

Policy & Procedure Manual



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Auditing

- 2019-3: Compilations will be completed yearly on Association financials, replaceable with full audits at Board discretion.

Budget

- 2019-10: The approved fiscal year budget shall serve as an Association guideline. It is the responsibility of the Executive Director to inform the Board of any budget deviations or discrepancies, occurred or anticipated.
- 2019-11: Since the budget needs to be approved in June, moving forward, the budget committee should probably be set for the March meeting if possible. If the committee does not meet then, or at the May meeting, a special committee meeting should be called.

Certification

- 2009-1: Motion to require 10 Hour OSHA certification for all ILICA certification holders
- 2017-1: Motion to accept ILICA show & demonstration volunteer hours as qualifying certification continuing education credits
- 2017-2: Motion to include proof of insurance as a standard requirement for the contractor certification program, required of all program members on a yearly basis.
- 2018-1: Motion to implement web-based (online) certification program testing/training modules for the current certification classifications, with the requirement that the core testing be completed in-person via hardcopy test; successful completion of the core certification test provides contractors with a certification number that will serve as their password for the additional web-based modules/tests
- 2019-5: Certification program decals will be available at cost to members.
- 2019-18: Motion to include the Illinois LICA Certification Program into the policy & procedure manual

Convention

- 2008-1: Motion to offer free convention registration to new contractor members prior to membership sweep and to retain it as normal policy
- 2019-4: The Association will cover the following expenses for the President when his/her presence is required at a National LICA Convention: registration, travel, lodging.
- 2019-7: Association convention registration fees for widows of former members will be waived.
- 2019-9: The Association shall cover the ILICA Convention registration for the Convention Committee Chairperson, and spouse, in addition to their guest room expenses during the event. The Association President's Convention guest room expenses shall also be covered by the Association during the event.
- 2019-12: Milestone membership certificates, based on 5-year increments, shall be distributed at convention.
- 2019-13: The Annual Meeting and Members' Meetings shall be for the purpose of electing officers and delegates and for the passing upon reports for the previous fiscal year. All other items pertaining to Association day to day operations remain the province of the Board of Directors.

Headquarters

- 2018-4: Motion to implement the membership follow up procedure/phone call program as policy
- 2019-1: Up to 3 printed dues renewal notices will be mailed to members, with no restriction on email/digital notices. Notices shall be mailed during November, December, and January with the final mailing expressly stating a final membership renewal cutoff date of Feb. 1st.
- 2019-8: The Association shall cover the guest room and registration expenses of the National LICA CEO and National LICA Regional Vice President when attending Association events by invite.
- 2019-14: LICA green color code: Pantone 356C
- 2019-15: The Association shall honor member pricing for any LICA member.
- 2019-16: The Association employee handbook, subject to review on a 3-year basis, is to be adhered to by staff. Consent and recognition of employee handbook guidelines received shall be made via signature and kept on employee file.
- 2020-2: Motion to implement and add to policy the Illinois LICA File Retention Guide
- 2021-1: Motion to raise online credit card convenience fee to 4%

Industrial & Business Relations

- 2009-2: Motion to continue partnership with Ag Legislative Roundtable, carried
- 2019-17: The Association shall hold at least one technical meeting annually with the Natural Resources Conservation Service's state staff for the purposes of construction design input and feedback.

Insurance

- 2018-2: Motion to move from an annual review of Association insurance policies to a 3-year cycle of review, which is more in line with policy contracts

Legislative

- 2021-3: Motion to align with Illinois Farm Bureau's policy that private property/landowner rights are of the utmost importance and that any infringement of these rights should be opposed

Long Term Planning

- 2020-1: Motion to adopt and include into policy the Strategic Plan Outline to be reviewed once a year, at a minimum

Membership

- 2019-6: Any applicant that applies for an initial Association membership (contractor or associate) between the beginning of a new fiscal year (Oct. 1) and the end of the calendar year (Dec. 31) is eligible to receive a full membership through the following calendar year for one yearly membership dues price.
- 2019-19: Motion to offer recognition of retired members at the annual convention's awards banquet with a free dinner during the banquet.
- 2021-2: Motions to discontinue the current National LICA proration/prepaid policy in the office (members joining between April 1 – Sept. 1 pay no National LICA dues in the proceeding

calendar year) and to provide these additional dues received to National LICA as ear-marked funds for the National Scholarship fund.

