

**BY-LAWS OF THE
GRANITE STATE DIVISION,
SOCIETY OF AMERICAN FORESTERS**

ARTICLE 1 – NAME AND OBJECTIVES

- 1.1 This organization is a unit of the New England Society of American Foresters hereinafter referred to as "NESAF" and shall be known as the "Granite State Division, Society of American Foresters" hereinafter referred to as the "Division", as provided in Article III of the Society of American Foresters bylaws hereinafter referred to as the "National SAF".
- 1.2 The objectives shall be:
 - 1.2.1. To advance the science, technology, education, and practice of professional forestry in America.
 - 1.2.2. To use the knowledge and skills of the profession to benefit society.
 - 1.2.3. To provide an opportunity for communication among the individual members, their NESAF representatives, the National SAF, and the forestry community in New Hampshire.

ARTICLE 2 – ACTIVITIES LIMITED TO EXEMPT PURPOSES

- 2.1 No part of the net earnings of the Division shall inure to the benefit of, or be distributed to, its members, or private persons, except that the Division 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 Division shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the Division 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 government body, committee or subdivision, the Division shall provide technical assistance. Notwithstanding any other provision of these articles, the Division 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 any organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE 3 – MEMBERSHIP

- 3.1 Every member of the National SAF in good standing is eligible for membership in the Division in which the member has established domicile. The domicile of a member shall be the member's home of residence, unless the member's place of business and professional affiliations lie within the territory of another Division, when by notification in writing to the National SAF, the member may establish domicile with said other Division for the purpose of Division membership. An individual may be a voting member of and be eligible for office holding in only one Division.
- 3.2 Only members, as defined in the National SAF's bylaws, in good standing, shall be entitled to vote on any question before the Division. Other non-members and members of other state divisions may attend any meeting of the Division and take part in the discussions, but shall have no vote.
- 3.3 Membership in the Division may be terminated by (1) voluntary resignation, (2) failure to pay dues, (3) expulsion from the National SAF for unprofessional conduct, or (4) death.

ARTICLE 4 – DUES

- 4.1 The annual dues of the Division shall be payable from the first day of January along with National SAF dues, in order for a member to remain in good standing.
- 4.2 Members who are notified by the National SAF that they are not in good standing will be ineligible to vote, be a candidate for office, or hold office in the Division until dues are paid.
- 4.3 A member who transfers from another unit and has paid dues in the unit from which the transfer is being made shall not be required to pay additional dues to the Granite State Division for the remainder of the year.
- 4.4 New members (who are not transfers) admitted during the year shall pay pro-rata dues beginning with the quarter after the admission is accepted.
- 4.5 Annual membership dues in the Granite State Division shall be determined by majority vote of the Division Members at any regular business meeting when a quorum is present.

ARTICLE 5 – OFFICERS

- 5.1 The officers of the Division shall include a Chair, a Chair Elect, an immediate Past Chair, a Secretary, and a Treasurer.
- 5.2 Officers shall be members of the National SAF and the Division for the duration of their terms. Terms for all officers shall be for one year and commence at the annual

winter meeting.

- 5.3 The Chair Elect is elected for a one-year term and automatically shall become Chair for the subsequent term.
- 5.4 In the event that 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 the Chair, the Executive Committee shall appoint an acting Chair to serve until the next election at which time both Chair and Chair Elect shall be elected. Vacancies in other offices shall be filled by the Executive Committee.

