



# **BYLAWS** **of the** **INLAND EMPIRE** **SOCIETY OF AMERICAN FORESTERS**

## **ARTICLE 1: NAME AND OBJECTIVES**

This organization is a unit of the Society of American Foresters (the Society) and shall be known as the "Inland Empire Society of American Foresters" (IESAF). As provided in Article VI, Section 1, of the Constitution of the Society of American Foresters, IESAF is comprised of Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone counties within the state of Idaho and Adams, Asotin, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman counties within the state of Washington (See Appendix A).

The objectives shall be:

- (1) to advance the science, education, technology, and practice of forestry; to enhance the competency 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 better 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 IESAF shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the IESAF 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 part<sup>1</sup> of the activities of the IESAF shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the IESAF 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 IESAF shall provide technical assistance and advise providing the IESAF deems it appropriate to provide such assistance. Notwithstanding any other provision of these articles, the IESAF 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**

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<sup>1</sup>Greater than five percent (5%) of the annual budget.

Every member of the Society in good standing is entitled to membership in the IESAF, 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 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 IESAF. Other members may attend any meeting of the IESAF and take part in the discussions, but shall have no vote. Members of a student chapter shall be entitled to vote on any question before the student chapter.

Membership in the IESAF may be terminated by (1) voluntary resignation, (2) failure to pay dues, (3) expulsion from the Society for unprofessional conduct, or (4) transfer of domicile to another state society.

#### **ARTICLE 4: DUES**

The annual dues of the IESAF shall be due upon receipt of the invoice. With the exception of Student Members who shall not be assessed, dues shall be collected by the Society concurrently with the collection of national dues and transmitted to the Treasurer of the IESAF.

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

The Treasurer shall remit to each Chapter the amount of dues received for each Chapter member.

#### **ARTICLE 5: OFFICERS**

The officers of the IESAF shall include a Chair, a Vice-Chair, a Secretary, a Treasurer, a Past Chair, and such other officers as may be found necessary. Officers shall be voting members of the Society and the IESAF for the duration of their terms. Terms for these offices shall be for one year and commence on January 1. Members may serve as an elected officer more than once, but not in successive terms of the same office.

The Vice-Chair; is elected for one term; automatically shall become Chair for the next term; and automatically shall become Past Chair for the subsequent term. The Secretary and Treasurer may be elected or appointed. The Secretary and Treasurer may be the same person.

Other officers are three Executive Councillors, who shall be elected and serve in staggered three-year terms, and others, who shall be appointed by the Chair with the approval of the

Executive Committee.

In the event the Chair is unable to complete the full term of office, the Vice-Chair 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 Vice-Chair who shall assume the duties of the vacant office until the next regular election of officers. In the event the Vice-Chair is unable to complete the term of office and succeed to the office of Chair, the Executive Committee shall appoint an acting Vice-Chair to serve until the next election at which time both a chair and vice-chair shall be elected. The Executive Committee shall fill vacancies in the office of Secretary and Treasurer.

#### **ARTICLE 6: DUTIES AND RESPONSIBILITIES**

The Chair shall be responsible for developing and continuing IESAF activities during the term of office and for organizing the membership toward meeting the objectives. The Chair shall preside at meetings of the IESAF; serve as chair of the Executive Committee and as ex-officio member of all other committees; oversee the business affairs; appoint, with the approval of the Executive Committee, the standing committees and other 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 Vice-Chair, in the absence of the Chair, shall preside at IESAF meetings, act for, and assist the Chair in conducting IESAF affairs, as may be requested by the Chair.

The Secretary or another officer as described by the Executive Committee shall conduct all IESAF elections and referendums that are not

conducted by the national office of the Society; keep the minutes of the IESAF's meetings and send a copy to the Executive Vice-President; 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 IESAF'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 directed by the Executive Committee shall act as custodian of the IESAF's accounting records and accounts; receive and deposit all moneys and disburse all moneys authorized by the Chair (or Executive Committee) on behalf of the IESAF; and perform such other duties as may be assigned by the Executive Committee or the Chair. He/she shall prepare and present at the annual meeting a report of the IESAF'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, in response to an annual request from the Executive Vice-President, shall provide all information required by the Internal Revenue Service Form 990 and, if the IESAF has unrelated business income, Internal Revenue Service Form 990-T. And, in the event that Internal Revenue Service reporting requirements are changed, the Treasurer shall provide the Executive Vice-President the information required on any additional form of the Internal Revenue Service.

