
Western Chapter ISA

POLICIES AND PROCEDURES MANUAL

SECTION I: BOARD/OFFICERS/COMMITTEE EXPENSE GUIDELINES

A. Guidelines

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

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

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

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

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

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

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

1. Volunteer service is voluntary, given freely without the expectation of financial reward.
2. Expenses incurred doing Chapter business shall be reimbursed so long as they are *reasonable*, within an approved budget and verified (with receipt or appropriate documentation.) Expenses that are *unreasonable* include (but are not limited to):
 - a. First or business class air travel
 - b. Car rental (unless otherwise required)
 - c. Hotel suites
 - d. Alcohol
3. Definitions
 - a. Reimbursement repays outlays incurred doing the Chapter's business, usually in the form of travel, lodging, etc.
 - b. Fees and honoraria are charged to the Chapter as a payment for services rendered.
 - c. Awards recognize service and may take the form of:
 - i. Complimentary registrations (regional meetings, annual conference);
 - ii. Complimentary lodging and meals;

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

B. Lodging guidelines

Members are encouraged to use medium priced hotels such as Holiday Inns, 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 board meetings, committee meetings and certification examinations (Annual meeting

meals are excluded unless otherwise stated). When attending for bonafide 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 guideline.

SECTION II ANNUAL MEETINGS

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

Western Chapter ISA Bylaws 2006 Revision

SECTION C: Meetings and Conferences

Sub-section 4: Annual Meeting and Conference

- a. *An Annual Meeting and Annual Conference shall be convened by the President.*
- b. *The Annual Meeting and Annual Conference shall typically take place within the last thirty (30) days of each President's usual term of office, with all dates subject to approval by the Board of Directors.*
 - i. *A president may elect, with justification and approval of the Board of Directors, to hold the Annual conference in the following fiscal year, early in the term of the succeeding president. This conference would not take the place of the succeeding Annual conference.*
 - a. *This meeting shall be presided over by the outgoing president.*
 - b. *Awards bestowment should take place during this conference.*
- c. *The Annual Meeting and Annual Conference shall be open to attendance by any and all interested parties. Attendance shall be expected by all members of the Executive Committee. Unless otherwise excepted elsewhere in this or other related documents, reimbursement shall not be provided for registration or other related attendance expenses.*
- d. *The Annual Meeting and Annual Conference shall typically be held in conjunction with each other, but may convene on separate dates to fulfill Chapter Business requirements.*

A. Chapter Annual Conference

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

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

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

business meeting.

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

B. WCISA Executive Director duties for annual conference:

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

C. Conference Committee Assignments

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

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

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

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

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

The Conference Committee as a whole shall work closely with the Program Committee.

The Committees shall consist of at least the following, plus any additional ones needed:

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

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 area, meeting, luncheon and banquet areas, commercial and educational exhibit areas, corridors, and outside entrances.

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

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

As a guideline for procedure, the Decoration Committee shall:

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

dining rooms.

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

2. Educational Exhibits Committee

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

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

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

3. Entertainment Committee

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

As a guideline for Procedure, the Entertainment Subcommittee shall:

- a. Schedule a meeting of this committee for general discussion of the use of entertainment during the Annual meeting, giving special attention to the theme of the Convention, the availability of local amateur groups, local professional agencies, and information that can be obtained from the local Convention Bureau.
- b. Discuss the use of entertainment with various Committee Chairs - Program, Hospitality, Youth, etc., and the General Conference.
- c. Review the results of these discussions and prepare a report for the General Conference Chair and the Annual Conference Committee. The report shall include a brief description, including cost, date, and time, for each proposed unit of entertainment.
- d. Upon approval by the General Conference Chair and the Annual Conference Committee, make arrangements to obtain the required entertainment for the annual meeting.
- e. Submit progress reports to the General Conference Chair and the Annual Conference Committee as

required.

