

BYLAWS
OF
THE MINNESOTA SOCIETY OF AMERICAN FORESTERS

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ARTICLE 1: NAME AND OBJECTIVES

This organization is a unit of the Society of American Foresters (the Society) and shall be known as the "Minnesota Society of American Foresters." As provided in Article VI, Section 1 of the Constitution of the Society of American Foresters, the Minnesota Society¹ includes all the counties within the state of Minnesota.

The objectives shall be:

- (1) to advance the science, education, technology, and practice of forestry; to enhance the competence of its members; to establish professional excellence; and to use the knowledge, skills, and conservation ethic of the profession to ensure the continued health and use of forest ecosystems and the present and future availability of forest resources to benefit society.
- (2) to provide an opportunity for communication among the individual members, their regional representatives and the Society.

ARTICLE 2: ACTIVITIES LIMITED TO EXEMPT PURPOSES

No part of the net earnings of the Minnesota Society shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Minnesota Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 1 hereof. No substantial part² of the activities of the Minnesota Society shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the Minnesota Society shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. In the case of a written request from a governmental body, committee, or subdivision, the Minnesota Society shall provide technical assistance and advice providing the Minnesota Society deems it appropriate to provide such assistance. Notwithstanding any other provision of these articles, the Minnesota Society shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

ARTICLE 3: MEMBERSHIP

Every member of the Society in good standing is entitled to membership in the society of the state in which the member has established domicile. The domicile of a member shall be the member's principal home or residence, unless the member's place of business and professional affiliations lie within the territory of another state society, when, by notification in writing to the national office, the member may establish domicile with said

¹The term "Minnesota Society" refers to the Minnesota Society of American Foresters. The term "state society" used herein applies to either a state society, a multi-state society (more than one state), or an intra-state society (having separate boundaries within the same state, e.g., Northern California SAF and Southern California SAF). The term "the Society" refers to the national Society of American Foresters.

²Greater than five percent (5%) of your annual budget.

other state society for the purpose of state society membership. An individual may be a voting member of and be eligible for office holding in only one state society.

Only voting members, as defined in the Society's Constitution, in good standing, shall be entitled to vote on any question before the Minnesota Society. Other members may attend any meeting of the Minnesota Society and take part in the discussions, but shall have no vote. Members of a student chapter shall be entitled to vote only on any question before the student chapter.

Membership in the Minnesota Society may be terminated by (1) voluntary resignation, (2) failure to pay dues, or (3) expulsion from the Society for unprofessional conduct.

ARTICLE 4: DUES

Annual dues shall be due upon receipt of the invoice. Minnesota Society and its Chapters shall set their own dues which shall be collected by the Society concurrent with the collection of national dues and transmitted to the Treasurer of the Minnesota Society. Student members shall not be assessed Minnesota Society dues.

Members who have not paid national and Minnesota Society dues by March 1 shall be notified by the Society that they are in bad standing, and thus ineligible to vote, to receive Society publications, to be a candidate for office, or to hold office until the dues are paid.

A member who transfers to another state society and has paid annual dues in the state society from which the transfer is being made shall not be required to pay additional dues for the year of transfer and shall automatically become a member of the state society to which the member has transferred for the remainder of the year.

New members admitted during the year shall pay pro-rata dues beginning with the quarter after the admission is accepted. No member shall be entitled to a return of fees or dues upon discontinuance of membership.

ARTICLE 5: OFFICERS

The officers of the Minnesota Society shall include the Past Chair, Chair, Chair-elect, Secretary/Treasurer, Chairs of the standing and special committees of the Minnesota Society, Chairs of its Chapters, and individuals appointed to serve in a formal capacity in a defined position (see appendix). Officers shall be voting members of the Society and the Minnesota Society for the duration of their terms. Terms shall be for one year and commence on January 1. The Chair-elect shall become Chair for the subsequent term. Individuals are eligible to serve multiple, non-consecutive terms as Chair-elect and Chair or multiple consecutive terms as Secretary/Treasurer.

In the event of vacant officer positions, the Executive Committee is responsible for applying the following approach to appoint replacements until the next election can be held:

- If the Chair is unable to complete the full term of office, the Chair-elect shall succeed and complete the unexpired term prior to serving the full term as Chair. Should this occur, the Executive Committee by a majority vote shall appoint a replacement Chair-elect who shall assume the duties of the vacant office until the next regular election of officers.
- In the event the Chair-elect is unable to complete the term of office and succeed to the office of Chair, the Executive Committee shall appoint an acting Chair-elect to serve until the next regular election at which time both a Chair and a Chair-elect shall be elected.

- In the event that both the Chair and Chair-elect are unable to complete their respective terms, the Executive Committee shall appoint an acting Chair and Chair-elect until the next regular election of officers.
- Vacancies in the office of the Secretary/Treasurer shall be filled by appointment by the Executive Committee until the next regular election at which time a Secretary/Treasurer shall be elected.

ARTICLE 6: DUTIES AND RESPONSIBILITIES

The Chair shall be responsible for developing and continuing Minnesota Society activities during the term of office and for organizing the membership toward meeting the Objectives. The Chair shall preside at meetings of the Minnesota Society; serve as chair of the Executive Committee and as an ex-officio member of all other committees; oversee the business affairs; appoint, with the approval of the Executive Committee, chairs of the standing and special committees; act as the official delegate to the House of Society Delegates, or, with the approval of the Executive Committee, appoint an alternate; and perform all other duties commonly incident to such office.

The Chair-elect, in the absence of the Chair, shall preside at Minnesota Society meetings and act for and assist the Chair in conducting Minnesota Society affairs, as requested by the Chair. The Chair-elect shall be responsible for leading and overseeing the planning of the annual Minnesota Society conference for the year they will preside as Chair. The Chair-elect shall assist the Chair with planning efforts for other Minnesota Society events/meetings.

