

Bylaws of
The Washington State Society of American Foresters (WSSAF)

(Approved by the membership November 2009)

ARTICLE 1: NAME AND OBJECTIVES

This organization is a unit of the Society of American Foresters (the Society) and shall be known as the “**Washington State Society of American Foresters**” (WSSAF). As provided in Article VI, Section 1 of the Constitution of the Society of American Foresters WSSAF is comprised of these counties within the state of Washington: Clallam, Jefferson, Kitsap, Mason, Grays Harbor, Pacific, Wahkiakum, Cowlitz, Lewis, Thurston, Pierce, King, Snohomish, San Juan, Island, Skagit, Whatcom, Okanogan, Chelan, Kittitas, Yakima, and Benton.

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 earnings¹ of the WSSAF shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the WSSAF 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 of the activities of the WSSAF shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the WSSAF 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 WSSAF shall provide technical assistance and advice providing the state society deems it appropriate to provide such assistance. Notwithstanding any other provision of these articles, the WSSAF 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) at the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

¹ Greater than 5% of the annual budget.

ARTICLE 3: MEMBERSHIP

Every member of the Society in good standing is entitled to membership in the state society 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 at 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 WSSAF. Other members may attend any meeting of the WSSAF and take part in the discussions, but shall have no vote. Members of a student chapter shall be entitled to vote on Chapter and WSSAF matters.

Membership in the WSSAF 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 WSSAF shall be due upon receipt of the invoice. With the exception of Student Members and Golden 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 WSSAF. The Treasurer shall remit to each Chapter, if applicable, the Chapter dues received from the Society.

Members who have not paid WSSAF dues by March 1 shall be notified by WSSAF that they are in bad standing, and thus ineligible to vote on questions before WSSAF, to receive WSSAF publications, including electronically distributed communications, to be a candidate for office in WSSAF, 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 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.

Special assessments may be levied upon approval of the WSSAF Executive Committee. Unless approved by a total membership ballot, special assessments shall not exceed \$5.00 per member per year.

ARTICLE 5: OFFICERS

The officers of the WSSAF shall include Chair, Chair-Elect, Secretary, Treasurer, and such other officers as may be found necessary. Officers shall be voting members of the Society and the WSSAF for the duration of their terms. Terms shall be for one year and commence on January 1.

The Chair-Elect is elected for a one-year term and shall become Chair for the subsequent term. Upon completion of the term as Chair, the incumbent becomes Immediate Past Chair in the Executive Committee. The Immediate Past Chair shall not be the nominee for Chair-Elect for the subsequent year. A member shall not serve in the Chair-Elect–Chair–Immediate Past Chair series more than twice. The Secretary and Treasurer may be elected or appointed. The Secretary and Treasurer may be the same person.

In the event 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 election at which time both a chair and a chair-elect shall be elected. Vacancies in the offices of Secretary and Treasurer shall be filled by the Chair with concurrence of the Executive Committee.

Members of the Executive Committee shall include the officers named above as well as all Chapter Chairs, Chairs of all standing committees, and a Member-at-Large, see Article 8. Additional functional Chairpersons may be appointed as needed at the discretion of the Chair. A quorum shall consist of 50% plus 1 of the Executive Committee.

ARTICLE 6: DUTIES AND RESPONSIBILITIES

The Chair shall be responsible for developing and continuing WSSAF activities during the term of office and for organizing the membership toward meeting the objectives. The Chair shall preside at meetings of the WSSAF; serve as chair of the Executive Committee and as ex-officio member of all other committees; oversee WSSAF 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; serve as a member of the SAF Northwest Office Committee; and perform all other duties commonly incident to such office.

The Chair-Elect, in the absence of the Chair, shall preside at WSSAF meetings and act for and assist the Chair in conducting WSSAF affairs, as may be requested by the Chair. The Chair-Elect shall serve as a member of the SAF Northwest Office Committee.

The Secretary or another officer as described by the Executive Committee shall conduct all WSSAF elections and referenda which are not conducted by the national office of the Society or the SAF Northwest Office; keep the minutes of the WSSAF'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; serve as a member

of the SAF Northwest Office Committee, 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 WSSAF'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 WSSAF'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 WSSAF; serve as a member of the SAF Northwest Office Committee; 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 WSSAF'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 Internal Review 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 WSSAF 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 Immediate Past Chair shall serve as the Chair of the Nominating Committee, as a member of the Internal Review Committee, and shall serve on the SAF Northwest Office Committee.

