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|  | **STANDING RULES,**  **POLICIES**  **& PROCEDURES** |
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**International Association of Workforce Professionals – Oregon Chapter**

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Approved by IAWP-Oregon Chapter Board of Directors

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# PREAMBLE

## Vision

Empower professionals in the workforce development system to deliver world class services and programs.

## Mission Statement

Strengthen the workforce develop system by developing, educating, and connecting workforce and development professionals.

## Core Values

1. **Integrity:** Above all, we think and act with integrity each day and in each decision we make. This requires personal and collective integrity. Our brand is both fragile and powerful and requires our constant attention. We take to heart our values, vision and mission. We are honest, reliable and caring in our dealings with other people, both in and outside the association.
2. **Collaboration:** We believe in the awesome power of working together. Together, we are stronger and contribute more, leading to greater success then when working alone or with an individual focus. Trust and care are the foundation of collaboration.
3. **Fellowship:** We come together to share a common interest in our profession. We stay together as we build friendships that last a lifetime. Together, we welcome new people into our family with open arms. We take care of each other in good times and bad. We are loyal to our association and to each other.
4. **Inclusiveness:** We acknowledge, honor, and respect the value and dignity of all individuals. We create and maintain an environment that respects diverse backgrounds, traditions, heritages, and experiences.
5. **Community:** We believe in being a responsible partner locally, nationally, and internationally. We work to make the places we work and live better through volunteering. We look for opportunities to pay our good fortunes forward.
6. **Stewardship:** We are effective stewards of financial, human, and natural resources. Our stewardship extends to all the resources we have been given, including the dues we receive, our reputation and the good will of our communities.

## What is Workforce Development?

Workforce development is the coordination of public and private-sector policies and programs that provides individuals with the opportunity for a sustainable livelihood and helps organizations achieve exemplary goals, consistent with the societal context. *(Jacobs and Hawley, Ohio State University)*

## Our Role in the Workforce System?

For over 100 years, IAWP has provided educational, recognition, and networking opportunities to those working in the workforce development profession. We educate our members on trends within the workforce system, provide information on new laws and rules that impact service delivery, and provide professional and career development opportunities to improve and enhance their skills. Our Workforce Professional Development Program provides certificate programs on topics such as resume writing, interview skills, facilitation, and history of the workforce profession. We elevate our profession by offering our Certified Workforce Professional designation to those who demonstrate an outstanding effort in learning about and keeping with the profession. IAWP honors innovative organizations, groups, and individuals for their contributions to workforce development and the workforce system. And, with members across the world, we provide an opportunity to network and connect with colleagues.

# SECTION 1: STANDING RULES, POLICIES AND PROCEDURES

## 1.1 Purpose

The *Standing Rules, Policies and Procedures Manual (*hereinafter *“Standing Rules”)* shall be the official organizational rules, policies and operating procedures to implement the bylaws of the International Association of Workforce Association – Oregon Chapter.

## 1.2 Changes or Revisions to Standing Rules

**1.2.1 By the Board of Directors**

A vote of two-thirds (2/3) of the Board of Directors present and voting is required in favor of the adoption of any change or revision.

The membership shall be informed of any substantive change or revision.

**1.2.2 By Chapter Members**

If, in the opinion of the chapter members, reflected by a petition signed by twenty-five (25) members in good standing and entitled to vote on such matters; changes or revisions to the Standing Rules are necessary, such changes or revisions may be adopted.

The same method and manner of voting applicable to an amendment of the IAWP-Oregon Chapter Bylaws shall be followed. A two-thirds (2/3) of the members entitled to vote and voting must approve the adoption of such changes or revisions.

The membership shall be informed of any substantive change or revision via posting on the IAWP-Oregon Chapter website.

A vote of the Board of Directors may not override changes or revisions adopted by the members.

## 1.3 Other Manuals and Handbooks

The Board of Directors may approve and issue other manuals and handbooks to administer programs or initiatives.

# SECTION 2: MEMBERSHIP

## 2.1 Membership Categories

**2.1.1 Workforce Professional (Regular)**

Workforce Professional members shall be employed or have an interest in an aspect of the workforce system, either full-time, part-time, or on an independent basis. Such member shall be deemed in good standing if his or her annual membership fees, both to IAWP-International and IAWP – Oregon Chapter, are current**.**

Workforce Professional members in good standing shall have the right to vote, make and second motions, place names in nomination, be nominated for and be elected to the board of directors, and serve on committees. When determining a quorum for a meeting of the members, Workforce Professional members shall be counted.

**2.1.3 Retired Workforce Professional (Retiree)**

Retired Workforce Professional members shall be retired from a position within the workforce system. Such member shall be deemed in good standing if his or her annual membership fees, both to IAWP-International and IAWP – Oregon Chapter, are current**.**

Retired Workforce Professional members in good standing shall have the right to vote, make and second motions, place names in nomination, be nominated for and hold office, and serve on committees. When determining a quorum for a meeting of the members, Retiree Workforce Professional members shall be counted.

**2.1.4 Life Member (Lifetime)**

An application for life membership may be submitted by IAWP – Oregon Chapter to IAWP - International for any member in good standing that has been a member of IAWP for a minimum of 30 years. The application submission must include the one-time life membership fee and be received by the IAWP - International Administrative Office at least sixty (60) days prior the IAWP - International annual meeting of the members at which the life membership shall be conferred. Applications are reviewed by the IAWP – International Executive Committee and forwarded to their Board of Directors for approval.

Life Members shall have the right to vote, make and second motions, place names in nomination, be nominated for and hold office, and serve on committees. When determining a quorum for a meeting of the members, Life Members shall be counted.

A Life Membership shall include membership, with all the rights of an active member, in one IAWP chapter. A Chapter Affiliated Life Member may transfer his or her chapter membership, with permission of the chapter and without penalty. Notification of any transfer shall be provided to the IAWP administrative office.

## 2.2 Establishment of Fees

The Board of Directors sets the annual membership fees for each class and category for the following calendar year during the fall meeting of the Board of Directors. Two-thirds (2/3) of the Directors present and voting at the meeting shall determine the fees for each class and subcategory.

## 2.3 Membership Year

A membership year begins on the date membership application or transmittal is accepted by IAWP-Oregon Chapter, henceforth called the member anniversary date.

## 2.4 Membership Fee Due Date

Annual membership fees for all classes and categories, with the exception of Life and Emeritus Members, are due on the member anniversary date. International portion of dues shall be transmitted to the International office at the beginning of each quarter with required member information.

