Retaliation, and Whistleblower' Policy.

Section 6: Complaints, Retaliation, and Whistleblower Policy

This Policy of WCISA (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of WCISA; (2) specifies that WCISA will protect the person from retaliation; and (3) identifies where such information can be reported.

Subsection 1: Encouragement of Reporting

WCISA encourages complaints, reports or inquiries about illegal practices or serious violations of WCISA's policies, including illegal or improper conduct by WCISA itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which WCISA has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via WCISA's Executive Director or Association Management Contractor, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

Subsection 2: Protection from Retaliation

WCISA prohibits retaliation by or on behalf of WCISA against staff or volunteers for making good faith complaints, reports, or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. WCISA reserves the right to take action against persons who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.

Subsection 3: Where to Report

Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to WCISA's Executive Director and current President. If all of those persons are implicated in the complaint, report, or inquiry, it should be directed to other WCISA officers or WCISA's legal counsel. WCISA or a third party designated by WCISA will conduct a prompt, discreet, and objective review or investigation. Staff and volunteers must recognize that WCISA may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

Section 7: Harassment Policy

WCISA does not tolerate harassment of board members, volunteers, members, staff, or other affiliated persons of any kind. Offensive conduct based on any classification protected by federal, state, and local laws and ordinances is a violation of this policy. Any board or staff member who feels they have been subject to harassment from a member should consult with WCISA's President or the Executive Director. If a Board member knows or has reason to believe that any Board member or other individual involved in a WCISA activity or event has engaged in harassment, they are required to report and document the incident in accordance with WCISA's policies and procedures.

The Board may adopt written rules and procedures and is authorized to take action it deems appropriate to administer and enforce this policy.

Subsection 1: Definitions

A. Harassment Defined.

Harassment under this policy is unwelcome verbal, visual, or physical conduct creating an intimidating or offensive environment that interferes with performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is lawful. Because it is difficult to define unlawful harassment, Board members are expected to behave at all times in a professional and respectful manner.

B. Sexual Harassment Defined.

Sexual harassment under this policy can include all of the above actions as well as other unwelcome conduct such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal or physical conduct of a sexual nature.

C. Examples of conduct that violates this policy include, but are not limited to:

- Unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- Obscene or vulgar gestures, posters, or comments
- Propositions or suggestive or insulting comments of a sexual nature
- Derogatory cartoons, posters, and drawings
- Sexually explicit texts, instant messages, e-mails, voicemails, or other methods of communication
- Uninvited touching of a sexual nature
- Conduct or comments consistently targeted at only one sex, even if the content is not sexual
- Teasing or other conduct directed toward a person because of the person's sex

All such conduct is unacceptable in WCISA and in any related settings, such as workshops, meetings, conferences, and social functions, regardless of who engages in the conduct.

Subsection 2: Reporting and Investigation

A. Reporting.

If a board member believes, knows, or has reason to know, that this policy has been violated, they are required to promptly bring the matter to the immediate attention of WCISA's President and Executive Director, and file a written report regardless of the seriousness or credibility of the violation, and regardless of whether the alleged victim of the harassment wishes to file a formal complaint or not. The reason for this requirement is that once WCISA or any constituent of WCISA knows or has reason to know that a violation of this Harassment Policy has occurred, WCISA must take reasonable steps to protect its members and guests from harassment, and to ensure the safety and well-being of its members. The member reporting the harassment shall be invited to file a formal complaint and be provided with the appropriate forms to make such a complaint.

B. Investigation.

After receiving the formal complaint, WCISA shall promptly call or constitute a special Ad hoc committee, which will then review the complaint and commence (or direct the commencement of) an investigation. The investigation

may be conducted by the Special Ad hoc Committee or a professional and non-partisan investigator, in the sole discretion of the Special Ad hoc Committee, provided that the person or persons conducting the investigation shall be reasonably independent and impartial. The Special Ad hoc Committee shall include not less than 3 persons designated by the current president to include the Executive Director, one past president and one board member, plus the current President. If all of those persons are implicated in the complaint, report, or inquiry, it should be directed to other WCISA officers or WCISA's legal counsel.

The Special Ad hoc Committee shall endeavor to ensure that the investigation is conducted in as confidential a manner as is reasonably possible/practical. The extent of the investigation shall be determined by the discretion of the Special Ad hoc Committee.

Subsection 3: Action

Upon conclusion of the investigation, The Ad hoc committee will present the results/ findings of the investigation to the President and the Board of Directors and propose recommendations.

The Board of directors will review the investigation results and recommendations and take prompt and appropriate corrective measures against any person who has engaged in conduct in violation of this policy. Such action can include, but is not limited to:

- Dismissal of the complaint based on lack of cause or evidence
- Formal reprimand and documentation
- Mandatory harassment or sexual harassment training
- Exclusion from particular events
- Suspension
- Probation
- Expulsion

If a formal complaint was filed, the complaining party and accused shall be provided written notice of the action taken pursuant to this policy. The details and reports of the investigation shall be provided to the complainant and accused to the extent directed by the Board in its sole discretion.

MEMBERSHIP

Section 1: Membership Dues and Procedures

Subsection 1: Dues Schedule

A. Active, Chapter Only, and Student Members:

All Active, Chapter Only, and Student Members shall pay annual dues at rates determined by the Board.

1. Student Members: Student Members shall pay a reduced dues rate as determined by the Board.
2. Honorary Life Members: Honorary Life Members shall receive lifetime Active Membership free of any dues payments.

B. Term of Membership:

The Membership year shall begin twelve (12) months from the date of processing for new Memberships or from the current Membership expiration date for renewing Memberships.

Subsection 2: Dues Payment

A. Remittance

1. ISA & WCISA Members shall remit WCISA dues payments through the ISA Administrative Office.
2. Chapter Only Members: Shall remit all dues payments directly to the WCISA Administrative Office.
3. Student Members: Shall remit all dues payments and proof of student enrollment either through ISA or WCISA annually according to Active and Chapter Only Member remittance above.

B. Terms

1. Initial Dues

The first year's dues shall be submitted in full with the initial Membership application.

2. Annual Dues

Dues payments shall be submitted to and received by the WCISA or ISA office by the current Membership expiration date.

3. Delinquency

Any required dues payments not submitted and received by the WCISA or ISA office as specified shall be considered delinquent and shall result in automatic suspension of all Membership rights, benefits, and privileges.

4. Refunds

All dues payments are non-refundable.

C. Student & Senior Discount Policy

1. Regional Conferences

a. A discount will be offered to all student and senior Members for 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

- i. See excerpt from Bylaws above.

b. Senior

- i. No Membership discount is offered to seniors.

Subsection 3: Disciplinary Procedures

A. Conditions for Disciplinary Action

1. Define the grounds for consideration of disciplinary action per Requirements and Implementation below.

B. Requirements for Consideration of Disciplinary Action

1. Action of the Board: Any Member of the WCISA shall be considered for reprimand, suspension, or termination of Membership by the Board upon receipt by the Executive Director of a written statement of the reasons supporting the request signed by a majority of the complete Board.
2. Action of the Membership: Any Member of the WCISA may be considered for reprimand, suspension, or termination by the Board, upon receipt by the Executive Director of a written statement of the reasons supporting the request signed by a minimum of ten Active Members not currently serving on the Board.

C. Implementation of Disciplinary Action

1. The Executive Director shall review and certify the quantity and status of all signatories prior to presentation to the Board. Subsequently, the Board shall notify the identified Member in writing of the request for disciplinary action, the reasons stated, and provision of thirty (30) days to respond to the Board either in writing, or at a regularly scheduled or special meeting.
2. Within thirty (30) days of receipt of the subject Member's response or thirty (30) days after receipt of the above notice, if no response is received, the Board shall vote on the issue of just cause.
3. If the Board determines just cause exists, an immediate vote shall be taken as to the appropriate action(s). Appropriate action may include but is not limited to verbal or written reprimand, or Membership suspension with or without subsequent termination action.
4. A majority vote of the complete Board (exclusive of any subject Member Officer) shall result in the immediate implementation of the elected disciplinary action.

COMMITTEES

Section 1: Committee Definitions and Management

Please note: This Sections applies to all committees unless specific guidance is listed within the respective committee's section.

Subsection 1: Definitions

A. Committee

1. A group of people appointed or selected for a specific function, typically consisting of members of a larger group. The Board will establish committees and select committee Chairs as necessary, with a majority vote approval required.

B. Committee Chair

1. That person selected by the Incoming Board President, under the guidance of the Executive Director and approved by the Board to lead a committee, unless otherwise determined. A Committee Chair must be an active WCISA member (see Article II, Section D), with the exception of the Annual Conference Committees. It is synonymous with Chair.