The Member-at-Large shall serve on the SAF Northwest Office Committee, and such other committees as appointed by the Chair.

ARTICLE 7: ELECTIONS

Elections conducted by or for the WSSAF will be conducted electronically and a provision will be made for those members who do not have internet access to participate by mail ballot.

Nominations made by the Nominating Committee shall be transmitted to the Chair with a copy to the Secretary and Membership Services Chair by July 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 July 1, shall be included on the ballot.

Each nominee shall provide a factual professional biography and an election statement not exceeding 200 words to the nominating committee chair by August 1. The Membership Services Chair shall determine whether all nominees are voting members in good standing, and eligible to hold WSSAF office. The Membership Services Chair shall report to the Chair and the Nominating Committee the name of any nominee who fails to qualify. Further nominations, if necessary, shall be made by the Nominating Committee by July 15.

The ballots shall be counted by December 1. Election results will be reported to the national office not 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. Any paper ballots shall be counted by a Tellers Committee (see Article 8C) 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 and results will be published in an appropriate issue of "Western Forester."

ARTICLE 8: STANDING COMMITTEES

Standing committees of the WSSAF shall include, but not be limited to, the Executive, Nominating, Tellers, Internal Review, Annual Meeting, and may also include: Policy/Legislative, Science & Technology, Awards & Recognition, Chapter Affairs, Continuing Education & Certification, Communications, Education, Foresters' Fund/Stewardship, Membership Services, and History/Archives Committees. The Chair of the WSSAF 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 WSSAF serves as ex-officio member of each committee.

A. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the Chair of the WSSAF acting as chair of the committee and other officers of the WSSAF, as described in Article 5; each member of the Executive Committee has one vote. The Executive Committee shall give general supervision to the affairs and interests of the WSSAF 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 (a skeletal charter is attached). 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 WSSAF on urgent matters which require immediate action between WSSAF meetings. Committee business may be transacted by mail or electronic 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 WSSAF.

B. NOMINATING COMMITTEE. The Nominating Committee shall consist of the Immediate Past Chair of the WSSAF as committee chair, one other past chair, and the current chair and operate in accordance with the committee charter. This committee shall nominate from eligible WSSAF members at least two candidates for each elective office and obtain agreement to serve if elected from each nominee, and send the nominations and agreements to serve to the Membership Services Chair by July 1. If, for any reason, a nominee is found by the Membership Services Chair to be ineligible, the Nominating Committee shall provide another nomination by August 1.

C. **TELLERS COMMITTEE.** The Tellers Committee function shall be performed by the Nominating Committee Chair with the Northwest Office and shall operate in accordance with Northwest Office Policy.

D. **INTERNAL REVIEW COMMITTEE.** The Internal Review Committee shall consist of the WSSAF Chair-Elect as committee chair, the immediate past chair and one other past chair and 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. **ANNUAL MEETING COMMITTEE.** The Annual Meeting Committee shall consist of members of the Annual Meeting host Chapter(s) and shall operate in accordance with the Committee charter. The Annual Meeting Committee Chair shall be appointed by the WSSAF Chair with the approval of the Executive Committee. In consultation with the Executive Committee, the Committee shall prepare a program for the WSSAF's annual meeting and shall be responsible for all arrangements thereof. In addition, other special meetings as may be deemed desirable by the Executive Committee shall be arranged by a **SPECIAL PROGRAM COMMITTEE** as may be appointed.

F. **POLICY/LEGISLATIVE COMMITTEE.** The Policy/Legislative Committee shall operate in accordance with the committee charter, Society Forest Policies, and national Society Bylaws II A - M. This committee, and a staff member of the national Society designated by the Executive Vice-President, shall work in cooperation with each other. The committee shall review and keep WSSAF members informed of pending or proposed legislation. It shall be responsible for reviewing Forest Policies, forest policy issues and position statements referred to, or originating within, the WSSAF. The committee may recommend a WSSAF position on any policy issue to the Executive Committee, and recommend modification, reaffirmation or termination of any existing position.