## 2.5 Waiver or Rebate of Fees

No part of the annual membership fee shall be prorated or apportioned to fractional parts of the year, and no part of the annual membership fee shall be waived or rebated for any reason.

## 2.6 Non-Payment of Membership Fees

Any member, with the exception of a Lifetime member, whose annual membership fees have not been received by the administrative office on or before the member anniversary date, shall be considered inactive and not entitled to exercise any rights as a member.

## 2.7 Reinstatement of Continuous Membership Status

Any member who desires a continuous membership record but whose membership has lapsed because of a failure to pay membership fees may be reinstated upon showing proof of qualification and paying all financial obligations in arrears.

## 2.8 Member Resignation

Any member may resign from IAWP–Oregon Chapter by notifying the Chapter in writing. Dues are non-refundable if a member resigns.  Resignations are effective upon receipt of notice by the association, but the member shall remain liable for financial obligations incurred by the member before the association’s receipt of notice of resignation.

The Chapter must notify IAWP International within 5 business days of the member’s resignation.

## 2.9 Revocation of Membership

A member of any class and/or subcategory may be terminated, or other disciplinary action taken for cause, upon the by affirmative vote of two-thirds (2/3) of the board of directors. The member shall be afforded notice of the charges at least ten days prior to the meeting at which a vote on disciplinary action shall take place. The member shall be given an opportunity to provide written comments to the Board in response to the allegations. All written comments must be received prior the meeting at which the vote on disciplinary action shall take place.

The term “for cause” shall include, but is not limited to:

* Any violation of the bylaws or policies of IAWP or the IAWP-Oregon Chapter.
* Any conduct on the part of a member that is prejudicial to the interests and welfare of IAWP or IAWP-Oregon Chapter and its members.

**2.9.1 Reinstatement of Membership**

After a period of five years, any individual who has had his or her membership privileges revoked may apply to be reinstated at the discretion of the board of directors.

## 2.10 Transfer of Membership

Membership in IAWP–Oregon Chapter is individually based and not transferrable.

## 2.11 Voting Rights

All categories of members in good standing shall have the right to vote, make and second motions, place names in nomination, be nominated for and hold office, and serve on committees.

## 2.12 Legislative and Other Political Interest Activities

Members may not promote, promulgate, nor represent views on public issues as being endorsed by IAWP unless specifically authorized by the IAWP –International Board. Without authorization, such views may not be disseminated to the general public nor to government officials using IAWP–International or IAWP-Oregon Chapter letterhead, IAWP-Oregon Chapter position titles, or in any way giving the appearance of IAWP support or endorsement.

# SECTION 3: MEETINGS OF THE MEMBERS

## 3.1 Annual Meeting of the Members

The Annual Meeting of the members will be held at a regular time each year. The exact date, time, and location will be published at least 14 days prior to the meeting. Every member in good standing is entitled to participate in and exercise voting rights at the annual meeting. Such a list shall be provided by the Secretary and used at the meeting to verify who is entitled to vote.

## 3.2 Special Meeting of the Members

The Board of Directors or the membership with a petition signed by 40% of members in good standing, may choose to call a special meeting of the members. The exact date, time, and location will be published at least 14 days prior to the meeting. Every member in good standing is entitled to participate in and exercise voting rights a special meeting of the members.

## 3.3 Annual Report

The IAWP-Oregon Chapter President shall provide an annual report at the Annual Meeting of the Members including membership metrics and a summary of the financial health of the chapter. A summary of the report shall be made available not more than 30 days after the Annual Meeting of the Members.

## 3.4 Quorum

Quorum for all member meetings shall be 10% of the IAWP–Oregon Chapter membership as the date of the first board meeting of the administrative year.

## 3.5 Parliamentary Procedure

All meetings of the members will be governed by the applicable revision of *Robert’s Rules of Order*, Revised, and other rules of order as adopted by the IAWP–Oregon Chapter Board of Directors.

# SECTION 4: NOMINATIONS

## 4.1 Nominating Committee

A Nominating Committee, composed of the President-Elect, one (1) Director-at-Large, and at least one (1) other chapter member, shall be appointed each year by the President.

The President-Elect shall serve as chair of the Nominating Committee.

## 4.2 Duties of Nominating Committee

The Nominating Committee will…

* Develop process to solicit and vet nominations from the membership for open board positions;
* Solicit nominations from the membership for open board positions;
* Review and vet nominations to determine if nominee meets qualifications for desired position;
* From qualified nominees, collect biography, candidate profile, and a photo; and
* Forward a list of qualified candidates with biography, candidate profile, and a photo for each, to the President.

# SECTION 5: ELECTIONS

## 5.1 Election of Officers and Directors at Large

There shall be an election of officers and directors-at-large for the IAWP-Oregon Chapter Board of Directors each spring. The dates of the election and the process for voting shall be disseminated to current chapter members in good standing two weeks before voting closes.

All eligible names forwarded by the nominations committee shall appear on the ballot. The ballot may also include items forwarded by the Board of Directors or the membership as prescribed in this manual.

## 5.2 Eligibility to Vote

All members entitled at the start of the election to cast such vote shall be afforded an opportunity to cast a ballot.

## 5.3 Method of Voting

Voting shall take place electronically.

## 5.4 Certification of Vote

The IAWP-Oregon Chapter Secretary shall certify the vote and results of the election.

## 5.5 Results

The results of the voting shall be published after the voting period has closed and the vote and results certified.

## 5.6 Binding Results

The voting results shall be binding on the membership and the Board of Directors.

## 5.6 In the Event of Natural Disasters or Other Major Disruption

In the event of a natural disaster or other major disruption to regular business (for example, a worldwide pandemic and business closures), the current board may suspend normal operations and continue with the current board until such time as normal operations can resume and a normal election can be held.

**SECTION 6: BOARD OF DIRECTORS**

## ****6.1 Power of the Board****

The Board of Directors shall have supervision, control, and direction of the affairs of the Association; shall determine its policies within the limits of the Bylaws; shall actively pursue its purposes; and shall have discretion in the disbursement of its funds. The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

## 6.2 Administrative Duties

The Board of Directors shall have the responsibility and all appropriate and necessary authority to conduct and manage the organizational, administrative, management and fiscal affairs of IAWP-Oregon Chapter, and expend funds to the extent the Board deems such expenditures to be in the best interest of IAWP, including authorizing the payment of necessary expenses by any member or staff in attending any meetings of any committee of which such person is a member.

## 6.3 Board Members

Directors shall include elected officers and Directors-at-Large as well. All members of the board shall have voting rights.