The Secretary or another officer as designated by the Executive Committee shall conduct all Minnesota Society elections and referendums not conducted by the Society; keep the minutes of the Minnesota Society's meetings and send a copy to the Executive Vice-President of the Society; conduct correspondence; announce meetings; send agenda for meetings to the Executive Vice-President 30 days in advance when possible; and perform such other duties as may be assigned by the Executive Committee or Chair. The Secretary shall prepare and present at the annual meeting a report on the Minnesota Society's activities, and shall provide a copy of the report to the Executive Vice-President. The Secretary shall report to the Executive Vice-President the adoption of, and amendment to, these bylaws.

The Treasurer or another officer as designated by the Executive Committee shall act as custodian of the Minnesota Society's accounting records and accounts; receive and deposit all funds and disburse all funds authorized by the Chair (or Executive Committee) on behalf of the Minnesota Society; and perform such other duties as may be assigned by the Executive Committee or the Chair. The Treasurer shall prepare and present at the annual meeting a report of the Minnesota Society's financial status, including an income and expense statement for the year's operations and a balance sheet as of the end of the Society's fiscal year, i.e., December 31. Upon certification by the Auditing Committee, copies of the written report shall be submitted to the Chair and to the Executive Vice-President. The Treasurer is responsible for ensuring that the state society remains in compliance with all state and federal tax laws.

ARTICLE 7: ELECTIONS

Nominations made by the Nominating Committee shall be transmitted to the Chair with a copy to the Secretary/Treasurer by September 1. Nominations by the membership at large, if endorsed by at least 25 voting members in good standing and presented to the Secretary/Treasurer in writing by September 1, shall be included on the ballot.

Election of officers shall be by ballot in October. The Executive Committee will determine the most appropriate method of voting. This may include hard copy and/or electronic ballots, to ensure all members have access to a ballot and the opportunity to vote. Ballots shall be tabulated by December 1. Election results will be reported to the national office no later than December 8.

The outcome of all elections shall be determined by a plurality or simple majority of those voting. In the case of a tie vote, a run-off election shall be held within one month. All election results shall be tabulated by a Tellers Committee who shall promptly certify the results of the election to the Chair, the Executive Committee, the Executive Vice-President (by December 8), and all candidates for office. The membership shall be informed of the election results as soon as possible.

ARTICLE 8: STANDING COMMITTEES

Standing committees of the Minnesota Society shall include, but not be limited to, the Executive, Nominating, Tellers, and Auditing Committees. The Chair of the Minnesota Society with the approval of the Executive Committee, shall appoint a chair and members of the standing and special committees, except as specified below for the Executive Committee. The Chair of the Minnesota Society serves as an ex-officio member of each committee.

- A. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the officers of the Minnesota Society. The Executive Committee shall give general supervision to the affairs and interests of the Minnesota Society and its contacts with the national Society; shall control the expenditure of all funds; and approve the place, date and program of all meetings. The Executive Committee shall adopt a charter for each of the other committees, outlining the objectives, organization and activities of the committees. Each incoming Chair shall recommend to each new Executive Committee at its first meeting additions, deletions and changes in committee charters. Action on any charter, however, may be taken at any Executive Committee meeting. The Committee shall fill by appointment the unexpired term of any Executive Committee member; approve or disapprove proposed appointments by the Chair; advise the Chair on all matters which the Chair presents to the committee; and act for the Minnesota Society on urgent matters which require immediate action between Minnesota Society meetings. Committee meetings and other business may be transacted electronically or by mail. At least one committee meeting shall be held annually. Any action of the Executive Committee shall be subject to a member referendum upon petition of at least two percent but in no case less than 10 of the voting members of the Minnesota Society.
- B. NOMINATING COMMITTEE. The Nominating Committee shall operate in accordance with the committee charter. This committee shall nominate from eligible Minnesota Society members at least two candidates for each elective office; obtain agreement to serve if elected from each nominee; and send the nominations, agreements to serve, and biographies on the candidates to the Secretary/Treasurer or other officer by August 1. If, for any reason, a nominee is found by the Secretary/Treasurer to be ineligible, the Nominating Committee shall provide another nomination by September 15. The committee shall also coordinate efforts and receive nominations for various awards.
- C. TELLERS COMMITTEE. The Tellers Committee shall operate in accordance with the committee charter. This committee shall assemble at the time and place set by the Secretary/Treasurer to tabulate ballots and shall certify the results of elections to the Chair and Executive Committee.
- D. AUDITING COMMITTEE. The Auditing Committee shall operate in accordance with the committee charter. This committee, at the conclusion of the fiscal year, shall inspect the financial records of the

Minnesota Society. The committee shall certify the accuracy of the financial statements prepared by the Secretary/Treasurer and shall report the results of the audit to the Chair and the membership.

ARTICLE 9: SPECIAL COMMITTEES AND/OR POSITIONS

SPECIAL COMMITTEES AND/OR POSITIONS shall be authorized by the Executive Committee. Such committees may include: membership, policy and legislative, communications, etc.

ARTICLE 10: STATE DIVISIONS AND/OR CHAPTERS

A. STATE DIVISIONS (of multi-state societies). A State Division may be authorized by the Executive Committee upon written petition of 30 or more voting members resident in the state and upon approval by referendum³ of the members in the state. The boundaries of a State Division shall follow state lines except in cases approved by the Society Council. The authorization for a State Division may be rescinded by the Executive Committee or upon the affirmative vote of at least 10 members of the Council. A State Division shall hold at least one meeting each year to retain authorization and be governed by a set of officers as described for state societies.

State Divisions may adopt bylaws subject to the approval of the Executive Committee and the Council, provided that no part thereof shall conflict with the Constitution and Bylaws of the Society.

A State Division shall report promptly to the state society Chair and the Executive Vice-President, the election of State Division officers, the adoption of State Division bylaws and amendments thereto, and shall report at least once a year on the activities of the State Division. Actions or recommendations of a State Division will be transmitted to the state society for recommendation to the Council.

