



# **POLICY MANUAL**

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# 1 AUTHORITY AND DEFINITIONS

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- 1.1 This Policy Manual is created by authority of the GIS Certification Institute Constitution and Bylaws, and it is supplemental to them.
- 1.2 The Policy Manual is delimited in scope as provided in the Bylaws. If conflict is found between either the Constitution or the Bylaws and the Policy Manual, the Constitution and Bylaws shall take precedence, and the Policy Manual shall be construed or amended to conform to the Constitution and the Bylaws.
- 1.3 The Policy Manual may be amended as provided in the Bylaws.
- 1.4 Definitions [Reserved]

# 2 CERTIFICATION

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## 2.1 Certification

- 2.1.1 Purpose: The GIS Certification Institute (GISCI) is a non-profit organization that promotes the advancement of proficient GIS professionals through its international GISP (Certified GIS Professional) certification program. The Institute fosters rigorous professional and ethical standards, community engagement, and professional mentoring within the GIS industry.
- 2.1.2 GISCI shall be independent and impartial in all matters pertaining to granting certification.
- 2.1.3 The GISCI Board shall consist of a majority of GISP certified individuals.

## 2.2 Operations

- 2.2.1 The GISCI shall be international in scope.
- 2.2.2 The public shall have the ability to contribute to the formulation of policies and decisions of the Board through the GISP-elect Board Member(s) and non-GISP Board Member.

## 2.3 Discrimination

- 2.3.1 GISCI provides equal opportunities to all applicants without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status or military status.
- 2.3.2 GISCI provides appropriate arrangements for individuals who demonstrate a documented accommodation need for the GISCI Geospatial Core Technical Knowledge Exam<sup>R</sup>. Accommodation will be granted upon the submission of proper documentation of disability. GISCI is committed to providing equal opportunities for all candidates and ensuring that individuals with disabilities can take the exam with the necessary support.

## 2.4 Program Review

- 2.4.1 GISCI shall review the exam blueprint and publish an updated exam blueprint every three to five years. GISCI shall use commonly accepted methods for exam review and development and follow best practices for exam development and administration. The exam blueprint shall be built upon the internationally recognized GIS&T Body of Knowledge.
- 2.4.2 GISCI shall evaluate the portfolio review process every three years to ensure relevancy of the procedures and process. In addition, the GISCI shall evaluate the application and evaluation procedures to assure that they are fair and equitable to all candidates.

**2.5 Certification Fees.** Current fees amounts are noted in the table below.

<b>Category</b>	<b>2023 Fees Amount</b>
GISP	Three-year certification, \$110 Annually or \$285 single payment
New GISP	\$95 Annual, 2 <sup>nd</sup> and 3 <sup>rd</sup> years of initial certification
GISP-R	\$50 Three-year honorary certification
Portfolio Review Fee	\$200
Exam Fee – N. America	\$250
Exam Fee - International	\$350

**2.6 Invoicing.** Certification will always run from the 25<sup>th</sup> of the month of certification for three consecutive years and will conclude on the 25<sup>th</sup> of the corresponding month.

Recertification fees are due within the month of recertification and will be invoiced on or around the first of the month in which recertification is due. Existing GISPs are given a one-year period beginning on the first day of expiration in which to recertify. After this, the GISP will be considered expired and cannot be renewed. Recertification fees may be paid annually or in a single payment. If paid annually, the GISP will be invoiced on or around the first of the recertification month in the second and third years.

All new GISPs are subject to an annual fee in their second and third year of certification. New GISP Annual fees will be invoiced on or around the first of the recertification month in the second and third years of the initial certification.

The Portfolio Review Fee is a one-time fee and must be submitted prior to becoming a GISP. The portfolio review fee can be submitted at any point in the GISP process but must be submitted prior to GISP approval.

The Exam Fee (North America and International) is due prior to scheduling the GISCI Geospatial Core Technical Knowledge Exam<sup>R</sup>. Unlike portfolio review fee, an additional exam fee will be required if the candidate must retake the exam due to failure. Failure to test will result in forfeiture of the exam fee.

All GISPs will receive a minimum of two payment notices each year. GISPs for which the Institute has not received communication indicating a problem, but who have fees which are more than three months delinquent shall have their GISP revoked and lose all benefits of certification. When this occurs, all outstanding dues invoices are removed from the Institute's financial records and the individual is designated as "revoked GISP" in the records. Former GISPs who subsequently recertify must reinitiate the process.

**2.7 Grace Period.** All GISPs are given a one-year grace period in which to recertify. During this time, their status is displayed as 'Expired – Grace' but they are officially expired GISPs, and this will be relayed to any inquiries made on certification status.

**2.8 Exam Fee Rollover.** The Board adopted a policy regarding exam fee rollovers. Effective with the June 2023 exam session, the rolling over of exam fees will be allowed only in extreme situations and only at the discretion of the Executive Director. Exam fees will not be rolled over because of a candidate's inability to make the time that they scheduled or lack of preparedness for the exam. Candidates may reschedule their exam date or time within the same testing window with 48 hours' notice. In the event of test center issues, accommodation will be made for retesting during the same testing window, or the following testing window at no additional cost. Failure to test will result in forfeiture of the exam fee.

**2.9 Revocation.** Any GISP that fails to make any obligated payment (annual maintenance) will have their GISP certification referred to the GISCI Board for revocation. If revocation is made, the GISP certification will be rescinded and listed as ‘revoked’ in the GISP database. Revoked GISPs must start the process over to regain their GISP certification. Any revocation may be appealed to the GISCI Board of Directors

**2.10 Code of Ethics.** GISCI adopted a GIS Code of Ethics in 2003, posted [here](#). This Code of Ethics is intended to provide guidelines for GIS professionals. It helps professionals make appropriate and ethical choices. It provides a basis for evaluating their work from an ethical point of view. By heeding this code, GIS professionals will help to preserve and enhance public trust in the discipline. GISCI has established procedures and penalties for GISPs who perform unethically. The overall goal is to improve the ethics of GIS professionals by remaining vigilant and strong. GISCI will only review charges lodged against a Certified GIS Professional. GIS practitioners who are not certified by GISCI are outside the jurisdiction of GISCI and must be dealt with through other channels. Both certified and non-certified persons may submit a charge against an individual. Individuals thought to be in violation of the Code of Ethics will be referred to the Ethics Committee for an investigation. Ethics violations may result in revocation of one’s GISP Certification. See Appendix B.

### **2.11 Certification Appeals Procedure**

2.11.1 Certification Appeal Definition: An appeal is a request for review of a decision to deny certification by the GISCI Board. An appeal may be made on the grounds that the decision conflicted with certification program applicant evaluation procedures or on other grounds to include, but not limited to:

- Substantial errors were made in processing the material.
- GISCI guidelines were not followed.
- Candidate disagrees with the evaluation.

2.11.2 Procedure for Initiating an Appeal. If an applicant wishes to appeal against the decision of the GISCI Board, the applicant must request an appeal in writing via e-mail to [info@gisci.org](mailto:info@gisci.org) within 60 calendar days of being notified of the Board’s decision. The following materials are to be enclosed with the letter requesting an appeal:

- A copy of the Board’s decision and any other pertinent documentation; and
- A statement clearly identifying the reasons for the appeal.