## 6.4 Division of Work

The President may designate such work under appropriate IAWP-Oregon Chapter committees.

The Board of Directors or its designee shall determine the number of members, composition, method of appointment. functions, powers and duties, structure, authority to act, and other matters relating to each committee.

Any committee may be composed of members of the Board of Directors, Officers, Directors at Large, or other members of IAWP – Oregon Chapter.

## 6.5 Meetings

The Board of Directors will meet, at minimum, once each quarter of the operational year.

Special meetings of the Board of Directors may be called by the President or a simple majority of the voting members of the Board of Directors.

**6.5.1 Notice**

For all Board of Director meetings, a notice may be provided to the membership.

**6.5.2 Method of Meeting**

All meetings, including special meetings, may be held virtually or in person.

**6.5.3 Quorum**

Quorum is required for the board to conduct business. A quorum is a majority of filled positions. If a quorum is not present, the majority of directors present may adjourn the meeting without further notice

**6.5.4 Parliamentary Procedure**

All meetings of the Board of Directors will be governed by the applicable revision of Robert’s Rules of Order, Revised, and other rules of order as adopted by the Board of Directors.

## 6.6 Manner of Acting

The act of the majority of the members of the Board of Directors present at a meeting at which a quorum exists shall be the act of the Board of Directors.

## 6.7 Informal Actions (at a board meeting and outside of a board meeting)

Any action required or permitted to be taken at a meeting of the Board of Directors, or any action which may be taken at a meeting of the Board of Directors, may be taken without a meeting if a consent, in writing, setting forth the action so taken, shall be signed by all of the directors and included in the minutes or filed with the corporate records. Such consent shall have the same effect as a unanimous vote.

Any action requested by a board member to be taken outside of a formal board meeting is allowed, provided all board members are notified of the full issue, given an opportunity for discussion and a vote is called for. This can be done via email as long as the email thread and vote are maintained for the record and the results of the discussion and vote are included in the next formal minutes.

## 6.8 Installment of Directors

Directors shall be installed in a reasonable period after the conclusion of the certified vote but no later than mid-July. Should an incoming director not be present, an IAWP-International or IAWP-Oregon Chapter officer or director may administer the oath of office prior the director attending their first meeting.

**6.8.1 Oath of Office**

*Do you solemnly affirm that you will strive, to the best of your ability, to carry out the duties and responsibilities to the office which you have been elected; that you will uphold the bylaws of the international association of workforce professionals and that you will at all times endeavor to fulfill the highest personal and professional standards of which you are capable?*

*(Wait for response)*

*AND NOW by the authority vested in me by the International Association of Workforce Professionals, I hereby declare you officially installed; your duties and responsibilities begin today, the \_\_\_\_\_day of \_\_\_\_\_\_, 20\_\_\_\_\_.*

## 6.9 Charitable Contributions and Political Activity

Directors may not make a contribution on behalf of IAWP or IAWP-Oregon Chapter or by using their title with the association. Further, Directors may not promote, promulgate, nor represent views on public issues as being endorsed by the IAWP or with their title in the association unless authorized by the Board.

## 6.10 Absences

Board members may be excused from attendance upon notification to the President prior to the scheduled meeting.

## 6.11 Resignation

Resignation from the board of directors must be in writing and received by the President or the Secretary and accepted by a vote of the Board.

## 6.12 Termination and Removal of Board Members

When the Board is considering removing a person from office, charges must be presented to the board member at least 14 days prior to any vote of removal and the board member must be allowed sufficient opportunity to address and defend the charges to the entire Board prior to any action being taken. Any removal from the board must be approved by a 2/3 vote of the entire Board.

# SECTION 7: OFFICERS

## 7.1 Qualifications

The following criteria are required in order to serve as Chapter President, President-Elect, and Secretary-Treasurer.

* Workforce, Retired Workforce, or Lifetime member who is current on dues
* Continuous membership for at least the past three years
* Served in a leadership role on the chapter board (officer, director, committee chair, committee coordinator or liaison)
* Experience in leading groups and/or previous board experience
* Demonstrates effective verbal and written communication skills
* Demonstrates strategic thinking
* Demonstrates a strong commitment to the workforce profession
* Active in the promotion of IAWP in the community
* The ability to dedicate at least two hours a week to IAWP during regular business hours
* The ability to participate in and, when necessary, travel to meetings and events. This includes board of director meetings, chapter meetings, and the annual state conference.
* If currently working, letter of support of from your manager.

## 7.2 Officers and Duties

## 7.2.1 President

The President shall be the chief elected officer of IAWP-Oregon Chapter; shall preside at meetings of the Board of Directors and shall be a member ex officio of all committees.

The President shall appoint all committees per the guidelines set out in Section 6.4 of this manual.

The President shall also, at the annual meeting of the members, and at such other times as deemed proper, communicate to the members or to the Board of Directors, such matters and make such suggestions as may tend to promote the welfare and increase the usefulness of the Association, and shall perform such other duties as are necessary to the office of President or as may be assigned by the Board of Directors.

The President shall have all other duties, including duties assigned by this and other manuals and handbooks.

## 7.2.2 President-Elect

The President-elect shall assume the presidency at the end of the administrative year served as President-elect.

In the absence of the President or in the event of his or her inability or refusal to act, the President-elect shall perform the duties of the President and, when so acting shall have all the powers and be subject to all the restrictions upon the President. Should the position become vacant during an administrative year, the Board of Directors may appoint, by a 2/3 vote, someone to fulfill the remainder of the term.

The President-Elect shall…

* Participate in policy formation;
* Assist the President in fulfilling the responsibility to enforce the Bylaws;
* The President-elect shall perform such other duties as from time to time may be assigned by the President and the Board of Directors; and
* All other duties as assigned by this and other manuals and handbooks.

## 7.2.3 Secretary

The Secretary shall serve a two-year term beginning at the beginning of even administrative years.

Should the position become vacant during an administrative year, the Board of Directors may appoint, by a 2/3 vote, someone to fulfill the remainder of the term.

The Secretary shall

* Keep the minutes of the meetings of the Board of Directors in one or more books provided for that purpose;
* See that all notices are duly given in accordance with the provisions of the IAWP Bylaws, this manual, or as required by law;
* Be custodian of the corporate records and in general perform all duties incident to the office of Secretary;
* Perform such other duties as may be assigned by the President or by the Board of Directors or as assigned by this and other manuals and handbooks.