A state society is authorized to appropriate funds to the State Division for the conduct of its business.

Upon request, the Executive Vice-President will collect and forward dues of State Divisions, and may provide mailing labels, membership rosters, and other automation products.

B. CHAPTERS. A Chapter within a state society or state division may be authorized by the Executive Committee upon written petition of 15 or more voting members resident in an area where a strong local organization may be effected. The boundaries of a Chapter shall be established by the Executive Committee. Where a viable Chapter can be sustained only by including members from both sides of a state boundary, the Chapter shall be affiliated with the state society in which a majority of the Chapter members are resident.

A Chapter shall hold at least one meeting each year to retain its authorization and be governed by a set of officers as described for state societies.

The authorization for a Chapter may be rescinded by the Executive Committee or upon the affirmative vote of at least 10 members of the Council.

³Council action November 18-19, 1981, provides "that on matters of reorganization, the Council will not consider a petition to conduct a referendum to establish or disestablish a State Society where the establishment decision had been based on a properly conducted referendum within previous two-year period. The decision, where determined by referendum, shall stand for at least two years."

Chapters may adopt bylaws subject to the approval of the Executive Committee and the Council, provided that no part thereof shall conflict with the Constitution and Bylaws of the Society.

A Chapter shall report promptly to the Minnesota Society Chair and the Executive Vice-President the election of Chapter officers, the adoption of Chapter bylaws and amendments thereto, and shall report at least once a year on the activities of the Chapter. Actions or recommendations of a Chapter on Society affairs will be transmitted to the Minnesota Society or state division for recommendation to the Council.

A state society is authorized to appropriate funds to a Chapter to conduct its business.

Upon request, the Executive Vice-President will collect and forward dues of Chapters, and may provide mailing labels, membership rosters, and other automation products.

- C. **STUDENT CHAPTERS.** A Student Chapter may be authorized within a state society by the Executive Committee upon written petition of 15 or more Student Members at an institution designated as SAF-accredited or as a candidate institution for accreditation or an SAF-recognized forest technician training program, or upon written petition of 15 or more voting members.

Student Chapters shall be composed of Student Members and other Society members employed by an institution designated as SAF-accredited or as a candidate institution for accreditation or by an SAF-recognized forest technician school. Student Chapter officers shall serve for the school year.

Student Chapter officers shall be students or graduate students who are members of the Society.

ARTICLE 11: UNIT POSITION STATEMENTS

- A. Unit position statement procedures. Unit positions shall be in accordance with Forest Policy Principles and not be in conflict with existing national positions. Society units shall follow the National Bylaws II-A, B, C, D, and E in developing, adopting, rescinding, and communicating positions.
1. For unit position statement procedures, Unit terminology corresponds to national terminology as follows:

National	State, Intrastate, Multistate, Division, or Chapter of SAF
President	Unit Chair
Council	Unit Executive Committee
Executive Vice-President	Unit Chair
Task Force	Unit Task Force
Committee on Forest Policy	Unit Forest Policy Committee
National Position Statement	Unit Position Statement

B. The following exceptions to National Bylaws II-A, B, C, and D apply to unit position statement procedures.

1. Assistance. Upon a request by a Society unit, the Committee on Forest Policy, Forest Science and Technology Board, and working groups may assist by acting as advisors to Society units, committees, and task forces.
2. Identification of issues. Issues proposed for unit positions are selected by the unit executive committee, and may be recommended to the Executive Committee by unit committees or the unit membership at large.
3. Coordination among units of the Society. Multiunit position statement preparation and adoption is encouraged where issues may be more regional than local in scope. Jointly adopted position statements shall be clearly identified as such.
4. National office review. Proposed unit positions shall be submitted to the national office for review prior to adoption by the unit. Proposed division or chapter positions shall also be reviewed by the relevant state or multistate unit prior to national office review. The executive vice-president review shall ensure the unit's position statement is consistent with Forest Policy Principles, national positions, and the position statement format.
5. Adoption procedure. After review by the executive vice-president, unit position adoption shall be by the affirmative vote of at least two-thirds of the unit executive committee. When doubt exists as to whether or not there would be general agreement on a proposed unit position by the members of the unit, a secret mail ballot of the unit's voting members shall be conducted prior to adopting the position. In such cases, approval shall be by the affirmative vote of at least two-thirds of those members voting.
6. Rescission of unit positions. Council may rescind any position adopted by a unit of the Society if the position is inconsistent with Forest Policy Principles or current national positions.
7. Communicating positions. Prior to their communication and distribution, unit position statements shall be made available to the national office for filing.

ARTICLE 12: MEETINGS

At least one business meeting consisting of no less than five percent of the voting membership shall be held during the year to consider business of sufficient importance to require careful consideration by the membership at large.

The Minnesota Society shall schedule meetings so as not to conflict with the annual meeting of the Society.

Other meetings shall be scheduled by the Chair, with the approval of the Executive Committee, and may be open to friends of members and other interested persons for the exchange of ideas on subjects of interests to the profession of forestry. Resolutions of gratitude, regret and other non-policy matters may be adopted by a majority vote of those present at these meetings.

Important business matters that cannot be delayed until the next business meeting may be submitted to the voting membership either electronically or by mail.

ARTICLE 13: RECALL

Any elected officer may be removed from office for reason of misconduct, incompetence or neglect of duty provided such removal is approved by two-thirds vote of all members voting. The recall vote may be initiated by the Executive Committee on its own volition or shall be required upon receipt of a petition setting forth the points of contention and signed by at least two percent but in no case less than 10 of the voting members of the Minnesota Society. Ballots or results of electronic voting shall be submitted to a special Tellers Committee, appointed by the Executive Committee.

