Policies of the
Illuminating Engineering Society (IES)

Approved by the Board of Directors

Revised September 9, 2019
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SOCIETY POLICY P-1.0
POLICIES

Purpose: The Board of Directors may adopt policies to provide for the governance of the Society in any matter not covered otherwise by the basic documents of governance.

Procedure:
1. The Society, its officers, directors, staff, and members, shall be governed by the Charter and Bylaws of the Society, by the applicable provisions of the New York State Not-for-Profit Corporation Code, and by the applicable provisions of the Internal Revenue Service regulations covering Section 501(c)(3) organizations. Matters which are not covered by the above and which may require specific procedures shall be provided for by Policies established by the Board of Directors pursuant to Bylaws Article 6.01.

2. Policies shall be adopted which are applicable generally to all members and all classes of members and to all activities of the Society or to any specific activity requiring special procedures.

3. Policies shall be framed in clear, unambiguous language and may be stated in either positive or negative form. They shall be stated so as to leave minimum opportunities for misinterpretation. Policies shall be similar in format and language.

4. No officer, staff member, or committee shall issue any policy or procedure which is applicable, in general, to all members or activities except in conformity with this Policy and as approved by the Board of Directors as a Policy of the Society.

5. Notwithstanding 4 above, any committee may adopt procedures for its internal governance, provided such procedures are not at variance with any basic Society document or policy which is applicable to all members. All such committee procedures shall be approved by the Board of Directors.

6. No policy shall be in effect for more than one year. Policies shall be reviewed each year and may be readopted or withdrawn by the Board of Directors.

7. The Executive Director, acting as the Secretary of the corporation, shall keep an original copy of each policy and shall publish and distribute policies to all Officers, Directors, Section Presidents, Staff, and to Committee Chairs.

-END-
1. This policy shall govern the co-sponsorship of events or technical materials with organizations having like goals as the IES or those who will assist the IES in the pursuit of its societal goals of development of knowledge, education, standards writing or dissemination of information.

   In accordance with the Purpose of the Society, co-sponsorship agreements with other organizations which involve the use of the IES name shall only be entered into with the approval of the Board of Directors.

   Co-sponsorship opportunities will normally involve but are not limited to:

   - Technical and Professional Societies and Organizations
   - Governmental Agencies
   - Educational Institutions
   - Trade Organizations

2. The policy is intended to cover such things as:

   - Technical Standards
   - Conferences
   - Meetings
   - Shows - trade or other
   - Educational Seminars
   - Tours
   - Publications

   as well as other co-sponsored activities as may be designated by the Board of Directors from time to time.

3. This policy of the IES is intended to govern:

   - The Society
   - Regions of the Society
   - Districts of the Society
   - Sections of the Society
   - Committees and Boards of the Society
   - Student Chapters of the Society

...continued
4. Guidelines shall be as follows:

- All co-sponsorship agreements shall be in the nature of a contract, memo of understanding, letter or document of agreement or other similar forms.
- Co-sponsorship agreements with other organizations which involve the use of the name IES shall be submitted to the Board of Directors for approval.
- Negotiation and execution of such agreements shall be performed by the Executive Director.
- If the agreement involves exchanges of funds or performance of services by any element of the IES or internally within the IES, the agreement shall be adopted by the Board of Directors of the IES as a Resolution of the Board. This shall include complete information as to who will perform the required services on behalf of the IES, how costs will be reimbursed, and how the net proceeds will be divided.
- Financial arrangements under such co-sponsorship agreements will be managed on behalf of the IES by the Executive Director in accordance with the negotiated agreement.

5. Proposals with accompanying details should be submitted to the Executive Director.

MODEL MEMORANDUM OF UNDERSTANDING AGREEMENT

MEMORANDUM OF UNDERSTANDING
between
The Illuminating Engineering Society
and
Collaborating Entity

This Memorandum of Understanding (MOU) is entered into this __ day of ______ 20__, by and between the Illuminating Engineering Society (IES) and Collaborating Entity (CLBTE) (collectively, the “Parties”).

1. Background and Purpose:
   A. The Illuminating Engineering Society was founded in 1906 with the purpose of bringing together those with lighting knowledge to develop standards, promote research and develop educational materials to advance the art, science and practice of lighting design and engineering. The CLBTE (fill in description). Both Parties seek to advance the knowledge and improve the quality of lighting through this MOU.
   B. The purpose of this MOU is to allow the IES and CLBTE to promote a mutually beneficial relationship between the Parties cooperatively to (fill in description, examples include develop Standards, cosponsor research, develop and/or promote educational programs, cooperating in publications and/or media, etc).
   C. This MOU forms the framework for the Parties to engage in more specific activities that may require supplemental project agreements, financial agreements, standards development agreements, or other partnership arrangements. Should the Parties decide to undertake a unique project, the Parties will define the detailed scope of the work to be completed, milestones defining the development path, the responsibilities of the Parties, and the governance of the Project.

2. The IES and CLBTE agree to work together toward the following goals: (if specific goals apply)
   A. Promoting and supporting the (fill in description) programs by means of input from technical experts, and development of appropriate IES standards and procedures.
   B. Developing and maintaining guides and procedures to assist the lighting measurement and/or application community with (fill in description)
C. Developing and maintaining industry standards that include a focus on strategies to benefit design professionals and users *(fill in description)*

D. Encourage the participation of CLBTE personnel in IES technical committee activities and provide the opportunity for dissemination/publication of related research.

E. Develop and maintain appropriate educational content *(fill in description)*

F. Coordinate research & development plans with *(fill in description)*

G. Joint promotion of appropriate conferences, workshops, meetings, and events through each group’s *(fill in description)*

H. Reference to each other’s methods and standards where appropriate

3. Terms:
   A. Termination: This MOU shall remain in effect for five (5) years from the date on which it becomes effective, or until terminated by either party upon 90 days written notice to the other party.
   B. Non-exclusivity: This MOU in no way restricts either of the Parties from participating in any activity with other public or private agencies, organizations or individuals.
   C. Non-Financially binding: Nothing in this MOU authorizes or is intended to obligate the Parties to expend, exchange, or reimburse funds, services, or supplies, or transfer or receive anything of value.
   D. Non-binding: This MOU is not legally enforceable and does not create any legal obligation on the part of either party, nor does it create a private right or cause of action for or by any person or entity.
   E. No Implied Liability: The Parties agree that activities under this MOU are considered exchange of information only, and not advice or consultancy.
   F. Intellectual Property: Each party retains its own existing IP. Should any project lead to any IP, the Parties agree to prepare a separate IP agreement.
   G. Modification: This MOU may be modified by mutually acceptable written amendment duly executed by authorized officials of CLBTE and IES. Its provisions will be reviewed annually and amended/supplemented if mutually agreed upon in writing.
   H. Entire Agreement: This MOU constitutes the full and final understanding of both Parties on all subjects contained within it. All prior negotiations, understandings, and agreements are merged into this Agreement.

4. Representative: A designated representative from each organization shall be assigned to coordinate efforts of the Parties in support of the objectives of this MOU. The assigned representatives are listed below; each party is responsible for notification to the other of a change in the representative and/or contact information.
   A. IES:
      Name
      Title
      Illuminating Engineering Society
      120 Wall Street, 17th floor
      New York, NY 10005
      Telephone
      email address
   B. CLBTE
      Name
      Title
      CLBTE
      Street Address
      City, State, Zip
      Telephone number
      Email address

5. Execution: The Parties have caused this MOU to be executed by their duly authorized representatives
and is effective on the date of the last signature below.

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<th>For IES:</th>
<th>For CLBTE</th>
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<tr>
<td>Tim Licitra</td>
<td>Name</td>
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<tr>
<td>Executive Director</td>
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ABOUT THE ILLUMINATING ENGINEERING SOCIETY

IES is the oldest and largest educational and scientific society in North America devoted to lighting. Since 1906, the IES has sought to improve the lighted environment by bringing together those with lighting knowledge and by translating that knowledge into actions that benefit the public. A broad variety of programs, including publications, conferences and seminars, have been established to accomplish this mission. IES publishes and distributes the finest lighting literature authored by committees with the most experienced minds in industry and academia today. For more information about IES, go to http://www.ies.org/.