**7.2.4 Treasurer**

* Have charge and custody of, and be responsible for all funds and securities of the Association;
* Provide a financial report at each meeting of the Board of Directors;
* Oversee an annual internal review of all IAWP-Oregon Chapter accounts and finances;
* Have signing authority on behalf of IAWP-Oregon Chapter;
* Assist the President in the development and execution of the IAWP-Oregon Chapter budget; and
* Perform such other duties as may be assigned by the President or by the Board of Directors or as assigned by this and other manuals and handbooks.

The State of Oregon requires that nonprofit associations have a President, Secretary and Treasurer so that there are at least two people at all times in charge of the organization. One person can hold two but not three of these positions.

## 7.2.5 Immediate Past President

If both the President and President-elect positions become vacant, the Immediate Past President will fill the vacant position(s) until the term expires. If the Immediate Past President’s position becomes vacant during any given year, it shall remain vacant until the term expires.

The Immediate Past President shall

* Participate in policy formation;
* Assist the President in fulfilling the responsibility to enforce the Bylaws and other manuals and handbooks;
* Serve on committees as assigned by President;
* Act as a mentor to the other officers;
* Act as a liaison between the Board of Directors and the International Past Presidents;
* Serve as the Nominating Committee chair; and
* Perform such other duties as may be assigned by the President or by the Board of Directors, or as assigned by this and other manuals and handbooks.

# SECTION 8: DIRECTORS AT LARGE

## 8.1 Qualifications

The following criteria are required in order to serve as a Director-at-Large

* Workforce, Retired Workforce, or Lifetime member who is current on dues
* Member for at least one year
* Experience in leading groups and/or previous board experience
* Demonstrates effective verbal and written communication skills
* Demonstrates strategic thinking
* Demonstrates a strong commitment to the workforce profession
* Active in the promotion of IAWP in their community
* If currently working, letter of support from manager

## 8.2 Duties

Each Director-at-Large shall

* Represent the views of the membership and act in the best interest in the association and chapter in board discussions and decisions.
* Serve as a liaison to a segment of the membership as assigned by the President;
* Serve on committees as assigned;
* Assist the President in fulfilling the responsibility to enforce the Bylaws and other manuals and handbooks; and
* Perform such other duties as may be assigned by the President or by the Board of Directors as well as assigned by this and other manuals and handbooks.

# SECTION 9: COMMITTEES

## 9.1 Types

## All committees will be ad hoc as needed.

## 9.2 Role and Responsibilities

The role of the committee chair is to lead their committee in the work assigned in the committee descriptions below as well as other work, projects, or tasks as assigned by the Executive Director, President, or Board of Directors.

Responsibilities include:

* Calling and running meetings regularly
* Providing updates to the President at every board meeting
* Submit a committee report at least two weeks prior to each board meeting
* Following all rules, policies, and procedures of IAWP and IAWP-Oregon Chapter
* Working in alignment with and in support of the goals of IAWP and IAWP-Oregon Chapter
* Ensuring committee is completing routine and assigned tasks in a timely manner

**9.3 Reporting**

Committee Chairs shall report administratively to the Board. It is expected that Committee Chairs will provide a report at every board meeting, either in person or in writing.

**9.4 Terms**

The term of each committee chair shall be until terminated by the President, or until a new President takes office, whichever is sooner.

**9.5 Vacancies**

Should a committee chair become vacant, the President may appoint a new chair.

## 9.6 Authority

All Committees shall be subject to instructions from the Board of Directors and shall make recommendations to them. Any expenditure recommended by a committee must first be approved by the board. Expenses will be paid by the office or reimbursed with receipts.

## 9.7 Shared Purpose

Since the areas of responsibility of some committees may overlap, it is the intention of these Standing Rules that the chairs of such committees communicate and cooperate with each other, in the best interest of IAWP and IAWP-Oregon Chapter.

# SECTION 10: FINANCIAL ACCOUNTS

## 10.1 Fiscal Year

The fiscal and tax year for IAWP Oregon Chapter shall be January 1-December 31. The operational year is July 1 – June 30. Operational means that the budget and new board start on July 1.

## 10.2 Budget

The Board of Directors shall adopt a budget for each fiscal year. If a budget is not adopted before the fiscal year begins, the budget from the previous year can be used until a budget is passed.

## 10.3 Emergency Expenditures

Should an emergency arise that requires an expenditure outside the approved budget, the Board of Directors may approve the expenditure by a 2/3 vote.

## 10.4 Signing Authority

The Board of Director grants signing authority for financial transactions to the President, Secretary and Treasurer.

The Board of Directors grants signing authority for contracts to the President. Contracts over $2,000 must be approved by the Board of Directors.

## 10.5 Financial Records

The Treasurer shall maintain IAWP-Oregon Chapter’s financial records. A report on the financial standing of the Oregon Chapter will be provided to the Board of Directors at each regular meeting.

## 10.6 Annual Internal Review

Each year, the President shall appoint at least three current chapter members to complete an internal financial review. The committee shall have the authority to review financial records, policies, and procedures. The committee will compile a list of recommendations for the board to review and act upon.

The committee shall have the full support of the Secretary/Treasurer and any paid staff.

## 10.7 Taxes

The Treasurer shall be responsible for the timely filing of the association’s taxes.

## 10.8 Policies

The following items have been agreed to by the board:

1. The President and President Elect will receive financial assistance to attend the IAWP Intl conference. The amount is determined annually and may include assistance with the registration fee and travel. Board minutes will reflect what assistance will be provided and what the amount will be. This amount can vary every year and may even include additional board members, depending on the amount approved in the budget.
2. If the board decides to provide a set amount to a board member for financial assistance for any function, that board member must then follow the requirements of the Accountable Plan (see Appendix K). The Accountable Plan approved by the Chapter’s CPA requires a board member to submit all receipts totaling the amount to the Treasurer for review.
3. Travel to and from chapter events, including board meetings, are the responsibility of the board member attending. The chapter will not reimburse board members for travel to IAWP functions.

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# SECTION 11: RECORDS

## 11.1 Membership Records

The IAWP-Oregon Chapter shall maintain a current membership registry for all classes of membership. The registry shall be the official document to determine each member’s rights.

The following information should be maintained for each member, if applicable:

* Member Name
* Address
* Telephone and/or Cell Phone
* Email
* Employer
* Title
* Business Address
* Business Email
* Business Telephone
* Membership Fees Status
* Initial Date of Membership

## 11.2 Meeting Records

It is the responsibility of the Secretary to maintain electronic copies of minutes for all chapter meetings, including, but not limited to, Board of Director Meetings, Member Meetings, the Annual Meeting, etc. These documents are available to members in good standing upon request.

