

IOWA CORRECTIONS ASSOCIATION

POLICIES

**After March 1995, policies listed in order of date adopted

AUDIT COMMITTEE

1. The audit will be conducted in accordance with the ICA financial policies and procedures as outlined in the ICA by-laws.
2. Four persons will serve on the audit team each year. These are to include the President-Elect, Vice President and two members of the Board of Directors from the At-Large positions. The At-Large Members of the audit team should include a person from the previous fiscal year's Board and a person newly elected to the Board.
3. The Treasurer, and any others directly involved with the treasury including the new Treasurer, should be available at the time of the audit.
4. Upon completion of the election process, the outgoing and incoming Treasurers should arrange for the transfer of duties and accounts as close to July 1st as possible (to occur every two years as the Treasurer changes). The Audit Committee will work in conjunction with the Treasurer to schedule the audit soon thereafter during the month of July.

BUDGET PROCESS/PAYMENT REQUESTS

The Treasurer is responsible for reviewing all payment requests and dispersing appropriate reimbursement. All ICA finds shall be expended in a fiscally responsible manner consistent with the standards listed below:

1. All requests for expenditures will be approved by a committee chairperson or member of the Board of Directors on the standardized format. In all cases, receipts shall be provided.
2. The Treasurer is not authorized to issue checks upon verbal request.
3. No checks or verbal requests will be authorized which exceed line item appropriations without prior Board approval.
4. The Treasurer will provide a Treasurer's report to the Board of Directors at each Board meeting.
5. The Treasurer will provide each committee chairperson with the appropriate budget report on a timely basis.
6. Expenditures will not be authorized for the following:
 - a. Purchase of alcoholic beverages
 - b. Refreshments for committee meetings

6/87
8/87
9/87
2/91
3/95

Reviewed October 2012

VI-B-1

CAMPAIGN POLICY

1. There is to be no campaigning within 30 feet of the ballot box.
2. The ballot box is to be visible and attended.
3. The ballot box is to be open at the same time as conference registration, unless otherwise specified.
4. The elections committee is responsible for the monitoring of the campaign and elections procedure. Any questions or concerns are to be brought to this committee.

CONFERENCE/TRAINING REGISTRATION

All registration and pre-registration for ICA conferences and training sessions will be handled in a manner consistent with the standards listed below.

1. Registration and pre-registration amounts will be set by the conference chairs and approved by the Board of Directors. Non-ICA members will be charged an additional fee for workshops/conferences.
2. Conference registration forms will be distributed at least six weeks in advance of the conference. Pre-registration payment must be postmarked no later than two weeks prior to the conference date.
3. Any agency submitting a purchase order/agency voucher will be required to have the names of the people attending the conference, and the amount of the registration fee to be paid for each person, mailed to the registration committee by the pre-registration deadline.
(EXAMPLE: John Doe, \$30.00 ICA member; Jane Doe, \$55.00 non-ICA member)
4. The agency check in the amount of the purchase order must be received no later than 30 days after the conference.
5. In the event a pre-registered individual is unable to attend, a substitute may attend. Pre-registration refunds for workshops/conferences will be granted up to three days prior to the workshop/conference. A \$5.00 processing fee for refunds will be deducted. No refunds will be granted after that date.
6. Anyone from another state may attend ICA training at "member" costs if they belong to their state correctional association and show verification of membership.
7. In the event it becomes necessary to cancel a one-day workshop, the decision to do so will be made no later than three days prior to the workshop and anyone who pre-registered will be notified. Those people planning to register the day of the workshop can call the organizer of the workshop to verify whether it will be presented as scheduled.

INSUFFICIENT FUNDS OR WORTHLESS CHECKS

The ICA Treasurer will notify, in writing, any person who issues the Association an insufficient funds or worthless check. Resolution of the insufficient fund/worthless check should be made within 14 days of notification.

Any person who issues a second insufficient fund or worthless check shall reimburse ICA within 14 days after receiving written notice from the ICA treasurer.

All payments made to ICA by an individual who has written two insufficient fund/worthless checks shall be made in the form of either certified check, money order or cash.

MEMBERSHIP LIST DISTRIBUTION GUIDELINES

ICA prohibits the release or sale of its membership list to any group or individual.

An exception to this policy would be other contracts already in effect which require release of the ICA membership to organizations such as APPA.

A further exception to this policy would require any other individual or group to make a written request to the ICA Board for their review. Approval or denial of these individual requests is left to the sole discretion of the ICA Board.

SCHOLARSHIP GUIDELINES

Guidelines for the scholarship awards are as follows:

- 1) Scholarships will typically be awarded on a yearly basis and the candidates shall be:
 - ICA member(s), and/or
 - Children of ICA members who are currently attending college/technical school or planning to attend after graduating from high school, either part-time or full-time.
- 2) The number and amount of the scholarships awarded each year will be reviewed by the Training and Workshop Committee and a recommendation for approval will be presented to the Board of Directors.
- 3) Scholarships will typically be awarded in the amount of \$250.00 each.
- 4) One application per person will be accepted. (It is acceptable for both a member and his/her child to apply in the same year if they fill out two separate forms.)
- 5) Selection of recipients will be by a random drawing to be held during the ICA Spring Conference. Recipients need not be present to win.
- 6) The awards will be sent directly to the school of the student's choice for deposit into the student's school account.
- 7) Applications for the ICA Scholarship must be submitted on the "Scholarship Application Form". Copies of the form are acceptable.
- 8) ICA membership status will be verified when the application form is received. **ONLY CURRENT ICA MEMBERS/CHILDREN ARE ELIGIBLE FOR THE SCHOLARSHIP.**
- 9) A recipient may receive this award only once.