ARTICLE 14: AMENDMENT OF BYLAWS

Amendments to these bylaws may be proposed by the Executive Committee or upon written petition of at least two percent but in no case less than 10 of the voting members of the Minnesota Society. Proposed amendments shall be submitted to the Executive Vice-President for approval prior to being put to a vote by Minnesota Society members. Amendment of these bylaws shall require a two-thirds vote of the members voting.

ARTICLE 15: ASSETS

Minnesota Society assets belong to the Minnesota Society membership as a whole. In the event of division or merger of state societies, the assets of the parent state society(s) will be audited and allocated to the new state society(s) in proportion to the percentage of the voting members transferred.

Upon the dissolution of the Minnesota Society, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the Minnesota Society, transfer all the assets of the Minnesota Society to the national Society, or dispose of all of the assets of the Minnesota Society exclusively for the purposes of the Minnesota Society in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Committee shall determine.

Adopted by the Minnesota Society members on _____

By: _____, Chair

Date: _____

Member, Executive Committee

Member, Executive Committee

Amendment(s) adopted: _____

APPENDIX TO BYLAWS

COMMITTEE CHARTERS AND POSITION DESCRIPTIONS

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STANDING COMMITTEES

EXECUTIVE COMMITTEE

Date Established: January 1, 1981. **Amended/Revised:** May, 2013

The **EXECUTIVE COMMITTEE** is duly authorized under Article 8 (B) - STANDING COMMITTEES, as approved in the BY-LAWS of the MINNESOTA SOCIETY OF AMERICAN FORESTERS.

I. OBJECTIVE

Provide general supervision to the affairs and interests of the Minnesota Society.

II. ORGANIZATION

The Executive Committee shall consist of the officers of the Minnesota Society. The Minnesota Society Chair will chair this committee, unless unavailable, in which case this duty temporarily passes to the Chair-elect.

The Committee shall fill by appointment the unexpired term of any Executive Committee member.

Any action of the Executive Committee shall be subject to a member referendum upon petition of at least two percent but in no case less than 10 of the voting members of the Minnesota Society.

III. ACTIVITIES

- A. Provide general supervision to the affairs and interests of the Minnesota Society and its contacts with The Society;
- B. Control the expenditure of all funds;
- C. Approve the place, date and program of all meetings;
- D. Adopt a charter for each of the other committees, outlining the objectives, organization and activities of the committees;
- E. Each incoming Chair shall recommend to each new Executive Committee at its first meeting additions, deletions and changes in committee charters. Action on any charter, however, may be taken at any Executive Committee meeting.
- F. Fill by appointment the unexpired term of any Executive Committee member;
- G. Approve or disapprove proposed appointments by the Chair;
- H. Advise the Chair on all matters which the Chair presents to the committee;
- I. Act for the Minnesota Society on urgent matters which require immediate action between Minnesota Society meetings.
- J. Committee meetings and other business may be transacted electronically or by mail. At least one committee meeting shall be held annually.
- K. Submit updates for the Minnesota Society website to the Communication Committee Chair.
- L. Prepare a short update of Committee activities for inclusion in each Minnesota Society newsletter.

NOMINATING COMMITTEE

Date Established: January 1, 1981 **Amended/Revised:** May, 2013

The **NOMINATING COMMITTEE** is duly authorized under Article 8 (B) - STANDING COMMITTEES, as approved in the BY-LAWS of the MINNESOTA SOCIETY OF AMERICAN FORESTERS.

I. OBJECTIVE

Ensure that the Minnesota Society has quality candidates for elected offices and awards.

II. ORGANIZATION

The committee will normally be made up of the immediate Past Chair of the Minnesota Society, if available, along with the Past Chair of each chapter within the state, and/or individual(s) appointed by the Minnesota Society Chair.

The Minnesota Society Past Chair will chair this committee, unless unavailable or unwilling to serve, in which case the committee must select a chair and report this decision to the Executive Committee.

In accordance with Article 8, the Minnesota Society Chair serves as an ex-officio member to this committee.

III. ACTIVITIES

- A. Solicit nominations of members willing to serve in leadership positions of Chair-elect and Secretary/Treasurer for the Minnesota Society and individual chapters by July 1.
- B. Collect and submit biographies on the candidates to the Minnesota Society Secretary/Treasurer in timely fashion for ballot preparation by August 1.
- C. Coordinate efforts and receive nominations for election to the grade of Fellow in The Society in compliance with The Society deadlines.
- D. Receive and review nominations for the Minnesota Young Forester and Outstanding Forester Awards, John A. Beale Memorial Award, Gifford Pinchot Medal, Sir William Schlich Memorial Medal and other awards in compliance with The Society deadlines.

TELLERS COMMITTEE

Date Established: January 1, 1981. **Amended/Revised:** May, 2013

The **TELLERS COMMITTEE** is duly authorized under Article 8 (C) - STANDING COMMITTEES, as approved in the BY-LAWS of the MINNESOTA SOCIETY OF AMERICAN FORESTERS.

I. OBJECTIVE

Certify the election results to the Minnesota Society Chair and Executive Committee.

II. ORGANIZATION

The Tellers Committee shall be made up of two (2) or more members in good standing of the Minnesota Society, excluding the Minnesota Society Secretary/Treasurer. The Minnesota Society Chair shall appoint committee members who are available to meet with the Secretary/Treasurer of the Minnesota Society at a time and place convenient to the committee shortly after the close of election.

In accordance with Article 8, the Minnesota Society Chair serves as an ex-officio member to this committee.

III. ACTIVITIES

The Tellers Committee shall review the accuracy of electronic voting results and/or tabulate all ballots submitted in an election or vote. The committee shall report to the Executive Committee the results of elections as soon as results are tabulated and certified.

AUDITING COMMITTEE

Date Established: January 1, 1981

Amended/Revised: May, 2013

The **AUDITING COMMITTEE** is duly authorized under Article 8 (D) - STANDING COMMITTEES, as approved in the BY-LAWS of the MINNESOTA SOCIETY OF AMERICAN FORESTERS.