## 11.3 Other Records

The IAWP-Oregon Chapter will maintain all other records required by law, IAWP bylaws or policies, and by this or other approved manuals and handbooks~~.~~ Unless otherwise stated or prohibited by law, all records are available for review by current members in good standing.

# SECTION 12: STAFF

## 12.1 Hiring Staff

The Oregon Chapter may hire staff as necessary to assist in the functions of the chapter. Any staff will be hired as a contractor and not as an employee of the organization.

## 12.2 Staff Contract

Any staff will have a contract and a position description for that position. The contract must be reviewed each year to determine satisfactory performance and whether the contract should be renewed or not.

# SECTION 13: POLICIES

## 13.1 Policies

IAWP-Oregon Chapter will, at minimum, have the following policies:

* Code of Conduct
* Conflict of Interest
* Non Discrimination and Anti Harassment
* Whistleblower
* Investment
* Finance
* Document Retention
* Disclosure
* Accountable Plan for Board Members
* Annual Statement

Additional policies may be approved by a majority vote of the Board of Directors during a regular or special board meeting.

## 13.2 Review of Policies

The Board of Directors will review, and if necessary, update policies at minimum the first board meeting of even number years or when required by IAWP-International.

## 13.3 Location of Policies

A current version of each policy will be maintained in this manual.

## 13.4 Annual Statements

Each Director, Officer, and member of a committee with Board delegated powers shall annually sign a statement which affirms that such person:

* Has received a copy of the bylaws, this manual, other manuals and handbooks, and all applicable policies including, but not limited to: ethics, conflict of interest, and code of conduct;
* Has read and understands each document and policy; and
* Acknowledges compliance with the documents and policies.

# SECTION 14: REPEAL OR AMENDMENT OF BYLAWS

## 14.1 Repeal or Amendments

Action to repeal or amend the bylaws may be initiated by a majority vote of the Board of Directors, or by a petition signed by 20% of members in good standing and entitled to vote on such matter. Such action must include whether a vote of the membership shall take place during the election of the officers or through a special election.

Prior to the presentation of the proposal to the membership for vote, the Board shall verify the authenticity of the petition and signatures to ensure the proposed action is not in violation of the Articles of Incorporation.

## 14.2 Election

An election to cast votes on the question to repeal or amend the bylaws will take place in the manner prescribed by this manual.

The question to repeal or amend the IAWP-Oregon Chapter bylaws must pass by a 2/3 affirmative vote of the members entitled to cast such vote and voting.

## 14.3 Notification

Members will be notified of the results of the election within 60 days of the completion of election. Notification may be by email or posting within an official IAWP-Oregon Chapter publication or on the official website.

# APPENDICES

Appendix A: Code of Conduct

Appendix B: Conflict of Interest

Appendix C: Non Discrimination and Anti-Harassment

Appendix D: Whistleblower

Appendix E: Investment

Appendix F: Finance

Appendix G: Document Retention

Appendix H: Disclosure

Appendix I: Accountable Plan for Board Members

Appendix J: Annual Statement

## Appendix A: Code of Conduct

|  |  |  |
| --- | --- | --- |
| **POLICY** | **INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC** | |
| *Name:* | | *Written By:* |
| **CODE OF CONDUCT & ETHICS** | | **Steve Bent, Executive Director** |
| *Initial Approval:* | *Revision Date:* | *Applies To:* |
| **10/13/18** | **NA** | **Board, Staff, Volunteers** |

IAWP’s policy is to uphold the highest legal, ethical, and moral standards. Our members support IAWP because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

IAWP will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect. In general, the use of good judgment based on high ethical principles will guide directors, officers, and employees with respect to lines of acceptable conduct. However, if a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of any association officer. In all questions involving ethics and conduct, the board will make relevant determinations, except that any individual whose conduct is at issue will not participate in such decisions.

We, (staff and board members), dedicate ourselves to carrying out the mission of this organization. We will do the following:

1. Recognize that the chief function of IAWP at all times is to serve the best interests of our members.
2. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
3. Respect the structure and responsibilities of the board, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board.
4. Keep the membership informed about issues affecting it.
5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
6. Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.
7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization’s mission.
8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
9. Avoid any interest or activity that is in conflict with the conduct of our official duties.
10. Respect and protect privileged information to which we have access in the course of our official duties.
11. Strive for personal and professional excellence and encourage the professional developments of others.

It is the intent of IAWP to strive for the highest ethical conduct from all board and staff. In an effort to achieve the highest standards of conduct, each officer, key staff member, and board member is requested to acknowledge (by signing) the following adopted Code of Ethics by \_\_\_\_\_\_each year. This acknowledgement will be kept on file in the human resource department. All officers, key staff members, and members of the board of IAWP are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.

In support of IAWP’s standards of high ethical conduct, each officer, key staff member, and board member WILL NOT:

1. Deceive, defraud, or mislead IAWP board members, officers, staff members, managers, supervisors, or other associates, or those with whom IAWP has business or other relationships
2. Misrepresent IAWP in any negotiations, dealings, contracts, or agreements
3. Divulge or release any information of a proprietary nature relating to IAWP’s plans, mission, or operational databases without appropriate approval
4. Obtain a personal advantage or benefit due to relationships established by any officer, senior staff member, or board member by use of the organization’s name
5. Accept individual gifts of any kind in excess of $50.00, in connection with the officer’s, key staff, member’s, or board member’s relationship with IAWP. All such gifts are to be reported to the chief financial officer who shall divulge gifts received during the calendar year to the audit committee
6. Engage in unethical business practices of any type
7. Use IAWP property, financial resources, or services of IAWP personnel for personal benefit

Violate any applicable laws or ordinances Infractions of this Statement of Personal and Professional Standards of Conduct are to be reported directly to any member of the audit committee who shall, in his or her determination, bring the infraction to the full executive committee.

