



INTERNATIONAL PLANT PROPAGATORS' SOCIETY

STANDARD OPERATING POLICY For operating the Society

1. The President, Vice President, or Secretary-Treasurer shall authorize the deposit of funds in accounts of a bank or banks.
2. Authorization for the transfer of funds from one account to another, e.g. checking account to money market, certificates of deposit, or vice versa, shall be completed upon the signature of only one individual authorized to sign withdrawals from the account.
3. Authorization for withdrawals of funds from any account shall require one signature of the President, Vice President, or Secretary-Treasurer.
4. The Secretary-Treasurer is authorized to investigate and is able to transfer funds to insured deposits with higher interest rates for the short-term gain of the Society. These transfers must be within the annual budgetary guidelines established by the International Board of Directors.
5. All accounts of the Society shall contain three (3) names on the signature cards filed with any banking or financial company in which the Society has deposits. These names are the President, Vice President, and Secretary-Treasurer.
6. Authorization is granted for the payment of honoraria on a monthly basis to the Editor and Secretary-Treasurer as adopted in the budget each year.
7. All major publication costs are to be paid after review by both the Editor and the Secretary-Treasurer.
8. The Society will carry bonding insurance in the amount of \$350,000.00 on the office of Secretary-Treasurer.
9. Authorization is granted for the International Secretary-Treasurer and Regional Secretary-Treasurer for all regions to remove from the membership rolls any member whose dues for the current year have not been paid by the May 1 deadline. This is in order to insure that there are adequate printed copies of the current volume of the Combined Proceedings for all paid members.
10. The President, Vice President, and Secretary-Treasurer must approve authorization for the deposit of funds in any new bank or financial institution.
11. The Finance Committee, in conjunction with the Secretary-Treasurer, is responsible for reviewing project proposals to insure that the background, outcomes, and budget impacts of the proposal are in line with the operating budget. This will be an ongoing, standing committee of the Society.
12. Each Director shall submit a semi-annual report in June and December to be shared among all International Officers.
13. All Directors and Alternate Directors shall participate in all committees as determined by the President as a way of making sure that if they are asked by the President to do something, that they will fulfill that responsibility.

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



INTERNATIONAL PLANT PROPAGATORS' SOCIETY

COMMUNICATION POLICY For the International Secretary-Treasurer

1. To implement an "official" business relationship between the International Secretary-Treasurer and the Regional Secretary-Treasurers, the International Secretary-Treasurer is to plan and coordinate communication between Regional Secretary-Treasurers and the International Secretary-Treasurer by providing a time line and job expectations necessary to conduct international affairs.
2. To communicate and coordinate with Regional Secretary-Treasurers the means by which the International Directors and Alternate International Directors will be informed of the plan and costs for the annual International tours and associated conferences.
3. To provide a final draft of the International Board Meeting minutes within 45 days of the annual International Board Meeting. Included should be a summary outline of all motions passed, committee assignments, including information on composition, goals and responsibilities. Directors have 30 days after receiving their draft of the minutes to submit corrections. Any controversial issues need to be brought to the attention of the International President for resolution.
4. Post, via IPPS web page, new International Directors, Alternate International Directors, and Officers by February 1st of each year.
5. Incoming Alternate International Directors should receive an orientation package which includes the following:
 - A. Names and addressees of the other International Board of Directors and Alternate Directors
 - B. Job descriptions of the role of Alternate International Director
 - C. Minutes of the previous annual International Board Meeting

Approved: 9/99



INTERNATIONAL PLANT PROPAGATORS' SOCIETY

COMPENSATION POLICY

1. **OBJECTIVE:** To establish a Board policy on job review compensation for the International Secretary / Treasurer and the International Editor positions for the Society.
2. **RATIONALE:** The two positions funded by the Society have position descriptions outlining the expected results for those positions in each program year. Therefore, the Board can establish a base compensation level and a procedure to determine annual adjustments based on a policy approved by the Board and implemented each year in conjunction with a review of the results of each position. This would eliminate the need for the Board to engage in the extended discussions about compensation at its annual meeting.
3. **PROPOSED POLICY:** The Board now assigns to each position, based on the current job description, an appropriate level of compensation for the current year. Thereafter, the compensation is adjusted annually at a percentage equal to the published inflation rate for the United States. At the time of the annual review of each position, the Personnel Committee should consider whether workload changes have occurred, such as the addition of new regions, requiring changes to the base compensation level. Although the inflationary increase would automatically go into effect as of January 1st of each year, any bonus or change in base compensation would require Board approval at the next annual meeting for implementation in the following fiscal year.
4. **ORGANIZATIONAL REQUIREMENT:** The Board appoints a Personnel Committee consisting of the President, the Vice President and two Directors. The Committee bears the responsibility, under the leadership of the Vice President, to conduct an annual review of the performance required in the two positions. This includes reviewing the job descriptions to consider whether additional activity merits bonus consideration and to evaluate whether the scope of workload has substantially changed to merit review of the base compensation level. The Committee presents its recommendations to the Board at the annual Board meeting.
5. **COMMENTS:** Because the inflationary increase goes into effect as of January 1st each year, the Personnel Committee has between January 1st and the time of the annual meeting to review the positions to determine if a bonus recommendation or change in base compensation level is appropriate. This can be handled by phone, by email, etc. The Board can expect the Personnel Committee to report at each annual meeting indicating the review has been conducted and that either a bonus or base compensation change is recommended or not. The inflationary increase does not require Board approval annually.