I. OBJECTIVE

Complete an annual audit of the financial records of the Minnesota Society.

II. ORGANIZATION

The Auditing Committee shall be made up of two (2) or more members in good standing of the Minnesota Society, excluding the Minnesota Society Secretary/Treasurer. The Minnesota Society Chair shall appoint committee members based upon their competence and availability to conduct the audit.

In accordance with Article 8, the Minnesota Society Chair serves as an ex-officio member to this committee.

III. ACTIVITIES

The committee shall inspect and certify the accuracy of the financial records of the Minnesota Society. Findings shall be submitted to the Executive Committee prior to the next Executive Committee meeting following the conclusion of the audit. The committee shall prepare a report for distribution to the Minnesota Society membership.

SPECIAL COMMITTEES

COMMUNICATIONS COMMITTEE

Date Established: January 1, 1981. **Amended/Revised:** May, 2013

The COMMUNICATIONS COMMITTEE is duly authorized under Article 9(A) – SPECIAL COMMITTEES, as approved in the BY-LAWS of the MINNESOTA SOCIETY OF AMERICAN FORESTERS.

I. OBJECTIVE

- A. To improve the public's understanding and appreciation of forestry, the forestry profession and the role they play in both our society and the conservation of our State's forest resources.
- B. To improve and sustain communication among members of the Minnesota Society.

This shall be done in a fashion that contributes towards advancing the science, technology, education and practice of professional forestry, and promotes the use of knowledge and skills of the profession to the benefit of society.

II. ORGANIZATION

The committee chair shall be appointed by the Minnesota Society Chair. Chapters will each appoint a representative to this Committee. Selection for committee membership should consider demonstrated ability in communication, public affairs and commitment to active service.

The Minnesota Society Newsletter Editor is a member of this committee by virtue of their role, but is expected to independently fulfill the duties of their position.

In accordance with Article 8, the Minnesota Society Chair serves as an ex-officio member to this committee.

III. ACTIVITIES

Annually this Committee shall:

- A. Meet regularly and at least once in person, perhaps in conjunction with the Minnesota Society annual conference.
- B. Coordinate with The Society's Staff Director of Information to disseminate information regarding national activities relevant to the State of Minnesota.
- C. Facilitate and improve the flow of information between the Minnesota Society and The Society, and among the Minnesota Society and its general membership.
- D. Coordinate communications with other state societies on items of mutual interest.
- E. Coordinate media coverage of events and activities of the Minnesota Society. This should include news releases to local news media regarding newly elected officers and upcoming conferences.

- F. Coordinate outreach activities and communications of the Minnesota Society, its committees, and its chapters.
- G. Promote the Committee's objectives through the preparation and distribution of appropriate communication materials such as media releases, email and other electronic media, exhibits, etc.
- H. Coordinate and conduct communication efforts within the Minnesota Society and with other Minnesota organizations at the request of the Minnesota Society Chair or Executive Committee.
- I. Investigate and pursue appropriate social media opportunities (e.g. "LinkedIn").
- J. Maintain an up-to-date Minnesota Society website. Review information submitted by Minnesota Society committees or positions and update the Minnesota Society website accordingly. Submit website changes beyond the scope/authority of this Committee to The Society.
- K. Prepare a short update of Committee activities for inclusion in each Minnesota Society newsletter.
- L. Designate a representative to assist with efforts related to planning and conducting the annual conference and summer workshop/field tour.

EDUCATION COMMITTEE

Date Established: January 1, 1981. **Amended/Revised:** May, 2013

The **EDUCATION COMMITTEE** is duly authorized under Article 9 (A) - SPECIAL COMMITTEES, as approved in the BY-LAWS of the MINNESOTA SOCIETY OF AMERICAN FORESTERS.

I. OBJECTIVE

To plan and implement continuing education and professional development events for Minnesota Society members and other forestry professionals while coordinating with educational organizations, such as the Sustainable Forests Education Cooperative (SFEC) and the University of Minnesota.

To coordinate with the Society's Forest Science and Technology Board as it relates to educational opportunities for Minnesota Society members and other forestry professionals.

II. ORGANIZATION

The Committee Chair shall be appointed by the Minnesota Society Chair. Chapters will each appoint a representative to this Committee.

In accordance with Article 8, the Minnesota Society Chair serves as an ex-officio member to this committee.

III. ACTIVITIES

Annually this Committee shall:

- A. Meet regularly and at least once in person, perhaps in conjunction with the Minnesota Society annual conference.
- B. Coordinate with the National SAF Director of Continuing Education to keep them apprised of Minnesota Society activities.
- C. Promote the Continuing Forestry Education Certificate program to foresters, allied professionals, and employers.
- D. Assess continuing education needs of Minnesota Society members and other forestry professionals.
- E. Watch for and communicate relevant training opportunities (including those sponsored by other organizations) to Minnesota Society members. Contact and encourage course administrators to seek stewardship and SAF certified foresters continuing education credits.
- F. Send meeting/training agendas and CFE applications to the SAF National Office for credit evaluations. Manage sign-in sheets and submit them to SAF National for Minnesota Society conferences and field sessions.
- G. Submit information and updates for the Minnesota Society website to the Communications Committee Chair.
- H. Prepare a short update of Committee activities for inclusion in each Minnesota Society newsletter.
- I. Designate a representative to assist with efforts related to planning and conducting the annual conference and summer workshop/field tour.

MEMBERSHIP & FUNDRAISING COMMITTEE

Date Established: January 1, 1981. **Amended/Revised:** May, 2013

The **MEMBERSHIP & FUNDRAISING COMMITTEE** is duly authorized under Article 9 (A) - SPECIAL COMMITTEES, as approved in the BY-LAWS of the MINNESOTA SOCIETY OF AMERICAN FORESTERS.

I. OBJECTIVE

Recruit new members and promote membership retention. Realistic goals will be set annually in conjunction with the national membership effort.