2.11.3 Procedure for Reviewing an Appeal. Upon receipt of a request for an appeal, the following actions will be taken:

- GISCI staff will acknowledge receipt of the materials and indicate if additional materials are needed from the appellant. Such acknowledgment will occur within 60 days of the date of postmark of the appeal request.
- Collaborating with staff, the GISCI Board Chair will select three impartial individuals to serve on an Appeals Subcommittee for review of the case.
- GISCI staff will distribute copies of all documents related to the appellant's original submission, resubmission, and any other supporting documentation to the Appeals Subcommittee.

- The Appeals Subcommittee will make its decision based on a review of the materials and has the option of requesting an interview with the appellant. This may be done virtually or in person; all expenses involved in facilitating such an interview will be borne by the appellant prior to considering the appeal.
  - After the Appeals Subcommittee reviews the materials and completes any interviews, each member of Appeals Subcommittee shall individually render a decision to uphold or deny the appeal.
  - Once Commission Staff receives all the decisions, the Appeals Panel will convene to reach a final decision. In the event the appeal is upheld, the preceding Commission action is reversed. If the appeal is denied, the preceding Commission action stands.
  - The Appeals Panel will prepare a summary report of its findings. All members of the Appeals Panel will sign the report.
  - GISCI Staff will send the summary report to the GISCI Board Chair for review and approval.
  - Within 10 days following the Chair’s approval, the appellant will be notified.
  - The decision of the Appeals Subcommittee is binding.
- 2.11.4 Cost of Appeal. Appellants will bear all costs and expenses associated with their appeal of a Commission decision.
- 2.11.5 Legal Considerations. GISCI Legal Counsel will support the work of the Appeals Subcommittee, the Board, and the Association, as necessary.
- 2.11.6 Tracking and Records Appeal. All Appeals will be tracked using a review tracking form. The notes column of the tracking form will record any actions undertaken to resolve the appeal.
- 2.11.7 Corrective Action. If a corrective action is identified during the appeals process, Board members will work with the GISCI Executive Director to implement an improvement plan and document the action to the Board.
- 2.11.8 Fairness. Submission, investigation, and decision on appeals shall not result in any discriminatory actions against the appellant.

**2.12 Exam Psychometrics:** In standardized testing, psychometric practices ensure that the tests are valid, reliable, and fair. GISCI will develop all exam forms according to Professional Certification and Exam Standards and NCCA and ISO accreditation requirements. Here are some key practices that GISCI will employ:

- 2.12.1 Validity: GISCI will work with qualified, independent psychometricians to ensure that the test measures what it is intended to measure. This involves gathering evidence to support the interpretation and use of test scores.
- 2.12.2 Reliability: GISCI will ensure that the test produces consistent results. This can be assessed through various methods, such as test-retest reliability, internal consistency, and inter-rater reliability.
- 2.12.3 Standardization: GISCI will administer the test under consistent and controlled conditions to ensure fairness and comparability of scores across different test takers.
- 2.12.4 Norm-referencing: GISCI will compare an individual's performance to the performance of a group of individuals (the norm group) to provide context for interpreting the individual's scores.

- 2.12.5 Bias reduction: GISCI will minimize the impact of factors that could unfairly advantage or disadvantage certain groups of test takers, such as cultural bias or language barriers when developing the examination.
- 2.12.6 Scoring and reporting: GISCI will clearly define scoring procedures and provide clear, interpretable reports of test results to users in a reasonable amount of time.
- 2.12.7 Test security: GISCI will work with our testing contractor to implement measures to prevent cheating and ensure the integrity of the testing process.
- 2.12.8 Ethical considerations: GISCI will adhere to ethical guidelines in test development, administration, and use, including ensuring informed consent and confidentiality of test taker information.

**2.13 Exam Administration.** The GISCI Geospatial Core Technical Knowledge Exam<sup>R</sup> is a groundbreaking development in the geospatial profession, software-agnostic, based upon a job analysis from a four-year experience level, informed by the GIS&T Body of Knowledge, guided by the Geospatial Technology Competency Model (GTCM), and centered upon the ten key knowledge areas shown elsewhere on these pages. It was developed by GISPs for the GISP Certification. The GISCI Geospatial Core Technical Knowledge Exam<sup>R</sup> measures a breadth of geospatial knowledge across the 10 Content Areas specified, not a depth of knowledge in any one area.

**2.13.1 Administration:**

- Is offered at proctored PSI testing locations around the world only in June & December.
- The December Session will start on the first Saturday in Dec and run for 9 days; Registration for the December session will start in July.
- The June Session will start on the first Saturday in June and run for 9 days; Scheduling for the June session will start in February.
- Scheduled times and locations are assigned on a first-come, first-served basis; candidates are advised to apply early.
- The exam duration is no more than 4 hours.
- The exam is based on the Exam Blueprint. The most current exam blueprint was completed in 2019. Exam blueprint is refreshed every 3 to 5 years.
- The exam contains 100 scored questions; average completion time is 3 hours.
- Contains additional pre-test questions, up to 80, not scored, which will be evaluated for use as scored questions in the future.
- Is written at a 4-year experience level and written by qualified GISPs, consulting with qualified psychometricians.

**2.13.2 Candidate Requirements:**

- Can be taken whenever it is offered, regardless of the status of your Portfolio Application.
- Scheduling is done online through PSI Support in KS after authorization by GISCI; direct contact with a local testing center will not secure an exam slot.
- Cancellation: If a candidate cannot attend their scheduled exam, due to extreme circumstances, they must contact [info@gisci.org](mailto:info@gisci.org) at least 24 hours in advance to cancel or reschedule.
- Failure to show for the exam without notification to GISCI Staff will result in forfeiture of the

- Exam Fees.
- Candidates may be allowed to roll exam fees over once with permission from the Executive Director. Rolling over of exam fees are reserved for candidates experiencing extreme circumstances.
  - All exam fees are non-refundable.
  - Failure to adequately prepare for the exam will not be a consideration for postponement (rollover of exam fees) of the exam.

#### 2.13.3 Scoring:

- Candidates will not be able to identify scored vs non-scored questions.
- Passing is a scaled score 73.
- Reporting is pass/fail only - you will not be provided with a final score.
- Pass/Fail notice will go out within 4 weeks after the full exam session closes, after a full GISCI review and confirmation of results. Candidates will be notified of delays if they arise.
- Candidates failing, after initial notification, will receive a Performance Report covering each of the 10 Knowledge Categories to assist with study for re-testing.

## 3 INSTITUTE MANAGEMENT

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**3.1 Governance and Administration.** The following sections outline various components for the management of the Institute.

3.1.1 **Organization Chart.** See Appendix A.

3.1.2 **Management and Administration of Business Affairs.** The Board recognizes the value volunteer specialists bring in providing programs, projects, products, and services to the GISCI membership. To ensure the success of these endeavors, the Board provides volunteers with a staff of business specialists who are charged with the production aspects, marketing and administration of these programs, projects, products, and services. The volunteer's primary function is to provide programmatic content and ensure its quality. While volunteers may assist professional staff in other ways as requested, the Board places final authority and responsibility for non-content related matters in the hands of its professional staff and emphasizes that the Executive Director will be the final authority in program administration matters.