-END-
SOCIETY POLICY P-1.2
NOMINATION BY PETITION

A candidate who is eligible by member classification may be nominated as an officer or director by petition of seventy-five individual members, except Student Members, with a maximum of 50% of the signatures from any one Section.

To be eligible for nomination by petition for the same office in consecutive years, the candidate must have received sufficient votes in the preceding year -- 10 percent for second consecutive candidacy, 25 percent for third consecutive candidacy -- and shall be ineligible for nomination by petition to that same office for two succeeding annual elections if not successful in four attempts.

The petition on the Official Form for nomination by petition (attached), in accordance with the Bylaws Article 7, must be submitted to the Executive Director no later than January 15.

...continued
PETITION FOR NOMINATION

A candidate who is eligible by classification of membership may be nominated as an officer, director or regional vice president by petition of seventy-five (75) individual member, except Student Members, with a maximum of 50% of the signatures from any one section.

CANDIDATE

The undersigned hereby petitions to be placed in the nomination for the position of ___________________________ of the Society.

NAME____________________________________ MEMBER CLASSIFICATION________________________

ADDRESS__________________________________________________________________________________

SIGNATURE________________________________________________________________________________

ENDORSERS

The undersigned voting members of the Society endorse this candidacy.

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SOCIETY POLICY P-1.3
AGREEMENTS OF COOPERATION BETWEEN IES AND FOREIGN ILLUMINATING ENGINEERING SOCIETIES

A general objective of IES is to strengthen through reciprocal cooperation the ties between its members and those of indigenous groups in other countries in order to advance the art, science and practice of illumination.

One means for carrying out this objective is through the execution of Agreements of Cooperation with national societies in other countries which are devoted to the advancement of the art, science and practice of illumination. Each Agreement shall define appropriate areas for mutual cooperation and shall become effective upon approval of the respective governing bodies.

The Agreement proposed by IES shall contain specific terms shown in the Model Agreement. It is recognized that these terms may be further subject to negotiation, depending on the specific circumstances in each country.

When such societies are ones with which IES has developed close relationships, then the following policies shall govern provisions which may be added to the Agreement:

**Affiliate Service**
Each Society may offer to members (other than students) of the other Society an Affiliate Service at a fee to be determined by the offering Society. The extent of the Affiliate Service shall be no greater than service provided by the offering Society to its own members.

**Committee on Coordination**
Where the level of mutual activities is expected to reach the point where periodic consultation of officials of the Societies is desirable, then a Committee on Coordination shall be formed. The Committee should be composed of at least two representatives of each Society appointed by the respective governing bodies and the Executive Director of each Society, ex-officio. The Committee shall select its Chairman and Secretary annually and shall meet periodically, as specified in each Agreement, or as required by mutual agreement.

The Committee may add to its membership from either Society, and may appoint subcommittees or working parties, as required to help it discharge its responsibilities. The following shall guide, but not limit, the Committee:

- Review the provisions of the Agreement and recommended changes, as appropriate
- Examine opportunities for useful joint events and activities

...continued
MODEL AGREEMENT

By this Agreement, the and the Illuminating Engineering Society (IES) pledge to continuing cooperation in their related areas of interest devoted to the advancement of the art, science, and practice of illumination.

The following are specific terms of this agreement:

I. Member Activities
   A. Attendance at Meetings
      Members of one Society shall enjoy the privilege of attendance at, and participation in, conferences and general meetings of the other Society on the same basis as members of the other Society.
   
   B. Publications
      All publications of one Society shall be made available to members of the other Society at member rates. An appropriate subscription charge shall be made for periodicals normally distributed to members as part of their dues.
   
   C. Membership
      All who are members of one Society and who meet membership requirements of the other Society may apply for membership in that Society without need for formal references and without payment of initiation, application, or entrance fees. Applicants shall obtain the certification of their membership from the Executive Director of their Society in lieu of such formal references.
   
   D. Student Participation
      Student members of either Society may be invited to participate in student conferences of the other Society by attendance and presentations. Presentations made by student members of the guest Society shall be judged by the same criteria as those of the host Society but shall not be eligible for host Society prizes. Arrangements for meeting the expenses of guest student members shall be the responsibility of the guest Society.
      
      Each Society may sponsor a student member to make one presentation per annum at a student competition (or its equivalent) of the other Society. The presentation by the guest student member shall not be eligible for host Society prizes. Arrangements for meeting the expenses of the sponsored student shall be the responsibility of the guest Society.
   
   E. Identification
      Members of either Society availing themselves of the privileges under the Agreement shall furnish appropriate identification of their membership in their Society. This applies particularly to the attendance at meetings and the purchase of publications.

II. Society Activities
   A. Observers
      The governing body of each Society shall name a member who may be invited as an observer to those meetings of the other Society's governing body at which matters of mutual interest to both Societies are to be discussed.

...continued
B. Communications
Each Society shall provide to the other Society announcements of conference programs, future meeting dates and locations, and news of mutual interest which shall be publicized in appropriate publications such as journals, newsletters and conference programs.

Each Society may republish in its general publications, articles appearing in the publications of the other, without permission, provided appropriate credit for the source appears with the articles and further provided that rights of authors are protected where appropriate.

C. Technical Publications Depositories
Each Society shall designate one or more libraries in the country of the other Society as a depository for its technical periodical-publications on a reciprocal complimentary basis. Selection of such depositories shall be made with the recommendation and advice of the other Society and shall take into consideration the existence of organizations which already participate on a fee or exchange basis.

If both Societies qualify as national standards developing organizations in the same fields, they shall exchange copies of their related standards.

D. Technical Activities
Each Society shall encourage its technical segments to involve the related segments of the other Society in international events for the exchange of technical information. If one Society plans to hold an event in the country of the other Society, it shall offer to involve the other Society at a level appropriate to the particular circumstances of the event. A written understanding of mutual responsibilities shall be exchanged between the two Societies during the early planning stages for each event. The various levels of involvement shall be:

- **Co-sponsorship** - Both Societies shall have an equal part in the planning and technical programming of the event. One Society shall be designated as the Administrative Society. The written understanding shall include the disposition of the net income.
- **Participation** - One Society shall be the Sponsor. The participation of the other Society shall be essentially limited to the presentation of papers.
- **Cooperation** - One Society shall be the Sponsor. The involvement of the other Society shall be primarily that of lending its name to the event.

III. Review, Amendment and Termination
The terms of the Agreement shall be reviewed by the Societies triennially so that the current needs of the membership of both Societies may be met.

Amendments of the Agreement may be made at any time, subject to the approval of the governing bodies of each Society, if not in accordance with the provisions of this Policy.

The Agreement may be terminated by either Society on six months written notice to the other.

-END-
SOCIETY POLICY P-1.4
COMMITTEES

Committees play an important role in carrying out the mission of the Society.

Technical Committees are governed by the IES Technical Committee Policies and Procedures as approved by the Board of Directors and the American National Standards Institute (ANSI).

Non-Technical Committees are governed by the policies and procedures in the Bylaws Article 8, or otherwise approved by the IES Board of Directors.

-END-
SOCIETY POLICY P-1.5
USE OF THE IES EMBLEM OR LOGO

The logo is the property of the association.

The use of cuts or other representations of the Emblem or Logo of the Society is reserved for the official purposes of the Society, its Sections and Committees, and its Sustaining Members. With the sole exception of Sustaining Members, no organization or person, whether or not a member of the Society shall be permitted to use such reproductions without authorization of the IES Board of Directors or Executive Director, and then only within the limits of such authorization.

