



POLICIES

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Policy on Committees

Standing Committees	Responsibilities
Award of Honor Committee	<ul style="list-style-type: none"> • Develop policy statement and procedures for submission of nominations for Award of Honor by a designated region, according to the new Board policy. • Compile nominations of individuals for the current year's Award of Honor from the designated region, review, and make a recommendation to the Board of the recipient.
Editors Advisory	<ul style="list-style-type: none"> • Assist the International Editor in all matters relating to publication of the Proceedings as needed, including website posting. • Provide support to the International Editor as needed for implementation of the Proceedings on the ISHS website.
Finance	<ul style="list-style-type: none"> • Monitor investment reports and activities. • Provide feedback on budget developed by Vice President and International Secretary/Treasurer • Monitor financial activities of the Society, providing recommendations to the Board as needed. • Review all proposals presented for Board support as to financial impact, providing those recommendations to the Board along with the activity proposal. • Conduct review of per item cost of Proceedings book and CD in relation to dues and prepare a report for Board meeting.
Staff Review	<ul style="list-style-type: none"> • Conduct an annual review of the performance of the two contracted staff positions and present a report at the next Board meeting. • Review existing and future expectations of staff time needs for the future year.

Working Committees	Responsibilities
Education	<ul style="list-style-type: none"> • Develop guidelines and criteria for implementation of the Propagator Exchange program
Membership and Marketing	<ul style="list-style-type: none"> • Continue the activities initiated by the 2007 Membership Committee in learning more about activities in each region and providing a “toolkit” of ideas and suggestions for membership recruitment and retention. • Consider issue of whether honorary and privileged members of a region should be included in the region’s payment of dues to the International Society – bring recommendation to 2009 Board meeting. • Continue development of promotional postcard and one-page flyer templates for regions. • Develop guidelines for updating websites and adding blogs.
Task Force on Policy and Procedures and Constitution	<ul style="list-style-type: none"> • Work with International Secretary/Treasurer on compiling policies and procedures into one manual for Board review, including policies as approved by the Board the past two years. • Work with International Secretary/Treasurer on first draft of newly revised Constitution & Bylaws, based on Board’s decisions on governance matters at last Board meeting. • Develop written procedures for mentoring new Board members. • Develop written guidelines for regions to do blogs on their websites.

Policy on Use of The IPPS Logo And Membership

Since IPPS is an individual membership organization, the following policy applies to any individual, company, or other organization wishing to promote membership affiliation with IPPS or support of the organization.

- An individual member in good standing may use the IPPS logo and the words "Member, IPPS" on his/her business cards, individualized letterhead, or any other material that clearly reflects the membership is only associated with the individual. This also applies to those members who operate a company as a sole proprietorship, who can therefore use the logo with the designation "Member, IPPS" or "Supporting IPPS" on company letterhead, company catalogs, and other materials.
- A company that has employees who are individual members of IPPS may use the IPPS logo and the words "Proud to support IPPS" or "Supporting IPPS" or similar language that does not imply the company is a member of IPPS. This reference may be made on company letterhead, catalogs, and other materials distributed by the company.

Individuals within the company who are members of IPPS may use the IPPS logo and the words "Member, IPPS" on their individualized business cards and letterhead and any other material that clearly reflects the membership is only associated with the individual (see #1 above).

Approved by the International Board of Directors, May 21, 2008

Policy on Investments (modified 10-07)

INVESTMENT POLICY (Modified Feb. 1, 2016)

Purpose:

This document serves as the Investment Policy Statement for the International Plant Propagators' Society. Its purpose is to effectively manage the long-term liquid assets of the Society and address the following objectives:

Investment policy objectives

The objective of the investment policy is to maintain long-term stability with a minimum five-year investment horizon. Funds surplus to the immediate needs (twelve months) of the society will be invested to preserve and enhance the purchasing and earning power of the society. The investment policy will address the following objectives:

- a. Establish an appropriate investment strategy/guideline for managing all long-term funds including investment timelines, elements of risk, and asset allocation.
- b. Oversee investments with sufficient diversification to provide a reasonable return over the long term.
- c. Establish periodic performance reporting to effectively monitor investment results.
- d. Provide due diligence and fiduciary oversight to comply with any legal requirements.