The Executive Councillors shall act as members of the Executive Committee.

## ARTICLE 7: ELECTIONS

Nominations made by the Nominating-Awards Committee shall be transmitted to the Chair with a copy to the Secretary 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 in writing by September 1, shall be included on the mail ballot.

The Secretary shall determine whether all nominees are voting members in good standing, eligible to hold IESAF office. The Secretary shall report to the Chair and Nominating-Awards Committee the name of any nominee who fails to qualify.

The Secretary shall mail or provide for mailing a letter ballot to each voting member in good standing in early October. The ballots shall (1) state the offices to be filled, (2) list the names of the candidates for each office in alphabetical order, (3) show the closing date for receiving the ballots, and (4) be accompanied by a brief professional biography of each candidate and a return envelope or post card addressed to the Secretary, someone designated by the Secretary, or the Tellers Committee.

Election of officers shall be by letter ballot in October. The ballots shall be counted by December 1. Election results will be reported to the national office not later than December 8.

A plurality or simple majority of those voting shall determine the outcome of all elections. In the case of a tie vote, a run-off election shall be held within one month. The ballots shall be counted by a Tellers Committee, which 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 at least three members each, of the IESAF shall include, but not be limited to, the Executive, Nominating-Awards, Tellers, Auditing, Membership, Forest Policy, Communications, and Continuing Education Committees. The Chair of the IESAF, with the approval of the Executive Committee, shall appoint a chair and members of the standing committees, except as specified below for the Executive Committee. The Chair of the IESAF serves as ex-officio member of each committee (See Appendix B for Committee Charters).

A. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the Chair of IESAF acting as chair of the committee and other officers of IESAF, the forest science coordinator, and others designated. Voting members of the Executive Committee shall consist of the IESAF Chair, Vice-Chair, Past Chair, Executive Councillors, Secretary, and Treasurer, and each Chapter Chair or their designee. A quorum of the Executive Committee shall consist of a majority of the voting members. The Executive Committee shall give general supervision to the affairs and interests of the IESAF 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 that require immediate action between IESAF meetings. Committee business may be transacted by mail ballot, but 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 IESAF.

- B. **NOMINATING-AWARDS COMMITTEE.** The Nominating-Awards Committee shall operate in accordance with the committee charter. This committee shall nominate, from eligible IESAF members, at least two candidates for each elective office, obtain agreement to serve if elected from each nominee, and send the nominations and agreements to serve to the Secretary or other officer by September 1. If, for any reason, a nominee is found by the Secretary to be ineligible, the Nominating Committee shall provide another nomination by September 15.

Awards shall not necessarily be restricted to members of the IESAF.

- 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 to count 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 Treasurer. The committee shall certify the accuracy of the financial statements prepared by the Treasurer and shall report the results of the audit to the Chair and the membership.
- E. **MEMBERSHIP COMMITTEE.** The Membership Committee shall consist of at least three voting members, and shall operate in accordance with the committee charter. The Vice-Chair may serve as chair of the committee. In cooperation with a staff member of the Society designated by the Executive Vice-President, the committee shall actively promote membership in the Society, coordinate recruitment activities of chapters and IESAF, and play an active role in improving member services at the local level.
- F. **FOREST POLICY COMMITTEE.** The Forest Policy Committee shall operate in accordance with the committee charter, Society *Forest Policies*, and Society Bylaws II A-E. In cooperation with a staff member of the Society designated by the Executive Vice-President, the committee shall review and keep IESAF members informed of pending or proposed legislation. The committee shall be responsible for reviewing *Forest Policies*, forest policy issues, and position statements referred to or originating within the IESAF. The committee may recommend an IESAF position on any policy issue to the Executive Committee, and recommend modification, reaffirmation, or

termination of any existing position.