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



INTERNATIONAL PLANT PROPAGATORS' SOCIETY

POLICY ON INVESTMENTS

Purpose:

This document establishes the Investment Policy Statement for the International Board of the International Plant Propagators' Society, Inc. It is designed to assist in effectively supervising, monitoring and evaluating the investment of the assets of the Society, for both the short- and long-term benefit of the Society.

This document will assist in achieving the following:

- a. document the Society's investment objectives and guidelines for Funds assets.
- b. Establish an appropriate investment strategy for managing all Fund assets, including an investment time lines, elements of risk, and asset allocation. The goal of this strategy is to provide sufficient diversification and overall return over the long-run.
- c. Establish investment guidelines to control overall risk and liquidity, within the agreed upon strategy.
- d. Establish periodic performance reporting requirements that will effectively monitor investment results.
- e. Comply with fiduciary, prudence, due diligence and legal requirements for Fund assets.

History:

In 1991, the International Board agreed upon an investment strategy, whereby it took \$50,000 of its surplus and divided it into five \$10,000 investments on a 1 to 5 year staggered maturity plan. Then in the succeeding five years, an additional \$10,000 would be added to the investment until the basic principle of \$100,000 was achieved. After the fifth year, the interest from the funds would be designated by the Board for special projects.

By 1996, the investment world was rapidly changing. The Certificate of Deposits and common investment plans were giving way to multitudes of mutual funds, bonds, stocks and other investments. In 1997, our investments were moved to higher interest bonds, bank bills, government securities, or other low-risk funds.

In the succeeding years, we kept a similar investment policy, trying to maintain the original balance of assets and risks. By 2001, our strategy was to become even more conservative, holding many assured accounts.

Objective:

The objective of the investment policy is to:

- a. preserve and enhance the purchasing and earning power of our funds.
- b. To seek as high an annual total return as possible, taking into account the economy and market times.
- c. Measure our success over a 5 – 10 year period.
- d. Seek investments of low to medium risk, safeguarding the Society's funds.

Management:

The International Treasurer is charged with the overall management of the funds. His procedures are governed by the Standard Operating Procedures and review of Investment Procedures approved at each annual International Board Meeting.

The International Treasurer will establish a relationship with an investment advisor, who shall be employed or associated with a credible investment firm. It is hoped that this is a long-term relationship. The Investment Advisor's role is to provide guidance to the Treasurer on matters pertaining to the investment of Fund assets including policy, investment selection, monitoring and compliance. All final decisions will be made by the Treasurer. It is the responsibility of the Investment Advisor to seek and select appropriate investments as defined in our policy.

Investment Advisor:

The duties are:

- a. assist the International Treasurer in all matters regarding policy and guidelines.
- b. Managing the asset allocation, determining various investment strategies, and implementing security measures.
- c. Monitor asset allocations and returns among all classes of investments and review with Treasurer.
- d. Provide monthly performance reports.
- e. Consult in a timely manner about substantive developments.

Investment Policy and Guidelines:

Our basic strategy has been and will continue to use a conservative growth approach, while always searching for the higher yields. By being able to invest larger sums at each time, we can often obtain a higher rate of interest. There are no investments in high risk or speculative stocks or funds. Each June/July, after the membership dues is received, approximately \$90,000 is invested in a shorter-term fund which the Treasurer can use to pay off expenses during the year. Our primary instrument vehicles are: C.D,

Pg. 41

Government Bonds, and High Quality Corporate Bond or any other high interest safe security deposits.

Our fund assets will be held in an investment portfolio with an active, strategic strategy.

Our strategy is;

- a. 40 – 50 % in fixed income investments
- b. 25 – 30% in mutual funds
- c. 20 – 25 % in stocks
- d. 5% in cash.
- e.