Management

All investment policies, including asset allocations, will be approved by the International Board and managed by an Investment Committee. The committee will consist of no less than three IPPS members, appointed by the IPPS International Board and chaired by the International Secretary. Committee members do not need to be board members, they will serve for three years and can be reappointed for an additional three-year term.

Investment Committee Duties

- a. Make annual reallocations to maintain the investment strategy.
- b. Meet no less than two times annually to review performance.
- c. Present an annual performance report to the board.
- d. Advise the board when, or if, investment strategy changes are needed.

Investment Portfolio

The investment portfolio will be constructed and maintained to provide prudent diversification that minimizes the effects of negative market fluctuations and yields returns greater than inflation.

The investment portfolio will be apportioned and maintained as following:

35 to 45% ---- Equity Index Funds (like Vanguard low-load index funds)

35 to 45% ---- Dividend Producing Index Funds (like Vanguard index funds)

10 to 30% ---- Fixed Income

Control Procedures

The International Secretary and Board Chair are authorized signers on all invest accounts.

The International Secretary will provide the Investment Committee as much notice as is possible (ideally six to twelve months) of any large upcoming cash withdrawals.

The Board will review annually all policies, objectives and guidelines. This review will focus on an analysis of major differences between the Fund's assumptions and its actual results.

Approved: 8/03; modified 10/07

Policy on Travel Reimbursement for International Officers and Directors

(effective January 1, 2008, review date January 1, 2013)

Policy and Background

IPPS International Board Members and officers offer their time at no charge to benefit the Society. The Society values this input and offers fair reimbursement for travel expenses while undertaking this leadership role by attending the International Board of Directors meeting.

This policy facilitates the ability of IPPS International Board Members and officers to participate in the leadership of the Society, recognizing that there is a monetary impact on Directors and the Regions they represent in the fulfillment of their leadership responsibilities. Reimbursement is for individuals and is limited as defined in the policy scope.

The policy of the International IPPS is as follows:

International IPPS will offer reimbursement for travel while attending the International Board of Directors meeting in an official capacity.

Scope

The reimbursement of travel expenses is limited to the directors of the International IPPS Board of Directors, as well as the International President, International Vice President and International Second Vice president.

Reimbursement is for actual costs of travel as defined below, by air or by other means up to the cost for air travel.

Definitions

Travel costs are defined as follows:

- Airfare – economy class – from the individual’s home airport to the location of the International Board Tour and return from the site of the International Board Meeting. Regardless of whether an individual travels to other locations as part of the travel to the International Board Meeting, the reimbursement will be for the value of the airfare to and from the International Board Meeting/Tour beginning point and home from the site of the International Board Meeting.
- Transportation to and from the airport unless the hotel or hosting Region provides free transport. This includes taxi, bus, or train fares, or personal automobile mileage at the current US rate per mile as set each year by the Internal Revenue Service.
- If travel is not by air, reimbursement is appropriate for train, bus, or personal automobile transportation costs. Reimbursement for use of the individual’s personal or rented automobile is at the US rate per mile as established each year.
- Any tolls incurred in the course of the journey are appropriate for reimbursement.
- Any travel insurance required by the country of origin for an officer or director as defined above may be submitted for reimbursement.

Process

A Travel Expense Reimbursement Claim must be completed and submitted to the International Office for processing. Copies or scans of receipts and other supporting requests for reimbursement must be included with the Travel Expense Reimbursement Claim when submitted. Email, fax, or mail submission is acceptable.

Reimbursement payments are to be made within one month of acceptance of the claim.

The offer for reimbursement is available only for expenditures in the same fiscal year as the International Board Meeting. Claims forms for reimbursement are accepted within the fiscal year of the relevant meeting ONLY.

3-12-07 peh; modified by G. McPhee 3-19-07, 9-30-07

Policy on Standard Operating Procedures For operating the Society

The President, Vice President, or Secretary-Treasurer shall authorize the deposit of funds in accounts of a bank or banks.