3.1.3 **Registered Agent.** GISCI's registered agent is the Urban and Regional Information Systems Institute (URISA) Executive Director; the address of record is that of the GISCI central office and organizational headquarters, 701 Lee Street, Suite 960, Des Plaines, Illinois, 60016.

3.1.4 **Contracts and Agreements.** The Board has delegated to the Executive Director authority to sign contracts on behalf of the Institute provided the contracts are consistent with the

Board- approved budget and programs. If the Executive Director is unable to sign a contract, such as the Executive Director Employment contract, the Board President will sign on behalf of the Institute.

- 3.1.5 **Approval of Board Minutes.** All Board meeting minutes shall be approved at a subsequent Board meeting.
- 3.1.6 **Process for Taking Positions on Issues.** Only the Board, or a designated representative may speak for the Institute. The GISCI Board may, on its own initiative, on recommendation of the Policy Advisory Committee, or at the suggestion of any GISP, consider taking a position on any issue that relates to the use or application of geospatial technologies. The Board may at its discretion act directly, refer the issue to the Policy Advisory Committee, or solicit broader member input. A majority of members of the Board must agree with the proposed position for it to be publicly advocated. The Board may designate a member or members to speak in various forums on behalf of the Institute.
- 3.1.7 **External Relationship/Affiliation Development.** As a uniquely interdisciplinary organization, GISCI may be approached by other organizations and businesses for their expertise and guidance in matters related to geospatial activities and geographic information systems. At other times, GISCI may seek to reach out to similar entities as a part of its organizational and educational mission. While each relationship and the situation creating the relationship are different, there are underlying principles that should guide our Institute.
- 3.1.7.1 **Guiding Principles.** GISCI should enter relationships with other organizations only after considering the following principles, the first of which is the overriding consideration.
- Relationships are desirable and suitable with organizations that demonstrate goals, philosophy or accomplishments that are in alignment with GISCI’s missions and goals. The goals, mission, and philosophy should be demonstrable through adopted, written documents such as mission statements, vision statements, or goals of the organization.
  - The candidate organization offers GISCI an expanded audience and positive visibility. Positive visibility means presenting GISCI as an expert organization of the highest reputation.
  - The candidate organization can offer its own expertise to GISPs and the GISCI Institute itself.
  - The candidate organization can collaborate with GISCI to provide or produce suitable and desirable products available only because of the relationship.
- 3.1.7.2 **Process for Proposing New External Relationships.** GISCI encourages suggestions for candidate organizations from any level within the organization. In certain cases, the Board may choose to negotiate an Affiliation Agreement to formally document the relationship with said external organization. Every individual wishing to advance a

proposed external relationship or affiliate will provide the following information to the Executive Director for their review and written recommendation to GISCI's Board.

- Date of request
- Name, address, telephone, and e-mail of requesting individual
- Address, telephone, e-mail, and website of organization proposed for external relationship
- Address, telephone, e-mail of organization's liaison contact
- Reason for relationship
- Is negotiating an Affiliation Agreement recommended (if so, why)?
- Products resulting from relationship
- Cost (if any) to GISCI
- Address, telephone, and e-mail of GISCI point of contact, if different from requesting individual
- Brief history of proposed organization and any existing/prior relationship with GISCI

The Executive Director has the authority to tentatively approve affiliations, but GISCI's Board must give final approval to the relationship at the next available Board conference call or meeting.

**3.1.7.3 Compliance Policy.** This policy is adopted by the GISCI, "The Organization", (1) to encourage reporting for staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specify that the Organization will protect the person from retaliation; and (3) identify where such information can be reported.

**3.1.7.4 Encouragement of Reporting.** The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organization's policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Organization has existing complaint mechanisms should be addressed under those mechanisms. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

**3.1.7.5 Protection from Retaliation.** The Organization prohibits retaliation by or on behalf of the Organization against staff or volunteers for making good faith complaints, reports, or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who have bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.

**3.1.7.6 Where to Report.** Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaints, reports, or inquiries. They should be directed to the Organization’s Executive Director or any member of the Executive Committee. If either of those persons are implicated in the complaint, report, or inquiry, it should be directed to any remaining members of the Board of Directors. The Organization will conduct a prompt, discreet, and objective review, or investigation. Staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

### **3.1.8 Copyrights and Trademarks.**

**3.1.8.1** For original material created by collaborative groups, GISCI will hold copyright if possible.

**3.1.8.2** For original material created and provided by individual authors, GISCI and authors will share copyright:

- GISCI may use the material only in support of its non-profit, professional education mission.
- Authors may use their original material without restriction.
  - a. They may not use additions provided by GISCI.
  - b. They may not use the GISCI name/logo/endorsement. If they wish to do so, the material must be presented as a GISCI event/publication, with any relevant license fee.

All GISCI logos and other related materials are to be protected by registering them as a Trade or Service mark of the Institute. Until such time as registration occurs, the official symbol “™” will be used identifying the work as the property of GISCI. Once the official registration occurs, the official symbol “®” will replace the “™” symbol. The original Office of Patent and Trademark documentation recording the trade or service mark as owned by GISCI will be maintained in a safe location.

### **3.1.9 Authorized Use of Logos**

**3.1.9.1 GISP Use.** GISPs in good standing are authorized to use the “GISP signature logo” to designate their certification with the Institute. Use of this logo by members does not confer any right, title, or interest in the logo. Further, members shall not use the GISP signature logo to imply or infer that they represent GISCI in an official capacity. Members shall make their best effort to use the GISP signature logo in a manner that does not derogate GISCI’s rights in the logo and will take no action that will interfere

with or diminish GISCI's rights in the logo. Members must agree that all use of the GISCI Member Logo will inure to the benefit of GISCI.

3.1.9.2 **GISCI Endorsing Employers.** Approved GISCI Endorsing Employers shall use the GISCI Endorsing Employer trademarked logo on their website and other materials. GISCI Endorsing Employers shall make their best effort to use the GISCI Endorsing Employer Logo in a manner that does not derogate GISCI's rights in the Logo and will take no action that will interfere with or diminish GISCI's rights in the Logo. GISCI Endorsing Employers must agree that all use of the GISCI Endorsing Employer Logo will inure to the benefit of GISCI.

3.1.10 **Letterhead Usage.** GISCI makes GISCI letterhead electronically available to GISCI volunteers on an as needed basis. These volunteers use the stationery to undertake work on behalf of GISCI. All volunteers who use GISCI letterhead for correspondence or send correspondence of an official nature regarding GISCI, must ensure that the Executive Director receives a copy.

3.1.11 **Records Retention Policies.** The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the Board of Directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules regarding maintaining and documenting the storage and destruction of the organization's documents and records:

- Paper or electronic documents will be maintained as indicated in the Records Retention Table.
- All other paper documents will be destroyed after three years.
- No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
- No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

3.1.11.1 **Records Retention Table.** The following table indicates GISCI's minimum document retention requirements. Note that federal awards and other government grants may provide for a longer period than is required by other statutory requirements.