- G. **COMMUNICATIONS COMMITTEE.** The Communications Committee shall operate in accordance with the committee charter. In cooperation with a staff member of the Society designated by the Executive Vice-President, the committee shall be responsible for news coverage for all activities of IESAF; shall conduct communication efforts within the Society and with other organizations; and shall encourage the dispersal of information to gain public awareness and understanding of forestry and the forestry profession.

- H. **CONTINUING EDUCATION COMMITTEE.** The Continuing Education Committee shall operate in accordance with the committee charter. In cooperation with a staff member of the Society designated by the Executive Vice-President, the committee shall act as liaison on matters of educational concern to institutions of higher learning that offer courses in forestry within the IESAF boundaries, and shall promote continuing education activities for forestry professionals.

#### **ARTICLE 9: SPECIAL COMMITTEES AND APPOINTMENTS**

- A. **SPECIAL COMMITTEES.** The Chair may appoint special committees as authorized by the Executive Committee. Such committees may include membership, program, forest policy, communication, etc.
- B. **APPOINTMENTS.** With the approval of the Executive Committee, the Chair shall make the following appointments:
- (1) **FOREST SCIENCE**

**COORDINATOR.** A Forest Science Coordinator may be appointed for a two-year term beginning January 1, and may be reappointed to a total of two consecutive terms. The Forest Science Coordinator serves on the Regional Forest Science Committee as provided in the Society Bylaws.

- (2) **COMMITTEES.** The chair and members of each authorized committee shall be appointed to serve for one-year terms, beginning January 1.
- (3) **OTHER APPOINTMENTS.** Other appointments shall be authorized by the Executive Committee and made by the Chair.

#### **ARTICLE 10: STATE DIVISIONS AND CHAPTERS**

- A. **STATE DIVISIONS** (of multi-state societies). IESAF does not currently have State Divisions. 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 referendum<sup>2</sup> of the members in the state. The boundaries of a State Division shall follow state lines except in cases

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<sup>2</sup>Council 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 a previous two year period. The decision, where determined by referendum, shall stand for at least two years."

approved by the 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 IESAF.

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 IESAF 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 IESAF for recommendations to the Council.

IESAF 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 IESAF or a 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 affected. The Executive Committee shall establish the boundaries of a Chapter. 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 below.

The officers of each Chapter shall include a Chair, a Vice-Chair, a Secretary, a Treasurer, and such other officers as may be found necessary. The Secretary and Treasurer may be the same person. Chapter officers shall be voting members of the Society and Chapter for the duration of their terms. Terms for these offices shall be one year and commence on January 1.

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.

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 IESAF 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 IESAF for recommendation to the Council.

IESAF is authorized to appropriate funds to the Chapter for the conduct of 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 IESAF 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: MEETINGS**

The annual meeting of IESAF shall be held at the time and place designated by the Executive Committee with at least 30 days notice to the membership but shall not conflict with the annual meeting of the Society. Other meetings will also avoid such conflict.

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. Business meetings may be held separately or in conjunction with the annual meeting of IESAF. Notification of such meeting, stating the nature of the business to be undertaken, shall be sent to the membership 30 days in advance of the meeting. Positions pertaining to IESAF policy shall be presented at the business meeting for discussion and, if approved by a majority vote, shall be submitted to all voting members by letter ballot, except as provided in the Society Bylaws II A-E. All ballots must be returned to the Secretary, someone designated by the Secretary, or the Tellers Committee for counting within six weeks. A simple majority of the vote cast shall be required for adoption. All adopted positions shall be transmitted to the Executive Committee for appropriate action.

Other meetings as needed 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 interest 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 by mail ballot.