It is our objective to maintain long-term stability, and to look at a 5-year investment horizon. However, should we see a holding which has begun to look less secure, we would move immediately to reduce risk.

Our investments would be diversified so as to minimize the risk of any large losses. The entire portfolio will be constructed and maintained to provide prudent diversification with regard to concentration of holdings in individual issues, corporations or industries.

Control Procedures:

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

The Treasurer will meet every six months with the Investment Fund Advisor. At that time, they will review objectives, policies and any changes in investments. They will also hold a telephone conference call each month, shortly after the monthly statements are received. The Treasurer will also assure that the relationship with the Investment Advisor continues on a sound basis.

The Treasurer will provide quarterly reports to the International Board members on overall performance and annually a report of major details.

Approved: 8/03



INTERNATIONAL PLANT PROPAGATORS' SOCIETY

TRAVEL REIMBURSEMENT POLICY FOR INTERNATIONAL OFFICERS AND DIRECTORS

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

POLICY AND BACKGROUND

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

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

The policy of the International IPPS is as follows;

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

SCOPE

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

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

DEFINITIONS

Travel costs are defined as follows:

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



Policy on Papers Prepared for the Proceedings

The *Combined Proceedings of the International Plant Propagators' Society* is the official publication of IPPS. Our motto is "To Seek and To Share" and the publication documents presentations made at each of the Region's annual meetings. Growers, extension educators, research personnel, and plant curators make presentations based on their expertise, which are of interest to all members. The unique importance of this publication as a scientific document is well established. It is also an example of the way in which IPPS accomplishes its mission.

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

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

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

PowerPoint presentations will not be accepted as a replacement for, or addition to, the text based paper.

Approved by the International Board, September 15, 2009



ROTATION OF INTERNATIONAL BOARD MEETING SITES

Year	Host Region	Probable Month	Time since last meeting
2011	Australia	May	7 months
2012	Japan	October	16 months
2013	Western	September/October	12 months
2014	Southern Africa	March	5 months
2015	Southern	October	19 months
2016	New Zealand	May	7 months
2017	G.B. & I.	August	15 months
2018	Eastern	October	14 months
2019	Australia	May	7 months
2020	Japan	September	16 months
2021	Western	September/October	12 months
2022	Southern Africa	March	5-6 months

Discussion:

1. The rotation was originally set up to give as much evenness as possible in moving from a spring to a fall meeting and also to travel in and out of the U.S.A.
2. New regions will be slotted in the next available "Continent Group" Position, pushing regions down the list. It is suggested that there be a 5 year minimum period between election and hosting, in order that a new region be given a chance to demonstrate "stability", and to not disrupt planning of those regions expecting a forthcoming meeting.
3. It is still the policy that the International Board President will be so nominated that he/she will serve as President during the year in which their region is the host. The nominating region shall prepare a resume for presentation to the International Board in the year in which the person is nominated for Vice President.
4. In 1988, the International Board voted that all dates should be reported, as soon as they are known, to the International Secretary-Treasurer. In case of a duplicate date, the earliest recorded date at the International Office should take precedence. It is the responsibility of the International Director in conjunction with the Regional Secretary to do so.

Approved: 1992 (schedule last updated: 7/09)



POLICY AND PROCEDURES FOR THE INTERNATIONAL TOUR AND BOARD MEETINGS

POLICY STATEMENT

At its Board of Directors meetings in September of 2010, the International Board of Directors approved the following policy for Regions to follow in scheduling the International Board Meetings and accompanying tours. The Policy is effective with the International Tour and meetings in 2012.

1. The required time for which a member of the International Board of Directors must be present and participate shall be seven (7) days following the day of arrival.
2. The amount of time allocated for meetings of the International Board during that seven-day period shall be no less than 16 hours of meeting time.
3. The seven-day timeframe shall include the time of the Regional Conference so that International Board members can participate in that event; therefore, the full-day International Board meeting shall be held the day prior to the Regional Conference's beginning.
4. The Region should plan the schedule of participation by the International Board as follows (days of the week are suggested, but could change to accommodate the Region's usual conference pattern):

Travel Day	Sunday	arrival day for International Board members and guests OR end of optional pre-conference tour
Day 1	Monday	First day of the International Tour -- Regional members would be encouraged to participate.
Day 2	Tuesday	Second day of the International Tour.
Day 3	Wednesday	Third day of the International Tour.
Day 4	Thursday	Full-day International Board Meeting
Day 5	Friday	Regional Conference attendance by Intl. Board members
Day 6	Saturday	Regional Conference attendance by Intl. Board members
Day 7	Sunday	Regional Conference attendance by Intl. Board members; with half-day International Board meeting in the afternoon after the conference ends.
Travel Day	Monday	Departure day for International Board members and guest OR optional post-conference tour

5. The International Tour (over 3 days) would likely be geographically closer to the site of the conference to encourage more participation by regional members, and might be integrated as part of the Region's conference tour program.
6. Regions are encouraged to plan either a pre-conference tour or a post-conference tour to facilitate more camaraderie for the International Board as well as opportunities for interaction with other members. These tours can be in any geographic location the region desires, and can include as many days as the region desires. These tours would continue to be separately priced to International Board members and any other international or regional members interested in participating.