- 2022-1: Membership certificates, for new & renewed members, shall take the form of membership ID cards with members' numbers printed upon them.
- 2024-1: Motion prohibits Illinois LICA triangle logo use by members unless they are current members in good standing.
- 2024-2: Motion to establish an ILICA scholarship

Publicity

- 2019-2: It was moved and carried to have ILICA host a Facebook page. The Association shall host and submit regular content to various social media platforms including, but not limited to, Facebook, Twitter, and LinkedIn.
- 2026 – 1: Regarding advertising opportunities in ILICA's printed publications such as the ILICA News and Annual Directory (rights generally exclusive to active ILICA members), non-member partners, not limited to other NGOs, government agencies, non-profit organizations, etc. whose mission and goals align similar to ILICA's, shall be allowed to advertise in said documents so long as advertisements are paid in full and content is reviewed and approved by the Publicity Committee.

Conflict of Interest Policy

Article I – Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Illinois LICA's) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of Illinois LICA or might result in a possible excess benefit transaction. This conflict of interest policy is designed to help directors, officers, employees and volunteers of the Illinois LICA identify situations that present potential conflicts of interest and to provide Illinois LICA with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in Illinois LICA's operations.

This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II – Definitions

- **Interested Person** - Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- **Financial Interest** - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a) An ownership or investment interest in any entity with which Illinois LICA has a transaction or arrangement,
 - b) A compensation arrangement with Illinois LICA or with any entity or individual with which Illinois LICA has a transaction or arrangement, or
 - c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Illinois LICA is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III - Procedures

- **Duty to Disclose** - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- **Recusal of Self** – An interested person may recuse himself or herself at any time from involvement in any decision or discussion in which he/she believes he/she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

- **Determining Whether a Conflict of Interest Exists** - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Examples of Potential Conflicts of Interest

Potential conflicts of interest include situations in which a director, officer or key person or that person's relative or business:

- has an ownership or investment interest in any third party that Illinois LICA deals with or is considering dealing with;
- serves on the board of, participates in the management of, or is otherwise employed by or volunteers with any third party that Illinois LICA deals with or is considering dealing with;
- receives or may receive compensation or other benefits in connection with a transaction into which Illinois LICA enters;
- receives or may receive personal gifts or loans from third parties dealing with Illinois LICA;
- serves on the board of directors of another nonprofit organization that is competing with Illinois LICA for a grant or contract;
- has a close personal or business relationship with a participant in a transaction being considered by Illinois LICA;
- would like to pursue a transaction being considered by Illinois LICA for their personal benefit.

In situations where of uncertainty, he/she should err on the side of caution and disclose the potential conflict as set forth in Article III of this policy.

- **Procedures for Addressing the Conflict of Interest**
 - a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c) After exercising due diligence, the governing board or committee shall determine whether Illinois LICA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in Illinois LICA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

- **Violations of the Conflicts of Interest Policy**

- a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV - Records of Proceedings

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

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

Article V - Compensation

- a) A voting member of the governing board who receives compensation, directly or indirectly, from Illinois LICA for services is precluded from voting on matters pertaining to that member's compensation.
- b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Illinois LICA for services is precluded from voting on matters pertaining to that member's compensation.
- c) No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Illinois LICA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
- d)

Article VI - Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a) Has received a copy of the conflicts of interest policy,
- b) Has read and understands the policy,
- c) Has agreed to comply with the policy, and

- d) Understands Illinois LICA is a not-for-profit trade association [501 (c) (6)] and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Article VII - Periodic Reviews

To ensure Illinois LICA operates in a manner consistent with a not-for-profit trade association's [501 (c) (6)] purpose and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b) Whether partnerships, joint ventures, and arrangements with management organizations conform to Illinois LICA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further the trade associations purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, Illinois LICA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Whistleblower Policy

General

In keeping with the policy, directors, officers, employees, and volunteers are required to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. Set forth below is Illinois LICA's policy with respect to reporting good-faith concerns about the legality or propriety of Illinois LICA's actions or plans.