## **ARTICLE 12: RECALL**

Any 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 in a letter ballot. Such ballot may be initiated by the



Executive Committee on its own volition or it shall be required to conduct such a ballot if it receives a petition setting forth points of contention and signed by at least two percent but in no case less than 10 of the voting members of the IESAF. Ballots shall be mailed and received by a member of the Executive Committee as chosen by the committee.

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.

### **ARTICLE 13:           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 IESAF. Proposed amendments shall be submitted to the Executive Vice-President for approval prior to a mail ballot of voting members. Amendment of these bylaws shall require two-thirds vote of the members voting. In the event that amendments to these bylaws are required by the Society because of changes in its Constitution or Bylaws, the Executive Committee, by a two-thirds affirmative vote, may make such changes.

### **ARTICLE 14:           ASSETS**

IESAF assets belong to the IESAF 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 in proportion to the percentage of the voting members transferred.

Upon dissolution of the IESAF, the Executive Committee shall, after paying or making provision for the payment of all the liabilities of the IESAF, transfer all the assets of the IESAF to the national Society, or dispose of all of the assets of the IESAF exclusively for the purposes of the IESAF in such a manner, or to such organization or organizations organized and

**BYLAWS of the INLAND EMPIRE SOCIETY OF AMERICAN FORESTERS**

**APPENDIX A**

**Geographic Boundaries  
of the  
Inland Empire Society of American Foresters**



# **BYLAWS of the INLAND EMPIRE SOCIETY OF AMERICAN FORESTERS**

## **APPENDIX B**

### **Charter**

#### **NOMINATING-AWARDS COMMITTEE**

Date Established: 3/14/81

Objectives: The committee: is responsible for IESAF officer nominations in accordance with Bylaw Articles 7 & 8; solicits for award nominations, and; facilitates Fellow nominations.

Organization: The committee is comprised of three (3) members, in staggered three (3) year terms. IESAF Chairs appoint committee members. Each successive Chair appoints one (1) person. The first-year member provides input and learns the chair responsibilities. The second-year member is committee chair for that year. The third-year member provides the continuity of two previous years of experience.

Activities: Officer nominations are activated on August 1<sup>st</sup>. At least two (2) nominations each (and “agreements to serve if elected”) for Vice-Chair and Executive Councillor shall be submitted to the Chair and Secretary by September 1<sup>st</sup>. If the Secretary finds any nominee ineligible, another nomination is due by September 15<sup>th</sup>.

Award nominations for Forester of the Year, Communicator of the Year, and Student of the Year are solicited in autumn and submitted for Executive Committee vote in January. Awards are not necessarily limited to IESAF members. The Past Chair prepares awards for presentation at the Annual Meeting.

Fellow nominations are due May 31<sup>st</sup>. Nominations are solicited and petitions circulated during the Annual Meeting, or as otherwise appropriate, to meet the deadline.

Duration: Standing committee, as authorized by Executive Committee.

Amendments: 3/98

**BYLAWS of the INLAND EMPIRE SOCIETY OF AMERICAN FORESTERS**

**APPENDIX B**

**Charter**

**TELLERS COMMITTEE**

Date Established: 3/14/81

Objectives: The committee is responsible for counting ballots and certifying the results of IESAF elections in accordance with Bylaw Articles 7 & 8, and for counting ballots and certifying the results of any other IESAF vote in accordance with Bylaw Articles 11, 12, & 13.

Organization: The committee is comprised of three (3) members serving a one- (1) year term. The IESAF Chair appoints committee chair and members.

Activities: This committee shall assemble at the times and places set by the Secretary to count ballots and shall certify the results of votes to the Chair and Executive Committee.

Duration: Standing committee, as authorized by Executive Committee.