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

4. Hospitality & Prizes Committee

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

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

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

5. Spouse/Guest Program Committee

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

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

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

6. Program Committee

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

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

As a guideline for procedure, the committee shall:

- a. Seek the input of the Arbor Day and Beautification, Arboreta, Commercial Municipal, Utility and Consulting Arborist Committees in order that items of interest to all members shall be incorporated to present a well-rounded program
- b. When seeking speakers, consider using nearby educational institutions, arboreta, municipalities, and private companies who have interest in the arboricultural and horticultural fields.
- c. Provide limited expenses for speakers other than members to the cost of registration and organized meals (luncheon or dinner) on the day of the speaker's presentation. Chapter members, who normally attend the Annual Meeting, should also be solicited as speakers.
- d. Coordinate the program, with the General Conference Chair and all of the conference committees.
- e. Complete the program in time to be printed in the issue of the Western Arborist just prior to the annual conference. This and any other announcements through the magazine may stimulate attendance at the Convention.
- f. Obtain a brief biographical sketch of each speaker for the use of the moderator in introducing the speaker. Prompt speakers to provide helpful handouts (transcript, outline, PowerPoint frames, diagrams, worksheets, etc. in time to include in registration packets.
- g. Submit a written report of the Committee activities to the General Conference Chair and the Annual Conference Committee after the Annual Conference. This report shall include the Committee Chair's comments and recommendations for the improvement of future planning and programming for the incoming Committee
- h. Contact the Chamber of Commerce and Convention Bureau for possible assistance at registration.
- i. Maintain an accurate count of all tickets sold, at all times, in order to coordinate for meals and other events.
- j. Maintain the registration desk throughout the Annual Conference as needed.
- k. Cooperate with the Administration and/or the Secretary-Treasurer in the handling of any monies.

- l. Prepare special identification for speakers and exhibitors.
- m. Submit a written report of the Committee activities to the General Conference Chair and the Annual Conference Committee after the Annual Conference. This report shall include the Committee Chair's comments and recommendations for the improvement of future planning and programming for the incoming Committee.

7. Transportation Committee

The purpose of this committee is to provide transportation of people before, during and after the Annual Conference. This committee shall coordinate its efforts with the other committees dealing with activities outside the central site.

As a guideline for procedure, the Transportation Committee shall:

- a. Determine the needs of the Entertainment, Program, Spouse/Guest, and Youth Committees for transportation to and from the various events away from the central site.
- b. Explore the cost for such transportation.
- c. After consultation with the General Conference Chair, arrange for the necessary agreements and schedules for the above events, including personnel for adequate supervision and control.
- d. Submit a written report of the Committee activities to the General Conference Chair and the Annual Conference Committee after the Annual Conference. This report shall include the Committee Chair's comments and recommendations for the improvement of future planning and programming for the incoming Committee.

8. Youth Program Committee

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

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

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

SECTION III: WESTERN ARBORIST MAGAZINE**Western Chapter ISA Bylaws 2006 Revision**

Article II, Section B

j. Editor:

- i. 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).*
- ii. The Editor is not a member of the Board and shall not have a vote on issues before the Board.*
- iii. The office of Editor shall be held for a term of one year.*

A. Western Arborist Magazine Guidelines

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

B. Editor's responsibilities

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

The Editor is responsible for:

- Determining content of magazine, emphasis, special features, etc.
- Soliciting, searching for and selecting articles on various topics in arboriculture and related fields.
- Reviewing other publications, newsletters, news releases, etc., for potential material.
- Maintaining a liaison with other publications, editors, organizations, etc.
- Editing articles for spelling and grammar, typos and appropriate style.
- Getting author's approval when making substantive revisions.
- Working with Executive Director to develop a magazine layout, format, look, etc.
- Receiving and publishing committee reports.
- Getting permission to reprint copy righted material approval.
- Submitting completed articles in standard format on disc to Executive Director.
- Obtain images for articles.
- Selecting an image for the magazine cover.
- Provide guidance to the Graphic artist on layout issues.
- Proofing a final draft of the magazine.
- Proofing the 'blue line.'
- Writing editor's column.
- Submitting periodic reports to the Board as requested.

C. Executive Director's Responsibilities

- Format articles, add photos, place advertisements, develop table of contents, add filler, clip art, etc.
- Advise editor on technical issues, special concerns, provide feed-back.