ARTICLE 6 – DUTIES AND RESPONSIBILITIES OF OFFICERS

- 6.1 The Chair shall be responsible for developing and continuing Division activities to meet the aforementioned Division objectives. The Chair shall preside at Division meetings; 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; with the approval of the Executive Committee, appoint an alternate; and perform all other duties commonly incident to such office.
- 6.2 The Chair Elect, in the absence of the Chair, shall preside at Division meetings and act for and assist the Chair in conducting Division affairs, as may be requested by the Chair.
- 6.3 The Secretary or another officer as directed by the Executive Committee shall function as the Election Officer (*i.e.* conduct all Division elections and referendums which are not conducted by the National SAF); record Division meeting minutes; conduct correspondence; announce meetings; and perform such other duties as may be assigned by the Executive Committee or Chair. The Secretary shall assist the Chair in preparation of a report on the Division's activities for presentation at the Annual Winter Meeting. The Secretary shall report all by-law amendments to the NESAF Chair.
- 6.4 The Treasurer or another officer directed by the Executive Committee shall serve as custodian of the Division's accounting records and accounts; receive and deposit all monies and disburse all monies authorized by the Chair or Executive Committee on behalf of the Division; 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 Winter Meeting a report of the Division's financial status, including an income and expense statement for the year's operations and a balance sheet as of the end of the Division's fiscal year (Jan 1 -Dec 31). The

Treasurer shall provide all information required by the Internal Revenue Service Form 990-T. In the event that the Internal Revenue Service reporting requirements are changed, the Treasurer shall provide the NESAF Chair the information required on any additional form of the Internal Revenue Service. It is the NESAF's Executive Committee's responsibility to report all paperwork to the IRS.

ARTICLE 7 – ELECTIONS

- 7.1 Election of officers may, at the discretion of the Executive Committee, be conducted by mail ballot and/or electronic ballot in conjunction with National elections, or by voice vote at the annual meeting.
- 7.2 The Nominating Committee shall transmit names of nominees to the Chair and Secretary. The Secretary shall determine whether all nominees are voting members in good standing and eligible to hold Division office, and shall report on same to the Chair and Nominating Committee. The Chair and his/her designate shall determine if the nominees agree to serve if elected.
- 7.3 The Secretary may assemble biographical sketches of all nominees and distribute same to all Division members prior to voting.

ARTICLE 8 – COMMITTEES

- 8.1 Special Committees can be formed, as needed, by majority vote of the executive committee.
- 8.2 Executive Committee
 - 8.2.1 The Executive Committee shall consist of the Chair of the Division acting as the Chair of the Executive Committee, other officers of the Division including Secretary, Treasurer, Chair- Elect, Immediate Past Chair, the NESAF Representative, Policy Chair, Science and Technology Chair, Education Chair and Tree Farm Representative. Additional committee members may be designated from time-to-time, as needed, by the Executive Committee. The Executive Committee shall generally supervise the affairs and interest of the Division and its contacts with the National SAF; shall control the expenditure of all funds; and approve the locations, dates, and themes of all meetings. The Chair shall appoint at least one Executive Committee member to all other committees.
 - 8.2.2 The Executive Committee acts on behalf of some or all responsibilities of certain committees.
 - 8.2.3 The individual Committee Chairs are responsible for the affairs of the committee, however, report to the executive committee.

8.3 Committee on Forestry Education

8.3.1 Continuing Forestry Education (CFE) Programs

8.3.2 Identify CFE needs of SAF members and transmit to appropriate resource and sponsoring organizations.

8.3.3 Ensure that SAF members are aware of CFE opportunities through effective use of New England SAF Quarterly, direct mailing, or electronic communications.

8.3.4 Provide liaison with New England and National SAF CFE programs.

8.3.5 Sponsor CFE Programs, if appropriate.

8.3.6 Coordinate with other sponsoring organizations, *e.g.*, UNH, State agencies, UNH Cooperative Extension, Federal Agencies, Society for the Protection of New Hampshire Forests, NHTOA, etc.

8.4 UNH Degree Programs (Ph.D., M.S., B.S.F., A.A.S)

8.4.1 Provide liaison between Granite State Division and UNH.

8.4.2 Act as an "outside" support group in matters related to administrative policy and support, and to student recruitment.

8.4.3 Provide advice and recommendations to appropriate faculty groups on matters related to curriculum and other educational issues, (It is expected that this will be the major item for at least one meeting per year.)