Reporting Responsibility

It is the responsibility of all directors, officers, employees, and volunteers to comply with the required high standards of business and personal ethics and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, employee, or volunteer who in good faith reports a violation of ethical conduct shall suffer harassment, retaliation, or adverse employment consequence. Retaliation in any form will not be tolerated. Any act of alleged retaliation should be reported immediately to the President, Executive Director or member of the Executive Committee and will be promptly investigated. 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. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

How To Report Concerns or Complaints

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to the President or to the Executive Director. If, for any reason, a person finds it difficult to report his or her concerns to the President or Executive Director, or if he or she is not satisfied with their response, the person may report the concerns directly to any member of the Executive Committee. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above. The President, Executive Director, and members of the Executive Committee are required to report suspected violations of ethical conduct to the organization's compliance officer, who has specific and exclusive responsibility to investigate all reported violations.

Illustrative Types of Concerns

The following is a non-exhaustive list of the kinds of improprieties that should be reported:

- Supplying false or misleading information on Illinois LICA's financial or other public documents, including its Form 990
- Providing false information to or withholding material information from Illinois LICA's board or auditors

- Forgery or alteration of documents
- Destroying, altering, mutilating, concealing, covering up, falsifying, or making a false entry in any records that may be connected to an official proceeding, in violation of federal or state law or regulations
- Altering, destroying, or concealing a document, or attempting to do so, with the intent to impair the document's availability for use in an official proceeding or otherwise obstructing, influencing, or impeding any official proceeding, in violation of federal or state law or regulations
- Embezzling, self-dealing, private inurement (i.e. Illinois LICA's earnings inuring to the benefit of a director, officer, or senior management) and private benefit (i.e. Illinois LICA's assets being used by anyone in the organization for personal gain or benefit)
- Paying for services or goods that are not rendered or delivered
- Authorizing or receiving compensation for hours not worked
- Using remarks or actions of a sexual nature that are not welcome and are likely to be viewed as personally offensive, including sexual flirtations; unwelcome physical or verbal advances; sexual propositions; verbal abuse of a sexual nature; the display of sexually suggestive objects, cartoons, or pictures; and physical contact of a sexual or particularly personal nature.
- Using epithets, slurs, negative stereotyping, and threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, or disability
- Circulating or posting written or graphic material in the workplace that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, nationality, age, or disability
- Discriminating against an employee or potential employee due to a person's race, color, religion, sex, sexual orientation, national origin, age, physical or mental impairment, or veteran status
- Violating Illinois LICA's required high standards of business and personal ethical conduct, Conflict-of-Interest Policy, Harassment Policy, or Equal Employment Opportunity Policy
- Facilitating or concealing any of the above or similar actions

Compliance Officer

The organization's compliance officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of ethical conduct and, at his or her discretion, shall advise the Executive Director and/or the audit committee. The compliance officer has direct access to the audit committee of the board and is required to report to the audit committee at least annually on compliance activity. The organization's compliance officer is the chair of the audit committee.

Accounting and Auditing Matters

The audit committee of the board shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The compliance officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of ethical conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of ethical conduct. 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 or may be submitted anonymously. 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 compliance officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten (10) business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation and findings will be communicated to the reporting person.

Illinois LICA Reporting Procedures

A person makes a report of suspected ethical conduct violation or misuse of Illinois LICA's assets by reporting in person or anonymously to the President, Executive Director, or any member of the Executive Committee.