## Appendix B: Conflict of Interest

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| --- | --- | --- |
| **POLICY** | **INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC** | |
| *Name:* | | *Written By:* |
| **CONFLICT OF INTEREST** | | **Steve Bent, Executive Director** |
| *Initial Approval:* | *Revision Date:* | *Applies To:* |
| **10/13/18** | **NA** | **Board, Staff, Volunteers** |

Members of the Board of Directors of the International Association of Workforce Professionals (IAWP), officers, volunteers, and key employees must act at all times in the best interests of IAWP. Members of the Board, officers, volunteers, and key employees shall disclose all potential and actual conflicts of interest to the Board of Directors and, as required, remove themselves from all discussion and voting on any related matter. Specifically, members of the Board, officers, volunteers, and key employees shall:

* Avoid placing self-interest or the interests of a third party above the interests of IAWP, and avoid the appearance of placing self-interest or the interests of a third party above the interests of IAWP;
* Refrain from using IAWP’s staff, services, equipment, materials, resources, or property for personal or third-party gain, and from representing to third parties that authority as a Board member extends any further than that which it actually extends;
* Not engage in any outside business, professional conduct, or other activities that may be directly or indirectly adverse to the interests of IAWP;
* Not solicit or accept gifts, gratuities, free travel, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment with respect to matters pertaining to IAWP without fully disclosing such an exchange to the Board of Directors;
* Provide goods or services to IAWP as a paid vendor to IAWP only after full disclosure to, and advance approval by, the Board of Directors, and pursuant to any related procedures adopted by the Board;
* Not persuade any employee of IAWP to leave the employ of IAWP or to become employed by any person or entity other than IAWP; and
* Not persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship with IAWP to terminate, curtail, or not enter into its relationship with IAWP, or to reduce any benefit that may be provided to IAWP with respect to such relationship.

This policy shall apply to the members of the IAWP Board of Directors, but also shall apply to all members of IAWP committees, task forces, and others in the IAWP governance structure, as well as to IAWP’s key employees. On an annual basis, all individuals to whom this policy shall apply shall be provided with a copy of this policy and required to complete and sign an acknowledgement and disclosure form prepared by the Board of Directors.

## Appendix C: Non Discrimination and Anti-Harassment

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| **POLICY** | **INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC** | |
| *Name:* | | *Written By:* |
| **NON DISCRIMINATION AND ANTI-HARASSMENT** | | **Steve Bent, Executive Director** |
| *Initial Approval:* | *Revision Date:* | *Applies To:* |
| 01/07/19 | NA | Board, Volunteers, Staff, Members |

The International Association of Workforce Professionals (IAWP) is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, IAWP expects that all relationships will be business-like and free of bias, prejudice and harassment.

IAWP has developed this policy to ensure that all its volunteers can work in an environment free from unlawful harassment, discrimination and retaliation. IAWP will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

**EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of IAWP to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. IAWP prohibits any such discrimination or harassment.

**RETALIATION**

IAWP encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of IAWP to promptly and thoroughly investigate such reports. IAWP prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

**SEXUAL HARASSMENT**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s membership, b) submission to or rejection of such conduct by an individual is used as the basis for membership decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender.

**HARASSMENT**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual’s work performance, or c) otherwise adversely affects an individual’s employment opportunities.

**INDIVIDUALS AND CONDUCT COVERED**

These policies apply to all members, volunteers, and staff whether related to conduct engaged in by fellow volunteers or by someone not directly connected to IAWP (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable during IAWP conferences, meetings, events, and all other activities related to IAWP.

**REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION**

IAWP encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Executive Director or any member of the Board of Directors. See the complaint procedure described below.

In addition, IAWP encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued.

**COMPLAINT PROCEDURE**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Executive Director and/or a member of the Board of Directors (who will report the complaint to the entire Board).

IAWP encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly by a member of the Board of Directors (and results reported to the entire Board). The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, reassignment, temporary suspension, or termination, as IAWP believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

## Appendix D: Whistleblower

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| **POLICY** | **INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC** | |
| *Name:* | | *Written By:* |
| **WHISTLEBLOWER** | | **Steve Bent, Executive Director** |
| *Initial Approval:* | *Revision Date:* | *Applies To:* |
| 01/07/19 | NA | Board and Staff |

The International Association of Workforce Professionals (IAWP) requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the IAWP we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**REPORTING RESPONSIBILITY**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that IAWP can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of IAWP’s code of ethics or suspected violations of law or regulations that govern IAWP’s operations.

**NO RETALIATION**

It is contrary to the values of IAWP for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of IAWP. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

**REPORTING PROCEDURE**

IAWP has an open door policy and suggests that employees and board members share their questions, concerns, suggestions or complaints with the Executive Director or member of the Executive Committee. If you are not satisfied with that response, you are encouraged to submit their concerns in writing directly to the Board of Directors. The Executive Director and Executive Committee members are required to report complaints or concerns about suspected ethical and legal violations in writing to the IAWP’s Board of Directors, who has the responsibility to investigate all reported complaints.

**COMPLIANCE**

The IAWP Board of Directors is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Board of Directors will appoint a group of three to investigate the complaint and advise the Board of Directors of all complaints and their resolution.

**ACCOUNTING AND AUDITING MATTERS**

The IAWP Board of Directors shall immediately notify the Internal Review Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

**ACTING IN GOOD FAITH**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**CONFIDENTIALITY**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**HANDLING OF REPORTED VIOLATIONS**

The IAWP Board of Directors will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

*Adapted from:* [*https://www.councilofnonprofits.org/sites/default/files/Sample%20WhistleblowerPolicy%202.2010.pdf*](https://www.councilofnonprofits.org/sites/default/files/Sample%20WhistleblowerPolicy%202.2010.pdf)

## Appendix E: Investment

|  |  |  |
| --- | --- | --- |
| **POLICY** | **INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC** | |
| *Name:* | | *Written By:* |
| **INVESTMENT** | | **Mikell Fryer, President (2013-15)** |
| *Initial Approval:* | *Revision Date:* | *Applies To:* |
| 09/2013 | NA | Board, Secretary/Treasurer, Executive Director |

All withdrawals from the International Association of Workforce Professionals (IAWP) investment accounts must be approved by a two-thirds (2/3) vote of the board of directors. The approved amount and purpose for withdrawal will be documented in official board of directors’ minutes.

All requests for withdrawal must be made in writing on IAWP letterhead and signed by the President and Treasurer. The broker will be provided a list of authorized signees annually after approved board elections or when these two officers change. A copy of the board minutes approving the withdrawal will accompany any letter requesting a withdrawal of funds and checks will be made out to IAWP.

The IAWP Treasurer will have access to monthly statements of all investment accounts to review for any unusual activity.

## Appendix F: Finance

|  |  |  |
| --- | --- | --- |
| **POLICY** | **INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC** | |
| *Name:* | | *Written By:* |
| **FINANCE** | | **Grant Axtell, Secretary/Treasurer (2013-15)** |
| *Initial Approval:* | *Revision Date:* | *Applies To:* |
| 09/2013 | 01/07/2019 | Board, Secretary/Treasurer, Executive Director |

**BUDGET**

The budget is used to direct and authorize all association expenditures made by the administrative office.