C. Committee Co-Chair

1. A committee member, selected by the Committee Chair, to share the Committee leadership and temporarily assume the Role of Committee Chair when the Chair is unavailable. The Committee Co-Chair must be an active WCISA member, unless otherwise specified in this document. It is synonymous with Vice Chair.
2. Should the Chair position become open, the Co-Chair will assume the role until the President, with the approval of the Board, appoints a new Chair.

D. Committee Liaison

1. A Board member appointed and approved by the Board to serve as intermediary between the Committee and the Board and Staff and is a member of the Committee.

E. Staff

1. An employee of the Executive Director, and appointed by the Executive Director, to interface between Management and the Committee, working closely with the Board Liaison.

F. Active Member

1. Current WCISA members in good standing. It is synonymous with Active member or member.

G. Fiscal responsibility

1. Each Committee is required, unless otherwise specified, to develop a comprehensive budget for their committee, subject to the approval of the Board, when a major fiscal impact may result from Committee Activities.
 - A committee shall provide the following unless otherwise defined for that specific committee: Develop an annual budget, monitor program expenses and revenue. Where required of a committee and under their Committee definition the wording "Budget Required" shall be listed, and assume the above definition applies unless otherwise stated.
 - All Committees shall provide a budget and monitor committee and program expenses and revenue.

H. Committee Types

To support the mission and operations of WCISA, the organization utilizes several types of committees. Each committee type has a distinct function, structure, and term of service.

1. *Administrative Committees:* These committees oversee core operational functions or major recurring initiatives that are critical to the chapter's programs and strategic objectives. They often manage events, funding, or educational offerings.
2. *Standing Committees:* Standing Committees are ongoing and permanent in nature. They are responsible for key aspects of chapter governance, member engagement, and major event planning. These committees typically meet regularly and report to the Board of Directors.
3. *Obligatory Committees:* These committees are mandated either by the chapter bylaws, industry standards, or best practices. Their work ensures transparency, fairness, and the integrity of WCISA's governance and membership processes.

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4. *Annual / Optional Committees:* These committees are formed to address specific areas of interest or seasonal activities, often aligning with emerging trends, diversity initiatives, or outreach programs. They may be reappointed or sunset annually based on relevance and need.
 5. *Ad Hoc / Special Committees:* These are temporary committees created to explore a particular topic, develop a one-time project, or respond to a timely need. Once their charge is complete, these committees are typically disbanded.

Subsection 2: Administration

Routine administrative and policy issues of the Committee and its purpose may be decided at the discretion of the Executive Director with input from the Chair.

Issues Before the Committee: All policies, procedures, decisions, and actions of the Committee not otherwise set forth within the Bylaws or otherwise required or defined under these policies and procedures, shall be brought to the Board for review and consideration.

A. Meetings

1. Parliamentary Authority: The meetings of Standing and Annual Committees may follow the rules contained in the most current edition of Robert's Rules of Order, or any additional or modified rules of order enacted by the Board, the WCISA, or the ISA, or may be conducted in an informal manner under the direction and leadership of and at the discretion of the current Chair.

B. Design

1. Meetings of all Standing and Annual Committees shall be convened by their Chair at least two (2) times per Fiscal Year. Electronic meetings may be scheduled at the discretion of the committee chair
2. Brief summary reports of every meeting or other activities shall be developed and filed with the Executive Director in a timely manner no less than 15 days prior to the subsequent Board meeting.
3. All attending members of the committee or invited guests shall be reimbursed for actual and reasonable travel, meals, and lodging expenses for such meetings.

Subsection 3: Management

A. Approval of the Board

1. All committee chairs are approved by Board appointments and all committee activities requiring funding (from WCISA or otherwise) or those activities that may expose WCISA to liability, are subject to the approval of the Board of Directors.
2. *Except:*
 - A Chair for each Standing and Annual Committee shall be appointed by the President for a term of one year.
 - A Chair for the respective Annual Conference Committee shall be appointed by each incoming Vice President, in accordance with the guidelines for presidential committee appointments. The term of the Annual Conference Chair may not exceed three years and shall align with the term of the mandatory succession of the Vice President.

B. Committee Composition

1. Committees shall be comprised of a chair, members, a board liaison, and a staff liaison.
 2. Committee Chair may appoint a Co-Chair.
 3. All Committee members shall be WCISA members in good standing unless authorized by the board in its sole and absolute discretion.
 4. Committees shall include a minimum of three (3) active WCISA members, ideally representing multiple states within the Western Chapter, *except:*
 - The Credentialing, Educational Committee shall consist of at least six (6) Active members,
 - The Climbing Championship Committee shall consist of at least four (4) Active members,
 - The Nominations committee shall consist of the Executive Director, Immediate Past-president, the Chair (who is a Past President), and up to four other active members.
 5. A current roster of members must be maintained by the Executive Director and be available to the Board.
 6. Changes in committee members should be communicated with the Executive Director by the Chair.
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C. Committee Responsibilities

1. Committee chairs, along with input from the Committee members, shall develop and maintain a current mission and vision statement in alignment with WCISA's strategic mission.
2. The Committee Chair is required to work with the Board and Staff Liaisons in order to ensure that the Board and Staff are apprised of the actions and recommendations made by committees.
3. The chair of each committee shall prepare a brief written synopsis of committee activities and submit the synopsis to the Board and Staff Liaisons at least one week prior to the next Board meeting or one week after the committee meeting, whichever is sooner. Failure by the chair to provide such reports can result in removal of the chair.
4. All committee members shall be actively involved in Committee activities and work to the benefit of the Chapter and its members. Failure to do so may result in the removal from the Committee.
5. Committees shall meet at least three times per year unless otherwise defined for that specific committee, and shall include the Chair, Board Liaison, and a minimum of one additional member.
6. Meetings shall be scheduled with a 30-day advance and/or otherwise sufficient notice agreed upon by the Committee Chair and the majority of committee members.
7. If a committee has no members, the meeting shall be held with the Committee Chair, Staff Liaison, and Board Liaison.
8. An agenda for each committee meeting is provided by the Chair or their designee when the meeting invitation is distributed, or at least 48 hours in advance of the meeting.
9. Meeting minutes will be developed by the Committee Chair or their designee.
10. Committee Chair shall ensure that minutes of each meeting are documented and available to the members within the Committee.
11. Committee meeting minutes shall be the basis for reporting Committee activities to the Board and for the development formal reports provided to the Board.
12. Committee chair or their designee shall submit quarterly reports to the Board, and to their committee, by the deadline provided by WCISA. The report may be provided in person or through electronic means or presented in written format.
13. All Committees shall submit an annual report for publication in Western Arborist magazine. Reports are due by May 1 each year.

D. Terms of Office

1. Committee Chairs shall serve a minimum of one year at the pleasure of the incoming president, with Board approval, except for the Credentialing and Education Committees where the term is two years. Committee Chairs may retain that role with consent of the Board for multiple consecutive terms.
2. All Committee Chair positions are required to be members of WCISA.
3. Co-chair shall be appointed by the Committee Chair and may subject to the same terms as the Chair. Co-Chair may be replaced without Board consideration at any point during their term and at the discretion of the Committee Chair.
4. Members: Committee members are selected by the Committee Chair, and under the guidance of the Executive Director as needed. Committee members may serve unlimited terms within their committee at the discretion of the Chair, unless otherwise determined for specific Committees.
 - Any Committee with specific terms and requirements is defined under that specific committee.
 - There is no limit to the number of members for each committee unless otherwise determined for that committee.
 - A committee may have a minimum number of members as defined within that specific committee.
5. Liaison: A Board member is assigned to each Committee, and approved by the Board, to support that Committee. There is no term designation for Liaison, although they may be changed at any time with Board approval.

Section 2: Committees

Subsection 1: Administrative Committees

A. Credentialing Committee

1. This committee shall organize, participate in, promote and monitor all certification activities within the Chapter.
2. The Committee shall develop and recommend policy to the Board; develop, monitor and provide for exams and related educational materials and assist the Executive Director with the routine administration of all certification programs and activities.

B. Education Committee

1. This committee shall develop, promote, and organize regional and virtual/internet-based conferences, seminars, workshops and specialized programing throughout the Chapter.
2. This committee shall develop programs for the benefit of the WCISA membership, develop and recommend (regional conference/event) policies to the Board, and assist the Executive Director with the routine administration of all Regional Conferences Programs and activities.

C. TREE Fund Committee

1. The members of this committee shall familiarize themselves with the functioning of the TREE fund, the process of awarding grants, and the grants awarded in relation to the WCISA geographical area and membership.
2. This committee shall actively promote and encourage grant application and award those within the WCISA geographical area. Any current WCISA member is eligible for the award.
3. This committee shall develop and maintain active programs seeking contributions to the TREE Fund via the WCISA.
4. The Board may, with a majority vote, choose to retain funds raised at local Chapter events and direct those funds into Chapter-directed research through The Britton Fund or other research vehicles.
5. This committee shall represent the interests of the membership in the TREE Fund.