STOP PAYMENT ORDER ON CHECKS

The Treasurer of ICA will issue checks to members for reimbursement of ICA expenses. If a check is lost or stolen, one of two options will be implemented to handle the transaction.

1. If the check is over \$100, a stop payment on the check will automatically be issued by the ICA Treasurer.
2. If the check is under \$100, the stop payment order will be at the discretion of the Treasurer.

AWARDS and MEMORIALS

- A. Awards Committee Chairs will solicit nominees for the various award categories listed below. Nominations will be considered and selected by the Awards Committee members for the following awards, using the specified criteria. The awards shall be presented annually at the spring ICA Conference banquet.
1. **LOWELL BRANDT ICA MEMBER** – (This award is named in honor of the memory of Lowell Brandt, Warden of IMCC and 1982 ICA Member Award Recipient) An individual who has been instrumental in the development, organization and/or planning of ICA activities, programs or functions, and who is currently an active member, having been an active member for at least three years.
 2. **LARRY BRIMEYER AWARD FOR EXCEPTIONAL LEADERSHIP** – (This award is named in honor of the memory of Larry Brimeyer, Deputy Director, Department of Corrections, Eastern Division) An individual who has demonstrated exceptional leadership and promoted leadership in their organization. Nominee must be a member of the Iowa Corrections Association and must demonstrate the five leadership principles and promote them throughout their agency: Model the Way: consistent in modeling effective leadership and takes time for “teachable moments”; Inspire a Shared Vision: appeal to all to share in the vision and hope for the future; Challenge the Process: continue to seek out opportunities to grow and improve; Enable others to Act: share power and information and provide support for greater freedom in making decisions; Encourage the Heart: encourage and recognize accomplishments.
 3. **CORRECTIONAL WORKER**—(This award is given in honor of the memory of Bernie Vogelgesang, a Fifth District corrections worker.) An individual who has shown outstanding achievement, perseverance, dedication, and/or vision in one of several areas of endeavor. This recipient should be employed directly in the field of corrections in the State of Iowa, however does not necessarily have to be a member of ICA.
 4. **CORRECTIONAL PROGRAM**—A team / group of correctional workers or a program which has shown outstanding achievement, perseverance, dedication, and/or vision in an area of endeavor. The recipients should be employed directly in the field of corrections in the State of Iowa; however they do not necessarily have to be members of ICA.
 5. **CITIZEN** – An individual or group who has had a significant, positive impact on corrections in the State of Iowa. The recipient should not currently be a paid corrections employee. Their efforts, whether in the public or private sector, may have been relatively unsung or widely acclaimed in the community previously.

6. ***PUBLIC OFFICIAL/EMPLOYEE*** – An individual or group of individuals; elected or appointed to public office or employed by a public agency or contractor; who has shown support for the progressive goals of corrections. The recipient need not be an Iowan.
 7. ***WOMEN IN CORRECTIONS*** – This award was established to recognize an individual or group who has made a substantial positive contribution to women’s issues in the field of corrections which may include issues related to women employees, offenders, or victims. The recipient is not limited to paid corrections professionals; therefore, they may be a volunteer, legislator or other individual who has gained distinction through their accomplishments.
 8. ***VICTIM ASSISTANCE*** – (This award was originally established through the generosity of a gift by an ICA conference presenter, Scotia Knouff.) An individual or group of individuals who has had a significant, positive impact on victim’s issues, including but not limited to length of service, volunteer work, accomplishments and recognition by the community, particularly victims’ groups. Recipient may be a paid corrections employee.
 9. ***MULTI-CULTURAL ISSUES WORKER*** – An individual who has provided service in institutions or community corrections for a period of no less than two years, played a constructive role in multi-cultural issues for institutions or community corrections, and has striven to innovate positive changes in corrections. The recipient shall have demonstrated leadership qualities through active involvement with multi-cultural concerns in organizations and/or the Iowa Corrections Association.
- B. The Iowa Corrections Association shall honor members and district/institutional employees to show our deep gratitude for their commitment and dedication through a memorial presentation at the spring ICA Conference banquet.
1. Memorials shall be observed for those who have died while an active member of the Iowa Corrections Association, while employed by the Department of Corrections (IDOC), or while employed by Department of Correctional Services (IDCS).
 2. Memorials shall also be given to those who have died, but had retired or resigned from employment with IDOC/IDCS prior to passing due to a terminal illness.
 3. Names of those to be memorialized shall be submitted to the Awards/Memorials committee chairs for review.

4. The Awards/Memorials committee chairs shall coordinate information (photos to be displayed, memorials to be read), invite family and friends of the deceased, and prepare any materials necessary to memorialize the individuals (plaques, candles...). The banquet meal cost of the family members attending the banquet ceremony will be absorbed into the overall cost of the conference.

Adopted July, 1997
Revised October 2012 VI-J-1
Revised February 2014
Revised May 2016

LEGISLATIVE COMMUNICATIONS

In the interest of consistent and effective communications to advance the positions of the Iowa Corrections Association membership, the following standards are adopted:

1. The Legislative Committee Co-Chair(s) shall be the single point of communication with the ICA lobbyist (if any). If any ICA member wishes to get an update on a legislative matter which we've hired a lobbyist to monitor, that communication shall be directed to the designated Legislative Committee co-chair who shall report back to the member, as appropriate.
2. The Legislative Committee Co-Chairs shall develop a process for updating the Board and membership on relevant legislative business being monitored by the lobbyist (if any).
3. Communication with local legislators (pro/con) on ICA positions should be reported to the Legislative Committee co-chair in order to advance positions.
4. Once positions are endorsed by the membership, ICA members do not speak in opposition.
5. Positions adopted through the quick endorsement process shall be reported in the Rap Sheet.