The report is promptly reviewed by the President, as well as the Executive Director, to determine whether the report constitutes a complaint or a non-complaint, unless one of them is allegedly involved in the misconduct, in which case the report should be reviewed by only one of them. (If both are alleged to be involved, the report should go directly to the compliance officer.)

- A complaint means any report involving (i) questionable accounting, auditing, financial reporting, or internal controls; (ii) suspected fraud, theft, or improper use of company assets; (iii) a violation of Illinois LICA's conflict-of-interest policy that results in financial harm to Illinois LICA; or (iv) a claim of retaliation against any employee making a good-faith report regarding any of the preceding matters.
- A non-complaint means a report of any other matter not involving a misuse of Illinois LICA's assets.

If the report is deemed to be a complaint, it will be promptly forwarded to the compliance officer for investigation. If the report is deemed to be a non-complaint, it will be referred to the Executive Director or Headquarters Committee for follow-up. Some non-complaints may involve serious matters and may require prompt investigation but may nevertheless not involve misuse of Illinois LICA's assets.

Each complaint is fully investigated, and handled so as to protect the privacy of the person making the complaint. A written report of the outcome of each investigation is prepared and delivered to the audit committee within ten (10) days.

The audit committee decides whether the report involves a matter that is material. If it is deemed material, it is forwarded for disposition to the board to take actions to resolve the situation. If the report is deemed nonmaterial, it is not forwarded to the board but is instead addressed by the Executive Director or the Treasurer, as appropriate.

New Member Follow Up Procedure

Membership Check Received:

Mail Membership Packet

- Welcome letter w/Executive Director's business card
- Certificate
- National benefits
- Newsletters
- Directory
- Decals
- Free Convention notice (depending on the time of year)

One Week Later (after application):

Call from office welcoming the new member:

- "Hello, this is _____ with the Illinois Land Improvement Contractors Association, and I just wanted to give you a call today and welcome you aboard as a new member of our Association!"
- "Did you receive the membership packet we recently sent you? Have you had a chance to review any of the information? Do you have any questions about the Association or any of the benefits at this time?"
- "If you don't mind me asking, how'd you hear about our Association?"
- "Great, well again welcome to the Illinois Land Improvement Contractors Association, and I hope to meet you at one of our upcoming events (name upcoming event in area). And don't hesitate to reach out if you need anything in the meantime."
- "Have a good day!"

Two Weeks Later (after application):

Call from designated Area member/sponsor

- "Hello, this is _____ with _____, and I am an Illinois Land Improvement Contractor from _____. I hear you are a new member, and I just wanted to reach out real quick to welcome you and see if you needed anything or had any questions about the Association that I could help answer."
- (Ask new member to tell you about his business, services etc. Give them a chance to talk.)
- "I also wanted to remind you about our next Association event in the area coming up on _____ where we _____. Hopefully, we see you there! I'd be glad to introduce you to some of the other members that do the same kind of work you do."
- "Well if you have any more questions you can call me on my cell phone _____ or give the office a call also at 309.446.3700."
- "Again, welcome to the Association, and I hope to meet you soon!"
- "Have a great day!"

2 – 3 weeks Prior to Convention:

- Address member again and invite them to Convention, reviewing the educational opportunities, tours etc. Highlight that their registration is free (as a new member) for all three days, or they can attend any portion of the event (1/2 day, 1 day, 3 days), as well.

Member Renewal Follow Up Procedure

Office:

October 1

- Membership Dues Invoices Emailed

November 1

- Membership Dues Invoices Emailed & 1st Hard Copy Mailing (for those w/out emails)

December 1

- Membership Dues Invoices Emailed & 2nd Hard Copy Mailing (for those w/out emails)

January 1

- FINAL Membership Dues Invoices Emailed & 3rd/Final Hard Copy Mailing (for those w/out emails)

January 13 (Members' Mtg.)