D. Tree Climbing Championship Committee

1. This committee shall develop, promote, and organize the annual Tree Climbing Championship event within the WCISA area and with administrative support and assistance from the Executive Director. The organization and activities of the event itself shall be the primary responsibility of the committee and its recruited volunteers.
2. The policies, rules, regulations, goals, and activities shall be consistent with those of the ISA and the International Tree Climbing Championship.

Subsection 2: Standing and Annual Committees

A. Annual Conference Committee

1. All theme, program, site, and other planning and arrangements shall be the responsibility of the Annual Conference Committee in Consultation with the incoming Board President and with the assistance of the Executive Director and subject to approval by the Board.

B. Awards Committee

1. This committee shall seek nominations of the Active Membership for the annual Awards described herein (exclusive of President's Award and Special Awards) by December 31st of each year, through published requests, mailings and/or any other means which may be directed by the Board. Only an Active WCISA members may make nominations.
2. All valid nominations shall be reviewed by the Awards Committee and a recommended award slate submitted to the Board at the first Board meeting of the subsequent calendar year but no later than February 15th of the subsequent calendar year.
3. Final determination of award recipients shall be determined by a vote of the Board. Voting for Awards by the Board may be by electronic submission to the committee chair. In the event that the Awards Chair is nominated for an award, the counting of the ballot will be done by the Executive Director's office, and the results will be reported back to the Awards Chair. If a nominee has already received the award for Honorary Life Membership or has been a President and previously received the honor, they will be excluded from being nominated.

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4. All awards are bestowed on an annual basis. All awards shall be announced and presented before the Membership at the Annual Meeting and Conference.
 5. Award Categories
 - *Award of Merit*: The highest award category of the Western Chapter. This award shall be bestowed upon an individual Active member to recognize outstanding, meritorious service in advancing the principles, ideals, and practices of progressive arboriculture.
 - *Award of Arboricultural Research*: This award shall be bestowed upon not more than two individuals (same or separate projects) to recognize outstanding contributions to research that have contributed substantially to the sum knowledge of arboriculture, and that have provided significant and relevant benefit to the Western Chapter ISA. Research projects considered in evaluating nominees for this award shall have been published within the preceding five years to be nominated.
 - *Award of Achievement*: This award shall be bestowed upon not more than two Active members in recognition of sustained, outstanding and substantial effort or contribution to the advancement of the Purpose and substance of the WCISA.
 - *Award of Commendation*: This award shall be bestowed upon not more than two individuals, organizations, firms, or other entities in recognition of an outstanding effort in promoting the Purpose of the WCISA.
 - *Honorary Chapter Life Membership*: This award of membership shall be bestowed upon an individual, long-standing Active member (ten or more years) who has provided substantial, long-term contribution to the advancement of the Purpose and substance of the WCISA.
 - *R.W. Harris Award for Excellence in Education*: This award is bestowed on an individual who has made an outstanding contribution to the education of Western Chapter members.
 - *Special Award*: This optional Award, at the sole discretion and determination of the Board, may be bestowed upon not more than two Active members annually for unique or outstanding service to the WCISA, its membership or Purpose.
 - *Young Professional Award*: This award is given to one and not more than two individuals who have been an ISA credential holder for less than ten years. This award recognizes outstanding efforts that advance the principles of the WCISA.
 - *President's Award*
 - This award shall be presented at the sole discretion and determination of the current President. The award shall be bestowed upon that individual that has demonstrated the most substantial contribution of commitment, support, and assistance to the President in his/her effort to fulfill his/her goals and obligations during his/her term of office.
 - The name of each recipient shall be engraved upon this perennial award. The physical award shall remain the sole and permanent property of the WCISA.
 - The recipient may display the award at a location of his/her choosing (with Board approval) until 45 days prior to the following Annual Conference but must notify the WCISA of its location and any subsequent change of location.
 - The physical award must be returned in unblemished condition at least forty-five (45) days prior to the subsequent Annual Conference.

C. Membership Committee

1. This committee shall develop and maintain active programs seeking new members and retention of existing members.
2. This committee shall review and evaluate existing membership structure, dues, benefits, and programs and provide recommendations to the Board for retention or revision of the same. In the absence of recommendations by this committee the Board may assume the responsibility for these.

D. Marketing Committee

1. This Committee shall develop, implement and maintain a strategic marketing and communications plan, monitor and assist the WCISA Board, along with staff, in its efforts to build a consistent WCISA brand, define its value propositions (member benefits), and develop and implement effective public relations, communications, marketing strategies and systems.

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2. Assist the Board in translating marketing intelligence and stakeholder feedback into strategic and programmatic direction.
 3. Identify effective ways for WCISA to strengthen its brand and enhance its visibility.
 4. Through the use of public relations, this committee shall develop and maintain methods of communication between the WCISA and the general public. Such vehicles shall serve to promote the WCISA, its purpose, and arboriculture to the general public, the arboricultural and horticultural communities, and related fields
 5. Ensure alignment between WCISA's strategic plan and marketing efforts.

E. Women in Arboriculture Committee

1. This committee shall have a goal of being comprised of women or those identifying as women but shall not be limited to women or those identifying as women.
2. This committee shall represent the interests of women in arboriculture and urban forestry.

Subsection 3: Obligatory Committees

A. Finance Committee

1. This Committee shall review the records and reports of the Treasurer and shall report on the accuracy, practicality, application, and thoroughness to the Board.
2. This Committee shall develop a comprehensive annual budget for the entire WCISA for the subsequent Fiscal Year, shall monitor and report on the degree of compliance throughout that Fiscal Year. Such budget shall be based upon review of previous and current records and reports of the Treasurer, as well as prior budgets and communication with the current Board and Executive Director.
3. This Committee shall monitor, review, and make recommendations to the Board as to the management of WCISA financial accounts and funds.

B. Nominations Committee

1. This committee shall seek and vet nominations for the chapter Board. Nominations for open Board positions close annually on December 31st. All nominees are vetted through the committee. The chair has the duty of presenting a Slate of Candidates to the Board of Directors for its approval.
2. Counting and recording of Ballots shall be under the direct supervision of the Executive Director.

C. Commercial Arborists Committee

1. This committee shall consist of members currently working as commercial arborists and/or other closely related fields or activities.
2. This committee shall represent the interests of commercial arborists.

D. Consulting Arborists Committee

1. This committee shall consist of members currently working as professional consultants in arboriculture and/or other closely related fields or activities.
2. This committee shall represent the interests of consulting arborists.

E. Municipal Arborists Committee

1. This committee shall consist of members currently working as municipal arborists and/or other closely related fields or activities.
2. This committee shall represent the interests of municipal arborists.

F. Utility Arborists Committee

1. This committee shall consist of members currently working as utility arborists and/or other closely related fields or activities.
2. This committee shall represent the interests of utility arborists.

Subsection 4: Optional (Ad Hoc) Committees

These committees shall consist of individuals experienced or demonstrating significant interest in the respective areas or closely related fields or activities.

These committees shall represent the interests of the members in these areas by providing relevant material for the official publication(s), recommending speakers and topics for conferences, and completing specific projects as developed by the committee or directed by the President.

Ad Hoc committees may include, but are not limited to, the following areas: Arboretum, Bylaws, Forestry, History, Legislative, Safety and Safety Training, Student(s), Spanish, Tree Care for Birds and Wildlife, and Tree Appraisal.

GENERAL OPERATIONS

Section 1: Financial / Accounting

Operational Policies and Procedures

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. The Executive Director has management responsibility, including financial management. Professional financial service providers shall be engaged, including banking, accountant, and insurance services. The Executive Director is in charge of finance and administration and, with oversight from the Treasurer, will maintain a current and accurate log of the chart of accounts and accounting classes. These policies and procedures will be reviewed periodically and as needed by the Finance Committee. Western Chapter ISA's fiscal year is from July 1 to June 30.

Subsection 1: Basis of Accounting

- The organization follows the accrual basis of accounting, recognizing income when earned and expenses when incurred.
- Financial records comply with Generally Accepted Accounting Principles (GAAP)

Subsection 2: Membership Dues & Revenue Recognition

A. Membership Dues Collection

1. Membership dues are typically collected at the ISA office and passed through to the chapter on a monthly basis.
2. Chapter Only Membership fees can be made, check, credit/debit card, or electronic transfer (online).
3. Members receive a confirmation receipt within 48 hours of payment.

B. Revenue Recognition for Membership Fees

1. Membership fees are recognized as revenue when received for cash basis accounting or over the Membership period for accrual basis accounting.
2. Refunds for Membership fees are only granted under exceptional circumstances and require approval from the Finance Committee.

C. Sponsorship & Event Revenue

1. Revenue from sponsorships, events, and training programs is recorded when received.

Subsection 3: Accounts Payable & Expense Management

A. Expense Approval & Payment Processing

1. All expenditures must align with the organization's mission and be pre-approved before disbursement.
2. Payments for administrative contracts and expense are approved by the Treasurer.
3. Payments are made via check, bank transfer, or organizational credit card.