IAWP leadership drafts a new budget annually and presents it in the spring to the Board of Directors for approval. The budget is based on income projections, known expenses, and budget requests. The budget is built using historical data from, at minimum, the previous three fiscal years taking into account trends in both income and expenses. In addition, the president discusses committee initiatives for the following year with chairs and includes cost projections in the preliminary budget.

The budget contains several functional categories. Each functional category may contain detailed line items. Because some categories cover planned expenditures for several committees and their activities, the association limits bottom-line budget authority only to designated line items. Each year the budget will include a contingency line item for ordinary expenses outside the budget. Board approval is required to spend contingency funds.

**ADDITIONAL FUNDS AND ACCOUNTS**

In addition to the association’s checking account, the following accounts will be maintained (if sufficient funds exist to do so):

*Petty Cash:* The Administrative Office will maintain petty cash of $50 at the office in a locked box. Petty cash is a small amount of cash on hand that is used for paying small amounts owed, rather than writing a check. All expenses must be documented and submitted to the Secretary/Treasurer monthly. When the cash in the petty cash fund is low, the administrative office requests a check to be cashed in order to replenish the cash that has been paid out. Petty cash will be included in the balance sheet provided to the board as part of the financial report at each board meeting.

*Sweep Account:* A reserve account at the same financial institution as the checking account. The account provides quick access to cash should the association need it to pay bills or take on a special activity as approved by the board. Transfer of funds from the sweep account to the checking account must be approved and documented by the Treasurer with a report to the board at the next scheduled meeting. The sweep account will be included in the balance sheet provided to the board as part of the financial report at each board meeting.

*Investment Portfolio:* The association has an investments portfolio, which is managed by an investments firm. In order to effectively monitor the investments, the administrative office will track the investments monthly and will prove the Treasurer monthly statements to monitor the investments. Investment accounts will be included in the balance sheet provided to the board as part of the financial report at each board meeting.

**APPROVAL OF PAYMENTS**

The Board of Director grants signing authority for financial transactions and payments to the President and the Treasurer.

Amounts outside of the approved budget must be approved in writing by the President and Treasurer.

**REIMBURSEMENTS**

Board members may need reimbursements for postage, telephone, telegrams, or fax to carry on official association business. Normally these expenditures are limited to the approved budget amounts. If reimbursement is necessary, contact the administrative office for the appropriate reimbursement form.

## Appendix G: Document Retention and Destruction

|  |  |  |
| --- | --- | --- |
| **POLICY** | **INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC** | |
| *Name:* | | *Written By:* |
| **DOCUMENT RETENTION** | | **Steve Bent, Executive Director** |
| *Initial Approval:* | *Revision Date:* | *Applies To:* |
| 01/07/19 | NA | Board, Officers, Staff, Volunteers |

**GENERAL**

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the International Association of Workforce Professionals (IAWP) documents and records.

IAWP’s staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

* 1. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by (fill in the blank based on the organization’s practices);
  2. All other paper documents will be destroyed after three years;
  3. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
  4. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified); and
  5. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

**Record Retention**

The following table, adapted from the National Council of Nonprofits, indicates the minimum requirements in determining a non-profit document retention policy.

| **Type of Document** | **Minimum Requirement** |
| --- | --- |
| Accounts payable ledgers and schedules | 7 years |
| Audit reports | Permanently |
| Bank reconciliations | 2 years |
| Bank statements | 3 years |
| Checks (for important payments and purchases) | Permanently |
| Contracts, mortgages, notes, and leases (expired) | 7 years |
| Contracts (still in effect) | Contract period |
| Correspondence (general) | 2 years |
| Correspondence (legal and important matters) | Permanently |
| Correspondence (with customers and vendors) | 2 years |
| Deeds, mortgages, and bills of sale | Permanently |
| Determination letter for income tax exemption | Permanently |
| Depreciation schedules | Permanently |
| Duplicate deposit slips | 2 years |
| Employment applications | 3 years |
| Expense analyses/expense distribution schedules | 7 years |
| Year-end financial statements | Permanently |
| Insurance records, current accident reports, claims, policies, and so on (active and expired) | Permanently |
| Internal audit reports | 3 years |
| Inventory records for products, materials, and supplies | 3 years |
| Invoices (to customers, from vendors) | 7 years |
| Minute books, bylaws, and charter | Permanently |
| Patents and related papers | Permanently |
| Payroll records and summaries | 7 years |
| Personnel files (terminated employees) | 7 years |
| Retirement and pension records | Permanently |
| Tax returns and worksheets | Permanently |
| Timesheets | 7 years |
| Trademark registrations and copyrights | Permanently |
| Withholding tax statements | 7 years |

The corporate records of the International Association of Workforce Professionals (IAWP) shall be maintained in the IAWP-Oregon office.

## Appendix H: Disclosure

|  |  |  |
| --- | --- | --- |
| **POLICY** | **INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC** | |
| *Name:* | | *Written By:* |
| **DISCLOSURE** | | **Steve Bent, Executive Director** |
| *Initial Approval:* | *Revision Date:* | *Applies To:* |
| 01/07/19 | NA | Board of Directors, Staff, Committees |

The Board members and staff of IAWP manage and have access to confidential information that must stay within the organization. Confidential information includes, but is not limited to:

* Members
* Supporters
* Partners
* Employees
* Marketing processes
* Financial information, which includes campaign contributions, current and future business plans, our computer and software systems and processes, personnel information, and associated documents.

To protect the confidentiality of fellow members, employees and the organization, no information concerning other members, employees or IAWP business is to be discussed with anyone except when necessary for the purpose of daily business. Care shall be exercised to be certain that unauthorized individuals do not overhear discussion of confidential information. Directors, other committee members and employees of IAWP understand and agree that during their service and/or employment they may obtain information and documents which are confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of service or employment. The following policies apply to members of the IAWP board, Executive Committee, employees, and to members of committees authorized by the board.

The IAWP board, committee, and staff members shall not disclose to anyone outside of IAWP the statements, positions, or votes by any board or committee member on actions taken by the board or its committees. Only in extraordinary situations will a board or committee member disclose his or her position or vote on a board or committee action, and only after advising the President before making such a disclosure.