- Outstanding dues members' names provided to membership/Board by Area

Designated Area Member/Sponsor/Membership Committee Chairman:

Post-convention, call outstanding renewals in Area; documenting date, time, response

- "Hello, this is _____ with _____, and I am a local Illinois Land Improvement Contractor in your area. I noticed at the last Board meeting that you maybe still considering renewal of your ILICA membership?"
- "Are you in the ILICA – UFG insurance program?" (If yes, THEN): "Those benefits like dividend potential, free rental liability coverage and premium discounts are only available while you're a ILICA member. You wouldn't want to lose that would you?"
- "I understand your concern, but did you know that (address concern with benefit, education, economic options via ILICA)? I know that for my company the _____ benefit(s) (saves us/more than pays for membership dues; provides us needed/hands-on training in the off-season; provides networking opportunities, provides us more business etc.)."
- "If I were you, I'd consider membership again this year. Ryan or Lauri in the office can provide you more details on many of the things we just discussed including benefits. I know ILICA membership as really been of value to me over the years. It has _____."
- "Thank you for your time today, and it's been great speaking with you. Hopefully, I see you soon at one of our upcoming events (insert upcoming event in Area)."
- "Have a great day!"

Office:

February 15

Call outstanding renewals in Area; documenting date, time, response

- "Hello, this is _____ with the Illinois Land Improvement Contractors Association, and I just wanted to give you a call today regarding your membership renewal. Did you receive the final dues notice on _____?"
- "We are in the process of finishing up our directory for print and didn't want you to miss out on your listing. Are you still interested in membership this year?"
- "I understand your concern(s), but did you realize that (address concern with benefit, education, economic options via ILICA)? "

- “So, can we get your membership renewed today? We can accept credit cards over the phone now, or we would have to have your check in the office by the end of the week to make the directory cutoff date.”
- “Thank you for your time today, and if you have any other questions about membership remember I am just a phone call away here at the office.” OR “Thank you for your time today, and we hope you consider ILICA membership again in the future. I really think we do have a lot to offer your company.”
- “Have a good day!”

ILLINOIS LAND IMPROVEMENT CONTRACTORS ASSOCIATION
CERTIFICATION PROGRAM

2005

SECTION I GENERAL PRINCIPLES

1. Each Certified Professional in Land Improvement Practices (CPLIP) will uphold and advance the profession with highest standards of ethics, integrity and personal honor.
2. Each individual shall be honest and impartial and use their knowledge and skill for the protection and enhancement of human welfare.

SECTION II RELATIONS WITH THE PUBLIC

1. Shall be realistic and honest in preparation of reports and cost estimates and will refrain from sensational or exaggerated statements to obtain work.
2. Shall not knowingly permit the use of prepared plans, reports or equipment for any unsound or illegal undertaking.
3. Shall not prepare plans or make a recommendation for construction without adequate investigations or being as uninformed and knowledgeable as could be reasonable expected for the proposed project.
4. May publish business, professional, or announcement cards but shall not advertise in self-laudatory, exaggerated or unduly conspicuous manner.
5. Shall not issue false information to the detriment of client or fellow contractor.
6. Shall give proper regard to the safety, health and welfare of the public in the performance of duties.

SECTION III RELATIONS WITH EMPLOYERS AND CLIENTS

1. Shall protect to the fullest extent possible the interest of employers and clients, consistent with the law, professional obligations and ethics.
2. If the individual CPLIP finds the obligations to employers and clients' conflicts with professional ethics, such conditions shall be corrected or the relationship shall be terminated.
3. Shall not use or disclose privileged information, directly or indirectly, of employer or client that would violate the confidence or be detrimental to said employer or client.
4. Shall engage and advise employers or clients to engage and cooperate with experts and specialists whenever the interest employers or clients would be best served.
5. Shall not accept a concealed fee for referring employers and clients to a specialist or expert, or recommending professional services.
6. Shall advise a client or employer when it is apparent that the proposed project is impractical.

