

2020

Policies and Procedures of the  
Illinois GIS Association



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## Foreword

The Policy and Procedures of the Illinois GIS Association is a governance document and should be used in conjunction with the two other ILGISA governance documents: the ILGISA Bylaws and the organization's Articles of Incorporation. The Policy and Procedures of the Illinois GIS Association contains detailed managing and governing positions of the association that do not need to be included in the articles of incorporation or bylaws. Policy needs to be flexible and adaptable to changing conditions, and so it is adopted, waived, and amended by resolution of the Executive Board.

The Policy and Procedures of the Illinois GIS Association reflects ILGISA's current practice, as well as requirements in the field of association management.

## General

All members, chairpersons, and Board of Directors will ensure that all activities move us toward our Association goals and objectives.

## Official Location

The Headquarters of ILGISA shall be located at 800 Roosevelt Road, Building C Suite 312, Glen Ellyn, IL 60137.

## Electronic Addresses

The Headquarters e-mail address is [contact@ilgisa.org](mailto:contact@ilgisa.org). The ILGISA website address (URL) is <http://www.ILGISA.org>.

## Mission

ILGISA is Illinois' leading geospatial technology resource delivering education, networking opportunities and a platform for collaboration.

## ARTICLE I. CONFLICT OF INTEREST POLICY

*Latest revision 08/20/2009*

### Policy

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

Accordingly:

- a. Members must have loyalty to the ownership as a whole, unconflicted by loyalties to any sub-group of the ownership, to staff, other organizations, and any personal interest as a consumer.
- b. Members must avoid conflict of interest with respect to their fiduciary responsibility.
  - i. There will be no self-dealing or business by a member and the organization except when openness and appropriate competition are ensured.
  - ii. When the Board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall absent him/herself without comment from not only the vote, but also from the deliberation.
  - iii. Members will annually disclose their involvement with other organizations, with vendors, or any other associations that might produce a conflict.

## Duty to Disclose

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence and nature of his or her financial interest to the directors and members of committees with board delegated powers considering the proposed transaction or arrangement.

## Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest, the interested person shall leave the board or committee meeting while the financial interest is disclosed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists. If the committee decides, by majority vote, that a potential conflict does exist, the matter must be referred to the board for a vote.

## Procedures for Addressing the Conflict of Interest

The chairperson and board, by majority vote of the disinterested directors, shall have final say as to whether a reasonable person might determine that a potential conflict of interest exists and, if appropriate, shall appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the board shall determine whether the Organization can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Association's best interest and for its own benefit and whether the transaction is fair and reasonable to the Association and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

## Annual Policy Statement

Each director shall annually sign a statement which affirms that such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands that the Association is a 501 (c) (6) organization and that in order to maintain its status it must engage primarily in activities which accomplish one or more of its educational and professional purposes.

## Violations of the Conflicts of Interest Policy

If the board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## ARTICLE II. FINANCIAL POLICIES

*Latest revision 06/12/2020*

### Maintenance of Corporate Accounts

ILGISA shall maintain a minimum of three checking accounts: one for operations, one for reserves and one for the educational endowment fund.

All revenues shall be deposited in their respective accounts in a timely manner.

All checks issued must:

- a. Be accompanied by a disbursement form filled out by the Executive Director stating the funds needed, purpose of funds, amount of funds and check disbursement number
- b. Be accompanied by any supporting documentation (bill/receipt/PO request)
- c. Bear a signature of an official from the offices of CM Services, certifying their review of attached documentation and legitimacy.
- d. Disbursements in an amount equal to or above \$5,000 requires the second approval of the ILGISA Treasurer's or the ILGISA President's unless it is for a preapproved budget item.

All disbursements for day-to-day business shall be by check drawn on the operations account.

The Executive Director shall forward a complete copy of the ILGISA electronic books to the ILGISA certified public accounting firm annually.

All monthly bank statements shall be sent directly to the ILGISA Executive Director for reconciliation, from which a monthly financial statement is prepared and reviewed by the Board of Directors at their monthly meetings.

The monthly financial statement is distributed to the Executive Board and any other members upon request and approval of the Board.

### Funding

Funding for the administration and operation of the Association may come from a variety of sources. These may include receipts from membership, subscriptions to publications, advertising revenue, and proceeds from conferences, and interest on savings.

### Refunds

There will be no refunds for membership dues.

**EVENT CANCELLATION/REFUND POLICY:** Refunds will only be issued if requested by the specified dates applicable to the event in which the refund is being sought. The Executive Director will determine the deadlines for refunds/cancellations prior to opening registration for the event.

SPONSORSHIP: Sponsorship fees are non-refundable.

EXHIBITOR: Half of the fees will be refunded for registered exhibitors if a refund is requested by the deadline.

REGISTRANT: If a registrant cannot attend, he/she may send a substitute. If a substitute cannot be found and the registrant does not attend, the registrant must request a refund by the deadline in order to receive a full refund. Partial refunds will not be issued.

### Form 990 Requests

Any interested party may request a copy of our Form 990. It must be produced for the interested party within 30 days of the request. The request must be made in writing.

### Performance to Budget

The Association shall develop, approve, and adhere to a reasonable budget which shall be adopted by the Executive Board at their final meeting of the fiscal year.

### Financial Reviews and Audits

As recommended by the Finance Committee and approved by the Executive committee, the Association shall conduct a financial review of its books and records to assure adherence to outstanding policies and procedures every 3 years. The Association shall conduct an audit of financial records as required by the state of Illinois for 501 (c) (6) organizations.

### Insurance

The Treasurer should review insurance coverage with the Executive Director at the beginning of each fiscal year. All activities held in the public domain must be reviewed for insurance risk.