B. Vendor Payments

1. Vendor invoices must be verified, recorded, and paid within 30 days of receipt.
2. Recurring expenses (e.g., rent, software subscriptions) are processed automatically with prior approval.

C. Reimbursement of Member Expenses

1. Members incurring expenses on behalf of the organization are requested to submit a reimbursement request with receipts within 30 days using the official Expense Reimbursement form
2. Expense reports must be reviewed and approved before reimbursement.

Subsection 4: Financial Reporting & Budgeting

A. Quarterly & Annual Reporting

1. Quarterly financial reports (including a Statement of Financial Position and Statement of Activities) are prepared and reviewed by the Finance Committee. Reports are submitted to the Board for approval
2. Annual financial statements are reviewed by an independent CPA.

B. Budgeting Process

1. An annual budget is prepared and approved by the Board of Directors.
2. Quarterly budget reviews are conducted to track financial performance and adjust as needed.

Subsection 5: Bank Reconciliation & Cash Management**A. Daily & Monthly Banking Procedures**

1. Deposits are processed daily through “desktop deposit” or at the local bank branch.
2. Authorized personnel may use the Desktop Deposit system to electronically scan and deposit checks securely. Checks must be verified, properly endorsed, and scanned accurately before submission. Physical checks should be securely stored for 30 days and then shredded. Users must maintain confidentiality, follow security protocols, and reconcile deposits with bank statements.
3. Bank transactions are monitored daily for discrepancies.
4. Bank reconciliations are completed by the 10th of each month by the Executive Director and reviewed by the Finance Committee quarterly.

Subsection 6: Inventory Policy**A. Inventory Classification**

1. Consumable Inventory: Materials that are distributed and not expected to be returned (e.g., workbooks, pamphlets, brochures).
2. Durable Inventory: Equipment and assets with a longer lifespan, such as library books and specialized research materials.
3. Saleable Inventory: Books, publications, videos, and apparel sold to Members and non-Members.

B. Inventory Recording and Accounting

1. Inventory Maintained by WCISA
 - 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 sold to WCISA or non-ISA Members.
 - Publications include 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 in the WCISA database specific to each publication or item.
 2. Inventory Accounting Entries
 - A credit is made to Accounts Payable or Cash, and a debit is made to Inventory.
 - The cost of books, videos, and other inventory items is expensed through Cost of Goods Sold, with a corresponding credit to Inventory when sold.
 3. Physical Inventory Count
 - A physical inventory count is performed annually.
 - This information is used to calculate inventory turnover and manage inventory levels, including determining required purchases.
 4. Distribution of Inventoried Merchandise
 - WCISA may, on a case-by-case basis, give away inventoried merchandise to committee chairs, visiting Members, and others.
 - All such transactions must be properly documented, and appropriate inventory adjustments made.
 - Items given away will reduce inventory at the item’s cost and will be charged to the appropriate expense account.
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Subsection 7: Internal Controls & Fraud Prevention

A. Segregation of Duties

1. Separate individuals handle Membership invoicing, payment processing, and financial reporting to prevent fraud.

B. Check & Fund Authorization

1. Treasurer approves checks for reimbursement of Executive Director contract and expenses.
2. Reports are reviewed quarterly by the Finance Committee.
3. No pre-signed or blank checks are allowed.

C. Audit & Compliance

1. Operational financial reviews occur monthly
2. Finance Committee reviews reports quarterly.
3. An independent financial review is conducted annually by the CPA.

Section 2: Investment Policy

General Information

Name of Sponsor: Western Chapter of the International Society of Arboriculture

Fund Name: WCISA Long-Term Investment Strategy

Subsection 1: Definitions

- A. Western Chapter of the International Society of Arboriculture shall be referred to as “WCISA”.
- B. Board of Directors shall be referred to as the “BoD”.
- C. “Fund” shall mean the WCISA Investment Funds.
- D. “Finance Committee” shall refer to the governing board established by the WCISA BoD to administer the Fund as specified by applicable ordinance.
- E. “Fiduciary” shall mean any individual or group of individuals that exercise discretionary authority or control over fund management or any authority or control over management, disposition or administration of the Fund assets.
- F. “Investment Manager” shall mean any individual, or group of individuals, employed to manage the investments of all or part of the Fund assets.
- G. “Investment Management Consultant” shall mean any individual or organization employed to provide advisory services, including advice on investment objectives and/or asset allocation, manager search, and performance monitoring. The Consultant may act as the Investment Manager.
- H. “Securities” shall refer to the marketable investment securities that are defined as acceptable in this statement.
- I. “Investment Horizon” shall be the time period over which the investment objectives, as set forth in this statement, are expected to be met.

Subsection 2: Scope Of This Investment Policy

This statement of investment policy reflects the investment policy, objectives, and constraints of the Western Chapter of the International Society of Arboriculture’s long term investment strategy.

Subsection 3: Purpose Of This Investment Policy Statement

This statement of investment policy is recommended by the Finance Committee and approved by the Board of Directors of the Western Chapter of the International Society of Arboriculture to:

- A. Define and assign the responsibilities of all involved parties.
- B. Establish a clear understanding for all involved parties of the investment goals and objectives of Fund assets.
- C. Offer guidance, limitations and oversight to all Investment Managers regarding the investment of Fund assets.
- D. Establish a basis for evaluating investment results.
- E. Manage Fund assets according to prudent standards as established in common trust law.
- F. Establish the relevant investment horizon for which the Fund assets will be managed

In general, the purpose of this statement is to outline a philosophy and attitude that will guide the investment management of the assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.

Subsection 4: Delegation Of Authority

Under the authorization of the WCISA BoD, the Finance Committee of the Western Chapter of the International Society of Arboriculture will act as the fiduciary for the investment fund, and is responsible for directing and monitoring the investment management of Fund assets. The Board shall conduct an Annual Review of the investment policy. Continuation of current practices or any proposed changes shall require Board approval at this Annual Review. Any changes in Management Consultant Personnel shall require Board Approval regardless of when the proposed change is to occur. As such, the Finance Committee is authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to:

A. Investment Management Consultant

The consultant may assist the Finance Committee in: establishing investment policy, objectives, and guidelines; selecting investment managers; reviewing such managers over time; measuring and evaluating investment performance; match ongoing indexing; and other tasks as deemed appropriate.

B. Investment Manager

The investment manager has discretion to purchase, sell or hold the specific securities that will be used to meet the Fund's investment objectives.

C. Custodian

The WCISA Executive Director shall serve as the custodian of all accounts and will physically maintain possession of securities owned by the Fund, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Fund accounts.

D. Additional specialists

Additional specialists such as attorneys, auditors, actuaries, retirement plan consultants, and others may be employed by the Finance Committee to assist in meeting its responsibilities and obligations to administer Fund assets prudently.

The Finance Committee will not reserve any control over investment decisions, with the exception of specific limitations described in these statements. If limitations will hamper investment managers, the Executive Director will make decisions with the help of the Finance Committee.

All expenses for such experts must be customary and reasonable, will be borne by the Fund as deemed appropriate and necessary and approved by the WCISA Finance Committee.

Subsection 5: Assignment Of Responsibility

A. Responsibility of Finance Committee

1. Specific responsibilities of the Finance Committee include:

- Establishing and reviewing the investment objectives, policies, guidelines, and constraints for the Fund, and communicating them to the Investment Consultant(s) and the Board.
- Selecting, monitoring, and evaluating the performance of the Investment Consultant(s) and other service providers.
- Reviewing and approving the asset allocation and portfolio rebalancing strategies recommended by the Investment Consultant(s).
- Reviewing and approving any changes to the investment policy statement or the investment manager lineup.
- Reporting to the Board on a regular basis on the status and performance of the Fund.
- Quarterly Board Meeting Action Item of recommended transfer of funds into Investment Portfolio from general fund.
- Educating themselves on the relevant investment topics and fiduciary duties.

B. Responsibility of Board of Directors (BoD)

1. The BoD exercises oversight and due diligence on the investment activities and ensures compliance with the applicable laws and regulations.
 - Review quarterly board reports
 - Quarterly Action Item to approve quarterly transfers into investment funds and/or provide direction.
 - Annual meeting with Investment Consultant(s)

C. Responsibility of the Investment Consultant(s)

The Investment Consultant's role is that of a non-discretionary advisor to the Finance Committee of the Western Chapter of the International Society of Arboriculture. Investment advice concerning the investment management of Fund assets will be offered by the Investment Consultant, and will be consistent with the investment objectives, policies, guidelines and constraints as established in this statement. Specific responsibilities of the Investment Consultant include:

1. Assisting in the development and periodic review of investment policy.
2. Conducting investment manager searches when requested by the Finance Committee.
3. Monitoring the performance of the Investment Manager(s) to assist the Finance Committee with determining the progress of the investment objectives quarterly.
4. Communicating matters of policy, manager research, and manager performance to the Finance Committee.
5. Reviewing Fund investment history, historical capital markets performance and the contents of this investment policy statement to any newly appointed Members of the Finance Committee.