Executive Sessions: The minutes of either a board meeting or executive session shall indicate when the body goes into executive session. When the board or Executive Committee takes an action in executive session that needs to be recorded, the Secretary will provide any such text that is to be included in the official minutes of the meeting. No other information regarding the executive session shall be disclosed.

Personal Information on Staff, Committee, and Board Members: The home addresses, telephone numbers, fax numbers, and e-mail addresses of board, committee, and staff members are not to be given out to any individual or organization without the express permission of the person to be disclosed.

Information on Members and Prospects: All information obtained about members and prospective members will remain confidential and not discussed or provided to any individual other than another member, board member or staff member. The IAWP Membership Directory is a direct benefit of membership and is not intended to be distributed to anyone outside of the association. The home addresses, telephone numbers, fax numbers or e-mail addresses of members are not to be given out to anyone outside of the association without the express permission of the person to be disclosed.

When a member requests that his or her sponsorship or contribution be treated as anonymous, the member’s wishes are to be honored by both board and staff members.

All members and staff shall adhere to the principle that information created by, or on behalf of, IAWP is the property of IAWP and shall not be transferred or utilized except on behalf of IAWP. Any such director, committee member or staff member that divulges confidential or privileged information, whether during or after his/her term of service or employment, is subject to appropriate discipline, including dismissal. Directors, committee members and staff recognize that IAWP has a proprietary interest in any such information and/or documents and would be irreparably damaged as a result of any disclosure or dissemination thereof.

## Appendix I: Accountable Plan for Board Members

|  |  |  |
| --- | --- | --- |
| **POLICY** | **INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC** | |
| *Name:* | | *Written By:* |
| **ACCOUNTABLE PLAN** | | **Cheryl Morgan, CPA and Kathleen Bergquist, Association Manager** |
| *Initial Approval:* | *Revision Date:* | *Applies To:* |
| 12/07/19 | NA | Board, Officers, Staff, Volunteers |

**Overview**

An accountable plan is an employee reimbursement allowance arrangement or a method for reimbursing employees for business travel expenses that complies with IRS regulations. The accountable plan also must include a plan by which employees return excess reimbursements (those in excess of allowable amounts) to the employer. If an employer sets up and maintains an accountable plan, employee travel expenses do not have to be treated as taxable income.

In order to be considered an "accountable plan" by the IRS, your arrangement must include all of the following:

* The expenses must have a business connection; that is, they must have been paid or incurred while performing services as an employee.
* The employee must adequately account to the employer for these expenses within a reasonable time.
* The employee must return an excess reimbursement or allowance within a reasonable period of time.

Excess reimbursement is reimbursement in excess of the allowable amounts. A reasonable period of time for return of excess reimbursements is determined by the IRS as:

* An advance received within 30 days of the time of the expense
* The employee furnishes an adequate account of expenses within 60 days after they were paid or incurred.
* The employee returns any excess reimbursement within 120 days after it was paid or incurred.
* The employee is given a statement (at least quarterly) that request return or adequate accounting for outstanding advances, and the employee complies within 120 days after receiving the statement.

**Application to IAWP Oregon**

For purposes of the “accountable plan” as noted above, the word “board member” may be substituted for “employee” and “IAWP Oregon” substituted for “employer”.

As a matter of policy, each year, IAWP Oregon allocates amounts for assigned board members to attend the Intl IAWP Conference.

If possible, IAWP Oregon will try to get a discounted registration rate for the assigned board members and pre-pay that amount directly to Intl IAWP. It is possible that such timing would mean that specific names are not associated with the registrations. The names will be designated later and provided to IAWP Intl.

The names and board positions of those authorized to receive a lump-sum payment for the IAWP Intl conference will be determined and included in the minutes of the next board meeting as soon as the names are known. The amount of the lump-sum payment (minus any early registration fee) also depends upon board approval and the budget and should be noted in the board meeting minutes.

If IAWP Oregon has paid the registration fee directly to IAWP Intl and an agency decides to also pay the registration fee, the agency would reimburse IAWP Oregon for that registration fee, not the individual.

***The authorized amount may only be spent on expenses related to the conference (airfare, lodging, ground transportation, meals, etc) while representing IAWP Oregon as a board member. Additional personal travel or extra days are not covered.***

**ACTION REQUIRED: *An electronic copy (Word, PDF, JPG, PNG, etc) of all applicable receipts must be sent to the Association Manager within 60 days of the completion of the conference for the Association Manager to make a determination about issuance of a 1099.***

If the Association Manager determines that the total receipts from a board member are less than the authorized amount, and the excess reimbursement is not returned, then a Form 1099 will be issued to the board member, to the extent the amount is in excess of $600. For example, the authorized amount is $1,000, receipts total $200, the difference is $800. A Form 1099 will be issued in the amount of $800.

## Appendix J: Annual Statement

**ANNUAL STATEMENT**

I have read and understand the International Association of Workforce Professionals (IAWP) Bylaws and Standing Rules, Policies and Procedures. In addition, I have read and understand the following policies:

|  |  |
| --- | --- |
| * Code of Conduct * Conflict of Interest * Non Discrimination and Anti-Harassment * Whistleblower | * Investment * Finance * Document Retention * Disclosure * Accountable Plan |

I have read and understand the IAWP Conflict of Interest Policy and agree to comply fully with its terms and conditions at all times during my service as a member of the IAWP Board of Directors, an officer, volunteer, or a key employee of IAWP. If I become aware of any actual or potential conflicts of interest at any time following the submission of this form, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the IAWP Board of Directors in writing.

Disclosure of actual or potential conflicts of interest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| Do you receive compensation as an Officer, Director, committee member, task force member, or key employee of IAWP? | 🞏 Yes 🞏 No |
| Other than reimbursement of reasonable expenses, have you received, or do you expect to receive more than $10,000 per year from IAWP for services provided as an independent contractor? | 🞏 Yes 🞏 No |
| Have you received, or do you expect to receive any material financial benefit from IAWP in addition or apart from the benefits described in the above inquiries? | 🞏 Yes 🞏 No |
| Does any family member receive compensation or material financial benefit from IAWP? | 🞏 Yes 🞏 No |
| Do you have a family relationship or business relationship with any current or former Officer, Director, or key employee of IAWP? | 🞏 Yes 🞏 No |

If you answered “Yes” to any of the above, please explain in a separate statement and attach with submission of this form.

*By signing below, I agree to abide by the IAWP Bylaws and Standing Rules, Policies, and Procedures as well as all applicable policies.*

|  |  |
| --- | --- |
| Signature | Date |
| Print Name | Position |