### Reimbursement of Expenses

It has been a custom of the Illinois GIS Association that the business of the Association is conducted by Board Members at meetings and events where Directors were present at their own expense or at the expense of their employing institution. While it is expected that this custom will continue, it is recognized that the expanding nature of the Association regularly requires expenditure of travel funds by Directors' and staff that are borne by the Association. To maintain Association practices and an equitable reimbursement policy consistent with the Association's tradition, the following policy is to be applied.

Reimbursement of expenses is allowed for:

- a. Board Members and the general membership when conducting official ILGISA business.
- b. Board Members attending required events that are unique to their positions as Board Members.

No expenses will be reimbursed without the proper receipts being forwarded to the Executive Director, and subsequently approved by the Executive Board.

Rates for approved travel shall be calculated as follows:

- a. Air travel shall be reimbursed at 30-day advance booking coach rate.
- b. Mileage shall be reimbursed at the current government rate.
- c. Food will be reimbursed at actual cost, unless a per-diem applies.
- d. Parking shall be reimbursed at actual cost.
- e. Hotel rooms will be at single rate, including all applicable taxes and fees.
- f. Personal telephone charges, child care, entertainment, bar tabs, or excessive costs will not be reimbursed.

The Association shall pay the cost of the Executive Director's and/or Association Staff's room for attending the general membership meetings, Executive Board meetings, and Annual Conference. In addition to the hotel/motel cost, all meals and travel expenses shall be reimbursed.

In the situation of the Association having an unused allotment of hotel rooms for any ILGISA event, a mechanism for issuing those rooms on the hierarchal basis of President, Past President, President Elect, Treasurer, Secretary and general Board members should be utilized.

All financial commitments shall be predicated upon the availability of funds.

## Investment Policy

The investment objectives of the ILGISA portfolio are to

- a. Ensure the safety of investment principal;
- b. Provide for portfolio liquidity; and
- c. Maximize the income (yield) for the total portfolio.

The ratio of equity (stock) investments shall not exceed 30 percent of the total investment portfolio.

The optimum cash reserves shall be, minimally, 50 percent of current operating expense (six months' projected expenses). The Executive Director shall prepare 6-month projected operating expense reports at the January and July Board meetings.

The Finance Committee shall monitor the ongoing performance of the ILGISA portfolio.

## ARTICLE III. RECORDS OF PROCEEDINGS

*Latest revision 08/20/2009*

### Meeting Minutes

The minutes of the board and all committees with board-delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternative to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

## ARTICLE IV. COMMITTEE POLICY & PROCEDURES

### *Program Committee*

#### **Requirements**

This committee shall advocate and promote the development of high quality GIS related education within the State of Illinois. The education programs shall include webinars, conferences, workshops, and training events. This committee will oversee the task forces planning these education programs. They will offer a variety of professional development opportunities and evaluate conference logistics.

#### **Function**

This committee shall plan, develop and execute our Annual Conference.

The Program Committee shall have oversight regarding the regulation of the following policies and procedures:

- a. Review and selection of all submitted working paper/abstract/dissertation/poster for inclusion in said conference.
- b. Determine which individuals qualify as "Non-Member, Invited Panelists" for the purpose of offering exempt registration status. Determine which individuals qualify as "Key Note Speaker" or "Plenary Presenter" for the purpose of offering complimentary registration status.

#### **Key Tasks**

- Identify single conference location and date.
- Develop single conference program
- Develop 4-6 Regional Workshop programs in targeted areas in the state
- Plan content for each of the Regional Workshops
  - Identify local GIS business for sponsorship
  - Identify local colleges/universities for attendance and content
- Plan an Annual 2 day conference with assistance from other committees
  - Content
  - Workshops
  - ESRI-led Training
  - Student Activities
  - Competitions
  - Keynote Speaker
  - Other activities or events as recommended by the President or the Board.
- Publish the Conference Proceedings, including all submissions and presentation materials (with the presenter's permission) to membership each year the Conference is held.

### **Education Committee**

*Latest revision 05/27/2016*

#### **Requirements**

This committee will be responsible for the educational material available to all members, both student and professional. This Committee will be responsible for planning all Annual Conference workshops, training classes, Webinars and other specialized training classes as they see fit throughout the year. They will also actively involve our student members and student educators to better familiarize them with our

organization and engage them as new members of the Association. This committee will also be responsible for the annual awarding of our Student Scholarship.

### **Function**

The two-fold mission of the ILGISA Education Committee will be accomplished through two Subcommittees:

- a. Professional Development Subcommittee**
- b. Student / Educator Subcommittee**

### **Professional Development Subcommittee**

The Professional Development Subcommittee will be responsible for the training and development of our new and existing professional members. Primary tasks include:

- Coordinate and develop periodic Webinars. Our goal is 4 – 6 webinars per year. This includes
  - Solicitation, rating / ranking, selection
  - Work with CM Services and other Committees where appropriate to identify and solve for all technical feasibility issues.
- Work with the Program Committee to plan all Annual Conference Workshops. These workshops are to be taught by certified industry leading instructors.
- Coordinate all industry-specific training classes. An example of this was the ESRI-led Instructor Training at the 2014 Conference. At minimum, these industry-specific classes should take place at the Annual Conference, but may also take place at other times in the year as the Committee sees fit.

### **Student / Educator Subcommittee**

The Student / Educator Subcommittee will be responsible for creating and maintaining a sustainable network between our student members (traditional and non-traditional; and those newly entering the geospatial technology profession), educators, and the professional GIS community to foster educational and professional opportunities.