Sustaining Members may use the Society's logo under the following conditions:

1. Sustaining Members may not use the logo to state or to imply that the association has endorsed their company or their company’s product(s).
2. Sustaining Members agree not to place the logo upon their products.
3. Sustaining Members will indemnify and hold the association harmless for any dangers, including attorney’s fees, incurred by the association as a result of the member’s use of the respective logo or emblem.
4. Sustaining Members agree to cease using the association’s logo or emblem upon the request of the IES Board of Directors or Executive Director.
5. Sustaining Members agree to pay to the association all costs and attorney’s fees incurred by the association in any action against the member to enforce the terms of this license agreement.

Individual members may use the Society emblem or logo available from the Society office accompanied by the words “Associate Member, IES,” “Member, IES,” or “Fellow, IES,” on business cards as is appropriate. In addition, IES Sections are permitted to use the Society emblem or logo on their website and in typical programming materials. Additional uses require approval of the IES Board of Directors or Executive Director. Misuse of the emblem or logo, by any party, is subject to disciplinary action as determined by the IES Board of Directors.

In addition, individuals holding Member grade, may use the acronym IES after their names to indicate membership in the Society; Fellows may use the acronym FIES to indicate Fellow membership status.

Reproductions
Corporate logos are an integral element of a company’s image. When logos are used in a haphazard or arbitrary manner, the company’s image suffers. Inconsistent versions of a logo and inconsistent usage can make a company look confused, unfocused, or sloppy.

There is a clean neat look to the Society’s logo. There are memorable and distinct, important qualities for a logo.

Guidelines for the use of the Society’s Logo
Visit the IES.org website or contact the office to obtain access to the IES logos and identifiers, as well as the guidelines for use.

-END-
SOCiETY POLICY P-1.6
NON-COMMERCIALIZATION GUIDELINES

The objectives of the Illuminating Engineering Society (IES) are the advancement of the theory and practice of illuminating engineering, lighting design, and the dissemination of lighting knowledge. It is recognized that the IES is part of a large and competitive, worldwide, lighting industry where business considerations are critical to the survival of the industry.

The IES, however, is not a trade association. It is recognized as a non-commercial, nonprofit, technical society which must keep business interests of the industry it serves separate from the technical practice of the art and science of lighting.

These guidelines are designed to clarify that distinction and to promote non-commercial, professional practices at IES meetings, in publications, correspondence, presentations, and in other communications and activities which IES members may have among themselves and with others. IES members have the right to expect that such non-commercial practices will be honored and respected at IES sponsored events and in IES publications and communications.

Overall Guidelines
In IES communications or IES sponsored events such as meetings, conferences, presentations, publications, articles, newsletters, etc., it is not appropriate to sell, display, or promote commercial products or services except in designated exhibit areas or through designated advertising media.

I. MEDIA
Slides, Videotapes, Computer Program Displays, Signs, and Posters
Generic identification of products and services is to be used in all media at IES sponsored events and in IES published materials. It is recognized, however, that speakers may not be able to provide specially prepared media without some company or trade identification for IES use only.

At the same time, speakers and other presenters must understand the intent of these Guidelines and make an effort to comply or minimize their use of commercially-oriented media.

EXAMPLE: It would not be appropriate to show a slide consisting of just a corporate trademark symbol although a slide of a product with commercial identification may be used if nothing else is available to the presenter and the product is referred to verbally in a generic way.

II. WRITTEN COMMUNICATIONS
IES Recommendations, Reports, and Standard Practices
No commercial or trademark symbols and/or terms shall be used under any circumstances.

Society Correspondence, Newsletters, Articles, and Technical Papers
No commercial or trademark symbols and/or terms shall be used except:
1. in the form of inconspicuous logos which are part of published photographs judged necessary in the publication; and
2. in credit lines and designated advertising.

III. VERBAL PRESENTATIONS
Talks, Workshops, Classes, Reports, and the Chairing of Meetings
Speakers shall avoid the use of trademarks or commercial names for companies, products, or services. However, it is appropriate for the chairman or speaker to briefly refer to the speaker's company affiliation during introductions.

...continued
Similarly, it would be inappropriate for a provider of services (testing laboratories, research institutions, and providers of education) to promote these services during a presentation on a specific topic.

**EXAMPLE:** During the IES Section meeting a speaker is obviously repeating a "canned" sales presentation and frequently refers to his company's catalogue and describes equipment by trade name and catalogue number. This is unprofessional and unfair to other companies with similar equipment and should not be done.

IV. **LOCATION OF MEETINGS**

**Courses, Conferences, Committee Meetings, Programs and Workshops**

If an IES function is scheduled for a private facility, the function must be open to all who wish to attend regardless of organizational affiliation, and these attendees must be invited to participate in all aspects of the program.

**EXAMPLE:** An IES committee meeting is held in a showroom at a luminaire manufacturer's facility. As part of the meeting, attendees are invited to tour the offices and laboratories. No meeting attendee, even if representing a competitive luminaire manufacturer, shall be restricted from the tour.

**Interpretation**

It is the responsibility of the Board of Directors of the IES to carry out the policies and objectives of the organization. Any questions about these guidelines or their application to particular situations should be brought to the Board’s attention, either via an individual board member or through the office of the Executive Director of the IES.

-END-
In recognition of the IES wish not to compete with its members, and recognizing the potential problems of software support, accuracy verification and legal liability, the Society has adopted the following policy regarding computer software and programs.

1. The IES will not develop and include in its Technical or Educational Materials computer software programs for lighting calculations and graphic presentations in competition with its members.
2. The IES may develop and market software to be used for educational purposes and of such a limited nature as not to be of commercial use for lighting design.
3. The IES may develop and market electronic versions of any of its copyrighted materials.

-END-
CONFLICT OF INTEREST AND WHISTLEBLOWER POLICY

Purpose: See Bylaw Article 10.

The purpose of the Conflict of Interest (COI) policy is to protect the Society’s interest when it is contemplating entering into and/or conducting business, transactions, or other arrangements that might benefit the private interest of an Officer, Director, Staff member, or other parties affiliated with the Society. This COI policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit charitable corporations.

All Staff, Board Members, and others as determined by the Board are required to sign a COI policy statement annually.

...continued
CONFLICT OF INTEREST AND WHISTLEBLOWER POLICY

Introduction
This Conflict of Interest and Whistleblower Policy (the “Code”) is designed by Illuminating Engineering Society (“IES”) to promote lawful conduct by all directors, officers, and employees of IES. Further, the aim of the Code is to facilitate decisions concerning the operations of IES, and the management and disposition of the assets of IES, in a manner that are in the best interests of IES and not improperly influenced by, or result in profit or personal benefit to, the individuals who participate in the management and operation of IES.

IES is subject to, in additional to federal law, the New York Not-for-Profit Corporation Law with respect to governance, including addressing conflicts of interest and related party transactions and to certain other law. This Code is intended to contain in a single, comprehensive policy the relevant legal rules and best practices governing IES and its handling of conflicts of interest, including related party transactions (as such terms are defined under the New York Not-for-Profit Corporation Law).

I. CONFLICT OF INTEREST
   A. Avoidance of Conflicts of Interest
      IES directors, officers, and employees should avoid any interest or activity that is in conflict with the conduct of their duties and responsibilities. The President of the Board should promptly be notified in writing of any existing or potential conflict of interest with IES.

      A conflict of interest exists when the duty of loyalty owed by any IES directors, officers, or employees is potentially compromised by actual or potential benefits received from another source. A business or personal relationship may create a conflict of interest because it could impair the independent judgment of an IES director, officer, or employee in the exercise of duties relating to IES and its operations. Conflicts are not limited to financial interests, but may also include situations that convey a personal benefit or advantage causing the individual to have dual and/or conflicting loyalties in connection with a grant or other IES expenditure, business arrangement, contract or opportunity.