G. **SCIENCE AND TECHNOLOGY COMMITTEE.** The Science and Technology Committee shall consist of the Forest Science Coordinator as Chair, and two other members appointed by the Chair of the WSSAF. This Committee shall provide communication between scientists, working groups, and WSSAF; shall organize working groups that will contribute to program and policy development at the WSSAF and chapter levels; and shall contribute to continuing education programs that are developed by the Education Committee.

H. **AWARDS AND RECOGNITION COMMITTEE.** Members of this committee are appointed by the Chair. It operates in accordance with the committee charter, providing publicity and communication for awards. This includes, but is not limited to Chapter of the Year, Forester of the Year, and national awards (National Bylaws XII). Also, the committee prepares awards for presentation and makes presentation of awards (or arranges for) awards to the recipients.

I. **CHAPTER AFFAIRS COMMITTEE.** The chair of this committee is appointed by the Chair and members are made up of all of the chapter chairs. The committee operates in accordance with the committee charter and the primary goal is to help chapters operate effectively and efficiently.

J. CONTINUING FORESTRY EDUCATION CERTIFICATION COMMITTEE. This committee is appointed by the Chair and operates in accordance with the committee charter to assist the membership with Continuing Forestry Education and Certified Forester procedures.

K. COMMUNICATIONS COMMITTEE. The Communications Committee shall operate in accordance with the committee charter and national Society Bylaw II N. This committee and a staff member of the national Society designated by the Executive Vice-President shall work in cooperation with each other. The committee shall be responsible for news coverage for all activities of the WSSAF; shall conduct communications efforts within the WSSAF and with other organizations; and shall encourage the dispersal of information to gain public awareness and understanding of forestry and the forestry profession.

L. EDUCATION COMMITTEE. The Education Committee shall operate in accordance with the committee charter. This committee and a staff member of the national Society designated by the Executive Vice-President shall work in cooperation with each other. The committee shall be responsible for a program to educate members of the public, and especially students, about the forestry profession. Also, the committee shall act as liaison on matters of educational concern to institutions of higher learning that offer courses in forestry within the WSSAF boundaries, shall keep the membership informed on modern developments in forestry education, and shall promote continuing education activities for forestry professionals.

M. FORESTER'S FUND COMMITTEE. The committee is appointed by the Chair and operates in accordance with the Committee Charter. The primary duties include publicizing and assisting SAF units in applying for Forester's Fund grants and coordinating the operation of a Foresters' Fund Raffle at each annual meeting.

N. MEMBERSHIP SERVICES COMMITTEE. The Membership Services Committee shall include the chair of each chapter membership committee, and shall operate in accordance with the committee charter. The Chair-Elect may serve as chair of the committee. The committee shall actively promote membership in the Society, in cooperation with a staff member of the national Society designated by the Executive Vice-President. The committee coordinates recruitment activities of chapters and plays an active role in improving member services at the local level. The committee assists with WSSAF elections.

O. HISTORY/ARCHIVES COMMITTEE. This committee is appointed by the Chair and operates in accordance with the committee charter.

P. WASHINGTON STATE SOCIETY OF AMERICAN FORESTERS FOUNDATION. Members of this Committee shall be appointed by the Chair in accordance with the WSSAF Foundation Bylaws. The committee has responsibility for raising and dispersing funds in accordance with the WSSAF Foundation Charter, and providing semi-annual financial reports to the Executive Committee.

ARTICLE 9: SPECIAL COMMITTEES

SPECIAL COMMITTEES/LIAISONS may be authorized by the Executive Committee and shall be appointed by the Chair. Such committee liaisons may include but are not limited to: American

Forest and Pulp Association Sustainable Forestry Initiative, Washington Forest Protection Association, University of Washington, Green River Community College, Peninsula College, Gray's Harbor Community College, The Evergreen State College, Soil & Water Conservation Society, American Water Resources Association, American Fisheries Society, The Wildlife Society, Society for Range Management, the Ecological Society, and the Nature Conservancy.