Primary tasks include:

- Establish relationships with area faculty at two and four year colleges and other training institutions for the purposes of promoting ILGISA membership
- Engage the student / educator community through the use of our Web Site and forums to foster connections for professional opportunities, including internships, job postings, etc.
- Develop education-relevant forums on our Web Site as you see fit. These can include:
  - Educators Discussion Forum
  - Students Discussion Forum
- Solicit nominations and the selection of one Student Scholarship Winner to be announced at the Annual Conference.
- Work with the Program Committee in planning Conference-related content including:
  - a. Student Night
  - b. Educators User Group Meeting

## Finance Committee

*Latest revision 05/27/2016*

### Requirements

The committee shall include at a minimum, the President, Past-President, Treasurer, and President-Elect. This committee shall prepare and present an annual budget to the Board for approval; receive and review financial reports including audits; prepare a financial plan encompassing sources of income; oversee the negotiation of fiscal relationships with vendors and cooperators, and make recommendations to the Board; review any documents filed with the State or with the Internal Revenue Service; review and recommend insurance coverage for the corporation; oversee legal matters involving the corporation.

The Finance Committee shall have oversight regarding the regulation of the following committee responsibilities:

- Minutes shall be taken of all meetings and distributed to the Executive Board. All motions passed by the Finance Committee shall be reported and entered into the minutes of the next regularly scheduled meeting of the Executive Board.
- Review the financial position and investment holdings of ILGISA, and recommend action(s) to amend financial instruments due to changing economic conditions, trends, significant national or international events, or advice of professional investment counselors who manage the account(s).

### Key Tasks

- Develop annual budget
- Monitor accounts for activity
- Recommend alternative products or services where appropriate as conditions arise or when directed by the President or Board to better financially situate the Association.
- Develop long term investment strategy

## Membership Committee

*Latest revision 06/12/2020*

### Function

The Membership Committee shall evaluate, improve and promote the benefits of membership

The Membership Committee shall be responsible for:

1. Preparing an annual report of membership to include:
  - a. An annual review of ILGISA member benefits or items which add value to membership
  - b. Examining membership retention rates
  - c. Consolidating member feedback pertaining to perception of member benefits from any survey material received during the calendar year
2. Organizing and instituting any membership drives to increase or retain ILGISA members
3. Collaborate and network with other like organizations to expand the influence of ILGISA and add further value to membership. Examples of similarly driven organizations are:
  - a. Illinois statewide GIS initiatives of any kind
  - b. Neighboring state's GIS membership organizations

c. Regional GIS membership organizations

**Key Tasks**

- Facilitate Map Competition at Annual Conference
- Membership Services
  - Continue to develop and implement:
    - Organizational Memberships
    - Partner (Vendor) Memberships
      - Establish Partner memberships to include annual subscriptions and sponsorships of various regular ILGISA events.
  - Continue to develop and implement Vendor Involvement Program
    - Vendor Board Liaison
    - Lay the foundation for Regional Chapters
    - Could be an initiative in conjunction with the Education Committee – Student / Educator Subcommittee
- Develop a plan to market to and recruit new members. This can include non-traditional GIS users and other professions utilizing, but not directly involved in geo-spatial technology.

**Governance Committee**

*Latest revision 06/12/2020*

**Requirements**

This committee shall review the recommendations for ILGISA awards, candidates for nomination as directors and President-Elect to the Board of Directors, and requests for changes in the bylaws. These duties address reviewing governance structure and identifying board development. This committee shall report their recommendations to the Board of Directors and shall be chaired by the Past-President.

**Functions**

As the Governance Committee is an amalgamation of the former Honors, Nominations, and Bylaws Committees, the Functions and Tasks will be presented in the same manner.

**ILGISA AWARD Recommendations**

**Functions**

The Governance Committee shall have oversight regarding the regulation of ILGISA Award recommendations:

- Each year the Committee will review the submitted nominations and select those individuals that meet the specified requirements for the awards. The number of awards presented may not exceed that stipulated in the ILGISA Bylaws. Should no nominations be received for said awards, the Committee has the right to choose not to distribute awards for that year.
- The Committee has the ability to determine if an award can be given on an ad hoc basis. Before any such awards might be given the Committee shall receive the approval of the ILGISA Board of Directors to make a special ad hoc award.

**Policies and Procedures**

The Governance Committee shall have oversight regarding the regulation of the following operating policies and procedures:

- a. The Chair of the Governance Committee shall see that a "Call for Award Nominations" is communicated to the membership of ILGISA. The "Call" will spell out what is required to support a nomination.
- b. If no nominations are received, or too few are received, the Committee shall take action to generate nominees by soliciting nominations from contacts from across the State. Nominations from previous years may be carried over to successive years.
- c. Committee will collect material in support of the nominations and evaluate the supporting material. In order to be considered, each submission must support the following criteria for each award is as specified below:
  1. Student Award Criteria
    - i. The Outstanding Student Award is presented to an undergraduate student of any major who has included GIS in their course of study, and has demonstrated exemplary proficiency and understanding of GIS, potential contribution to the GIS Community, and general success in school. No more than five such awards are presented each year and they will be awarded at the fall conference only.
    - ii. Student award winners are entitled to a complimentary year's membership to ILGISA.
  2. Service Award Criteria
    - i. The Service Award is presented to an individual or organization that has provided exemplary professional service or support to the GIS community. No more than three such awards are presented each year.
  3. Dahlberg Award Criteria
    - i. For extraordinary service to the GIS community, the Governance committee may select a recipient for the Dahlberg Distinguished Achievement Award, as and when they deem appropriate. The recipient of the Dahlberg Distinguished Achievement Award also becomes a Distinguished Member of ILGISA. This award is presented to an individual who has made a significant contribution to the development and advancement of geographic information systems. Only one such award is made each year; it is possible that no award is presented in a given year.
    - ii. The Dahlberg Award is given to recognize lifetime achievement and should have lifetime complimentary status, as designated in the Bylaws, for the ILGISA conference day and membership
  4. Hilton Award Criteria
    - i. For extraordinary service to the GIS community in the advancement of coordination between GIS professionals, the Governance committee may select a recipient for the Hilton Distinguished Collaboration Award, as and when they deem appropriate. This award is presented to an individual who has made a significant contribution to the promotion of cooperation within our community and with the people we serve. Only one such award is made each year; it is possible that no award is presented in a given year.
    - ii. The Hilton Award will ensure the awardee with a single year of complimentary membership and access to the two subsequent conference day(s).
- b. All award winners are provided complimentary registration on the day of the award ceremony.
- c. An individual can be submitted and awarded one or both of the honors throughout their lifetime. A Hilton Award winner can be nominated and win the Dahlberg Award, and conversely, a Dahlberg winner can be nominated and win the Hilton award.
- d. Sitting Board members are not allowed to nominate other board members for awards.