Broaden the diversity of the membership in the Minnesota Society. Interested individuals that qualify as associate or affiliate members should be encouraged to join the Minnesota Society.

Raise funds sufficient to finance the following purposes:

- Promote education to enhance public understanding of the role of professional foresters in forest resource management;
- Strengthen and fund activities of the Minnesota Society, its chapters, and its committees to achieve the mission of the Society;

Maintain contact and coordinate with The Society's Foresters Fund and seek opportunities to conduct Foresters Fund projects and or activities at the statewide level.

II. ORGANIZATION

The Committee Chair shall be appointed by the Minnesota Society Chair. Chapters will each appoint a representative to the Committee. Additional members of the committee may be appointed by the Executive Committee or recruited by the Committee Chair. These individuals should be selected on the basis of their interest and commitment to furthering the committee's objectives.

In accordance with Article 8, the Minnesota Society Chair serves as an ex-officio member to this committee.

III. ACTIVITIES

Annually this Committee shall:

- A. Meet regularly and at least once in person, perhaps in conjunction with the Minnesota Society annual conference.
- B. Organize recruitment efforts by way of plans, questionnaires, booths at meetings, prospect lists, etc.
- C. Inform chairs (state and chapter) of plans and results of recruitment efforts.
- D. Recognize new members and recruiters.
- E. Facilitate a "transition program" for initiating recent college/university graduates into chapters, emphasizing member retention during that transition and during dues increases.
- F. Organize and conduct fundraising efforts at Minnesota Society sponsored events.

- G. Encourage or solicit and evaluate proposed projects for funding through the Foresters Fund or the Minnesota Society Education Fund.
- H. Establish criteria and publicize to membership the "proposal process" to obtain project funding through the Foresters Fund or the Minnesota Society Education Fund.
- I. Receive proposals from membership, present them to the Executive Committee for approval, and when appropriate forward them to National SAF in a timely manner.
- J. Submit information and updates for the Minnesota Society website to the Communications Committee Chair.
- K. Prepare a short update of Committee activities for inclusion in each Minnesota Society newsletter.
- L. Designate a representative to assist with efforts related to planning and conducting the annual conference and summer workshop/field tour.

POLICY - LEGISLATIVE COMMITTEE

Date Established: January 1, 1981. **Amended/Revised:** May, 2013

The **POLICY - LEGISLATIVE COMMITTEE** is duly authorized under Article 9 (A) - SPECIAL COMMITTEES, as approved in the BY-LAWS of the MINNESOTA SOCIETY OF AMERICAN FORESTERS.

I. OBJECTIVE

To ensure that Minnesota Society members and the Executive Committee are apprised of proposed or pending legislation, policy changes, or emerging issues that affect the interests of the Minnesota Society, the forestry profession, forest-related natural resources, the supporting forest products industry, and land use decisions.

To actively promote legislation and policy that furthers the interests of the Minnesota Society, the forestry profession, forest-related natural resources management, and sustainable land uses.

To facilitate the involvement of Minnesota Society members in policy and legislative matters that promotes the profession, the resource, and supporting forest products industry.

II. ORGANIZATION

The Committee Chair shall be appointed by the Minnesota Society Chair. Chapters will each appoint a representative to the Committee. These individuals should be selected on the basis of their interest and commitment to furthering the committee's objectives.

In accordance with Article 8, the Minnesota Society Chair serves as an ex-officio member to this committee.

III. ACTIVITIES

Annually this Committee shall:

- A) Meet regularly and at least once in person, perhaps in conjunction with the Minnesota Society annual conference.
- B) Monitor proposed or pending Minnesota legislation related to issues that might be of interest to the Minnesota Society or to the forestry profession.
- C) Alert Minnesota Society membership of proposed or pending legislation, or general opportunities to exert influence on behalf of the Minnesota Society, the forestry profession, or forest-related natural resource policy.
- D) Draft forest-related fact sheets, resolutions, position statements, and white papers at the request of the Executive Committee that can be used to further the Minnesota Society's policy objectives, consistent with national society policy and procedure.
- E) Provide updates on policy and legislative issues and events for inclusion in the Minnesota Forester newsletter.
- F) Solicit the support of legislators, other natural resource professionals, and natural resource management agencies for proposed or pending legislation related to issues that might be of interest to the Minnesota Society.

- G) Attend hearings on behalf of the Minnesota Society's policy and legislative interests if requested to do so by the Executive Committee.
- H) Maintain an up-to-date Minnesota Society Legislative Fact Sheet.
- I) Submit information and updates for the Minnesota Society website to the Communications Committee Chair.
- J) Prepare a short update of Committee activities for inclusion in each Minnesota Society newsletter.
- K) Designate a representative to assist with efforts related to planning and conducting the annual conference and summer workshop/field tour.

POSITION DESCRIPTIONS

MINNESOTA SOCIETY CHAIR

Position Description Created: May, 2013

This position description is intended to provide guidance to, and clarify the role and expectations of, the Minnesota Society Chair beyond those outlined in the formal by-laws.

I. OBJECTIVE

Responsible for developing and continuing Minnesota Society activities during the term of office and for organizing the membership toward meeting the objectives stated in the Minnesota Society bylaws.

II. ORGANIZATION

The Minnesota Society Chair presides over all Minnesota Society meetings or appoints another Executive Committee member to act in their place.

The Minnesota Society Chair serves as the Chair of the Executive Committee.

In accordance with Article 8, the Minnesota Society Chair serves as an ex-officio member of all standing and special committees.

