

# Policies and Procedures

## INTERNATIONAL SOCIETY OF ARBORICULTURE – ONTARIO (ISAO)

As of 21 February 2019

## **0. AUTHORITY and REQUIREMENTS**

The Board of Directors may not make, amend or repeal any Policies or Procedures in this document without having the Policies and Procedures, amendment or repeal confirmed by the members by ordinary resolution at a Meeting of Members. The Policies and Procedures, amendment or repeal is only effective on the confirmation of the members and in the form in which it was confirmed.

The current, up-to-date Policies and Procedures must be available to members either continuously, such as on an accessible web page; or upon a member's request shall be made available within one week electronically, by mail or in person where a person so requests in person at the office of the ISAO.

The Canada Not-for-profit Act and By-law No.1 of the ISAO are senior to these Policies and Procedures. The Policies and Procedures serve to provide specific instruction to the Board of Directors in carrying out their responsibilities under the Act and the By-law.

## **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.

### **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 member dues 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 current 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 current Director.

## **IV. COMMITTEES**

The board may from time to time establish any committee or other advisory body, as it deems necessary or appropriate for such purposes, with such powers as the board shall see fit, or terminate any committee or other advisory body, as it deems necessary or appropriate. The size, composition, structure and election process for members of any such committee shall be established by the board. Any such committee shall operate within the rules and directions as the board may from time to time make. Any committee member may be removed by resolution of the board.

The Board shall be subject to the directions and limitations regarding committees as outlined in Sections IV (Committees) and V (Standing Committees) of these Policies and Procedures.

Unless otherwise stated in these Policies and Procedures, Committee Chairs shall appoint members of their respective committees in consultation with the President and the Board.

Committee Chairs shall report their activities to the Board at each of the Board's regularly scheduled meetings unless otherwise arranged with Board approval.

The President may appoint temporary committees to act during the president's term of office or at the annual conference. Temporary committee formation does not require ratification at a Meeting of Members.

The President, President Elect, Past President and Executive Director are ex officio members of all committees, with the exception that the Executive Director shall not be a member of any committee struck with the specific task of recommending employment matters relating to the Executive Director. Committee size as listed in Section V is exclusive of ex officio members unless otherwise stated in Section V. The involvement of ex officio members in committee meetings is discretionary.

The Executive Director is a non-voting member of any committee she/he is on. Committee members shall give serious consideration to the professional recommendations and opinions of the Executive Director.

Policies and Procedures for each committee shall be prepared for all standing committees; and for any temporary committees that extend beyond a 12-month period.

## **V. STANDING COMMITTEES**

The establishment or elimination of any standing committee and/or the committee policies and procedures in this section require ratification by the members in an ordinary resolution at a Meeting of Members.

The President shall appoint all standing committee chairs at the time the president takes office.

### **A. Executive Committee**

The Executive Committee shall consist of the officers of ISAO appointed by the Board of Directors 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 Annual Meeting of Members 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. The Executive Director is a non-voting member of the Executive Committee.

## **Duties and Powers of Executive Committee**

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 or e-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. 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 consist of up to 3 members. The President shall appoint the immediate Past President as Chairperson.

## **C. 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 male and a female Chapter Champion. These champions 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.

From time to time, this committee and/or its members may be requested by the Board to extend its work or assistance to other ISA Tree Climbing Championships that may be held in Ontario.

The Tree Climbing Championship Committee shall consist of up to 10 members.

#### **D. 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.

#### **E. Nominating Committee**

This committee shall recommend candidates for upcoming vacancies in the Board of Directors and annually for the position of President-Elect for consideration by the Board of Directors and then by the members at the Annual Meeting of Members.

The Nominating Committee shall consist of the immediate (current) and previous two Past Presidents. Where these are not available to serve, the Chairperson may appoint other past or current board members. The President shall appoint the current Immediate Past President as Chairperson.

#### **F. Annual Conference Committee**

It is the responsibility of this committee to develop a suitable program for the Annual Conference and to deliver and/or oversee the delivery of the Conference.

The Conference Committee shall consist of the President, the President-Elect, the Executive-Director and the Chairperson of the Annual Conference; and other such Committee members as may be required and appointed.

The Conference Chairperson shall be responsible to the members through the Board of Directors for overseeing the Annual Conference

The President shall consult the Board of Directors on the appointment of the Annual Conference Chairperson.

#### **G. Education Committee**

The Education Committee shall devise, develop and promote educational programs and materials to increase the arboricultural knowledge and competence of its members as well as for other related and relevant areas that may be helpful for its members.

These may include but are not limited to educational seminars, workshops or courses offered directly by ISA and ISAO.

The Education Committee will provide program and arboricultural tour recommendations to the Annual Conference Committee.

The Education Committee shall consist of three or more members.

#### **H. 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.

Publications Committee recommendations for the revision and updating of publications require the approval of the Board of Directors.

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

This committee shall consist of at least two members: The Executive-Director or their designate and one or more other members.

#### **I. Strategic Planning Committee**

The Strategic Planning Committee shall be responsible for the long-range planning and future direction of ISA Ontario.

Committee members should elicit and be responsive to members' needs and interests, and act as a clearinghouse to evaluate suggestions, criticisms and other comments received from members for consideration in the formation of a "Strategic Plan."

The Committee shall formulate a Strategic Plan of at least 3-5 years for the consideration and approval of the Board of Directors. The Strategic Plan should be reviewed at least every three years and updated as required.

The committee's mandate includes formulating appropriate annual objectives and reviewing the Executive Director's draft annual operational plan for presentation and approval by the Board prior to the Annual Conference and Meeting of Members.

This committee shall consist of five or more members. The Executive Director shall be a member. The President Elect shall be a member. The Immediate Past President shall be appointed as the Chairperson.

#### **J. 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; and to formulate and recommend to the Board the establishment of new or revised items or the deletion of existing items.

The President will recommend committee members for the Board's approval. The Immediate Past President shall be a member.

### **K. Women in Arboriculture Ontario (WAO)**

WAO shall promote and encourage women in the arboricultural industry.

This committee shall be composed of at least four members. There may be an individual chair or two co-chairs.

### **VI. 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 provided to accredited libraries for a charge established by the Board of Directors.