

# Policies and Procedures

## INTERNATIONAL SOCIETY OF ARBORICULTURE – ONTARIO (ISAO)

As of 15 February 2018

## **I. MEMBERSHIP**

### **Membership**

Shall be available to individuals who are actively engaged in commercial, municipal or utility arboriculture; to individuals who represent or are employed by governmental agencies, organizations or institutions; whose principal duties are concerned with research, instruction, extension and administration; and to other individuals actively interested in the planting and preservation of trees.

### **Member Dues**

Member dues shall be set annually by the Board of Directors.

### **Life Membership Dues Option**

Members have the option to pay a one-time dues fee of ten (10) times the annual membership dues as established by the Board of Directors at the time of application. The funds collected from ISA/ISAO life membership dues will be placed in a separate account governed by the Boards of Directors

### **Senior's Dues Discount**

Shall be limited to members who have retired from active employment or self-employment who have been active members in good standing for at least ten preceding consecutive years and who request in writing a senior's dues discount.

The senior's will be set by the Board of Directors annually.

## **II. ASSOCIATES**

### **Associates**

Associates are those individuals and/or organizations who are not voting members of the ISAO, yet wish to remain in communication with, participate in the programs of, and support the ISAO.

### **Student Associate**

Student Associates shall be limited to students enrolled in courses in Arboriculture or supporting allied fields in an accredited institution, college or university at an undergraduate or graduate level. Student Associates shall be conferred upon the recommendation of the applicant's faculty advisor or department head and shall be reviewed annually by the Executive-Director to certify the student's status.

Student Associate dues shall be set annually by the Board of Directors.

### **Honorary Life Associate**

The Board of Directors is empowered to award annually one Honorary Life Associate status to a member of ISAO.

### **Honorary Associate**

Shall be limited to individuals who are not members of ISAO, and who have made material contributions to the advancement of arboriculture either through research, field practice, promotion, invention or

literature. The Board of Directors is empowered to award annually one Honorary Associate which is effective for one year, corresponding to the fiscal year of the IASO.

### **Supporting Organization Associate**

Open to commercial firms, individuals and organizations who desire to promote the aims, purposes and welfare of ISAO and make a minimum annual contribution as established by the Board of Directors.

Supporting organization associates will be provided one ISA Ontario membership and one ISA International membership which the organization must assign to an individual and register with ISA Ontario in order to activate. The memberships are non-transferable once assigned and registered.

### **III. ISA International Council of Representatives**

The ISAO Chapter representative of the ISA International Council of Representatives shall be appointed by the ISAO Board for a three-year term. The ISAO representative shall be a current or former ISAO Board member and a member of ISAO.

The ISAO chapter representative may participate in all meetings of the Board of Directors but may not vote unless that representative is a member of the Board of Directors in their own right.

### **IV. COMMITTEES**

The ISAO shall have the following standing committees and such other temporary committees as deemed advisable by the Board of Directors and appointed by the President. Policies and Procedures for each committee shall be prepared and kept up to date by the Board of Directors and made available to the members and associates.

#### **A. EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the appointed officers of ISAO with the exception of the President Elect who shall be elected by the membership simultaneously as a Director (3 year term) and President Elect at the AGM and then, in accordance with the ISAO By-law shall be appointed as President Elect by the Board of Directors. The President Elect shall succeed to the positions of President and then Past President respectively in the second and third year of their elected term and shall be so appointed by the Board of Directors.

#### **Duties and Powers**

1. Through the Executive-Director and/or Administrative contract, the Executive Committee shall administer the affairs of ISAO as directed by the Board of Directors.
2. The Executive Committee shall recommend to the Board of Directors for review and action:
  - a) ISAO objectives for the coming year
  - b) Budget proposals
  - c) Original and updated changes to the Articles of Continuance of Incorporation Statement of Purpose;, Bylaws, Policy and Procedures, Operational Policy and employee job descriptions.
  - d) Future conference sites.
  - e) Committee recommendations.
  - f) ISAO employee evaluations and salary recommendations.
  - g) Other appropriate matters.

3. The Executive Committee is empowered to authorize a mail ballot of the Board of Directors provided that the provisions of the By-law are followed.
4. The Executive Committee shall review with the Executive Director, establish and implement action on, and inform the Board of Directors on:
  - a) Investment of special reserves.
  - b) Agenda for the Board of Directors meeting.
  - c) ISAO employee evaluation criteria.
  - d) Employee salary scales and personnel matters.
  - e) Status of office, equipment, etc.
  - f) Status of publication number and relevance.
  - g) Implementation of other directives of the Board of Directors.

#### **B. Arbor Day and Beautification Committee**

This committee shall produce outlines or programs for Arbor Day and Beautification projects which can be used as a guide throughout the chapter. They shall gather information of all materials which might assist programs for Arbor Day and Beautification groups. Projects worthy of financial support of the ISAO, in keeping with the funds available, shall be recommended by the Board of Directors.

The Arbor Day and Beautification committee shall consist of up to 4 members. The President shall appoint one of these members as Chairperson.

#### **C. Awards Committee**

This committee will consider all nominations made for awards and other recognitions by any member of ISAO in good standing. After consideration, the Awards Committee will recommend candidates for the award and recognition categories to the Board of Directors two months prior to the Annual General Meeting of ISAO. Granting of awards and honours shall require a two-thirds vote of the Awards Committee members voting and a two-thirds vote of the Board of Directors voting. Each award need not be presented annually.