   B. Related Party Transaction
      Prior to entering into any Related Party Transaction, a Related Party shall disclose the Related Party Transaction to the President of the Board, and shall provide to the President all information and documentation that such person and/or the President may deem necessary for evaluation of the Related Party Transaction by the Board of Directors of IES. Neither IES nor any Related Party shall enter into any Related Party Transaction unless the transaction is determined by the Board to be fair, reasonable and in IES’s best interest at the time of such determination. The Board of Directors of IES may impose such conditions and requirements as it may deem necessary and appropriate in connection with any such determination. For purposes of this Code, a “Related Party Transaction” means any transaction, agreement or any other arrangement in which a Related Party has a financial interest and in which IES is a participant, and a “Related Party” means (a) any director, officer, or key employee of IES; (b) any relative of any director, officer, or key employee of IES; or (c) any entity in which any individual described in clauses (a) or (b) has a 35% or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of 5%. 

Should a matter arise involving a conflict of interest, the party with the conflict shall not (a) be present at or participate in any Board or committee deliberations or vote on the subject that gives rise to such conflict or (b) attempt to improperly influence the deliberations or vote on the subject that gives rise to such conflict.

The existence and resolution of any conflict or any Related Party Transaction shall be documented in the corporate records of IES, including in the minutes of any meeting at which any such conflict and/or Related Party Transaction was discussed and/or voted upon.

With regard to the directors of IES, each director must complete, sign and submit to the Secretary of IES, prior to joining the Board and on an annual basis, a written Conflict of Interest Statement indicating identified any entity of which such director is an officer, director, trustee, owner or employee, and with which IES has a relationship, and whether or not a conflict of interest exists. Copies of each such statement shall be provided by the Secretary to the President of the Board.

II. WHISTLEBLOWER POLICY

As part of the overall commitment to high standards of ethical conduct, IES hereby establishes this Whistleblower Policy. A copy of this Whistleblower Policy shall be distributed, immediately and on an annual basis, to all IES directors, officers, employees, and volunteers who provide substantial services to IES.

A. Whistleblower Policy

This Whistleblower Policy encourages IES directors, officers, employees, and volunteers to make good faith reports of conduct or suspected conduct by or within IES that is illegal, fraudulent or in violation of IES’s rules or policies. This Whistleblower Policy sets forth the procedures by which such report are to be raised, in a confidential manner without fear of retaliation.

The Executive Director of IES is hereby designated as the administrator of this Whistleblower Policy, and the Executive Director shall report to the Board of Directors concerning matters relevant to the Whistleblower Policy, including any reports submitted under the policy, on an annual basis and at such other times as the Board or the Executive Director deems necessary.

B. Types of Matters that Should Be Reported

Types of matters that should be reported under this Whistleblower Policy include but are not limited to action or inaction concerning the following: financial wrongdoing, including circumvention of internal controls or violation of the accounting policies of IES; accounting or auditing irregularities; suspected fraud, theft, embezzlement, bribery, or kickbacks; abuse or misuse of IES resources or assets; conflicts of interest; suspected compliance or ethics-related issues; and suspected illegal or unethical conduct.

C. Confidentiality

If requested by the reporting person, IES will endeavor to maintain all reports made through this Whistleblower Policy as confidential, except to the extent that disclosure is required by law, to allow for a full and complete investigation of the report and/or to implement corrective action, if any, to be taken by the appropriate body, including the Board of Directors. In either case, disclosure shall be limited to the least extent possible.
D. **Non-Retaliation**
No person who makes a good faith report under this Whistleblower Policy will be subjected to any form of intimidation, discrimination, harassment, adverse employment action or other retaliatory action. Any IES directors, officers, employees, and volunteers who engages in any such retaliatory action is subject to serious disciplinary action including but not limited to suspension or termination of employment, dismissal from leadership roles, and/or expulsion from membership. Any IES-related party who make a report pursuant to the Whistleblower Policy will be treated with dignity and respect. However, any allegations made knowingly to be false will be viewed as a serious offense and shall warrant discipline including but not limited to suspension or termination of employment, dismissal from leadership roles, and/or expulsion from membership.

E. **The Whistleblower Process**
A report under this policy may be submitted anonymously, orally, or in writing (including email), to any of the following: the President of the Board and/or the Executive Director. If the person submitting the report would prefer that the report be maintained as confidential, the reporting person should indicate so in the communication.

If the person submitting the report believes that any person listed above is responsible for, involved in, or complicit (either directly or by knowing inaction) with the conduct that is the subject of the report, the report should not be made to that person but rather to the alternative individual as provided above. All reports submitted under this policy will be investigated and handled in a timely and sensitive manner. As discussed above, confidentiality will be maintained throughout the investigation to the extent reasonable and practicable under the circumstances, and consistent with appropriate investigative and corrective action, if any.

F. **Investigation and Cooperation**
All reports made under this policy will be investigated promptly by IES. However, nothing in this policy shall limit the Board of Directors or Executive Director from designating an external individual or firm to conduct an investigation.

IES directors, officers, employees, and volunteers are expected to cooperate fully with any investigation conducted under this Whistleblower Policy. Cooperating IES directors, officers, employees, and volunteers shall be afforded the same confidentiality and protection against retaliation as any directly reporting employee under this Whistleblower Policy.

...continued
ACKNOWLEDGEMENT

I have read, understand, and agree to abide by this Conflict of Interest and Whistleblower Policy. I understand that if I have a question as to whether something is ethical, proper, or lawful, I shall talk to the person to whom I report, the Executive Director, or the President of the Board. I acknowledge and agree that if I breach any of my ethical, legal or confidentiality obligations in any material respect, (a) I shall advise the Executive Director and the President of the Board of such breach, as soon as reasonably possible and (b) my conduct may be reviewed by the Board, which may take such action as it deems appropriate against me under the circumstances, including but not limited to removal from any leadership position in which I am serving, removal from the Board of Directors, expulsion from membership of IES, and/or suspension or termination of employment by IES.

[For directors: Except as specified below, I hereby certify that my membership on the Board of Directors of IES does not pose any apparent or actual conflict of interest and there is no entity of which I am an officer, director, trustee, member, owner or employee that has a relationship with IES that would pose an apparent or actual conflict of interest.]

Below is a summary of an apparent or actual conflict of interest that I have or would have as a member of the Board of Directors of IES, and I agree to promptly provide to the Board of Directors of IES all documentation that it deems reasonable and appropriate for it to assess the conflict of interest:

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

____________________

Signature: ________________________________
Name: ________________________________
Position: ________________________________
Date: ________________________________

-END-
SOCIETY POLICY P-2.1
ISSUANCE OF PUBLIC STATEMENTS AND USE OF IES STATIONERY

In order that there be no confusion as to the identity of persons entitled to speak for the Society, the following
policy statements have been adopted:

I. General
   A. No interpretations of Society policies or writings and no technical opinions or technical
      interpretations may be issued by local Sections. All technical interpretations are to be made
      through technical committee channels, by consensus, and approved by the Board before
      issuance.

      The Board of Directors, or the officers and staff, at the Board's direction, have the sole authority
      to issue such interpretations or opinions.

   B. Comparisons of specific (vs. generic) products, companies or persons may not be written at any
      level.

   C. This policy is to be widely announced to members and non-members alike.

II. Stationery
   A. That stationery approved by the Board of Directors is the only stationery to be used for official
      actions and communications of the Society, its Regions, Districts, Sections, and Committees.
      IES stationery may be acquired only from the IES office. Local printing of stationery is prohibited
      except upon approval of the Executive Director.

      Templates of the logo are available on line (in the Guidelines Document and Identifiers Section)
      and from the IES Art Department for those who wish to create stationary in electronic form. All
      of the regulations stated in this policy apply.

   B. Stationery is to be used only for communication about administrative and committee activities.

   C. Company or brand names are to be used only for addresses or personnel identification
      purposes. Company or brand name system comparisons are not to be made at any level. In
      general, use of brand names or company names should be suppressed.