Amendments: 3/98

**BYLAWS of the INLAND EMPIRE SOCIETY OF AMERICAN FORESTERS**

**APPENDIX B**

**Charter**

**AUDITING COMMITTEE**

Date Established:	3/14/81
Objectives:	In accordance with Bylaw Articles 6 & 8, the committee shall inspect the financial records of the Treasurer and certify the accuracy of the financial statements prepared by the Treasurer.
Organization:	The committee is comprised of three (3) members serving a one- (1) year term. The IESAF Chair appoints committee chair and members.
Activities:	This committee shall assemble at the conclusion of the fiscal year and at other times as directed by the Chair or Executive Committee to perform an audit of the financial records of the IESAF. The committee will report the results of all audits to the Chair and the membership.
Duration:	Standing committee, as authorized by Executive Committee
Amendments:	3/98

## **BYLAWS of the INLAND EMPIRE SOCIETY OF AMERICAN FORESTERS**

### **APPENDIX B**

#### **Charter**

#### **MEMBERSHIP COMMITTEE**

Date Established:	3/14/81
Objectives:	The committee shall actively promote membership in the Society, coordinate recruitment activities of chapters and IESAF, and play an active role in improving member services at the local level.
Organization:	The committee shall consist of at least three (3) members serving a one- (1) year term. The IESAF Chair appoints committee chair and members.
Activities:	The committee shall assemble at least once per year and at other times as called by the chair. The committee shall prepare an annual action plan to promote membership in the Society, to coordinate recruitment activities of chapters and IESAF, and to improve member services. The committee shall monitor IESAF membership records and coordinate contact with those individuals failing to retain membership through payment of annual dues. The committee shall coordinate contact with potential new members, provide them with membership materials, and otherwise accomplish the activities as described in the annual action plan.
Duration:	Standing committee, as authorized by Executive Committee.
Amendments:	3/99

## **BYLAWS of the INLAND EMPIRE SOCIETY OF AMERICAN FORESTERS**

### **APPENDIX B**

#### **Charter**

##### **FOREST POLICY COMMITTEE**

Date Established:	3/14/81
Objectives:	The committee is responsible for recommending to the Executive Committee IESAF positions on any forest policy issue. The recommendation may be to develop a new position or to modify, reaffirm, or terminate an existing policy position.
Organization:	The IESAF Chair appoints one committee member as chair for one year. Ad hoc members join the committee for specific tasks as necessary to respond to any forest policy issue.
Activities:	The Executive Committee solicits ad hoc members for the committee from the IESAF membership. Chapter chairs may recommend a Forest Policy Committee member or assume the responsibility for recommending ad hoc members.
Duration:	Standing committee, as authorized by Executive Committee.
Amendments:	12/99

**BYLAWS of the INLAND EMPIRE SOCIETY OF AMERICAN FORESTERS**

**APPENDIX B**

**Charter**

**COMMUNICATIONS COMMITTEE**

Date Established:	3/14/81
Objectives:	The committee shall: be responsible for news coverage for all activities of IESAF; conduct communication efforts within IESAF and with other organizations, and; encourage the dispersal of information to gain public awareness and understanding of forestry and the forestry profession.
Organization:	The committee shall consist of at least three (3) members serving a one- (1) year term. The IESAF Chair appoints committee chair and members.
Activities:	The committee shall assemble at least once per year and at other times as called by the chair. The committee shall prepare an annual action plan to accomplish the stated objectives.
Duration:	Standing committee, as authorized by Executive Committee.
Amendments:	3/00



## **BYLAWS of the INLAND EMPIRE SOCIETY OF AMERICAN FORESTERS**

### **APPENDIX B**

#### **Charter**

#### **CONTINUING EDUCATION COMMITTEE**

Date Established: 3/14/81

Objectives: The committee: is responsible for IESAF continuing education efforts in accordance with Bylaw Article 8-H; acts as liaison on matters of educational concern to institutions of higher learning and other entities that offer courses in forestry within IESAF boundaries; and promotes continuing education activities for forestry professionals.

Organization: The IESAF Chair appoints committee chair and members.

Activities: Manage the IESAF CFE program;

Evaluate and approve category 1 continuing education activities held within IESAF boundaries;

Thoroughly examine applications for CFE certificates by IESAF applicants and forward approved applications to the national office; and

Promote the CFE program and continuing education opportunities to forestry professionals and employers.

Duration: Standing committee, as authorized by Executive Committee.

Amendments: 1/00