7. The International Tour should consider non-member spouses and other guests who have interests in shopping and cultural exposure, allowing time for participants to experience the full flavor of the region.
8. The tour schedule should be structured to allow sufficient time for participants to network with each other in informal settings, to build the sense of community within the International Board.
9. Tour stops should reflect "state of the art" operations, with the focus on offering the best educational experience the region can exhibit, even if some stops do not have current IPPS members. Stops should cover the broad spectrum of IPPS interests – propagation, production, mechanical, marketing, and all other aspects of nursery production.
10. The 7-day International Tour and Board Meeting should be priced to include the cost of attending the regional conference, again encouraging the region to utilize the International Board members for presentations, and encouraging the International Board members to participate in the regional activities.

PROCEDURES

The following procedures are presented as a guide for IPPS International Board Meetings. Regions may utilize their autonomy and go beyond these guidelines to extend hospitality unique to their specific area.

1. The International Director from the hosting region will advise the International Board and the International Office of the expected dates for the International Tour and Meetings as far ahead as possible, ideally two years ahead of the planned event.
2. The rooms for International Board Meetings should be large enough to accommodate the entire Board of Directors and Officers plus any support staff. A room to comfortably seat 25 persons around a Board table should be adequate. Arrangements for any electronic or audio-visual equipment to be available for the Board's meetings will be handled by the regional host according to instruction from the International Office.
3. If instructed by the International Board, the region will arrange for a competent individual to serve as the recording secretary for the meetings, taking minutes to be transcribed and transmitted electronically to the International Office within two weeks of the final International Board meeting.
4. The costs associated with hosting the International Board Meetings will be paid from the International Office budget. The region should pay these costs and be reimbursed by the International Office through submission of an invoice.
5. All information describing the event, as well as registration materials, will be sent electronically to the International Office for further distribution to the International Board members and for posting on the IPPS website.
6. The registration fees for the International Tour and participation in the Regional Conference will be paid individually by those attending. The fee for the Regional Conference should be included in the fee charged as part of the International Tour and Board Meeting fee.
7. The International Office will pay the fees for participation by the International Editor and any International Office staff in the International Tour and Meetings, and also in a pre- or post-conference tour if approved by the International Board.

8. Regional Program Chairs are encouraged to invite International Directors to appear on the conference program.
9. Regional boards should consider an informal gathering the evening prior to the conference to allow Regional members to meet the Board.
10. When possible, the Regional Site Committee should consider meeting the various International Board members at the airport upon their arrival.
11. The Regional Site Committee should arrange transportation from the final conference or post-tour location to the airport from which the International Board members and staff will be leaving. Payment for such transportation can be the individual's responsibility, but arrangements should be determined before the end of the conference/tour.
12. The host region shall provide each International Director and officer with a name badge with a ribbon attached showing the board member's designated title.

Approved 10/87

Revised 12/90, 9/92, 8/95, 4/96, 9/97, 9/98, 10/99, 6/03

Revised 12/10; approved May 2011



INTERNATIONAL PLANT PROPAGATORS' SOCIETY

GUIDELINES FOR EXPANSION AND DEVELOPMENT

It is the aim of the Society under the direction of the International Board to expand the Society's membership within three primary categories: Expansion Areas, Potential Regions, and Development Programs. In addition, the International Board also supports special projects within or among Regions that are aimed at increasing membership in the Society as a whole.

- I. **EXPANSION AREA** — A group of members who reside outside the existing or primary geographical regional boundaries and who may organize to become a Potential Region.

Guidelines for expansion:

- A. An existing Region identifies a potential recruitment area.
- B. A recruitment coordinator or secretary is identified within the area to invite potential members to area meetings and field days.
- C. The sponsoring region provides to the coordinator advice on language, finances and support.
- D. A representative of the Expansion Area may be invited or elected to the Board of Directors of the sponsoring Region.
- E. The sponsoring region may apply for expansion funds from the International Board to finance recruitment efforts in the Expansion area.
- F. Annual meetings are held to encourage recruitment, demonstrate the aims of the Society, and provide opportunity for local leadership.
- G. The delegate of the Sponsoring Region makes reports of progress annually to the International Board of Directors.