SECTION IV DUTY TO THE PROFESSION

1. Shall strive to improve knowledge about the profession and encourage others to improve their experience, education, and technical knowledge.
2. Shall encourage qualified professionals to become certified and uphold this Code of Ethics.
3. Shall uphold this Code of Ethics by precept and example and shall encourage other CPLIP to do the same.
4. Shall bring to the attention of the board, in writing, positive evidence of deviations from this Code of Ethics by another CPLIP.
5. Shall encourage pride in the profession, raise the state-of-the art, promote public recognition of competence in the profession, and encourage all to improve their knowledge and skills.

CERTIFICATION REQUIREMENTS

1. Certification Program is available to all ILICA Members and to ILICA Affiliate Members
2. ILICA Certification Requires:
 - a) Three references from customers or clients.
 - b) Taking and passing a core test.
 - c) Taking and passing one or more classification tests.
 - d) Septic classification requires state license proof in lieu of classification test.
 - e) Meeting continuing education requirements
 - f) Paying all required fees.

CONTINUATION CREDITS

Requires eight (8) credits biannually to maintain certification.

CREDITS & VALUES

- 1 credit per education session at ILICA workshop or convention
- 1 credit per education session at accredited workshop outside of ILICA.
- 1 credit per education session at National LICA workshop or convention.
- 1 credit per education session at any state chapter LICA workshop or convention
- 1 credit per session at other sources upon approval of the Certification Board.

CERTIFICATION BOARD

Shall consist of:

- 1 chairman certified
- 1 member holding drainage certification
- 1 member holding earthmoving certification
- 1 member holding conservation certification
- 1 member holding septic certification

To be appointed by ILICA Presidents and approved by ILICA Board of Directors.

Board will administer requirement for application, certification, maintenance, de-certification and fee schedule for the certification program. The Certification Committee of ILICA shall assume the duties of the Certification Board until such time that the appointed members shall become certified. Board shall act on requests for amendments from ILICA membership.

ILICA CERTIFICATION FEE SCHEDULE

INITIAL FEE	\$100
BIANNUAL RENEWAL	\$ 50

FEE REQUIRED FOR EACH APPLICANT

ILICA CERTIFICATION REFERENCE QUESTIONNAIRE

CONTRACTOR _____

NAME: _____ PHONE: _____

ADDRESS: _____

1. How long have you known contractor?

Less than 5 years _____

5 or more years _____

2. Approximately how many times has the contractor performed work for you in the last 10 years?

Less than 5 _____

5 or more _____

3. Were you in a position to observe the installation of or the finished product of work performed by the contractor?

Yes _____

No _____

4. Please rate the contractor in each of the following categories (1 being most satisfied, 5 being least satisfied.)

Quality of work _____

Professionalism _____

Ethics _____

Knowledge _____

ILLINOIS LICA STRATEGIC PLAN OUTLINE

ASSOCIATION FOCUS

Networking

Benefits

Education

SHORT TERM GOALS

Contractor Members

- Establish strong relationships
- Understand member needs/wants/goals

Associate Members

- Deepen relationships

Leadership

- Define organizational structure roles/responsibilities
- Develop volunteer pool
- Develop onboarding/mentorship

MID TERM GOALS

Contractor Members

- Develop/implement onboarding

Associate Members

- Develop/implement partnership in promotion

Leadership

- Investigate/implement Board & committee options

LONG TERM GOALS

Contractor Members

- Nurture relationships
- Retention
- Education
- Explore investment in scholarships