D. Responsibility of the Investment Manager(s)

Each Investment Manager will have full discretion to make all investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in this statement. Specific responsibilities of the Investment Manager(s) include:

1. Discretionary investment management including decisions to buy, sell or hold individual securities and to alter asset allocation within the guidelines established in this statement.
2. Reporting, on a timely basis, quarterly investment performance results.
3. Communicating any major changes to economic outlook, investment strategy, or any other factors which affect implementation of investment process, or the investment objective progress of the Fund's investment management.
4. Informing the Finance Committee regarding any qualitative change to investment management organization: Examples include changes in portfolio management personnel, ownership structure, investment philosophy, etc.
5. Voting proxies, if requested by the Finance Committee, on behalf of the Fund, and communicating such voting records to the Finance Committee on a timely basis.

Subsection 6: General Investment Principles

- A. All investments will be made in alignment with the mission of the WCISA and will not conflict with its core values.
- B. Investments shall be made solely in the interest of the beneficiaries of the Fund.
- C. The Fund shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims.
- D. Investment of the Fund shall be so diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.
- E. The Finance Committee may employ one or more investment managers of varying styles and philosophies to attain the Fund's objectives.
- F. Cash [in mid term and long term accounts] is to be employed productively at all times, by investment in short term cash equivalents to provide safety, liquidity, and return.
- G. The Investment Manager shall submit financial reports to the Finance Committee at a minimum on a quarterly basis. Current reports shall be submitted at least one month prior to the WCISA BoD meetings for Board review.

Subsection 7: Goals of Chapter Identified Accounts

A. Short-Term Account

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

B. Mid-Term Account

1. Contingency Plan and Opportunities - The primary goal of this account is to set aside money for use in an emergency, or for funding an extraordinary project.
2. Earnings - Secondly, the goal of this account will also be to earn investment income.
3. Accessing the Funds - To access the funds, the Executive Director and/or Finance Chair will obtain approval from a higher level of authorization. If access to the funds is the result of an emergency or is time-critical, the Executive Director shall obtain authorization to access the account by a majority vote of the Finance 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 funds from this account. The Board must approve the motion with a majority vote.

C. Long Term Account

1. Stability - The primary goal of this account is to set aside money as a long-term asset, to ensure the continuing stability of WCISA.
2. Earn investment income.
3. Accessing the Funds - To access the funds, the Executive Director and/or Finance Chair must obtain approval from the Board with a 2/3 vote at any meeting where a quorum has been declared.
4. Goal of this account – The dollar value of this account is 40% of the annual operating budget.

Subsection 8: Investment Management Policy

- A. Preservation of Capital: Consistent with their respective investment styles and philosophies, investment managers should make reasonable efforts to preserve capital, understanding that losses may occur in individual securities.
- B. Risk Aversion: Understanding that risk is present in all types of securities and investment styles, the Finance Committee recognizes that some risk is necessary to produce long-term investment results that are sufficient to meet the Fund's objectives. However, the investment managers are to make reasonable efforts to control risk, and will be evaluated regularly to ensure that the risk assumed is commensurate with the given style and objectives.
- C. Adherence to Investment Discipline: Investment Manager(s) are expected to adhere to the investment management styles for which they were hired. Managers will be evaluated regularly for adherence to investment discipline.

Subsection 9: Fund For Endowments And Gifts

- A. If an Endowment Fund is set up, the Finance Committee feels that grants to be made in the future are as important as grants made today. This is consistent with the philosophy that an Endowment is to exist in perpetuity, and therefore, should provide for grant making in perpetuity. To attain this goal, the overriding objective of this fund is to maintain purchasing power. That is, net of spending, the objective is to grow the aggregate portfolio value at the rate of inflation over the Endowment's investment horizon. The Endowment's specific investment objectives are to be consistent with the GENERAL INVESTMENT PRINCIPLES of this document found in Section V.
- B. Gifts of securities or property to the Chapter shall not be subject to the Chapter's Investment Policies until converted into cash or otherwise deemed appropriate for holding by the Finance Committee and approved by the Board of Directors. Once such securities or property are deemed appropriate for holding, they shall be considered part of and may be intermingled with the Western Chapter's investments.

Subsection 10: Attitude Toward Gifts

Future contributions to the Endowment Fund is expected to be inconsistent, and therefore, unpredictable. As a result, the Finance Committee has set an investment strategy with the objective of maintaining purchasing power of Endowment assets before consideration of gifts. Accordingly, future gifts will serve to increase purchasing power. Therefore, expectations may be expressed by the following equation: Total Return – Spending = Inflation + Real Growth from New Gifts.

Subsection 11: Spending Policy

The Finance Committee will attempt to balance the Chapter's shorter-term grant making obligations with its goal to provide grants in perpetuity, and therefore adopt a spending policy which is flexible. Since expected investment returns from "riskier" portfolios are not consistent and predictable, the Finance Committee deems that shorter-term spending in dollar terms must be flexible enough to endure periods of underperformance without excessive deterioration of real principal.

Subsection 12: Investment Objectives

In order to meet its needs, the investment strategy of the Western Chapter of the International Society of Arboriculture is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income.

The primary objective in the investment management for Fund assets shall be preservation of Capital. The purpose is to minimize the probability of loss of principal over the investment horizon. Emphasis is placed on minimizing return volatility rather than maximizing total return.

The secondary objective in the investment management of Fund assets shall be long term growth of capital. The purpose is to emphasize long-term growth of principal while avoiding excessive risk. Short-term volatility will be tolerated in as much as it is consistent with the volatility of a comparable market index.

Subsection 13: Eligible Investments

The long term account may be invested in the following types of investments ("Eligible Investment") or in pooled investments (such as mutual funds) primarily made up of Eligible Investments:

- A.** Certificates of Deposits
- B.** Money Market Instruments
- C.** U. S. Treasury Securities
- D.** AA or better rated Government Agency Obligations
- E.** Investment Grade Corporate Bonds
- F.** A minimum of 70% of all common stocks must be listed on a major stock exchange with the majority of those holdings rated B or higher by Standard and Poors. Restrictions - No penny stocks or internet-based start up companies.

Notwithstanding the above, the long term account may be placed in other investments (investments which are not Eligible Investments) if approved by a majority (66%) of the Finance Committee and notice is provided to the Board of Directors at the next regularly scheduled meeting.

Subsection 14: Restrictions and Diversification

- A.** At least 15% of the investments must be allocated to U.S. Treasury securities and AA or better rated government agency obligations.
- B.** No debt security may be purchased if its maturity to term exceeds 10 years. (Average maturity of any bond mutual fund investments also may not exceed 10 years.)
- C.** No more than 10% of the total long term account investments may be invested in any one security and no more than 50% may be invested in any one mutual fund.
- D.** If the long term account investments total \$100,000 or less, no more than 40% of such amount may be invested in equity securities. If the Endowment Fund's investments total more than \$100,000, no more than 60% of such amount may be invested in equity securities.
- E.** No mutual fund (excluding money market mutual funds) may be purchased unless it has a minimum 5-year track record and is rated at least 4-star by Morningstar (at the time of purchase).

Percentage limitations, ratings and other restrictions may be revised by the Finance Committee if approved by a majority (66%) vote.

Section 3: Meetings & Events

WCISA shall hold one (1) Annual Conference and one (1) Annual Business Meeting, all called by the President for purposes set forth in the Articles of Incorporation, Article II. The Annual Business Meeting and Annual Conference shall typically take place within the last one hundred and twenty (120) days of each President's usual term of office, with all dates subject to approval by the Board of Directors.

The Annual Business Meeting and Annual Conference shall be open to attendance by any interested parties. Attendance is expected of all Members of the Board. Unless otherwise excepted elsewhere in this or other related documents, reimbursement shall not be provided for registration or other related attendance expenses.

Subsection 1: 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 Chair, 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 Chair 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 Chair and the Annual Conference subcommittees, shall plan the future conference and work through standing committees and appoint special committees as required for successful consummation of each conference.

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

A. 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 Vice President and President on site selection, and negotiate the final contract.
4. Prepare publicity for distribution and place advertising as directed by the publicity committee, including registration forms.
5. Manage Trade Show. Work with local committee, send promotional materials, follow up, and receive registrations.
6. Upon receiving input from Committee.
 - a. Prepare conference programs.
 - 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.
 - 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 at the subsequent board meeting.
9. Arrange for sale of inventory of books, promotional items, etc.
10. Arrange for all necessary rooms and other facilities needed for use by the Conference. The Executive Director 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.

B. 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 (as early as possible) the General Chair for that particular meeting should be appointed as early 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 cost of registration shall endeavor to be such that the Conference is self-sustaining.