8.4.4 Inform appropriate faculty group of perceived educational needs.

8.4.5 Participate in student career assistance, through continued sponsorship of Career Orientation Program, as well as promoting presentations to student groups and individual consultations.

8.5 Policy Chair and Committee

8.5.1 This committee shall review legislative and policy matters of interest and concern to Division members and coordinate and help formulate whatever action is required.

8.6 Awards Chair and Committee

8.6.1 This committee shall nominate individuals deserving of recognition, prepare the various awards and certificates, and supply biographical information to the Executive Committee prior to the Annual Winter Meeting of the following

award categories:

8.6.1.1 THE OUTSTANDING FORESTER AWARD - This award shall be presented annually or periodically for outstanding service to forestry in New Hampshire.

8.6.1.2 THE FORESTRY STUDENT OF THE YEAR AWARD - This award shall be presented annually to a UNH Graduate student, UNH 4-year program senior, and a Thompson School Forestry student. The top student in each program will be selected by their peers and faculty. The names of these students will be inscribed on a plaque and displayed in their respective schools.

8.6.1.3 OTHER AWARDS - The Executive Committee may see fit to recognize individuals or organizations for meritorious or special services or contributions.

8.7 Nominating Chair and Committee

8.7.1 This committee will nominate from eligible Division members a candidate(s) for each elective office, and send the nominations to the Chair and Secretary.

8.7.2 Unless otherwise specified, the Executive Committee acts as the nominating committee.

8.8 Membership Chair and Committee

8.8.1 This Committee will work in coordination with the New England Society of American Foresters Membership Chair to develop and implement methods of attracting and retaining members of the Society of American Foresters.

8.9 Public Affairs Chair and Committee

8.9.1 This committee will seek media coverage of the Granite State Division activities to acquaint the public with foresters and forestry. They will coordinate the appropriate use of the Granite State Division's displays at meetings and events.

8.10 Science and Technology Chair and Committee

8.10.1 This committee will provide the Granite State Division with information or assistance on science and technology matters. They will work on draft policies and position statements, the development and review of science communications, and other science matters in coordination with the Executive Committee.

ARTICLE 9 – MEETINGS

- 9.1 The Annual Winter Meeting of the Division 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 NESAF. Other Division meetings shall also avoid such conflict.
- 9.2 At least one business meeting consisting of no less than 25 voting members 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 Winter Meeting of the Division and notification of such meeting, stating the nature of the business to be undertaken, shall be sent to the membership at least 30 days in advance of the meeting. Positions pertaining to Division policy shall be presented at the business meeting for discussion.
- 9.3 Parliamentary procedure shall be governed by the rules contained in Robert's Rules of Order.

ARTICLE 10 – RECALL

- 10.1 Any officer may be removed from office for reason of misconduct, incompetence or neglect of duty provided that such removal is approved by two-thirds vote of all members voting in a letter and/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 upon receipt of a petition setting forth the points of contention which is signed by at least two percent, but in no case less than 10, of the voting members of the Division.

ARTICLE 11 – AMENDMENT OF THE BY-LAWS

- 11.1 Amendments to these by-laws may be proposed by the Executive Committee on its own volition or upon written petition of at least two percent, but in no case less than 10, of the voting members of the Division. Proposed amendments shall be submitted to NESAF for review prior to Division membership approval. Amendment of these by-laws shall require two-thirds vote of the members voting.

ARTICLE 12 – DIVISION ASSETS

- 12.1 Division assets belong to the Division membership as a whole.
- 12.2 Upon the dissolution of the Division the Executive Committee shall, after paying or making provision for payment of all of the liabilities of the Division, transfer all the assets of the Division to NESAF, or dispose of all of the assets of the Division exclusively for the purposes of the Division in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, 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 corresponding provision of any future United States Internal Revenue Law), as the Executive Committee shall determine.