## **GISCI Records Retention Policy**

**Board and GISPs and GISP candidates:**

1. Articles of incorporation: Permanently
2. Association bylaws: Permanently
3. Minutes: Permanently
4. Certification applications – not approved or rejected: 7 years
5. GISP directories: Permanently
6. All other membership information: 7 years
7. Publications: 7 years
8. Policy acknowledgement forms: 7 years

#### **Contracts & Correspondence (Meeting and General):**

1. Contracts and leases (expired): 7 years
2. Contracts and leases still in effect: Permanently
3. Correspondence (routine) with customers or vendors: 1 year
4. Correspondence (general): 3 years
5. Correspondence (legal and important matters only): Permanently

#### **Financial Records:**

1. Accounts payable ledgers and schedules: 7 years
2. Accounts receivable ledgers and schedules: 7 years
3. Audit and review reports of accountants: Permanently
4. Bank reconciliations: 1 year
5. Cash books: Permanently
6. Charts of accounts: Permanently
7. Checks (canceled but see exception below): 7 years
8. Checks (canceled for important payments, i.e., taxes, purchases of property, special contracts, etc.) - (checks should be filed with the papers pertaining to the underlying transaction): Permanently
9. Depreciation schedules: Permanently
10. Duplicate deposit slips: 1 year
11. Expense analyses and expense distribution schedules: 7 years
12. Financial statements (end-of-year, other months optional): Permanently
13. General and private ledgers (and end-of-year trial balance): Permanently
14. Internal audit reports: 7 years
15. Inventories of products, materials, supplies: 7 years
16. Invoices to customers: 7 years
17. Invoices from vendors: 7 years
18. Journals: Permanently
19. Notes receivable ledgers and schedules: 7 years
20. Payroll records and summaries, including payments to pensioners: 7 years
21. Subsidiary ledgers: 7 years
22. Voucher register and schedules: 7 years
23. Vouchers for all payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses): 7 years

**Insurance:**

1. Insurance policies (expired): Not retained unless there are active claims.

**Miscellaneous:**

1. Electronic mail: 3 years
2. Internal reports (miscellaneous): 3 years

**Personnel Records:**

1. Applications: 1 year
2. Employee earnings/hours worked/payroll records: 3 years
3. Employee files: 4 years
4. Employment contracts: Expiration + 3 years
5. Form I-9: 3 years after hire or 1 year after termination, whichever is later.
6. Garnishments: 7 years
7. Pension documents/profit sharing plans: Permanently
8. Employee health insurance plans: Permanently
9. Summaries of health insurance benefits and coverage explanations: Permanently
10. Records of employee health insurance costs paid by employer and employee for reporting on individual employee W-2 forms: 6 years
11. Records of employees opting out of employer-provided health insurance: 6 years
12. Records of employee claims made and paid under employer-provided health insurance, employee contributions to payment of individual claims and employee household income amounts at time of contribution: 6 years
13. Timecards/sheets: 3 years

**Real Estate:**

1. Leases: Expiration + 7 years
2. Deeds: Permanently
3. Mortgages: Permanently

**Intellectual Property:**

1. Trademark registrations, copyright registrations, patents: Permanently

**Legal:**

1. Claims and litigation files (except drafts): Permanently

**Tax:**

1. Exempt status IRS determination letter, application, and related correspondence: Permanently
2. Income tax returns and cancelled checks (federal, state, and local): Permanently

3. Property tax returns: Permanently
4. Sales and use tax returns: 4 years

3.1.12 **Information Technology Systems.** GISCI maintains significant amounts of data on multiple platforms with layered redundancy. Software that supports the creation and access to this data is therefore also maintained.

## 3.2 Financial Management

3.2.1 **Annual Budget.** In preparing the annual operating budget, the Institute will strive to meet the minimum annual net revenue of 10% of all gross revenues.

3.2.2 **Fiscal Year.** The Fiscal Year is the calendar year which begins January 1 and concludes December 31.

3.2.3 **Payment to Members.** Volunteers, by definition, do not work to be paid, but to improve the state and use of technology, the profession, and, thus, the life of those living in our society. This is the very definition of a charity and represents GISCI's position on this matter. Consequently, and in accordance with GISCI's Charter, no monies may incur to the benefit of GISCI members.

3.2.3.1 **Honorarium.** GISCI may pay a reasonable honorarium for tasks that consume an inordinate amount of time (e.g., writing/editing publications, teaching day-long workshops/seminars, etc.). All proposed honoraria must be approved as part of GISCI's annual budget. The maximum honoraria payable per member, per incidence is set at \$1,000. Exceptions to this policy may be made only by the GISCI Board.

3.2.4 **Travel Reimbursement.** Traveler means any Board member, Staff or Subject Matter Expert conducting official GISCI business seeking travel approval, assistance with travel arrangements, or financial assistance from GISCI to engage in a travel event regardless of the mode of transportation, type or duration of the activity, or reason for traveling.

### 3.2.4.1 Scope and Policy.

- These guidelines establish a Travel Management Program, to help ensure fairness in the application and administration of travel expense reimbursement, and to reduce and control GISCI's costs related to travel.
- A person traveling on GISCI business is expected to exercise the same care while incurring expenses as would a prudent person traveling for personal reasons. Traveler shall request reservations as far in advance as possible and shall utilize the lowest logical air/rail fares available. Traveler may not participate in any promotional plan, such as frequent flyer program, when this participation entails foregoing a more favorable fare rate when GISCI is expected to reimburse Traveler.
- GISCI has adopted the Federal Per Diem reimbursement rates for travel. Expenditures for

official travel may be considered reimbursable only if incurred in accordance with these guidelines. Federal Per Diem reimbursement rates are established annually by the Office of Management and Budget. GISCI shall use the most recently published [GSA rate schedule](https://www.gsa.gov/travel-resources). (<https://www.gsa.gov/travel-resources>)

- Requests to exceed 120% of the Federal Per Diem reimbursement rates for lodging must be approved by the Executive Director in advance.
- GISCI will reimburse an authorized Traveler within 30 days of Traveler's submission of a properly completed reimbursement request form with the required receipts. (Excel Document) (add link to document)

**3.2.4.2 Executive Director Responsibilities.** The Executive Director and Program Director, shall:

- Ensured compliance with these guidelines by providing adequate internal control over travel under their authority.
- Monitor Traveler compliance in accordance with these guidelines.
- Aid Traveler concerning questions and problems with travel.
- Serve as a liaison with GISCI's Staff to ensure proper billing of accounts and timely payments to Travelers.

**3.2.4.3 Exculpatory Agreement**

- GISCI does not offer any form of compensation or maintain insurance coverage for any persons it reimburses for travel-related expenses. As a condition to receiving GISCI travel benefits (whether in the form of GISCI making such arrangements and paying for them, reimbursing the member for travel expenses incurred by him or her, or otherwise), an authorized traveler must sign an exculpatory agreement holding GISCI harmless for all harm that may befall the traveler, whether caused by the negligence of GISCI.

**3.2.4.4 Travel Authorization**

- Travel must be authorized in writing by the Executive Director or Program Director, empowered by the Board of Directors.
- No other entity other than those listed in Section 4.1 may authorize travel on behalf of GISCI.

