

**HORTICULTURAL INSPECTION SOCIETY
WESTERN CHAPTER**

CONSTITUTION
(Amended and Ratified 2007)

- Article I** The name of this chapter shall be Horticultural Inspection Society.
- Sec 1 The name of this chapter shall be Western Chapter.
- Article II** This chapter may affiliate with other chapters under the same organization name which use a similar constitution.
- Article III** This chapter is organized exclusively for educational and literary purposes described under Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- Sec 1 The purpose of this chapter shall be: (1) to promote high standards of horticultural and regulatory inspection work; (2) to combine and share expertise, knowledge, experience and training among plant pest inspectors toward stimulating interest in and professionalizing plant inspection work; (3) to provide a means of furthering fellowship among plant pest inspectors and allied workers; and (4) to provide a means of disseminating information to plant pest inspectors, allied workers and the general public that is particularly pertinent to plant pest inspection work.
- Article IV** Regular membership in this chapter shall be limited to state, county and federal employees engaged in plant pest inspection work as inspectors or as supervisors, in field, laboratory or office, other than administrative personnel. Honorary membership may be awarded to those who, by their experience, achievements and interest, are worthy of distinction. Honorary membership shall be voted on by the regular members. Associate membership shall be available to interested parties that are allied workers engaged in a horticulture field of work. Complimentary membership shall be limited, at the discretion of this chapter's executive committee, to all other interested parties not meeting the above criteria to allow participation in Western Chapter functions. This organization will not discriminate in providing for memberships on the basis of race, color, national or ethnic origin.
- Sec. 1 Voting membership of this chapter shall be limited to those Regular members in good standing from the Western Plant Board region, namely Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, Alberta, British Columbia that have paid annual membership dues for the current year. Honorary, Complimentary and Associate members may not vote.
- Sec. 2 Members from outside the Western Plant Board region, Honorary, Complimentary, and Associate members, are welcome to attend and participate in HIS functions.
- Sec. 2a Business meetings of this chapter may be attended by Regular members and invited guests only.

- Article V** The officers shall consist of a president, vice-president, secretary, treasurer, and editor, who, together with the immediate past president shall constitute the executive committee.
- Article VI** Activities of the organization shall be supported by annual membership dues.
- Sec. 1 The amount levied for annual dues may be recommended annually by the executive committee, in accordance with expense needs, and submitted to members present at the annual meeting for ratification.
- Sec. 1a Regular members and associate members are required to pay annual dues.
- Sec. 1b Annual dues for membership shall be paid by January 1st of each year for the subsequent year. New members who join at the annual meeting will have their membership extended through December 31st of the following calendar year.
- Sec. 1c Activities supported by annual membership dues shall be limited to costs associated with annual meetings, workshops, field trips, publications, website maintenance and reimbursement of expenses made in support of this organization's purpose. The executive committee prior to reimbursement shall approve all expenses.
- Sec. 1d No member will be compensated for any service rendered to our organization, and will not receive benefit from any professional service contract with our organization other than to be reimbursed for pre approved expenses made in support of this organization's purpose.
- Sec. 1e Assets of this organization shall not be used for any political or religious purpose.
- Sec. 1f Upon dissolution of this organization, all assets shall be distributed for an exempt purpose as described under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or to the federal government, or to a state or local government for a public purpose.
- Article VII** The constitution may be amended at any regular meeting by a majority vote of regular members present at the meeting, but is subject to ratification by a majority vote of all voting members who respond by the ballot response deadline.

**HORTICULTURAL INSPECTION SOCIETY
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BY-LAWS**

- Article I** Meetings shall be held at least annually at the time and place determined by the executive committee.
- Article II** The duties of the officers shall be those usually assigned to such officers.
- Article III** The officers shall be elected at each annual meeting for the ensuing year.
- Article IV** The duties of the executive committee, in addition to those otherwise provided, shall be to consider and act upon matters pertinent to the interest of the chapter which arise between regular meetings, and accordingly to advise the members thereof.
- Article V** The president shall appoint standing committees and members to fill vacancies on standing committees, and may appoint special temporary committees for specific problems.
- Article VI** The By-Laws may be amended at any regular meeting by a majority vote of regular members present at the meeting but is subject to ratification by a majority vote of all voting members who respond by the ballot deadline.
- Article VII** All checks written on this chapter shall be signed by the president and/or treasurer.
- Article VIII** Paid membership is on a calendar year basis.
- Article IX** Members who do not renew by January 1st will receive one notice of delinquency prior to being removed from the list of members in good standing. The membership shall be cancelled if the dues remain unpaid on June 30th of the year due.