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

D. Advertisements/Press Release

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

E. Advertisement Rates and Procedures

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

SECTION IV: MEMBERSHIP ACTIVITIES

Western Chapter ISA Bylaws 2006 Revision**ARTICLE V: MEMBERSHIP****SECTION A: Membership Definitions and Types****Sub-section 1: Definitions****a. Active Membership**

i. Throughout this and related documents, the expression "Active Member" shall refer to any current Active, Sustaining, Honorary Life or Chapter Only member of WCISA.

ii. The expression "Active Membership" shall refer to all current Active, Sustaining, Honorary or Honorary Life and Chapter Only members of WCISA.

b. **General Membership:** Throughout this and related documents, the expression "General Membership" shall refer to all current Active, Sustaining, Honorary Life, Student and Chapter members of WCISA.

c. **Current Member:** Throughout this and related documents, the expression "current member" shall refer to a member who has properly applied, been approved and paid all assessed dues for membership and not currently under membership suspension or termination as determined by the Board (see Article V, Section C).

Sub-section 2: Membership Types**a. Active**

- i. Active members shall be persons actively directly involved in the field of arboriculture and/or other closely related fields or otherwise interested in the field of arboriculture.*
- ii. Active members shall be entitled to all benefits, rights and privileges offered to the Active membership.*
- iii. Active members shall each be entitled to one vote on issues before the Active Membership, to serve on committees and to seek election to the Executive Committee.*

b. Sustaining:

- i. Sustaining members shall be individuals or organizations that elect to provide a substantial contribution to the organization via dues payment as per a minimum contribution set by the Board.*
- ii. Sustaining dues contribution shall entitle the individual or one (1) member (only) of a contributing organization to all benefits, rights and privileges offered to the Active membership plus any specific additional benefits which may be attributed to this category by the Board.*

c. Chapter Honorary Life:

- i. All Chapter Honorary Life members shall be entitled to all benefits, rights and privileges offered to the Active membership and shall also be exempt from the requirement to pay dues (see Article IV, Section C).*
- ii. Chapter Honorary Life membership shall be granted to all WCISA Past-presidents and WCISA member ISA Past-presidents effective with the beginning of the subsequent membership year after expiration of their (first) term of office as President.*
- iii. All WCISA member recipients of ISA Honorary Life Membership shall receive Honorary Life membership status in the WCISA.*

d. Chapter Only: Chapter Only members are those that elect not to maintain membership in the ISA. Chapter Only members shall be entitled to all benefits, rights and privileges offered to the Active membership.

e. Student

- i. All Student members are those that both apply for Student membership and maintain full-time student status in an accredited secondary school, college, university or other institution, enrolled in or majoring in courses in horticulture, arboriculture or other closely related areas of study.*
- ii. Student members shall be entitled to all benefits, rights and privileges offered to the Active membership as well as a reduced dues payment as determined by the Board, except that Student members shall not be entitled to submit nominations, vote in elections or other issues before the membership or to serve on appointed committees or the Executive Committee.*

SECTION B: Dues Structure and Requirements**Sub-section 1: Dues Schedule**

a. Active, Sustaining, Chapter Only and Student members: All Active, Sustaining, Chapter Only and Student members shall pay annual dues at rates determined by the Board and approved by the Active Membership.

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

Sub-section 2: Dues Payment Terms and Requirements

*a. **Term of membership:** The membership year shall be January 1st through December 31st of each year.*

*b. **Remittance***

*i. **Active Members:** (ISA & WCISA members) shall remit WCISA dues payments through the ISA Administrative Office.*

*ii. **Sustaining members:** shall remit excess dues contributions over the established Active Membership dues directly to the WCISA Administrative Office.*

*iii. **Chapter Only members:** shall remit all dues payments directly to the WCISA Administrative Office.*

*c. **Terms***

*i. **Initial application dues:***

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

2. Active membership applications (ISA & WCISA) and dues shall be submitted to the ISA Administration Office.

3. Chapter Only and Sustaining membership applications (WCISA only) and dues shall be submitted to the WCISA Administration Office.

*ii. **Annual Dues***

1. Dues payments shall be submitted to and received by the WCISA or ISA office, as specified, within 30 days of invoicing.

*2. **Delinquency:***

a. Any and all required dues payments not submitted and received by the WCISA or ISA office as specified by April 1st of each Membership Year shall be considered

delinquent and shall result in automatic suspension of all membership rights, benefits and privileges.

b. Payment in full of all required dues prior to May 1st of the same year shall automatically result in immediate restoration of all entitled membership rights, benefits and privileges.

c. All such delinquent dues not submitted and received by May 1st of the same year shall result in automatic termination of membership and all accompanying membership rights, benefits and privileges. After May 1st of the same year, payment in full of all required dues along with a request for a hearing by the Board, or a Board-appointed temporary Membership Hearing Committee, shall be required for consideration of restoration of membership and membership rights, benefits and privileges. Approval for membership restoration shall require a simple majority vote of a Quorum of the Board.