**3.2.4.5 Travel Payment and Reimbursement.** Each Traveler's reimbursement request shall include:

- The appropriate GISCI form for reimbursement identified for the activity as specified by the Executive Director or Program Director
- Itemized receipts for transportation (including shuttle and taxi), lodging and significant incidental expenses such as parking and large volumes of photocopies.
- Payment for airline and rail tickets (Common Carrier) will be project specific and as directed by the President, Board of Directors, Executive Director, or Program Director. Options for payment will include a) Traveler paying for tickets, b) a third party paying for

tickets, or c) GISCI booking and paying for tickets. Only option (a) will be reimbursed to the Traveler.

- Unused portions of tickets procured by GISCI shall be returned to GISCI to obtain credit. Unused portions of tickets procured by Traveler are the traveler's responsibility since they can only be reused by the Traveler. If reused later for official GISCI travel, GISCI will pay the additional "change" fees.

#### 3.2.4.6 Reimbursable Expenses

- General. GISCI shall reimburse the Traveler for authorized necessary travel and related expenses incurred by the Traveler. GISCI will not reimburse Traveler for transportation, lodging, meal expenses, or any other costs incurred by a spouse, child, or other person not essential to the business mission, who accompanies the Traveler on an official business trip.
- Taxi, Bus, Car-Share (Uber) and Airport Limousine. Taxi, bus, car-share, and airport limousine fares incurred while on travel status are reimbursable when traveling to and from the airport, train station, or bus station, or when otherwise incurred while conducting official GISCI business. Traveler shall use the mode of public transportation that results in the lowest logical cost to GISCI.
- Rental Cars. Subject to specific approval by the Executive Director or Program Director. Traveler may rent cars while on travel status when other means of transportation are unavailable, more costly, or impractical. The lowest cost vehicle necessary to achieve the Traveler's mission shall be reserved and Traveler shall accept all vehicle liability insurance so that Traveler has no liability for the vehicle or accidents whatsoever. In addition to the cost of the rental, Traveler shall be reimbursed for necessary and reasonable expenses incurred for the following items:
  - Gasoline, oil, and emergency repairs.
  - Parking.
  - Toll charges.
- Personal Vehicles. Traveler may use their personal vehicle while on travel status instead of common carriers.
- Reimbursement shall be on a per mile basis using the most recently published personal vehicle mileage reimbursement rate by the Federal Office of Management and Budget. Reimbursement for personal vehicles shall be limited to an amount equal to the lowest cost airfare available when travel approval is requested. If requested, Traveler shall provide written proof that they determined the lowest cost airfare. In addition to the mileage reimbursement, the Traveler shall be reimbursed for necessary and reasonable expenses incurred for the following items:
  - Parking.
  - Toll charges.
- Lodging. Reimbursement shall be in an amount equal to the actual costs, up to 120% of the current Federal Per Diem rate for accommodations based on single occupancy for the destination of the travel. GISCI will also pay local sales and room taxes that appear on the hotel invoice.

- Traveler must ask for a waiver from the Executive Director or Program Director in advance of the travel event if a rate within 120% of the Federal Per Diem rate is not available.
- In cases of double occupancy by two GISCI Travelers, each Traveler shall be reimbursed 50 percent of the total room charge unless one Traveler pays the entire charge.
- In cases of double occupancy when one of the occupants is not on GISCI business, lodging reimbursement shall be based on the least expensive available rate for reasonable accommodations based on single occupancy.
- **Meals.** Meal allowances for the Traveler, while in travel status, are reimbursable at the current Federal Per Diem rates established for the destination of the travel, unless the Executive Director or Program Director reduces the rate in advance of travel approval.
  - No receipts are required for reimbursement of meals.
  - If the registration fee for a conference, convention, seminar, or training meeting includes the cost of meals, GISCI shall reimburse Traveler for the full registration fee. For this meeting, Traveler will request reimbursement for meals and incidental expenses at 50% of the current Federal Per Diem rate for the travel destination.
- **Conference Registration Fees.** When a registration fee is charged, the participating GISCI Traveler shall be reimbursed upon submission of a receipt.
- **Incidental Expenses.** Porter fees, hotel tips, shuttle tips, routine telephone charges and other incidental expenses are the responsibility of the Traveler, because they are factored into the current Federal Per Diem meal rate for the travel destination which includes incidental expenses.
  - Unusual incidental expenses such as conference calls for GISCI business can be reimbursed to Traveler upon request.

3.2.5 **Authorized Signatures.** The President, Treasurer and Executive Director are each authorized to sign necessary deposit bonds and checks. Authorization of checks or issuance of official bank checks or other negotiable instruments drawn on the Institute's accounts or wire transfers from Institute accounts shall require a single signature for amounts not to exceed \$10,000. Checks in amounts greater than \$10,000 shall require the signature of any two of the following: President, Treasurer and Executive Director.

3.2.6 **Authority for Expenditures Not Chargeable to a Budget Line Item.** The Executive Director shall have authority to spend in any amount any item approved by the Board and assigned to a budget line item. Unapproved expenditures more than \$10,000 shall be approved by any two of the following: President, Treasurer or Executive Director.

3.2.7 **Capitalization and Depreciation.** To maintain consistent record keeping and to spread the cost of higher priced items over their useful life, the following capitalization and depreciation policy is enacted:

- The capitalization cutoff point is the dollar figure under which an item is expensed in the period acquired and over which an item is capitalized and depreciated. It is the policy of GISCI to expense assets in the period purchased if these assets cost less than \$1,000. Assets costing
- \$1,000 or more and having a useful life of more than one year will be capitalized and depreciated in accordance with GISCI depreciation policies. Repairs and improvements to real property and leasehold improvements will be capitalized using this same policy.
- It is the policy of the Institute to depreciate fixed assets using the straight line, half-year method of depreciation. Real property will depreciate over a thirty-year period. Electronic equipment (including computer hardware, software, electronic office equipment, etc.) will depreciate over a three-year period. Equipment and furnishings will depreciate over a seven-year period. Capitalized repairs and improvements will be depreciated for up to the useful life of the real property, based on the anticipated time the repair or improvement is expected to improve the property.

In addition to affecting all future acquisitions, this policy will be retroactively applied to existing assets and depreciation schedules will be accelerated to bring them into compliance with this policy.

3.2.8 **Banking and Investments.** Understanding the Board’s fiduciary responsibility to protect the assets of the organization while maximizing their return, the following Policy is enacted.

3.2.8.1 **Short-Term Investments (i.e., operating cash, etc.).** Using modern banking techniques, no cash should be maintained on an overnight basis in non-interest-bearing accounts unless said funds generate credits in kind to offset banking fees. The balance of financial instruments held by the Institute shall not exceed the insurance level provided by the regulatory agency.

3.2.8.2 **Medium and Long-Term Investments.** Medium and long-term investments are to be invested in mutual funds that have reasonable fees (no loads and fees which are below the average for similar asset groups) and which have reliable and predictable investment characteristics.

3.2.9 **Custody and Control of Assets.** All GISCI assets are to be in the custody and control of the Executive Director who is charged with their safekeeping and the reporting of such to the Board of Directors at least annually. This includes all bank accounts, cash, checks, furniture, equipment, machinery, and buildings and is consistent with other policies contained herein.

3.2.10 **Bank Reconciliations.** The Executive Director shall open, review, initial and date all bank statements upon receipt, and then forward each statement to the accounting staff for bank reconciliation. The Executive Director shall review and approve all bank

reconciliations at least monthly.