The Awards Committee shall be comprised of up to 3 members appointed by the President. The President shall appoint the immediate Past President as Chairperson

#### **D. Tree Climbing Championship Committee**

The Tree Climbing Championship Committee shall promote and stage a tree-climbers championship process that will culminate in the selection of a Chapter Champion. This champion will compete in the International Championship at the ISA Int Annual Conference. The championship competition provides an opportunity for working arborists to demonstrate their talents through a standardized series of competitive exercises.

The Tree Climbing Championship Committee shall be comprised of up to 10 members appointed by the President. The President shall appoint one of those members as a Chairperson.

#### **E. Membership and Associate Committee**

This committee shall be responsible for the initiation, development, co-ordination and implementation of annual membership and associate campaigns. The committee shall establish methods of increasing members and associates and present these to the Board of Directors for consideration.

The Committee shall consist of three or more members and the Executive Director. The chairperson of the committee shall be appointed by the President.

## **F. Nominating Committee**

This committee shall recommend candidates for upcoming vacancies in the Board of Directors and offices of President-Elect and Vice-President for consideration by the Board of Directors and members within the provisions of the ISAO By-law.

The Nominating Committee shall consist of the three immediate Past Presidents. The most recent retiree shall serve as a Chairperson.

## **G. Past Presidents Advisory and Resolution Committee**

This committee shall consist of all Past Presidents of ISAO. The committee shall elect its chairperson annually. The retiring ISAO President, each year, shall automatically become a member at the end of their term as President.

The committee shall consider proposed resolutions on objectives, policies and procedures to submit to the Board of Directors of ISAO.

Recommendations may be made to the Past Presidents Committee by the Board of Directors and by individual Past Presidents when submitted to the chairperson in writing thirty days prior to the date of the Annual General Meeting. It shall have the authority to originate resolutions and to modify, combine and edit all resolutions submitted to it.

All resolutions submitted thirty days prior to the date of the Annual General Meeting shall be referred to the Past Presidents Advisory and Resolutions Committee for its consideration and recommendation to the Board of Directors at the Annual General Meeting. No resolutions other than those submitted or originated by the Past Presidents Advisory and Resolutions Committee shall be considered unless consideration thereof shall be recommended by two-thirds vote of the Board of Directors.

Resolutions should reflect the suggestions and attitudes of the members of ISAO. The resolutions adopted at the Annual General Meeting will help form the basis of ISAO long term objectives and programming for the coming year.

## **H. Annual Conference Program Committee and Chairperson**

It is the responsibility of this committee to develop a suitable program for the Annual Conference

The Program Committee shall consist of: the President, the President-Elect, the Executive-Director and the Chairperson of the Annual Conference.

The Conference General Chairperson shall be responsible to the Board of Directors and the membership for overseeing the Annual Conference. He/She shall appoint a committee, of which he/she is chairperson, and the committee will automatically include the President, the President-Elect and the Executive Director.

The Conference General Chairperson shall be appointed by the Board of Directors.

## **I. Education Committee**

The Education Committee shall devise, develop and promote educational programs and materials to increase the arboricultural understanding and competence of arborists. These may include but are not limited to:

- 1) Educational seminar, workshops or courses offered by the ISA directly.
- 2) Make recommendations to the Program Committee for the Annual Conference and arboricultural tours.

The Publications Committee shall work in cooperation with the Education Committee in the planning and development of educational program material.

The Education Committee shall consist of three or more members appointed by President. The President shall appoint one of these members as Chairperson.

#### **J. Publications Committee**

This committee shall be responsible for the Ontario Arborist, new publications and for the revision and updating of all the association sponsored publications, the Proceedings of the Annual General Meeting and Business Proceedings.

Publications recommended for revision and updating or publications by the Publications Committee shall be approved by the Board of Directors.

This committee shall consist of at least two members, the Executive-Director and one or more members appointed by the President. The President shall appoint one of these members as Chairperson.

#### **K. Strategic Planning Committee**

The committee shall be responsible for the long-range planning and future direction of ISA Ontario. Committee members should be responsive to member's needs and interests, and act as a clearinghouse to evaluate suggestions, criticisms and other comments received from members and present them to the Board of Directors for the formation of a "Strategic Plan".

Once such plan is formulated it shall be this committees mandate to formulate appropriate objectives and an operational plan which in turn can be reviewed and monitored on a regular basis.

The committee should ideally produce an operational plan each year they and the Board should produce a "Strategic Plan" every three to five years.

This committee shall consist of five or more members. The Immediate Past President shall be the Chairperson.

#### **L. Governance and Policy and Procedure Committee**

The committee shall be responsible to review the Articles of Continuance of Incorporation, Statement of Purpose, Bylaw, Policies & Procedures, Operational Policy, etc. of the ISAO.

The committee and its chair shall be appointed by the President and will include the immediate past president.

#### **M. Women in Arboriculture Ontario**

This committee shall be composed of at least four members. The chair or co-chairs shall be appointed by the President, ISAO. The chair or co-chairs will appoint members.

This committee shall promote and encourage women in the arboricultural industry.

#### **V. PUBLICATIONS**

The ISAO shall publish a bimonthly periodical known as the Ontario Arborist. The Ontario Arborist shall be distributed to all members without charge and to accredited libraries for a charge established by the Board of Directors.