- II. **POTENTIAL REGION** — A group of members who are taking active steps toward full Regional status.

Steps toward attainment:

- A. Once an Expansion Areas has reached a sustainable membership level and evidence for Regional potential is demonstrated, application may be made by the sponsoring Region to the International Board of Directors for designation as a Potential Region. A positive vote of two-thirds of the Board of Directors at any annual meeting is needed for approval.
- B. A plan is provided for eventual financial independence, utilizing fees, income from annual meeting, or a combination of the two.
- C. The International Board of Directors finances participation of a representative from the Potential Region to the annual meeting of the International Board of Directors on the same basis as a Region but without voting privileges.

- D. Annual meetings are organized and presented within the Region.
- E. The delegate of the sponsoring Region and/or the representative of the Potential Region makes an annual review of progress to the International Board of Directors.
- F. A Potential region has the authority to approve new members.
- G. Expansion funds may be applied for.
- H. Potential Regions will be required to submit conference papers translated into English no later than their second annual conference.
- I. Each new Region's name will be the choice of its initial organizers with agreement and confirmation by the International Board.

III. REGIONAL DEVELOPMENT

- A. An existing Region or Potential Region may apply for funds to implement a program to increase membership within a Region or Potential Region experiencing declining membership or, in the event of extraordinary circumstances, where a region requires financial assistance.
- B. Selection criteria requirements are as follows:
 - 1. Goals must include both short and long term
 - 2. Background information to explain the problem to be addressed
 - 3. A specific plan to include timelines and milestones
- C. Accountability requirements are as follows:
 - 1. Reports of progress to be supplied to the International Board of Directors annually for the duration of the accepted program.
 - 2. An interim report to be submitted to the current Vice President of the International Board of Directors six months following each International Board meeting for the duration of the accepted program.
 - 3. A Potential Region is accountable to their support Region. A support Region is accountable to the International Board of Directors as outlined in Section III, Paragraph C1 and C2 above.



INTERNATIONAL PLANT PROPAGATORS' SOCIETY

REQUEST FOR EXPANSION AND DEVELOPMENT FUNDS

This format is to be used to request funding for an expansion area, a potential region, or a special program. It must be submitted according to the deadline established preceding the annual International Board Meeting.

Date of the application: _____

Region submitting the application: _____

Signed by three Regional members: _____

1. **GENERAL:** Please give a brief opening statement, including background information, on your project.
2. **PROPOSAL:** Please outline specifically what your Region intends to attempt. Discuss your overall short-term and long-term goals. Be sure to tell about people, travel, telephone, publication costs, etc.
3. **OBJECTIVES:** Discuss the specific objectives that you must meet in order to achieve your overall goals. Provide a timetable with specific target dates, if applicable. Please limit projects to three years and plan to submit a new proposal if there is still more to be accomplished.
4. **COSTS:** Please give a complete breakdown of estimated costs of each step, as outlined in section 2 above.

Please submit copies of your proposal to the International Office, the current International President, and the Vice President, at least sixty (60) days prior to the annual meeting of the International Board.

Adopted: 4/29/00, Revised: 9/29/00



INTERNATIONAL PLANT PROPAGATORS' SOCIETY

FORMAT FOR EXPANSION AND DEVELOPMENT REPORTS

To be completed by Regions who receive funds. This is the written report to be submitted to the International Board in the year in which the funds are received / used.

RE: Report on the Expansion or Development Fund Project

1. **GENERAL:** Please give a brief opening statement including background information on your project.

2. **PROPOSAL:** Please outline specifically what your Region intended to attempt. Discuss your overall short-term and long-term goals. Tell about people, travel, telephone, publication costs, etc.

3. **OBJECTIVES:** Discuss the specific objectives that you needed to meet in order to achieve your overall goals. Provide your proposed timetable with specific target dates, if applicable. Please prepare annual reports if the project is more than a year in length.

4. **COSTS:** Please give a complete breakdown of your estimated costs in each step as outlined in section 2 above.

5. **REPORT:**
 - A. Please list the tangible results accomplished as compared to the original objectives in section 3 above.

 - B. Please give a complete breakdown of the funds expended as compared to section 4 above.

Please submit copies of your report to the International Office, the current International President, and the Vice President at least sixty (60) days prior to the International Board Meeting.

Adopted: 4/29/91; Revised: 9/9/00