- 3.2.11 **Accounts Payable.** Prior to payment, all invoices shall be reviewed for accuracy and, if approved, they shall be coded and initialed by the reviewer before payment.
  - 3.2.12 **Petty Cash.** GISCI shall not cash employees' personal checks.
  - 3.2.13 **Employee Receivable.** Normally GISCI shall not make personal loans to employees. Any exceptions shall have unanimous written approval of the Executive Committee and full written documentation of the terms and business purpose of the loan.
  - 3.2.14 **Payroll Reports.** The Executive Director shall review initial and date payroll journal entries.
  - 3.2.15 **Corporate Credit Card and Expense Report.** On a monthly basis, the Treasurer shall be provided with a copy of the Executive Director's corporate credit card statement and a copy of the Executive Director's expense report. Only Expense Reports containing cash reimbursable items more than \$50 will be reviewed by the Treasurer. The Treasurer shall review these documents in a timely manner and indicate concurrence with them in writing (email is acceptable documentation of concurrence). If the Treasurer questions whether any expense(s) contained in the documents may not be appropriate expenditures, the questioned expense(s) shall be discussed by the Treasurer with the Executive Director. If the Treasurer and Executive Director conclude that the expense should not have been charged to GISCI, the Executive Director shall ensure that that charge is withdrawn or that GISCI is reimbursed, as appropriate. If the Treasurer and the Executive Director do not agree, then the Treasurer may bring the matter to the Board for resolution.
  - 3.2.16 **Audit.** On an annual basis, the Institute will contract with an accounting firm to conduct an independent audit for approval by the Board. The audit will alternate between a simple audit and a complete audit during a two-year period.
- 3.3 Privacy Policy.** GISCI shall maintain a policy protecting the privacy of its members and visitors to its website. The Privacy Policy shall be posted on the GISCI website and is included herein as Appendix C.

## 4 COMMITTEES

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### 4.1 Outreach Committee

- 4.1.1 **Purpose and Scope:** The Outreach Committee Formulates, recommends, and, with the

Board's approval, undertakes activities intended to increase the exposure and effectiveness of GISCI and its certification programs, and to enhance the Institute's support of GISPs. Identifies legislative issues of interest to GISPs and makes policy recommendations regarding these issues to the Board of Directors. The Board may also direct the Outreach Committee to study policy issues and make recommendations to the Board regarding those issues.

4.1.2 **Membership and Chair:** This committee is open to any GISP or prospective GISP. Individuals may participate either on the committee, one of the subcommittees or both. The Chair of the committee shall be appointed by the Executive Director.

4.1.3 **Meeting Schedule:** The Outreach Committee meets monthly via Zoom Call on the second Thursday of the month at 2:00 pm Central Time or as needed.

## 4.2 Ethics Committee

4.2.1 **Purpose and Scope.** Develops programs that emphasize the GISCI Code of Ethics, Rules of Conduct, and the ethical behavior of GISPs. Maintains the Code of Ethics and Rules of Conduct and suggests changes or additions. Suggests operating procedures and other policies addressing unethical practice. Examines ethical abuses and takes necessary steps to resolve them. Implements the adopted method of receiving, evaluating, and resolving complaints of unethical practice.

4.2.2 **Membership and Chair.** This committee is open only to GISPs. Individuals are appointed to the committee by the Executive Director, GISCI Board or the Chair of the committee. The Chair of the committee shall be appointed by the Executive Director.

4.2.3 **Meeting Schedule.** The Ethics Committee meets on an as-needed basis.

## 4.3 Certification Committee

4.3.1 **Purpose and Scope.** The Certification Committee assesses the ongoing success of the certification programs of the Institute through discussions, surveys, and other information gathering means with GISPs and other relevant parties. Drafts and considers revisions to the Institute's certification programs, including the operating procedures and interpretations of those programs. Informs the Board of Directors of its actions and findings and advises the Board on needed revisions and updates to the certification programs.

4.3.2 **Membership and Chair.** This committee is open to any GISP or prospective GISP. Individuals may participate either on the committee, one of the subcommittees or both. The Chair of the committee shall be appointed by the Executive Director.

4.3.3 **Meeting Schedule.** The Meeting Schedule is TBD as of July 2023.

#### 4.4 Exam Development Committee (EDC)

4.4.1 **Purpose and Scope.** The Exam Development Committee is a team of GIS Professionals who develop content for the Exam, under the leadership of the Exam PM, working in interactive workshops. The key to the work is collaboration: All work is done through group discussion, not independently, and the results are a group effort. Professional exam standards require this interactive collaborative work approach.

4.4.2 **EDC Responsibilities.** The EDC works in in-person interactive workshops to write, review, and revise Items. All EDC work is done as a team in the in-person workshops under the direction of the Exam PM—not outside of workshops or independently.

4.4.2.1 **Item Development Workshops.** The Exam PM designs and prepares the Item Development workshops, developing the process and criteria, and creating the final set of Exam Items. The EDC then works directly with the Exam PM, in an in-person team workshop:

- Review items that have been flagged by the PM. In full group discussion led by the PM, to determine disposition,
- Write Items—Revised and New. EDC members work in interactive sub-teams (2-3 people), in iterative cycles writing items (new and revised) and reviewing and revising other subgroups' work,
- Review New and Revised Items. In full team discussion with the PM leading, conduct a final review of draft items,
- Final Review and Editing and Validity Scoring. In full team discussion with the PM leading, participate in validity review and scoring,
- After the workshop, the PM does the final review and editing, assigns appropriate statuses, updates the Item Bank, and proceeds with exam construction. (See PM Responsibilities and Activities)

4.4.2.2 **Item Review Workshops.** The Exam PM designs and prepares the Item Review workshops, developing the process and criteria, and creating the final set of retired items. Following the direction and criteria set by the PM, the EDC tasks are to:

- Review all assigned item groups, working in interactive subgroups to identify candidate items for retirement,
- Continue to work in interactive subgroups, review other subgroups' candidate items for removal, and provide additional input,
- In full team discussion, working with the PM, review and identify the final set of items for removal,
- After the workshop, the PM does the final review and processes the final set of items

for retirement.

**4.4.2.3 Practice Exam Development Workshops.** The Exam PM designs and prepares the Practice Exam workshops, developing the process and criteria, and creating the final set of Practice Exam Items. Following the direction and criteria set by the PM, the EDC tasks are to:

- Work in interactive subgroups to identify candidate items for the Practice Exam,
- Continuing to work in interactive subgroups, review other subgroups' candidate items and provide additional input,
- In full team discussion, working with the PM, review and identify the final set of candidate items for the Practice Exam,
- After the workshop, the PM does the final review and selects the final set of items for the Practice Exam and constructs the Practice Exam.

**4.4.2.4 Other Activities.** Although EDC members are not required to perform any tasks outside of the in-person Workshops, individual EDC members are sometimes called upon to provide optional assistance as needed. These individual tasks may include:

- Provide individual assistance as needed regarding problems with items,
- Review exam forms.