- e. Committee will transmit the nomination recommendations along with supporting material to the Board of Directors for their action.
- f. The Committee will distribute awards according to the following schedule:
  1. Student Award(s) will be distributed at the Fall Conference
  2. Service Award(s) will be distributed at the Fall Conference
  3. Dahlberg Award will be distributed at the Fall Conference
  4. Hilton Award will be distributed at the Fall Conference
- g. Committee Chair will contact the awardees to inform them of their award and to arrange for them to be present to receive recognition.
- h. The Executive Director shall arrange for the creation of the awards for presentation.
- i. The Committee Chair will make the presentations of said awards to the winners.
- j. The Committee will write a press release on each awarded for placement in the ILGISA newsletter, as well as distribution to any other publications relevant to GIS Technology in Illinois. Recognition of members of the Board of Directors will be limited as indicated below:
- m. No "award" or plaque for the individual who has just finished term as President since they will serve an additional year as "Past President" (i.e., no award for outgoing President). The recognition award for serving would be given after completion of that subsequent year as "Past President".
- n. Outgoing members who are not re-elected should receive a recognition plaque for serving on the Board since, at that time, they are no longer Board members.
- o. If a Board member has completed a term and is re-elected, they will not receive a recognition plaque until their term is completed and they are no longer serving on the Board.
- p. If a Board member does not complete a term, they would not receive a recognition plaque. Only those who complete a full term should receive a plaque.

### **Key Tasks**

- Seek out exemplary individuals within the membership for the various awards offered.
- Present the awards at the Annual Conference

### **Nominating Candidates for Board of Director Positions**

#### **Functions**

The Governance Committee shall have oversight regarding the proposal of candidates for nomination as directors and as President-Elect, to the Board of Directors.

- a. Each year the Committee will review the submitted nominations and select those individuals that meet the specified requirements for election to the Board of Directors.
- b. The Governance Committee shall be familiar with the duties, term of office, and other requirements of each Executive Board position to be filled.

#### **Policies and procedures**

- a. The Chair of the Governance Committee shall see that a "Call for Nominations" is communicated to the membership of ILGISA. The "Call" will spell out what is required to support a nomination. Potential nominees may be solicited by the committee from:
  - i. Recommendations from ILGISA members and Officers
  - ii. Interest expressed by potential candidates.
  - iii. Active solicitation by the committee itself.

The Governance Committee will evaluate the relative merits of prospective candidates and base their selections on these criteria:

- a. Past Experience and Performance
  1. The scope and depth of knowledge and experience the candidate has with community associations and related matters
  2. Other aspects of the candidate's recent background which demonstrate the ability for leadership, team building, and formal decision-making.
- b. Personal Characteristics as they relate to ILGISA
  1. Each candidate will be evaluated as to the extent that the candidate can articulate a clear vision of ILGISA's future and communicate a sense of excitement about the candidate's role in achieving that vision.
  2. Will be effective in the strategic thinking and planning necessary for the Association.
  3. Is able to perform as a team player, working effectively with others for the accomplishment of ILGISA's goals.
  4. Maintains a positive and professional attitude in ILGISA activities.
  5. Would be an effective spokesperson and representative for ILGISA, particularly outside the ILGISA arena.
  6. Has available time and resources to devote to ILGISA leadership functions.
- c. Additional Considerations to the extent that it is relevant, each candidate will also be evaluated on how effectively the candidate:
  1. Demonstrates a sincere interest and excitement in the opportunity to serve ILGISA.
  2. Exhibits good listening skills and is responsive to feedback from others.
  3. Is articulate, candid, and willing to express opinions constructively.
  4. Will be an effective decision-maker with a "big picture" perspective.
  5. Offers fresh and creative new ideas.
  6. Brings special or unique skills or expertise.

Committee Chair will contact the nominees to inform them of their nomination and to arrange for them to submit a short biography for inclusion on the ballot.

The Executive Director shall prepare the ballot and distribute it electronically to the membership for voting. Voting polls will remain open a minimum of two weeks but no more than four weeks from the time it is distributed. The Executive Director will provide the Committee Chair with the final ballot numbers at the conclusion of voting.

The Committee Chair will contact all individuals following the close of elections and shall formally thank them for their willingness to serve on the Board of Directors. At that time the Chair will notify those individuals elected and extend an invitation for them to attend the Fall Conference Board Meeting in preparation of the Board turnover.

#### **Key Tasks**

- Identify and recruit potential leaders within the membership to serve on the Board of Directors.
- Identify an existing board member that has demonstrated strong leadership skills and gone above and beyond to run for President-Elect.
- Define voting period for the Executive Director ensuring a minimum of 4 weeks from close of the election to the conference.

#### **Bylaws**

The Governance Committee shall review requests from any member for changes in the Bylaws, and shall report their recommendations to the Board of Directors

### **Key Tasks**

As directed by the President or Board, review Bylaws and recommend changes to the Board for eventual membership approval.

## **Outreach Committee**

*Latest revision 06/12/2020*

### **Requirements**

This committee shall communicate the mission and vision of ILGISA to non-members, as well as facilitate all communication between all Board activities and membership. Some activities will include increasing public awareness, participating with existing groups, enhancing relations with local and state governments, and increasing legislative awareness. This committee will utilize our website, publications, and other means to promote our organization. The Outreach Committee shall have at least two members, appointed from among the membership, in addition to the Chair, who will be selected from the Board. The Outreach Committees activities can be broken down into two distinct areas – ILGISA Publications and Website.