III. ACTIVITIES

The Minnesota Society Chair shall:

- A) Preside over all Minnesota Society meetings.
- B) Oversee the business affairs of the Minnesota Society.
- C) Serve as a co-signatory on the Minnesota Society's bank account.
- D) Schedule and set the agenda for Executive Committee meetings.
- E) Appoint, with the approval of the Executive Committee, the standing committees and Chairs of the other special committees.
- F) Act as the official delegate to the House of Society Delegates, or, with the approval of the Executive Committee, appoint an alternate.
- G) Send all chair records and documents that are three years or older to the Minnesota Society Historian at the close of each calendar year.
- H) Assist with efforts to plan and conduct the Minnesota Society Annual Conference and summer workshop/field tours.
- I) Submit a "View From the Chair" article to the Newsletter Editor for each Minnesota Society newsletter publication.
- J) See additional details on pages 12-13 as they relate to the Executive Committee.
- K) See additional details on page 35 related to the Minnesota Society's Annual Conference and Summer Meeting ad-hoc planning team.

MINNESOTA SOCIETY CHAIR-ELECT

Position Description Created: May, 2013

This position description is intended to provide guidance to, and clarify the role and expectations of, the Minnesota Society Chair-elect beyond those outlined in the formal by-laws.

I. OBJECTIVE

NEED SOMETHING HERE

To produce two meetings per year of the Minnesota Society which will be meaningful to the profession as a whole, designed to attract a large level of participation by both members and non-members of the Society who practice forestry within the state.

II. ORGANIZATION

The Minnesota Society Chair-elect serves as the Chair of the Executive Committee in the absence of, or at the request of, the Chair.

OTHERS?

III. ACTIVITIES

The Minnesota Society Chair-elect shall:

- A) Oversee and lead efforts to plan and conduct the Minnesota Society Annual Conference and summer workshop/field tours.
- B) Serve as a co-signatory on the Minnesota Society's bank account.
- C) See additional details on pages 12-13 as they relate to the Executive Committee.
- D) See additional details on page 35 related to the Minnesota Society's Annual Conference and Summer Meeting ad-hoc planning team.
- E) OTHERS

MINNESOTA SOCIETY PAST-CHAIR

Position Description Created: May, 2013

This position description is intended to provide guidance to, and clarify the role and expectations of, the Minnesota Society Chair beyond those outlined in the formal by-laws.

I. OBJECTIVE

NEED SOMETHING HERE

II. ORGANIZATION

OTHERS?

The Past-Chair serves as the Chair of the Nominations Committee.

III. ACTIVITIES

The Minnesota Society Past-Chair shall:

- A) OTHERS
- B) See additional details on pages 14-15 related to the Minnesota Society's Nominations Committee Charter.

MINNESOTA SOCIETY SECRETARY/TREASURER

Position Description Created: May, 2013

This position description is intended to provide guidance to, and clarify the role and expectations of, the Minnesota Society Secretary/Treasurer beyond those outlined in the formal by-laws.

I. OBJECTIVE

To provide secretarial and financial/accounting functions for the Minnesota Society.

II. ORGANIZATION

Secretary/Treasurer will be elected annually by the membership of the Minnesota Society and serves as voting member of the Executive Committee.

III. ACTIVITIES

- A) Conducts elections not conducted by the SAF national office.
- B) Keeps minutes of meetings.
- C) Conducts correspondence.
- D) Announces meetings.
- E) Prepares and presents at the annual meeting a report on the Minnesota Society's activities.
- F) Serves as custodian of account records and accounts.
- G) Receives and deposits all monies, and disburses all monies authorized by the chair (or executive committee).
- H) Prepares and presents at the annual meeting a report on the Minnesota Society's financial status, including an income and expense statement and balance sheet.
- I) Provides national office all information required for the IRS Form 990.
- J) Provide information to and work with the Tellers and Auditing Committees.
- K) Other duties as assigned by executive committee or chair.

MINNESOTA SOCIETY CHAPTER CHAIR

Position Description Created: May, 2013

This position description is intended to provide general guidance to, and clarify the role and expectations of, a Minnesota Society Chapter Chair.

I. OBJECTIVE

Provide leadership for the chapter. The chapter chair organizes and presides at chapter meetings, and works with the past chapter chair to find candidates for open positions at the chapter and state level.

II. ORGANIZATION

A chapter chair acts as a representative of the chapter members to the Minnesota Society Executive Committee.

III. ACTIVITIES

Minnesota Society chapter chairs shall:

- A. Plan and hold a minimum of one chapter meetings a year (preferably two), with assistance from other chapter members.
- B. Prepare and submit updates on chapter activities to the Newsletter Editor.
- C. Assist with planning and hosting Minnesota society meetings when held within the chapter boundaries.

ANNUAL CONFERENCE & SUMMER MEETING AD-HOC PLANNING TEAM

I. OBJECTIVE

To produce two meetings per year of the Minnesota Society which will be meaningful to the profession as a whole, designed to attract a large level of participation by both members and non-members of the Society who practice forestry within the state.

II. ORGANIZATION

The current Minnesota Society Chair and Chair-elect will co-chair an ad-hoc planning team. At a minimum, all Minnesota Society elected officers and a representative from each chapter and Minnesota Society committee are expected to participate. Additional ad-hoc planning team members who are versed in the topics to be presented, past program organizers, and/or residents of the portion of the State where the conference is to be held may be recruited to help facilitate planning and logistics. It shall be the responsibility of the co-chairs, with the assistance of the Executive Committee, to recruit such members as needed for the particular program/meeting being planned. Participants on the team will vary depending upon the size and complexity of the conference program, location, and logistical needs.

The annual winter meeting will be organized primarily by the Events Committee under the leadership of the Chair-elect for the year preceding the date of the event.

The summer meeting and field tour will be organized by the host chapter. The chapters will rotate the host responsibility for the summer meeting and field tour.

III. ACTIVITIES

The activities of the planning team shall be oriented toward the arrangements of the planned program, to include contact of meeting sites, determination of meals and refreshments, insurance that all meeting rooms/facilities and materials necessary for a productive program and meeting space(s) necessary for all participants comfort in order to produce an effective and useful program and business meeting(s).

Additional activities requiring coordination with other committees include arranging for vendor displays, providing a poster session, fund raising, and organizing field tours.