   D. Sections

      i. In accordance with Society mandates, Sections may develop stationery for their own
         use and have it approved by their respective Boards of Managers. All correspondence
         on such stationery shall be conducted in accordance with this policy.

   E. Committees

      i. Committee stationery is to be used only for committee correspondence.
      ii. All committee correspondence is to be marked "for internal use only."
      iii. Copies of all correspondence on IES stationery are to be sent to the appropriate chair,
           and staff liaison.

...continued
III. **IES Rapid Response Policy**

A. When a statement on a significant industry issue requires action within a time framework that cannot be accomplished through the normal IES Board approval process, the Executive Director will develop an initial draft which will then be reviewed and approved by the Society President, Past President, and Vice President. In the event that one of the three is not available, the Treasurer will be asked to participate.

- END -
SOCIETY POLICY P-2.2
REPRESENTATIVES TO OTHER ORGANIZATIONS

The Board of Directors shall determine IES representation to organizations on which representation would be in the interest of the Society.

The Board shall approve all representatives to other organizations; all representatives shall have the power to vote when required.

The Terms of appointment shall be limited to the Society year, July 1 through June 30. Re-appointment should be recommended in the interest of continuity whenever desirable.

To qualify for appointment, an IES representative shall be a member of IES with knowledge and experience in the subject of the other organization's work. Representatives shall pay their own travel costs.

The Director of Standards and Research shall provide the IES representatives with guidelines on participation, voting and reporting. The Director of Standards and Research shall also provide the representatives with recommendations about which other IES committees can offer additional advice as appropriate.

The IES representative is required to report back to the Board through the Director of Standards and Research on all activities related to that representation.

Duties and Responsibilities
IES representatives shall represent IES and shall attempt to present the views of the Society and not their personal views or those of any organizations.

Representatives shall use IES stationery for all correspondences, with copies to the Director of Standards and Research, who will in turn provide copies of the report to the Board.

Representatives should participate fully in discussions and activities of the other organization's committee, using best judgment in providing input. A representative may not commit Society resources (human or financial) without obtaining approval of the Society through the Board. A representative may request advice at any time from the Director of Standards and Research.

IES representatives shall be cognizant of any official IES policies or position statements, and any IES standards bearing upon the work under consideration by the other organizations.

The Director of Standards and Research shall advise any of the IES committees working in related areas of the activities of the other organization. The IES representative shall seek the advice of the appropriate IES committee(s) in working with the other organization. Before voting on the work of the other organization's committee, the representative shall canvass each appropriate IES committee and establish a consensus as the basis of voting. In all cases, the representative shall promptly inform the Director of Standards and Research and the appropriate IES committee of the vote.

Each representative shall file an annual activity report with the Director of Standards and Research, by no later than June 1. The Director of Standards and Research shall provide copies to the IES Board.

-END-
SOCIETY POLICY P-2.3
SPEAKERS REPRESENTING THE SOCIETY

Other organizations, such as technical societies, trade associations, and government offices, periodically request a speaker to represent the Society at their meetings. It is the policy of the Society to appoint such speakers, where appropriate and advantageous, to represent the Society.

1. **Appointment of Speakers**
   The President is the spokesman for the Society in policy and administrative matters. If so deemed, the President may appoint an individual from among the officers or staff to represent the Society at a specific meeting of another organization. In technical matters, the Director of Standards and Research is the spokesperson for the Society. If so deemed, he/she may appoint a technical committee chairman or a member to represent the Society. No other spokesman may represent the Society.

2. **Notification of Appointment**
   Notification of appointments of an administrative nature are to be made by the Executive Director. Notification of appointments of a technical nature are to be made by the Director of Standards and Research.

3. **Limits of Authority and Obligations**
   Speakers are limited to presenting current Society activities or approved documents of an administrative or technical nature. If the speaker wishes to add personal points of view, those must be reported to the appointing officer or appropriate staff, giving notification before presentation. Personal points of view are to be so indicated during the presentation.

4. **Travel Expense**
   No travel funds are to be provided unless so stipulated at the time of appointment, and those funds are to contribute toward transportation, hotel and meal charges only.

-END-
SOCIETY POLICY P-3.1
ACCOUNTING POLICIES AND INTERNAL CONTROLS MANUAL

The IES maintains a document titled, Accounting Policies and Internal Controls Manual, which is annually reviewed by the Finance Committee, and all recommended changes/amendments are presented to the IES Board of Directors for approval.

This document contains policies and guidelines related to Accounting Principles and Procedures, Investments, Financial Controls and Audit, Budgeting, Record Retention, and much more.

In addition, all IES fund administration shall be done in accordance with the approved IES Investment Policy as described in the Accounting Policies and Internal Controls Manual.

The Accounting Policies and Internal Controls Manual is maintained at the Treasurer, through the Finance Committee, and the IES Controller.

-END-
I. Principles Underlying the Policy
   A. As a learned technical society, IES expects that members who participate in the activities of the Society will normally be responsible for the expenses which they incur as part of their participation. In return, participation contributes to the professional growth of the member.

   Employers of IES members benefit greatly by the professional growth of their employees. Because of the benefits to both employer and employee, it is expected that the member will be able to obtain travel funds from the employer, from the member's own resources, or from other sources.

   B. IES has developed this policy to take care of those cases related to certain specific activities of the Society for which the member is not able to obtain funding for travel from other sources and for which insufficient personal resources are available. The criteria for the selection of those Society activities for which a contribution to travel can be made available include:
      i. The activity is of vital importance to IES.
      ii. The number of available qualified members of the Society is significantly limited.
      iii. It is necessary that the selection of participants not be influenced by the cost of travel.

II. Budget for Travel Expense Contribution
Funding for travel expense contribution shall be included in the annual budget of the Society. In selecting the timing and location of meetings, consideration shall be given to the travel cost to IES, the travel cost to the member or employer, and the time away from home required of the member. In addition, attendees at meetings are encouraged to find the least expensive means of travel, where alternative fares are available.

Control of travel expense to IES under this policy is achieved by careful attention to the budget. During the preparation of the budget, each activity so authorized in this policy shall submit its request for travel support. Those requests will be incorporated into the budget presented by the Finance Committee for the Board of Directors for approval.

III. Uniform Basis for Travel Expense Contribution
   A. Transportation
      i. Air: Round-trip coach if available, and local fares to and from terminals.
      ii. Public ground transportation: Round-trip train and/or bus fare and local fares to and from terminals.
      iii. Private automobile: Mileage at the rate specified annually, plus tolls and parking. However, for round trips in excess of 160 kilometers (100 miles), the contribution shall not exceed the equivalent coach airfare.
      iv. Rental car: To be reimbursed at the same rate as for travel by private automobile or the full cost of the rental, whichever is less. However, full costs can be included if no other transportation means are available. Carpooling should be encouraged.

   B. Other Expenses
      Actual subsistence and hotel room expenses, not exceeding the amount specified annually, for each day or major part of a day at a meeting or on official Society business. Approval can be given for additional days if this permits overall reduction in transportation cost.

...continued
IV. **Rules for Paying Travel Expenses Contribution**

A travel expense contribution may be paid by IES under the following conditions:

A. The person is not able to obtain funding elsewhere.
B. The person is among those eligible to receive a travel expense contribution as defined later in this policy.
C. A request for a travel expense contribution is submitted on an official IES form and in accordance with rules related to that form, including full documentation.
D. Travel contributions cannot be made after activity had been notified that the budget has been exceeded. All attendees at the meeting in question shall be considered on the same basis, with date the expense report is submitted not being a factor.
E. The travel expense contribution form is approved by a member of the IES staff authorized to approve it.