### **Publications**

The Outreach Committee shall have oversight regarding the organization and preparation of ILGISA publications and maintaining and promoting ILGISA through the effective use of its Web Site. They will also maintain the ILGISA Conference App for completeness and have its Content updated in a timely fashion for our Annual Conference.

The Committee will be responsible for:

- a. Soliciting & reviewing the content of the GeoTalk Blog.
- b. Developing a call for articles and content and a list of author guidelines that may be distributed to the membership for GeoTalk Blog submissions.
- c. Reviewing all content as it is received, and evaluating its suitability for the GeoTalk Blog. Any article or content that promotes an organization, private enterprise, or educational institution in an unfair or inappropriate manner, or is otherwise unsuitable, may be deemed unacceptable.
- d. Assisting the Board and Executive Director with other publication initiatives as appropriate.

### **Key Tasks**

- Publish GeoTalk Blog articles regularly
- Participate in the Program Committee
  - Maintain Conference App with relevant and up to date information
- Participate in the Membership Committee
  - Review and proof marketing material, announcements, and programs

### **Web Site**

The Outreach Committee shall have oversight regarding the regulation of the following policies and procedures:

- a. Review and management of all information displayed at the ILGISA website.
- b. Editorial review, content review, and appropriate placement of new information proposed by ILGISA Board Members or Committee Members for inclusion on the ILGISA website.

- c. Enforcement of established ILGISA website design parameters and website design best practices. Recommendation of changes to proposed or existing website content or design revisions due to changing information technology capabilities, web best practices, industry trends, or upon advice of counselors who represent professional web service providers and/or the ILGISA web hosting service provider.
- d. Review and oversight of all information contributions made by subscribers on all social media websites with an established ILGISA presence.

The Outreach Committee will be responsible for specifying material content, design, and changes to the Association's electronic media, particularly our Website. This committee shall designate and coordinate website design and content which will serve to promote ILGISA and its mission; suggest and approve appropriate links; and monitor policies on resources available on the Internet.

Revisions to information and digital resources contained within the ILGISA website or the established ILGISA presence on social media websites will be implemented by, or at the request of, the Executive Director. The Outreach Committee shall designate a single Board Member to coordinate with the Executive Director to implement requests for editorial changes or content additions. The Executive Director retains the authority to make necessary changes to the ILGISA website without consultation with the Outreach Committee or the ILGISA Board. Typical, or routine, necessary changes could include: updating conference information, highlighting ILGISA News features, showcasing upcoming deadlines, adding job postings or student internship announcements, repairing broken links, fixing typos, correcting misinformation, etc.

### **Key Tasks**

- Monitor and develop User sections of the Web Site as directed by the Executive Director, President, or Board.
- Expand membership area to allow discussions, obtain member history details, access presentations, and a knowledge base
- Ensure relevant Board actions and information is communicated to the membership effectively via the Web Site.
- Develop and promote discussion forums on our website to actively engage membership collaboration and communication.

### **Membership Directory**

The ILGISA membership directory is for the exclusive use of members only. The membership directory is updated regularly and available electronically via the ILGISA website.

### **Membership Information Lists**

Lists of ILGISA membership information (email address, etc.) are not provided to any individual or entity without the approval of the Board of Directors.

### **Conference Attendee Lists**

Conference attendee lists are provided in printed or pdf. format only and are provided the week before each conference.

## ARTICLE V. PERIODIC REVIEWS

*Latest revision 08/20/2009*

To ensure that the Association operates in a manner with its educational and professional purposes and that it does not engage in activities that could jeopardize its status as an association, a periodic review shall be conducted. The periodic review shall, at a minimum, include the following subjects:

Whether compensation arrangements and benefits are reasonable and are the results of arms 'length bargaining.

Whether partnership and joint venture arrangements with other organizations conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Association's purposes and do not result in inurnment or impermissible private benefit.

In conducting the periodic reviews, the Association may, but need not, use outside advisors. If outside experts are used their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.

## ARTICLE VI. STUDENT POLICY

*Latest revision 03/14/2012*

Nominees for the Student Award are not required to be a member of ILGISA. However, the student must be recognized by ILGISA as a student as defined in the bylaws in order to qualify for the award.

## ARTICLE VII. MEMBERSHIP DUES POLICY

*Latest revision 09/10/2012*

As membership in ILGISA is on a calendar year basis, renewal dues are to be paid prior to the start of the membership year. Members who have not paid their annual renewal dues by March 31 will be considered lapsed. A lapsed member will be re-instated upon receipt of dues for the current membership year and will be entitled to all rights and privileges of membership. Any member wanting to re-instate their membership shall pay the lapsed member renewal rate.

New members may join ILGISA at any time during the calendar year and receive all the member benefits. Membership dues are not prorated and will not be refunded.

Individuals that pay the non-member rates at the conference will automatically become members for the remainder of the current membership year. As such, the difference between the member and non-member rates at the conference will be the lapsed member renewal rate.

## DEFINITIONS

*Latest revision 01/13/2011*

**Alcohol:** As used herein, the term "alcohol" is intended to include alcohol and any alcoholic beverages (e.g., wine, champagne, beer, mixed drinks).

**Award Winner:** An individual or group of individuals who have been selected by the Illinois GIS Association Honor's Committee for recognition in accordance with the annual awards as stated within the Associations Bylaws. Said individual(s) are provided complimentary admission to any event/conference/educational seminar to which they have been invited to attend in order to receive their award.

**Bylaws:** The law of the Association by its members for government of its members and regulation of its own internal affairs.

**Complimentary Admission (Comp'd):** Admission to an Illinois GIS Association event, conference, or educational seminar which has been waived by the sponsoring committee as a result of services provided in the course of:

- a. Key note presentation
- b. Plenary presentation
- c. Award winner [scholarship or annual ILGISA Award as determined by Bylaws]. Complimentary admission will entail free access to event for the designated day along with any associated meals.