The Conference Committee 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 Chair 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 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.

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 Chair 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 Chair of this Committee should be on hand during the initial period of setting up of the displays to assist the institutions participating.

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- f. Submit a report of this committee's activities to the General Chair, Convention Committee, after the Annual Conference. This report shall include the Chair'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 Chair 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 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 Chair (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 Chair, 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.
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- 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. Submit a 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 program, he/she is assisted by as many Committee Members as he/she (and the General Conference Committee) deems necessary.

As a guideline for procedure, the committee shall:

- a. Seek the input of active chapter 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 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. Submit a 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 for transportation to and from the various events away from the central site.
- b. Explore the cost for such transportation.

Subsection 2: Regional Conferences

- A.** Regional Conferences shall be convened on a regular basis throughout the geographic area of the Western Chapter, with a minimum of one meeting annually in each included state at the discretion of the Board.
- B.** Regional Conferences shall have an educational orientation and theme, based upon areas related to research, education, practice or business of arboriculture or other closely related fields. Any real or implied orientation towards, or representation or promotion of any specific commercial entity, service, or product shall be avoided.
- C.** All theme, program, site, and other planning and arrangements shall be the responsibility of the Education Committee with the assistance of the Executive Director and subject to approval by the Board.

Subsection 3: Web-Based Meetings and Events

In recognition of evolving technology and the need for accessible professional development opportunities, Regional Conferences may be held in a virtual or hybrid format at the discretion of the Board. These web-based meetings shall maintain the same educational standards and thematic integrity as in-person conferences, with content focused on research, education, practice, or business of arboriculture and related fields. Virtual formats must avoid any real or implied endorsement of specific commercial entities, services, or products. Planning and execution of web-based meetings shall remain the responsibility of the Education Committee, with support from the Executive Director and subject to approval by the Board.

Section 4: Programs

Subsection 1: 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 is a contracted role 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, grammar, typos, completeness, clarity, appropriate style, accuracy, conciseness, etc.
- 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 copyrighted material.
- Submitting completed articles in standard format to Executive Director.
- Obtaining images for articles when possible.
- Selecting an image for the magazine cover.
- Providing guidance to the Graphic artist on layout issues.
- Proofing a final draft of the magazine.

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- Proofing the 'blue line'.
 - Writing an editor's column.
 - Writing questions for the CEU article
 - Submitting periodic reports to the Board as requested.

C. Executive Director's Responsibilities

- 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 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.
- Work with Graphic Designer
- 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.

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 WCISA 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, or 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.

Subsection 2: 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
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.
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 in a timely manner 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, credit cards (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.

D. Shipping

1. Orders are shipped either USPS or UPS and will be trackable.

Subsection 3: Western Chapter Tree Climbing Championship

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:
 - plan and facilitate the WCISA's Tree Climbing Championship
 - determine dates and locations for Tree Climbing Championships
 - promote WCISA and the tree industry to the General Public
 - sustain Member interest in ISA and the Western Chapter
 - provide the opportunity to share information and knowledge among climber specialists, 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:
 - act as a coordinator with the International Tree Climbing Championship Committee and local area representatives to facilitate the event for the Western Chapter.
 - schedule Tree Climbing Championship date
 - serve on Annual Conference committee
 - recruit area representatives to serve on committee in co-ordination with Annual Conference Chair
 - obtain date, location, rules and entry forms for International Competition
 - submit date, location and budget information from area representative to Board for approval
 - work with Executive Director on entry forms, registration, exhibits, awards, etc
 - work with local committee on locations, catering, judges, raffles, etc
 - work with International committee on rule changes, etc
 - set up computerized score keeping system to incorporate and adhere to all rule changes.
 - assist local committee with set up, tear down and all aspects of event
3. WCISA Executive Director Duties
 - update and print entry forms
 - maintain event website with most current information
 - market event to Members, climber specialists and other interested parties
 - receive all registrations and fees
 - update and print score sheets, rules, programs
 - prepare contestant and exhibit packages
 - provide location with event insurance
 - assist with computerized score keeping system
 - order awards
 - make arrangements for Champion's travel to International Competition

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4. Local (area) representative duties
 - prepare detailed budget with firm date and location of event for Tree Climbing Championship Chair (to be approved by the WCISA Board)
 - set up location
 - negotiate catering
 - promote locally
 - contact potential judges for events
 - contact potential exhibitors
 - 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 on an annual basis 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

- **BELAYED SPEED CLIMB** - This event tests the climber's ability to climb a predetermined route from the ground to about 60 feet up a tree using a belayed climbing system for safety. This event is timed, and the competitor who reaches and rings the final bell in the shortest time is the winner. Sometimes multiple bells are used to mark the route, in this case all the bells must be rung in order to complete the event.
- **WORK CLIMB** - The Work Climb is designed to test the climber's agility, physical moves and poise while safely working in a tree.
- **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.
- **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.
- **ASCENT EVENT** – The Ascent event tests the competitor's ability to use their selected and approved ascent system. The event assesses the competitor's efficiency in attaching the ascent system to the ascent line(s), ascending to the bell, and transferring into a descent system. The actual descent is not part of the event.
- **MASTERS CHALLENGE** - Depending upon the size of the competition, up to 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.
- **SPIRIT OF THE COMPETITION AWARD** – During the event, volunteers are given the opportunity to vote for the competitor who displays the most competition spirit through a positive attitude, camaraderie, and encouragement to others. This award is not a requirement but if components would like to present a "Spirit of the Competition Award" - forms are provided. A reverse award can be bestowed on the best volunteer by the competitors if desired.

2. Materials and Equipment

The highest standards of safety must be adhered to during the Tree Climbing Championship. Equipment used in set up and execution of the championship should be inspected prior to each event and inventoried post event. Worn or broken equipment should be replaced. A full recommended equipment list is available from the ISA.

3. Catering

Bar-be-que is the tradition for Tree Climbing Championships. Providing lunch for contestants, judges, 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 Chapter Office, the Tree Climbing Championship Chair, or by the local Tree Climbing Championship coordinator.

4. Mailers/Publicity

Entry forms and waivers need to be updated each year. The updated information should be sent to the Executive Director for printing and mailing to WCISA Members as well as current certified climber specialists 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.

5. 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 by the Executive Director.

6. 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.

7. Awards

Awards are standard from year to year.

- Silver belt buckle for Champion.
- Plaques or other medallions may be used
- 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

8. Commercial Exhibits

Commercial exhibitors are invited to display and demonstrate their merchandise at the Annual Tree Climbing Championship Tree Climbing Championship. Exhibitors should be encouraged to donate merchandise for the raffle, and/or toward Overall Champion prize.

9. 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.

10. Computerized Score Keeping

ISA has developed a computerized scoring program and updates it as needed. 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.

11. Event Rules

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

Subsection 4: Western Tree Failure Program

A. Program Overview

The Western Tree Failure Program (WTFP), formerly the California Tree Failure Report Program (CTFRP), is a research and educational initiative of the Western Chapter of the International Society of Arboriculture (WCISA). The program is dedicated to the collection, analysis, and dissemination of data related to structural failures in urban trees to support risk assessment and arboricultural best practices.

B. Program Objectives

1. To maintain a comprehensive and accessible database of tree failure reports across the Western Chapter region.

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2. To support ongoing research in tree biomechanics, failure patterns, and risk mitigation.
 3. To educate tree care professionals through annual meetings and training programs.
 4. To promote collaboration among trained cooperators contributing to the database.

C. Program Administration

1. The program shall be managed by a designated Principal Investigator and Program Manager, under the oversight of the WCISA Board of Directors.
2. The WCISA shall serve as the administrative and fiscal agent for the WTFP.
3. A dedicated sub-account shall be established and maintained for program financial activities.

D. Roles and Responsibilities

1. WCISA Responsibilities
 - a. Maintain fiscal oversight, including collection and disbursement of funds.
 - b. Provide compensation and reimbursements to the Principal Investigator and Program Manager, including travel and related expenses.
 - c. Coordinate all financial aspects of the annual WTFP meeting, including registration, venue, speaker fees, and catering.
 - d. Support outreach and promotional efforts as needed to ensure cooperator engagement and meeting participation.
2. Principal Investigator and Program Manager Responsibilities
 - a. Manage day-to-day operations including data collection, entry, quality control, and cooperator support.
 - b. Maintain and update the WTFP database and associated website.
 - c. Coordinate and deliver cooperator training.
 - d. Plan and execute the annual educational meeting, including speaker selection, agenda development, and logistical arrangements.
 - e. Collaborate with WCISA to host at least one meeting annually in Southern California.
 - f. Provide data summaries and respond to inquiries from cooperators and the public.

G. Program Structure and Activities

1. Cooperators shall be trained individuals who submit standardized tree failure reports to the WTFP database.
2. Data shall be used to support arboricultural education, tree risk evaluation, and species-specific failure analyses.
3. An annual educational meeting shall be conducted to share research findings, case studies, and best practices. Proceeds from the meeting shall support ongoing program operations.