V. **Eligibility for Travel Expense Contribution**

Persons participating in the activities described below are eligible to receive a uniform (except as noted) travel expense contribution whenever funds are available in the budget:

A. **Immediate Past President** - Funds are available, if necessary, to attend the Annual Conference of the Society to present the Annual Report, and in the fulfillment of duties as liaison coordinator.
B. **Representatives or Delegates** - To other organizations - As authorized by the Board of Directors.
C. **Individuals** - Appointed by the President to represent him or her when he or she is unable to attend events at which he or she would normally be expected to attend.

VI. **General Policy**

All volunteers who wish the Society to reimburse them for travel associated with presentations, representation on behalf of the Society, or for any extraordinary activities must have all expenses approved by the Executive Director prior to any action on the part of the volunteer.

**Travel Expense Contribution for the IES President**

Expenses covered by the IES President's travel allowance as identified in the Board of Directors approved annual budget of the Society shall comply with all of the following conditions:

A. All covered expenses shall be normal and reasonable and shall be incurred for travel, meals, lodging and/or incidental expenses incurred in conjunction with events which can be demonstrated to be advantageous to the IES. Normal and reasonable, for the purpose of this policy, shall be interpreted to mean:
   i. **Air Travel** - Coach class travel. The cost of premium class airfare shall be the responsibility of the President, President's spouse or Presidential designee. In such premium class travel is selected, the covered traveler shall be responsible for all costs over the lowest coach class fare available on the selected airline. Except in emergency situations, the travel arrangements shall be made to take advantage of special discount fares.
   ii. **Automobile Travel** - by personal or rental automobile may be undertaken where such travel is appropriate. Rental car will be reimbursed for actual expense unless that expense exceeds the cost of airfare to the same destination(s) within the appropriate time frame. Personal automobile travel will be reimbursed at the mileage rate allowed under IRS regulations.
iii. Hotel - Where travel is being undertaken to attend a special event of benefit to the Society, such as a conference, seminar or similar occurrence, lodging shall be arranged in the "conference hotel" and shall be booked at the conference rate. When traveling independently, the lodging shall be booked at a hotel of a quality similar to those chosen for IES Annual Conferences in the destination city. Unless there is demonstrable benefit to the IES, suites shall not be covered under this travel policy. If the traveler chooses to book accommodations of a higher class than covered by this policy, the excess cost of the accommodations over and above the cost of accommodations outlined herein, shall be the responsibility of the traveler.

iv. Meals - The traveler is expected to use caution in the selection of restaurants and meals to avoid unreasonable expense.

v. Incidental - Limited to expenses in conjunction with a scheduled event which is included as part of the program for which the travel was undertaken.

B. Expenses shall be incurred by the President, the President's spouse (where it can be demonstrated that the attendance of the spouse is appropriate and to the advantage of the IES or other IES members as designated by the President).

C. All expenses shall be submitted for payment by the IES on the standard Expense Form approved for use by the employees of the IES.

D. Under no circumstances is the President to incur expenses which are in excess of the IES Board of Directors' approved budget amount for President's travel without the approval of the Treasurer. Such approval shall only be given by the Treasurer if funds are available in the annual operating budget of the IES to cover the additional expenses.

**Travel Expense Contribution for the IES Vice President (President-Elect)**

Expenses covered by the IES Vice President's travel allowance as identified in the Board of Directors' approved annual budget of the Society shall comply with all of the following conditions:

A. The IES will provide in the approved operating budget of the Society an amount designated for Vice President's travel. This budget item is to assist the Vice President in meeting the travel expenses which are normal and reasonable to the tour of Regional/District Conferences during the Vice President's year in that office.

B. Expenses shall be incurred by the Vice President and the Vice President's spouse only (if where it can be demonstrated that the attendance of the spouse is appropriate and to the advantage of the IES or other IES members as designated by the Vice President).

No other person’s expenses shall be reimbursed under this policy.

C. All expenses shall be submitted for payment by the IES on the standard Expense Form approved for use by the employees of the IES.

D. Under no circumstances is the Vice President to incur expenses which are in excess of the IES Board of Directors’ approved budget amount for Vice President’s travel without prior approval of the Treasurer. Such approval shall only be given by the Treasurer if the funds are available in the annual operating budget of the IES to cover the additional expenses.
SOCIETY POLICY P-3.3
SECTION, DISTRICT AND REGION FINANCIAL RESPONSIBILITY

I. Each Section is required to file an annual section financial report to the Society office not later than 30 days after the close of the Society fiscal year of June 30.

II. Sections, Districts, and Regions shall take all prudent measures to avoid deficits in their financial operations. They shall plan and implement their financial affairs to show a surplus or break-even.

III. Should a deficit occur in any Section, District, or Regional activity, the Section or Region sponsoring the activity is totally and fully responsible to resolve the deficit.

IV. The Society discourages all loans from the Society to Sections, Districts, and Regions.

V. Should a deficit situation occur, either in a Section, District, or Region, and all efforts to settle the deficit have been exhausted, the Section or Region may apply to the Board of Directors of the Society for a loan. The Board of Directors will refer the loan request to the Finance Committee for a recommendation.

VI. Should a loan be approved, the following shall apply:
   A. There shall be no "forgiveness" of the loan.
   B. A formal written loan document shall be signed by the Section, District and Region officers.
   C. A detailed plan for repayment shall be developed by the Section and/or District or Region.
   D. The loan may not exceed a period of 24 months.
   E. Interest, based upon the current prime rate at the date of the loan, shall be payable annually.

VII. Sections and Regions are expected to record their financial activity in accordance with generally accepted accounting principles, and in accordance with Internal Revenue Service principles for 501(c)(3) not-for-profit corporations.

-END-
SOCIETY POLICY P-3.4
BEQUESTS AND RESTRICTED GIFTS

Bequests
The Treasurer shall be authorized to establish restricted fund accounts for bequests, subject to approval by the Board only in the event legal counsel recommends that the Board approve the specific language of a specific bequest.

Restricted Gifts
Acceptance of gifts which are restricted by the donor shall be approved by the Board of Directors if such restrictions are not in accordance with IES written policies.

-END-
SOCIETY POLICY P-4.1
TRANSLATION AND SALE OF IES DOCUMENTS

The Society's established education and technical material can be translated into foreign languages as required subject to verification of accuracy (verified translation), retention of ownership, and adherence to all copyright laws as well as available funding.

-END-
SOCIETY POLICY P-5.1
TRADE SHOWS AND EXHIBITS

It is recognized that IES serves an educational obligation to its members through participation in trade shows and exhibits. The following policy establishes the guidelines for the conduct of such activity.

I. Exhibits and Displays at the National/International Level
IES, together with its partners, IALD and IMC, Inc., shall produce lighting exhibits and conferences as decided by the LIGHTFAIR Management Committee. IES shall not engage in the promotion or endorsement of specific industry products, unless approved by the IES Board of Directors or Executive Director.

II. Exhibits and Displays at Section, District or Region Level
Except as detailed below, no Section, District, or Region shall organize, produce, own, operate, sponsor, endorse or support, directly or indirectly, any illuminating trade show utilizing more than 5,000 net sq. ft. of exhibit space. All such displays of less than 5,000 net sq. ft. of exhibit space require the written permission of the Executive Director who is not to deny permission without explanation. No Section, District, or Region shall offer seminars in conjunction with a trade show using excess of 5,000 net sq. ft. of exhibit space.

III. Exhibits
A. Any Section, District, or Region wishing to organize, produce, operate, sponsor or support an illumination trade show (either to be a LIGHTFAIR show or not) in excess of 5,000 net sq. ft. of exhibit space in any year other than the year in which the LIGHTFAIR International show takes place may submit a written proposal to the Executive Director at least sixty (60) days in advance of the first date of the proposed show. The proposal shall be forwarded to the IES members serving on the LIGHTFAIR Management Committee, who shall evaluate the proposal. After favorable evaluation, it shall be recommended to the LIGHTFAIR Management Committee which will consider the proposal in terms of the mission and goals established for LIGHTFAIR. The Management Committee shall consider and vote upon each such proposal at a duly held meeting of the Committee. Approval shall not be unreasonably withheld. If the proposal is for a LIGHTFAIR show and is agreed to by unanimous vote of all members of the Management Committee, (defined in the contract as 5/6 of the voting members) with no proxies permitted, the trade show will be organized, operated, promoted and sponsored as a LIGHTFAIR show and all provisions of the contract shall apply.