Authorization for the transfer of funds from one account to another, e.g., checking account to money market, certificates of deposit, or vice versa, shall be completed upon the signature of only one individual authorized to sign withdrawals from the account.

Authorization for withdrawals of funds from any account shall require one signature of the President, Vice President, or Secretary-Treasurer.

The Secretary-Treasurer is authorized to investigate and is able to transfer funds to insured deposits with higher interest rates for the short-term gain of the Society. Transfers must be within the annual budgetary guidelines, established by the International Board of Directors.

All accounts of the Society shall contain three (3) names on the signature cards filed with any banking or financial company in which the Society has deposits. These names are the President, Vice President, and Secretary-Treasurer.

Authorization is granted for the payment of honoraria on a monthly basis to the Editor and Secretary-Treasurer as adopted in the budget each year.

All major publication costs are to be paid after review by both the Editor and the Secretary- Treasurer.

The Society will carry bonding insurance in the amount of \$350,000.00 on the office of Secretary- Treasurer.

Authorization is granted for the International Secretary-Treasurer and Regional Secretary- Treasurer for all regions to remove from the membership rolls any member whose dues for the current year have not been paid by the May 1 deadline. This is in order to ensure that there are adequate printed copies of the current volume of the Combined Proceedings for all paid members.

The President, Vice President, and Secretary-Treasurer must approve authorization for the deposit of funds in any new bank or financial institution.

The Finance Committee, in conjunction with the Secretary-Treasurer, is responsible for reviewing project proposals to ensure that the background, outcomes, and budget impacts of the proposal are in line with the operating budget. This will be an ongoing, standing committee of the Society.

Each Director shall submit a semi-annual report in June and December to be shared among all International Officers.

All Directors and Alternate Directors shall participate in all committees as determined by the President as a way of making sure that if they are asked by the President to do something, that they will fulfill that responsibility.

Amended 9/99, 9/02, 10/05

Policy on Communications For the International Secretary-Treasurer

To implement an "official" business relationship between the International Secretary-Treasurer and the Regional Secretary-Treasurers, the International Secretary-Treasurer is to plan and coordinate communication between Regional Secretary-Treasurers and the International Secretary-Treasurer by providing a timeline and job expectations necessary to conduct international affairs.

To communicate and coordinate with Regional Secretary-Treasurers the means by which the International Directors and Alternate International Directors will be informed of the plan and costs for the annual International tours and associated conferences.

To provide a final draft of the International Board Meeting minutes within 45 days of the annual International Board Meeting. Included should be a summary outline of all motions passed, committee assignments, including information on composition, goals and responsibilities. Directors have 30 days after receiving their draft of the minutes to submit corrections. Any controversial issues need to be brought to the attention of the International President for resolution.

Post information to the IPPS web page about new International Directors, Alternate International Directors, and Officers by February 1st of each year.

Incoming Alternate International Directors should receive an orientation package that includes the following:

1. Names and addressees of the other International Board of Directors and Alternate Directors
2. Job descriptions of the role of Alternate International Director
3. Minutes of the previous annual International Board Meeting

Approved: 9/99

Policy on Compensation

Two positions, the International Secretary/Treasurer and the International Editor, are funded by the Society. Each has a position description outlining expected results for those positions in each program year. Therefore, the Board can establish a base compensation level and a procedure to determine annual adjustments based on a policy approved by the Board and implemented each year in conjunction with a review of the results of each position. This eliminates the need for the Board to engage in the extended discussions about compensation at its annual meeting.

The Board assigns to each position, based on the current job description, an appropriate level of compensation for the current year. Thereafter, the compensation is adjusted annually at a percentage equal to the published inflation rate for the United States. At the time of the annual review of each position, the Personnel Committee should consider whether workload changes have occurred, such as the addition of new regions, requiring changes to the base compensation level. Although the inflationary increase would automatically go into effect as of January 1st of each year, any bonus or change in base compensation would require Board approval at the next annual meeting for implementation in the following fiscal year.