H. Funding and Sustainability

1. The program shall be self-supporting, with operating expenses funded through the proceeds of the annual educational meeting and related activities.
2. WCISA shall ensure transparent accounting of all financial transactions associated with the WTFP.

I. Program Review

The WCISA Board, in consultation with the Principal Investigator and Program Manager, shall periodically review the effectiveness and sustainability of the program and recommend adjustments as needed to ensure continued value to the Membership and arboricultural profession.

REGULATORY

Section 1: Antitrust Guidelines

The Western Chapter ISA is a not-for-profit organization. This association is not organized to and may not play any role in the competitive decisions of its Members or their employees, nor in any way restrict competition among Members or potential Members. Rather it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

The association provides a forum for exchange of ideas in a variety of settings including its annual meeting, educational programs, committee meetings, and Board meetings. The Board of Directors recognizes the possibility that the Association and its activities could be viewed by some as an opportunity for anti-competitive conduct. Therefore, this policy statement clearly and unequivocally supports the policy of competition served by the antitrust laws and to communicate the Association's uncompromising policy to comply strictly in all respects with those laws.

While recognizing the importance of the principle of competition served by the antitrust laws, the Association also recognizes the severity of the potential penalties that might be imposed on not only the Association but its Members as well in the event that certain conduct is found to violate the antitrust laws. Should the Association or its Members be involved in any violation of federal/state antitrust laws, such violation can involve both civil and criminal penalties that may include imprisonment for up to 3 years as well as fines up to \$350,000 for individuals and up to \$10,000,000 for the Association plus attorney fees. In addition, damage claims awarded to private parties in a civil suit are tripled for antitrust violations. Given the severity of such penalties, the Board intends to take all necessary and proper measures to ensure that violations of the antitrust laws do not occur.

A. Policy

In order to ensure that the Association and its Members comply with antitrust laws, the following principles will be observed:

1. The association or any committee, section, chapter, or activity of the Association shall not be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more Members or other competitors with regard to prices or terms and conditions of contracts for services or products. Therefore, discussions and exchanges of information about such topics will not be permitted at Association meetings or other activities.
2. There will be no discussions discouraging or withholding patronage or services from, or encouraging exclusive dealing with any supplier or purchaser or group of suppliers or purchasers of products or services, any actual or potential competitor or group of actual potential competitors, or any private or governmental entity.
3. There will be no discussions about allocating or dividing geographic or service markets or customers.
4. There will be no discussions about restricting, limiting, prohibiting, or sanctioning advertising or solicitation that is not false, misleading, deceptive, or directly competitive with Association products or services.
5. There will be no discussions about discouraging entry into or competition in any segment of the marketplace.
6. There will be no discussions about whether the practices of any Member, actual or potential competitor, or other person are unethical or anti-competitive, unless the discussions or complaints follow the prescribed due process provisions of the Association's bylaws.
7. Certain activities of the Association and its Members are deemed protected from antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by Members designed to influence: 1) legislation at the national, state, or local level; 2) regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or 3) decisions of judicial bodies. However, the exemption does not protect actions constituting a "sham" to cover anticompetitive conduct.
8. Speakers at committees, educational meetings, or other business meetings of the Association shall be informed that they must comply with the Association's antitrust policy in the preparation and the presentation of their remarks. Meetings will follow a written agenda approved in advance by the Association or its legal counsel.
9. Meetings will follow a written agenda. Minutes will be prepared after the meeting to provide a concise summary of important matters discussed and actions taken or conclusions reached.

At informal discussions at the site of any Association meeting all participants are expected to observe the same standards of personal conduct as are required of the Association in its compliance.

Section 2: Recordkeeping

Subsection 1: Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by Western Chapter, International Society of Arboriculture in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate Western Chapter, International Society of Arboriculture's operations by promoting efficiency and freeing up valuable storage space.

Subsection 2: Document Retention

Western Chapter, International Society of Arboriculture follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

CORPORATE RECORDS	
Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years
ACCOUNTING AND CORPORATE TAX RECORDS	
Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
IRS Form 990 Tax Returns	Permanent
General Ledgers	[7 years/Permanent]
Business Expense Records	7 years
IRS Form 1099	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years
BANK RECORDS	
Check Registers	[7 years/Permanent]

Bank Deposit Slips	7 years
Bank Statement and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
LEGAL, INSURANCE, AND SAFETY RECORDS	
Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

Subsection 3: Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

Subsection 4: Emergency Planning

Western Chapter, International Society of Arboriculture’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping Western Chapter, International Society of Arboriculture operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

Subsection 5: Document Destruction

Western Chapter, International Society of Arboriculture’s chief financial officer is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Subsection 6: Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Western Chapter, International Society of Arboriculture and its employees and possible disciplinary action against responsible individuals. The chief financial officer and finance committee chair will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

Section 3: Privacy

Statement of Privacy (taken from wcisa.net)

A. Website

The Western Chapter ISA is strongly committed to maintaining the privacy of your personal information and the security of our computer systems.

As a general rule, the Western Chapter ISA does not collect personally-identifying information about you when you visit our site, unless you choose to provide information to us. The information we receive depends upon what you do when visiting our site.

B. If you respond to an online request for personal information:

Generally, the information requested by the Western Chapter ISA will be used to respond to your inquiry or to provide you with the service associated with the request.

If you visit our site to read or download information, we collect and store the following information:

- The name of the domain from which you access the Internet.
- The date and time you access our site.
- The Internet address of the Web site from which you linked directly to our site.
- The page or files you are accessing.

The above information is used by software programs on our website to create summary statistics which allow us to assess the number of visitors to the different sections of our site, identify what information is of most and least interest, determine technical design specifications, monitor system performance, and help us make our site more useful to visitors.

C. Email

1. If you identify yourself by sending an e-mail containing personal information:

You also may decide to send us personal information, for example your mailing address, in an e-mail requesting that information be mailed to you. Information you have given to the Western Chapter ISA is used primarily for responding to requests for information or records. We may update your e-mail address in our customer database if appropriate.

2. If you link to other sites outside Western Chapter ISA:

Our Web site has many links to other sites. When you link to any of these sites, you are no longer on our site and are subject to the privacy policy of the new site.

D. When we share and who can access your personal data

We may share your Personal Data for the purposes described in this Statement of Privacy with:

- A Member of our group
- Partners, suppliers, and subcontractors for the performance of obligations arising from your Membership, certification, qualification, or any other contract we enter into with them or you to provide you with the information, products, and services that you request from us
- Analytics and search engine providers that assist us in the improvement and optimization of our Site
- Trusted third-party companies and individuals to help us provide, analyze, and improve the Site and our Membership, certification and qualification services, including but not limited to data storage, maintenance services, database management, web analytics, and payment processing

We will only transfer your Personal Data to trusted third parties who provide sufficient guarantees in respect to the technical and organizational security measures governing the processing to be carried out and who can demonstrate a commitment to compliance with those measures.

E. Selling your personal data

The Western Chapter ISA will never sale your personal data.

F. Security

Although the Western Chapter ISA uses security measures to help protect your Personal Data against loss, misuse, or unauthorized disclosure, we cannot guarantee the security of information transmitted to us over the internet.

All information you provide to us is stored on secure servers.

Any payment transactions will be encrypted using TLS version 1.2.

G. Transfer of Personal Data Outside the European Economic Area and International Users

The Western Chapter ISA is headquartered in the United States. Your Personal Data may be accessed by us or transferred to us in the United States or to our affiliates, partners, merchants, or service providers who are located worldwide. If you are visiting our Site from outside the United States, be aware that your information may be transferred to, stored, and processed in the United States where our servers are located and where our central database is operated. By using our service, you consent to any transfer of this information.

H. How Long Western Chapter ISA Stores Your Personal Data

We will store your Personal Data in a form that permits us to identify you for no longer than is necessary for the purpose for which the Personal Data is processed. We may retain and use your Personal Data as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements and rights, or if it is not technically reasonably feasible to remove. Consistent with these requirements, we will try to delete your Personal Data quickly upon request.

I. Retention

We will retain your information for as long as your account is active. Western Chapter ISA may retain data for the duration of the customer's business relationship with Western Chapter ISA and for a period of time thereafter to allow customers to recover account information, if they decide to renew, to analyze data for Western Chapter ISA operations, and for historical archiving purposes associated with Western Chapter ISA. If you wish to cancel your account or request that we no longer use your information to provide you service, contact us at info@wcisa.net. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements. We maintain one or more databases to store your Personal Data and may keep such information indefinitely.

J. Cookie Use Notice

The Western Chapter ISA employs "cookies" to provide better service to its customers. Western Chapter ISA does not use cookies to collect any personally-identifying information from users or to track user activities beyond our Web site. Western Chapter ISA does not maintain copies of cookies on our Web site after you leave our Web site.