If the proposal is for a non-LIGHTFAIR show, the Management Committee's majority approval will enable the proposing entity to go forward with the show.

B. Technical Program in conjunction with Trade Shows
Any Section, District, or Region wishing to organize, promote and sponsor seminars and/or conferences in conjunction with an illumination trade show that is not a LIGHTFAIR show and which uses in excess of 5,000 net sq. ft. of exhibit space shall make a written proposal to the Executive Director at least sixty (60) days in advance of the first date of the proposed show at which the technical program will be held. The proposal shall be forwarded to the IES members serving on the LIGHTFAIR Management Committee. After favorable evaluation it shall be recommended to the LIGHTFAIR Management Committee.

...continued
If the request is granted by majority vote of all members of the Management Committee, with no proxies permitted, the Region or Section may proceed with Technical Program as described in the proposal. The use of the name of the Section or Region conducting the technical program shall be restricted to sponsorship of the technical program only. Advertising and promotion of the technical program shall not imply or indicate sponsorship, etc. of the trade show by the Section or Region organizing the technical program. Similar restrictions apply to the use of logos. Any use of logos requires the written permission of the Executive Director.

I. Table-Top Displays
Sections or Regions can mount table-top displays of less than 5,000 sq. ft. of exhibit space to be held in conjunction with Section, District, or Regional meetings.

A. Any member of an IES Section, including the speaker, can have a table-top display at Section, District, or Region meetings. It is recommended that the display(s) be tied in with the program; exhibits by several manufacturers or service organizations should be encouraged.

B. All displays should be coordinated through a Section, District or Regional program chairman, or one so designated to be in charge of organizing and overseeing the program.
   i. All Regional and District conference displays shall be coordinated through IES conference/seminar staff personnel.
   ii. Application for display should be distributed to all members and Sustaining Members at least eight weeks in advance of the meeting to allow proposer time for publicity in the local meeting notices or newsletters.

C. The Section, District, or Region may charge a fee for the displays. Such fee shall remain the property of the Section, District, or Region less cost incurred by IES staff.

D. It is recommended that location sites for displays be selected, and displays be kept to a table-top nature to simplify set-up and dismantling requirements.
   i. It is recommended that the displays be manned by manufacturer’s personnel or representatives to answer questions about equipment. If so desired, hand-out material or literature may be available. The IES or its Section/District/Region will not be responsible for any loss of items or literature taken from the displays.
   ii. It is recommended that all displays be properly identified by name of manufacturer, representative, or salesperson.
   iii. If any electrical service is needed at a display, the cost of such service will be the responsibility of the displayer.

Sections, Districts, or Regions desiring to mount table-top displays in excess of 5,000 net sq. ft. shall comply with all procedures outlined above.

-END-
SOCIETY POLICY P-6.1
IES AWARDS

General

Committees
IES awards committees shall be composed of a Chairman and seven other members appointed by the President and approved by the IES Board of Directors. Two persons shall be appointed each year and two rotated off. The term of service on an award committee shall be four years; a member or chairman shall be ineligible for immediate reappointment. No persons may serve more than eight years on a given award committee.

Before appointment by the President, prospective members and chairmen of awards committees shall indicate their willingness to serve and their agreement to attend the meeting called to review nominations for that award.

No current member of the IES Board of Directors may serve on award committees governed by this policy.

All award committees are strongly encouraged to meet for discussion of award candidates, but must at least confer on candidates via conference call if a face to face meeting is not held. It is not sufficient to simply conduct a letter ballot on award candidates.

All awards committees are to develop and utilize a rating form based on award criteria.

Nominations
IES award nominations shall be made on the Official Forms provided for that purpose for each of the awards. All pertinent material must be submitted on the award nomination form; addenda will not be distributed to Award Committees.

No member of an IES award committee may nominate, sponsor, provide reference for, or be considered for an award for which that particular committee makes recommendations to the Board of Directors.

No member of the IES Board of Directors may nominate, sponsor, provide reference for, or be considered for an IES award that must be approved by the Board of Directors while a member of that Board of Directors.

Approvals
Candidates elected by the awards committees shall be confirmed for the awards by a two-thirds (2/3) vote of the IES Board of Directors.

IES Medal
The IES Medal shall be awarded for the purpose of giving recognition to meritorious technical achievement that has conspicuously furthered the profession, art or knowledge of illuminating engineering. Accomplishments shall be in the field of engineering, design, applied illumination, optics, ophthalmology, lighting, research or education.

A candidate need not be a member of IES. The committee shall be responsible for recommending to the Board of Directors no more than one candidate to receive this award per year.

The IES Medal Committee shall include the two most recent, eligible IES Past Presidents.

...continued
**Louis B. Marks Award**
Named in honor of the first President of the IES, the Louis B. Marks Award shall be presented to a member of the Society in recognition of exceptional service to the Society of a non-technical nature.

The committee shall be responsible for recommending to the Board of Directors no more than one candidate to receive this award per year.

The Louis B. Marks Committee shall include the two most recent, eligible IES Past Presidents.

**Fellow**
The membership classification of Fellow shall be awarded to a Member of the Society for valuable contributions to the technical activities of the Society; to the art or science of illumination; or to the related scientific or engineering fields.

A candidate shall be not less than thirty-five (35) years of age and have been in good standing as a member of the Society in Member classification for at least five (5) years preceding formal proposal for this designation.

A candidate shall have qualified under either of the following categories:

I. For at least twelve (12) years a teacher of illuminating engineering either by profession or in an engineering program accredited by the Accreditation Board for Engineering and Technology (ABET), or other pertinent accrediting agencies, and in responsible charge of such professional activity for a period of at least six (6) years.

   OR

II. Attained eminent standing in the science or art of illumination by performing notable original work, invention, research, or scientific accomplishment in the field of illuminating engineering or in directly related scientific fields.

The Board of Fellows shall be composed of Fellows of the IES.

**Distinguished Service Award**
The Distinguished Service Award shall be presented in recognition of service to the Society, principally of a non-technical nature, having significantly furthered the purpose for which the Society was founded, and continued over a number of years in various programs and activities at, typically, regional and international levels.

A candidate shall have performed at least fifteen (15) years of dedicated service to the Society as a member or, in unusual and rare occasions, as a non-member or a member of less than fifteen (15) years of service.

**Society Employment and Posthumous Award**
Awards governed by this policy will not be granted to IES employees nor will work performed by an individual while employed by the Society be considered as a basis for an award should that individual no longer be employed by the Society.

Awards governed by this policy, with the exception of the Medal and Marks Awards, will not be granted posthumously except in the year following an individual's death.

-END-
IES Illumination Awards
Purpose of this Policy is to establish guidelines for the implementation of funded IES Illumination Awards.

These guidelines will establish continuity in the acceptance of funded awards by the Society, and will assure that adequate funding is providing to maintain the financial stability of the program.

The Society Board of Directors will determine the suitability of proposed awards and consider whether or not the proposed award could be integrated into the existing structure of the total IES awards program. The Board of Directors will determine the name of the award.

Types of Awards
There still are two types of funded awards: Memorial Awards and Corporate Sponsored Awards.

Memorial Awards shall bear the name of the deceased individual for whom they are to perpetuate a memory, and are presented in recognition for excellence in lighting design in specific areas of application including, but not limited to, residential lighting, commercial lighting, industrial lighting, outdoor lighting, or energy efficiency.

Corporate sponsored Awards shall be presented for excellence in lighting design in specific areas of application as noted above, and shall bear the name of the area of application and Sponsored by [insert Company name].