*3. **Refunds:** All dues payments received are not refundable.*

Student & Senior Discount Policy

Adopted by the Western Chapter ISA Board of Directors on November 20, 2009

Regional Conferences

A discount will be offered to all student and senior members on Regional Conferences.

Students must be valid WCISA student members (see membership policies for requirements).

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.

Membership

Student

See excerpt from Bylaws above.

Senior

No membership discount is offered to seniors.

SECTION V CERTIFICATION COMMITTEE

The President shall appoint committee chair with Board approval.

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

Western Chapter ISA Bylaws 2006 Revision

Article IV ADMINISTRATIVE COMMITTEES, Section C

Sub-section 2: Function

a. Certification Committee

- i. This committee shall consist of at least six (6) active members, including one representative from each state within the WCISA area.*
- ii. The Certification Committee shall organize, participate in, promote and monitor all certification activities within the Chapter.*
- iii. The Certification Committee shall develop an annual budget and monitor program expenses and revenue; 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.*

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

The CC is comprised of seven individuals from throughout the Chapter. Members include: a general chair, one person each from Arizona, Hawaii, Nevada, and three from California-northern, central and southern. The geographic structure is intended to provide regional constituency representation, however, the CC deals with matters of the entire chapter and members are expected to seek what is good for the Chapter membership putting that perspective above their special regional needs. Decisions are made by consensus; with all members voting when

matters cannot be otherwise settled. A quorum is met when five members are present and the majority carries the vote.

A. Emeritus Group

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

B. Exam Coordinators

Representatives within each region are designated to coordinate exams. The coordinator is responsible for scheduling and arranging facilities for certification exams. They work closely with the CC member from their region and coordinate with the proctor to receive, distribute and return exams and communicate with persons taking the exam. Coordinators are organized by region.

C. Proctors

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

D. Judges

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

E. Exam Monitors

Exam Monitors assist in the conduct and administration of both the ISA Arborist Certification Exam and WCISA Tree Worker Exam. The role of a monitor is to perform all duties assigned by the Proctor, such as room

set-up and security, registration of exam applicants, and clean-up. Where Spanish-speaking candidates are expected, it is recommended that monitors who are fluent in Spanish be procured. Exam Monitors are appointed by the WCISA and are not required to be ISA Proctors.

F. Role of the WC ISA Executive Director

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

- Interact with Proctors, Exam Coordinators, CC members and others on certification issues
- Receive calls from Exam Applicants, Certified Arborists and Certified Tree Workers
- Provide registration applications, and confirmation for exams
- Review all applications for accuracy, completeness and compliance with program requirements
- Appropriately process all Certified Tree Worker applications
- Establish and maintain accurate records for each Chapter Certified Tree Worker
- Maintain supplies and materials required for exam process
- Score and/or confirm scores of all CTW exams
- Provide notification of exam results to candidates
- Provide certification packages to successful candidates
- Provide appropriate exam information to the Western Arborist and other related publications
- Respond to and authorize/designate requests for CEU credits
- Coordinate and assist implementation of certification programs, seminars and activities

G. Equipment

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

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

SECTION VI BOOK ORDERS

- A. Profits from book orders shall be reviewed annually.
- B. The Board upon recommendation of the Executive Director shall set prices.
- C. 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.
- D. Materials published by the WCISA shall be sold to members at prices set by the Board annually.
- E. 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.
- F. All applicable state taxes shall be charged to each order.
- G. Order turnaround time-unless back ordered, orders should be completed and shipped within 7 days after receipt

- of payment.
- H. Size of inventory shall be kept as small as practical.
 - I. Payment policy-payment for book orders shall be received prior to shipping checks, money orders; VISA, MasterCard and American Express are accepted forms of payment. Purchase orders from governmental agencies are also accepted orders will be completed upon receipt of the purchase order.
 - J. Credit card/debit card orders will be encouraged due to instant capture and deposit of funds in the WCISA bank account.