ARTICLE 10: CHAPTERS

A. CHAPTERS. A Chapter within WSSAF 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 effective. 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. The officers of the Chapter shall include a Chair, a Chair-Elect, a Secretary, a Treasurer, and such other officers as may be found necessary. Chapter officers shall be voting members of the WSSAF. Terms shall be for one year and commence on January 1. The Chair-Elect is elected for a one-year term and automatically shall become Chair for the subsequent term. The Secretary and Treasurer may be elected or appointed. The Secretary and Treasurer may be the same person.

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

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

A Chapter shall report promptly to the WSSAF 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.

WSSAF 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 lists and labels, membership rosters, and other automation products.

B. STUDENT CHAPTERS. A Student Chapter may be authorized within WSSAF 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 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 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 members of the unit, a secret ballot of the unit's voting members shall be conducted prior to adopting the position. In such cases, approval shall be by affirmative vote of at least two-thirds of those members voting. Position statements are also included on the fall election ballot for endorsement by WSSAF members when feasible. Although not required under SAF guidelines, WSSAF takes this step to strengthen member awareness and support of its statewide positions.

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. This meeting shall be hosted by one or more chapters concurrently and shall rotate from chapter to chapter each year. At each annual business meeting, the host chapter for the meeting two years hence shall be determined. Joint meetings with the Oregon, Inland Empire or other Societies are encouraged. The annual meeting shall be held in April or May and planned so as not to conflict with other natural resource meetings. Joint meetings with other natural resource organizations are encouraged. The host chapter(s) shall schedule and reserve facilities for the annual meeting, with approval of the Executive Committee, within six months of accepting the host responsibility.

A joint leadership Conference with the Oregon SAF shall be held in January of each year to train Chapter and State officers. WSSAF has responsibility for planning the program and making event arrangements during odd-numbered years.

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 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 by mail or electronic ballot.

ARTICLE 13: 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 mail or electronic 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 the points of contention and signed by at least two percent, but in no case less than 10 voting members of WSSAF. Ballots shall be sent by mail or electronically and received by a member of the Executive Committee as chosen by the 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 voting members of WSSAF. Proposed amendments shall be submitted to the Executive Vice-President for approval prior to a ballot of

voting members. Amendment of these bylaws shall require a favorable two-thirds majority vote of the members voting.

ARTICLE 15: ASSETS

State Society assets belong to the state 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 WSSAF, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the WSSAF, transfer all the assets of the WSSAF to the national Society, or dispose of all of the assets of the WSSAF exclusively for the purposes of the WSSAF 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 State Society members on November 9, 2009

By: Doug St. John, Chair

Date: _____

Member, Executive Committee
Charles W. Lorenz

Member, Executive Committee
William G. Horn, Jr.

Amendment(s) adopted:

The term “state society” refers to Washington State Society of American Foresters

The term “Society” refers to the collective body of the Society of American Foresters nationally

The term “Executive Vice-President” refers to the National position of Executive Vice-President.

SKELETAL CHARTER

(NAME OF COMMITTEE)

Date Established:

Objectives:

Organization:

Activities:

Duration:

Amendments:

WSSAF Calendar of Events

- January:** Article 8D; Review and report previous year's financial records.
Article 12; Leadership Conference with OSAF;
Article 8A; Review/update all Committee Charters;
Article 8A; Set Executive Committee meeting schedule.
- March:** Article 4; Non dues paying members in bad standing are contacted.
Article 6; secretary prepares Annual Report.
- April/May:** Article 12; Annual State Meeting; select host chapter for annual meeting two years hence;
Secretary presents Annual Report to the membership and sends copy to the Executive Vice-President.
- April:** Article 7 & 8B; Nominating Committees (State and Chapters) start to search for the next year's officers.
Article 12; Host Chapter(s) for the Annual Meeting two years hence start to search for meeting site.
- July:** Article 7 & 8B; Nominating Committees (State & Chapter) sends nominations to the Chair with copies to the Secretary and Membership Services Chair.
- August / September:** Article 8B; Membership Services Chair verifies eligibility of nominees;
Nominating Committees replace ineligible nominees by August 1.
Article 12; Executive committee reviews and approves or rejects a site for the annual meeting.
- October:** Article 7; Election of Officers.
- November:** Article 8C; Tellers Committee count election ballots and notifies nominees and National SAF.
- December:** Articles 5 & 8; Next year's officers select Committee Chairs.