Memorial Awards
I. Funding
Memorial Awards shall be funded at a minimum level of $50,000. Funds shall be deposited in an interest bearing account, and the interest, plus any necessary amount of the principal needed to achieve an annual contribution of $2500 to the IES Illumination Awards Program, shall be withdrawn each year.

In years when the interest exceeds funding requirements, the excess interest shall remain in the Fund to increase the Fund amount.

II. Transfer of Funds to IES by Sponsor
Upon approval of an award by the Board of Directors, the sponsor shall transfer to the Society the amount of the endowment. In unusual circumstances, and when a reasonable assurance that funds will be paid exists, payments may be made over a five-year or shorter period. The schedule of payments will assure that an amount of $50,000 will be contributed by the time of the final payment. The minimum annual payment under this option shall be $10,000.00.

In the event that a sponsor discontinues payments, the award shall remain in effect until the prior funding, plus interest, is inadequate to fund the cost of the award, at which time all remaining funds shall be transferred to the General Fund.

To compensate for inflation and assure that adequate funding exists to maintain the Program, the annual contributions from the endowment to the IES Illumination Awards Program shall be increased annually in an amount equal to the increase in the cost-of-living as established by the United States Government for the preceding year.

...continued
Likewise, the minimum contribution of $50,000 shall be reviewed annually and the amount required for new awards shall be increased as necessary to assure that interest income is adequate to fund program costs.

III. Termination of Award
Memorial Awards shall be terminated when the funding has been exhausted.

IV. Surplus Funds
In any year in which the total available funding for the IES Illumination Awards Program exists, excess funds shall be returned to the endowment funds for use in future years. Disbursement to the individual funds shall be made on a pro-rata basis according to the balance in the fund.

V. Multiple Awards in Any Category
Multiple Memorial Awards in any area of lighting design shall be permitted, subject to approval by the Board of Directors.

Corporate Sponsored Awards

I. Funding
Corporate Awards shall be funded in an annual amount of $10,000.00.

II. Transfer of Funds to IES by Sponsor
Upon approval of an award by the Board of Directors, the sponsor shall transfer first year funds to the Society. Transfer of funding for future years shall be as specified in a contract, but no later than October 1 of the year proceeding the year in which the Award is to be presented.

III. Term of Award
Corporate Sponsored Awards shall be for a minimum period of five years, with option for renewal by the sponsor.

IV. Multiple Awards
Multiple Corporate Sponsored Awards in any area of lighting design shall not be permitted.

V. Periodic Adjustments to Funding Requirements
At the end of each five-year funded award, the required fund amount shall be increased to compensate for inflation to provide the equivalent of $10,000.00 annually.

Contracts
Contracts shall be required for all funded awards. These may be drafted by either the sponsor or the Society, but shall be approved by the Executive Director.

Exclusion
The Guth Award shall be exempt from the provisions of this policy.

Administration
Funds for the Memorial and Corporate Sponsored Awards shall be administered by the Executive Director.

-END-
SOCIETY POLICY P- 7.1
REGIONAL FINANCIAL SUPPORT

The IES offers a financial support program for the Society’s four (4) Regions (Northeast, South, West, and Midwest). Funding for this support program will be based on the IES fiscal year (July 1 – June 30) and is subject to change based on IES budget as recommended by the Finance Committee and approved by the IES Board of Directors.

The primary purpose of the financial support is intended to promote the IES mission by promoting regional activities in furtherance of the IES mission, outreach efforts and ultimately increasing involvement of its current and potential new members.

As a not for profit organization, the IES appeals to its volunteers to ask their respective employers/companies to cover the cost of travel related to IES activities (i.e. District Executive Council and Regional Membership Council meetings), but will extend efforts, as described in this policy, to help supplement the cost of such travel expenses in recognizing the volunteer’s efforts in furtherance of IES mission.

Budget, Activities Supported, and Reimbursements/Disbursements
Each Region of IES (Northeast, South, West, and Midwest) will have a maximum budget of $21,000 for 2019-20 budget year (2019-07-01 to 2020-06-30) for the following purposes:

**Section Development**
Funding is available for new sections, dormant sections that are actively trying to extend efforts in increasing its membership, and furthering of IES mission.

Sections applying for this funding support should prepare a budget memorandum describing the activities the funds are intended to be used for and estimated amount to be used for each listed activity. The primary purpose of this funding should be to support programming, educational, and networking (social) activities.

A budget memorandum must be signed by both the Section’s Treasurer and President and forwarded to the District Chair and Regional Director for review and approval. The District Chair will provide the first level of approval with the Regional Director providing the second level of approval. The budget memorandum should then be forwarded to IES Sections Coordinator for final review and payment processing.

**Travel Reimbursement**
- District Executive Council (DEC) Meetings: Supports the travel of Section Officers, District Chair, and District Vice Chair to DEC meetings. IES will issue a travel reimbursement to one person, per section, per DEC meeting. As an exception, in the instance that a section officer is also a District Chair, that section can have another representative at DEC for the purpose of DEC travel reimbursement. The maximum reimbursement amount is capped at $500.00 USD per person, per event, to enable and encourage all sections to take advantage of this opportunity. This amount can be exceeded with the approval of the Regional Director, provided that it is within the budgeted amount.

This reimbursement will be consistent with the IES Travel Reimbursement Policy. The IES Sections Coordinator will work the District Chair (or Vice Chair) to ensure that only one person, per section, receives the travel reimbursement.

...continued
• Regional Membership Council (RMC) Meetings: Supports the travel of the Regional Directors, District Chairs, and District Vice Chairs to RMC meetings. RMC meetings may take place up to two times a year, at Lightfair, the IES Annual Conference or elsewhere. If a DEC meeting is not taking place at Lightfair or the IES Annual Conference, these funds are available to help support the travel to attend the RMC meeting. The maximum reimbursement amount is capped at $500.00 USD per person, per event. This amount can be exceeded with the approval of the Regional Director, provided that it is within the budgeted amount.

This reimbursement will be consistent with the IES Travel Reimbursement Policy. RMC travel reimbursement requests cannot be used in conjunction with DEC travel reimbursement requests. Please note, if an IES Regional Director attends a RMC, as well as an IES Board meeting, they should apply for travel reimbursement under the IES Board travel budgeted funds. If the RMC meeting requires an additional night stay at a hotel by the Regional Director, only that amount would be covered by this RMC travel reimbursement.

• Regional Director, District Chair and District Vice Chair Travel: Supports travel of Regional Directors, District Chairs and District Vice Chairs to visit sections throughout the fiscal year to help improve communications and increase leadership visibility to the membership. It is suggested that such travel takes place when sections are presenting a program meeting. Please note these types of visits should be separate from DEC meetings with an intent to focus on the section being visited and its needs met.

A memo summarizing the purpose of the visit and a brief summary of details should be attached with a request for travel reimbursement. This reimbursement will be consistent with the IES Travel Reimbursement Policy. All requests for Regional Director, District Chair and District Vice Chair travel reimbursements should be arranged with, and addressed to, the IES Sections Coordinator and Regional Director in advance for approval.

Important Notes
Use the IES Expense Report form and submit it to IES Sections Coordinator along with all receipts no later than 30 calendar days after the trip.

To account for the funds used and available for the rest of the fiscal year, quarterly reports will be distributed to each Regional Director by the IES Sections Coordinator.

This policy does NOT replace or cover the purpose of District Activity Funds, Leadership Forum and Emerging Professional (EP) programs, which are separate programs from the Regional Financial Support Policy as stated above.

-END-
I. As of July 1, 2008, the names of present and future sections will be designated by geographical cities or towns. This practice will ease the effort of locating the sections for meetings or education courses by non-members or newly enrolled members.

II. The name of the section shall be determined by two factors:
   A. Each section’s membership proximity to a central location, and
   B. The location where a majority of section meetings take place.