**4.4.3 Workshop Frequency.** To maintain a current and adequately sized Item Bank, at least 3 EDC workshops per year are required:

- **Item Development Workshops per year:**
  - Timed to review flagged items from the most recent exam and prepare pretest items for the next exam,
  - Required output 80-90 Pretest items,
  - (See Updated Item Bank Maintenance Plan).
- **Item Review Workshop per year:**
  - Usual retirement 70-100 items.
  - (See Item Bank Maintenance Plan and Item Review Plan)
- **Practice Exam Workshop every 2 years:**
  - Frequency depends on the Board's plans for the publication of new Practice Exams
  - (See Practice Exam Plan)

**4.4.4 Membership and Chair.** Membership is by invitation only, made by the Program Manager (Test Coordinator) and approved by the Executive Director.

## **4.5 Finance Committee**

- 4.5.1 **Purpose and Scope.** The Finance Committee supports GISCI Board of Directors in fulfilling its responsibility to oversee the Society’s financial strategy and performance. The Committee will: review the GISCI’s: 1) quarterly financial statements; 2) annual budget, ensuring alignment to Institute priorities; 3) liquidity status; 4) Internal Revenue Service Form 990 and accompanying schedules, 5) status of significant operating/revenue investment plans; and 6) other appropriate financial information concerning the GISCI. The Committee will also review GISCI’s external audit and tax reports (in addition to Form 990) in accordance with performance and strategic objectives. The review should include discussion with management of significant issues regarding accounting principles, practices, and judgments, including any matters required to be communicated to the Committee by the independent public accountants under applicable professional standards.
- 4.5.2 **Membership and Chair.** The chair of the Committee is the Board Treasurer. In addition to the chair, the Committee is composed of up to five members of the Board as well as the Executive Director. The Chair of the Board is an ex-officio member of the Committee. Committee membership is appointed by the President of the Board. Committee members serve one-year terms beginning January 1<sup>st</sup> and ending December 31<sup>st</sup> of that same year or until the new Committee is appointed by the President of the Board.
- 4.5.3 **Meeting Schedule.** The Committee shall meet quarterly to review investment strategy and performance of assets.

## 5 INSTITUTE STAFF

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- 5.1 **Employee Handbook.** An Employee Handbook has been established to define the policies and practices of GISCI in relation to its employees. This handbook is prepared and modified as necessary by GISCI’s Executive Director and approved by GISCI’s legal counsel.
- 5.2 **Review of Headquarters Office Operations.** To ensure the efficient and effective operation of GISCI headquarters and to provide an accurate assessment of the Executive Director’s performance, the Executive Committee will review all aspects of the headquarters office operations, including but not limited to:
- Cash receipt and disbursement procedures
  - Safeguarding of assets
  - Information systems (hardware and software applications)
  - Database maintenance
  - Organizational workflows
  - Record retention, filing, and archiving
  - Personnel policies and procedures
  - General office procedures; and

- Business continuity plan (Disaster Recovery Plan)

After this review, the Executive Committee will prepare a report on their findings. The draft report will be reviewed with the Executive Director to solicit his/her comments, after which the Executive Committee will send its finalized report to the full Board of Directors for informational purposes and to address any issues or concerns identified by the Executive Committee that require Board action.

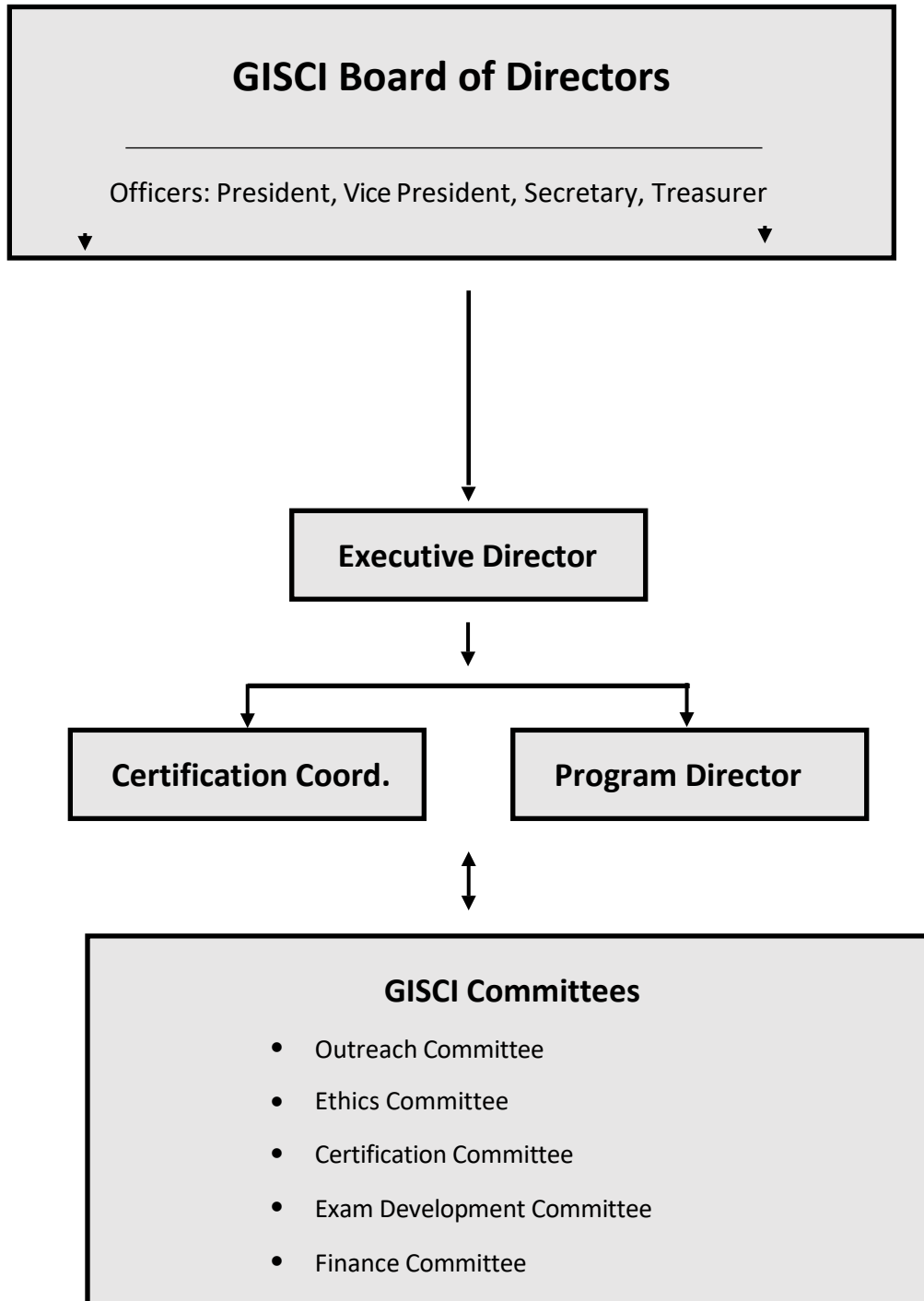
**5.3 Annual Performance Reviews.** The Executive Committee shall conduct the annual performance of the Executive Director concurrently with the annual headquarters review. The performance review will assess achievement of goals for the prior year and set goals for the upcoming year. This review will become a part of the Executive Director's personnel file and will be acknowledged by signature of both the President and Executive Director.

Feedback from the Executive Director to each staff member is expected to occur on a continual basis. In addition, the Executive Director will annually provide a formal performance review of each employee. The performance review will assess achievement of goals for the prior year and set goals for the upcoming year. This review will become a part of the employee's personnel file and will be acknowledged by signature of both the Executive Director and the employee.