Associate Members

- Expand membership base

Leadership

- Review bylaws
- Review Board structure

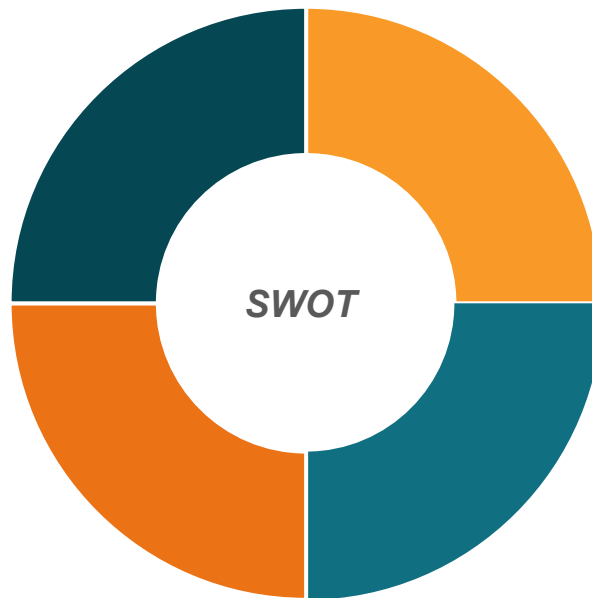
SWOT ANALYSIS

STRENGTHS

Executive Director
Experience
Knowledge
Flexibility
Publications

OPPORTUNITIES

Partnerships
Legislation
NRCS
Education (Associates,
Contractors, Farmers)
Membership growth
Branding



WEAKNESSES

Member involvement
Retention
Young members

THREATS

- Generational differences
- Growing budget
- Loss of Exec. Director
- Time constraints
- Loss of passion

Consider the following:

How will the Association's strengths help capitalize on available opportunities while minimizing threats?

How will the Association's weaknesses prevent it from maximizing on these opportunities?

How will the Association's weaknesses expose it to threats?

Illinois LICA File Retention Guide

Documents To Keep For One Year

- Duplicate Deposit Slips
- Purchase Orders (other than Purchasing Department copy)
- Receiving Sheets
- Requisitions
- Stenographer's Notebooks
- Stockroom Withdrawal Forms

Documents To Keep For Three Years

- Member/Customer Correspondence
- Employee Personnel Records (after termination)
- Employment Applications
- Expired Insurance Policies
- General Correspondence
- Internal Reports
- Petty Cash Vouchers
- Physical Inventory Tags
- Savings Bond Registration Records of Employees
- Time Cards For Hourly Employees

Documents To Keep For Seven Years

- Accident Reports, Claims
- Accounts Payable Ledgers and Schedules
- Accounts Receivable Ledgers and Schedules
- Bank Statements and Reconciliations
- Cancelled Checks
- Cancelled Stock and Bond Certificates
- Employment Tax Records
- Expense Analysis and Expense Distribution Schedules
- Expired Contracts, Leases
- Expired Option Records
- Inventories of Products, Materials, Supplies
- Invoices to Customers
- Notes Receivable Ledgers, Schedules
- Payroll Records and Summaries (including payment to pensioners)

- Plant Cost Ledgers
- Purchasing Department Copies of Purchase Orders
- Records Related to Net Operating Losses (NOL's)
- Sales Records
- Subsidiary Ledgers
- Time Books
- Travel and Entertainment Records
- Vouchers for Payments to Vendors, Employees, etc.
- Voucher Register, Schedules

Documents To Keep Forever

- Audit Reports from CPAs/Accountants
- Board Meeting Minutes
- Cancelled Checks for Important Payments (especially tax payments)
- Cash Books, Charts of Accounts
- Contracts, Leases Currently in Effect
- Corporate Documents (incorporation, charter, by-laws, etc.)
- Documents Substantiating Fixed Asset Additions
- Deeds
- Depreciation Schedules
- Event/Education Information
- Financial Statements (Year End)
- General and Private Ledgers, Year End Trial Balances
- Insurance Records, Current Accident Reports, Claims, Policies
- Investment Trade Confirmations
- IRS Revenue Agent Reports
- Journals
- Legal Records, Correspondence and Other Important Matters
- Minute Books, Bylaws, and Charter
- Mortgages, Bills of Sale
- Property Appraisals by Outside Appraisers
- Property Records
- Retirement and Pension Records
- Tax Returns and Worksheets
- Trademark and Patent Registrations

STAFF REVIEWED LAST

1/29/26