Cookies are small pieces of temporary data that are exchanged between a Web site and a user's computer which enable a "session," or "dialog," to be established between the two machines. With the session established, Western Chapter ISA is able to tailor its responses (i.e., identify and provide you with the information you want) and help you traverse our Web pages in the most efficient and effective manner possible. The session is often broken when Western Chapter ISA's server does not receive further requests from your computer or you simply exit your browser.

Western Chapter ISA primarily uses "session cookies" — types of cookies that are temporarily stored in your computer's memory. Session cookies are normally deleted from a user's computer when the user logs off the computer or the user exits the browser. Western Chapter ISA does make limited use of "persistent cookies" — types of cookies that could be stored permanently on your workstation and reused each time you visit the Western Chapter ISA's Web site.

For security purposes and to ensure that this service remains available to all users, our Web site also employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

Unauthorized attempts to upload information or change information on this service are strictly prohibited.

K. Your Rights

1. Correction and Removal

If any of the information that Western Chapter ISA has about you is incorrect, or you wish to have the information (including Personal Data) removed from our records, you may do so by visiting your Western Chapter ISA account, or contacting us at info@wcisa.net

2. Opting Out

Additionally, if you prefer not to receive marketing messages from us, please let us know by clicking on the unsubscribe link within any marketing message that you receive, by visiting your Western Chapter ISA account, or by sending a message to us at info@wcisa.net.

3. Your European Rights

FOR EUROPEAN RESIDENTS ONLY. You have the right to ask us not to process your Personal Data for marketing purposes. We will usually inform you (before collecting your Personal Data) if we intend to use your Personal Data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your Personal Data. You can also exercise the right by contacting us using the Contact US section on our Site.

In certain circumstances under European data protection law, you have the right to:

- Request access to your Personal Data. You may have the right to request access to any Personal Data we hold about you as well as related information. This includes the purposes for processing the Personal Data, the recipients or categories of recipients with whom the Personal Data has been shared where possible, the period for which the Personal Data will be stored, the source of the Personal Data, and the existence of any automated decision making.
- Request correction of your Personal Data. You may have the right to obtain without undue delay the rectification of any inaccurate Personal Data we may hold about you.
- Request erasure of your Personal Data. You may have the right to request that Personal Data held about you is deleted.
- Object to Processing of your Personal Data. You may have the right to prevent or restrict processing of your Personal Data.
- Request restriction of processing your Personal Data or Request transfer of your Personal Data. You may have the right to request transfer of Personal Data directly to a third party where this is technically feasible.
- Withdraw your consent.

In addition, if you believe that Western Chapter ISA has not complied with its obligations under this Statement of European law, you have the right to make a complaint to an EU Data Protection Authority, such as the UK Information Commissioner's Office.

You can exercise any of these rights by contacting us by email at info@wcisa.net.

L. Section 4: Changes to This Statement of Privacy

If we make any material changes to this Statement of Privacy or the way we use, share, or collect

Personal Data, we will notify you by revising the "Effective Date" at the top of this Statement of Privacy, prominently posting an announcement of the changes on our Site, or sending an email to the email address you most recently provided us (unless we do not have such an email address) prior to the new policy taking effect.

Any changes we make to this Statement in the future will be posted on this page and, where appropriate, notification sent to you by email. Please check back frequently to see any updates or changes to this Statement.

Section 4: Photo Policy

Attendees at WCISA events authorize WCISA staff, event volunteers, and other WCISA-contracted individuals permission to take photographs or video that may be used and published in either print or electronic media. Attendees understand that WCISA posts photography notices stating other individuals do not have permissions to use photos or video in any manner without consent of the WCISA or the individual photographed.

Section 5: Conflict of Interest

Subsection 1: Purpose

The purpose of this Conflict of Interest Policy is to protect the credibility, integrity and interests of the Western Chapter International Society of Arboriculture ("WCISA"), and to avoid harm to the reputation of WCISA and its leaders, as well as inadvertent violation of applicable laws governing conflict of interest applicable to nonprofit organizations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest.

Subsection 2: Definitions

Most people think of a conflict of interest as referring to a financial conflict of interest. In fact, conflicts of interest can relate to financial matters, personal and family matters, and business interests. A conflict of interest occurs when an individual (or an entity) serving in a leadership capacity has material interests that may not be fully aligned with those of WCISA. Examples of conflicts of interest include, among many others, the following:

1. The WCISA Leader has an ownership or investment interest in any entity with which WCSIA has a transaction or arrangement,
2. The WCISA Leader has a compensation arrangement with WCSIA or with any entity or individual with which the Organization has a transaction or arrangement, or
3. The WCISA Leader is a potential owner or investor in, or compensation arrangement with (for example, a referral fee, finder's fee or commission), any entity or individual with which WCSIA is negotiating a transaction or arrangement.

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4. The WCISA Leader serves on an WCSIA committee that is evaluating or considering taking action against a competitor or rival of that Leader.
 5. The WCISA Leader also serves as a paid or volunteer leader of an entity that, to a material extent, competes against WCISA.
 6. The WCISA Leader receives complimentary or discounted hotel rooms or services from a WCSIA vendor.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. The mere fact that a WCISA Leader is affiliated with other organizations, civic groups or businesses is alone not sufficient to amount to a conflict of interest. In fact, in most cases those affiliations are valuable.

The fact that a conflict of interest exists is not necessarily problematic. Oftentimes, a conflict of interest is insubstantial. For example, a WCISA Leader that participates in establishing a new educational program that is likely result in educational benefits to Members of that Leader's business staff is an insubstantial conflict of interest. Another example of an insubstantial conflict of interest is when an WCISA Leader owns a small (less than 5%) amount of stock in a vendor doing business with WCISA, provided the Leader receives no compensation as a result of the transaction. Further, a conflict may be significant, but not of concern to the Board; in which case the Board will take into consideration the statements and positions of that Board Member and assign the weight that each Board Member deems appropriate given the circumstances. A person who has interests conflicting with those of WCISA may continue to serve as a Leader of WCISA to the extent that the conflict is fully disclosed and the Board authorizes that service.

Subsection 3: Procedures

A. Duty to Disclose

In connection with any actual, potential or apparent conflict of interest, an interested person must disclose the existence of the conflict and be given the opportunity to disclose all material facts to the directors and Members of committees with governing Board delegated powers considering the proposed transaction or arrangement. Conflict of Interest Disclosure forms shall be submitted to the WCSIA office and reviewed by the Executive Director and President. In the event that the Executive Director and/or President makes a good faith determination that a material conflict of interest exists, that conflict of interest shall be forwarded to the Board for review. In the event that the Board determines that a material conflict of interest exists, the matter shall be agendized for discussion and possible action by the Board during its next meeting.

The duty to disclose conflicts of interest is ongoing. Should a conflict of interest arise after a Conflict of Interest Disclose form has been submitted, the WCSIA Leader shall disclose those conflicts of interest in writing as soon as possible thereafter.

B. Determining Whether a Conflict of Interest Exists

After disclosure of the interest and all material facts, and after any discussion with the interested person, the Board or committee affected shall follow the procedures below in making a determination of whether a conflict exists or not.

C. Procedures for Addressing the Conflict of Interest

1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The President of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing board or committee shall determine whether WCSIA can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in WCSIA's best interest and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

D. Violations of the Conflicts of Interest Policy

1. If the governing board or committee has reasonable cause to believe a Member has failed to disclose actual or possible conflicts of interest, it shall inform the Member of the basis for such belief and afford the Member an opportunity to explain the alleged failure to disclose.
2. If after hearing the Member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the Member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Subsection 4: Compensation

- A. A voting Member of the governing board who receives compensation, directly or indirectly, from WCSIA for services is precluded from voting on matters pertaining to that Member's compensation.
- B. A voting Member or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from WCSIA for services is precluded from voting on matters pertaining to that Member's compensation.
- C. Voting Members of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from WCSIA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

CONFLICT OF INTEREST DISCLOSURE

NAME: _____

HOME ADDRESS: _____

OFFICE PHONE: _____ HOME PHONE: _____

EMAIL ADDRESS: _____

POSITION(S) WITHIN WCISA

☐ Officer; Title: _____

☐ Board Director

☐ Committee Member; Committee Name: _____

☐ Other; Specify: _____

BEFORE COMPLETING THIS FORM:

This form should be completed only after careful reading of the WCISA's Conflict of Interest Policy. Your response should cover the period January 1, 20__ or the day you become associated with WCISA (if subsequent to this date) through December 20__.

Affirmation:

I have read WCISA's Policy dated April 2025. I understand its provisions and I hereby affirm that during the period indicated above, I have not, to the best of my knowledge and belief, any actual, potential or apparent conflicts of interest, other than those described on the attached pages (___ pages are attached).

SIGNED : _____

PRINT NAME: _____

DATE: _____