**Conflict of Interest:** The situation of a person who finds that one of her activities and/or interests can be forwarded at the expense of another.

**Exempt from Registration:** Admission to an Illinois GIS Association event/conference/educational seminar which has been waived by the sponsoring committee as a result of services provided in the course of panel discussion. Exempt registration will provide entrance to the individual for the specific panel. Registration badge must be returned to the registration desk immediately following the completion of said panel. No meals are provided to the individual with exempt from registration status, and access to any other sessions/presentations/workshops/key note address or plenary sessions is prohibited unless a paid admission for the day's events is paid.

**Function:** As used herein, the term "function" is intended to include meetings, conferences and other events sponsored by the Association, as well as informal gatherings such as "hospitality suites" hosted by Association members in connection with Association-sponsored events.

**Keynote Speaker:** Individual providing a key note address at any Illinois GIS Association event/conference/educational seminar. The Key Note Speaker will not receive any form of an honorarium. The cost of transportation to/from the event will be provided as will accommodations, should they be necessary. Admission to the event for the Key Note Speaker will be complimentary.

**Non-for-Profit Exhibitor:** An entity that currently holds 501 (c) (6) or 501 (c) (3) status wishing to exhibit at an Illinois GIS Association event/conference/educational seminar. Said entity would be entitled to discounted registration rates as designated by the event committee.

**Non-Member, Invited Panelist:** An individual who has been invited by the event/conference/educational seminar committee to participate in a panel discussion. This individual is exempt from registration. This individual should not be a current member of the Illinois GIS Association.

**Plenary:** A session presented by an invited speaker during the course of an Illinois GIS Association event/conference/educational seminar for which the anticipated audience is significantly larger than that which can be accommodated by the typical presentation session. The topic would be of interest/value/relevance to the GIS field as a whole.

**Plenary Presenter:** An individual(s) who has been invited by the corresponding Illinois GIS Association Committee to present a plenary presentation at an event/conference/educational seminar. Admission to the event is complimentary for the plenary presenter(s). Complimentary admission will entail free access to event for the designated day along with any associated meals.

**Policies:** The standards for the conduct of the affairs of the Illinois GIS Association. Policies are determined by the Board of Directors. Policies affecting the privileges of membership are brought to the membership for ratification.

**Presentation:** A submission of a working paper/abstract/dissertation for presentation at an Illinois GIS Association event/conference/educational seminar by an individual who will be attending said event. The presenting individual(s) are required to register for the day of the event to which they are presenting. Presentations may be pulled from an event should it be determined that the presenter has not registered for the event.

**Presenter:** An individual(s) who has submitted a working paper/abstract/dissertation for presentation at an Illinois GIS Association event/conference/educational seminar. This individual(s) is required to register for the day of the event to which they are presenting.

**Procedures:** The customary way of doing things in order to comply with specific provisions of the Bylaws, Standing Rules, and Policies. Procedures are designed by the In-Association Committee.

**Special/Ad Hoc Committee:** A committee established on a temporary basis, charged to investigate an area of Association interest, with anticipated dissolution upon completion of the investigation.

**Standing Committee:** Those committees that do the work of the organization and have no anticipated dissolution.

## **Appendix 1: Guidelines for ILGISA Student Chapters**

### **Illinois GIS Association (ILGISA) Student Chapters**

#### **Guidelines**

##### **Mission:**

- To further professional interest in GIS by affording a common organization for those students interested in the field.
- To strengthen student and professional training through academic experiences in addition to those of the classroom and laboratory.
- To advance the status of GIS as a pragmatic discipline for study and investigation in academic institutions.
- To encourage high quality student research and to promote an outlet for publication.
- To create and administer funds for furthering graduate study and/or research in the field of GISciences and/or geospatial technologies.

## **ILGISA Student Chapters Organization**

### **Chapter Duties and Responsibilities of Officers**

#### **PRESIDENT**

As the principal executive officer of the Chapter, the President has the following duties and responsibilities:

- a. Recognizes and strives to attain the goals of the Chapter through exercise of leadership and other personal qualities. Supervises, delegates authority, and promotes cooperation of all officers and Members.
- b. Presides at Chapter meeting, functions and activities.
- c. Initiates establishment of the Chapter Constitution and Bylaws. Requests changes when necessary. Serves in such a way as to uphold its Constitution and Bylaws and those of the Parent ILGISA organization.
- d. Appoints committees, both chairs and members. Defines their responsibilities and activities.
- e. Delegates responsibilities and duties.
- f. Supervises Officers and committees. Knows their duties, responsibilities and prerogatives.
- g. Acts as liaison between the Chapter, Chapter Sponsor, the Department, and officers of the institution associated with student activities.
- h. Initiates purchases of equipment and supplies in conjunction with the Treasurer, after approval of the Sponsor. Sees that the budget and books are in proper form.
- i. Prepares a summary of the year's activities and other reports.
- j. Coordinates the program and provides adequate follow-up procedures.
- k. Represents the Chapter at ILGISA conferences and other associated meetings.

#### **VICE-PRESIDENT**

As an executive officer, the Vice-President has the following duties and responsibilities:

- a. Serves in the absence of the President.
- b. Acts as Program Chair, devising the program calendar, including speakers, places, times, and other necessary arrangements.
- c. Assists the President in arranging and implementing all program events, but only advises the initiation team concerning its presentation, leaving the responsibility with them. Generally secures equipment needed for Chapter functions or programs.
- d. Works with committees for special functions such as field trips, picnics, visiting speakers, and other events, but does not necessarily Chair these committees.
- e. Represents the Chapter when so appointed or selected.