The Staff Review Committee composition includes the President, the Vice-President and two Directors, under the leadership of the President. It bears the responsibility to conduct an annual review of the performance required in the two positions. This includes reviewing the job descriptions to consider whether additional activity merits bonus consideration and to evaluate whether the scope of workload has substantially changed to merit review of the base compensation level. The Committee presents its recommendations to the Board at the annual Board meeting.

Because the inflationary increase goes into effect as of January 1st each year, the Staff Review Committee has between January 1st and the time of the annual meeting to review the positions to determine if a bonus recommendation or change in base compensation level is appropriate. This can be handled by phone, by email, etc. The Board can expect the Staff Review Committee to report at each annual meeting indicating the review has been conducted and that either a bonus or base compensation change is recommended or not. The inflationary increase does not require Board approval annually.

The base compensation level is changed each year by the inflationary increase, reflecting the Society's value for the position. A bonus does not increase the base compensation level. If the Board determines the base level needs to be increased to reflect expanded workload, that increase becomes the new base level upon which the following year's inflationary increase is calculated.

Approved: 9/98

Policy on The International Award of Honor Guidelines and Criteria

The candidate must be an active member at the time of the nomination. If s/he happens to retire from the Society due to ill health or even passes away, the award would still be given.

The candidate must have been an active member for a minimum of ten (10) years.

The award should recognize exceptional and distinguished service to the Society and/or outstanding accomplishments in the field of plant propagation.

The International Award of Honor shall be presented to an individual selected by the hosting region of the International Tour and Board of Directors meeting.

The hosting region shall provide nomination documentation for the award to the IPPS International Vice-President sixty (60) days prior to the preceding year's International meeting to be considered by the Award of Honor committee.

Should the region not submit a candidate for the award, the Award of Honor committee must decide if a suitable candidate can be selected from that region or there be a general call for nominations from all regions. All decisions for the Award must be completed at least three (3) months prior to the start to the International Tour so proper recognition preparations can be completed.

The Selection Committee shall consist of the Directors from each Region and the current International Vice-President. The Vice-President shall chair the committee.

The International President and/or Regional Director shall present the Award of Honor to the recipient at the hosting region's annual meeting.

The Vice-President and the International Director of the Region in which the recipient resides shall determine how the allocation (\$500.00) shall be spent. The International will furnish a plaque, to be presented to the recipient as agreed by the Regional Director. The Vice-President and the International Director shall decide who will write the dedicatory page in the *Combined Proceedings*.

Nominations for the Award of Honor are approved by the Regional Board of Directors and brought forward to the International Board of Directors by that Region's International Director.

Only one award recipient will be chosen per year.

Adopted: 05/15/85; Revised: 09/25/92; 09/06/98; 09/29/00

Policy on Papers Prepared for The Proceedings

The Proceedings of the International Plant Propagators' Society is our publication. Our motto is "To Seek and To Share" and the publication documents presentations made at each of the Region's annual meetings. Growers, Extension and research personnel and plant curators each make presentations based on their expertise and are of interest to all. It's importance as a scientific document is well established. It is also part of the "Mission" of IPPS.

"The mission of IPPS, with a focus on the global community of those involved in horticultural plant production, is to share knowledge, information, and skills; to provide guidance and support for lifelong career achievements; to increase recognition of the profession; and to maximize the integration of research, education, and horticultural knowledge."

Early presentations were typewritten, and graphs completed by hand. Technology has evolved so today we use computer-based PowerPoint presentations that allow us to make dynamic presentations that are full of graphics. These are encouraged.

It is imperative to recognize that the "Proceedings" is published in grayscale (black and white). While each presenter's text paper may include color pictures and graphs, each should be reviewed as a grayscale to ensure optimal presentation. As an example, colored graph line has very little difference when displayed as grayscale.

PowerPoint presentations will not be accepted as a replacement for the text-based paper.

PowerPoint presentations can be included as a supplement to the paper and may be able to be mounted on the CD version of our "Proceedings" but will not be included without the corresponding text version of the paper.