**5.4 Conflict of Interest in Employment.** This policy exists to prevent any actual or apparent conflict in interest between the employee and GISCI. Such conflicts may arise when an employee seeks, is offered, or is engaged in employment or volunteer activities that are competitive with or detrimental to GISCI. Thus, employee conflict of interest is defined as behavior which is competitive with or otherwise detrimental to GISCI operations and mission. This policy applies to all GISCI employees.

5.4.1 **Policy.** The purpose of this policy, as defined in the Employee Manual, is to make employees aware that they are not to take part in off-duty employment or volunteer activities that conflict with their GISCI work or the GISCI mission.

## Appendix A: GISCI Organization Chart



## Appendix B: Ethics Charge Submission Form

### ETHICS CHARGE SUBMISSION FORM

**IMPORTANT:** Read the **GISCI Ethics Procedures** at [http://www.gisci.org/Ethics\\_and\\_Conduct/Ethics\\_Violation.htm](http://www.gisci.org/Ethics_and_Conduct/Ethics_Violation.htm) before submitting this form. For a complaint to be considered by the GISCI Ethics Committee it must be accompanied by evidence and/or support documentation at the time of filing. This form may be filled out using black ballpoint pen or by filling in the PDF fields and printing the completed form.

#### **ACCUSER** (person filing this complaint)

Accuser's Name		Occupation	
Address			
City	State	Postal Code	Country
Phone 1	<input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell <input type="checkbox"/> Other	Phone 2 <input type="checkbox"/> Home <input type="checkbox"/> Work
Email Address			
Relationship to the Accused			

#### **ACCUSED** (the GISP who allegedly violated the Rules of Conduct or Code of Ethics)

Accused's Name		Occupation	
Address			
City	State	Postal Code	Country
Phone 1	<input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell <input type="checkbox"/> Other	Phone 2 <input type="checkbox"/> Home <input type="checkbox"/> Work
Email Address			

#### **WITNESSES** (if applicable)

<b>Witness 1</b>			
Name			
Relationship to the Accused			
Email Address			
Phone 1	<input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell <input type="checkbox"/> Other	Phone 2 <input type="checkbox"/> Home <input type="checkbox"/> Work

<b>Witness 2</b>			
Name			
Relationship to the Accused			
Email Address			
Phone 1	<input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell <input type="checkbox"/> Other	Phone 2 <input type="checkbox"/> Home <input type="checkbox"/> Work

<b>Witness 3</b>			
Name			
Relationship to the Accused			
Email Address			
Phone 1	<input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Cell <input type="checkbox"/> Other	Phone 2 <input type="checkbox"/> Home <input type="checkbox"/> Work

#### **FOR OFFICE USE ONLY**

Received	ECSF #	Reviewed	Assigned	Revision: 2006-08-15
Hearing	Decision	Penalty	Appeal	

## NATURE OF COMPLAINT

Date(s) alleged infraction(s) occurred:

Summary of events (350 words or less; summary only, further details belong in "Supporting Evidence"):

Specific Rule(s) of Conduct or Ethics that may have been violated:

Have you attempted discussions, mentoring, and/or mediation?  Yes  No Explain:

## SUPPORTING EVIDENCE

Supporting evidence is **REQUIRED**. The complaint must include sufficient documentation and evidence to corroborate the complaint. The documentation and evidence may be submitted in either digital or hard-copy format. **List all documents** (including any on digital media) accompanying this form.

## SUBMISSION

I have read, understood, and will comply with the **GISCI Ethics Procedures**.  Yes

I have retained a copy of this completed form and all accompanying documentation in the packet being submitted.  Yes

Accuser's

**SIGNATURE**

**DATE**

**NOTE:** This original signed Ethics Charge Submission Form and all supporting documentation must be submitted to the Ethics Officer as a single packet. **Mail entire packet to:**

GISCI Ethics Officer  
GIS Certification Institute  
503 E. Nifong #338  
Columbia, MO 65201-3717

If a phone number is required for delivery purposes, please use (847) 824-7768. If you have any questions about completing this form, contact Tony Spicci at [tspicci@gisci.org](mailto:tspicci@gisci.org) or at the address or phone number listed above.

## **Appendix C: PRIVACY POLICY**

This Privacy Policy describes how your personal information is collected, used, and shared when you visit or make a purchase from [www.gisci.org](http://www.gisci.org) (the “Site”).

### **PERSONAL INFORMATION WE COLLECT**

When you visit the Site, we automatically collect certain information about your device, including information about your web browser, IP address, time zone, and some of the cookies that are installed on your device. Additionally, as you browse the Site, we collect information about the individual web pages or products that you view, what websites or search terms referred you to the Site, and information about how you interact with the Site. We refer to this automatically collected information as “Device Information.”

We collect Device Information using the following technologies:

- “Cookies” are data files that are placed on your device or computer and often include an anonymous unique identifier. For more information about cookies, and how to disable cookies, visit <http://www.allaboutcookies.org>.
- “Log files” track actions occurring on the Site, and collect data including your IP address, browser type, Internet service provider, referring/exit pages, and date/time stamps.
- “Web beacons,” “tags,” and “pixels” are electronic files used to record information about how you browse the Site.

### **COLLECTING YOUR PERSONAL INFORMATION**

As you register on site, you provide us with your name, address, phone number, and email address.

As you start to complete the Portfolio Application, additional information is stored in your profile in a user-password protected format. When you pay for services offered, you can either provide payment information online, or in a separate transaction. In neither case, do we store credit cards or payment information.

### **SHARING YOUR PERSONAL INFORMATION**

We do not share your Personal Information with third parties, nor do we sell any information to other parties.

When you become a GISP Certified Professional, you are added to a searchable registry, available to the public, but the information provided for public view is limited to your name (first, middle, last), Title, Company, City, State, Zip, Certification Date, Expiration Date, and Certification Number.

We use Google Analytics to help us understand how our customers use the Site--you can read more about how Google uses your Personal Information here: <https://www.google.com/intl/en/policies/privacy/>.

You can also opt-out of Google Analytics here: <https://tools.google.com/dlpage/gaoptout>.

### **CHANGES**

We may update this privacy policy from time to time to reflect, for example, changes to our practices or for other operational, legal, or regulatory reasons.

### **CONTACT US**

For more information about our privacy practices, if you have questions, or if you would like to make a complaint, please contact us by e-mail at [info@gisci.org](mailto:info@gisci.org).

## Appendix D: REVISION HISTORY

#	Date	By	Description
1.1	4/10/2023	Tony Spicci	Initial development of document
1.2	5/18/2023	Tony Spicci	Edits and revisions
1.3	5/23/2023	Tony Spicci	Edits received from Kent Park
1.4	6/13/2023	Tony Spicci	Grammar edits
1.4	6/15/2023	Tony Spicci	Formatting edits / content edits
1.5	7/27/2023	Tony Spicci	Final Edits for Board Approval
1.5.1	8/3/2023	Tony Spicci	Board Approval
2.1	4/5/2024	Tony Spicci	Additions for Accreditation along with Edits of document
2.2	4/8/2024	Tony Spicci	Board Edits