## SECRETARY

The Secretary has the following duties and responsibilities:

- a. Takes minutes and reads them at meetings. Prepares motions for presentation to the Chapter.
- b. checks and encourages attendance.
- c. Compiles and keeps current a membership list and individual card file.
- d. Handles all Chapter correspondence, both to ILGISA Officers, and to the department, institution, and others, except Alumni.
- e. Reports all initiates and transfers to the Education Committee Chair of ILGISA.
- f. Distributes certificates to new Members.
- g. Prepares name cards and/or recognition tags for Members, visiting Members, and guests.
- h. Orders correspondence supplies and equipment in conjunction with the Treasurer, after approval of the Sponsor.
- i. Prepares and submits reports of the organization to the campus office of student affairs (or its equivalent).
- j. Keeps the Secretary's file current; this includes having on hand all necessary blank forms and supplies. Becomes familiar with the old records file. (After two years, the records should pass to the Historian and Historian's File).

## TREASURER

The Treasurer has the following duties and responsibilities

- a. Collects all monies including initiation fees, dues, and special collections, and makes deposits to the Chapter account.
- b. Pays all bills. This includes the following duties:
- c. Logging in bills and invoices
- d. repairing all checks and check request forms if necessary.
- e. Mailing checks to creditors
- f. Holding and dispensing petty cash fund.
- g. Keeps accounts of income and expenditures.
- h. Prepares the budget in conjunction with the Executive Committee.
- i. Fills out requests for special grants.
- j. Submits required financial reports to the institution.
- k. Makes the proper request for being bonded, if required by the situation and/or Institution.

- I. Arranges for the annual audit of the books in conjunction with the Sponsor. Assumes the responsibility for turning all records over to his/her successor.

## HISTORIAN

The Historian has the following duties and responsibilities:

- a. Maintains the Chapter Scrapbook of activities and personalities.
- b. Compiles monthly and yearly activity summaries.
- c. Keeps records of Chapter Officers, Membership, and Sponsors.
- d. Stores pictures and articles of all functions, activities, and personalities.
- e. Maintains a card file of Alumni Members.

## FACULTY SPONSOR

Effective faculty sponsorship is vital to the success of the ILGISA Student Chapter. The Sponsor should be selected or appointed with this need in mind. The Sponsor should assume the responsibility only if he or she is sincerely interested in the welfare of the students and Department. The Faculty Sponsor's enthusiasm is requisite to full attainment of the purpose of ILGISA. The Sponsor represents the Chapter in its relationship to the school administration.

The Sponsor should see that proper records (files) are maintained and reports are prepared. He/she should encourage attendance and should personally participate in the Chapter's activities. He/she should encourage and support the officers in carrying out their duties. The Sponsor should be dedicated, recognizing that the sponsorship of ILGISA is an honor. Care should be taken to turn over complete files to his or her successor.

## EXECUTIVE COMMITTEE

The Executive Committee should consist of the Chapter Officers and the Sponsor (ex officio). The Committee should conduct the business of the Chapter between meetings and plan the overall operation of the Chapter.

## DEPARTMENT HEAD

The Department Head may serve as the Faculty Sponsor, otherwise he/she should serve as an ex officio Member and Regular Member. The Department Head should provide financial backing, a filing cabinet, and other support as necessary.

## COMMITTEE CHAIRS

Such appointive Officers as Chairs of regular or special committees should carry out the responsibilities and functions assigned them by the President.

## CHAPTER MEETINGS

### SUGGESTED AGENDA FOR CHAPTER MEETINGS

- a. Call to order by the President. (A Parliamentarian is appointed at this time or prior to the meeting.)

- b. Roll Call.
- c. Reading of the minutes of the last meeting by the Secretary. Corrections and additions made, if necessary. Motion and Second for approval. Vote.
- d. Presentation of the Treasurer's report. Explanations if necessary. Motion and Second for approval. Vote.
- e. Reports of Officers.
- f. Reports of Committees
- g. Any other old or unfinished business.
- h. New business. Suggestions, questions, motions.
- i. Appointment of new committees or new tasks for present committees.
- j. Presentation of initiate lists, etc.
- k. Adjournment.

Note: Steps may be omitted when found desirable; however, before a meeting, the President should always prepare the agenda in the above order. The program may follow, or may be interjected at some convenient time in the agenda, following the device of temporary adjournment. It is usually advisable to permit invited speakers to take part early in the meeting and then be excused. The Business Meeting may also be held either before or after the program.

## RECOMMENDED PARLIAMENTARY PROCEDURE

To insure orderly conduct of a meeting, a Parliamentarian should be appointed and function in that capacity. The Parliamentary Procedure below should be followed unless the Chapter desires to follow the more formal procedure as set forth in the latest revision of Robert's Rules of Order. Parliamentary Procedure usually takes this order:

### Obtaining the Floor

- 1. Rise
- 2. Address the Chair
- 3. Wait to be recognized.
- 4. Speak

### Passage of a Motion

- 1. Motion - required
- 2. Second - required
- 3. Rereading of the motion - required.
- 4. Debate not required.
- 5. Amendments to the motion - not required.
- 6. Reading of the amended motion - required.
- 7. Voting on the motion - required.
- 8. Announcing the vote - required.

### Order of Precedence of Motions

- i. Privileged Motions are not debatable. This include the following motions:
  - 1. Fixing the time of the next meeting.

2. Adjournment.
  3. Taking a Recess - amendable.
  4. Raising a Question of Privilege.
  5. Calling for the Orders of the Day.
- ii. Subsidiary Motions - used to dispose of a Main Motion. These include the following motions:
1. Tabling a subject of discussion.
  2. Calling for a vote on the previous question - this requires a two-thirds majority vote.
  3. Reducing or extending the limits of debate - this requires a two-thirds majority vote.
  4. Postponing to a certain time.
  5. Committing or Referring.
  6. Amending
  7. Postponing Indefinitely.