**PRESIDENT
Duties and Responsibilities**

1. Preside at the annual meeting and workshop, call and preside over meetings of the Executive Committee.
2. Appoint members to standing committees. Establish ad-hoc committees in keeping with the objective and mission of Society. Will fill vacancies of standing committees.
3. Serve as chairman of the Executive Committee.
4. Serve as liaison to the Western Plant Board, when needed. Assure that lines of communication between the Horticultural Inspection Society and Western Plant Board are established and that any communication request from the Western Plant Board Executive Committee is provided on a timely basis. Presents written

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report of the annual meeting and workshop to the Western Plant Board.

5. Assure that lines of communication within the Society have been established and are being cultivated.
6. Presides over the organization and all its activities and members.
7. Represent and speak for the organization to other organizations and to the public.
8. Sign letters or documents necessary to carry out the will of the organization.

**VICE-PRESIDENT
Duties and Responsibilities**

1. Chair meetings in the absence of President.
2. Serve on the Executive Committee.
3. Is responsible for the set-up of the annual Society meeting and workshop. This includes obtaining and scheduling speakers and other arrangements necessary to conduct the non-business portion of the annual meeting and workshop.
- 3a. Coordinate with the Secretary to organize and distribute meeting registration packets. The meeting notice should include a tentative agenda, hotel and travel information, state report format, and registration form.
- 3b. A complete schedule of the annual meeting and workshop, including times and location, must be submitted to the membership through the newsletter no later than 60 days prior to the meeting. This allows members to apply for out-of-state travel from their respective agencies
4. Preside over the non-business portion of the annual meeting and workshop.
5. Assure that workshop topics qualify for licensing recertification credits if possible.

**SECRETARY
Duties and Responsibilities**

1. Record minutes at annual business meeting and make them available to the newsletter editor for publication.
2. Deal with all routine correspondence on behalf of the Society.
3. Coordinate annual membership renewal mailings with the Treasurer, and if necessary, membership drives. Prepare and distribute a Welcome Letter to new members which includes membership information such as the Society website address and an Executive Committee contact list.
4. Prepare a list of members and call the roll when directed by the presiding officer.
5. Immediately following the annual meeting and workshop, forward adopted resolutions to appropriate persons.
6. Serve on the Executive Committee.
7. Coordinate with the Vice-President (annual meeting and workshop host) to organize and distribute meeting registration packets. The meeting notice should include a tentative agenda, hotel and travel information, state report format, and registration form.
8. Assist the presiding officer before each meeting in preparing a detailed agenda.
9. At the end of the term of office and after the minutes and current business is brought up-to-date; transfer the files over to the new secretary.
10. Within 30 days following the annual business meeting arrange for minutes to be posted on the Society

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website.

TREASURER
Duties and Responsibilities

1. Maintain the Society's funds, in a banking institution local to the treasurer.
2. Make arrangements with bank to have two signatures (Treasurer and one other member of the Executive Committee) on file for signing checks. Only one signature is required on checks. Signature paperwork needs to be brought to the annual meeting for the newly elected officers to sign.
3. Handle all fiscal transactions of the organization.
4. Collect annual dues and send out delinquency notices for late renewing members and/or membership cancellation notices. Issue current membership cards as necessary.
5. Collect registration fees at the annual meeting and workshop and pay any meeting expenses.
6. Prepare and present to the annual meeting and workshop a complete accounting of the funds handled during the previous year. Fiscal records should be made available to the audit committee at the time of the annual meeting.
7. Serve on the Executive Committee.
8. Maintain and update membership list and make available to the Executive Committee upon request.

EDITOR
Duties and Responsibilities

1. Prepare, compile, edit and send out newsletter at least two (2) times a year.
2. Take notes at the annual meeting speaker series and field trip on topics covered and include a narrative of the meeting in the newsletter.
3. Serve on the Executive Board.
4. Maintain a current membership list as provided by the Treasurer. .
5. Serve as chairman of the Education Committee.
6. The mechanics of printing, addressing, and mailing of the newsletter is contributed by one of the states. This should be moved around among the member states every two (2) years.