ADD TIMELINE / EXPECTATIONS

MINNESOTA SOCIETY HISTORIAN

Date Established: January 1, 1981. **Amended/Revised:** May, 2013

The **MINNESOTA SOCIETY HISTORIAN** is duly authorized under ARTICLE 9 (A) - SPECIAL COMMITTEES, as approved in the BY-LAWS of the MINNESOTA SOCIETY of AMERICAN FORESTERS.

I. OBJECTIVE

The purpose of the Minnesota Society Historian shall be to properly catalog and store such files and records of the society as the chairperson and executive committee deem appropriate. These records and information shall be stored in such a manner as to be accessible for research and informational uses.

II. ORGANIZATION

The Minnesota Society Historian shall coordinate with the Minnesota Society Secretary/Treasurer and reports directly to the Executive Committee.

III. ACTIVITIES

The Minnesota Society Historian shall index, sort and store the files and records of the society in a manner acceptable to professional archival methods and standards. The Historian shall be responsible for annually entering into the archives such records as may be considered appropriate for the history of the society and professional forestry in the state of Minnesota.

The Minnesota Society Historian may be charged with the responsibility of providing the executive committee and membership information pertaining to the history and activities of the society; as found in the historical archival records; when asked for specific information; or in the form of articles to be published in the MINNESOTA FORESTER, when appropriate.

FORESTS FOR HUMANITY (FFH) COORDINATOR

Date Established: 1997. **Amended/Revised:** May, 2013

The **FORESTS FOR HUMANITY COORDINATOR** is duly authorized under Article 9 (A) - SPECIAL COMMITTEES, as approved in the BY-LAWS of the MINNESOTA SOCIETY OF AMERICAN FORESTERS.

I. OBJECTIVE

Provide a direct link between the forest landowner, forestry professionals, loggers, wood products industries and home owners by working in partnership with Habitat for Humanity Minnesota and Log-A-Load for Kids, volunteering raw materials to be converted to finished wood products for Habitat for Humanity home building projects. The homeowner and other volunteers complete the management cycle by helping to reforest the harvested lands.

Mission Statement: The objective of Forests for Humanity (FFH) is to provide a positive emotional message that can enhance public understanding of the value of active forest management to maintain viable, high quality, diverse forest ecosystems while providing for human needs. It will put the concept of "think globally, act locally", into realistic, meaningful terms people can appreciate and participate in directly.

II. ORGANIZATION

The FFH Coordinator shall be appointed by the Minnesota Society Chair. This individual should be selected on the basis of their interest and commitment to furthering the position's objectives.

In addition, the elected Minnesota Society Treasurer shall be in charge of the fiduciary transactions of FFH. The vast majority of the time the Minnesota Society does not take physical possession of product or funds. Habitat affiliates pick up products or a cooperator delivers it, and checks are made out to the beneficiary. The FFH Coordinator has an access spread sheet tracking donations.

The Coordinator shall work closely with the Minnesota Society Secretary/Treasurer and reports directly to the Executive Committee.

III. ACTIVITIES

The Coordinator shall:

- A) Serve as the publicity/communications contact at the state level and work directly with the national SAF office on matters pertaining to FFH activities.
- B) Develop an annual work plan and budget, if necessary.
- C) Is the contact for members that have identified a potential donor or cooperator (mill or logger) to assist members with directing donations to the appropriate place and coordinating media and other support activities, such as involving student chapters in timber sale set up.
- D) Contacts Habitat for Humanity Minnesota for their recommendations on which Habitat affiliates to direct funds or products from donations and to contact Log-a-Load for Kids to arrange the transfer of funds directed there.
- E) Ensure that the elected Minnesota Society Treasurer has the information needed to establish and maintain an audit trail for FFH financial activities.

- F) Maintain contact with, and be sensitive to the needs of **Habitat for Humanity** and **Log-A-Load for Kids**; representatives of which will provide insight into the needs of their programs.
- G) Submit information and updates for the Minnesota Society website to the Communications Committee Chair.
- H) Prepare a short update of Committee activities for inclusion in each Minnesota Society newsletter.

The elected Minnesota Society Treasurer shall build the audit trail from information provided by the FFH Coordinator. Within the FFH framework, no donation exists without a Donation # assigned by the elected Minnesota Society Treasurer.

Minnesota Society FFH Chapters shall: [Need for FFH chapter chairs unclear]

- A) Work with Chapter members to make initial contacts with potential landowner donors, loggers, haulers, and processors.
- B) Responsible for communicating with chapter members about local FFH projects.

NEWSLETTER EDITOR

Position Description Created: May, 2013

The **NEWSLETTER EDITOR** is duly authorized under Article 9 (A) - SPECIAL POSITIONS, as approved in the BY-LAWS of the MINNESOTA SOCIETY OF AMERICAN FORESTERS.

I. OBJECTIVE

To produce and distribute a quarterly newsletter that chronicles Minnesota Society affairs, announces upcoming events and provides a communication vehicle for the membership.

II. ORGANIZATION

The Newsletter Editor shall be appointed by the Minnesota Society Chair with approval of the Executive Committee. This individual should be selected on the basis of their interest, ability, and commitment to furthering the position's objectives.

This position works closely with, and serves on, the Minnesota Society Communications Committee, though the duties of this position are independent of the larger committee.

The Newsletter Editor may develop a cadre of correspondents representing the various chapters and committees.

III. ACTIVITIES

- A) Develop, produce, and distribute quarterly newsletters for the Minnesota Society.
- B) Solicit newsletter articles, including standard updates from Minnesota Society Officers, Committee Chairs, and Chapter Chairs.
- C) Announce newsletter deadlines so as to encourage submission of articles.
- D) Attend and report on Minnesota Society meetings and events, or delegate this task to correspondents.
- E) Attend Minnesota Society Executive Committee meetings.
- F) Serve on and attend meetings of the Minnesota Society's Communications Committee.