SECTION VII ELECTION OF OFFICERS AND DIRECTORS

Western Chapter ISA Bylaws 2006 Revision

ARTICLE II: GOVERNING BODY

SECTION D: Nomination, Election and Appointment

Sub-section 1: Election

a. Nomination

- i. The Nominations committee shall seek nominations of the Active Membership for the offices of President, Vice-president, all Directors and ISA Representative by December 1st of each year, through published requests, mailings and/or any other means which may be directed by the Board.*

- ii. *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 December 31st of each year. After December 31st, nominations may be submitted by both the Nominations committee and the Executive Committee as necessary to fulfill a required minimum of one nominee per elected office.*
 - iii. *All valid nominations shall be reviewed by the Nominations Committee and a recommended ballot slate submitted to the board by January 10th. All valid nominations and the recommended ballot slate shall be reviewed and approved by the Board for inclusion in a ballot of the Active Membership.*
 - iv. *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 willingness of the nominee to serve.*
- b. Balloting:**
- i. *Ballots shall be mailed, by February 15th of the same year, directly to each and every Active Member via First Class mail and shall include return addressing.*
 - ii. *To be considered valid, all completed ballots shall be returned to the office of the Executive Director no later than March 1st of the same year.*
 - iii. *The Balloting committee (see Article IV, Section C) shall review, count and record each and every valid ballot received and report and certify the results in writing to the Board no later than March 15th of the same year.*

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

A. New Board Member Orientation

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

- Current Roster
- Chapter Bylaws
- Policy Manual
- Calendar for Upcoming Year
- Minutes from prior year
- Facts about Associations

SECTION VIII ACCOUNTING/BOOKKEEPING**A. Frequency of reporting**

1. The Executive Director shall compile and report all fiscal and accounting activities to the Treasurer on a monthly basis. These activities shall be compiled and reported by the use of the QuickBooks accounting software package. The Treasurer shall make this information available to the Auditor on an as needed basis.
2. The Treasurer shall provide to the Officers and Board the recent quarterly summaries of selected fiscal and accounting activities one month prior to the Board meeting.

B. Executive Directors Expenses

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

SECTION IX WESTERN CHAPTER TREE CLIMBING CHAMPIONSHIP - TCC

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

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 treeworkers, arborists, urban foresters and other allied professionals provide field training

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. 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.

Tree Climbing Championship Chair duties

- ◆ schedule Tree Climbing Championship date (in conjunction with Annual Conference)
- ◆ 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
- ◆ assist local committee with set up, tear down and all aspects of event

WCISA Executive Director Duties

- ◆ update and print entry forms
- ◆ mail entry forms and information to all current WCISA members, certified treeworkers and arborists
- ◆ 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

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

Elements of the Tree Climbing Championship

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

Events

SPEED CLIMBS - This event is a test of the climber's timing and coordination with the SecuredFootlock and Body Thrust methods of climbing.

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.

MASTERS CHALLENGE - The top five competitors in the five listed events will compete in the Master's Challenge. The Master's Challenge consists of a traditional Work Climb event. The winner of this event will be declared Chapter Champion. The Chapter Champion will be sent to the International Competition to represent the Western Chapter.

Optional events include:

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

Materials and Equipment

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

Trunk 1

- Box 1: ·5 large bells
 ·1 small bell
 ·7 various length/size ropes
 ·1 ball twine

- Signs: ·Event signs
 Aerial Rescue
 Work climb
 Throwline
 Secured footlock
 Body Thrust
 Optional Events

- Box 2: ·6 locking snaps
 ·2 large steel figure 8's
 ·2 locking steel carabiners
 ·2 aluminum figure 8's
 ·2 locking aluminum figure 8's
 ·1 bolt & rope (weigh station)

- Loose ·1 120 ft. length of 1/2" arborplex
 ·1 16 ft. length 3/4" rope
 ·2 heavy duty pulleys
 ·1 metal block with closed hook
 ·1 roll caution tape

- 1 blue adjustable sling
 ·3 small sections of 1/2" line
 ·1 wooden block with hook
 ·1 9mm prusik loop
 ·1 roll duct tape

· 1 roll tree ribbon

· Isa Tree Climbing Championship Manuals

Trunk 2

Loose · 1 30 ft. throwline

· 1 50 ft. throwline

· 2 various length yellow rope

· 1 40 ft. throwline

· 5 120 ft. lengths 1/2" arborflex

Other

· 1 6 ft. Hexagon pole with ash head

Catering

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

Mailers/Publicity

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

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.

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.

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

Commercial Exhibits

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

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.

Computerized Score Keeping

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

Event Rules

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