HORTICULTURAL INSPECTION SOCIETY WESTERN CHAPTER

ANNUAL MEETING POLICY

1. The preferred meeting dates shall be the first week of October of each year. The week before or the week after the first week of October may be used if facilities are not available.
2. The preferred timeline for annual meetings shall be Monday – Travel Day, Tuesday and Wednesday – workshops and/or speaker series. At least a half-day of local tours is encouraged. Thursday shall be a half-day for state reports and the business meeting.
3. An effort by the Host State shall be made to assure that workshop topics qualify for licensing recertification credits if possible.
4. An effort by the Host State shall be made to keep annual meeting expenses covered by registration fees.
5. Host state may collect annual meeting registration forms and fees and then reconcile accounts with the Treasurer at the annual meeting.
6. At the discretion of the Host State, pro-rating registration fees for partial meeting attendance shall be allowed.
7. The executive committee may consider waiving annual meeting registration fees of host state members who participate in providing services for the annual meeting.
8. Our organization may share the cost of a hotel room and annual meeting registration fee for one conference attendee each year. The executive committee through an application process shall make the selection; with consideration being given first to regular members from states that have not attended in the past.
9. The Host State must submit a proposal to the Executive Committee at least 2 months prior to the annual meeting date. This proposal shall include revenue and expense projections. A detail of actual Annual Meeting revenue and expense along with all revenue and expense receipts shall be submitted to the treasurer no more than 2 months after the Annual Meeting date.

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WEB SITE POLICY

Purpose

The purpose of this policy is to define the conditions for the use of links to vendors, private sector businesses, and other non-Government entities, as well as limit content that would pose a conflict of interest to our organization.

Policy

1. All content of our website shall be approved by the Executive Committee prior to being posted on our website.
2. Advertising links includes both text and image based links.
3. Advertising links to commercial businesses or vendors will not be used on web pages other than as follows:
 - a.) The link is required under a software license agreement and the software is an integral part of the web site and/or web application.
 - b.) The link is to an organization that has a clearly defined relationship with our organization and the relationship contractually requires the link and/or our organization would benefit from the link. (This does not include temporary business relationships such as professional services contracts).
 - c.) The link is to a specific product or technology needed to access data on the web site (for example links to software products such as Adobe Acrobat Reader).

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- d.) The link provides site security information in the case of validating Secure Sockets Layer (SSL) Certificates from the certificate provider.
4. Links to city, county, or federal web sites are permitted by this policy.
5. The website will not be used for political purpose.
6. The website will not be used for religious purpose.
7. The website will not discriminate on the bases of race, color, national or ethnic origin.

FUNDING REQUEST POLICIY

Purpose

The purpose of this policy is to maintain maximum transparency and accuracy in the treasurer's records and to streamline requests for funds.

Policy

1. All requests for funds shall be submitted in writing or by email to the President or Vice President. Requests for funds must include amount requested, purpose of request, and name that payment is to be made to.
2. All funding requests must be approved by a majority vote of the Executive Committee.
3. Approval of requests will be allowed only for exempt purpose as described under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
4. The President will submit approved funding requests in writing or by email to the treasurer.
5. The treasurer shall maintain a record of all transactions and will provide a standardized receipt for all requests for funds transactions that are approved.
6. Only pre approved expenses will be reimbursed. A clean receipt must be provided to the treasurer prior to reimbursement.
7. A written explanation why a request for funds was not approved shall be provided to the person making the request.



PROPOSAL FOR ANNUAL MEETING

Fill out "Estimate" sections below as completely as possible and submit to the Executive Committee at least two months prior to the annual meeting. Attach an additional sheet if more space is needed.

The Host State Chairman is required to submit this completed form to the Treasurer after the Annual Meeting. "Estimate" and "Actual" amounts shall be included with all "revenue" and "expense" receipts attached to this form.

In kind donations (other than revenue) should be reported on a separate sheet of paper attached to this form and shall include the donor name, donation description and the value of the donation.

HOST STATE:		AGENCY:			
MEETING CHAIRMAN NAME:		ADDRESS:			
TELEPHONE NUMBER:		EMAIL:			
ANNUAL MEETING DATES:					
LOCATION:					
ADDRESS:					
NUMBER OF REGISTRATIONS		ESTIMATE:		ACTUAL:	
SOURCES OF REVENUE / DONATIONS		ESTIMATE	TOTAL	ACTUAL	TOTAL
Registration Fees					
EXPENSES		ESTIMATE	TOTAL	ACTUAL	TOTAL
Facilities Rental:					
Meeting Room					
Hospitality Suite					
Food & Beverage:					
Hospitality Suite					
Continental Breakfast					
Meals					
Field Trip:					
Transportation					
Facilities Rental					
Speakers:					
Other:					
ESTIMATED TOTAL REVENUE:			ACTUAL TOTAL REVENUE:		
ESTIMATED TOTAL EXPENSE:			ACTUAL TOTAL EXPENSE:		