## RECORDING OF MINUTES

The following information should be recorded in the Minutes:

- a. The kind of meeting, ILGISA, time and date of meeting, Presiding Office. Those in attendance. Whether a quorum was present.
- b. Whether minutes of the previous meeting were approved.
- c. All motions, points of order, and appeals - with names of makers and seconders.
- d. Treasurer's report, Committee reports, etc. may be attached.
- e. Minutes should never express opinion, only actual meeting occurrences.
- f. Minutes should be signed by the Secretary and the President (or Presiding Officer).

## Eligibility for Membership in ILGISA Student Chapter

Persons seeking membership in an ILGISA Student Chapter must be initiated through an established chapter of ILGISA. A chapter is also maintained for Alumni after graduation. There are two classes of membership in ILGISA Student Chapters:

**Regular Member:** Initiates must have completed a minimum of 1 GIS or GISc course, be in good academic standing and shall have completed at least 2 semesters or 4 quarters of college course work.

**Honorary Member:** A chapter may extend honorary membership to anyone whom it feels has, by exploration, research, lecturing, publishing, teaching, or any other way contributed to marked advancement in any phase of Geography. The fees for Honorary membership are paid by the local chapter.

## PETITION FOR CHARTER

**ILGISA, Student Chapter**

Supply the following information and return this form to the Chair of the Education Committee, ILGISA Board.

\*\*\*\*\* THE COLLEGE \*\*\*\*\*

1. Name and address? \_\_\_\_\_  
\_\_\_\_\_
2. Two or four-year institution? \_\_\_\_\_
3. Accredited by what Associations? \_\_\_\_\_
4. Is there a separate department of GIS? \_\_\_\_\_.  
If not, how is GIS organized in this institution? \_\_\_\_\_

\*\*\*\*\* THE GIS STAFF \*\*\*\*\*

1. Number of GIS faculty? \_\_\_\_\_
2. Number who hold doctoral degree in GIS? \_\_\_\_\_
3. Number who are already members of ILGISA? \_\_\_\_\_

\*\*\*\*\* THE GIS DEPARTMENT or SECTION \*\*\*\*\*

1. Can a student major in GIS/GISc in this institution? \_\_\_\_\_
2. Approximate number of students enrolled who are majoring in GIS/GISc? \_\_\_\_\_
3. Please attach a letter of support from the chair or appropriate administrator.

\*\*\*\*\* THE NEW CHAPTER \*\*\*\*\*

1. Has the college administration indicated its approval? \_\_\_\_\_
2. How many charter members do you think there would be in the chapter (minimum is 6, including persons already members)? \_\_\_\_\_
3. Who would be the Faculty Sponsor(s)? \_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
(Official Position)

\*\*\*\*\* ACTION BY ILGISA Board \*\*\*\*\*

Favorable

Unfavorable

President \_\_\_\_\_

Vice-President \_\_\_\_\_

Secretary \_\_\_\_\_

## ILGISA Student Chapters

**Reporting of Initiates to Education Committee Chair**

*Please read carefully before filling in forms! Double check for errors!*

Provide names exactly as they should appear on the membership certificates and arrange them in alphabetical order. Chapter numbers are assigned by local Chapter; the Education Committee Chair will assign each a Number and return a copy of this initiate report which your chapter must keep on file. Do not omit the date of initiation or forget to secure the faculty sponsor's signature on this form (failure to include either will delay processing of new member materials). Regular and Honorary membership dues must be submitted as a total sum in a single check made out to: ILGISA; individual student checks will not be accepted and will be returned. Also, fill out the address form and send both forms and the check to the Education Committee Chair. Membership certificates, cards, and lapel pins are typically shipped within two weeks of receipt of dues and completed initiate forms.

Dues according to the following schedule:

Student memberships will be an annual fee of \$10 (per ILGISA policy), faculty members who serve as chapter faculty advisors will pay an annual fee of \$25.00 and the individual chapter fee will have the following schedule:

1. 1-5 members per chapter : \$100.00 annual fee paid by the institution
2. 6-10 members per chapter: \$200.00 annual fee paid by the institution
3. 11-20 members per chapter: \$300.00 annual fee paid by the institution
4. >20 members per chapter: \$500.00 annual fee paid by the institution

Chapter	Member Type (R/H)	Name of Student Member	Dues Paid?

Total members by type:

Regular:\_\_\_\_\_ Honorary:\_\_\_\_\_ Total Dues enclosed:\_\_\_\_\_

**Chapter Faculty Sponsor Certification:**

Print name \_\_\_\_\_ Date: \_\_\_\_\_  
signature \_\_\_\_\_

*As the chapter faculty sponsor, I certify that all initiates reported on this form are qualified members of the above ILGISA Student Chapter via at least two (2) semesters of GIS college/university coursework and are in good academic standing at the institution.*

<p>In the boxes below, type the names of all initiates being reported and the address to which each wants communications sent. It is important that this be an address that can be used for at least two years and the initiate is encouraged to give a</p>	<p>Name Address Email Graduation Mo. _____ Yr. _____</p>
---	--

<p>permanent home address. Note also that the anticipated date of graduation is requested for each.</p> <p>Name</p> <p>Address</p> <p>Email</p> <p>Graduation Mo. _____ Yr. _____</p>	
<p>Name</p> <p>Address</p> <p>Email</p> <p>Graduation Mo. _____ Yr. _____</p>	<p>Name</p> <p>Address</p> <p>Email</p> <p>Graduation Mo. _____ Yr. _____</p>
<p>Name</p> <p>Address</p> <p>Email</p> <p>Graduation Mo. _____ Yr. _____</p>	<p>Name</p> <p>Address</p> <p>Email</p> <p>Graduation Mo. _____ Yr. _____</p>
<p>Name</p> <p>Address</p> <p>Email</p> <p>Graduation Mo. _____ Yr. _____</p>	<p>Name</p> <p>Address</p> <p>Email</p> <p>Graduation Mo. _____ Yr. _____</p>